



2007 CDBG Construction and Grant Management Workshop

Dec. 5 - 7, 2007
Quality Inn - Dutch Inn
Collinsville, Virginia

Name/Title:

Locality/Organization:

Address:

Phone:

E-mail:

Special Accommodations:
(large print, etc.)

Registration amount must be enclosed:

- \$75 on or before (Nov. 21st)
- \$100 after (Nov. 21st)

[Online registration available! \(Mail in fees\)](#)

Make checks payable to Treasure of Virginia
Please mail your registration form and fee(s) to
Theresa Flanagan, DHCD, 501 North Second
Street, Richmond, VA 23219 before Nov. 21,
2007. A \$25 late fee will apply to all registrations
received after Nov. 21, 2007.

Make checks payable to Treasure of Virginia



Project Management Office
Virginia Department of Housing and
Community Development
501 North Second Street
Richmond, VA 23219

2007 CDBG Construction and Grant Management Workshop

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Virginia Department of Housing and Community Development
"Partners for Better Communities"

2007 CDBG Construction and Grant Management Workshop

Wednesday, Dec. 5, 2007
Noon - 5 p.m.

Thursday, Dec. 6, 2007
8 a.m. - 5 p.m.

Friday, Dec. 7, 2007
8 a.m. - Noon

This workshop will include topics such as:

- Grant Roles and Responsibilities;
- Contracts, Compliance, and Closeouts;
- Uniform Relocation Act and Acquisition;
- Pre-Construction Conference;
- Federal Labor Standards;
- Design and Construction Management;
- Financial Management; and
- Opportunities for Discussion of the Unique Features of Specific Project Types.

Who Should Attend?

This workshop is strongly advised for:

- Communities with active CDBG construction projects;
- Chief administrative officials;
- Grant administrators;
- Financial managers;
- Project managers;
- Planning staff;
- PDC representatives;
- Engineers; and
- Hired consultants.

Registration Process

You may register online at www.dhcd.virginia.gov or by completing and returning the attached form (one per registrant).

Make checks payable to The Treasurer of Virginia.



All reasonable expenses (travel, rooms and meals within state guidelines) may be paid for with funds available from your current CDBG Budget.



Attendance will be documented and certificates awarded upon successful completion of the workshop.



If you have a current grant management manual, please bring it with you for reference and guidance at the workshop.

Additional Information

A networking reception will be held on Wednesday, Dec. 5, 2007 at 5:30 p.m. A buffet breakfast and lunch will be served on Thursday and a buffet breakfast on Friday, as well as refreshment breaks. All other meals are on your own.

Suggested attire is business casual. Please remember that the temperature in meeting rooms can sometimes be difficult to regulate.

Location and Accommodations

Quality Inn - Dutch Inn
2360 Virginia Avenue
Collinsville, Virginia 24078
Phone: (276) 647-3721

We have reserved a block of rooms for the nights of Dec. 5 - 6, 2007. The workshop room rate is \$60 (plus fees and taxes) per night for single occupancy in compliance with state travel guidelines.

Be sure to make your room reservations by Nov. 21, 2007 to receive this guaranteed rate. Identify yourself as a DHCD workshop participant.

Please note that Collinsville is located within close proximity of Martinsville's City limits. Information on local dining, shopping, and entertainment will be provided at the workshop or, for more opportunities, visit www.visitmartinsville.com



Questions?

Please call (804) 371-7061

TDD (804) 371-7084

Make checks payable to Treasurer of Virginia