



CDBG-Disaster Recovery Funds

September 10-11, 2019

Baytown, TX

Training Host & Venue Location

City of Baytown
Bernard C. Olive Emergency Operations Center
205 E. Wye Drive
Baytown, TX 77521

Course Overview

The National Community Development Association (NCDCA) is pleased to announce the delivery of a two-day course on implementing CDBG Disaster Recovery funds. Communities who experience a Presidentially declared disaster may receive CDBG-Disaster Recovery funds. CDBG-DR comes with its own processes and requirements, different from CDBG Entitlement funds. It also comes with its own challenges and opportunities. This course will cover the CDBG-DR allocation process, pre-implementation requirements, and program implementation requirements, including reporting and documentation. It will also explore CDBG program designs, best practices and issues, and augmenting CDBG-DR with Entitlement CDBG funds.

The course will include time for discussion of local issues. Participants will receive copies of the slides and a training manual. There will be a few in-class group exercises.

When designing the program, NCDCA kept in mind the following potential participants:

- CDBG practitioners from Entitlement or State programs that have experienced a disaster and may receive, or have already been allocated, CDBG-DR funds.
- Subrecipient and partner organizations in communities impacted by disasters.
- Any CDBG practitioner who wants to be more knowledgeable in this area.



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REGISTRATION INFORMATION

REGISTRATION/PAYMENT

Register online 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 Gartrell sgartrell@ncdaonline.org.

Early Registration (register by August 2, 2019)-

NCDA Member Cities/Counties: \$450/person

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

General Registration

(August 3 – September 6, 2019)

NCDA Member Cities/Counties: \$550/person

Non-Member Cities/Counties: \$650/person

Payment Deadline: *September 10, 2019*; If payment is not received by this date, you *may not be admitted to the class*. You may bring a check to the first class. If late payment will be an issue contact Steve Gartrell sgartrell@ncdaonline.org.

To register go to 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, please contact Steve Gartrell sgartrell@ncdaonline.org.

Cancellation & No-Show: Cancellation within two weeks of the 1st day of class will result in a penalty of \$100.00. Those who register but *who have not cancelled and do not show up will be charged 100% of the Registration Fee*. You may substitute another person by contacting Steve Gartrell sgartrell@ncdaonline.org

TRAVEL ARRANGEMENTS: *Please do not make non-refundable travel arrangements until you receive email confirmation that registration numbers have reached the minimum required number to hold class.*

Hotel and air transportation information provided by the host community.

TRAINING SITE: The training will be held at Bernard C. Olive Emergency Operations Center, 205 E. Wye Dr., Baytown, TX 77521. Please arrive in the training room 15 minutes early on the first day of the training for registration purposes.

HOTEL

Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training. *Suggestion: ask if the hotel offers government rates. The hotels listed below are near the training site. Some MAY offer airport transportation and/or transportation to the venue. Inquire with the hotel for these services.*

- Candlewood Suites Baytown, 6126 Garth Rd, Baytown, TX
- Hilton Garden Inn Houston-Baytown, 4910 E Chase St, Baytown, TX
- Holiday Inn Express & Suites Houston East, 7515 Garth Rd, Baytown, TX
- SpringHill Suites by Marriott Houston Baytown, 5169 East Fwy, Baytown, TX
- TownePlace Suites by Marriott Houston Baytown, 7238 Garth Road, Baytown, TX 77521

AIRPORT TRANSPORTATION

Baytown, TX is served by the William P. Hobby Airport, which is approximately 27 miles from Baytown, and George Bush Intercontinental Airport, which is approximately 40 miles from Baytown. More information is available on the airport website: <https://www.fly2houston.com> .

GROUND TRANSPORTATION

More information on ground transportation options is available at <https://www.fly2houston.com/hou/ground-transportation/>. Shuttle service may also be available from some hotels.

DRESS - *Business casual*

QUESTIONS? Contact Heather Johnson at hjohnson@ncdaonline.org



CDBG-Disaster Recovery

Course Agenda

There will be mid-morning and mid-afternoon breaks. Lunch will be on your own from approximately 12:00-1:15pm.

The timing of material between Day One and Day Two may be adjusted for class flow.

DAY ONE: 9:00 a.m. - 4:30 p.m.

- 1) What is CDBG-DR?
 - a) Background
 - b) Purpose
 - c) CDBG/CDBG-DR Comparison
 - d) Federal funding process
- 2) CDBG-DR Planning Process
 - a) Web Page
 - b) Data
 - c) Submission Requirements
 - i) Certifications
 - ii) Risk Analysis
 - iii) Unmet Needs Assessment and Action Plan
 - iv) Waiver requests
 - d) Consolidated Plan Amendments
 - e) Using your CDBG program with CDBG-DR funds
- 3) Meeting program intent
 - a) National objectives and eligible activities
 - b) Linking activity to Disaster
 - c) Duplication of Benefit Calculation
- 4) Program Administration
 - a) Cost principles/categories
 - b) Pre-Award costs
 - c) Program income
 - d) Time to expend funds

DAY TWO: 9:00 a.m. - 4:30 p.m.

- 5) Working with Partners
 - a) Private and Local
 - b) Federal
 - i) FEMA
 - ii) SBA
 - iii) Army Corps of Engineers
 - iv) Other
- 6) CDBG-DR Program Design
 - a) Housing
 - b) Infrastructure
 - c) Economic Development
 - d) Planning and Resiliency
- 7) Cross-cutting regulations
 - a) Relocation
 - b) Environmental
 - c) Davis Bacon and Related Acts
- 8) Documentation/Reporting
 - a) DRGR
 - b) Documentation
 - c) Performance requirements
 - d) QPR
- 9) Program Management
 - a) Consultants and contractors
 - b) Reducing confusion
 - c) Assuring fairness

Note: The Texas General Land Office has been invited to take part at the end of the session on Day 2 to address Texas specific CDBG-DR issues. More information will be available closer to the start of the course.