

NCDA ANNOUNCES...

CDBG Basics: Training for Practitioners

The newly updated CDBG basics course is still targeted to local government staff who have worked within the program for less than five years, however we encourage anyone working in the field to take the course as a refresher or to reinvigorate your passion for this great program.

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, also updated, that includes the most complete 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 is attached. In order to ensure a spot in the class being held in Hartford, Connecticut, 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

Hartford, Connecticut

November 13-15, 2006

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 \$100 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 Hartford Marriott Downtown at 860-249-8000 to reserve your room. The address of the

hotel is: 50 Columbus Blvd., Hartford, Connecticut 06106. A block of rooms has been reserved at the rate of \$159.00 per night. You must register under "NCDA" in order to receive this rate. The cut-off date for this special room rate is October 16, 2006. If you register after this date, you will be charged the available room rate. Fax this form to NCDA at 202-887-5546; Attn: Karen Parker. You can also register directly online at <http://www.ncdaonline.org>