

MEMORANDUM

TO: DCA Board Members, 2015 CDBG State Recipients' and RC Executive Directors
FROM: Camila Knowles, Commissioner
DATE: August 24, 2015
SUBJECT: Community Development Block Grant Recipients' Workshop

The Georgia Department of Community Affairs will be conducting the 2015 Recipients' Workshop on September 10 – 11, 2015 at the Westin Jekyll Island on Jekyll Island, Georgia, 110 Ocean Way, Jekyll Island, Georgia 31527. The workshop is designed to provide CDBG Recipients with a broad overview of program management requirements and a more detailed briefing on compliance areas such as Civil Rights, Fair Housing/Equal Opportunity, Contracts, Environmental Review, Labor Standards, Financial Management, and Administration. Also, a copy of the Recipients' Manual and other valuable information will be distributed during the workshop.

There will be a **\$175** registration fee for those attending both days. A late charge of **\$20** will apply for registrations received after **August 27, 2015**. This fee is an eligible expense for CDBG and may be charged to your grant. 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.***

Mayors, County Commission Chairs, and other elected officials who will not be involved in the day-to-day administration of the grant program may choose to only attend the second day of the workshop for the general session and the grant award presentation. The cost for attending the second day only is **\$50 for all attendees**. A late charge of **\$20** will apply for registrations received after **August 27, 2015**.

A block of rooms has been reserved at the Westin Jekyll Island for workshop attendees at \$169 for Island View and \$189 for Ocean View with a resort fee per night of \$5.00. In addition, a block of rooms has been reserved at the Hampton Inn & Suites Jekyll Island at a room rate of \$149. Even though the deadline for hotel reservations at the group rate was **August 21, 2015**, the hotel may honor the group rate if reservations are made as soon possible. For hotel reservations, please call **888-627-8316 / 800-WESTIN-1 (Westin) or 912-635-3733 / 800-426-7866 (Hampton)**.

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 go to: www.dca.ga.gov/communities/CDBG/index.asp. We look forward to seeing you at the workshop.

Enclosure: Agenda