



## **CDBG Basics: Training for Practitioners**

### **Saint Paul, MN**

### **May 15-17, 2018**

#### **Training Location**

George Latimer Central Library  
4<sup>th</sup> floor, Andy Boss room  
90 4<sup>th</sup> Street West  
Saint Paul, MN 55102

#### **Course Overview**

The National Community Development Association (NCDA) 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 and registration form is attached. In order to ensure a spot in the class being held in Saint Paul, MN, please register directly online at <http://www.ncdaonline.org/cdbg.asp>

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.

Class schedule is from 9am - 4:30pm on the first and second days of class. Please arrive 15 minutes early on the first day of the training for registration purposes. Class will end on the 3rd day at approximately noon, and the exam (4 hour maximum) may be started immediately after class or after a brief lunch break. You may bring a lunch to the exam room.



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**REGISTRATION INFORMATION**

**REGISTRATION/PAYMENT**

**Register online** [www.ncdaonline.org/training](http://www.ncdaonline.org/training). During the registration process, you will have the option to pay by credit card or to receive an invoice. You may register more than one person on the registration page.

**Confirmation:** You should receive a **confirmation message** from "National Community Development Association" immediately after the registration process. *If you do not receive this confirmation it means your registration did not complete and you are not registered.* In this case, please contact Steve at [sgartrell@ncdaonline.org](mailto:sgartrell@ncdaonline.org).

**Early Registration** (register by April 15, 2018)

NCDCA Member Cities/Counties: \$450/person

Non-Member Cities/Counties: \$550/person

Payment Deadline: May 1, 2018; Payment received after this date will incur a \$50 late fee

**General Registration**

(April 16– May 1, 2018)

Members: \$550

Non-Members: \$650

**Late Registration** (May 2 – May 14, 2018)

Members: \$650

Non-Members: \$750

**Payment Deadline:** May 14, 2018; Payment received after this date will incur a \$50 late fee. To register go to [www.ncdaonline.org/training](http://www.ncdaonline.org/training).

**Payment:** The registration page will give you the option to pay by credit card or pay by check. It will also contain an invoice (Billing Information). If you do not receive an immediate confirmation message it means that your registration has not gone through. If this happens or if you have any questions, please contact Steve Gartrell at [sgartrell@ncdaonline.org](mailto:sgartrell@ncdaonline.org).

**Cancellation & No-Show:** Cancellation within two weeks of the 1st day of class will result in a **penalty of 50% of the registration fee**. Those who register but who have not cancelled and do not show up **will be charged 100% of the Registration Fee**.

**TRAINING SITE:** The training site is George Latimer Central Library, right in downtown Saint Paul, very convenient to many hotels, shops and restaurants.

**TRAVEL ARRANGEMENTS:** *Please do not make non-refundable travel arrangements until you receive email confirmation that registration numbers have met the minimum.*

## **HOTEL**

Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training site.

### **NEARBY HOTELS**

- Saint Paul Hotel, [www.saintpaulhotel.com](http://www.saintpaulhotel.com)  
350 Market Street
- Intercontinental Hotel Saint Paul Riverfront, [www.ihg.com/intercontinental/hotels/us/en/st-paul/mssp/hoteldetail](http://www.ihg.com/intercontinental/hotels/us/en/st-paul/mssp/hoteldetail)  
11 Kellogg Avenue
- Hotel 340, [www.hotel340.com](http://www.hotel340.com)  
340 Cedar Street
- Holiday Inn Saint Paul Downtown  
<https://www.ihg.com/holidayinn/hotels/us/en/st-paul/mspal/hoteldetail>  
175 West 7<sup>th</sup> Street
- Hampton Inn Downtown Saint Paul  
<http://hamptoninn3.hilton.com/en/hotels/minnesota/hampton-inn-and-suites-downtown-st-paul-MSPDOHX/accommodations/index.html>  
200 West 7<sup>th</sup> Street

**Airport:** Minneapolis-St. Paul Airport (MSP) -

**Ground Transportation:** Taxis run about \$31-38 to downtown St. Paul and both Uber and Lyft operate in St. Paul. Supershuttle also operates to St. Paul.

**DRESS - Business casual**

## **QUESTIONS?**

Contact Steve Gartrell at [sgartrell@ncdaonline.org](mailto:sgartrell@ncdaonline.org).

# NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

## CDBG Basics: Training for Practitioners

### 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. - 4:30 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. - 4:30 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 - Noonish**

**AGENDA - DAY 3**

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

**Noonish - 4 p.m.**

Open Book Test (The test is optional). But take it on your own.  
Don't forget to complete the course evaluation! Thanks!