

Tuesday, October 19, 2021

9:00 am	<p>Welcome and Introductions Kimberly Carter - Director, Community Finance Division</p>
9:10 am – 10:00 am	<p>Local Government Requirements as a CDBG Recipient (Strongly Encouraged for Local Government Officials and Staff) Tommy Lowmon – Director, Office of Community Development Brent Allen – Manager, CDBG Field Services</p> <p>Receiving a CDBG award is a wonderful opportunity for a community in addressing community development priorities. However, managing and implementing a grant is a major responsibility. The local government is ultimately responsible for complying with the rules and regulations associated with these funds. DCA staff will provide information to help local government officials and staff better understand the requirements associated with the use of federal funds and what to expect.</p>
10:00 am – 11:30 am	<p>Overview of Grant Award Package and Acceptance of Award in eCivis Strongly Encouraged for Local Government Officials/Staff) Cindi Bernhardt, CDBG Grants Consultant Kathleen Tremblay, Manager – CDBG-DR Program</p> <p>The session will review the basics of the award package and financial management. DCA staff will discuss the steps required to accept the CDBG award in the eCivis/GrAAM system and how to add the grant administrator as you begin to implement the award.</p>
11:30 am – 1:00 pm	<p>Lunch Break</p>
1:00 pm – 2:00 pm	<p>Successfully Implementing the Project: Initial Site Visit and Monitoring Cindy Alligood, CDBG Field Representative</p> <p>DCA staff will discuss the importance of the local players needed to implement a CDBG project in a timely manner and for maximum impact. The checklist for the initial start-up site visit will be reviewed to prepare communities for the visit. Additionally, project monitoring will be discussed along with best practices to enhance the ability of communities to successfully complete CDBG-funded projects.</p>

Wednesday, October 20, 2021

9:00 am – 10:15 am	Understanding the Compliance Requirements Kathleen Vaughn – Compliance Manager Pam Truitt – CDBG Field Representative Several crosscutting federal regulations apply to your newly awarded CDBG project. Compliance with such regulations as procurement, Davis-Bacon labor requirements, and Section 3 as it relates to jobs and contracts is vitally important in avoiding project pitfalls. Successfully navigating these elements will help ensure your project meets Federal laws and regulations.
10:15 am – 10:30 am	Break
10:30 am – 12 Noon	eCivis Award Administration Kathleen Vaughn – Compliance Manager The session will review the basics of submitting draw requests/financial activity reports, budget amendments, extension requests, reporting match and leverage, and quarterly reports requirements.

Thursday, October 21, 2021

9:00 am – 11:30 am	The Uniform Relocation Assistance and Real Property Acquisition Policies Act Glenn Misner – Director, Neighborhood Stabilization Program Malisa Thompson – CDBG Field Representative The Uniform Relocation Assistance and Real Property Acquisition Act (URA is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes or businesses. This session will provide an overview of the URA law and review the five (5) basis steps to acquisition. CDBG – Housing Workshop (Designed for FY21 Recipients with Neighborhood Revitalization / Housing and Multi-Activity Awards) Local government can play a major role in facilitating and developing affordable housing. Homeowner rehabilitation is one of the most common community development programs administered nationwide. This will provide guidance on your housing program’s administration, including work specifications, amendment requests, and compliance monitoring.
11:30 am – 1:00 pm	Lunch Break
1:00 pm – 2:00 pm	DCA Listening Session Kimberly Carter - Director, Community Finance Division Tommy Lowmon – Director, Office of Community Development DCA will hold a "listening" session to hear your feedback, suggestions, and comments for CDBG program development.