

NCDA ANNOUNCES....

CDBG Basics: Training for Practitioners

NCDA has developed a 3-day, CDBG basics course targeted to local government staff who have worked within the program for less than three years. This comprehensive overview of the CDBG program provides participants with a basic understanding of the program. Attendees will learn how the CDBG program evolved, Congressional intent, how amendments affect the statute, and a thorough understanding of the HUD regulations. This course will include real life project examples— how to determine eligibility and national objective, how grantees work with subrecipients, the importance of monitoring and financial recordkeeping and overall, how to administer a clean and creative CDBG program.

Course participants will also receive an outstanding training manual that includes the most complete and up-to-date CDBG program regulations available, along with all of the OMB and Treasury Circulars that pertain to the program. And, for those wishing to receive a “Certificate of Completion” (suitable for framing), there will be a course exam on the second half of the third 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. NCDA will allow anyone who does not pass the test to retake it at no additional cost.

A course agenda and registration form is attached. In order to ensure a spot in the class being held in Hyannis, MA, please register on the special form for the CDBG Basics course. If your community is sending more than two people to this training, please attach 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 registrations in early. **YOU MUST FAX YOUR REGISTRATION FORM FOR THIS COURSE WITH NCDA AT: 202-887-5546, OR YOU WILL NOT BE ALLOWED TO TAKE THE COURSE!!!** For more information on “*CDBG Basics: Training for Practitioners*,” please contact Chandra Western at 202-887-5521.

CDBG BASICS: TRAINING FOR PRACTITIONERS

HYANNIS, MASSACHUSETTS

October 7-9, 2002

REGISTRATION FORM

NAME/TITLE:_____

COMMUNITY/COUNTY:_____

ADDRESS:_____

PHONE/FAX/E-MAIL:_____

NUMBER OF YEARS IN CDBG:_____

NAME/TITLE:_____

COMMUNITY:_____

ADDRESS:_____

PHONE/FAX/E-MAIL:_____

NUMBER OF YEARS IN CDBG:_____

1. The fee for the course is \$200 for NCDA members and \$300 for non-NCDA members and is separate from the registration fees for the Region I Annual Meeting. Please send payment for the CDBG Basics Course (only) to NCDA at 522 21st Street, NW, Suite 120, Washington, DC 20006.
2. Please call the Sheraton Hyannis . A block of rooms has been reserved for the NCDA Region I Annual Meeting. You must register under the NCDA Region I Annual Meeting in order for your room to be considered part of the block. The number for the hotel is: 508-775-7775. Please register soon!!

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

CDBG Basic Training for Practitioners

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 from 11:00 – 12:00.

DAY ONE: 8:30 – 4:30

INTRODUCTIONS, COURSE OBJECTIVES

CHAPTER ONE: THE FUNDAMENTALS OF CDBG

- Overview
- Historical Perspective and Philosophy
- Congressional Intent
- Statutes, Regulations, OMB Circulars, and CPD Notices
 - ✓ *Exercise One: Help Waldo Find a Regulation*

CHAPTER TWO: NATIONAL OBJECTIVES AND ELIGIBLE ACTIVITIES

- Meeting National Objectives
- Eligible Activities
- Limitations on Expenditures
 - ✓ *Exercise Two: Help Waldo Find Eligible Activities*
 - ✓ *Review of Day One*

Homework case study (in small groups):

Evaluate eligible activities in a proposal from a sub-recipient and identify potential management issues

DAY TWO 8:30 – 4:30

Questions and Answers from Day One

Report on homework assignment, discuss issues and perspectives

CHAPTER THREE: PROGRAM ADMINISTRATION

- Part One: From Planning to Funding
 - Consolidated Plan and the Annual Action Plan
 - Citizen Participation
 - ✓ *Exercise Three: Brainstorming – How to Increase Positive CP*
- Part Two: Delivering Projects
 - Working with Sub-recipients, CBDOs, and Contractors
- Part Three: Monitoring the Performance of Others
 - ✓ *Exercise Four: One Year Later - Revisiting “Blockville’s” Subrecipient*
- Part Four: Documenting and Reporting Performance
 - Record keeping
 - The Basics of the CAPER

CHAPTER FOUR: COMPLYING WITH OTHER FEDERAL REQUIREMENTS

- Financial Management
 - Financial Record Keeping
 - Pre-award Costs
 - Administrative versus Project Costs
 - Audits
 - Program Income
 - Timely use of Funds
- ✓ *Exercise Five: Checking “Blockville’s” timeliness*
- ✓ *Review of Day Two*

DAY THREE 8:30 – 11:00

CHAPTER FOUR: COMPLYING WITH OTHER FEDERAL REQUIREMENTS – (Continued)

- Lead Based Paint Requirements
- Labor Relations Requirements
- Environmental Requirements
- Fair Housing and Equal Opportunity Requirements
- Uniform Relocation Act and 104(d)
- Procurement Requirements
 - ✓ *Exercise: Name that Federal Requirement*

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”

WRAP-UP AND TRAINING EVALUATIONS

DAY THREE: 12:00 – 2:00 (optional)

- “Review and preview” discussion for test

2:00 - 5:00

- Certification Test (open book)
- Tests are corrected as they are turned in

5:00 – 6:00

- Corrected answer sheets returned and test questions are discussed.
- Answers and tests turned back in to NCDA
- Participants with passing scores will be mailed NCDA certificate.

Note: Tests will be corrected on site and scores provided to participants.