



**Travis County Commissioners Court Agenda Request  
TRAVIS COUNTY HOUSING FINANCE CORPORATION**

**Meeting Date:** March 12, 2013

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget/854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:**

Consider and take appropriate action to authorize one member of the Corporation's staff to attend the National Association of Local Housing Finance Agencies' Spring 2013 Educational Conference.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116; Leroy Nellis, Budget Manager/854-9066

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.



NALHFA Spring Educational Conference  
**PARTICIPANT REGISTRATION FORM**  
 Hotel Intercontinental New Orleans  
 New Orleans, LA – April 3-6, 2013

Registration Questions (202) 367-1173 or registration@NALHFA.org  
 Fax (202) 367-2173

NALHFA Registration  
 Department 3086  
 Washington, DC 20042-3086

All conference attendees must register using this form (or registering online at ([www.nalhfa.org](http://www.nalhfa.org))). General attendees simply select the registration fee below. Package sponsors must check the box to the right and then select the proper registration fee. Package sponsors are entitled to complimentary and/or discounted registrations, but these vary among packages; please refer to the Sponsorship Opportunities Guide before submitting this form. Package sponsor discounts are only granted when sponsorships are paid in full. Non-Package sponsors should register as general attendees.

**Sponsorship**

Platinum (SP)  
 Gold (SG)  
 Silver (SS)  
 Bronze (SB)

**Participant Information** Please print or type exactly as it should appear on badge.

Name \_\_\_\_\_ Spouse/ Guest Name \_\_\_\_\_  
 Title \_\_\_\_\_ Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
\*Must include email to receive registration confirmation

♿ It is important that you enjoy the NALHFA 2013 Educational Conference. If, due to a disability you have special needs, please let us know in the space provided below, and we will do our best to assist you.

\_\_\_\_\_

\_\_\_\_\_

**Take advantage of early rates until March 1, 2013!**

Are you a first time conference attendee?  Yes  No

**Registration Fees** Please select one.

	<b>Early</b> On or Before March 1	<b>Regular</b> After March 1
NALHFA Member	<input type="checkbox"/> \$525	<input type="checkbox"/> \$575
Nonmember	<input type="checkbox"/> \$695	<input type="checkbox"/> \$755
Sponsor Discounted (member)	<input type="checkbox"/> \$330	<input type="checkbox"/> \$380
Sponsor Discounted (Nonmember)	<input type="checkbox"/> \$430	<input type="checkbox"/> \$480
One Day Presenter	<input type="checkbox"/> \$280	<input type="checkbox"/> \$295
Federal Agency Rate	<input type="checkbox"/> \$280	<input type="checkbox"/> \$330
Spouse/ Guest	<input type="checkbox"/> \$205	<input type="checkbox"/> \$235
Pre-Conference Cultural & Heritage Bus Tour Wednesday April 3, 1:00pm- 3:00pm	<input type="checkbox"/> \$45	<input type="checkbox"/> \$45
<b>TOTAL</b>		<b>\$ _____</b>

**Payment**

**Check** Payable to NALHFA. Please attach to form.  
 Check# \_\_\_\_\_

**Credit Card** Please charge the above fees  
 MasterCard  Visa

CC # \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

Please indicate which events you plan to participate in:

- Architectural and Entertainment Walking Tour of the French Quarter  
Thursday April 4, 3:30p.m – 5:30p.m.
- Bus tour of post-Katrina Affordable Housing and Tax-Credit-Assisted Projects  
Saturday April 6, 9:00 am- 12:00 noon

**Cancellation Policy** NALHFA must receive all cancellation requests in writing by **March 1, 2013**. Email all cancellation requests to [registration@nalhfa.org](mailto:registration@nalhfa.org). All refunds will be processed 3-6 weeks after the conference and will be assessed a \$95 processing charge for requests received by **March 1, 2013**. All sales are final after **March 1, 2013**. Substitutions are always accepted, but must be made in writing.