Advanced CDBG: Managing an Effective Program
September 29-30, 2025
Mobile, Alabama

Training Venue Location

Arthur R. Outlaw Mobile Convention Center
1 South Water Street, Mobile, AL 36602

Course Overview

Advanced CDBG (2 Days)

The National Community Development Association (NCDA) is pleased to announce the delivery of a two-day course on Advanced Community Development Block Grant (CDBG) training.

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 NCDA's CDBG Basics course first. 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.

A course agenda is attached. The Early Course fee is $375 for members and $475 for non-members. Early Registration is available through August 22, 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 NCDA Staff with any questions.

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 **13** (13 hours of credit). *To receive CM credit, you must sign in to the class and remain for the entire session.*

Advanced CDBG: Managing an Effective Program
September 29-30, 2025
Mobile, Alabama

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 NCDA Staff.

Early Registration (Through August 22, 2025)
NCDA Member Cities/Counties: $375/person   Non-Member Cities/Counties: 475/person

General Registration (August 23 – September 5, 2025)
NCDA Member Cities/Counties: $475/person   Non-Members: $575/person

Late Registration* (September 6 – September 26, 2025)
NCDA 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: (September 26, 2025)
You are considered registered upon submission of this form (regardless of payment status), unless you have been notified via email that you are on a waiting list. Once registered, you are subject to this cancellation policy. All cancellations must be made by emailing NCDA Staff.

Cancellations made 14 calendar days or less before the start date of the course will be charged 50% of the registration fee. *No-shows* will be charged 100% of the registration fee.

You may substitute another person for a paid registration at any time up to the Friday before the start of the course without additional charge by emailing NCDA Staff.

Payment Deadline: *(September 29, 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.

Hotel and air transportation information provided by the host community.

TRAINING SITE: The training will be held at Arthur R. Outlaw Mobile Convention Center
1 South Water Street, Mobile, AL 36602. ·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.*

The training is being held adjacent to the NCDA Region IV conference. Block room rates are available at the preferred conference hotel listed below, for a contracted rate of $114 per night plus tax. :

National Community Development Association Region IV Conference 2025
Start Date: Sunday, September 28, 2025
End Date: Thursday, October 02, 2025
Hotel(s) offering your special group rate:
- Renaissance Mobile Riverview Plaza Hotel for 114.00 USD per night - Last Day to Book : Sunday, August 31, 2025
Book your group rate for National Community Development Association Region IV Conference 2025

AIRPORT TRANSPORTATION
Mobile Regional Airport (MOB) is served by several airlines. More information is available at
https://www.mobileairportauthority.com/mra/

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://www.mobileairportauthority.com/mra/ .

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

DAY TWO: 8:30 a.m. – 4:30 p.m.
- **Review of Day One Materials**
- **Implementation: Facing difficult issues**
  o Special challenges of Economic development activities
  o Working with partners
  o Cross-cutting regulations
  o Problem solving -- when a great plan doesn't come together
- **Lunch** (on your own)
- **Leveraging resources**
  o Building program income/ thinking as an entrepreneur
  o Stretching the dollar: CDBG as match/ Section 108 Loans/ CD Floats
  o Are you ready for the next new program? Having and tapping program capacity.
- **Communicating about the program**
  o With HUD: Performance measures/technical assistance/monitoring
  o With elected officials
  o With the community -- telling your story, listening to theirs
- **The Big Picture Revisited**