

National Community Development Association

CDBG Basics: Training for Practitioners

Location: San Diego, CA
Dates: April 28-30, 2010

Course Overview

The National Community Development Association (NCDA) is pleased to announce the delivery of a three-day basic course on the Community Development Block Grant (CDBG) Program. The course will provide a basic, but comprehensive overview of the CDBG program. The course is targeted to CDBG personnel with less than three years experience in the program. This course will include information on how to determine eligibility and national objectives; information on the Consolidated Planning process; working with subrecipients, CBDOS and contractors; monitoring; financial management; and cross-cutting federal requirements (e.g., labor standards, environmental review, relocation, procurement, fair housing). The course will be reinforced through in-class exercises and a final exam.

Course participants will also receive a comprehensive training manual that includes the CDBG program regulations. And, for those wishing to receive a "Certificate of Completion," there will be a course exam (**which must be taken on site**) on the final day of the course. The exam is not mandatory, however it is an excellent barometer of one's understanding of the program as a whole.

A course agenda and registration form is attached. In order to ensure a spot in the class being held in San Diego, CA, please fax the attached registration form to NCDA at 202-887-5546 or register directly online at <http://www.ncdaonline.org/cdbg.asp>. Please forward the appropriate number of registration forms. We want to ensure that each participant receives a copy of all the materials and a Certificate of Completion. There are only 50 slots available, so get your registration form in early. Please call NCDA at 202-887-5532 with any questions.

CDBG BASICS: TRAINING FOR PRACTITIONERS

**San Diego, CA
April 28-30, 2010**

REGISTRATION FORM

NAME/TITLE:_____

COMMUNITY/COUNTY:_____

ADDRESS:_____

PHONE/FAX/E-MAIL:_____

NUMBER OF YEARS IN CDBG:_____

REGISTRATION

The course fee is \$250 for NCDA members and \$350 for non-NCDA members. Please send payment for the CDBG Basics Course directly to NCDA at 522 21st Street, NW, Suite 120, Washington, DC 20006. *A \$100 cancellation fee per registrant, shall apply if notification is received less than 7 days prior to the start date of the training.* If you have any questions regarding the training, please contact Vicki Watson at 202-887-5532.

TRAINING SITE

The training will be held at the City of San Diego Community Development Department located at 1200 Third Avenue, San Diego, CA 92101. The training will be in the Silver Room.

PARKING

Parking is available at the Evan J. Jones Concourse Parkade at the rate of \$18.00 per day, Monday through Friday until 5:30 p.m. Directions to the Parkade are attached to this brochure.

HOTEL

If you need overnight accommodations, the following hotels are within walking distance to the training site.

Westgate Hotel
1055 Second Avenue
San Diego, CA 92101
(619) 238-1818

The Bristol
1055 First Avenue
San Diego, CA 92101
(619) 232-6141

The US Grant
326 Broadway
San Diego, CA 92101
(619) 232-3121

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

CDBG Basics: Training for Practitioners

Course Agenda

Breaks will be taken mid-morning and mid-afternoon. Lunch will be on your own from 12:00 - 1:00 on Days One and Two. Day Three, lunch will be at your discretion.

DAY ONE: 9:00 a.m. - 4:30 p.m.

- Introductions
- Course Objectives

CHAPTER ONE: THE FUNDAMENTALS OF CDBG

- Overview of the program
- Historical perspective
- Reading a regulation
 - Exercise One: Find that Regulation*
- Resources, definitions

CHAPTER TWO: NATIONAL OBJECTIVES AND ELIGIBLE ACTIVITIES

- Meeting National Objectives
 - LMI Benefit
 - Slums/Blight
 - Urgent Need
- Eligible Activities
- Limitations on Expenditures

Exercise Two: Identify that Eligible Activity and National Objective

Homework: Review the Exercise on Selecting CDBG Subrecipients

DAY TWO: 9:00 a.m. - 4:30 p.m.

Review of Day One Materials: Pre-Test Questions Optional

CHAPTER THREE: PROGRAM ADMINISTRATION

- Part One: From Planning to Funding
 - Consolidated Plan and the Annual Action Plan
 - Citizen Participation
- Part Two: Delivering Projects
 - Direct Administration
 - Using Subrecipients
 - Applications
 - Subrecipient Agreements
- *In-Class Exercise: Selecting CDBG Subrecipients*
- Part Three: Monitoring the Performance of Others
 - Four Risk Factors
 - Monitoring Plan, Monitoring Visit
- Part Four: Documenting and Reporting Performance

Record keeping
Basics of the CAPER

CHAPTER FOUR: COMPLYING WITH OTHER FEDERAL REQUIREMENTS

- Financial Management
 - Financial record keeping
 - Pre-award costs
 - Administration vs. Project Costs
 - OMB Circulars
 - Program income
 - Timely use of funds
- Lead-Based Paint Requirements
- Labor Relations Requirements

DAY THREE: **9:00 - 4:00**

8:30 a.m. - Noon

Review of Day Two Materials: Pre-Test Questions Optional

CHAPTER FOUR: COMPLYING WITH OTHER FEDERAL REQUIREMENTS (Con't)

- Environmental Requirements
- Fair Housing and Equal Opportunity Requirement
- Uniform Relocation Act and 104 (d)
- Procurement Requirements

CHAPTER FIVE: ACHIEVING QUALITY ADMINISTRATION

- Ethics in CDBG Program Management
- Conflict of Interest Requirements
- Working with the Public and Politicians
- Telling Your Story
- Remembering the “Why”

Review of Morning Materials: Pre-Test Questions Optional

Noon - 4 p.m.

Open Book Test (The test will end promptly at 4:00 p.m.) (The test is optional)

Don't forget to complete the course evaluation! Thanks!

Directions

■Traveling South on Interstate 5

- 5 South to the Front Street/Civic Center off-ramp
- At fork, stay to the left to reach 2nd Avenue
- Turn right on 2nd Avenue & continue 3 blocks to A Street
- Immediately in front (driveway to right) is the entrance to the Concourse Parkade
- Take elevators to street level
- Depending on which elevator you take, the San Diego Concourse is the building with the stairs facing the opposite direction of you
- Take the stairs to the second floor and the Silver Room is the first door to your right

■Traveling North on Interstate 5

- 5 North to the 6th Avenue off-ramp
- Turn left on 6th Avenue to Ash Street
- Turn right on Ash Street to 2nd Avenue
- Turn left on 2nd Avenue
- Immediately in front (driveway on right) is the entrance to the Concourse Parkade
- Take elevator to street level
- Depending on which elevator you take, the San Diego Concourse is the building with the stairs facing the opposite direction of you
- Take the stairs to the second floor and the Silver Room is the first door to your right

■Traveling West on Highway 94

- 94 West to Downtown
- 94 West becomes F Street
- Take F Street to 5th Avenue
- Turn right on 5th Avenue to B Street
- Turn left on B Street to 3rd Avenue
- Turn right on 3rd Avenue
- Take first driveway on the left to the Concourse Parkade
- Take elevator to street level
- Depending on which elevator you take, the San Diego Concourse is the building with the stairs facing the opposite direction of you
- Take the stairs to the second floor and the Silver Room is the first door to your right

Questions

Front Desk: (619) 236-6700

Kevin McCarthy, City of San Diego, (619) 236-6322