



NCDA

National Community Development Association

Advanced CDBG: Managing an Effective Program & CDBG/HOME Underwriting/Subsidy Layering (3 Days)

***Hosted by The City of Duluth, MN
October 17-19, 2018***

Training Venue Location

Duluth City Hall
411 West 1st Street
Duluth, MN 55802

Course Overview

Advanced CDBG (2 Days)

The National Community Development Association (NCDA) is pleased to announce the delivery of a three-day course which combines Advanced Community Development Block Grant (CDBG) training and introduces requirements (current and proposed) for underwriting CDBG projects. The first two days focus on Advanced CDBG concepts & management. Senior staff, new managers and experienced managers wishing to stimulate new ideas can benefit from the course. The agenda will include information and discussion on effective program planning, equitable allocation systems, program implementation challenges, leveraging resources and problem solving. The course will be reinforced through in-class exercises. Course participants will receive a training manual, including resource material. If you have specific issues you'd like to discuss, bring them with you.

CDBG/HOME Underwriting/Subsidy Layering (1 Day)

The third day's session will focus on the new HOME Underwriting/Subsidy Layering requirements and because HUD is going to be requiring CDBG grantees to establish CDBG underwriting policies/guidelines, how the HOME Guidelines may serve as the basis for establishing CDBG underwriting guidelines. The course is based upon the latest guidance from HUD on how to conduct underwriting and subsidy layering for homebuyer and rental development projects.

A course agenda and registration form is attached. The Early Course fee is \$400 for members and \$500 for non-members. In order to ensure a spot in the class, please register online at <http://www.ncdaonline.org/cdbg.asp>. If your community is sending more than one person to this training, please complete a registration form for each person. We want to ensure that each participant receives a copy of all the materials. Please email Steve Gartrell, sgartrell@ncdaonline.org with any questions.

REGISTRATION INFORMATION

REGISTRATION/PAYMENT

Register online at <http://www.ncdaonline.org/cdbg.asp>. During the registration process, you will have the option to pay by credit card or to receive an invoice. If someone else is registering for you, please have them include **your email address**, in the email box on the registration form. They may include their address in the Billing Section of the form.

Confirmation: You should receive a **confirmation message** from "National Community Development Association" immediately after the registration process. *If you do not receive this confirmation it means your registration did not complete and you are not registered.* Make sure that you go to the bottom of the form, enter the code listed, and hit "Submit." If it still doesn't work, please contact Steve at sgartrell@ncdaonline.org.

Early Registration (register by September 15, 2018)

NCDA Member Cities/Counties: \$400/person

Non-Member Cities/Counties: \$500/person

General Registration (September 16– October 10, 2018)

Members: \$500/person

Non-Members: \$600/person

Payment Deadline: *October 17, 2018*; Payment received after this date will incur a \$50 late fee.

Cancellation: Cancellation made after October 3, 2018 will result in a penalty of \$100. No shows will be charged 100% of the registration fee. You may substitute another person by contacting Steve Gartrell at sgartrell@ncdaonline.org.

GENERAL INFORMATION

TRAINING SITE: The training will be held at the Duluth City Hall, 411 West 1st Street, Duluth, MN 55802. Please arrive in the training room 15 minutes early on the first day of the training for registration purposes. Parking is available immediately across the street in a ramp accessible from 1st Street in a public ramp (the Maurice's HQ ramp).

HOTEL

Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training. The [Radisson Hotel Duluth-Harborview](#) is the closest hotel to the training venue. Another hotel is the [Canal Park Lodge](#) – a five minute walk from City Hall on Lake Superior.

TRAVEL ARRANGEMENTS: *Please do not make non-refundable travel arrangements until you receive confirmation that registration numbers have met the minimum.*

Airport: Duluth International Airport (DLH) – Delta, & United Airlines fly here. Airport is 7 miles from the training venue.

Ground Transportation: Click [here](#) for ground transportation info.

ATTIRE - Business casual

QUESTIONS?

Contact Steve Gartrell at sgartrell@ncdaonline.org.

AGENDA

Advanced CDBG

DAY ONE: 8:30 a.m. - 4:30 p.m.

Introductions

- **The Big Picture: What are we trying to achieve?**
 - Program history and overview
 - National Objectives
 - Community connections
- **Planning: Making it real**
 - Consolidated Plan/Annual Plan
 - Citizen Participation
 - Conflict of Interest
 - Politics or community responsiveness?
- **Lunch** (on your own)
- **Allocation: Running a fair process**
 - Allocation Process
 - Evaluating proposals -- are they eligible and feasible?
 - Managing caps and deadlines

DAY TWO: 8:30 a.m. – 4:30 p.m.

- **Review of Day One Materials**
- **Implementation: Facing difficult issues**
 - Special challenges of Economic development activities
 - Working with partners
 - Cross-cutting regulations
 - Problem solving -- when a great plan doesn't come together
- **Lunch** (on your own)
- **Leveraging resources**
 - Building program income/ thinking as an entrepreneur
 - Stretching the dollar: CDBG as match/ Section 108 Loans/ CD Floats
 - Are you ready for the next new program? Having and tapping program capacity.
- **Communicating about the program**
 - With HUD: Performance measures/technical assistance/monitoring
 - With elected officials
 - With the community -- telling your story, listening to theirs
- **The Big Picture Revisited**

CDBG/HOME Underwriting/Subsidy Layering

DAY THREE: 8:30 a.m. – 4:30 p.m.

- **HOME rule requirements related to underwriting and subsidy layering**
- **How the HOME Guidelines may be adapted for establishing CDBG Underwriting Guidelines**
- **Subsidy layering**
 - Ensure appropriate HOME subsidy
 - Make sound investments over long term
 - Accurately project income and expenses
- **Lunch (on your own)**
- **Multi-family underwriting for rental housing development projects**
 - Rental developer capacity
 - Key elements of underwriting
 - Underwriting risk areas
- **Single Family underwriting for homebuyer development projects**
 - Market assessment
 - Homebuyer developer capacity
 - Underwriting – two step process
 - Development
 - Homebuyer
- **Resources**