

NAHRO
building communities together

National Association of Housing and Redevelopment Officials
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May 13, 2010

2010PDN271

Ms. Leslye Krutko
Director of Housing
City of San Jose Department of Housing
200 East Santa Clara Street, Tower 12
San Jose, CA 95113-1905

Dear Ms. Leslye Krutko:

Congratulations! We are pleased to let you know that your Merit Award entry **Paseo Senter Affordable Housing Development** has received an NAHRO Award of Merit in Housing and Community Development, and has also been entered in the National Awards of Excellence competition.

First about the Merit Awards. They will be presented in a Special Awards Reception for Award Winners only on Thursday, July 22nd from 5:15-6:15 p.m., during our Summer Conference at the Boston Marriott Copley Place, in Boston, Massachusetts. To register online for the conference, use the link to the Summer Conference at www.nahro.org, or download the registration form and fax it in to us at (202) 289-4968. Note that there is a special 2010 Award of Merit registration type that will give you the discounted Early Bird Rate.

The primary purpose of the reception is to provide a place where a photograph of the award presentation can be taken. You will be sent a copy of this photo for use in your public relations activities

We expect to be presenting approximately 260 of the Merit Awards in person. We will be using a special order this year going by region and then state, from the west coast to the east. We expect to move quickly and to easily be through all awards by 6:15. Please plan to attend the entire reception and cheer on your peers. Watch and listen for your agency's name. Refreshments will be available. For hearing purposes we ask that you please keep your conversations to a minimum.

There will be an opportunity to take special photos or handle anyone who arrives late at the end of the alphabetical presentation. Awards will be shipped to those who cannot attend the reception. Please remember that only agencies whose membership is current at the time of the ceremony are qualified to be award recipients, so if your membership is

2010 NAHRO MERIT AWARDS SHOWCASE INFORMATION

The Awards Showcase consist of each award winner having the opportunity to highlight its award(s) by hosting its own table at which the agency representative would have materials about the program and have the opportunity to discuss the program with the Conference delegates as they move through the room.

It is like a mini-exhibit or a "program fair". The space includes a draped 6 foot by 30" table and two chairs for the program participants. NAHRO will not be providing **any electricity or other special equipment**. The rest of the logistics for the room, including seating for the delegates will be decided as we see how many of you wish to take advantage of the Showcase. A continental breakfast will take place in the same room.

Space in the room is limited and will be given on a first-come, first-serve basis. We will be grouping similar programs together as we have in the past. There will be a map of the room and the award exhibits given to the delegates.

If you would like to take advantage of this opportunity, and we hope you will, please fill out the enclosed Award of Merit/Showcase Attendance Form. If you have more than one award entry that is a winner, you may have tables for each award as long as you have staff to cover them, or you may group them together at the same table. Please indicate on the attendance form whether or not you will need more than one table, or if you are combining your entries.

For those who cannot attend the conference or do not wish to participate in the Showcase, NAHRO will also be including a table on which we will place handouts.

Materials should be sent to arrive **by July 19th**, please do not send any boxes prior to **July 19th**.

Please send 50 copies to
Boston Marriott Copley Place
Attn: Tawanna Barnes-Jackson (Guest)
110 Huntington Avenue
Boston, MA 02116
NAHRO's 2010 Summer Conference/Agency Awards

Please indicate on the Award of Merit/Showcase Attendance Form that you **are not** attending, but would like to take advantage of the handout table.

If you have questions, please contact Mary Pike at 877-866-2476, ext. 7227 or mpike@nahro.org or Tawanna Barnes-Jackson at 877-866-2476, ext. 7230 or tjackson@nahro.org.

**2010 DISPLAY BOARD INSTRUCTIONS
FOR THE AWARDS OF EXCELLENCE NOMINEES ONLY!**

Please prepare a **display board** to be on exhibit at the Summer Conference in Boston, Massachusetts July 22-24, for your award entry that has been **nominated for an Award of Excellence Only**.

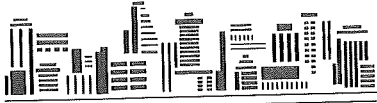
The purpose of the display board is to give the delegates and the award juries a visual impression of your program. In the Project Design category, the display boards are an essential part of the jury's process. The displays also give your agency additional recognition.

The display board should be no larger than **26"x 26"**. The board should contain the name of your agency, and the program name. The Award Key (which begins with 2010 and either **AH, AI, CR, PD, or RC**, should be written or taped to the back of the board.) **You can find this number on the enclosed letter and attendance form.** The rest is left up to your own creativity with a few additional restrictions listed below. The boards do not have to be square, but neither dimension may be larger than 26". **(Any board that is larger than this will not fit on our display center, and in fairness to other participants, will not be displayed.)** Some previous award winners have gotten their architects or consultants, if they used them on the project, to prepare the boards for them.

We only have space to display **one board per Award of Excellence Nomination**. If you send additional boards, we will decide which one to display, but you should only prepare display boards for entries nominated for the **Awards of Excellence**. In no case will more than one display per award entry be put on the display center. **Any boards prepared for Merit Award winners that are not nominated for an Award of Excellence will not be displayed.**

The boards will be hung with velcro on carpeted display panels. (We will put velcro on the boards once we receive them.) Because of this, the back of your board should be **flat**. We suggest using foam core poster boards. **Do not attach batteries or switches to the back of your board.** Displays should weigh no more than four pounds. **Under NO circumstances should you use glass or picture frames.** In previous years, all of the displays with glass broke, and picture frames tend to fall from the display center during the course of the day and break, so we are asking that you do not use them. If your display has knick knacks that you have glued on, please try to reinforce them as they tend to fall off during transit and packing. If there is a handout that goes with your entry, **YOU** are responsible for replenishing the supply.

Please remember that while you pack your display boards with tender loving care when you send it to us, we will have to pack more than 100 to be sent to Washington, DC, and then to Reno, NV for National, then back to you. We try our best, but cannot guarantee that it will not be damaged in transit. Please keep this in mind when designing the display board. Boards that are primarily two dimensional are usually delivered in good condition if additional pieces of foam core or cardboard have been put on each side of it and then wrapped in paper and sent by overnight carrier. **If you have someone other than yourself prepare your board, please make sure that they receive this instruction sheet.**



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Faxed 6/4/10

2010 AWARDS OF MERIT/SHOWCASE ATTENDANCE FORM

2010PDN271

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Paseo Senter Affordable Housing Development
City of San Jose Department of Housing

***(Please let me know if there is any misspelling in the agency or program name since they will be printed on your certificate.)**

THE FOLLOWING PEOPLE WILL BE IN ATTENDANCE AT THE CONFERENCE AND THE AWARDS RECEPTION ON THURSDAY, JULY 22, 2010, IN BOSTON, MA TO RECEIVE THE AWARDS PLAQUE (S) AND TO HAVE THEIR PICTURE TAKEN:

PERSON'S NAME	TITLE
1. <i>Leslye Krutko</i>	1. <i>Director of Housing City of San Jose</i>
2. <i>Kristen Clements</i>	2. <i>Housing Finance Mgr. City of San Jose</i>

No one from this agency can attend the Awards Reception. Please send the award plaque to the agency. We will, however, send materials for the Awards Showcase.

We wish to participate in the Awards Showcase (name here) _____ will host the table on Friday morning at 8:00 am.

We would like to share a table for multiple awards.

We will need _____ table(s).

We are hosting, but will be sending our material to the hotel for our table.

PLEASE RETURN THIS FORM TO ME IMMEDIATELY, OR BY JUNE 7, 2010, TO:

Tawanna M. Barnes-Jackson
NAHRO
630 Eye Street, NW
Washington, DC 20001

or by Fax to (202) 289-8181 or Email; tjackson@nahro.org.

A duplicate form has been sent to the Contact for this program. Please coordinate your responses.