National Community Development Association
51st Annual Conference
June 24-26, 2020
The Saint Paul Hotel
Saint Paul, MN

Draft Agenda*
*This agenda is subject to change until becoming final

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. We will be adding sessions to the list as the agenda is finalized. 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.

Pre-Conference Training - Tuesday, June 23, 2020

Pre-Conference Training Registration
8:00 am – 9:00 am

Conference Registration
12:00 pm – 5:00 pm

Pre-Conference Training
9:00 am – 4:00 pm

CDBG Basics Primer CM I 6
This training will cover the fundamentals of CDBG including national objectives and eligible activities, eligible costs and regulations, limitations on expenditures, program administration, financial management, monitoring, crosscutting Federal requirements overview, conflict of interest, and resources.

CDBG Subrecipient Management Primer CM I 6
This training will be a condensed version of NCDA’s two-day Managing CDBG Subrecipients course. While this training covers subrecipient management in the context of Public Service activities, the basic concepts covered apply broadly. Points of emphasis will be: (1) the subrecipient agreement; (2) training subrecipients; (3) setting up grantee and subrecipient files; (4) tracking subrecipients; (5) monitoring; (6) 2 CFR 200 requirements; and (7) problem solving.

HOME Program Primer CM I 6
This training will cover the fundamentals of the HOME program to include eligible and prohibited activities, eligible costs, CHDOs, program and project requirements, rental projects, homeownership projects, housing rehabilitation, tenant-based rental assistance, HOME match, and quality program administration.

IDIS Primer
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.

4:15 pm – 5:15 pm  
**New Member/First-Time Attendee Orientation**  
Are you new to NCDA? Want to learn more about the Association? Want to become more involved in the Association? This orientation will provide an introduction to NCDA for new members and first-time conference participants.

**Pre-Conference Networking Event: Reception at Keg & Case**  
6:00 pm to 9:00 pm

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**Wednesday, June 24, 2020**

8:00 am – 5:00 pm  
Conference Registration and Information

8:00 am – 9:00 am  
Breakfast

9:00 am – 9:30 am  
**Welcome and Agenda Overview**

9:30 am -11:00 am  
**Concurrent Sessions**

**Environmental Reviews**  
This session will focus on environmental review requirements and compliance.

**Consolidated Plan 101**  
This session will focus on the basic outline of a Con Plan, citizen participation tips, important timelines, and submitting the document to HUD.

11:00 am – 12:15 pm  
**Concurrent Sessions**

**CDBG Best Practices**  
This session will focus on the following program areas:

- Neighborhood Revitalization Strategy Areas (NRSAs)
- Designing a micro-lending program
- Code enforcement

**Local Affordable Housing Trust Funds**  
This session will cover local housing trust fund best practices, including leveraging techniques and affordable housing outcomes.

**Best Practices for CAPER Reporting**  
This session will provide recommendations and tips to ensure proper population of data in your CAPER, completing the CAPER set-up and submission in IDIS, troubleshooting common issues, and developing a CAPER that is readable.

12:15 pm – 1:30 pm  
**Lunch on your own**
Concurrent Sessions

What’s Up with Opportunity Zones
This session will provide the latest updates on Opportunity Zones and profile developments that incorporate Opportunity Zone investment to create affordable housing and support community revitalization efforts.

Homeowner Rehab Program Best Practices
This session will focus on the following topics.

- Structuring a single-family rehab program
- Inspections
- Contractor recruitment and retention
- Working with the homeowner
- Lead-based paint compliance requirements

Concurrent Sessions

CDBG Public Services
This session will focus on strategies to increase the diversity of applicants and funded services, evaluate projects for effectiveness and ensure the public services match the needs of the community, and implementing policies to detect and avoid fraud and ensure program compliance.

Local Advisory Boards
This session will offer insight on how to create constructive and productive local advisory boards to assist in carrying out your CDBG and HOME programs.

Regional Caucus Meetings

- Region 1 (New England)
- Region 2 (NJ/NY)
- Regions 3 and 4 (Mid-Atlantic/Southeast)
- Regions 5/7/8 (Midwest/Great Plains/Rocky Mountain)
- Region 6 (Southwest)
- Region 9 (Pacific)
- Region 10 (Northwest)

Evening Networking Activity: Reception at Como Park Zoo and Conservatory

Thursday, June 25, 2020

8:00 am – 5:00 pm
Conference Registration and Information

8:00 am – 9:00 am
Breakfast/General Announcements/Welcome

8:00 am – 9:00 am
Subcommittee Meetings
- Membership
- Planning and Professional Development

9:00 am – 10:30 am
Plenary Session

**HUD Update**
HUD Headquarters will provide an update on the latest policy and program changes affecting CDBG, HOME, and HUD’s homeless assistance programs.
10:30 am – 10:40 am
Break

10:40 am – 12:00 pm
Plenary Session

**Financial Management of Federal Programs**
This session will focus on the importance of sound financial management practices, principally program timeliness and costs principles, to ensure federal funds are properly spent and program goals are achieved.

- Developing written policies and procedures
- Program timeliness
  - Budget management and tracking
  - Commitment and expenditure deadlines
  - Efficient and regular drawdown and disbursement of program funds
- Cost Principles
  - Allowable costs
  - Unallowable costs
- Internal controls

12:00 pm to 1:30 pm
Lunch on your own

12:00 – 1:30 pm
Board of Directors Luncheon Meeting

1:30 pm to 1:45 pm
Board the Buses for the Projects Tour

1:45 pm – 4:45 pm
Local Projects Tour
Narratted bus tour of affordable housing and community development projects. PLEASE SIGN-UP FOR ONLY ONE BUS TOUR when you register for the conference.

**Bus Tour #1: Saint Paul’s Housing Development Projects**
Saint Paul staff will lead a tour of the city by coach bus, featuring stops at housing developments that have been assisted with CDBG or HOME. We’ll take you through two historic districts and show you a sampler of various neighborhoods facing various challenges. You’ll see new construction, rehabs, single-family and multi-family. Along the way, you’ll learn a bit as well about the history of Saint Paul.

**Bus Tour #2: Saint Paul’s Community Development Projects**
This coach bus tour, led by Saint Paul staff, will bring you to see some recent investments, including the sprawling Hmong Village market, a concentration of small business façade improvement projects, and a new construction mixed-use complex which utilizes a community land trust ownership structure.

7:00 pm – 10:00 pm
**Evening Networking Event: NCDA Conference Reception (at the Hotel)**
Friday, June 26, 2020

8:00 am – 5:00 pm
Conference Registration and Information

8:00 am – 9:00 am
Breakfast/General Announcements

9:00 am – 10:30 am
Concurrent Sessions

Section 3
This session will provide information on Section 3 compliance and successful Section 3 strategies.

HOME Best Practices
This session will showcase best practices in the following areas of affordable housing development

- Designing a TBRA program
- Effective homeowner development strategies

Lead Program Administration Best Practices
This session will cover best practices for implementing HUD’s lead-based paint abatement rules.

10:30 am – 11:30 am
Roundtable Discussions
These informal discussions provide the opportunity for participants to gain insight on the subject matter and query other participants on the topic.

- Planning for your next 5-year Con Plan
- Developing and implementing a corrective action plan for poor performing subrecipients
- HOME subsidy layering
- Motivating employees
- Creative community engagement
- Interacting with your local HUD office
- Changing your program year
- Conference planning for NCDA’s regional organizations
- Adding Section 108 Funds to Your CDBG Program
- Using Technology and Grassroots Organizing to Better Engage the Community
- CDBG Eligible/Ineligible Activities
- Best Practices for Data Gathering

11:30 am – 12:30 pm
Roundtable Discussions (Repeated)
These informal discussions provide the opportunity for participants to gain insight on the subject matter and query other participants on the topic.

- Planning for your next 5-year Con Plan
- Developing and implementing a corrective action plan for poor performing subrecipients
- HOME subsidy layering
- Motivating employees
- Creative community engagement
- Interacting with your local HUD office
- Changing your program year
- Conference planning for NCDA’s regional organizations
- Adding Section 108 Funds to Your CDBG Program
- Using Technology and Grassroots Organizing to Better Engage the Community
- CDBG Eligible/Ineligible Activities
- Best Practices for Data Gathering

12:30 pm – 2:30 pm
Awards Luncheon and Annual Business Meeting

2:30 pm
Conference Adjourns