



**HOME Basics Course**  
**July 16-18, 2018**  
Hosted by McHenry County  
**Woodstock, IL**

**Training Venue Location**

Historic Woodstock Opera House  
125 West Van Buren Street  
Woodstock, IL 60098

**Course Overview**

NCDCA 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.



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**REGISTRATION/PAYMENT**

***Early Registration (register by June 15, 2018)***

Members: \$450

Non-Members: \$550

***General Registration (June 16 – July 13, 2018)***

Members: \$550

Non-Members: \$650

***Registration Cut-off (July 13, 2018) – No Registrations will be accepted after this date.***

***Payment Deadline: July 17, 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](mailto: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. You may substitute another person by contacting Steve Gartrell.

***TRAINING SITE:*** The training site is the Historic Woodstock Opera House, 125 West Van Buren Street, Woodstock, IL 60098. Please arrive 15 minutes early on the first day of the training for registration purposes.

## **TRANSPORTATION**

Woodstock is served by Chicago O'Hare International Airport (ORD), but some travelers may opt for Milwaukee General Mitchell International (MKE) or Chicago Rockford International Airport (RFD). The last of these is a regional airport that could be a good option for entitlement communities served by Allegiant Airlines. [Metra Rail service](#) from Chicago is accessible via a train station located just off of the square.

## **TRAVEL ARRANGEMENTS**

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

**ATTIRE** - Business casual

## **QUESTIONS?**

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

**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)