

Co-Sponsorship Agreement

between

The U.S. Department of Housing and Urban Development

and

The City of Saratoga Springs, New York

The U.S. Department of Housing and Urban Development, Office of Field Policy and Management (FPM) Region II, Albany Field Office (HUD), and the City of Saratoga Springs New York along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent agree to co-sponsor the "Strengthening Cities, Communities & Homes" (A Summit on Housing & Community Development) the "event" on April 10, 2016 and April 11, 2016 in accordance with the terms set forth below:

1. BACKGROUND

a. Nature and purpose of the event:

HUD and the City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent have come together for this event in order to bring together leaders from community organizations, businesses, nonprofit agencies, and the government to explore key housing issues in the Albany-Schenectady-Troy Metropolitan Statistical Area (MSA) community. The knowledge gained and relationships formed at the summit will serve to promote expanded affordable housing and community development efforts throughout the City of Saratoga Springs and surrounding communities and to reinforce the City of Saratoga Springs' effort to foster the health of housing stock and continue the housing recovery. The event is targeted toward introducing and enhancing working partnerships focused on housing and community development and delivering a unique opportunity to network with community leaders, business professionals, nonprofit agencies and government representatives by providing the latest information on housing recovery, real estate and banking initiatives, and municipal development efforts.

a. Identity and background of co-sponsors:

i. The City of Saratoga Springs is a local government entity chartered by the State of New York in _____. The City of Saratoga Springs is a local government. Its stated mission is to _____.
The City of Saratoga Springs performs its mission through _____.

ii. The U.S. Department of Housing and Urban Development (HUD), Office of Field Policy and Management (FPM) Region II, Albany Field Office is responsible for implementation and

administration of Departmental programs and policies regarding with the Albany Field Office's jurisdiction in Region II, and is located in Albany, New York.

b. Interest and Expertise

The City of Saratoga Springs serves as the people's agent and the instrument of the State of New York including the utilization of housing and community development resources in the City area. The City of Saratoga Springs' city council, mayor and various departments and agencies possess expertise in housing and community development.

2. RESPONSIBILITIES FOR THE EVENT

a. General Responsibilities:

Both co-sponsors will participate in the development of the agenda for the event. HUD will not provide direct financial assistance; however, HUD will provide indirect assistance in the form of speakers and panel participants. HUD will also assist in the development of conference-related materials, not including printing, and in organizing the conference and its curriculum through participation in planning meetings and calls. The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will be responsible for overall coordination of the presenters, any fundraising, the collection of funds, and for conference logistics, as more completely described below.

b. Logistical and Financial Responsibilities:

HUD will not be directly responsible for logistical, administrative, or financial support. The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will have overall responsibility for the coordination and planning of the logistics for the event, including but not limited to, the following tasks:

- i. developing and mailing invitation packages;
- ii. managing event registration;
- iii. arranging and paying for space in the City of Saratoga Springs area appropriate for the number of participants;
- iv. securing and paying for audio-visual equipment and other reasonable and necessary equipment or materials for effective presentations;
- v. reserving blocks of hotel rooms for presenters and participants on a non-guaranteed basis;
- vi. providing refreshments for event presenters and participants.

The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will be responsible for overall curriculum development;

however, the City of Saratoga Springs will consult with HUD regarding curriculum content. The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will be responsible for the creation and design of the development and mailing of invitation packages and conference materials; however, the City of Saratoga Springs will consult with HUD as to the content of those materials. The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will contract directly with a graphic designer for invitation packages and conference materials, and the City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will arrange for printing and reproduction of those materials. It is understood that HUD must review and approve the invitation packages, the conference curriculum and the conference materials prior to the event and the reproduction of materials. The conference materials shall contain the following paragraph on the inside cover page or other appropriate location:

All materials from this conference will be public information. The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent is solely responsible for the accuracy of the statements, opinions, and interpretations contained in these materials. Such statements, opinions, and interpretations do not necessarily reflect the views of the Government or the views of the U.S. Department of Housing and Urban Development.

c. Contact Person/or Each Sponsor:

The primary contact person for HUD is Jaime E. Forero Albany Field Office Director, so designated by Holly Leicht, Regional Administrator. The primary contact person for the City of Saratoga Springs is Joanne Yepsen, Mayor of the City of Saratoga Springs.

3. REGISTRATION AND OTHER CHARGES

There will be a registration fee of \$50__ for this event and for the receptions preceding and following the event; however, the total amount of fees collected should not exceed the City of Springs' budget/costs for the event. Participants will be responsible for securing and paying for their own transportation, lodging, and meals, in addition to the registration fee. The City of Saratoga Springs will provide HUD with 15__ tickets to the event and receptions.

4. FUNDRAISING

The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will make clear; in any solicitation for funds to cover its share of the event costs that the city, not HUD, is asking for the funds. The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will not imply that HUD endorses the activities of any private person, organization, or entity. The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will make clear to donors that any of the gifts will go solely toward defraying the expenses of the City of Saratoga Springs along

with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent and not expenses incurred by HUD.

5. PROMOTIONAL ACTIVITY

The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will not use the event as a vehicle to sell or promote products or services.

The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will ensure that it does not imply that HUD endorses any product or service.

The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will make reasonable efforts, subject to HUD review, to segregate any incidental promotional activity from the main activity of the event.

6. EVENT PUBLICITY AND ENDORSEMENT

The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will not use the name of HUD or any of its divisions except to state facts regarding the specific event. Facts regarding the specific event may include the following: dates, times, locations, purposes of the conference, agendas, fees, and presenters/coordinators involved with the event. Such facts regarding the specific event shall not imply that HUD endorses the policies, activities, or products of the City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent. The City of Saratoga Springs will clear all publicity materials for the event with HUD 30 days before the date of the conference to ensure compliance with this paragraph.

7. RECORDS

HUD will maintain records concerning the event, which shall contain detailed and accurate information about the financial commitments and expenditures of HUD and the City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent. At a minimum, the records shall reflect the amount, source; and use of all funds expended or committed by all sponsors, attendees, and participants. HUD will also record the actual number of participants at the conference, as well as the nature and amount of the materials furnished by HUD. The City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent will provide HUD with either the actual budget for the conference or a signed statement certifying that the City of Saratoga Springs along with an agency designated by the City to act as an agent to sign contracts and act as fiscal agent did not make a profit on the conference.

8. PUBLIC AVAILABILITY

This co-sponsorship agreement as well as the financial records described in paragraph 8 and the curriculum developed for the event, shall be made available to the public (by written request at the Office of the Mayor, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866; Phone (518) 587-3550.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement

Jaime E. Forero, Albany Field Office Director

Date:

Joanne Yepsen, Mayor, City of Saratoga Springs

Date: