

National Community Development Association

Advanced CDBG: Managing an Effective Program

Location: Lubbock, Texas
Dates: October 5-6, 2009

Course Overview

The National Community Development Association (NCDA) is pleased to announce the delivery of a new one and a half day advanced course on the Community Development Block Grant (CDBG) Program. The course is targeted to CDBG personnel with more than three years experience in the program, with some management responsibility. Both 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 also receive a training manual, including resource material. A “Certificate of Completion,” will be provided at the end of the course.

A course agenda and registration form is attached. In order to ensure a spot in the class being held in Lubbock, Texas, please register directly online at <http://www.ncdaonline.org/cdbg.asp> If your community is sending more than two people to this training, please complete the appropriate number of registration forms. We want to ensure that each participant receives a copy of all the materials and a Certificate of Completion. There are only 35 slots available, so get your registration form in early. Please call Vicki Watson with NCDA at 202-887-5532 with any questions.

Advanced CDBG: Managing an Effective Program

Lubbock, Texas

October 5-6, 2009

REGISTRATION FORM

NAME/TITLE: _____

COMMUNITY/COUNTY: _____

ADDRESS: _____

PHONE/FAX/E-MAIL: _____

NUMBER OF YEARS IN CDBG: _____

NAME/TITLE:

COMMUNITY:

ADDRESS: _____

PHONE/FAX/E-MAIL: _____

NUMBER OF YEARS IN CDBG: _____

REGISTRATION

In order to ensure a spot in the class being held in Lubbock, Texas, please fax the attached registration form to NCDA at 202-887-5546 or register directly online at

<http://www.ncdaonline.org/cdbg.asp>

This is the first delivery of this course. As such, it is a “test” course and no fee will be charged. If you have any questions regarding the training, please contact Vicki Watson at 202-887-5532.

The course is targeted to CDBG personnel with more than three years experience in the program, with some management responsibility. You must meet these criteria in order to attend the course.

TRAINING SITE

The training will be held at the Holiday Park Plaza, 3201 South Loop 289, Lubbock, TX . NCDA has reserved a block of rooms at the rate of \$70.00 per night plus tax. To make your reservation, call the hotel at 1-806-797-3241. Be sure to reference the 2009 National Community Development Association Conference in order to receive this special rate.

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION
Advanced CDBG: Managing an Effective Program
Course Agenda

Lunch will be on your own from 12:00 - 1:00 on Day One.

DAY ONE: **9:00 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

Allocation: Running a fair process

- Allocation Process
- Evaluating proposals -- are they eligible and feasible?
- Managing caps and deadlines

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

DAY TWO: **8:30 - 11:30**

Review of Day One Materials

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