OFFICE OF THE GOVERNOR

ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA

ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

JIM BYARD, JR.
DIRECTOR

October 17, 2011

MEMORANDUM

TO: Interested Parties

FROM: Jim Byard, Jr.
            Director

RE: FY2011 CDBG Compliance Workshop

The FY2011 CDBG Compliance Workshop will be held at the Renaissance Hotel in Montgomery, Alabama on Wednesday, November 9, 2011. Reservations can be made by calling the Group Reservations Telephone Number 800-266-9432. Please be certain when making reservations to identify yourself as a participant of the ADECA Community Development Block Grant Compliance Workshop in order to receive the group rate of $120 per night. The hotel must receive your reservation request on or before October 24, 2011. The parking garage is on the corner of Bibb and Moulton Streets, and the parking rate is $12 per day.

The workshop is open to all interested persons, but for those approved for 2011 CDBG projects, attendance is mandatory for the Chief Elected Officials or their local designees. We hope to announce the 2011 awards in a few days. We recommend engineers attend the workshop to become familiar with ADECA's engineering review requirements. Registration will be from 7:30 a.m. to 8:30 a.m. and the workshop will begin at 8:30 a.m. on Wednesday, November 9, 2011, and will conclude at 3:30 p.m. that same day. The hotel will provide a hot breakfast the morning of November 9th. The CDBG program staff will be available to meet with elected officials and grant writers to review unsuccessful 2011 projects or potential 2012 projects on the day of the workshop, or a day before or after. Please call Shea Jackson at 334-242-0492 to arrange for these meetings.

All persons attending this workshop are encouraged to pre-register with ADECA by calling Shea Jackson at 334-242-0492. The workshop will be accessible to all persons. If you have a disability that might require special services, materials, or assistance, please notify Shea when pre-registering.

JB:SAO:sj