



**Advanced HOME  
HOME Underwriting/Subsidy Layering  
October 16 – 18, 2019  
*Skagit County, Washington***

**Training Venue Location**

North Sound Behavioral Health Administrative Services Organization  
Snohomish Conference Room  
301 Valley Mall Way, Suite 110  
Mt. Vernon, WA 98273

**Course Overview**

*Advanced HOME (2 Days)*

The National Community Development Association (NCDA) is pleased to announce the delivery of a two-day Advanced course focusing on the HOME Investment Partnerships Program. This course provides a follow-up to the HOME Basics course with a more detailed look at actual HOME-funded projects, including grant agreements, initial and ongoing compliance, and the use of innovative partnerships to more effectively address housing needs with HOME funds.

The course begins with a brief review of HOME requirements, followed by a hands-on review of housing data resources used to identify HOME-funded activities that best meet the needs of local communities. Participants will delve into the details of different types of HOME activities, including using HOME with Low-Income Housing Tax Credits (LIHTC), HOME and Permanent Supportive Housing for Individuals experiencing homelessness, CHDO projects, homebuyer programs, and rental projects. Examples are based on experiences of NCDA member-practitioners.

Course participants will receive a manual that includes HOME resources, and sample HOME policies, grant agreements, and compliance checklists. Group exercises are built into the course, designed to increase networking among attendees, and sharing of actual HOME experiences.

NCDA's Advanced HOME has been developed for practitioners who have completed HOME Basics and have two or more years of HOME experience.

### *HOME Underwriting/Subsidy Layering (1 Day)*

The third day's session will focus on the new HOME Underwriting/Subsidy Layering requirements and because HUD is going to be requiring CDBG grantees to establish CDBG underwriting policies/guidelines, how the HOME Guidelines may serve as the basis for establishing CDBG underwriting guidelines. The course is based upon the latest guidance from HUD on how to conduct underwriting and subsidy layering for homebuyer and rental development projects.

A course agenda and registration form is attached. The Early Course fee is \$450 for members and \$550 for non-members. In order to ensure a spot in the class, please register online at <http://ncdaonline.org/home/> If your community is sending more than one person to this training, please complete a registration form for each person. We want to ensure that each participant receives a copy of all the materials. Please email Steve Gartrell, [sgartrell@ncdaonline.org](mailto:sgartrell@ncdaonline.org) with questions regarding registrations.



Note to NCDA Members who are **AICP** credentialed: NCDA has been approved as an **AICP Certification Maintenance (CM) provider**. This session is qualified as a CM event. This is qualified as a **CM I 17** (17 hours of credit). *To receive CM credit, you must sign in to the class and remain for the entire session.*



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**REGISTRATION INFORMATION**

**REGISTRATION/PAYMENT**

**Register online at** <http://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 "National Community Development Association" 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](mailto:sgartrell@ncdaonline.org).

**Early Registration** (register by August 30, 2019)

NCDA Member Cities/Counties: \$450/person

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

**General Registration** (August 31, – October 11, 2019) Registrations not accepted after October 11

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

**Payment Deadline:** October 16, 2019; Payment **must** be received by October 16, 2019 for admittance to class. As a last resort, attendees may bring a physical check to the class if necessary. During the registration process, you will have the option to pay by credit card or to receive an invoice.

**Cancellation:** Cancellation made after September 25, 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](mailto: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 North Sound Behavioral Health Administrative Services Organization, Snohomish Conference Room, 301 Valley Mall Way Suite 110, Mt. Vernon, WA 98273  
Please arrive in the training room 15 minutes early on the first day of the training for registration purposes.

### **HOTEL**

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

- Best Western Plus Skagit Valley Inn and Convention Center
  - 2300 Market St, Mount Vernon, WA 98273, (360)428-5678
- Hampton Inn & Suites, Burlington
  - 1860 South Burlington Boulevard, Burlington, WA 98233, (360)757-7100
- Candlewood Suites, Burlington
  - 1866 South Burlington Boulevard, Burlington, WA 98233, (360)755-3300
- La Quinta Inn & Suites, Burlington
  - 1670 S Burlington, WA 98233, (360)205-9205

### **AIRPORT TRANSPORTATION**

Skagit County is served by Bellingham International Airport (32 miles from the venue) and Seattle-Tacoma International Airport (77 miles from the venue). Both are served by multiple airlines. More information can be found at <https://www.portseattle.org/sea-tac> or <https://www.portofbellinham.com/27/Airport> .

### **GROUND TRANSPORTATION**

The airport is located some distance from the airports. More information about ground transportation can be found at the airport websites:

- Bellingham International Airport <https://www.portofbellinham.com/89/Ground-Transportation>
- Seattle Tacoma International Airport <https://www.portseattle.org/sea-tac/ground-transportation>

**DRESS - Business casual**

**QUESTIONS?** Contact Heather Johnson at [hjohnson@ncdaonline.org](mailto:hjohnson@ncdaonline.org)



**Advanced HOME  
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Course Agenda**

**DAY ONE: 9:00 a.m. - 4:30 p.m.**

***Introductions & Course Objectives***

**I. Review of HOME Basics**

- A. One-page summary of HOME caps, deadlines, affordability periods, etc.
- B. HOME Regulation Highlights

**II. Know Your Housing Market**

- A. Where are the gaps -- using data to identify priority housing needs
- B. Selecting an effective mix of HOME activities

**III. A Focus on the Partnerships in HOME Investment Partnerships Programs**

- A. How partnerships can change the dynamic of your HOME program
- B. Homeowner Housing: CHDO Partnerships
- C. Rental Housing: HOME and Low-Income Housing Tax Credits
- D. Multi-Jurisdiction Projects

**IV. Program Income and Match**

- A. Using PI to maximize funds for housing
- B. Meet Your Match

**DAY TWO: 9:00 a.m. - 4:30 p.m.**

**V. Serving Special Populations**

- A. Housing for Persons with Disabilities
- B. Housing for Homeless
- C. Addressing Other Special Needs Populations

**VI. Monitoring**

- A. Using IDIS to Your Advantage – Reports and Flags
- B. Desk Reviews and On-site Monitoring Strategies
- C. Avoiding common HOME monitoring findings

**VII. Policies and Procedures**

- A. Reviewing Your Policy Portfolio
- B. Making a list and checking it twice

**VIII. The Future of HOME**

- A. Telling Your Story
- B. Increasing Community Support

**HOME Underwriting/Subsidy Layering**

**DAY THREE: 8:30 a.m. - 4:30 p.m.**

- I. HOME rule requirements related to underwriting and subsidy layering**
- II. Subsidy layering**
  - A. Ensure appropriate HOME subsidy
  - B. Make sound investments over long term
  - C. Accurately project income and expenses
- III. Multi-family underwriting for rental housing development projects**
  - A. Rental developer capacity
  - B. Key elements of underwriting
  - C. Underwriting risk areas
- IV. Single Family underwriting for homebuyer development projects**
  - A. Market assessment
  - B. Homebuyer developer capacity
  - C. Underwriting – two step process
    - 1. Development
    - 2. Homebuyer
- V. Resources**