

# NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

## *ADVANCED CDBG:*

### *MANAGING AN EFFECTIVE PROGRAM*

LOCATION: SEATTLE, WA  
DATES: MAY 10-11, 2010

#### *COURSE OVERVIEW*

THE NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION (NCDA) IS PLEASED TO ANNOUNCE THE DELIVERY OF A ONE AND A HALF DAY ADVANCED COURSE ON THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM. THE COURSE IS TARGETED TO CDBG PERSONNEL WITH MORE THAN THREE YEARS EXPERIENCE IN THE PROGRAM, WITH MANAGEMENT RESPONSIBILITY. BOTH NEW MANAGERS AND EXPERIENCED MANAGERS WISHING TO STIMULATE NEW IDEAS CAN BENEFIT FROM THE COURSE. THE AGENDA WILL INCLUDE INFORMATION AND DISCUSSION ON EFFECTIVE PROGRAM PLANNING, EQUITABLE ALLOCATION SYSTEMS, PROGRAM IMPLEMENTATION CHALLENGES, LEVERAGING RESOURCES AND PROBLEM SOLVING. THE COURSE WILL BE REINFORCED THROUGH IN-CLASS EXERCISES. IF YOU PLAN TO ATTEND THE COURSE AND HAVE A CDBG PROGRAM ISSUE THAT YOU WOULD LIKE THE GROUP TO FOCUS ON, PLEASE SEND A DESCRIPTION OF THE PROBLEM/ISSUE TO [VICKI@NCDAONLINE.ORG](mailto:vicki@ncdaonline.org) ON OR BEFORE APRIL 9, 2010. PLEASE SEE THE AGENDA (BELOW) FOR THE CDBG AREAS THAT WILL BE COVERED DURING THE TRAINING. THE FIRST THREE SUBMISSIONS WILL BE ACCEPTED.

COURSE PARTICIPANTS WILL ALSO RECEIVE A TRAINING MANUAL, INCLUDING RESOURCE MATERIAL. A "CERTIFICATE OF COMPLETION," WILL BE PROVIDED AT THE END OF THE COURSE.

A COURSE AGENDA AND REGISTRATION FORM IS ATTACHED. THE COURSE FEE IS \$200 FOR MEMBERS AND \$300 FOR NON-MEMBERS. IN ORDER TO ENSURE A SPOT IN THE CLASS BEING HELD IN SEATTLE, WA, PLEASE REGISTER DIRECTLY ONLINE AT [HTTP://WWW.NCDAONLINE.ORG/CDBG.ASP](http://www.ncdaonline.org/cdbg.asp) IF YOUR COMMUNITY IS SENDING MORE THAN ONE PERSON TO THIS TRAINING, PLEASE COMPLETE 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 VICKI WATSON WITH NCDA AT 202-887-5532 WITH ANY QUESTIONS.

**ADVANCED CDBG:  
MANAGING AN EFFECTIVE PROGRAM  
SEATTLE, WA  
MAY 10-11, 2010  
REGISTRATION FORM**

NAME/TITLE: \_\_\_\_\_

COMMUNITY/COUNTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX/E-MAIL: \_\_\_\_\_

NUMBER OF YEARS IN CDBG: \_\_\_\_\_

**REGISTRATION**

IN ORDER TO ENSURE A SPOT IN THE CLASS BEING HELD IN SEATTLE, WA PLEASE REGISTER DIRECTLY ONLINE AT [HTTP://WWW.NCDAONLINE.ORG/CDBG.ASP](http://www.ncdaonline.org/cdbg.asp) OR FAX YOUR FORM TO VICKI WATSON AT 202-887-5546.

THE COURSE IS TARGETED TO CDBG PERSONNEL WITH MORE THAN THREE YEARS EXPERIENCE IN THE PROGRAM, WITH MANAGEMENT RESPONSIBILITY. YOU MUST MEET THIS CRITERIA IN ORDER TO ATTEND THE COURSE.

**PAYMENT**

THE COURSE FEE IS \$200 FOR MEMBERS AND \$300 FOR NON-MEMBERS. PLEASE REMIT PAYMENT TO: NCDA, 522 21<sup>ST</sup> STREET, NW, SUITE 120, WASHINGTON, DC. NCDA DOES NOT ACCEPT CREDIT CARD PAYMENTS.

**TRAINING SITE**

THE TRAINING WILL BE HELD AT THE RED LION HOTEL, 1415 FIFTH AVENUE, SEATTLE, WA 98101. NCDA HAS RESERVED A BLOCK OF 25 ROOMS AT THE RATE OF \$169.00 PER NIGHT PLUS TAX. TO MAKE YOUR RESERVATION, CALL THE HOTEL AT 1-800-733-5466. THE ROOMS ARE BOOKED UNDER THE GROUP NAME NCDA – ADVANCED CD TRAINING.

**NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION**  
**Advanced CDBG: Managing an Effective Program**  
**Course Agenda**

*Lunch will be on your own from 12:00 - 1:00 on Day One.*

**DAY ONE:    8:30 a.m. - 4:30 p.m.**

Introductions

**The Big Picture: What are we trying to achieve?**

Program history and overview

National Objectives

Community connections

**Planning: Making it real**

Consolidated Plan/Annual Plan

Citizen Participation

Conflict of Interest

Politics or community responsiveness?

***Lunch***

**Allocation: Running a fair process**

Allocation Process

Evaluating proposals -- are they eligible and feasible?

Managing caps and deadlines

**Implementation: Facing difficult issues**

Special challenges of Economic development activities

Working with partners

Cross-cutting regulations

Problem solving -- when a great plan doesn't come together

**DAY TWO:    8:30 - 12:00**

**Review of Day One Materials**

**Leveraging resources**

Building program income/ thinking as an entrepreneur

Stretching the dollar: CDBG as match/ Section 108 Loans/ CD Floats

Are you ready for the next new program? Having and tapping program capacity.

**Communicating about the program**

With HUD: Performance measures/technical assistance/monitoring

With elected officials

With the community -- telling your story, listening to theirs

**The Big Picture Revisited**