



HOME Basics Course

June 25-27, 2018

Killeen, TX

Location

Killeen Civic & Conference Center
3601 South W.S Young Drive
Killeen, TX 76542

Course Overview

NCDA is pleased to announce the delivery of a three-day basic certification 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 May 25, 2018)

Members: \$450

Non-Members: \$550

General Registration (May 26-June 22, 2018)

Members: \$550

Non-Members: \$650

Registration Cut-off (June 22, 2018) – No Registrations will be accepted after this date.

Payment Deadline: June 22, 2018; Payment received after this date will incur a \$50 late fee.

To register go to <http://ncdaonline.org/HOME.asp>. During the registration process, you will have the option of paying by credit card or check. If by check, billing information will be included in your Confirmation Message.

CONFIRMATION MESSAGE: You will receive a confirmation message from "National Community Development Association" immediately after you register. Please bring this confirmation message with you to the class (hard copy or on your device) so it can be scanned.

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.

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 Registration Fee.

QUESTIONS?

Contact Steve Gartrell at sgartrell@ncdaonline.org

TRAINING SITE

The training will be held at Killeen Civic & Conference Center, 3601 South W.S Young Drive, Killeen, TX 76542.

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. The nearest hotels are the

- [Shilo Inn Suites Hotel Killeen](#) -- Right next to the Civic & Conference Center.
- [Hampton Inn Killeen](#) -- about a mile from the Civic & Conference Center.

TRANSPORTATION

The training venue is 9 miles from the Killeen-Fort Hood Regional Airport. American and United fly there. You can get ground transportation information [here](#).

ATTIRE - Business casual

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**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)