



North Central Texas Council of Governments

TO: Community Development Fund Applicants
and Related Consultants

DATE: March 7, 2007

FROM: Stephen A. Ross
Environment and Development Planner II

SUBJECT: Community Development Fund Scoring Session

The Community Development Fund (CDF) Scoring Session for the North Central Texas region has been scheduled for:

DATE: Monday, March 26, 2007
TIME: 8:30 a.m.* - Until Completion
AT: Regional Forum Room, 1st Floor, NCTCOG Offices

***Regional Review Committee Members are asked to arrive at 8 a.m. for a brief orientation session.**

Enclosed is the review schedule of the CDF application presentations. The review order was randomly assigned and no changes will be considered. Due to a possible 50 presentations to be viewed, we must adhere strictly to the schedule. However, because the question/answer period may vary slightly, possible time changes will be accounted for on that day. Please arrive early enough to allow ample time to check-in at the registration room located on the 1st floor in the Six Flags Conference Room.

Each applicant will have five minutes to make a presentation highlighting their project's merit and the local effort being put forth to accomplish the project. An elected official, city/county employee, or consultant/preparer may make the presentation. Please note that if a consultant/preparer is giving the main portion of the presentation, an elected official or city/county employee representing the applicant is still required to attend the scoring session and give an oral introduction. A brief question and answer period by the Regional Review Committee will follow each presentation.

An overhead projector, laptop computer, LCD projector, TV and VCR, and easels will be available for your use. We will do our best to assist you with your equipment needs, but please be aware that NCTCOG is not responsible for equipment failure or software compatibility. You may wish to bring your own equipment as an emergency back up.

The enclosed response form must be returned by March 21, 2007, indicating which elected official or staff employee from your city/county will be attending the Scoring Session. Also, please indicate what equipment you will need for your presentation. Enclosed is a map with restaurant locations since meals will not be provided for applicants. If you wish to provide the committee members with handouts at the time of the scoring session, please bring them with you. NCTCOG staff will not make copies. If you have any questions about the review process, please contact me at metro (817) 695-9277, or via email at sross@nctcog.org . I look forward to seeing you at this important session.

cc: Susan Grosz, ORCA
North Central Texas Regional Review Committee

Enclosures

***** RESPONSE FORM *****

Texas Community Development Program:
Scoring Session for the **COMMUNITY DEVELOPMENT FUND**

DATE: Monday, March 26, 2007
TIME: 8:30 a.m. - Until Completion

NCTCOG Offices

First Floor Regional Forum Room

Jurisdiction: _____

Who will be introducing the presentation?

An elected official or employee of the jurisdiction must make an Introduction.

Name: _____

Title: _____

Who will be giving the presentation? (If different from above)

Name: _____

Title: _____

Equipment Needs:

Overhead projector

Easels – How many? _____*
**not to exceed 3*

Laptop computer

LCD Projector

TV/VCR

Other equipment (please contact Rudy Nino, Jr. to verify availability):

**PLEASE RETURN THE COMPLETED RESPONSE FORM BY MAIL OR FAX, NO LATER
THAN MARCH 16, 2007, TO:**

Liz Zecckine
NCTCOG, Department of Environment and Development
P. O. Box 5888
Arlington, Texas 76005-5888

Fax (817) 695-9191

PLEASE NOTE: If you are attending and have a disability that requires special arrangements, please contact Liz Zecckine at least 72 hours prior to the event at metro (817) 695-9231 for reasonable accommodations. NCTCOG is a smoke free facility.