

# CDBG Administrator Re-Certification Training



**November 12-13 and 14-15, 2013**  
Kentucky Association of Counties (KACo)  
Training Room  
400 Englewood Drive  
Frankfort, Kentucky 40601

**Class reservations must be made by 11/4/13**

## **DETAILS**

**Who should attend:** Previously certified individuals must attend one of the sessions in Frankfort in order to maintain their certification. **NOTE: All Community Development Block Grant (CDBG) administrators in the Commonwealth of Kentucky must maintain certification to administer CDBG projects.**

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

**Registration:** Complete the attached Registration Form. Fax your form to (502) 573-1519 or e-mail to: [jessicam.hill@ky.gov](mailto:jessicam.hill@ky.gov). No phone registrations will be accepted. **The registration form must be received by the Department for Local Government (DLG) no later than Monday, November 4, 2013.** Please indicate which 2 day class you will be attending. Each class size will be limited to 100 people. You will receive an e-mail confirmation once your registration is received and accepted. For more information call (502) 573-2382 or (800) 346-5606 and ask to speak with Jessica Hill.

**Accommodations:** The two hotels nearest to the KACo building are the Best Western and the Fairfield Inn. Since the training is not at a hotel, no arrangements for special rates are being made. Continental breakfasts are probably available at each location. If not, there is a Starbucks across the road from the hotels and a Cracker Barrel near the KACo building. There are several restaurants in the area for lunch.

**Training Room:** The KACo training room is located on the back side of the building with entrance on the ground level. There is parking on the back side as well. The room will be open by 8:30 am for registration with the classes beginning at 9:00 am. This is a smoke free premises.

**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 at least three weeks prior to the workshop so that appropriate arrangements can be made. Individuals using TTY/TDD machines may access DLG at (800) 648-6056.

### **DISCLAIMER**

The Department for Local Government does not discriminate on the basis of race, color, national origin, sex, age, religion, familial status, or disability, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities.

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## Registration Form

Kentucky Association of Counties Training Room – Frankfort, Kentucky  
November 12-13 and 14-15, 2013

PLEASE CHECK THE SESSION YOU WISH TO ATTEND

November 12-13

November 14-15

Name	
Title	
Organization	
Address	
City	
State	
Zip	
Phone	
Fax	
E-mail Address	

Which of the following best describes your organization?

- private, for profit company
- local government agency
- non-profit organization
- area development district
- other \_\_\_\_\_

**E-MAIL TO:**

[jessicam.hill@ky.gov](mailto:jessicam.hill@ky.gov)

**MAIL TO:**

Department for Local Government  
Office of Federal Grants  
Attn: Jessica Hill  
1024 Capital Center Drive, Ste. 340  
Frankfort, KY 40601

**FAX TO:**

(502) 573-1519

- ❖ You must register by e-mail or fax in order to attend the training. **No telephone registrations will be accepted.** Registration forms must be turned in by **Monday, November 4, 2011.**
- ❖ One form must be submitted for each individual wishing to attend the training.

If you have any questions, please contact Jessica Hill at (502) 573-2382 or TTY/TTD (800) 648-6056.