

Subject: Speaking and Project Presentation Opportunity: Community Economic Development Grant Recipient Conference



Dear XXX,

On behalf of the Office of Community Services (OCS), I am excited to reach out to you about the YEAR Community Economic Development (CED) Grant recipient Conference taking place TBD in Washington, DC. OCS is interested in identifying opportunities for you or someone from your organization to speak at the conference.

CED grant recipients are engaged in programs that address the economic needs of individuals and families with low income through the creation of sustainable business development and employment opportunities. The YEAR CED Grant Recipient Conference will bring together about 150 individuals representing Community Development Corporations from across the country who are current recipients of Community Economic Development grants through OCS at HHS.

Grant Recipient Materials & Product Submission

As we begin preparing for the conference, we would like to hear from you! To showcase your CED projects and the difference your projects make in your communities, we are requesting the following materials from your organization:

- Pictures;
- Videos;
- Inspirational stories; and
- Media pieces and articles.

Please also let us know if you are interested in showcasing any products you have developed through your CED projects. Examples of products might include:

- Food products;
- Tools or gadgets created through or used in CED projects; and
- Any other products created with CED funds or used in the implementation of your projects.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to gather basic information from grant recipients of the CED program to prepare and plan for the 2024 CED Grant Recipient Conference. Public reporting burden for this collection of information is estimated to average 1.5 hours per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0617 and the expiration date is 09/30/2026. If you have any comments on this collection of information, please contact OCSRegistrar@icf.com.

Please submit materials to OCSRegistrar@icf.com by **DATE TBD**. Please make sure to include your **grant number** and **grant year awarded** on the materials you submit. A completed "Permission to Use" form must accompany any submissions. Any individual in or associated with a photo or video must complete the [Permission to Use Photo Form](#).

We look forward to speaking with you/someone about this event and the chance to partner together. Please let us know if you have interest and availability, and we will be happy to share additional details.

Best,
CED Grant Recipient Conference Staff
ICF, under contract to the Office of Community Services

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