



Advanced CDBG: Managing an Effective Program

June 9-10, 2025

Salt Lake City, Utah

Training Venue Location

Little America Hotel
500 Main Street
Salt Lake City, UT 84101

Course Overview

Advanced CDBG (2 Days)

The first two days focus on Advanced CDBG concepts & management. Senior staff, new managers and experienced managers wishing to stimulate new ideas can benefit from the course. The agenda will include information and discussion on effective program planning, equitable allocation systems, program implementation challenges, leveraging resources and problem solving. The course will be reinforced through in-class exercises. Course participants will receive a training manual, including resource material. If you have specific issues you'd like to discuss, bring them with you. It is *highly recommended* that registrants have at least 3 years of CDBG experience before taking this course. People with less than that should take NCD A's CDBG Basics course first.

A course agenda is attached. The Early Course fee is \$375 for members and \$475 for non-members. Early Registration is available through May 16, 2025. In order to ensure a spot in the class, please register online at <http://www.ncdaonline.org/cdbg.asp>. If your community is sending more than one person to this training, please register each person on the same registration screen. If your organization registers four or more participants on the same screen, a 15% discount will be automatically applied. [Please contact NCD A Staff with any questions.](#)



Note to NCD A Members who are **AICP** credentialed: NCD A 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 13** (13 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 <http://www.ncdaonline.org/cdbg.asp>. 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 "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.* 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 NCDCA Staff](#).

Early Registration (Through April 4, 2025)

NCDCA Member Cities/Counties: \$375/person Non-Member Cities/Counties: \$475/person

General Registration (April 5 – April 25, 2025)

NCDCA Member Cities/Counties: \$475/person Non-Members: \$575/person

Late Registration* (April 26 – May 16, 2025)

NCDCA Member Cities/Counties: \$575/person Non-Members: \$675/person

**Note, late registration is allowed via credit card only, payment by check is not allowed. Late registrations cannot be cancelled.*

Cancellation Deadline: (May 16, 2025)

- To cancel, contact Heather Johnson at hjohnson@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: (June 6, 2025)

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.

TRAINING SITE: The training will be held at Little America Hotel, 500 Main Street, Salt Lake City, UT 84101. Please arrive in the training room 15 minutes early on the first day of the training for registration purposes.

HOTEL

NCDA's Annual Meeting will take place at the Little America Hotel in Salt Lake City, UT. The training will take place on Monday & Tuesday, before the Annual Meeting begins on Wednesday.

Members can book their rooms directly with the hotel at the link below. The nightly rate is \$189 for a Garden Room and \$239 for a Tower Room (where the meetings are held) plus 16.32% tax. The destination fee is waived. Attendees will provide a credit card at the time of booking which will guarantee the reservation. The reservation comes with a 24 hour cancellation period from the time of arrival. If you cancel after the 24 hour period, you will be responsible to pay one night's rate plus tax. The room block will be available till May 23 unless we sell out before that date. The hotel will extend the rate 3 days before and after the conference. You can contact our reservation department by calling 800-437-5288.

<https://reservations.travelclick.com/4650?groupID=4363218><<https://reservations.travelclick.com/4650?groupID=4363218>>

AIRPORT TRANSPORTATION

Salt Lake City International Airport is minutes away from the conference hotel. The airport is served by a wide variety of airlines, and there are many ground transportation options, including plentiful taxis, ride shares, and shuttles. Find more information here: <https://slcairport.com/>

GROUND TRANSPORTATION

Ground transportation options include hotel shuttles (check with hotel to determine service), taxis, ride shares, and rental cars. Additional information can be found on the airport website at <https://slcairport.com/>.

DRESS - Business casual

QUESTIONS? Please contact Heather Johnson at hjohnson@ncdaonline.org with any questions concerning the class registration, schedule, or content. Contact Michael Lightfield, NCDA's controller at michael@ncdaonline.org with questions about billing and payment.



AGENDA

Advanced CDBG

DAY ONE: 8:30 a.m. - 4:30 p.m.

Introductions

- **The Big Picture: What are we trying to achieve?**
 - Program history and overview
 - National Objectives
 - Community connections
- **Planning: Making it real**
 - Consolidated Plan/Annual Plan
 - Citizen Participation
 - Conflict of Interest
 - Politics or community responsiveness?
- **Lunch** (on your own)
- **Allocation: Running a fair process**
 - Allocation Process
 - Evaluating proposals -- are they eligible and feasible?
 - Managing caps and deadlines

DAY TWO: 8:30 a.m. – 4:30 p.m.

- **Review of Day One Materials**
- **Implementation: Facing difficult issues**
 - Special challenges of Economic development activities
 - Working with partners
 - Cross-cutting regulations
 - Problem solving -- when a great plan doesn't come together
- **Lunch** (on your own)
- **Leveraging resources**
 - Building program income/ thinking as an entrepreneur
 - Stretching the dollar: CDBG as match/ Section 108 Loans/ CD Floats
 - Are you ready for the next new program? Having and tapping program capacity.
- **Communicating about the program**
 - With HUD: Performance measures/technical assistance/monitoring
 - With elected officials
 - With the community -- telling your story, listening to theirs
- **The Big Picture Revisited**