

2020 NCDA Winter Legislative, Policy and Professional Development Meeting
Washington, DC – January 29-31, 2020
Pre-Conference Training: January 28, 2020
Conference Registration Link: <https://ncdaonline.regfox.com/2020-winter-meeting>

DRAFT AGENDA*

***This agenda is draft until becoming final**

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.



Note to NCDA Members who are **AICP** credentialed: 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 | 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 | 6**

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 | 6**

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 | 6**

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.

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

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

Congressional staff will provide an update on FY20 HUD program funding and a roadmap for the FY21 appropriations process and discuss actions you can take to educate your Congressional members on CDBG, HOME and other HUD programs.

Moderator:

Vicki Watson
NCDA Executive Director

Participants:

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

Chris Sweet
Legislative Director
Office of Congressman Mario Diaz-Balart (FL-25) (invited)

10:00 am – 10:15 am

Break

10:15 am – 12:00 pm

Concurrent Sessions

Con Plan Best Practices - CM | 1.75

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 | 1.75

- Cost-effective ways of outsourcing CDBG administration
- Creative ways to use a small CDBG allocation to make an impact
- Funding CDBG staff with a small allocation
- Staff from the East Baton Rouge Redevelopment Authority will discuss their use of templates and sample documents to streamline program administration

Moderator:

Tammy Stratz
Community Development Administrator
City of Wausau, WI

Presenters

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

Caroline Gregerson
Community Development Director
City of La Crosse, WI

Elizabeth McNannay
CDBG Program Coordinator
City of Caldwell, ID

Environmental Review Update/HEROS Overview - CM | 1.75

Moderator:

Vicki Watson
NCDAs 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.

1:30 pm – 3:30 pm

Concurrent Sessions

2 CFR 200 Requirements - CM | 2.0

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
NCDAs Trainer
Murfreesboro, TN

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

CDBG Public Services Best Practices - CM | 2.0

- Innovative public service activities
- Innovative approaches to prioritizing public service needs to decrease the number of public service providers

- Effective strategies for selecting subrecipients
- Determining outcomes/impact of public services

Presenters

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

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

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

3:30pm – 3:40 pm

Break

3:40 pm – 4:45 pm

Concurrent Sessions

Continuum of Care Best Practices - CM | 1.0

This session will focus on strategies to end homelessness and the role your department can play in 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 Requirements and Best Practices - CM | 1.5

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

Presenter:

Virginia Sardone
Acting Deputy Assistant for Grant Programs
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

Presenters:

Virginia Sardone
Acting Deputy Assistant 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

- Economic Development Subcommittee

Presenter:

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

- Planning and Professional Development Subcommittee

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

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
- Technology Subcommittee

10:00 am – 11:00 am

Plenary Session: 2020 Census Update - CM | 1.0

This session will provide an update on the 2020 Census process and best practices and ideas from grantees for outreach and support for the 2020 Census Survey.

Moderator:

David Bachrach
Community Development Director
City of East Providence, RI

Presenter

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

11:00 am – 11:10 am

Break

11:10 am – 12:30 pm

Plenary Session: HUD Program Update - CM | 1.5

- CDBG, HOME, ESG, Continuum of Care program updates
- New policy initiatives/Upcoming proposed/final rules

Moderator:

Vicki Watson
NCEA Executive Director

Presenters

Virginia Sardone
Acting Deputy Assistant 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 (invited)

Housing Counseling person

12:30 pm – 2:00 pm

Hill Visits/Lunch on Your Own

Please arrange the visits ahead of time with your Congressional offices.

12:30 pm – 2:00 pm

Board of Directors Luncheon Meeting

2:00 pm - 3:30 pm

Concurrent Sessions

Davis-Bacon Requirements - CM I 1.5

- Davis-Bacon Compliance Requirements
- Best practices for Davis-Bacon documentation

Presenters

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

- 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

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)
- Management Roundtable: Promoting Morale/Team Building (Moderator: Marcy Esbjerg, Community Development Director, Pasco County, FL)
- Changing Your Program Year Start Date (Moderator: Hans Mach, Community Development Administrator, McHenry County, IL)
- 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)
- HOME Property Standards
- Long-Term Capacity Building of CHDOs
- Improving CDBG Program Timeliness (Moderator: Raymond Webster, Los Angeles County, CA)
- Multi-Year Planning of Projects (Moderator: Diana Serna, Hidalgo County, TX)
- Management Roundtable: Dealing with Difficult/Underperforming Employees (Moderator: Nancy Mikeska, Community Development Director, City of Conroe, TX)
- NCDA Trainer Issues, Policy and Procedures

4:45 pm – 6:00 pm

Regional Caucus Meetings (Open to All Conference Participants)

Region I (New England)
Region II (NY/NJ)
Region III & IV (Mid-Atlantic/Southeast)
Region V/VII/VIII (Midwest/Great Plains)
Region VI (Southwest)
Region IX (Pacific)
Region X (Northwest)

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)

- Management Roundtable: Promoting Morale/Team Building (Moderator: Marcy Esbjerg, Community Development Director, Pasco County, FL)
- Changing Your Program Year Start Date (Moderator: Hans Mach, Community Development Administrator, McHenry County, IL)
- 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)
- HOME Property Standards
- Long-Term Capacity Building of CHDOs
- Improving CDBG Program Timeliness (Moderator: Raymond Webster, Los Angeles County, CA)
- Multi-Year Planning of Projects (Moderator: Raymond Webster)
- Management Roundtable: Dealing with Difficult/Underperforming Employees (Moderator: Nancy Mikeska, Community Development Director, City of Conroe, TX)
- NCDAs Trainer Issues, Policy, and Procedures

10:00 am – 11:25 am

Concurrent Sessions

Emergency Solutions Grants Program (ESG) Best Practices - CM | 1.5

This session will focus on local ESG program administration and implementation best practices.

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

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
NCDAs 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

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

Moderator:
Vicki Watson
NCDAs Executive Director

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

1:00 pm – 2:30 pm

Awards Luncheon – Congressional Ballroom

Moderator:
Vicki Watson
NCDAs 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*

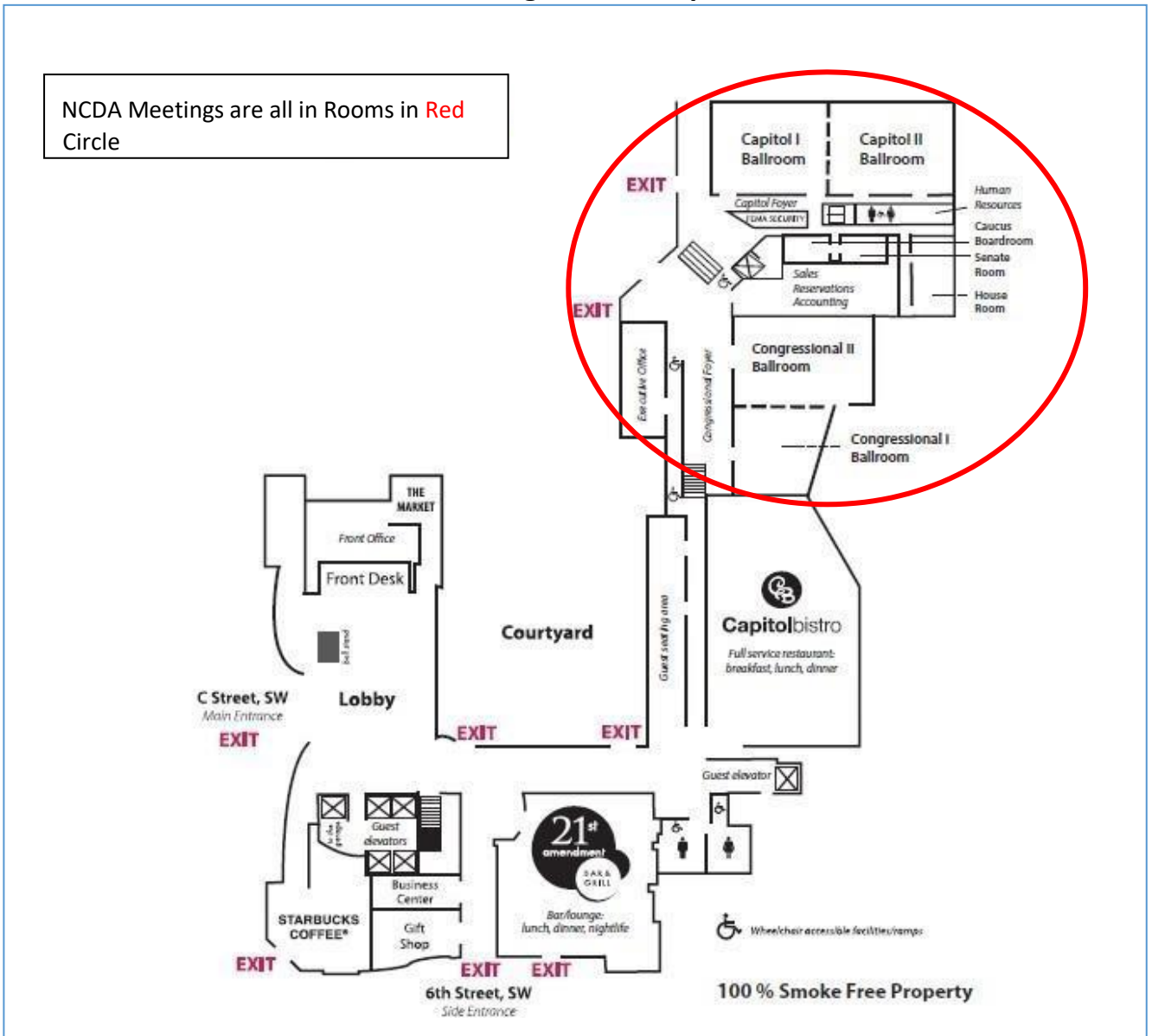
*McHenry County, IL
Pearl Street Commons*

*Fall River, MA
Knitting Mills Apartments*

*Quincy, MA
The Watson*

*Tulsa, OK
Altamont Apartment Rehabilitation*

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.