

Activity Delivery Costs (ADC) vs. Program Administration Costs (PAC)

The Activity Delivery Costs (ADC) vs. Program Administration Costs (PAC) training series is designed to walk grantees through the difference between the two distinct ways of spending admin costs for CDBG projects utilizing *CPD Notice 23-07: Allocating Staff Costs between Program Administration Costs vs Activity Delivery Costs in the CDBG Program*. Given the uncertainty of the federal landscape and a decrease in funds, recently there has been an additional reliance on activity delivery costs. This training will provide participants with a unique perspective to help utilize these resources more effectively.

Course Length

- Two 2-hour online webinar sessions
- The training will be held online via Zoom and use a combination of presentations by the trainers, quizzes and/or “homework” practice examples

Learning Objectives

- Identify the key differences between Activity Delivery Costs (ADC) and Program Administration Costs (PAC)
- Review ADC and PAC recordkeeping and documentation requirements
- Apply concepts to own CDBG programs to maximize the use of activity delivery costs

Target Audience

This training series is designed for CDBG grants or program managers and financial staff who are interested in maximizing ADCs and reducing reliance on CDBG admin funds.

Agenda

The ADC vs. PAC training sessions will cover the following topics:

Session 1: CDBG PAC and ADC Overview Training

November 5, 2025

- Overview of ADC and PAC
- Understanding the differences between ADC and Program Admin
- Questions & Answers

Session 2: Program Design and Implementation

November 6

- Recap from Session 1
- How to Implement ADC
- Consider Program Design
- Questions & Answers