

## MEMORANDUM

**TO:** DCA Board Members, Mayors, County Commission Chairs, RC Executive Directors, and Other Interested Parties

**FROM:** Mike Beatty, Commissioner

**DATE:** November 1, 2011

**SUBJECT:** Community Development Block Grant (CDBG) 2012 Applicants' Workshop for Non-entitlement Communities

The Georgia Department of Community Affairs will be conducting a CDBG Applicants' Workshop December 7-9, 2011, at the Marriott Macon City Center in Macon, Georgia. We anticipate an application submission deadline of April 2, 2012.

The purpose of this workshop is to inform local government officials and other interested parties of the procedures to be used in preparing CDBG applications. The workshop is designed to provide you an opportunity to learn the details involved in putting together a competitive application, to ask questions, and to share information. At the workshop, you will be provided an Applicants' Manual that describes the application process and the guidelines that will be used in evaluating applications. The details of the workshop are included on the attached draft agenda. In order to ensure ample workshop materials, please complete your registration at the link below no later than November 30, 2011. The link below allows you to register for the workshop, provides hotel information, and allows you to make reservations at the Marriott Macon City Center.

<http://www.dca.ga.gov/communities/CDBG/index.asp>.

The rate for attending the entire workshop is \$125.00. Please note that the agenda allows experienced grant writers the option of attending Part II of the workshop for a reduced rate of \$75. A late fee of \$10 will be charged for workshop reservations made after November 30, 2011. The deadline for reserving rooms at the conference room rate is November 21, 2011, so please make your reservations at the Marriott Macon City Center as soon as possible.

If you have questions or need additional information regarding the workshop, please contact Lisa Smith at (404) 679-5276. We look forward to seeing you at the workshop.

*Special Note: We are encouraging local elected officials and their senior staff to attend the last two sessions of the workshop on December 9, 2011 beginning at 10:00. We will be discussing the funding outlook for CDBG and asking for input on how CDBG can better align with local government strategic objectives. Those only attending the last two sessions on December 9, 2011 (beginning at 10:00AM) will not be charged a workshop fee.*

MB/sr

Enclosures: Draft Agenda