



## **HOME Basics Course**

**August 9-11, 2017**

**Orlando, FL**

### **Location**

HANDS of Central Florida  
1707 Orlando Central Parkway; Suite 350  
Orlando, Fl. 32809

### **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 July 21, 2017)***

Members: \$350

Non-Members: \$450

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

#### ***General Registration (July 21– August 4, 2017)***

Members: \$450

Non-Members: \$550

**Payment Deadline: August 9, 2017; Payment received after this date will incur a \$50 late fee**

#### ***Late Registration (August 4 -9 , 2017)***

Members: \$550

Non-Members: \$650

**Payment Deadline: August 9, 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 "NCDCA 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](mailto: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](mailto:sgartrell@ncdaonline.org)

### **TRAVEL ARRANGEMENTS**

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

### **TRAINING SITE**

The training will be held at HANDS of Central Florida, 1707 Orlando Central Parkway; Suite 350, Orlando, Fl. 32809. Please arrive 15 minutes early on the first day of the training for registration purposes.

## **HOTELS**

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

Most national chains are represented within 2 miles of the meeting site as it is near a major interchange with the Florida Turnpike, Florida Rt. 528, which is a toll road that serves the airport, and U.S.

17. Attendees should look for their favorite hotel brand in relation to the meeting site but be aware there are older “value” hotels throughout the area that offer great prices and weekly rentals but may not provide the services, safety or comfort many people desire.

One, highly rated on the internet, hotel is the Florida Hotel and Conference Center, 1500 Sand Lake Road; Orlando, FL. 32809 that is less than 1.5 miles away. Phone [407 859 1500](tel:4078591500). The hotel actually sits within the Florida Mall, which has the distinction of being the largest shopping mall in the Orlando area.

## **TRANSPORTATION**

The training venue is 9 miles from the Orlando International Airport (MCO). Shuttles to various hotels from the airport can be found at <http://www.mearstransportation.com/>. Taxis, Uber & Lyft operate at MCO.

**ATTIRE** - Business casual

**AGENDA** – Next Page

**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)