

KAY IVEY
GOVERNOR



KENNETH W. BOSWELL
DIRECTOR

STATE OF ALABAMA

January 8, 2024

MEMORANDUM

TO: All Interested Parties

FROM: Kenneth W. Boswell *Kenneth W. Boswell*
Director

SUBJECT: ADECA's CDBG Compliance Workshop for Local Governments Awarded
PY2023 CDBG Grant Program Funds

ADECA has scheduled its PY2023 Community Development Block Grant (CDBG) Compliance Workshop for Thursday, January 18, 2024, in the 7th Floor Auditorium of the Alabama Center for Commerce (ACC) Building located at 401 Adams Avenue in Montgomery, Alabama. Registration will be from 8:00 a.m.- 9:00 a.m., and the Workshop will begin at 9:00 a.m. This Workshop is open to all interested persons, but attendance by the Chief Elected Officials and/or their local designees is strongly encouraged for those local governments whose projects have been approved to receive PY2023 CDBG funds. ADECA also recommends that project engineers attend this Workshop to become familiar with ADECA's engineering review requirements. A draft agenda for this Workshop is attached to this Memo. Please note that any unforeseen circumstances could alter the presentation topics and time periods allowed for each presentation.

We ask that all persons who plan to attend this Workshop (either virtually or in-person) should register by the close of business on Friday, January 12, 2024. Registration may be done by (1) sending an email to Ms. Chloe Moyers at chloe.moyers@adeca.alabama.gov, (2) calling Ms. Chloe Moyers at (334) 242-0492, or (3) submitting your registration online as follows:

Subject: Attendee Registration Link for CDBG Grant Compliance Workshop on 1/18/2024

Webinar topic: CDBG Compliance Workshop

Date and time: Thursday, January 18, 2024, at 9:00 am | (UTC-06:00) Central Time (US & Canada)

Register link: <https://events.gcc.teams.microsoft.com/event/15642d32-5d08-4056-9fc7-9e6e567d1551@bedd5d6f-bcfc-46d4-918d-7fb210e57897>

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For those who will be attending the Workshop in-person, the ACC's parking deck code for ADECA on that date is **891758**. The ACC parking deck is located at 400 Adams Avenue, and we ask that you please use the parking deck's Decatur Street entrance and park anywhere on the second through sixth floors of the deck. This Workshop will be accessible to all persons. If you will require special assistance, services or materials, then please notify Ms. Moyers of your needs when registering.

For anyone who will be attending the Workshop virtually via remote access from your computer, please follow these instructions to access the Workshop:

Subject: CDBG Grant Compliance Workshop on 1/18/2024 Panelist Invite

Webinar topic: CDBG Compliance Workshop

Date and time: Thursday, January 18, 2024, at 9:00 am | (UTC-06:00) Central Time (US & Canada)

Click here to join the meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmNhYjExNzltNmJhMS00YzhjLWE4NjYtZTM5YzYwY2QwMWE4%40thread.v2/0?context=%7b%22Tid%22%3a%22bedd5d6f-bcfc-46d4-918d-7fb210e57897%22%2c%22Oid%22%3a%22f2c10d4c-6178-496b-8319-8c685e9c3d9e%22%7d

Meeting ID: 273 667 612 406

Passcode: p43swD

OR Join with a video conferencing device:

alagov@m.webex.com

Video Conference ID: 115 069 986 8

OR Alternate VTC instructions at

<https://www.webex.com/msteams?confid=1150699868&tenantkey=alagov&domain=m.webex.com>

OR Call in (audio only):

+1 334-245-6099,,51148712# United States, Montgomery

Phone Conference ID: 511 487 12#

I encourage each of you to participate in this PY2023 CDBG Compliance Workshop so that ADECA can disseminate the State of Alabama's CDBG Program compliance information to you and your staff who will be administering the CDBG Program at the local government level. If you have any questions concerning this Workshop, then please contact Ms. Moyers at chloe.moyers@adeca.alabama.gov or 334-242-0492, or contact Dr. Kathleen Rasmussen,

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Division Chief of the ADECA Community and Economic Development Division (CED Division), at 334-353-0323 or send an email to her at Kathleen.rasmussen@adeca.alabama.gov.

KWB:KAR:cdm

Attachment: PY2023 CDBG Compliance Workshop Agenda

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION

TENTATIVE AGENDA for PY2023 CDBG PROGRAM
IN-PERSON and ONLINE/VIRTUAL COMPLIANCE WORKSHOP
On Thursday, January 18, 2024, 9:00 A.M.
ALABAMA CENTER FOR COMMERCE BUILDING, 7TH FLOOR AUDITORIUM

8:00 a.m.-9:00 a.m.	In-Person Registration at 7 th Floor Auditorium and Online/Virtual Dial-in	
9:00 a.m.-9:20 a.m.	Welcome, CDBG Staff Introductions, and CDBG Program Compliance Overview	Kathleen Rasmussen
9:20 a.m. – 9:30 a.m.	Audit Requirements	Karen Stanley
9:30 a.m.-10:30 a.m.	Financial Services Requirements	Jimmie Baker Lisa North Pierson
10:30 a.m.-11:00 a.m.	Letter of Conditional Commitment (LCC) Requirements, and Updated Forms	Andrea Jackson
11:00 a.m.-11:30 a.m.	Engineering Requirements	Chris Perkins
11:30 a.m. – 12:15 p.m.	Environmental Requirements	Chris Perkins
12:15 p.m.-1:15 p.m.	Lunch on Your Own NOTE: the Alabama Center for Commerce Building's 1 st Floor Café is open for lunch	
1:15 p.m.-1:30 p.m.	Civil Rights, Equal Employment Opportunity, and Section 3 Requirements	Evelyn Terry Teresa Nobles
1:30 p.m. – 1:45 p.m.	Office of Minority Business Enterprise (OMBE)	Scott Stewart
1:45 p.m.-2:15 p.m.	Labor Standards Requirements/ Updated Davis-Bacon Act	Kirsten Colley Kathleen Rasmussen
2:15 p.m.-2:30 p.m.	Procurement Requirements/ Updated State Bid Law	Carol Reynolds
2:30 p.m. – 2:45 p.m.	Afternoon Break	
2:45 p.m.-3:15 p.m.	Analysis of Impediments to Fair Housing Choice Requirements	Daphne Ball Kathleen Rasmussen
3:15 p.m.-3:45 p.m.	Grant Closeout Procedural Requirements	Tonika Prince
3:45 p.m.-4:00 p.m.	Questions, Comments, Workshop Conclusion	Kathleen Rasmussen