



CDBG Basics: Training for Practitioners

February 3-5, 2020

Smyrna, Georgia

Training Venue Location

Smyrna Community Center
200 Village Green Circle S.E.
Smyrna, GA 30080

Course Overview

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 is attached. In order to ensure a spot for you in this class, 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. In order to get the Certificate, you must take and pass the test. You may take the test in **hard copy** or **online**. If you take it **online** (laptop, tablet or smartphone) you will immediately receive your score and certificate by email (if you pass).

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. We recommend that you **download** the [CDBG regulations](#) on a device and bring them to class. It will be helpful in class and during the exam.



Note to NCDA Members who are **AICP** credentialed: NCDA has been approved as an **AICP Certification Maintenance (CM) provider**. This session is qualified as a CM event. This is qualified as a **CM I 15** (15 hours of credit). *To receive CM credit, you must sign in to the class and remain for the entire session.*



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REGISTRATION INFORMATION

REGISTRATION/PAYMENT

Register online at <https://ncdaonline.org/cdbg/>. During the registration process, you will have the option to pay by credit card or to receive an invoice. If someone else is registering for you, please have them include **your email address**, in the email box on the registration form. They may include their address in the Billing Section of the form.

Confirmation: You should receive a **confirmation message** from "NCDCA Web Site" immediately after the registration process. *If you do not receive this confirmation it means your registration did not complete and you are not registered.* Make sure that you go to the bottom of the form, enter the code listed, and hit "Submit." If it still doesn't work, please contact Steve at sgartrell@ncdaonline.org.

Early Registration (January 3, 2020)

NCDCA Member Cities/Counties: \$450/person Non-Member Cities/Counties: \$550/person

General Registration (January 4 - 13, 2020)

Members: \$550/person Non-Members: \$650/person

Late Registration* (January 14 - 31, 2020)

Members: \$650/person Non-Members: \$750/person

**Note, late registration is allowed via credit card only, payment by check is not allowed*

Registration closes January 31, 2020, 5pm (EST).

Cancellation Deadline: (January 13, 2020)

- To cancel, contact Steve Gartrell at sgartrell@ncdaonline.org
- Cancellation made before the cancellation deadline will be fully refunded.
- Cancellation made after the deadline will not be refunded; instead, a staff person may be substituted at no charge, or credit for a future course may be issued (less a \$100 cancellation fee).
- No shows will be charged 100% of the registration fee.

Payment Deadline: (January 20, 2020)

Payment **must** be received before the class date for admittance to class. During the registration process, you will have the option to pay by credit card or to receive an invoice.

- Payment by check is due *no later than* two weeks before the class begins
- Payment not received by two weeks before the class begins must be made via credit card, contact Michael Lightfield at michael@ncdaonline.org for assistance
- Payment for registrations made during the late registration period are to be made via credit card only

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 **Smyrna Community Center, 200 Village Green Circle S.E., Smyrna, GA 30080**. Please arrive 15 minutes early on the first day of the training for registration purposes.

HOTEL

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.

- Hyatt Place, 2876 Spring Hill Parkway, Smyrna, GA 30080, 770-384-0060 (ask for city rate)
- Holiday Inn Express, 2855 Spring Hill Parkway, Smyrna, GA 30080, 770-435-4990 (ask for city rate)
- Hampton Inn, 2733 Circle 75 Parkway, Atlanta, GA 30339, 770-955-1110 (ask for city rate)

AIRPORT TRANSPORTATION

Hartsfield-Jackson Atlanta International Airport (ATL) is 22 miles from the training venue and is served by many airlines. More information is available at <http://www.atl.com/>.

GROUND TRANSPORTATION

Ground transportation options include public transportation, hotel shuttles (check with hotel to determine service), taxis, ride shares, and rental cars. Additional information can be found on the airport website: <http://apps.atl.com/Passenger/GroundTransportation/Default.aspx>

DRESS - Business casual

QUESTIONS?

Contact Heather Johnson at hjohnson@ncdaonline.org



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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. On Day 3 you may bring a lunch to class and start the test @ noon.

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

- Introductions
- Course Objectives
- 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.

- 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 a.m. - Noonish

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

Noonish - 4 p.m.

Open Book Test (The test is optional but required to receive the CDBG Basics Certificate.) – May be taken on hard copy or online (laptop, tablet, or smartphone).

Don't forget to complete the course evaluation! Thanks!