



PD&R

Historically Black Colleges and Universities

2008 Technical Assistance Workshops

Atlanta :: Washington, DC :: Baltimore

Workshop Descriptions

Deal-making: Planning and Financing

This 2-1/2-day workshop will provide guidance on implementing a marketing strategy; drafting operating management plans; securing necessary governmental regulatory action; securing a site survey; designing working drawings and specifications; developing a detailed development and operating pro forma; negotiating financial agreements for permanent and construction loans; acquiring site control; bidding construction costs; negotiating final contracts; and raising equity and arranging for financing guarantees.

Fundamentals of Construction Management

The basics to be covered by this 4-1/2-day workshop include: the role of the project team; land acquisition and the development process; the design process; permitting; types of construction contracts; contract documents; the bidding and award process; reconstruction; working with prime contractors; planning and scheduling; basic management; construction safety; risk allocation; building codes and labor laws; inspection and documentation; payments to prime contractors and change orders; claims/dispute resolution and project closeout.

Grant Administration and Financial Management

This 2-1/2-day workshop will address the components of the grant agreement; terms and conditions; pre-award cost rules; uniform administrative requirements; cost principles/allowable costs; internal control systems; procurement procedures; environmental review process; record keeping and reporting; and other federal requirements that apply to grants and contracts such as labor standards, relocation, employment, and contracting.

Grant Writing and Proposal Development

This 2-1/2-day workshop will help participants prepare a more competitive application by focusing on the planning process, team building, developing partnerships, understanding the Notice of Funding Availability, and responding to the factors for award. Attendees will participate in role-playing and hands-on exercises.

Partnerships and Resource Development

Participants of this 2-1/2-day workshop will learn how to develop partnerships with entities having a similar interest in sustaining and revitalizing communities, market a concept; prepare presentations, gain positive feedback, find available resources (in-kind and cash), designate responsibility, and establish working committees.

Strategic Planning

This comprehensive 2-1/2-day workshop will stress the importance of pre-planning and organizing, establishing the planning committee; researching and defining the scope of the project; goals and objectives; identifying key players; establishing relevant partnerships and relationships; and marketing and financing the project.

Who Should Attend?

- HBCUs and HBCU/CDC staff who are involved in carrying out community or economic development projects.
- HBCUs that plan to apply for grants in the future.
- All HBCUs wishing to increase their expertise in implementing and sustaining grant-funded activities eligible under the HUD HBCU grant program.

Hotel and Travel Information

Grant Writing and Proposal Development September 22–24, 2008

Grant Administration and Financial Management September 24–26, 2008

Doubletree Buckhead Hotel / 3342 Peachtree Road, NE
Atlanta, GA 30326

Check-in Time: 3 p.m. / Checkout Time: 12 noon

Room Rate: \$129 plus 15-percent tax (single/double).

Reservations: Callers may secure the group's room rate by contacting the hotel at 1-800-222-TREE before Friday, September 5, 2008, and referencing HUD's HBCU Workshop.

Local Airport: Hartsfield-Jackson International Airport (ATL).

Workshop Schedule:

- **Grant Writing:** 8:30 a.m.–5:30 p.m. Monday and Tuesday; 8:30 a.m.–12:30 p.m. on Wednesday.
- **Grant Administration:** 1–5:30 p.m. on Wednesday; 8:30 a.m.–5:30 p.m. Thursday and Friday.

Fundamentals of Construction Management October 6–10, 2008

Hilton Embassy Row / 2015 Massachusetts Ave, NW
Washington, DC 20036

Check-in Time: 3 p.m. / Checkout Time: 12 noon

Room Rate: \$233 plus 14.5-percent tax (single).

Reservations: Callers may secure the group's room rate by contacting the hotel at 1-800-695-7460 before Friday, September 5, 2008 (4 p.m. eastern time), and referencing HUD's HBCU Workshop.

Local Airport: Ronald Reagan Washington National Airport (DCA).

Workshop Schedule: 8:30 a.m.–5:30 p.m. Monday through Thursday and 8:30 a.m.–12:30 p.m. on Friday.

Grant Writing and Proposal Development October 27–29, 2008

Grant Administration and Financial Management October 29–31, 2008

Hilton Embassy Row / 2015 Massachusetts Ave, NW
Washington, DC 20036

Check-in Time: 3 p.m. / Checkout Time: 12 noon

Room Rate: \$233 plus 14.5-percent tax (single).

Reservations: Callers may secure the group's room rate by contacting the hotel at 1-800-695-7460 before Friday, September 26, 2008 (4 p.m. eastern time), and referencing HUD's HBCU Workshop.

Local Airport: Ronald Reagan Washington National Airport (DCA).

Workshop Schedule:

- **Grant Writing:** 8:30 a.m.–5:30 p.m. Monday and Tuesday; 8:30 a.m.–12:30 p.m. Wednesday.
- **Grant Administration:** 1–5:30 p.m. Wednesday; 8:30 a.m.–5:30 p.m. Thursday and Friday.

Strategic Planning / November 12–14, 2008

Tremont Plaza Hotel / 222 Saint Paul Place
Baltimore, MD 21202

Check-in Time: 3 p.m. / Checkout Time: 12 noon

Room Rate: \$157 plus 13.5-percent tax (single/double).

Reservations: Callers may secure the group's room rate by contacting the hotel at 1-800-TREMONT before Friday, October 31, 2008, and referencing HUD's HBCU Workshop. The Tremont reservation hotline is available Monday-Friday, 8 a.m.-7:30 p.m., and Saturday-Sunday, 10 a.m.-2 p.m. (eastern time).

Local Airport: Thurgood Marshall Baltimore/Washington International (BWI).

Workshop Schedules: 8:30 a.m.–5:30 p.m. Wednesday and Thursday and 8:30 a.m.–12:30 p.m. on Friday.

Deal-making: Planning and Financing January 12–14, 2009

Partnerships and Resource Development January 14–16, 2009

Tremont Plaza Hotel / 222 Saint Paul Place
Baltimore, MD 21202

Check-in Time: 3 p.m. / Checkout Time: 12 noon

Room Rate: \$99 plus 13.5-percent tax (single/double).

Reservations: Callers may secure the group's room rate by contacting the hotel at 1-800-TREMONT before Friday, December 19, 2008, and referencing HUD's HBCU Workshop. The Tremont reservation hotline is available Monday-Friday, 8 a.m.-7:30 p.m., and Saturday-Sunday, 10 a.m.-2 p.m. (eastern time).

Local Airport: Thurgood Marshall Baltimore/Washington International (BWI).

Workshop Schedules:

- **Deal-making:** 8:30 a.m.–5:30 p.m. Monday and Tuesday; 8:30 a.m.–12:30 p.m. on Wednesday.
- **Partnerships:** 1–5:30 p.m. on Wednesday; 8:30 a.m.–5:30 p.m. Thursday and Friday.

OUP encourages participants to use the day prior to and after the workshop dates for travel. This will ensure that you don't miss any of the information provided.

Registration

Space is limited, so register today!

A conference registration form must be completed and submitted for each attendee. For your convenience, your registration may be submitted:

- By e-mail to conferences@oup.org
- By fax at (240) 645-1515

I understand that I am responsible for securing my hotel and travel expenses.

Name: _____

Title: _____

Institution (School): _____

Department / CDC: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____

E-mail: _____

Please identify below the workshop(s) that you will be attending:

Deal-making: Planning and Financing

January 12-14, 2009 / Baltimore, Maryland

Grant Writing and Proposal Development

September 22-24, 2008 / Atlanta, Georgia

October 27-29, 2008 / Washington, DC

Fundamentals of Construction Management

October 6-10, 2008 / Washington, DC

Partnerships and Resource Development

January 14-16, 2009 / Baltimore, Maryland

Grant Administration and Financial Management

September 24-26, 2008 / Atlanta, Georgia

October 29-31, 2008 / Washington, DC

Strategic Planning

November 12-14, 2008 / Baltimore, Maryland

So that we may better assist you, please let us know what reasonable accommodations you might require:

Sign language interpreter

Other (please explain): _____

Confirmation: Submitting your registration does not guarantee that you are confirmed to attend. OUP staff must first approve your registration. Once your registration has been approved, you will be contacted by our conference registrar. Please do not make any hotel or travel plans until you have been contacted by our registrar. If you have not received a confirmation e-mail after five business days of submitting your registration, please call (301) 565-3693 or e-mail conferences@oup.org.

Cancellations: Please send an e-mail to conferences@oup.org if you are unable to attend the workshop(s) you registered to attend.

Please contact conference registrar with any questions at conferences@oup.org or (301) 565-3693.