

NCDA ANNOUNCES...

CDBG Basics: Training for Practitioners

The CDBG basics course is targeted to local government staff who have worked within the program for less than five 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, financial record keeping, and most importantly, how to administer a clean, 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 (which must be taken on site) 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 are attached. In order to ensure a spot in the class being held in Austin, Texas, 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 A REGISTRATION FORM TO NCDA AT: 202-887-5546, OR YOU WILL NOT BE ALLOWED TO TAKE THE COURSE!** Please call NCDA to confirm receipt of registration form. For more information on “*CDBG Basics: Training for Practitioners*,” please contact our offices at 202-293-7587.

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

CDBG Basics: 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
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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: 11:30 – 12:30 (optional)

- “Review and preview” discussion for test

1:00 - 5:00

- Certification Test (open book)
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CDBG BASICS: TRAINING FOR PRACTITIONERS

**Austin, Texas
May 16 - 18, 2005**

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 \$250 for NCDA members and \$350 for non-NCDA members. Please send payment for the CDBG Basics Course (only) to NCDA at 522 21st Street, NW, Suite 120, Washington, DC 20006. *A \$50 cancellation fee per registrant, shall apply if notification is received less than 7 days prior to the start date of the training.*
2. Please call the Hyatt Regency Austin at 1-512-477-1234 to reserve your room. The address of the hotel is 208 Barton Springs, Austin, Texas 78704. A block of rooms has been reserved for the CDBG Basics Training. You must register under the CDBG Basics Training in order for your room to be considered part of the block. *If we do not have at least 35 persons registered for this course by April 15, 2005, this training will be cancelled and an alternate date will be selected.* Fax this form to NCDA at 202-887-5546;
Attn: CDBG Basics.