



**Advanced HOME
HOME Underwriting/Subsidy Layering
October 2 – 4 , 2023
*Saint Paul, Minnesota***

Training Venue Location

US Bank Center
1603 Training Center
101 E. 5th St. E
Saint Paul, MN 55101

Course Overview

Advanced HOME (2 Days)

The National Community Development Association (NCDA) is pleased to announce the delivery of a two-day Advanced course focusing on the HOME Investment Partnerships Program. This course provides a follow-up to the HOME Basics course with a more detailed look at 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.

The course begins with a brief review of HOME requirements, followed by a hands-on review of housing data resources used to identify HOME-funded activities that best meet the needs of local communities. Participants will delve into the details of different types of HOME activities, including using HOME with Low-Income Housing Tax Credits (LIHTC), HOME and Permanent Supportive Housing for Individuals experiencing homelessness, CHDO projects, homebuyer programs, and rental projects. Examples are based on experiences of NCDA member-practitioners.

Course participants will receive a manual that includes HOME resources, and sample HOME policies, grant agreements, and compliance checklists. Group exercises are built into the course, designed to increase networking among attendees, and sharing of actual HOME experiences.

NCDA's Advanced HOME has been developed for practitioners who have completed HOME Basics and have two or more years of HOME experience.

HOME Underwriting/Subsidy Layering (1 Day)

The third day's session will focus on the new HOME Underwriting/Subsidy Layering requirements and because HUD is going to be requiring CDBG grantees to establish CDBG underwriting policies/guidelines, how the HOME Guidelines may serve as the basis for establishing CDBG underwriting guidelines. The course is based upon the latest guidance from HUD on how to conduct underwriting and subsidy layering for homebuyer and rental development projects.

Registration & Agenda

A course agenda is attached. The Early Course fee is \$475 for members and \$575 for non-members. Early Registration is available through July 28, 2023. In order to ensure a spot in the class, please register online at <http://www.ncdaonline.org/home>. If your community is sending more than one person to this training, please register each person on the same registration screen. If your organization registers four or more participants on the same screen, a 15% discount will be automatically applied. [Please contact NCD Staff with any questions.](#)



Note to NCD Members who are **AICP** credentialed: NCD 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 17** (17 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/> . 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 NCD A staff.](#)

Early Registration (Through July 28, 2023)

NCD A Member Cities/Counties: \$475/person

Non-Member Cities/Counties: \$575/person

General Registration (July 29 - September 8, 2023)

NCD A Member Cities/Counties: \$575/person

Non-Member Cities/Counties: \$675/person

Late Registration* (September 9– September 29, 2023)

NCD A Member Cities/Counties: \$675/person

Non-Member Cities/Counties: \$775/person

**Note, late registration is allowed via credit card only, payment by check is not allowed. Late registrations cannot be cancelled.*

Cancellation Deadline: (September 8, 2023)

- To cancel, contact Heather Johnson at hjohnson@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: (October 2, 2023)

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

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.*

All Hotel and air transportation information provided by the host community.

TRAINING SITE: The training will be held at US Bank Center, 1603 Training Center, 101 E. 5th St. E, Saint Paul, MN 55101. Please arrive in the training room 15 minutes early on the first day of the training for registration purposes.

HOTEL

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.

- **Double Tree by Hilton**, 411 Minnesota St, Saint Paul, MN (651)291-8800
- **Hyatt Place Saint Paul**, 180 Kellogg Blvd, Saint Paul, MN (651)647-5000
- **Saint Paul Hotel**, 350 N Market St, Saint Paul, MN (651)292-9292

AIRPORT TRANSPORTATION

Minneapolis Saint Paul International Airport (MSP) is located 10 miles from the training venue. It is served by multiple airlines. More information is available at the airport website: <https://www.mspairport.com/>

GROUND TRANSPORTATION

Options include public transportation, shuttle, express bus, taxi, ride share, and rental car. More information available here: <https://www.mspairport.com/directions/ground-transportation>

DRESS - Business casual

QUESTIONS? Contact Heather Johnson at hjohnson@ncdaonline.org



Advanced HOME HOME Underwriting/Subsidy Layering Course Agenda

DAY ONE: 9:00 a.m. - 4:30 p.m.

Introductions & Course Objectives

I. Review of HOME Basics

- A. One-page summary of HOME caps, deadlines, affordability periods, etc.
- B. HOME Regulation Highlights

II. Know Your Housing Market

- A. Where are the gaps -- using data to identify priority housing needs
- B. Selecting an effective mix of HOME activities

III. A Focus on the Partnerships in HOME Investment Partnerships Programs

- A. How partnerships can change the dynamic of your HOME program
- B. Homeowner Housing: CHDO Partnerships
- C. Rental Housing: HOME and Low-Income Housing Tax Credits
- D. Multi-Jurisdiction Projects

IV. Program Income and Match

- A. Using PI to maximize funds for housing
- B. Meet Your Match

DAY TWO: 9:00 a.m. - 4:30 p.m.

V. Serving Special Populations

- A. Housing for Persons with Disabilities
- B. Housing for Homeless
- C. Addressing Other Special Needs Populations

VI. Monitoring

- A. Using IDIS to Your Advantage – Reports and Flags
- B. Desk Reviews and On-site Monitoring Strategies
- C. Avoiding common HOME monitoring findings

VII. Policies and Procedures

- A. Reviewing Your Policy Portfolio
- B. Making a list and checking it twice

VIII. The Future of HOME

- A. Telling Your Story
- B. Increasing Community Support

HOME Underwriting/Subsidy Layering

DAY THREE: 8:30 a.m. - 4:30 p.m.

- I. HOME rule requirements related to underwriting and subsidy layering**
- II. Subsidy layering**
 - A. Ensure appropriate HOME subsidy
 - B. Make sound investments over long term
 - C. Accurately project income and expenses
- III. Multi-family underwriting for rental housing development projects**
 - A. Rental developer capacity
 - B. Key elements of underwriting
 - C. Underwriting risk areas
- IV. Single Family underwriting for homebuyer development projects**
 - A. Market assessment
 - B. Homebuyer developer capacity
 - C. Underwriting – two step process
 - 1. Development
 - 2. Homebuyer
- V. Resources**