



# NCDA

**National Community Development Association**

***Advanced CDBG:  
Managing an Effective Program (1-1/2 Days)  
&  
CDBG/HOME Underwriting/Subsidy Layering  
(1/2 Day)***

**Location:** Robbins Library  
700 Massachusetts Avenue  
Arlington, MA 02476

**Dates:** October 25-26, 2017

***COURSE OVERVIEW***

***Advanced CDBG (1 and 1/2 Days) – Day 1 & Day 2(noon)***

The National Community Development Association (NCDA) is pleased to announce the delivery of a one-and-a half day advanced course on the Community Development Block Grant (CDBG) Program. 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 (1/2 Day) – Day 2 (noon-4:30pm)***

This half-day 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.

Please see the agendas (below) for the CDBG & HOME Underwriting areas that will be covered during the training. These two courses will take two full days.

A course agenda and registration form is attached. The Early Course fee is \$300 for members and \$400 for non-members. In order to ensure a spot in the class, please register directly 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](mailto:sgartrell@ncdaonline.org) with any questions.

## **AGENDAS**

### **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
- **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

#### **DAY TWO: 8:30 - Noon**

- **Review of Day One Materials**
- **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**
- **Lunch** (on your own)

## **CDBG/HOME Underwriting/Subsidy Layering**

### **DAY TWO: Noon - 4:30**

- **New 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
- **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**

## **GENERAL INFORMATION**

**TRAINING SITE:** The training will be held at Robbins Library, 700 Massachusetts Avenue Arlington, MA 02476. Please arrive 15 minutes early on the first day of the training for registration purposes.

**PARKING:** The best bet for unlimited time (\$0.50/hour) is the large Russell Common Municipal Parking Lot, at the corner of Mystic St and Chestnut St (See Parking Map below)

***HOTEL***

Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training site. Easiest for folks to use their favorite travel site and opt for their preferred price range, location, etc. The closest hotel is a [Homewood Suites](#) about 2 miles from the venue

***Airport:*** Boston Logan Airport (BOS)

***Cabs:*** Both Uber and Lyft operate around Boston and at the airport.

***ATTIRE - Business casual***

***QUESTIONS?***

Contact Steve Gartrell at [sgartrell@ncdaonline.org](mailto:sgartrell@ncdaonline.org).

