



HOME Basics Course

May 15-17, 2017
Framingham, MA

Location

Town of Framingham
Memorial Hall
150 Concord St
Framingham, MA 01702

Course Overview

NCDCA 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, 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
- Achieving quality administration

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 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 afternoon of the course. The exam is not mandatory, however, it is an excellent barometer of one's understanding of the program as a whole. The class day will run all three days from 9am to 4:30pm.



REGISTRATION/PAYMENT

Early Registration (register by April 7, 2017)

Members: \$350

Non-Members: \$450

Payment Deadline: May 1, 2017; Payment received after this date will incur a \$50 late fee

General Registration (April 8 – May 1, 2017)

Members: \$450

Non-Members: \$550

Payment Deadline: May 15, 2017; Payment received after this date will incur a \$50 late fee

Late Registration (May 2 -May 15 , 2017)

Members: \$550

Non-Members: \$650

Payment Deadline: May 30, 2017; Payment received after this date will incur a \$50

To register go to <http://ncdaonline.org/HOME.asp>. During the registration process, your **confirmation message** will have links to pay by credit card or receive an invoice.

CONFIRMATION MESSAGE: You will receive a confirmation message from "NCDA Web Site" immediately after you register. If you do not receive this confirmation message it means your registration did not complete and you are *not registered*. In this case, please contact Steve at sgartrell@ncdaonline.org. Please keep a copy of your confirmation message. It has links you will need for payment (see above).

CANCELLATION & NO-SHOW POLICY: Cancellation within two weeks of the 1st day of class will result in a penalty of 50% of the registration fee. Those who register but who have not cancelled and do not show up will be charged 100% of the Late Registration Fee.

QUESTIONS?

Contact Steve Gartrell at sgartrell@ncdaonline.org

TRAINING SITE

The training will be held at Town of Framingham, Memorial Hall, 150 Concord St, Framingham, MA 01702. Please arrive 15 minutes early on the first day of the training for registration purposes.

HOTEL

Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training. Nearby hotels include:

Sheraton Framingham - 1657 Worcester Rd, Framingham, MA
Hampton Inn Boston- Natick 319 Speen St, Natick, MA
Motel 6 - 1668 Worcester Rd- Framingham, MA
Courtyard by Marriott - 342 Speen St, Natick, MA
Residence Inn - 400 Staples Drive, Framingham, MA
Crowne Plaza- 1360 Worcester St, Natick, MA

TRANSPORTATION

Boston's Logan airport is 24 miles east of the training site. It's 37 minutes on the Mass. Turnpike (tolls – I-90W). You can also take the Logan Express Framingham bus (every 30 minutes) to Framingham and then taxi to the site or hotels.

ATTIRE - Business casual

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION HOME Basics Course

Course Agenda

Breaks will be taken mid-morning and mid-afternoon. Lunch will be on your own from 12:00 - 1:00 on Days One and Two. The class day will run all three days from 9am to 4:30pm.

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)