



CDBG Basics: Training for Practitioners

May 23-25, 2016
Seattle, WA

Location

Washington State Convention Center
800 Convention Place
Seattle, WA 98101

Course Overview

The National Community Development Association (NCDCA) 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. This course will provide a hands-on approach to learning the program through lecture and in-class exercises. Course participants will learn how to read the regulations, how to determine timeliness in spending CDBG funds, what activities are eligible under the program, how to document national objectives, and how to calculate Low-Mod Income (LMI) benefit. Participants will also learn important program definitions, the components of the Consolidated Plan and the Annual Action Plan, what's covered under the administration and planning activities, and grantee responsibility for monitoring sub-recipients. Class participants will also learn the difference between a sub-recipient, contractor, and a Community-Based Development Organization (CBDO) and their roles, as outlined in the regulations. Class participants will learn important financial administration information related to program management and other federal cross-cutting regulations related to the program.

Course participants will receive a comprehensive training manual that includes the CDBG program regulations and other important notices and requirements. A course agenda is attached.

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 Certificate of Completion will be awarded to those who pass the test with a score of 70 or better.



REGISTRATION/PAYMENT

Early Registration (register by April 1, 2016)

Members: \$300

Non-Members: \$400

Payment Deadline: May 27, 2016; Payment received after this date will incur a \$50 late fee

General Registration (April 2 – May 23, 2016)

Members: \$400

Non-Members: \$500

Payment Deadline: May 23, 2016; Payment received after this date will incur a \$50 late fee

To register go to <http://ncdaonline.org/CDBG.asp>

You will have the option to pay by credit card or receive an invoice.

QUESTIONS?

Contact Steve Gartrell at sgartrell@ncdaonline.org

TRAINING SITE

The training will be held at the Washington State Convention Center, 800 Convention Place, Seattle, WA 98101. Please arrive a few minutes early on the first day of the training for registration purposes.

HOTEL

Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training. Hotels near the convention center:

Homewood Suites
1011 Pike Street
Seattle, WA 98101
(206) 682-8282

Sheraton Seattle
1400 6th Avenue
Seattle, WA 98101
(206) 621-9000

Grand Hyatt Seattle
721 Pine Street
Seattle, WA 98101
(206) 774-1234

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

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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 ONE: **9:00 a.m. - 5:00 p.m.**

Introductions
Course Objectives

AGENDA: DAY 1

- Overview Of CDBG
- Historical Perspective
- Regulations
 - How To Read Them
- National Objectives
 - What Congress Requires
 - How To Document
- Eligible Activities
 - What are they?
 - How They Meet A National Objective
 - Who Can And Can't Do Them
- Limitations On Expenditures
 - Public Services
 - Administration

DAY TWO: **9:00 a.m. - 5:00 p.m.**

AGENDA – DAY 2

- Program Administration
 - The Consolidated Plan & Citizen Participant Plan
 - Subrecipients, Contractors, and CBDOs
 - Monitoring
 - Reporting And Record Keeping
- Financial Management
 - Pre-award Costs
 - Admin Vs. Project Costs
 - Audits
 - Program Income
 - “Timeliness”

- Record Keeping
- OTHER FEDERAL REQUIREMENTS
 - Lead Based Paint
 - Labor Standards

DAY THREE: 9:00 - 4:00

AGENDA - DAY 3

- Other Federal Requirements
 - ♦ Environmental
 - ♦ FHEO
 - ♦ URA And Section 104(d)
 - ♦ Procurement
 - ♦ Legal Status
- Achieving Quality
 - ♦ Conflict Of Interest
- Test

Noon - 4 p.m.

Open Book Test (The test is optional)

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

