

2020 NCDA Winter Legislative, Policy and Professional Development Meeting
Washington, DC – January 29-31, 2020
Pre-Conference Training: January 28, 2020

AGENDA

NCDA members are encouraged to schedule Congressional visits during the conference to educate Congress on the importance of CDBG and HOME and how the funds are being used back home. There are several allotted times in the agenda for meeting with your Congressional Members. Talking points are available in the conference packets. Please bring a one-page CDBG and HOME fact sheet to share with your Congressional delegation. Please connect with other conference participants from your state to meet as one voice with your Congressional delegation. These meetings are not mandatory, but are encouraged.



Note to NCDA Members who are **AICP** credentialled: NCDA has been approved as an **AICP Certification Maintenance (CM) provider**. Some of the sessions below are qualified CM events. These events will be marked with the following symbol (where the number equals the number of CM credits): **CM I 6**. To receive CM credit, you must sign in and remain for the entire session. The link to APA's AICP listing for this conference is <https://www.planning.org/events/eventmulti/9190142/>.

TUESDAY, JANUARY 28 – Pre-Conference Training

8:00 am – 9:00 am

Pre-Conference Training Check-In – Congressional Foyer

9:00 am – 4:00 pm

Preconference Training

- **IDIS Primer - CM I 6 – Capitol I**

This course provides an overview of IDIS for CDBG grantees and HOME participating jurisdictions. It briefly covers the Consolidated/Annual Plans, CAPER report, and receipting/drawing funds. It will also touch on how to address problems that arise throughout the year. Most importantly, it helps communities understand how to tie the electronic environment of IDIS to program files, public meetings, and beneficiaries. This course is appropriate for anyone who works with IDIS.

Trainer: Heather Johnson, Davenport, IA

- **Advanced HOME Program Primer - CM I 6 – Congressional II**

This course, intended for practitioners with 4+ years of HOME experience, provides detailed examinations of 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.

Trainer: Galen Price, Waco, TX

- **Advanced CDBG Primer - CM I 6 – Capitol II**

Senior community development staff, new managers and experienced managers wishing to stimulate new ideas can benefit from this primer. The training will include information and discussion on effective program planning, equitable allocation systems, program implementation challenges, leveraging resources and problem solving.

Trainer: Wilmur Conyers, Durham, NC

1:00 pm – 4:00 pm

Hill Visits

Please arrange the visits ahead of time with your Congressional offices. These visits are not mandatory.

3:30 pm – 5:30 pm

Conference Early Registration – Congressional Foyer

WEDNESDAY, JANUARY 29

8:00 am – 9:00 am

Breakfast – Capitol Foyer

8:00 am – 5:00 pm

Registration/Information –Congressional Foyer

8:00 am – 9:00 am

New Member/First Time Attendees Breakfast and Orientation – Congressional II

Are you new to NCDA? Want to learn more about the Association? This orientation will introduce new members and first-time conference participants to NCDA.

Presenter:

Vicki Watson
NCDA Executive Director

9:00 am – 10:00 am

Plenary Session: Legislative Update on HUD Program Funding – Capitol Ballroom

House staff will provide an update on FY20 HUD funding to include CDBG, HOME and HUD's homeless assistance grants and provide a roadmap for the FY21 appropriations process and discuss actions you can take to educate your Congressional members on CDBG and HOME.

Moderator:

Vicki Watson
NCDA Executive Director

Participants:

Sean Maxwell
Legislative Director
Office of Congressman David Price (NC-04)

Doug Disrud
Minority Clerk
House Appropriations Subcommittee on Transportation, HUD and Related Agencies
Washington, DC

10:00 am – 10:15 am

Break

10:15 am – 12:00 pm

Concurrent Sessions

Con Plan Best Practices - CM I 1.75 – *Capitol Ballroom*

This session will focus on the development of the Consolidated Plan. Grantees will share their best practices in the following areas: planning for your consolidated plan, stakeholder consultation, citizen participation strategies, engaging special populations, and practical tips, ideas, and resources for developing your Con Plan.

Moderator:

Shirletta Best
Community Services Administrator
City of McKinney, TX

Presenters

Kathryn Murphy, MPP
Grants Manager
Community Development
City of Peoria, IL

Rosie Truelove
Director
Neighborhood Housing and Community Development
City of Austin, TX

Debra Rhinehart
Strategic Advisor
Federal Grants Management Unit
Human Services Department
City of Seattle, WA

Small Grantee Session: CDBG Program Administration Best Practices - CM I 1.75 – *Congressional I*

This session will provide information to small grantees on streamlining CDBG program administration, increasing program resources, and building political support for your programs.

- Staff from the East Baton Rouge Redevelopment Authority will discuss their use of templates and sample documents to streamline program administration.
- Staff from the City of Caldwell, ID will discuss why a narrow focus for public service activities and writing a Con Plan/Action Plan with a more limited focus can be a positive path forward.
- The City of La Crosse, WI will discuss how they double their allocation annually through revolving loan and program income as well as co-funding positions through other city-financing sources. They will also discuss major changes their program undertook in terms of allocation strategies in the face of growing needs and limited resources. Finally, participants will learn how even with a small budget you can build political support for programs through a media strategy and events.

Moderator:

Dale E. Cook, Jr.
Community Development Administrator
City of Palm Springs, CA

Presenters

Vashti Little
Program Manager
East Baton Rouge Redevelopment Authority
Baton Rouge, LA

Elizabeth McNannay
CDBG Program Coordinator
City of Caldwell, ID

Caroline Gregerson
Community Development Director
City of La Crosse, WI

Environmental Review Update/HEROS Overview - CM I 1.75 – Congressional II

HUD's Office of Environment and Energy will provide an update on environmental review topics including, HUD rulemaking, HOME/Housing Trust Fund alignment, proposed changes to the National Environmental Policy Act (NEPA). This session will also include an overview of the HUD Environmental Review Online System (HEROS) and system updates.

Moderator:

Vicki Watson
NCDA Executive Director

Presenters:

Danielle Schopp
Director
Office of Environment and Energy
U.S. Department of Housing and Urban Development
Washington, DC

Lauren Hayes
Environmental Specialist
Office of Environment and Energy
U.S. Department of Housing and Urban Development
Washington, DC

12:00 am – 1:30 pm

Hill Visits/Lunch on Your Own

Please arrange the visits ahead of time with your Congressional offices. These visits are not mandatory.

1:30 pm – 3:30 pm

Concurrent Sessions

2 CFR 200 Requirements - CM I 2.0 – Capitol Ballroom

2 CFR 200.303 requires CDBG entitlements and their subrecipients to establish and maintain effective internal control over the Federal award. This presentation will cover the factors an organization must consider when establishing its own system of internal controls and from that develop a checklist of policies and procedures that will meet or exceed the minimum requirements of the rule. The second part of this session will focus on procurement. Staff from Summit County, OH will discuss their public purchase system and compliance with 2 CFR 200.

Moderator:

Susan Fink
Manager of Financial & Administrative Services
Office of Planning and Development
Community Development Department
City of Lawrence, MA

Presenters

John Callow
NCDA Trainer
Murfreesboro, TN

Holly R. Miller
Senior Administrator
Summit County Department of Community and Economic Development
Akron, OH

CDBG Public Services Best Practices - CM I 2.0 – *Congressional II*

This session will provide information on innovative public service activities, innovative approaches to prioritizing public service needs to decrease the number of public service providers, effective strategies for selecting subrecipients, and determining outcomes/impact of public service activities.

Moderator:

Vicki Watson
NCDA Executive Director

Presenters

Kevin D. Howard
Interim Housing Director
Housing and Neighborhood Programs
City of Little Rock, AR

Joy M. Pierson
Community Development Administrator
Planning and Development Department
Hamilton County, OH

Darwin Wade
Grants Supervisor
Planning and Programs
City of Arlington, TX

3:30pm – 3:40 pm

Break

3:40 pm – 4:45 pm

Concurrent Sessions

Be a Key Player to Ending Homelessness in Your Community - CM I 1.0 – *Congressional II*

This session will focus on strategies to end homelessness and the role your department can play utilizing CDBG or HOME or in a leadership role within the Continuum of Care.

Moderator:

Marcy Esbjerg
Director, Pasco County Community Development Department
New Port Richey, FL

Presenters

Rafael Acevedo, Jr.
Grant Compliance Manager
Community Development Grant Administration
City of Milwaukee, WI

Jim Mathy
Director, Administration
County of Milwaukee, WI

Keith Lampkin
Director, Housing and Community Development Department
City of Clarksville, TN

Monitoring - CM I 1.5 – *Capitol Ballroom*

HUD staff will provide an overview of how HUD selects grantees for monitoring and how HUD decides to monitor during the visit.

Moderator:

Vicki Watson
NCDA Executive Director

Presenters:

Virginia Sardone
Acting Deputy Assistant Secretary for Grant Programs
U.S. Department of Housing and Urban Development
Washington, DC

James Hoemann
Acting Director, Entitlement Communities Division Office of
Block Grant Assistance
U.S. Department of Housing and Urban Development
Washington, DC

4:45 pm – 6:15 pm

Subcommittee Meetings (open to *all* conference participants)

- Housing Subcommittee – *Capitol Ballroom*

Presenters:

Virginia Sardone
Acting Deputy Assistant Secretary for Grant Programs
U.S. Department of Housing and Urban Development
Washington, DC

Caitlin Renner
Office of Affordable Housing Programs
U.S. Department of Housing and Urban Development

Washington, DC

Gerron Levi
National Community Reinvestment Coalition
Washington, DC

- Economic Development Subcommittee – Congressional I

Presenter:

Paul Webster
Director, Financial Management Division
Office of Block Grant Assistance
U.S. Department of Housing and Urban Development
Washington, DC

- Planning and Professional Development Subcommittee – Congressional II

THURSDAY, JANUARY 30

8:00 am – 9:00 am **Breakfast – *Capitol Foyer***

8:00 am – 5:00 pm **Registration/Information – *Congressional Foyer***

8:30 am – 10:00 am **Subcommittee Meetings (open to *all* conference participants)**

- Community Development Subcommittee – *Capitol Ballroom*

Presenter:

James Hoemann
Acting Director, Entitlement Communities Division
Office of Block Grant Assistance
U.S. Department of Housing and Urban Development
Washington, DC

- Membership Subcommittee – *Congressional I*
- Technology Subcommittee – *Congressional II*

Presenter:

Jim Welfley
NCDA Technology Manager

10:00 am – 11:00 am **Plenary Session: 2020 Census - CM I 1.0 – *Capitol Ballroom***

Conducted once every 10 years, the census is mandated by the Constitution and conducted by the U.S. Census Bureau. The census provides critical data that lawmakers, state and local governments, business owners, nonprofits and others use to shape your community's future. Join us to learn more, including how you can help support a full and accurate count.

Moderator:
Vicki Watson
NCDAs Executive Director

Presenter
Robin Bachman
Chief, National Partnership Program
U.S. Census Bureau
Washington, DC

David Bachrach
Community Development Director
City of East Providence, RI

11:00 am – 12:30 pm

Plenary Session: HUD Program Update - CM I 1.5 – *Capitol Ballroom*

This not to be missed session will provide important HUD program updates on CDBG, HOME, ESG, Continuum of Care, Housing Counseling, and Fair Housing including new policy initiatives and upcoming proposed rules

Moderator:
Vicki Watson
NCDAs Executive Director

Presenters
Virginia Sardone
Acting Deputy Assistant Secretary for Grant Programs
U.S. Department of Housing and Urban Development
Washington, DC

Jessie Handforth Kome
Acting Director, Office of Block Grant Assistance
U.S. Department of Housing and Urban Development
Washington, DC

Karen Deblasio
Director, Program Coordinator and Analysis Division
Office of Special Needs Assistance Programs
U.S. Department of Housing and Urban Development
Washington, DC

Suzanne Isaacs
Office of Housing Counseling
U.S. Department of Housing and Urban Development
Washington, DC

Simon Ammon
Senior Counsel
Office of the General Counsel
U.S. Department of Housing and Urban Development
Washington, DC

12:30 pm – 2:00 pm

Hill Visits/Lunch on Your Own

Please arrange the visits ahead of time with your Congressional offices. These visits are not mandatory.

12:30 pm – 2:00 pm

Board of Directors Luncheon Meeting – Congressional II

2:00 pm - 3:30 pm

Concurrent Sessions

Davis-Bacon Requirements - CM I 1.5 – Capitol I

- Davis-Bacon Act Overview
- Davis-Bacon Requirements
- Payment and Reporting of Wages on Federal Construction Contracts

Moderator:

Vicki Watson
NCDA Executive Director

Presenters

LaVaris Ross
Labor Standards Specialist
U.S. Department of Housing and Urban Development
Baltimore, MD

Holly R. Miller
Senior Administrator
Summit County Department of Community and Economic Development
Akron, OH

Affirmatively Furthering Fair Housing Best Practices - CM I 1.5 – Capitol II

- Updating your Analysis of Impediments: Examples from Grantees
 - Xavier University's Community Building Institute Director will discuss the development of the Analysis of Impediments for Hamilton County, OH and Cincinnati, OH to include information on the community participation process and summary of recommendations. Hamilton County staff will speak to their role in the process and their implementation of the Analysis of Impediments.
- Implementing the Assessment of Fair Housing: Examples from Grantees
 - City of Seattle staff will discuss the development and implementation of their Assessment of Fair Housing to include information on advancing inclusive communities and promoting accessibility.

Moderator:

Joy M. Pierson
Community Development Administrator
Planning and Development Department
Hamilton County, OH

Presenters

Liz Blume, AICP
Director, Community Building Institute
Xavier University

Cincinnati, OH

Emily Carnahan
Program Manager
Planning and Development Department
Hamilton County, OH

Debra Rhinehart
Strategic Advisor
Federal Grants Management Unit
Human Services Department
City of Seattle, WA

Ask a Facebook Team Member: Facebook for Government Outreach – Congressional I

This session will be given by Khalid Pagan, a member of Facebook's Politics and Outreach Team. The session will cover how to secure your government Facebook page, connect with constituents, create good content, and measure success. It will also provide some Facebook in government success stories. Khalid will leave time to answer any of your questions.

Moderator:
Melissa Pond
City of Quincy, MA

Presenter
Khalid Pagan
Politics and Government Outreach, U.S.
Facebook

3:30 pm – 3:40 pm

Break

3:40 pm – 4:45 pm

Roundtable Discussions

- Eligible v Ineligible CDBG Activities (Sheryl Kenny, Grants Manager, City of Arlington, TX) – *Capitol I*
- Management Roundtable: Promoting Morale/Team Building (Moderator: Marcy Esbjerg, Community Development Director, Pasco County, FL) – *Capitol I*
- Changing Your Program Year Start Date (Moderator: Hans Mach, Community Development Administrator, McHenry County, IL) – *Capitol II*
- Making a Substantial Amendment to Your Action Plan (proper steps for doing a substantial amendment to an action plan) (Moderator: Elizabeth McNannay, CDBG Program Coordinator, City of Caldwell, ID) – *Congressional I*
- HOME Property Standards (Moderator: George Mensah, Director of Housing and Community Development, City of Miami, FL) – *Congressional II*
- Improving CDBG Program Timeliness (Moderator: Raymond Webster, Los Angeles County, CA) – *Capitol II*
- Multi-Year Planning of Projects (Moderator: Diana Serna, Hidalgo County, TX) – *Congressional II*
- Management Roundtable: Dealing with Difficult/Underperforming Employees (Moderator: Nancy Mikeska, Community Development Director, City of Conroe, TX) – *House Room*
- NCDA Training Program: Policy, Procedures and Scheduling – *Current Trainers*

Only – (Moderators: Heather Johnson, NCDA Training Coordinator and Steve Gartrell, NCDA Training Director) – Senate Room

4:45 pm – 6:00 pm

Regional Caucus Meetings (Open to All Conference Participants)

Region I (New England) – *Senate Room*

Region II (NY/NJ) – *Senate Room*

Region III & IV (Mid-Atlantic/Southeast) – *Capitol II*

Region V/VII/VIII (Midwest/Great Plains) – *Capitol I*

Region VI (Southwest) – *House Room*

Region IX (Pacific) – *Hospitality Suite (Room 378)*

Region X (Northwest) – *Caucus Boardroom*

7:00 pm – 10:00 pm

Conference Reception – Congressional Ballroom & Foyer

FRIDAY, JANUARY 31

8:00 am – 12:00 pm

Registration/Information – Congressional Foyer

8:00 am – 9:00 am

Breakfast – Capitol Foyer

9:00 am – 10:00 am

Roundtable Discussions (Repeated)

- Eligible v Ineligible CDBG Activities (Sheryl Kenny, Grants Manager, City of Arlington, TX) – *Capitol I*
- Management Roundtable: Promoting Morale/Team Building (Moderator: Marcy Esbjerg, Community Development Director, Pasco County, FL) – *Capitol I*
- Changing Your Program Year Start Date (Moderator: Hans Mach, Community Development Administrator, McHenry County, IL) – *Capitol II*
- Making a Substantial Amendment to Your Action Plan (proper steps for doing a substantial amendment to an action plan) (Moderator: Elizabeth McNannay, CDBG Program Coordinator, City of Caldwell, ID) – *Congressional I*
- HOME Property Standards (Moderator: George Mensah, Director of Housing and Community Development, City of Miami, FL) – *Congressional II*
- Improving CDBG Program Timeliness (Moderator: Raymond Webster, Los Angeles County, CA) – *Capitol II*
- Multi-Year Planning of Projects (Moderator: Diana Serna, Hidalgo County, TX) – *Congressional II*
- Management Roundtable: Dealing with Difficult/Underperforming Employees (Moderator: Nancy Mikeska, Community Development Director, City of Conroe, TX) – *House Room*
- NCDA Training Program for Prospective Trainer – *Open to all* – (Moderators: Heather Johnson, NCDA Training Coordinator and Steve Gartrell, NCDA Training Director) – *Senate Room*

10:00 am – 11:25 am

Concurrent Sessions

Emergency Solutions Grants Program (ESG) Best Practices - CM I 1.5 – Congressional II

This session will focus on local ESG program administration and implementation best practices. Topics will include Con Plan/Action Plan consultation, application scoring, procurement, subrecipient monitoring and HUD monitoring. The session will also feature helpful programmatic checklists, as well as the demonstration of an Excel-based invoicing template which can help keep grantees and subgrantees in compliance

and on track with program management.

Moderator:

Sean Glennon
Community Development Director
City of Quincy, MA

Presenters

Shelley Fugitt
Metropolitan Development and Housing Agency
Nashville, TN

Patrick Sullivan
Director, Office of Housing and Community
Development
City of New Bedford, MA

Sean Glennon
Community Development Director
City of Quincy, MA

Section 3 Local Strategies – Capitol Ballroom

This session will focus on local best practices for implementing Section 3. The Metropolitan Development and Housing Agency's presentation will focus on removing barriers to employment, connecting residents to job training programs and employment opportunities, and contracting with Section 3 businesses.

Moderator:

Vicki Watson
NCDA Executive Director

Presenters

Treva Gilligan
Assistant Director of Community Development
Metropolitan Development and Housing Agency
Nashville, TN

Shirletta Best
Community Services Administrator
City of McKinney, TX

11:25 am – 11:30 am

Break

11:30 am – 1:00: pm

**Plenary Session: Community Development Best Practices –
Capital Ballroom**

Winners of the 2020 Audrey Nelson Community Development Achievement Award will present their outstanding community development projects.

Moderator:

Vicki Watson
NCDA Executive Director

Presenters

Jeffrey Badre, Program Manager

Los Angeles County, CA -- *Covina Senior and Community Center*

Hans Mach

McHenry County, IL -- *Pearl Street Commons*

Ian O'Connor, Contract Compliance Officer

City of Fall River, MA -- *Knitting Mills Apartments*

Sean Glennon, Community Development
Director

City of Quincy, MA -- *The Watson*

Judy Gillaspie

Tulsa, OK -- *Altamont Apartment Rehabilitation*

1:00 pm – 2:30 pm

Awards Luncheon – Congressional Ballroom

Moderator:

Vicki Watson

NCDA Executive Director

Guest Speaker

David C. Woll, Jr.

Principal Deputy Assistant Secretary

Office of Community Planning and Development

U.S. Department of Housing and Development

Washington, DC (confirmed)

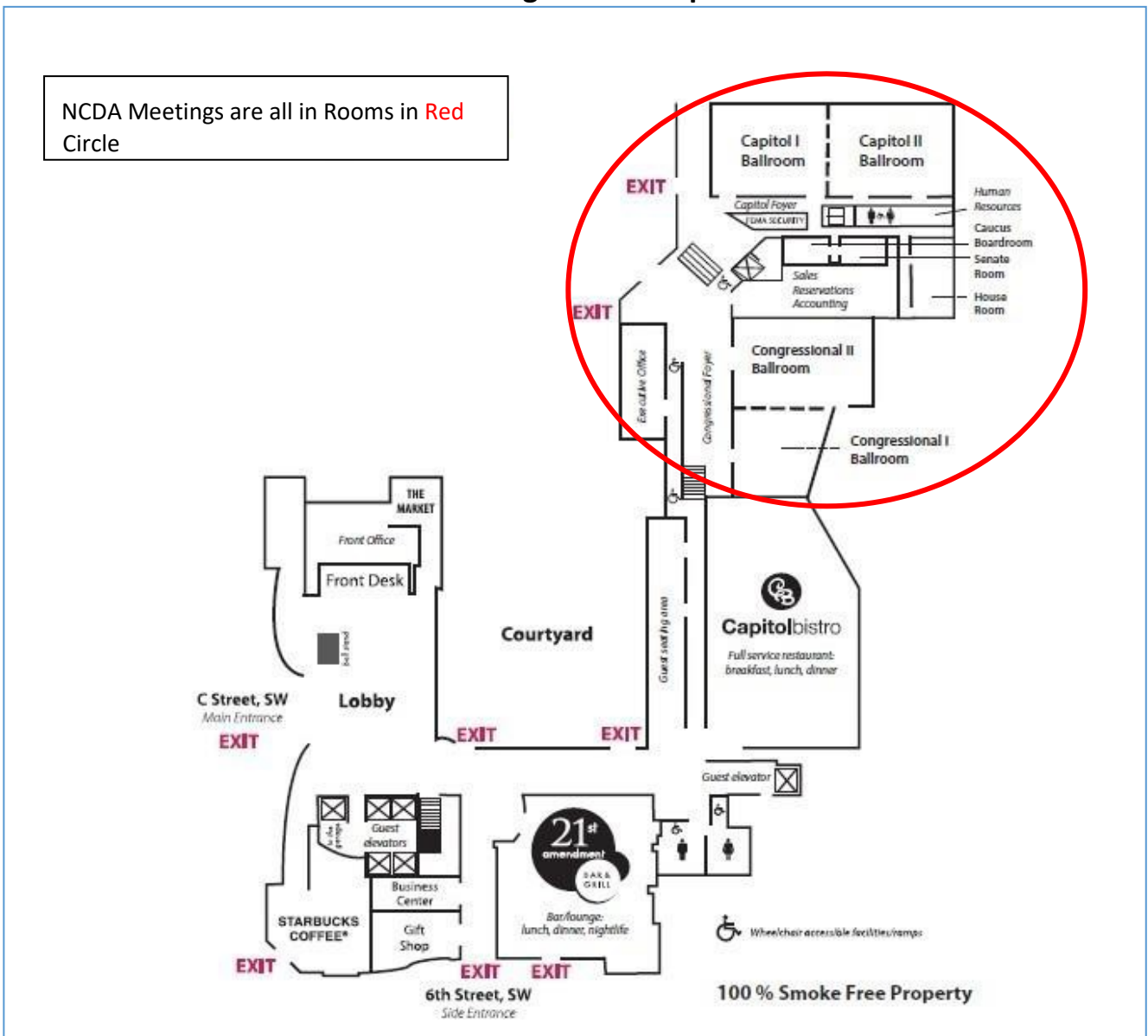
2020 Audrey Nelson Community Development Award Winners:

- Los Angeles County, CA
Covina Senior and Community Center
- McHenry County, IL
Pearl Street Commons
- Fall River, MA
Knitting Mills Apartments
- Quincy, MA
The Watson
- Tulsa, OK
Altamont Apartment Rehabilitation

Certificate of Merit Recipients

- Canton, OH
Stepping Off to College
- Charlotte, NC
TLC by CLT
- San Antonio, TX
Calcasieu Apartments

Hotel Meeting Rooms Map



NOTE: The FEMA security desk and entrance gates are rather imposing and divide the entrance to two of our meeting areas (you *do not go through FEMA security* to get to either of these areas):

- To get to **Capitol Ballrooms I & II** and the **Capitol Foyer** go left past the security desk and you'll see the Foyer and Ballrooms straight ahead.
- To get to the **House & Senate Rooms** and the **Caucus Boardroom**, go to the right of the desk and hug the right-hand wall (don't try to go through the gates!). These rooms (along with restrooms and vending machines) are down the hallway to the right.