



# 56th Annual Conference Salt Lake City, UT June 11-13, 2025

*With Pre-Conference Primer Training: June 10  
With NCD A Leadership Institute & CDBG Advanced: June 9-10*

## Draft Agenda



Note to NCD A Members who are **AICP** credentialed: NCD A is an approved **AICP Certification Maintenance (CM) provider**. Eligible sessions are marked with the following symbol (where the number equals the number of CM credits):  
**CM I 1.5**

### **TUESDAY, JUNE 10 | 9:00 AM – 4:00 PM (All Times Mountain)**

*Pre-Conference Training Registration: 8:00 pm – 9:00 am  
Conference Registration: 3:00 pm – 5:00 pm*

**9:00 am – 4:00 pm**

#### **Preconference Training – Concurrent Sessions**

##### **CDBG Basics Primer – CM I 6.0 – Idaho**

This training covers the fundamentals of CDBG, including national objectives and eligible activities, eligible costs and regulations, limitations on expenditures, program administration, financial management, monitoring, crosscutting Federal requirements overview, conflict of interest, and resources.

##### **HOME Underwriting – CM I 6.0 – Arizona**

This training will focus on the HOME underwriting/subsidy layering requirements. The training is based upon the latest guidance from HUD on how to conduct underwriting and subsidy layering for homebuyer and rental development projects. At least 1 year of HOME program experience is recommended for this training.

##### **Con Plan Primer – CM I 6.0 – Ballroom C**

This training provides an overview of Consolidated Planning for CDBG grantees and HOME participating jurisdictions. It covers the Citizen Participation Plan, the public input consultation requirements, and the preparation of the plan. It will also touch on how to address equity and inclusion in the process. Most importantly, it will help communities understand their responsibilities regarding the use of Federal funds. The training is appropriate for anyone who works on preparing the Consolidated Plan/Annual Plans or who works with CDBG or HOME funding.

**5:30 pm – 8:30 pm**

**Pre-Conference Networking Event - Gallivan Hall and Gallivan Plaza**

Hosted by Salt Lake City: Kick off this year's annual NCDA conference with an evening of connection and camaraderie at the Gallivan Center, affectionately known as Salt Lake City's "outdoor living room". Join fellow conference attendees from across the country for an informal meet-and-greet on the balcony of Gallivan Hall, offering panoramic views of the vibrant downtown scene. As the sun sets, enjoy the melodies of a live concert happening at the amphitheater below, creating a lively backdrop for networking. Savor light refreshments and a selection of beverages as you mingle and build connections that will enhance your conference experience.

**Wednesday, JUNE 11 | 9:00 AM – 5:00 PM**

*Conference Registration and Information: 8:00 am – 5:00 pm*

**8:00 am – 8:55 am**

**Breakfast – Ballroom Reception and Ballroom AB**

**9:00 am – 9:15 am**

**Conference Welcome – Ballroom AB**

- Vicki Watson, NCDA Executive Director
- Marcy Esbjerg, NCDA President
- Host City Welcome
- Salt Lake City Mayor

**9:15 am – 10:15 am**

**Updated Session - Presidential Executive Orders Affecting HUD CPD Programs – **CM I Ballroom AB****

Hear from HUD Headquarters about the Presidential Executive Orders affecting HUD CPD program areas and steps for complying with the orders.

Moderator: Vicki Watson, NCDA Executive Director

Speakers: HUD Headquarters staff (invited) (virtually)

**10:15 am – 10:30 am**

**Break**

**10:30 am – 12:00 pm**

**Strategies to Increase Deeply Affordable Housing in Your Community Plenary – Ballroom AB**

This plenary session will explore innovative strategies for the design and development of deeply affordable housing. With a focus on practical tools, sustainability, and emerging models, presenters will share insights and resources aimed at expanding access to housing for the lowest-income households.

Moderator: Heather Royall or Tony Milner, Salt Lake City, UT

**12:00 pm – 2:00 pm**

**Lunch on your own –**

**2:00 pm – 3:00 pm**

## **Concurrent Sessions**

### **Best Practices for Addressing Homelessness**

It is often said that if it was simple to solve homelessness, there would be very little homelessness in our communities. While ending homelessness is a complex issue, several of our NCDA members have had success using some best practices in their communities. Come and learn from what worked for them and why!

Moderator: Heather Royall, Housing Stability Deputy Director, Salt Lake City

Speakers:

- Vanessa Matheny, Oak Park, IL
- Robin Stanicki, Bangor, ME
- Frances DeJesus, Kissimee, FL

### **Best Practices for your Action Plan – CM I**

Every year Entitlements compose their Annual Action Plan which provides a summary of the actions, activities and federal and non-federal resources your community will use to address the priorities and goals of your community and your 5- year plan. At times, the Plan can be overwhelming and daunting. Learn how NCDA members engage in best practices to ensure a useful, timely and effective Action Plan.

### **Keeping Your Team Together During Uncertain Times - CM I**

During these uncertain times in our Community Development world, leaders and managers need to inspire their teams, bring folks together and build resilience. Learn what works and doesn't work to motivate your team and build morale from fellow NCDA members.

Moderator: Angela Rahman, Kettering, OH

Speakers:

- Mollika Bernat, Operations General Manager, Detroit, MI

**3:00 pm – 3:15 pm**

**Break – Coffee**

**3:15 pm – 4:15 pm**

## **Concurrent Sessions**

### **CDBG Planning and Capacity Building Activities – CM I**

Every community has needs but often lacks the resources or the capacity to effectively meet those needs. Can a planning grant be used to build capacity in your community? How about training for board members, financial training and developing other competencies? Capacity building activities can and will improve the performance of your nonprofits and consequently, better serve your LMI residents.

Moderator: Tammy Stratz, Community Development Manager, Wausau, WI

Speakers:

- Adam Lane, Housing and Community Services Manager, Surprise, AZ

### **HOME Strategies for Homeownership – CM I**

HOME's dedicated use for affordable housing activities contributes significantly to meeting

the housing needs of a local municipality. And homeownership is the key to our LMI households gaining wealth. Learn how some of our NCDA members use HOME funds to increase or preserve affordable homeownership in their communities.

Moderator: Treva Gilligan, Nashville, TN

Speakers:

- Kevin Howard, Director, Little Rock, AR

### **Section 3 Compliance — CM I 1.00 -**

Section 3 requires entitlement grantees to direct employment, training, and contracting opportunities to LMI persons and businesses. Grantees must track and report annually on their Section 3 activities. This session will help you understand Section 3 better. requirements from other grantees.

Moderator: Lori Moring, New Bedford, MA

**4:15 pm – 5:15 pm** (all conference registrants are encouraged to attend)

#### **NCDA Regional Caucus Meetings**

- Region I (New England) –
- Region II (NY/NJ) –
- Region III & IV (Mid-Atlantic/Southeast) –
- Region V (Midwest) –
- Region VI (Southwest) –
- Region VII/VIII (Great Plains) –
- Region IX (Pacific) –
- Region X (Northwest) –

**6:00 pm – 9:00 pm**

#### **Host City Event – Salt Lake City Library Rooftop Garden**

Get ready for an unforgettable evening under the setting sun! Join us on the rooftop of Salt Lake City's stunning Main Library (210 East 400 South) for a night of great vibes, gorgeous views, and even better company. Whether you're reconnecting with old colleagues or meeting new faces, this is the place to be. We're bringing the energy with live music, delicious food, and a tasty lineup of beer, wine, and more. The newly renovated Rooftop Terrace offers panoramic 360-degree views of the Salt Lake Valley and the Wasatch Mountains, providing a stunning backdrop for meaningful connections. So grab your badge, your guest, and your best rooftop energy — we'll see you there!

*Important Notes: This event is for conference attendees and their registered guests only. You must register in advance and wear your conference badge to get in*

# THURSDAY, JUNE 12 | 9:00 AM – 10:00 PM

*Conference Registration and Information: 8:00 am – 5:00 pm*

**8:00 am – 8:55 am**

## **Breakfast – Ballroom Reception and AB**

**9:00 am – 10:00 am**

## **Washington Report - Ballroom AB**

This is a must attend session. Hear directly from NCDAs Executive Director as she provides information on the budget process, update on FYY26 funding, and other policy updates.

Moderator: Marcy Esbjerg, Senior Program Administrator, Pasco County, FL

Speakers:

- Vicki Watson, NCDAs Executive Director

**10:00 am- 10:15 am**

## **Break**

**10:15 am – 11:15 am**

## **Concurrent Sessions**

### **Best Practices for Public Service Grants - CM I**

For many CDBG grantees, the 15% set aside for Public Services is the most competitive. Learn some best practices on managing these projects, working with non-profit agencies and how to focus on the priority needs of your community.

Moderator:

Speakers:

- Peggy Calda, Grants Administrator, West Valley City, UT
- Sonia Carnaval, Division Manager, Orlando, FL
- Tammy Stratz, Community Development Manager, Wausau, WI

### **Best Practices for Engaging Your Residents – CM I**

This session will focus on effective strategies for engaging your residents and, specifically, those being served by your CPD programs. Whether it's low-and-moderate income households, households with lived experience with homelessness or business owners serving an LMI area, it is critical to hear from your citizens in the development of and review of your Action Plan and Consolidated Plan. Citizen engagement is more than checking a box. Learn how you can be more effective and why it's important!

Moderator: Adrienne Stitt, Birmingham, AL

Speakers:

- Amanda Best, Neighborhood Improvement & Stabilization Policy & Program Manager, Salt Lake City, UT
- Philip Keeve, Grant Coordinator, West Valley City, UT

## **Management Roles and Responsibilities – CM I**

This session and panel of seasoned leaders will discuss the roles and responsibilities of a CPD manager from communication, to training and development, expertise, decision-making and more. If you are an aspiring manager or a struggling one, this session is for you!

Moderator: Heather Royall, Housing Stability Deputy Director, Salt Lake City

Speakers:

- Tyler Durfee, CD Policy & Program Manager, Salt Lake City

**11:15 am – 11:30 am**

### **Break**

**11:30 am – 12:15 pm**

### **Round Tables**

As conference attendees gather in small groups around a specific topic, a seasoned NCDCA member will facilitate the discussion in an open forum, allowing time to ask questions, share insights and network with other participants.

- Are you a new Director? What to expect!
- How to Write an Advertisement for Your Plans
- Documenting National Objectives in CDBG
- Best Practices for Hiring – Tyler Durfee, CD Policy & Program Manager, Salt Lake City
- Small Entitlements Under \$1 Million in CDBG – Tammy Stratz, Wausau, WI
- Medium Entitlements Receiving \$1M - \$5M
- Large Entitlements Receiving Over \$5M in CDBG
- Keys to Financial Management
- Let's Talk about IDIS
- Handling Program Income
- Using CDBG for Code Enforcement
- Admin Costs vs Project Delivery Costs
- Single Family Rehab or Emergency Rehab
- Emergency Rent Payments with CDBG
- Miscellaneous Issues

**12:15 pm – 1:45 pm**

### **Lunch on your own**

**12:15 pm – 1:45 pm –**

### **Board of Directors Luncheon Meeting**

**1:55 pm – 2:10 pm**

### **Board the Buses for the Projects Tour**

### **Walk to the Affordable Housing Mix and Mingle**

**2:10 pm – 4:45 pm**

### **Option #1: Local Projects Tour – Theme: Sip & Savor Salt Lake City**

This tour will take attendees from the hotel to three local businesses benefiting from Salt Lake City's Neighborhood Business Improvement Program (NBIP) funding. NBIP is a façade improvement grant funded through CDBG that focuses on beautifying neighborhoods by supporting small and local businesses. Light food will be provided. This tour is a complement to a breakout session at the conference the following day. This tour is capped at 100 people.

**Option #2: Affordable Housing Mix and Mingle**

Join us for an interactive and informal session where affordable housing professionals can connect, share insights, and engage in meaningful discussions. The session will feature a mix of brief presentations and open dialogue, with opportunities to hear from local service providers, developers, and funders. Topics will include financing, design, and development of affordable housing, along with best practices and innovative approaches. Whether you're looking to exchange ideas or explore new strategies, this session offers a relaxed environment for networking and learning. Light drinks and refreshments will be provided.

**7:00 pm – 10:00 pm**

**NCDA Conference Reception at the hotel – Ballroom C– Please wear your name badge!**

**FRIDAY, JUNE 13 | 9:00 AM – 2:30 PM**

*Conference Registration and Information: 8:00 am – 12:00 pm*

**8:00 am – 8:55 am**

**Coffee**

**9:00 am – 10:00 am**

**Concurrent Sessions**

**Best Practices for Choosing and Monitoring Your Subrecipients – CM I**

What are some of the best practices for choosing your subrecipients? You want your nonprofits to be successful and as an Entitlement, you want to succeed. Starting out on the right foot, along with monitoring to ensure compliant use of grant funding are keys to a successful program. Listen as our NCDA members share their best practices – what worked and what didn't!

Moderator: Adam Lane, Housing and Community Services Manager, Surprise, AZ

Speakers: Sarah Nielsen, Community Development Grant Specialist, Salt Lake City, UT

**Salt Lake City Neighborhood Business Improvement Program – CM I**

Building on the previous day's Local Projects Sip & Savor Salt Lake City Tour, this breakout session offers an opportunity for deeper discussion on the impact of the Neighborhood Business Improvement Program (NBIP) on local businesses and economic development. Presenters will reflect on the tour, share insights, and explore strategies for utilizing CDBG funds for façade improvement grants to revitalize neighborhoods, offering valuable perspectives on how the funding supports small businesses and fosters neighborhood transformation. Whether you joined the tour or not, this session will provide practical takeaways for integrating these strategies into your own communities.

Moderator: Amanda Best, Neighborhood Improvement & Stabilization Policy & Program Manager, Salt Lake City

Speakers: Taylee Foulger, Community Development Grant Specialist (NBIP), Salt Lake City

**10:00 am to 12:00 pm**

**Awards Brunch and NCDA Business Meeting – Ballrooms AB**

The winners of the John Sasso National Community Development Week Award and other award recipients will be recognized.

Emcee: Vicki Watson, NCDA Executive Director

Brunch Speaker:

John Sasso National Community Development Award Winners

NCDA Leadership Institute Graduates

Host City Award: City of Salt Lake City

President's Award: Marcy Esbjerg, NCDA President, Pasco County, FL

**NCDA Annual Business Meeting**

Presiding: Marcy Esbjerg, NCDA President

Bylaw Amendments: Sean Glennon

Election of 2025/2026 NCDA Officers: Shirletta Best, Past President, Committee Chair

Remarks: Marcy Esbjerg, NCDA Outgoing President

Remarks: Angela Rahman (incoming President)

Conference adjournment