

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.

CDBG BASICS: TRAINING FOR PRACTITIONERS

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

REGISTRATION FORM

NAME/TITLE:_____

COMMUNITY/COUNTY:_____

ADDRESS:_____

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PHONE/FAX/E-MAIL:_____

NUMBER OF YEARS IN CDBG:_____

NAME/TITLE:_____

COMMUNITY:_____

ADDRESS:_____

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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.