



HOME Basics

April 6-8, 2020

Santa Cruz, California

Training Venue Location

Civic Auditorium
Tony Hill Training Room
307 Church Street
Santa Cruz, CA 95060

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.



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 15** (15 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.asp>. 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.

Early Registration (February 28, 2020)

NCDA Member Cities/Counties: \$450/person Non-Member Cities/Counties: \$550/person

General Registration (February 29 - March 16, 2020)

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

Late Registration* (March 17 - April 3, 2020)

Members: \$650/person Non-Members: \$750/person

****Note, late registration is allowed via credit card only, payment by check is not allowed***

Cancellation Deadline: (March 16, 2020)

- To cancel, contact Steve Gartrell at sgartrell@ncdaonline.org
- Cancellation made before the cancellation deadline will be fully refunded.
- Cancellation made after the deadline will not be refunded; instead, a staff person may be substituted at no charge, or credit for a future course may be issued (less a \$100 cancellation fee).
- No shows will be charged 100% of the registration fee.

Payment Deadline: (March 23, 2020)

Payment **must** be received before the class date for admittance to class. During the registration process, you will have the option to pay by credit card or to receive an invoice.

- Payment by check is due *no later than* two weeks before the class begins
- Payment not received by two weeks before the class begins must be made via credit card, contact Michael Lightfield at michael@ncdaonline.org for assistance
- Payment for registrations made during the late registration period are to be made via credit card only

TRAINING SITE: The training will be held at **Civic Auditorium, Tony Hill Training Room, 307 Church Street, Santa Cruz, CA 95060**. Please arrive in the training room 15 minutes early on the first day of the training for registration purposes.

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.

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.*

- Dream Inn Santa Cruz, 175 W Cliff Dr., Santa Cruz, CA 95060, (844) 510-1746
- Hyatt Place Santa Cruz, 407 Broadway Ave., Santa Cruz, CA 95060, (831) 226-2300
- Sea & Sand Inn, 201 W Cliff Dr., Santa Cruz, CA 95060, (831) 471-7564

AIRPORT TRANSPORTATION

Norman Y. Mineta San Jose International Airport (SJC) is 33 miles from the training venue. It is served by numerous airlines. More information is available at <https://www.flysanjose.com/> .

GROUND TRANSPORTATION

Ground transportation options include hotel shuttles (check with hotel to determine service), paid shuttles, public transportation, taxis, ride shares, and rental cars. Additional information can be found on the airport website: <https://www.flysanjose.com/> .

DRESS - *Business casual*

QUESTIONS? Contact Heather Johnson at hjohnson@ncdaonline.org



HOME Basics 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)