

National Community Development Association

HOME Basic Training for Practitioners

Location: Austin, TX
Dates: July 18-20, 2011

Course Overview

The National Community Development Association (NCDA) is pleased to announce the delivery of a three-day basic course on the HOME Investment Partnerships (HOME) Program. The course will provide a basic, but comprehensive overview of the HOME program. This course will include information on:

- The fundamentals of the program (history, reading the regulations, and a general overview of the course materials);
- eligible and prohibited activities;
- eligible costs (eligible project costs, CHDO costs, eligible planning and administrative costs, tenant-based rental assistance, and pre-award costs);
- CHDOs (overview of the role of CHDOs and certifying CHDOs, special CHDO costs, other special requirements);
- general program requirements (program-wide income targeting, distribution of assistance);
- project requirements (general project requirements, rental housing, homeownership, rehabilitation of owner-occupied housing, tenant-based rental assistance);
- match requirements;
- program administration (consolidated plan, financial management, working with subrecipients, CHDOs, contractors, owners, developers, and sponsors, monitoring, record keeping, reporting performance);
- Complying with other Federal Requirements (lead-based paint, labor standards, environmental review, fair housing and equal opportunity, relocation);
- achieving quality administration (ethics, working with the public and politicians, telling your story, and remembering the “why”)

The course will be reinforced through in-class exercises. Course participants will also receive a comprehensive training manual that includes the HOME program regulations and important HOME program notices. And, for those wishing to receive a “Certificate of Completion,” there will be a course exam (**which must be**

taken on site) on the final day of the course. The exam is not mandatory, however it is an excellent barometer of one's understanding of the program as a whole.

In order to ensure a spot in the class being held in Orlando, FL please fax the attached registration form to NCDA at 202-887-5546 or register directly online at <http://www.ncdaonline.org/home.asp>. If your community is sending more than two people to this training, please attach the appropriate number of registration forms. We want to ensure that each participant receives a copy of all the materials. Please call Vicki Watson at 202-887-5532 with any questions.

COURSE AGENDA

DAY 1:

- **The Fundamentals of HOME**
- **Eligible and Prohibited Activities**
- **Eligible Costs**
- **CHDOs**
- **General Program Requirements**
- **Project Requirements**

DAY 2:

- **Review of Day One**
- **Project Requirements Continued**
 - **Rental Projects**
 - **Homeownership Projects**
 - **Rehabilitation of Owner-Occupied Housing**
 - **Tenant-Based Rental Assistance**
- **Match Requirements**

DAY 3:

- **Review of Day 2**
- **Program Administration**
- **Other Federal Requirements**
 - **Lead Based Paint**
 - **Labor Relations**
 - **Environmental Review**
 - **Fair Housing and Equal Opportunity**
 - **URA and Section 104(d)**
- **Achieving Quality Administration**
- **Test (Optional)**

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REGISTRATION FORM

NAME/TITLE: _____

COMMUNITY/COUNTY: _____

ADDRESS: _____

PHONE/FAX/E-MAIL: _____

NUMBER OF YEARS IN HOME: _____

NAME/TITLE: _____

COMMUNITY: _____

ADDRESS: _____

PHONE/FAX/E-MAIL: _____

NUMBER OF YEARS IN HOME: _____

REGISTRATION

The course fee is \$275 for NCDA members and \$375 for non-NCDA members. Please send payment for the HOME Basic Course directly to NCDA at 522 21st Street, NW, Suite 120, Washington, DC 20006. A \$100 cancellation fee per registrant, shall apply if notification is received less than 14 days prior to the start date of the training. If you have any questions regarding the training, please contact Vicki Watson at 202-887-5532.

TRAINING SITE

The training will be held at the Hyatt Regency Austin, 208 Barton Springs Road, Austin, TX 78704. A block of rooms has been reserved at the rate of \$145.00 per night plus tax through June 19, 2011. To make your hotel reservation, please call 1-888-421-1442. Be sure to reference the National Community Development Association in order to receive this special rate.