



## **HOME Basics Course**

**March 4-6, 2019**  
**Anaheim CA**

### **Training Venue Location**

City of Anaheim  
Gordon Hoyt Conf. Room  
Anaheim West Towers  
201 S. Anaheim Blvd.  
Anaheim, CA 92805

### **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 January 7, 2019)***

Members: \$450

Non-Members: \$550

***General Registration (January 8-February 8, 2019)***

Members: \$550

Non-Members: \$650

***Late Registration (February 9-March 1, 2019)***

Members: \$700

Non-members: \$800

***Payment Deadline: March 4, 2019*** 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) or Rita [rpribyl@ncdaonline.org](mailto:rpribyl@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 or Rita Pribyl.

***TRAINING SITE:*** The training site is the Gordon Hoyt Conference Room on the 2<sup>nd</sup> Floor of City of Anaheim, Anaheim West Towers, 201 S. Anaheim Blvd., Anaheim, CA 92805.

Please arrive 15 minutes early on the first day of the training for registration purposes.

## **TRAVEL ARRANGEMENTS**

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

Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training site.

### **Airport information (to/from Anaheim):**

Los Angeles International Airport (LAX – 34 miles) <https://www.flylax.com/lax-traffic-and-ground-transportation>

John Wayne International Airport (JWA – 13 miles)  
<https://www.ocair.com/groundtransportation/default>

Long Beach Airport (LGB – 14 miles) <http://www.lgb.org/travelers/transit.asp>

### **Ground transportation:**

ART, Anaheim Resort Transportation our transit partners, provide a shuttle from the Resort area and drops people off right next to City Hall on Center Street. That would be the preferred method of transportation from the hotel area to City Hall. Please see link below  
<http://rideart.org/routes-and-schedules/downtown-packing-district-line/>

### **Hotel information:**

The hotel area is mainly along Harbor Blvd., around the Anaheim Convention Center and Disneyland Resort.

<https://visitanaheim.org/plan/hotels>

Lists of restaurants within walking distance of training venue:

“Good Food” hall on Center Street, the Anaheim Packing House, MAKE building are all the main food halls surrounding Anaheim City Hall.

<https://www.centerstreetanaheim.com/>

<https://www.anaheimpackingdistrict.com/merchants>

**ATTIRE** - Business casual

### **QUESTIONS?**

Contact Rita Pribyl at [rpribyl@ncdaonline.org](mailto:rpribyl@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)