



# National Indian and Native American Employment and Training – WIOA Section 166 / Public Law 102-477



February 7, 2024

To: Indian and Native American WIOA Section 166/Public Law 102-477 Grantees

From: NINAETC – 166/477 Site Selection Committee

Re: **2025 NINAETC-166/477 SITE NOMINATIONS/SELECTION**

The following are the site selection procedures for the 44th National Indian & Native American Employment and Training – WIOA Section 166 / Public Law 102-477 training scheduled for May 13-17, 2024, at the Rosen Plaza Hotel in Orlando, Florida.

## **GUIDELINES FOR 2025 SITE NOMINATIONS**

A city or geographic area may be nominated by one grantee **OR** a group of grantees that wish to work together to host the 45th NINAETC-166/477 training to be held in 2025.

Please carefully review the Site Considerations to assure that your city/area can meet the requirements for the 45th NINAETC-166/477 training. The list of Site Considerations is intended as a guide for grantees to determine if hotels/convention centers in their area can meet the various requirements of the NINAETC-166/477 Training. Of particular importance are guaranteed federal government rates for hotels. By keeping costs as reasonable as possible, the event remains accessible to a majority of grantees. The hotel should also be able to provide adequate and reasonable internet access.

It must be emphasized that the Site Selection Committee will **NOT** deal directly with hotels, convention centers or chamber of commerce. These dialogues will take place with the NINAETC-166/477 Executive Committee and the local grantee(s) when the 2025 site is determined.

If you are nominating your city or area and plan to use a video during the site presentation, please advise the Committee to ensure availability of audio-visual equipment. If a city or area wishes to work with their local convention bureau to sponsor a reception, please advise the committee. The Executive Committee will negotiate with the selected hotel at the appropriate time.

### **2025 site nominations are due April 15, 2024.**

Email to [training@cimcinc.com](mailto:training@cimcinc.com)

or mail to: NINAETC-166/477 Site Selection Committee

738 North Market Boulevard, Sacramento, CA 95834

or Fax: (916) 641-6338

## **SITE SELECTION PROCEDURES**

1. Indian Native American WIOA Section 166 / Public Law 102-477 Grantee(s) must submit a signed endorsement for the identified city of designated area. The Grantee(s) will specify the commitment of local grantees and staff support for the conference.
2. There also must be the agreement to work closely with the NINAETC-166/477 Executive Committee, including, but not limited to, terms and conditions of the Department of Labor contract.
3. All site nominations must be postmarked **NO LATER THAN APRIL 15, 2024**, and sent to the Election and Site Selection Committee Chairperson. **THERE WILL BE NO SITE NOMINATIONS FROM THE FLOOR DURING THE 2024 NINAETC-166/477 IN ORLANDO, FLORIDA.**
4. **TIMELINES:**
  - i. Grantee(s) will be given an opportunity to present information on the endorsed city/state or area during the General Assembly on Thursday, May 16, 2024. The presentation is the responsibility of the Grantee(s) **ONLY** and should be no more than twenty (20) minutes in length, including any time required for a video.
  - ii. Each endorsed city/state or designated area will be listed on the official ballot.
  - iii. On Thursday, May 16, 2024, voting for the site selection will be held from 10:00 a.m. to 12:00 p.m. (noon). **ONLY THE 166/477 PROGRAM DIRECTOR OR A DESIGNEE WHO HAS SUBMITTED AN APPROVED PROXY WILL BE ELIGIBLE TO VOTE.**

- iv. Proxies **must** be on the grantee’s organizational letterhead and submitted to the Chairperson of the Election and Site Selection Committee **prior** to 10:00 a.m., the start of voting on Thursday, May 16, 2024.
  - v. The winner will be selected by a simple majority of votes. If no site receives a simple majority on the first ballot, the two sites with the most votes will be placed on a run-off ballot. **If a run-off is needed, it will be held Friday morning, May 17, 2024, from 10:00 a.m. to 12:00 p.m. (noon).** The results will be announced that evening at the banquet.
  - vi. If there should be a tie in the run-off voting, the winner will be determined by the Executive Committee.
5. The 2025-2026 NINAETC-166/477 Executive Committee will coordinate conference planning with the local Grantee(s) and the designated federal partner staff.

**VOTING BY PROXY - PLEASE NOTE: ONLY THE 166/477 GRANTEE DIRECTOR OR A DESIGNEE WHO HAS SUBMITTED AN APPROVED PROXY WILL BE ELIGIBLE TO VOTE.**

Proxies **MUST** be on the grantee organizational letterhead as stated in the Site Selection Procedures. If you are the 166/477 program director and you will not be attending the NINAETC-166/477 on May 13-17, 2024, please identify a staff member, board/council member or another 166/477 program director who will vote on your behalf. Email full name and title of the person holding your proxy as soon as possible to [training@cimcinc.com](mailto:training@cimcinc.com). Proxy information needs to be entered in the voting roster.

Proxies will be accepted at the event site. The proxy letter should be submitted either in person by the designated individual or emailed in by the 166/477 program director. In both cases, proxies must be in the possession of the Committee Chair before the start of voting on Thursday, May 16, 2024.

**PROGRAM DIRECTOR UPDATE**

**If you are a new WIOA Section 166 Director or PL 102-477 Director, please contact committee immediately at [training@cimcinc.com](mailto:training@cimcinc.com) with your full name and appropriate title to update the voting roster. (one vote per grantee)**

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**SITE/FACILITY CONSIDERATIONS**

- ◆ Area hotels **MUST** be able to guarantee federal lodging rate.
- ◆ Area hotels must be able to provide a block of at least 500 guest rooms (single/double) at area hotels.
- ◆ Area hotels must have available general assembly and banquet space that will accommodate at least 600 people.
- ◆ Area hotels must have 10 to 12 break-out rooms available, each seating up to 60 classroom style.
- ◆ Area hotels should be able to provide space for 20-30 exhibitors/vendors and assure security of the exhibit area.
- ◆ Sales/Catering staff of hotels should be knowledgeable of federal cost guidelines.
- ◆ Shuttle service should be available to airport, area shops, events and other points of interest.
- ◆ Adequate parking facilities with security must be available at little or no cost to attendees.
- ◆ Business services – e.g., copier, fax, electronic communication services should be available at little or no cost for attendees.
- ◆ Ability to set up computer lab with up to 30 PCs and adequate Internet access for streaming is required.
- ◆ Registration and locked storage areas for conference materials and equipment is required.
- ◆ Ability to provide, at reasonable cost, other business services/supplies such as monitors, LCD projectors, flip charts, etc. is required.
- ◆ Coordination with city convention/visitor bureau to provide brochures and/or maps with information on local points of interest and/or events is requested.
- ◆ Ability to meet the Federal safety standards, i.e., fire codes, sprinkler systems, etc. is required.
- ◆ Ability to accommodate individuals with special needs, i.e., dietary, mobility, visual or auditory is required.

**44th National Indian and Native American Employment and Training –  
WIOA Section 166 / Public Law 102-477**

**2025 SITE GRANTEE ENDORSEMENT**

\_\_\_\_\_, as an  
Indian and Native American WIOA Section 166 or Public Law 102-477 grantee, endorses the  
city/area of:

\_\_\_\_\_  
for the 45th National Indian and Native American Employment and Training – WIOA Section  
166 / Public Law 102-477 training to be held in 2025.

Contact has been made with the local convention and visitor bureau (if applicable) and  
verification has been received that lodging and meeting facilities are available in the area that  
sufficiently supports the requirements of the 45th NINAETC-166/477 Training.

In addition to the endorsement of the city/area, arrangements will be made for the following  
support from our organization/community during the event:

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- \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
166/477 Program Director