



# 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 - TBD**

# 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**

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

Moderator:

Speakers:

**10:15 am – 10:30 am**

**Break**

**10:30 am – 12:00 pm**

**New Session: Presidential Executive Orders – CM I Ballroom AB**

This session will focus on the Presidential Executive Orders affecting HUD programs and what grantees are doing to comply. NCDA members can count on each other for the most up to date information and strategies for being successful in today's changing environment.

Moderator:

Speakers:

**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:

Speakers:

- Vanessa Matheny, Oak Park, IL
- Robin Stanicki, Bangor, ME

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

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.

Moderator:

Speakers:

### **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:

Speakers:

**3:00 pm – 3:15 pm**

**Break – Coffee**

**3:15 pm – 4:15 pm**

**Concurrent Sessions**

**New Session: How the Federal Budgeting Process Works – CM I 1.00 -**

Speaker: Vicki Watson, NCDA Executive Director

### **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.

### **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.

Moderator:

Speakers:

**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**

**Networking Event TBD**

# 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**

**Program Information and Education – Not Lobbying - Plenary Session**

During these uncertain times, it is more critical than ever to ensure that our elected officials are well informed about our programs and their impact on our communities. Do you wonder where the 'lobbying' line is drawn? This is a must attend session for everyone working in our CDBG, HOME and ESG programs!

**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 of our members, the 15% set aside for Public Services is the most competitive and yields the most grantees! 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

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

In this session, NCDA members 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 your review of your Action Plan and Consolidated Plan. Learn how you can be more effective and why it's important!

Moderator:

Speakers:

**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:

Speakers:

**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 NCDA member will facilitate the discussion in an open forum, allowing time to ask questions, share insights and network with other participants. These topics will be repeated the next day giving you an opportunity to choose another round table to attend.

- 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
- Small Entitlements Under \$1 Million in CDBG
- 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**

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**

Affordable housing presentation by the Federal Reserve Bank of San Francisco followed by a mix and mingle discussion with local affordable housing providers.

**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**

### **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.

### **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!

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

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

### **Awards Brunch and NCDA Business Meeting – Amesbury Ballroom**

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**

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 President

Remarks: Angela Rahman (incoming President)

Conference adjournment