

**2023 NCDA Winter Legislative, Policy and Professional Development Meeting**  
**Washington, DC – January 24-27, 2023**  
**Pre-Conference Training: January 24, 2023**  
**#NCDA2023DC**  
**AGENDA DRAFT**

*NCDA members are encouraged to schedule Congressional visits during the conference to educate Congress on the importance of CDBG and HOME, how the funds are being used back home, and the need for more funding. There are several allotted times in the agenda for meeting with your Congressional Members. 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 24 – 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**

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

- **HOME Basics Program Primer - CM I 6**

If you are new to the HOME Program, with less than one year of experience, this Primer will serve as a prerequisite to the intensive, online HOME Basics Course. The Primer will provide a basic but comprehensive overview of the HOME program including regulations, eligible activities, general program requirements and administration.

Trainer: Darwin Wade, Dallas, TX

- **CDBG Basics Primer - CM I 6**

This course is a prerequisite for the comprehensive CDBG Basics Course. This training covers 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.

Trainer: Shirletta Best, McKinney, TX

- Subrecipient Management Primer - CM I 6

This course is a prerequisite for the Subrecipient Management Course. The Primer focuses on subrecipients engaged in delivering public service activities. The management and oversight principles are applicable for all Consolidated Plan program subrecipient activities.

The course follows the CDBG subrecipient management process linearly, starting with establishing priorities in the Consolidated Plan and concluding with HUD's role in overseeing the grantee's relationship with its subrecipients.

Trainer: John Callow, Murfreesboro, TN

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 25**

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.

9:00 am – 10:00 am

**Plenary Session: Legislative Update on HUD Program Funding**

House staff will provide an update on FY23 HUD funding to include CDBG, HOME and HUD's homeless assistance grants and provide a roadmap for the FY23 appropriations process and discuss actions you can take to educate your Congressional members on CDBG and HOME.

10:00 am – 10:15 am

Break

10:15 am – 12:00 pm

**Concurrent Sessions**

**Using CDBG for Eligible Activities (and Housing)**

This session will focus on determining eligible projects and activities. Grantees will share their best practices in the following areas: activities in an area-wide benefit, proposed activities by elected officials, using CDBG for eligible housing activities and more.

**Using HOME Funds for New Multi-Family Construction**

This session will provide information to grantees on selecting shovel ready multi-family new construction projects, layering HOME with other funding and HOME requirements.

**Environmental Review Update/HEROS Overview**

HUD's Office of Environment and Energy will provide an update on environmental review topics including, HUD rulemaking, HOME/Housing Trust Fund alignment, and 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.

12:00 pm – 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****Creating Permanent Housing for Homeless Neighbors**

This session will feature large and small Entitlements who have used their grant funds to create permanent housing units dedicated for those experiencing homelessness. Learn about eligible activities with various grant sources, partnering with nonprofits and the Continuum of Care and the importance of wrap around services for client success.

**Choosing and Monitoring Subrecipients**

This session will provide information on how to choose nonprofit partners to be successful subrecipients to deliver programs and projects for your City/County. The session will cover implementing desktop and in person monitoring to ensure successful use of grant funding.

**Section 3 Local Strategies**

This session will focus on local best practices for implementing Section 3. The session will include a focus on removing barriers to employment, connecting residents to job training programs and employment opportunities, and contracting with Section 3 businesses.

3:30pm – 3:40 pm

Break

3:40 pm – 4:45 pm

**Concurrent Sessions****Ethics and Conflict of Interest**

During this session, HUD staff will explain the importance of operating your CPD programs with the highest level of integrity and how to ensure you avoid all conflicts of interest.

**Understanding Census Data**

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 about how to understand and use census data to tell the story of the needs in your community.

**HOME Strategies to Meet Needs in Your Community**

This session will feature actual examples from NCDA member communities on using HOME funds for Tenant Based Rental Assistance, Down Payment Assistance and Single-Family Home Construction. Learn best practices, avoid pitfalls and understand lessons learned to take home to your own community.

**THURSDAY, JANUARY 26**

8:00 am – 9:00 am	<b>Breakfast – <i>Capitol Foyer</i></b>
8:00 am – 5:00 pm	<b>Registration/Information – <i>Congressional Foyer</i></b>
8:45 am – 9:45 am	<b>Plenary Session: Affordable Housing in a Rising Cost Market</b> As communities across the country faced housing rents and sale prices increase exponentially, the need for affordable housing has become more dire. What are the barriers and how to overcome them? Local policies can help and hinder the cause. Learn what NCDCA member communities are doing to build, retain or acquire affordable housing units.
10:00 am – 11:00 am	<b>Plenary Session: New Reporting Requirements in the Con Plan/Annual Action Plan</b> Join HUD staff as they review the new reporting requirements which include resiliency, broadband and Violence Against Women’s Act reporting. Learn what you need to include for your Annual Action Plan or Five Year Consolidated Plan.
11:15 am – 12:45 pm	<b>Plenary Session: HUD Program Update</b> 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
12:45 pm – 2:30 pm	<b>Hill Visits/Lunch on Your Own</b> <i>Please arrange the visits ahead of time with your Congressional offices. These visits are not mandatory.</i>
12:45 pm – 2:30 pm	<b>Board of Directors Luncheon Meeting</b>
2:30 pm - 3:30 pm	<b><u>Concurrent Sessions</u></b> <b>Using CDBG for Homeless Initiatives</b> This session will highlight examples from NCDCA member communities on actual CDBG programs and projects implemented to serve those experiencing homelessness in their communities.  <b>HOME ARP Allocation Plan to Implementation</b> Join NCDCA member communities as they discuss their successes and challenges with the submission of their HOME ARP Allocation Plan as well as the implementation of approved HOME ARP activities.  <b>HELP! HUD Is Coming to Monitor!</b> You’ve received a letter from your HUD Office notifying you of an onsite monitoring visit. Where to start? What to expect? This session will include practical tips and real life examples to help you prepare for a HUD monitoring visit.
3:30 pm – 3:45 pm	Break
3:45 pm – 4:45 pm	<b><u>Roundtable Discussions</u></b> <ul style="list-style-type: none"><li>• Management Roundtable: Boosting Morale During a Heavy Workload</li></ul>

	<ul style="list-style-type: none"> <li>• Improving CDBG Program Timeliness</li> <li>• Making a Substantial Amendment to Your Action Plan (proper steps for doing a substantial amendment to an action plan)</li> <li>• Creating and Executing CDBG Subrecipient Agreements</li> <li>• Recruiting and Working with CHDO's</li> <li>• Congregate versus Non-congregate Shelters</li> <li>• Documenting Match for HOME</li> <li>• NCDAs Training Program: Policy, Procedures and Scheduling – <i>Current and Potential Trainers</i></li> </ul>
4:45 pm – 6:00 pm	<p><b><u>Regional Caucus Meetings (Open to All Conference Participants)</u></b></p> <p>Region I (New England)</p> <p>Region II (NY/NJ)</p> <p>Region III &amp; IV (Mid-Atlantic/Southeast)</p> <p>Region V/VII/VIII (Midwest/Great Plains)</p> <p>Region VI (Southwest)</p> <p>Region IX (Pacific)</p> <p>Region X (Northwest)</p>
7:00 pm – 10:00 pm	<b>Conference Reception – <i>Congressional Ballroom &amp; Foyer</i></b>
<b><u>FRIDAY, JANUARY 27</u></b>	
8:00 am – 12:00 pm	<b>Registration/Information – <i>Congressional Foyer</i></b>
8:00 am – 9:00 am	<b>Breakfast – <i>Capitol Foyer</i></b>
9:00 am – 10:00 am	<p><b><u>Roundtable Discussions (Repeated)</u></b></p> <ul style="list-style-type: none"> <li>• Management Roundtable: Boosting Morale During a Heavy Workload</li> <li>• Improving CDBG Program Timeliness</li> <li>• Making a Substantial Amendment to Your Action Plan (proper steps for doing a substantial amendment to an action plan)</li> <li>• Creating and Executing CDBG Subrecipient Agreements</li> <li>• Recruiting and Working with CHDO's</li> <li>• Congregate versus Non-congregate Shelters</li> <li>• Documenting Match for HOME</li> <li>• NCDAs Training Program: Policy, Procedures and Scheduling – <i>Current and Potential Trainers</i></li> </ul>
10:00 am – 11:25 am	<p><b><u>Concurrent Sessions</u></b></p> <p><b>Best Practices for Engaging Your Citizens</b></p> <p>This session will focus on effective strategies for engaging your citizens and specifically, those being served by your CPD programs. Whether it's low-and-moderate income households, households with lived experience with homelessness or business owners serving an LMI area, it is critical to hear from your citizens in the development of and your review of your Action Plan and Consolidated Plan. In this session, you will hear from NCDAs member communities on best practices for engaging these population groups.</p>

### **Single Family Rehab Programs**

As construction and resale prices continue to rise for single family homes, it is imperative to help our LMI homeowners remain housed. Single family rehab, using both CDBG and HOME funds is an effective tool for your community for housing retention. Learn how to implement a program, engage contractors, prioritize clients and work. Discussions will include loan forgiveness versus program income, grant requirements and common pitfalls.

11:25 am – 11:30 am

Break

11:30 am – 1:00: pm

**Plenary Session: Community Development Best Practices** Winners of the 2023 Audrey Nelson Community Development Achievement Award will present their outstanding community development projects.

1:00 pm – 2:30 pm

### **Awards Luncheon – *Congressional Ballroom***

#### *Moderator:*

Vicki Watson  
NCDA Executive Director

#### Guest Speaker

2023 Audrey Nelson Community Development Award  
Winners:

[illegible]

- 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.