



## Winter Legislative, Policy and Professional Development Meeting

January 24-26, 2018

Pre-Conference Training - January 23, 2018

### Draft Agenda

*NCDA members are encouraged to schedule Congressional visits during the conference to educate Congress on the importance of CDBG and HOME and how the funds are being used back home. There are several allotted times in the agenda for meeting with your Congressional Members. Talking points are available in the conference packets. Please bring a one-page CDBG and HOME fact sheet to share with your Congressional delegation. Please connect with other conference participants from your state to meet as one voice with your Congressional delegation.*

#### **Tuesday, January 23, 2018**

##### **Registration**

12:00 pm – 5:00 pm

##### **PRE-CONFERENCE TRAINING**

Registration: 8:00 am – 9:00 am

9:00 am – 4:00 pm

##### **CDBG Basics Training**

This training will cover the fundamentals of CDBG including national objectives and eligible activities, eligible costs and regulations, limitations on expenditures, program administration, financial management, monitoring, crosscutting Federal requirements overview, conflict of interest, and resources.

##### **Trainer/Moderator**

Shirletta Best

Community Services Administrator

McKinney, TX

## **HOME Basics Training**

This training will cover the fundamentals of the HOME program to include eligible and prohibited activities, eligible costs, CHDOs, program and project requirements, rental projects, homeownership projects, housing rehabilitation, tenant-based rental assistance, HOME match, and quality program administration.

### Trainers/Moderators

*Sheryl Kenny*

*Grants Manager*

*City of Arlington, TX*

*Galen Price*

*Housing Supervisor*

*City of Irving, TX*

## **Subrecipient Management Primer Training**

This training will be a condensed version of NCDCA's two-day Managing CDBG Subrecipients course. While this training covers subrecipient management in the context of Public Service activities, the basic concepts covered apply broadly. Points of emphasis will be: (1) the subrecipient agreement; (2) training subrecipients; (3) setting up grantee and subrecipient files; (4) tracking subrecipients; (5) monitoring; (6) 2 CFR 200 requirements; and (7) problem solving.

### Trainer/Moderator

*John Callow*

*Community Development Director*

*City of Murfreesboro, TN*

## **Hill Visits**

*1:00 pm – 4:00 pm*

## **SUBCOMMITTEE MEETINGS**

*4:30 pm – 5:30 pm*

### **Community Development Program and Policy Subcommittee**

Co-Chairs: Nancy Mikeska (Conroe, TX), Andrew Taylor (Worcester, MA)

*Speaker: Steve Johnson, Director, Entitlements Division, Office of Block Grant Assistance, U.S. Department of Housing and Urban Development*

Action Item: Approve Subcommittee Streamlining Recommendations

### **Planning and Professional Development Subcommittee**

Co-Chairs: John Callow (Murfreesboro, TN), Shirletta Best (McKinney, TX)

**Economic Development Program and Policy Subcommittee**

Co-Chairs: Rita Pribyl (Davenport, IA), Steven Mahan (Milwaukee, WI)

Action Item: Approve Subcommittee Streamlining Recommendations

**Wednesday, January 24, 2018**

**Registration & Continental Breakfast**

*Registration - 8:00 am – 5:00 pm; Breakfast - 8:00 am – 9:00 am*

**PLENARY SESSION**

*9:00 am – 10:00 am*

**Legislative Update**

Congressional staff representing appropriations leaders in the House will provide a recap of the FY18 appropriations process, funding of CDBG and HOME, and an overview of the expected process and timeline for FY19 appropriations.

Moderator: Vicki Watson, NCDAs Executive Director

**Panelists:**

*Doug Disrud*

*Clerk and Staff Director*

*Transportation, Housing and Urban Development Subcommittee*

*U.S. House of Representatives*

*Washington, DC (invited)*

*Joseph Carlile*

*Minority Staff Assistant*

*Committee on Appropriations*

*U.S. House of Representatives*

*Washington, DC (invited)*

**SUBCOMMITTEE MEETINGS**

*10:00 am – 11:00 am*

**Housing Program and Policy Subcommittee**

Co-Chairs: Becky Wade (Knoxville, TN), Wilmur Conyers (Durham, NC)

*Speaker: Virginia Sardone, Director, Office of Affordable Housing Programs, U.S. Department of Housing and Urban Development*

Action Item: Approve Subcommittee Streamlining Recommendations

### **Membership Subcommittee**

Co-Chairs: Piedad Martinez (McKinney, TX), Dale Cook (Palm Springs, CA)

### **Technology Subcommittee**

Co-Chairs: Sean Glennon (Quincy, MA), Jennifer Yost (Seattle, WA)

Action Item: Approve Subcommittee Streamlining Recommendations

### **Hill Visits/Lunch on Your Own**

*11:00 am – 1:30 pm*

### **WORKSHOP**

*1:30 pm – 3:20 pm*

#### **Planning Track: AFFH: Local Government Assessment Tool Part 1**

This workshop will delve into the development of the Local Government Assessment of Fair Housing (AFH) Tool; the process, required elements, practical advice on development of the Tool, advice on building partnerships with your PHA, and translating the AFH Tool goals into the consolidated plan.

Moderator: Debra Rinehart, Strategic Advisor, Human Services Department, City of Seattle, WA (invited)

#### **Panelists**

*Marcy Esbjerg*

*Assistant Community Development Director*

*City of Burlington, VT*

*Jarrod Elwell*

*Director, Enterprise Advisors*

*Enterprise Community Partners, Inc.*

*Washington, DC*

#### **Economic Development Track: Using CDBG for Economic Development**

This workshop will provide information on using CDBG to develop successful economic development projects, including mixed-used developments; strategies for encouraging local partnerships and investment; achieving job creation/retention commitments; and job creation best practices.

Moderator: Rita Pribyl, Senior Manager, City of Davenport, IA

#### **Panelists**

*Caroline Gregerson*

*Community Development Director*

*City of La Crosse, WI*

*Wilmur Conyers*

*Federal Grants Manager  
City of Durham, NC*

*Jim Barnes  
Malden Redevelopment Authority  
City of Malden, MA*

**Technology Track: IDIS Reporting**

This workshop will focus on IDIS online reporting, including running reports, customizing reports, exporting reports and resolving common problems in IDIS reporting.

*Speaker/Moderator*

*Robert Tazoe  
Assistant Director for IDIS Reporting  
Department of Community and Economic Development  
City of Miami, FL*

3:20 pm – 3:30 pm      Break

*3:30 pm – 5:30 pm*

**Planning Track: AFFH: Local Government Assessment Tool Part 2**

This workshop will examine the use of HUD’s data mapping tools in developing the AFH Tool. The workshop will also focus on citizen participation - how to gather good data and how to analyze it, and how to engage the public and drive participation.

Moderator: Debra Rinehart, Strategic Advisor, Human Services Department, City of Seattle, WA (invited)

*Panelists*

*Marcy Esbjerg  
Assistant Community Development Director  
City of Burlington, VT*

*Jarrod Elwell  
Director, Enterprise Advisors  
Enterprise Community Partners, Inc.  
Washington, DC*

**Housing Track: Affordable Housing Solutions: Solutions to the Rental Affordability Crisis**

The number of households spending more than 30% of their income on rental costs has skyrocketed in the past decade due to soaring rental rates, low wages, and a lack of affordable rental housing. This session will focus on solutions to these problems and more.

*Presenter:*

*Ali Solis*

*Executive Director*

*Make Room*

*Silver Spring, MD*

**Community Development Track: Housing Rehab Contracting**

This workshop will focus on contract bidding, attracting and retaining good contractors, and how to establish standards for contractors that are reasonable and enforceable.

*Panelists*

*Heather Johnson, AICP*

*Community Development Resources Manager*

*City of Davenport, IA*

*Patrick Sullivan*

*Director, Planning, Housing and Community Development*

*City of New Bedford, MA*

**Thursday, January 25, 2018**

**Registration & Continental Breakfast**

*Registration - 8:00 am – 5:00 pm; Breakfast - 8:00 am – 9:00 am*

**PLENARY SESSION**

*8:30 am – 10:00 am*

**HUD Policy Update**

This session will provide the latest policy and program updates covering CDBG, HOME, and HUD's homeless assistance programs.

Moderator: Vicki Watson, NCDCA Executive Director

*Panelists*

*Jessie Handforth Kome*

*Acting Director, Office of Block Grant Assistance*

*U.S. Department of Housing and Urban Development*

*Washington, DC*

*Virginia Sardone*

*Director, Office of Affordable Housing Programs*

*U.S. Department of Housing and Urban Development*

Washington, DC

*Tonya Proctor*

*Deputy Director, Office of Special Needs Assistance Programs*

*U.S. Department of Housing and Urban Development*

*Washington, DC*

10:00 am – 10:10 am Break

**WORKSHOPS**

10:10 am – 12 noon

**Housing Track: Basic HOME Underwriting**

This workshop will provide basic information and examples of underwriting HOME-funded projects.

*Presenter: Virginia Sardone, Director, HUD Office of Affordable Housing Programs, Washington, DC*

**Grants Management Track: Section 3**

This workshop will focus on HUD's Section 3 requirements and best practices for implementing the program.

Moderator: Barbara Ross, Community Development Administrator, City of Denton, TX

*Presenter: HUD Office of Fair Housing and Equal Opportunity staff (invited)*

**Community Development/Program Management Track: Program Timeliness**

This workshop will focus on the CDBG timeliness requirement and recommendations for successfully expending your program funds. Alana C. Green, Executive Director of the Community Development Administration, will share the City of St. Louis' tools and processes for ensuring timeliness, including the use of tracking sheets, importance of programmatic monitoring, and effective communication with subrecipients and the local HUD office.

Moderator: Dale Cook, Community Development Administrator, City of Palm Springs, CA (invited)

**Panelists**

*Alana C. Green, JD, MBA*

*Executive Director, Community Development Administration*

*City of St. Louis, MO*

*George Mensah*

*Director, Department of Community and Economic Development*

*City of Miami, FL*

*Carmen Gandulla,  
Director, Division of Community Development  
City of Jersey City, NJ*

**Hill Visits/Lunch on Your Own**

*12 noon – 1:30 pm*

**Board of Directors Luncheon Meeting**

*12 noon – 1:30 pm*

**TRAINING**

*1:30 pm – 3:20 pm*

**Community Development/Housing Track: CDBG and HOME Program Efficiencies**

This workshop will provide methods for streamlining your CDBG and HOME programs, including efficient project and program management tips, and how to incorporate quality control systems within your programs to alleviate inefficiencies.

Moderator: Jennifer Yost, Federal Grants Manager, City of Seattle, WA

**Panelists**

*Jacob LaRow  
Grants Coordinator  
Clark County, NV*

*Rita Parise  
Housing Administrator  
City of Columbus, OH*

*Scott Stevenson  
Manager, Community Development Division  
Los Angeles County, CA*

**Fiscal Track: HUD Monitoring**

This workshop will provide best practices from grantees on how to ace HUD's monitoring of your programs, including the use of check-off lists, preparing your subrecipients, and the latest monitoring focus by HUD.

Moderator: Shirletta Best, Community Services Administrator, City of McKinney, TX

**Panelists**

*Jared Jakubowski  
Grants Manager*



*City of Moore, OK*

*Anne Marie Belrose  
Assistant Director  
City of Boston, MA*

*Andrew Taylor  
Assistant Chief Development Officer  
City of Worcester, MA*

**Management Track: Motivating Employees and Inspiring Employee Performance**

*1:30 pm – 2:45 pm (please note the time difference for this workshop)*

This session will provide tools and information on supporting and motivating employees, cultivating and nurturing their talents, and employee engagement.

*Speaker/Moderator*

*Alan Trunnell  
Community Development Block Grant Coordinator  
City of Beaverton, OR*

3:20 pm – 3:30 pm      Break

*3:30 pm – 5:30 pm*

**Housing Track: Affordable Housing Solutions: Land Banks – Freeing Up the Vacant Property Pipeline to Support Affordable Housing**

Communities across the country are struggling with too little affordable housing. At the same time, many of them have vacant, abandoned properties, often concentrated in distressed neighborhoods. It's a common question: can't those properties be reused for affordable housing? The web of policies, laws, and practices that keep properties stuck in decline is complex and must be untangled before those properties can be reused. Land banks are one of the tools that can help free up this property pipeline and make productive reuse possible. This ground-level session will look at how land banks and related systems can "unlock" properties that are trapped in decline, so that communities can reuse them for affordable housing and other critical needs.

*Presenter:*

*Tarik Abdelazim  
Associate Director of National Technical Assistance  
Center for Community Progress  
Washington, DC*

### **Economic Development Track: Section 108 Best Practices**

This session will focus on how Section 108 has been used creatively to finance large-scale affordable housing and economic development projects as well as mixed-use development. The session will also focus on how Section 108 can be used to finance public improvements and infrastructure to help spur private investment. The training will also provide information on the use of Neighborhood Revitalization Strategy Areas (NRSAs) to increase the flexibility of Section 108 as well as information on successful repayment strategies.

Moderator: Bonnie Moore, Community Development Director, City of Shreveport, LA

#### *Presenters:*

*Paul Webster, Director, Financial Management Division, U.S. Department of Housing and Urban Development, Washington, DC*

*Bennett Hilley, Assistant Director, Credit Review, Financial Management Division, U.S. Department of Housing and Urban Development*

### **Management Track: Conflict Management**

This session will focus on strengthening your people skills in the workplace to resolve conflicts and establish a cooperative, collaborative and strong team dynamic in the workplace.

#### Speaker/Moderator

*Andrew Thomas*

*Community Relations & Neighborhood Engagement Director  
City of Sanford, FL*

### **Regional Caucus Meetings (Open to all Conference Participants)**

*5:30 pm – 6:00 pm*

- Region I & II (New England/NY/NJ)
- Region III & IV (Mid-Atlantic/Southeast – VA, WV, MD, DE, PA, AL, FL, GA, KY, MS, NC, PR, TN, USVI)
- Region V/VII/VIII (Midwest/Great Plains – IA, IN, KS, MI, MN, MO, NE, OH, WI, MT, ND, SD)  
Region VI (Southwest - TX, NM, OK, AR, LA)
- Region IX (Pacific – American Samoa, AZ, CA, HI, NV, UT)
- Region X (Northwest – WA, OR, ID, AK)

### **Conference Reception**

*7:00 pm – 10:00 pm*

**Friday, January 26, 2018**

### **Registration Continental Breakfast**

*8:00 am – 5:00 pm*

## **CONCURRENT SESSIONS**

*8:30 am – 10:00 am*

### **Housing Track: Ideas for Developing CHDOs**

This session will look at the requirements and best practices for developing Community Housing Development Organizations (CHDOs).

*Presenters: Virginia Sardone, Director, HUD Office of Affordable Housing Program, and staff (invited)*

### **Housing Track: Affordable Housing Solutions: Using Inclusionary Zoning and Housing Levies to Develop Affordable Housing**

This workshop will focus on the use of inclusionary zoning and housing levies to develop affordable housing in high-income areas. Two cities will provide an overview of their programs and offer advice for developing similar initiatives in other communities.

Moderator: Eric Keeler, Deputy Director, Office of Housing, City of Alexandria, VA

#### **Panelists**

*Cindy Metcalf*

*Housing Analyst, Office of Housing  
City of Alexandria, VA*

*Anne Marie Belrose*

*Assistant Director, Department of Neighborhood Development  
City of Boston, MA*

*Debra Rinehart*

*Strategic Advisor, Human Services Department  
City of Seattle, WA (invited)*

### **Grants Management Track: 2 CFR Part 200 – Indirect Costs and Procurement**

This session will cover the indirect cost and procurement standards in 2 CFR Part 200, including a walk-through of specific scenarios to help you understand and implement these requirements.

Moderator: Susan Fink, Manager of Financial and Administrative Services, Community Development Department, City of Lawrence, MA

#### ***Presenters:***

*Paul Webster, Director, Financial Management Division, U.S. Department of Housing and Urban Development, Washington, DC*

*Bennett Hilley, Assistant Director, Credit Review, Financial Management Division, U.S. Department of Housing and Urban Development*

10:00 am - 10:10 am Break

### **ROUNDTABLE DISCUSSIONS**

*10:10 am – 11:10 am*

- *ESG/Continuum of Care Q&A (Moderator: Doris Turner, City of Little Rock, AR)*
- *Ensuring CDBG Compliance in Code Enforcement Programs (Moderator: Rollin Seward, City of Canton, OH)*
- *CAPER Development (Moderator: Heather Johnson, City of Davenport, IA)*
- *Davis Bacon (Moderator: Alana C. Green, City of St. Louis)*
- *Program Income (Moderator: Jacob LaRow, Clark County, NV)*
- *NCDA Disaster Recovery Working Group (CDBG-DR Course Development) (Moderator: Emily Nottingham, NCDA)*
- *Changing Your Program Year to Accommodate Late Grant Agreements (Moderator: Steve Johnson, HUD, Washington, DC)*
- *NCDA Training Roundtable (Moderator: Steve Gartrell, NCDA)*
- *National Community Development Week (Moderator: Vicki Watson, NCDA)*

*11:10 am – 11:15 am Break*

### **PLENARY SESSION**

*11:15 am – 12:30 pm*

#### **Community Development Best Practices**

Winners of the 2018 Audrey Nelson Community Development Achievement Award will present their outstanding community development projects.

Moderator: Vicki Watson, NCDA Executive Director

*Presenters:*

*Davenport, IA*

*Brady Project*

*Waterloo, IA*

*Grand Crossing Condominiums*

*Canton, OH*

*Opiate Prevention*

*Alexandria, VA*

*Community Lodgings Substantial Rehabilitation Collaboration*

**PLENARY SESSION**

*12:30 pm – 2:00 pm*

**Audrey Nelson Community Development Achievement Awards Luncheon**

**Luncheon Speaker**

*Neal J. Rackleff, Assistant Secretary, Office of Community Planning and Development, U.S. Department of Housing and Urban Development (confirmed)*

**Hill Visits**

*2:00 pm – 5:00 pm*

# Hotel Meeting Rooms Map

NCDA Meetings are all in Rooms in **Red** Circle

