



Advanced CDBG: Managing an Effective Program

November 12-13, 2026

Kansas City, Missouri

Training Venue Location

Robert J. Mohart Center
3200 Wayne Avenue
Kansas City, Missouri 64109

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 April 3, 2026. 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 hjohnson@ncdaonline.org 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 NCD A Staff](#).

Early Registration (Through April 3, 2026)

NCD A Member Cities/Counties: \$375/person

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

General Registration (April 4 – May 1, 2026)

NCD A Member Cities/Counties: \$475/person

Non-Members: \$575/person

Late Registration* (May 2 – May 15, 2026)

NCD A 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 15, 2026)

Registration is considered registered upon submission of the registration 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 via email by contacting emailing hjohnson@ncdaonline.org Cancellations made through April 30 will be refunded 100%

- Cancellations made May 1 - May 16 will be refunded 50%
- Cancellations made after May 16 will not be refunded.
- 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 conference without additional charge by emailing hjohnson@ncdaonline.org .

Payment Deadline: (June 8, 2026)

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 Robert J. Mohart Center, 3200 Wayne Avenue, Kansas City, Missouri 64109. Please arrive in the training room 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.

- Marriott, 4445 Main St., Kansas City, MO, 816-531-3000
- Spark by Hilton, 4309 Main Street, Kansas City, MO, 816-561-9600
- Hampton Inn, 46000 Summit St., Kansas City, MO 816-448-4600

AIRPORT & GROUND TRANSPORTATION

Kansas City International Airport serves the host city. 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://flykc.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**