



HOME Basics Course

September 18-20, 2017

Fort Worth, TX

Location

Fort Worth Botanic Gardens Meeting Facility
3220 Botanic Garden Blvd (off University Drive)
Fort Worth, TX 76107

Course Overview

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, 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 August 18, 2017)

Members: \$350

Non-Members: \$450

Payment Deadline: Sept. 4, 2017; Payment received after this date will incur a \$50 late fee

General Registration (August 19 – September 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 (September 5 – September 18, 2017) – Credit Card Payment Recommended

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 "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 Fort Worth Botanic Gardens Meeting Facility, 3220 Botanic Garden Blvd (off University Drive), Fort Worth, TX 76107. 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. There is a SpringHill Suites 8/10s of a mile from the venue and a Residence Inn 1.4 miles away.

TRANSPORTATION

The training venue is 27 miles from the Dallas Fort Worth Airport (DFW). Shuttles to various Fort Worth hotels from the airport can be found at <https://booking.supershuttle.com/>. Taxis, Uber, WINGZ & Lyft operate at DFW.

ATTIRE - Business casual

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NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

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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)