



HOME Basics

October 8 – 10, 2019

St. Paul, MN

Training Venue Location

George Latimer Central Library, Andy Boss Room
90 W. 4th Street
Saint Paul, MN 55102

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.regfox.com/st-paul-home-b>. 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. You can register for the training [here](#).

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.

Early Registration (register by August 30, 2019)

NCDA Member Cities/Counties: \$450/person

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

General Registration (August 31 – October 4, 2019) Registrations not accepted after October 4
Members: \$550/person Non-Members: \$650/person

Payment Deadline: October 8, 2019; Payment **must** be received by *October 8, 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 17, 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 George Latimer Central Library, Andy Boss Room, 90 W. 4th Street, St. Paul, MN 55102. 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.*

- The Saint Paul Hotel, 350 N. Market St., St. Paul, MN 55102
- Holiday Inn Downtown St. Paul, 175 W. 7th St., St. Paul, MN 55102
- Hampton Inn & Suites Downtown St. Paul, 200 7th St. West, St. Paul, MN 55102
- Intercontinental St. Paul Riverfront, 11 Kellogg Blvd. East, St. Paul, MN 55101
- Doubletree by Hilton St. Paul Downtown, 411 Minnesota St., St. Paul, MN 55101
- Hotel 340, 340 Cedar St., St. Paul, MN 55101
- Residence Inn by Marriott, 200 Grand Ave., St. Paul, MN 55102
- Hyatt Place St. Paul/Downtown, 180 Kellogg Blvd. East, St. Paul, MN 55101

AIRPORT TRANSPORTATION

Minneapolis St. Paul International Airport is served by multiple airlines. More information can be found here: <https://www.mspairport.com/>

GROUND TRANSPORTATION

The airport is located approximately 8 miles from the training site.

- Airport Ground Transportation: <https://www.mspairport.com/directions/ground-transportation>
- Hotel Ground Transportation (if available, check with your hotel)

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)