

## MEMORANDUM

**TO:** DCA Board Members, 2016 CDBG State Recipients and RC Executive Directors

**FROM:** Camila Knowles, Commissioner

**DATE:** September 22, 2016

**SUBJECT:** DCA Fall Conference/Community Development Block Grant Recipients' Workshop

The Georgia Department of Community Affairs will conduct its inaugural 2016 DCA Fall Conference/CDBG Recipients' Workshop on October 6–7, 2016, at the Hyatt Regency Savannah at 2 West Bay Street, Savannah, Georgia 31401. The goal of the joint conference is to provide an overview of opportunities for engaging with DCA across all its initiatives and programs, as well as to deliver our traditional CDBG Recipients' curriculum.

As in years past, the CDBG workshop will offer a broad overview of program management requirements on topics including Civil Rights, Fair Housing/Equal Opportunity, Procurement, Environmental Review, Labor Standards, Financial Management, and Administration. *In addition, Mayors, County Commission Chairs, other elected officials, and city or county managers are encouraged to take advantage of two newly planned activities. On Thursday, I would like to invite these officials to attend a 3:00 pm session that will feature staff presentations on planning, housing and economic development, all designed to inform elected officials and their city or county managers on the best ways to engage DCA. On Friday, I will host a breakfast for elected officials and managers to give us time for informal discussions and getting acquainted.*

There is a \$200 registration fee for those attending both days. For those attending the afternoon session for elected officials and managers on Thursday or attending the second day only of the workshop, the cost for attending is \$60 for all attendees. A late charge of \$20 will be applied to registrations received after September 28, 2016. This fee is an eligible expense for CDBG and may be charged to your grant. Room reservations at the Hyatt Regency Savannah may be made by calling 1-888-421-1442 or by following the link at the bottom of the page. We recommend making room reservations as soon as possible.

Recipients are strongly urged to have adequate representation at the workshop. Staff responsible for the day-to-day administration of the program should attend both days of the workshop. ***Both new and experienced recipients and administrators should attend due to important updates on program requirements.***

If you have any questions or need additional information, please contact Lisa Smith at (404) 679-5276. To register for the workshop or make hotel reservations, please [click here](#). We look forward to seeing you at the workshop.

Enclosure: Agendas