

# 2008 Community Development Block Grant (CDBG) Trainings and Recertification

**Lincoln – May 13-16, 2008**

**Training and Lodging Location:** Training events in Lincoln will be held at the Southeast Community College Continuing Education Center at 301 South 68<sup>th</sup> Street Place. A limited number of rooms at the Chase Suites Hotel, 200 South 68<sup>th</sup> Place, will be held until April 29 at a rate of \$70.00 per night for a one bed, one bath “Studio Suite”, or a rate of \$89.00 per night for a two room, two bath “Executive Suite”. To reserve lodging, contact the Chase Suite Hotel at (888) 433-6183 or (402) 483-4900. A site visit has been conducted at the lodging facilities to assure comfortable, clean, and quality accommodations. More information about the Chase Suites can be located online at: <http://www.woodfinsuitehotels.com/lincoln/index.cfm>.

**Lodging Block:** To receive the discounted conference rate, you must mention the room block code: *NE Department of Economic Development*. A limited number of rooms have been blocked at the discounted rate and will be distributed on a first come first serve basis on or before April 29.

**Registration Fee:** The registration fee is \$35 per day for the first three days and \$25 on the fourth day. Attendees who attend all four days will receive a discounted registration of \$105 total. The registration fee covers training materials, meals and breaks. Evening meals are on your own. Check in will be from 8 – 8:30 a.m. Training will begin at 8:30 a.m. The registration deadline is May 9.

**For more information regarding registration, contact Tiffany Harder at (402) 471-2235, (800) 426-6505, or email: [crd1.intern@ded.ne.gov](mailto:crd1.intern@ded.ne.gov).**

## **May 13 – Labor Standards Training (8:30 a.m. – noon)**

This training will provide information on meeting labor requirements associated with federally funded projects. Participants will receive compliance training for: wage rates, reporting, covered labor, disputes, employee interviews, and payroll review.

## **May 13 – Prepare for a Monitoring Visit Training (1:00 p.m. – 5:30 p.m.)**

This training will provide participants with administrative information, which if implemented will result in fewer CDBG compliance problems, efficient record keeping, and a smoother administrative process.

## **May 14 - Environmental Review Training (8:30 a.m. – 5:30 p.m.)**

Environmental review training will provide guidance on compliance with federal and state requirements that pertain to conducting an environmental review and submitting records for projects funded with CDBG.

## **May 15 - Financial/Audit/Closeout Training (8:30 a.m. – 5:30 p.m.)**

This training will help participants learn how to keep more accurate and well-maintained financial and accounting records and complete and submit accurate requests for CDBG funds. *Bring a calculator.*

## **May 16 – Recertification Training (8:30 am – 1:00 pm)**

This training is for the recertification of CDBG Administrators. Recertification occurs following attendance and successful completion of continuing education requirements, CDBG recertification training and passing the administered exam for renewal of certification.