



# **COSCDA's CDBG Boot Camp**

**June 5 - 8, 2012  
Washington, D.C.**



# **The Training You've Been Waiting For!**

CDBG Boot Camp is a four-day training program for state CDBG agency staff. The program provides the information you need about state CDBG requirements, federal laws and regulations that shape how the program is administered every day.

The Boot Camp format features presentations and related class exercises. The training guidebook is an excellent resource with statutory provisions, HUD regulations, notices, a glossary and case examples. The Boot Camp program is taught by a team of highly experienced state CDBG managers. Boot Camp will be a prerequisite for the CDBG Advanced Training to be offered through the COSCDA Academy later this year.

## **WHO SHOULD ATTEND:**

- ◆ State Community Development Agency Staff With Less than 3 Years Experience
- ◆ Staff of State Agencies responsible for coordinating with the state CDBG program.

## **Space is Limited – Register Early!**

Registration for CDBG Boot Camp is available on a first-come, first-served basis. Space is limited, so register early. Please wait for confirmation from COSCDA before making your flight arrangements.

**Registration must be received by May 4, 2012**

**Hotel Reservation must be made by May 11, 2012**

**Don't Delay!**

# PROGRAM AGENDA

DAY ONE: 8:30 a.m. to 4:30 p.m.	DAY TWO: 8:30 a.m. to 4:30 p.m.	DAY THREE: 8:30 a.m. to 4:30 p.m.	DAY FOUR: 8:30 a.m. to Noon
<b>Program Purpose Program Information</b> <ul style="list-style-type: none"> <li>♦ Program History and Background</li> <li>♦ Acronyms and Research</li> <li>♦ Program Administration</li> <li>♦ Planning and Distribution of Funds</li> <li>♦ Performance Measure</li> <li>♦ Method of Distribution</li> </ul>	<b>Fundability</b> <ul style="list-style-type: none"> <li>♦ National Objectives</li> <li>♦ Eligible Objectives</li> <li>♦ Ineligible Activities</li> <li>♦ Additional rules</li> <li>♦ Sub-Grantee Management</li> </ul>	<b>Compliance Requirements</b> <ul style="list-style-type: none"> <li>♦ Environmental Review</li> <li>♦ Lead Based Paint</li> <li>♦ Uniform Relocation Act</li> <li>♦ Non-Discrimination and Equal Access</li> <li>♦ Labor Standards</li> <li>♦ Financial Management</li> <li>♦ Audits and Recordkeeping</li> </ul>	<b>Review &amp; Examination</b> <ul style="list-style-type: none"> <li>♦ Group Review</li> <li>♦ Individual “open book” examination Required for “Certificate of Completion”</li> </ul>

## Special Notes

- Agenda subject to change.
- Please plan to arrive by 8:30 am on Tuesday, June 5th. The program will continue until noon on Friday, June 8, 2012.
- Please note that all meals are on your own each day. Breaks will be provided throughout the day.

# *CDBG Boot Camp*

June 5-8, 2012

Washington, D.C.

Book Now!!! **COSCD**A has reserved a block of rooms at the Dupont Hotel, 1500 New Hampshire Avenue, N.W., Washington, D.C. 20036; COSCD

A's group rate is \$224. To ensure availability make your reservations by May 11, 2012. Call The Dupont Hotel at 866.534.6835. To get the discounted rates please identify your party as "COSCDA". **\*\*Sleeping rooms are limited\*\*** Mark your calendars and make your reservations! You must reserve a sleeping room and also register for your CDBG Boot Camp educational experience.

Registration Fee (Please select one)	<i>COSCD</i> A Members	<i>Non-members</i>	<i>Training Academy Sponsor</i> * (please use one of my free training registrations)
	<b>\$495.00</b>	<b>\$620.00</b>	<b>No Fee</b>

\* Each training academy sponsor is entitled to up-to three no-fee registrations for this training. Please submit a completed registration form for each person attending.

<b>REGISTRANT (please print or type):</b> Member _____	<b>Non-Member</b> _____
Name: _____	
Title: _____	
Division & Agency: _____	
Street Address: _____	
City/State/Zip Code: _____	
Phone: _____	Fax: _____
E-mail: _____	
<b>Check if you require:</b> <input type="checkbox"/> <i>services for the physically challenged</i>	

**NOTE:** All cancellation notices must be received by May 4<sup>th</sup>. A \$75.00 fee will be assessed for all cancellations. No refunds will be given for cancellations received after May 4<sup>th</sup>. "No Shows" will be billed the full amount.

### SEND REGISTRATION FORM & PAYMENT TO:

COSCD 1825 K Street, Suite 515 Washington, D.C. 20006	Phone: 202-293-5820 Fax: 202-293-2820	Need to cancel or have other questions, please call Angel Billingsley at COSCDA at 202-293-5820 or email <a href="mailto:abillingsley@coscda.org">abillingsley@coscda.org</a> .
---	--	---