

# DEPARTMENT FOR LOCAL GOVERNMENT

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATOR CERTIFICATION TRAINING OCTOBER 19 - 22, 2010

Capital Plaza Hotel  
405 Wilkinson Boulevard  
Frankfort, KY 40601  
(502) 227- 5100

Guest Room Rate: \$69

**\*Reservations must be made by October 11, 2010\***



### DETAILS

**Who should attend:** Any individual wishing to administer a Community Development Block Grant (CDBG). **NOTE: All CDBG grant administrators in the Commonwealth of Kentucky must be certified.** In order to become **certified for the first time**, grant administrators **MUST** attend the 3½ day training session and must pass the certification exam given on the last day of the training.

**Tuition:** Registration for this course is **FREE** of charge.

**Registration:** The attached registration form must be completed for each individual who wishes to attend. Fax your form to (502) 573-1519 or e-mail to: [amy.smith@ky.gov](mailto:amy.smith@ky.gov). No phone registrations will be accepted. **The registration form must be received by the Department for Local Government (DLG) no later than Tuesday, September 28, 2010.**

**Accommodations:** A limited number of guest rooms are available at a special group rate of \$69 at the hotel noted above. Please make your reservations directly with the hotel. Be sure to mention **DLG** when making your reservations in order to receive the group rate. **Please note that making hotel reservations does not register you for the training. You must submit the attached Registration Form to DLG to register.**

**Travel Arrangements:** You will receive an e-mail confirmation once your registration form has been received and accepted. You may then make all travel arrangements.

**Special Needs:** The training location is accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, or large print, are asked to contact DLG at (502) 573-2382 prior to the workshop so that appropriate arrangements can be made. Individuals using TTY/TDD machines may access DLG at (800) 648-6056.

**If you have any questions, please contact Amy Smith Martin at (502) 273-2382, ext. 236.**