



HOME Basics Course

December 12-14, 2018

Newton, MA

Training Venue Location

Marriott Boston Newton Hotel
2345 Commonwealth Avenue
Newton, MA 02466

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.



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REGISTRATION/PAYMENT

Early Registration (register by November 12, 2018)

Members: \$450

Non-Members: \$550

General Registration (November 13 – December 7, 2018)

Members: \$550

Non-Members: \$650

Registration Cut-off (December 7, 2018) – No Registrations will be accepted after this date.

Payment Deadline: December 12, 2018; Payment received after this date will incur a \$50 late fee. You may bring a check to class.

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. You may substitute another person by contacting Steve Gartrell.

TRAINING SITE: The training site is the Marriott Boston Newton Hotel, 2345 Commonwealth Avenue, Newton, MA 02466, located on the banks of the Charles River.

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 site.

- **Marriott Boston Newton Hotel** (0.0 miles) 2345 Commonwealth Avenue, Newton, MA 02466 - Room block information for the Marriot Hotel. Hotel rate is \$159.00/night. Guests must book by either calling **1-800-228-9290** and reference **NCDA Training**, or following the hotel link here: <https://bit.ly/2zIOSRi>. All reservations must be made by **November 12, 2018** to guarantee the room block rate.
- **The Walker Center** (0.9 miles) 171 Grove St, Auburndale, MA 02466 - Rate: \$100 (bed-and-breakfast style) - Call or book online for reservations: (617)969-3919
- **Hotel Indigo Boston – Newton Riverside** (1.3 miles) 399 Grove Street, Newton, MA 02462 - Rate: \$155 - Call or book online for reservations: (617)969-5300
- **Crowne Plaza Boston – Newton** (4.2 miles) - 320 Washington St, Newton, MA 02458 - Rate: \$229 - Call or book online for reservations: (617)969-3010

TRANSPORTATION

The training venue is 16 miles from the Boston Logan International Airport. Ground transportation information from the airport is [here](#).

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

AGENDA – Next Page

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)