



ROBERT BENTLEY
GOVERNOR

JIM BYARD, JR.
DIRECTOR

STATE OF ALABAMA

August 31, 2012

MEMORANDUM

TO: Interested Parties

FROM: Jim Byard, Jr.
Director 

RE: PY2012 CDBG Compliance Workshop

The PY2012 CDBG Compliance Workshop will be held at the Embassy Suites Hotel and Conference Center in Montgomery on Wednesday, October 10, 2012. Reservations can be made by calling the Group Reservations Telephone Number 800-362-2779. Please be certain when making reservations to identify yourself using our group code **ADE** in order to receive the group rate of \$109 per night. The hotel must receive your reservation request on or before September 28, 2012 to receive the group rate.

The workshop is open to all interested persons, but for those approved for 2012 CDBG projects, attendance is mandatory for the Chief Elected Officials or their local designees. We also 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, October 10, 2012, and will conclude around 4:00 p.m. that same day. We will provide a continental breakfast and snacks. The CDBG program staff will be available to meet with elected officials and grant writers to review unsuccessful 2012 projects or potential 2013 projects on the day of the workshop, or a day before or after. Please call Kay Booth at 334-242-0492 to arrange for these meetings.

All persons attending this workshop are encouraged to pre-register with ADECA by calling Kay Booth at 334-242-0492 by October 1, 2012. The workshop will be accessible to all persons. If you have a disability that might require special services, materials, or assistance, please notify Kay when pre-registering.

JB:SAO:kb