



HOME Basics

August 6 - 8, 2019

Deerfield Beach, Florida

Training Venue Location

**Hillsboro Community Center
50 Hillsboro Technology Drive
Deerfield Beach, FL 33441**

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 INFORMATION

REGISTRATION/PAYMENT

Register online at <https://ncdaonline.org/home/>. During the registration process, you will have the option to pay by credit card or to receive an invoice. If someone else is registering for you, please have them include **your email address**, in the email box on the registration form. They may include their address in the Billing Section of the form.

Confirmation: You should receive a **confirmation message** from "NCDA Web Site" immediately after the registration process. *If you do not receive this confirmation it means your registration did not complete and you are not registered.* Make sure that you go to the bottom of the form, enter the code listed, and hit "Submit." If it still doesn't work, please contact Steve at sgartrell@ncdaonline.org.

Early Registration (register by June 25, 2019)

NCDA Member Cities/Counties: \$450/person

Non-Member Cities/Counties: \$550/person

General Registration (June 26 – August 2, 2019) Registrations not accepted after August 2, 2019

Members: \$550/person Non-Members: \$650/person

Payment Deadline: August 6, 2019; Payment **must** be received by August 6, 2019 for admittance to class. During the registration process, you will have the option to pay by credit card or to receive an invoice.

Cancellation: Cancellation made after July 15, 2019 will result in a penalty of \$100. No shows will be charged 100% of the registration fee. You may substitute another person by contacting Steve Gartrell at sgartrell@ncdaonline.org.

TRAVEL ARRANGEMENTS: Please do not make non-refundable travel arrangements until you receive email confirmation that registration numbers have reached the minimum required number to hold class.

Hotel and air transportation information provided by the host community

TRAINING SITE: The training will be held at **Hillsboro Community Center, 50 Hillsboro Technology Drive, Deerfield Beach, FL 33441**. Please arrive 15 minutes early on the first day of the training for registration purposes.

HOTEL

Suggestion: ask if the hotel offers government rates. The hotels listed below are near the training site. Some MAY offer airport transportation and/or transportation to the venue. Inquire with the hotel for these services.

Double Tree by Hilton Deerfield Beach

954-427-7700

100 Fairway Drive, Deerfield Beach, FL 33441,

<https://doubletree3.hilton.com/en/hotels/florida/doubletree-by-hilton-hotel-deerfield-beach-boca-raton-DERDTDT/index.html>

Hotel Hampton Inn

954-481-1221

660 W. Hillsboro Blvd, Deerfield Beach, FL 33441

https://hamptoninn3.hilton.com/en/hotels/florida/hampton-inn-boca-raton-deerfield-beach-DEEBHHX/index.html?SEO_id=GMB-HP-DEEBHHX

AIRPORT TRANSPORTATION

Fort Lauderdale – Hollywood International Airport is 28 miles from the training venue. Miami International Airport is 43 miles from the training venue. Both airports are served by numerous airlines.

GROUND TRANSPORTATION

Ground transportation options include hotel shuttles (check with hotel to determine service), Sun Trolley, paid shuttles, public transportation, taxis, ride shares, and rental cars. Additional information can be found on the airport website:

<http://www.broward.org/airport/Passengers/Transportation/Pages/default.aspx>

DRESS - *Business casual*

QUESTIONS?

Contact Heather Johnson at hjohnson@ncdaonline.org



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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 ONE:

- The Fundamentals of HOME
- Eligible and Prohibited Activities
- Eligible Costs
- CHDOs
- General Program Requirements
- Project Requirements

DAY TWO:

- Review of Day One
- Project Requirements Continued
 - Rental Projects
 - Homeownership Projects
 - Rehabilitation of Owner-Occupied Housing
 - Tenant-Based Rental Assistance
- Match Requirements

DAY THREE:

- 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)