

Community Planning and Development Training 2009 Courses

• Basic HOME & CDBG • Energy Efficiency • HOME Administration • HOME Certification—Administration

Agreements • Basic HOME & CDBG • Energy Efficiency • HOME Administration • HOME

• HOME Certification—Regulations • HOME IDIS Basics—Updated • HOME & NSP • Making It Work



• Mixed Income Housing • Monitoring HOME • Resale and Recapture • Running It Right • Written

Go to www.cpdtraininginstitute.com to register and get agendas and dates!

Community Planning and Development Training

Welcome to the **U.S. Department of Housing and Urban Development's Community Planning and Development Training**. Over the next year, HUD will offer the following seminars throughout the country to share information with officials of state and local governments administering HOME Programs, nonprofit housing organizations and HUD staff as they work together to improve and renew America's communities. For a complete course schedule and online registration go to www.cpdtraininginstitute.com.

Course Descriptions

Basic HOME and CDBG: An Overview of Program Requirements

This introductory class will highlight the basic regulatory requirements of the HOME and of CDBG programs. The class summarizes the eligible affordable housing activities under each program, including topics such as eligible costs, national objectives, low income targeting, and affordability periods. It also compares and contrasts the requirements for homeowner rehabilitation, rental housing and homebuyer housing programs. The class discusses program administration under each program as well as monitoring and recordkeeping. This is a basic, foundation seminar appropriate for any level of staff. PJ and CHDO or other HOME-eligible nonprofit staff are eligible to attend.

Effective Written Agreements

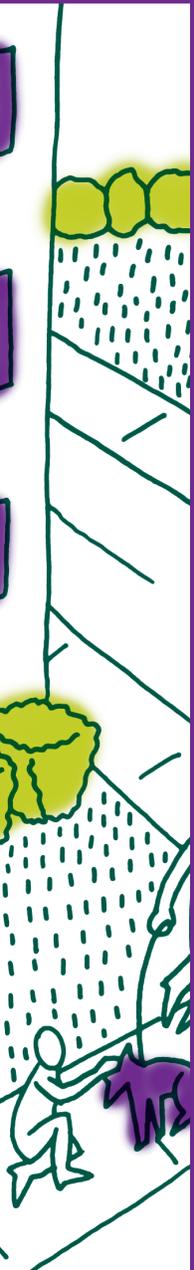
This seminar highlights the types of HOME Program written agreements that are required for various PJ partners. It also describes other clauses that PJs may wish to add to create an effective written agreement. Finally, the seminar discusses how PJs can enforce the agreement clauses. This is an in-depth seminar on the written agreement requirements. The course is targeted at a beginner audience. PJ staff are eligible to attend.

Energy Efficiency

This course will describe how the PJ can incorporate energy efficiency measures into rehabilitation and new construction programs. The class will discuss the Energy Star New Homes Program and energy star standards for appliances and products. Finally, the course will discuss other building performance issues such as water conservation, moisture control, and indoor air quality. This is an intermediate class that assumes that attendees have a basic understanding of construction activities under HOME. PJ program managers, housing program rehabilitation and construction specialists, subrecipients and CHDOs that undertake construction programs for PJs are eligible to attend.

HOME Certified Specialist—Administration

This class is a continuation of HUD's certified specialist training series. This class focuses on PJ staff that are experts in managing and overseeing the implementation of HOME Programs. It highlights topics such as: written agreements; approaches to program administration; financial management; selecting projects; operating policies and procedures; choosing and monitoring CHDOs, subrecipients and developers; recordkeeping and reporting; and analyzing IDIS and HUD Reports. During the class, participants will take an exam on applicable administrative



topics and attendees who pass the exam will be awarded a certificate by HUD. *This is an advanced class and it assumes that attendees already have an in-depth knowledge of the HOME regulations. Participants will only be allowed to register if they have at least five years of experience in directly operating or managing HOME programs. This course is only open to PJ and HUD staff. This course is not appropriate for nonprofits, subrecipients, developers or other for-profit entities. The staff of local public agencies that receive HOME funds from the state and who wish to attend must receive state permission. Go to www.cpdtraininginstitute.com for more information.*

HOME Certified Specialist—Regulations

The *HOME Certified Specialist—Regulations* class provides an in-depth overview of the HOME Investment Partnership (HOME) Program regulations. The class provides a summary of all program activities, including homeowner and homebuyer, rental housing, tenant-based rental assistance, and CHDO activities. This course is a comprehensive summary of the HOME Program and it is taught at a rapid pace, with the assumption that all attendees already have a strong foundation in the HOME Program. At the conclusion of the class, participants take an exam. If they pass the exam, they are designated as a Certified Specialist by HUD. *This is an advanced course. PJ staff will only be allowed to register if they have at least a year of direct HOME experience. This course is not open to for-profit entities other than HOME-funded TA providers and nonprofits are only permitted to register if the class does not fill with PJ and HUD staff.*

Making It Work: Implementing the Lead Safe Housing Rule in CPD-Funded Programs

The course focuses on common implementation challenges and uses a combination of lecture, discussion, and exercises to identify concrete steps that participants can take to achieve compliance and enhance program operations. This two-day course is divided into three parts: Foundations, which provides an overview of the Lead Safe Housing Rule; Rehabilitation Programs, which focuses on the unique challenges of rehabilitation; and Other Activities, which covers the implementation challenges for homebuyer programs, TBRA, and special needs programs. A basic understanding of the LBP rules is highly recommended prior to enrolling in this course. PJ staff are eligible to attend.

Mixed Income Housing and the HOME Program

This seminar discusses how to develop mixed income rental housing using public and private financing and will draw heavily on lessons learned from successful mixed income housing developments around the country. Although this class will not exclusively focus on underwriting, it will discuss key financing concepts in mixed income housing, as well as ways of structuring rental deals. The class will also discuss important property management and on-going compliance issues for mixed income housing. This is an intermediate seminar. Participants must have a basic knowledge of rental housing under HOME. PJ and CHDO or other HOME-eligible nonprofit staff are eligible to attend.

Monitoring HOME: Ensuring Program Compliance

When asked about their biggest concerns regarding their HOME Program, many PJ staff would answer: fully documenting my files and demonstrating compliance with the wide range of program rules. The penalties for lack of compliance or a lack of records demonstrating compliance can be significant. Monitoring HOME provides guidance on how to monitor and keep records for all HOME eligible activities: homebuyer, rental housing, homeowner rehabilitation, and TBRA. This course also provides techniques for how to create a monitoring plan. It explores monitoring subrecipients, CHDOs, and consortia. This is an intermediate course. This course provides an abbreviated summary of key HOME regulations by activity area and participants need to have passed the HOME Certified Specialist Program—Regulations exam, taken Building HOME or have at least one

year of experience in working with the HOME Program to attend this session. This course is appropriate for any PJ staff responsible for ensuring and documenting program compliance.

Resale and Recapture Requirements

This seminar focuses on the basics of the resale and recapture requirements for homebuyer housing that is funded under HOME. The seminar begins with a brief overview of the basic HOME requirements for homebuyer units, including principal residence and unit quality. The class will then highlight the circumstances under which either resale or recapture can be used and the resulting affordability period. The seminar will discuss means of recording these requirements and PJ actions in the event of homebuyer default. The class will also discuss net proceeds and the mechanisms for tracking and using recaptured funds. In addition, the seminar will discuss means of implementing and enforcing the resale provisions. This is an intermediate seminar. Participants need to have a basic understanding of the HOME rules as they relate to homebuyer housing. PJ and CHDO or other HOME-eligible nonprofit staff are eligible to attend.

Running it Right: The Basics of HOME Program Administration

This class focuses on key HOME administrative topics for staff who may be new to the HOME program and whose job is related to the administration of the PJ. It will cover topics such as: eligible administrative costs; calculating the administrative cap; selecting and overseeing subrecipients and state recipients; CHDO set aside, CHDO operating funds and CHDO proceeds; program policies, procedures and standards; written agreements; monitoring and recordkeeping; the general IDIS requirements and the basics of financial management, including program income. This is a beginner course and assumes elementary knowledge of the basic HOME rules. This class is open to PJs, state recipients, and subrecipients.

Coming Soon!

HOME IDIS Basics—Updated

Coming in Fall/Winter 2009, this is a basic, foundation class that takes participants through the newly re-engineered Integrated Disbursement and Information System (IDIS). The class will focus on key components of IDIS HOME activity set-up and completion. It highlights using IDIS for the following tasks: single and multi address rental activities, homebuyer activities, and homeowner rehabilitation activities; TBRA; administrative activities; CHDO loans; searching HOME activities, cancelling activities; receipting program income; and generating HOME reports. PJ staff are eligible to attend.

HOME & NSP: Creating Affordable Housing, Stabilizing Neighborhoods

Coming in late Spring 2009, HUD will be offering a new class on how to combine HOME together with Neighborhood Stabilization Program (NSP) funds in order to preserve and develop affordable housing. This one day seminar will cover: NSP eligible activities; ways that HOME can be invested in NSP homebuyer and rental projects; meeting low income targeting rules for both HOME and NSP; and key program implementation issues such as administrative costs, program income, and affordability periods. These classes will be open to direct HUD grantees receiving both HOME and NSP funds. Due to anticipated grantee demand, developers, subrecipients and for-profits will not be permitted to attend.

Please periodically check the HUD website at <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/> for more information or sign up for the Office of Affordable Housing Programs HUD list serve at <http://www.hud.gov/subscribe/maillinglist.cfm> in order to receive an announcement of these classes.

Training Seminar Locations

For additional information on new and scheduled deliveries, please go to the CPD HOME Trainings webpage at www.cpdtraininginstitute.com. Information on courses coming soon will also be advertised on the Office of Affordable Housing Programs Listserve; to sign up go to <http://www.hud.gov/subscribe/maillinglist.cfm>. Please note that room blocks for hotels are limited, so please book hotel rooms immediately after receiving a confirmation letter from the registrar.

Basic HOME and CDBG

May 6-7, 2009

Omaha, NE

**Doubletree Hotel Downtown
Executive Meeting Center**

1616 Dodge Street
Omaha, NE 68102

(402) 346-7600

Guest room cut-off: April 17, 2009

(Please mention "Basic HOME and CDBG" and the dates of the training when making guest room reservations.)

Energy Efficiency

June 23-24, 2009

Chicago, IL

Wyndham Chicago

633 North St. Clair
Chicago, IL 60611

(312) 573-0300

Guest room cut-off: June 1, 2009

December 8-9, 2009

Los Angeles, CA

Wilshire Grand Hotel

930 Wilshire Boulevard
Los Angeles, CA 90017

(213) 688-7777

Guest room cut-off: November 18, 2009

(Please mention "Energy Efficiency" and the dates of the training when making guest room reservations.)

HOME Certified Specialist— Administration

April 28-30, 2009

Fort Worth, TX

**Sheraton Fort Worth Hotel and
Spa**

1701 Commerce Street
Fort Worth, TX 76102

(817) 335-7000

Guest room cut-off: April 6, 2009

July 21-23, 2009

Baltimore, MD

Pier V

711 Eastern Avenue
Baltimore MD 21202

(410) 539-2000

Guest room cut-off: June 29, 2009

November 3-5, 2009

Seattle, WA

Marriott Seattle Waterfront

2100 Alaskan Way
Seattle, WA, 98121

(800) 455-8254

Guest room cut-off: October 12, 2009

(Please mention "HOME Certified Specialist—Administration" and the dates of the training when making guest room reservations.)

Course coming soon to the following area(s):

Minneapolis, MN (October)

HOME Certified Specialist— Regulations

June 2-4, 2009

Manchester, NH

**HUD Manchester Regional
Field Office**

Norris Cotton Federal Building

275 Chestnut Street
3rd Floor Conference Center

Manchester, NH 03101

See cpdtraininginstitute.com for nearby hotels.

June 16-18, 2009

Knoxville, TN

Hilton Knoxville

501 West Church Avenue
Knoxville, TN 37902

(865) 523-2300

Guest room cut-off: May 25, 2009

June 23-25, 2009

San Francisco, CA

HUD San Francisco Regional Office

600 Harrison Street (cross street 2nd)
3rd Floor Conference Rooms

San Francisco, CA 94107

Hotel Reservations:

**Courtyard Marriott San Francisco
Downtown**

299 Second Street

San Francisco, CA 94105

(800) 321-2211 or (415) 947-0700

Guest room cut-off: June 1, 2009

July 14-16, 2009
Jacksonville, FL
Marriott Southpoint

4670 Salisbury Road
Jacksonville, FL 32256
(904) 296-2222

Guest room cut-off: June 22, 2009

(Please mention "HOME Certified Specialist—Regulations" and the dates of the training when making guest room reservations.)

Course coming soon to the following area(s):

Oklahoma City, OK (September)
St. Louis, MO (October)
Birmingham, AL (November)

HOME IDIS Basics—Updated

Coming Soon in Fall/Winter 2009!

Registration is not yet being accepted for these classes but please check our website or sign up for the HUD list serve for periodic updates.

Atlanta, GA
Boston, MA
Chicago, IL
Denver, CO
Detroit, MI
Fort Worth, TX
Philadelphia, PA
San Francisco, CA
Seattle, WA
Washington, DC

HOME & NSP

Coming Soon in Spring/Summer 2009! Registration is not yet being accepted for these classes but please check our website or sign up for the HUD list serve for periodic updates.

Atlanta, GA
Columbus, OH
Fort Worth, TX
Hartford, CT
Jacksonville, FL
Los Angeles, CA
Miami, FL
Phoenix, AZ
Milwaukee, WI
San Francisco, CA

Making It Work

April 14-15, 2009
Portland, OR
Embassy Suites Portland Downtown
319 SW Pine Street
Portland, OR 97204
(503) 279-9000
Guest room cut off: March 23, 2009

(Please mention "Making It Work" and the dates of the training when making guest room reservations.)

Mixed Income Housing

April 14-15, 2009
Louisville, KY
Seelbach Hilton Louisville
500 Fourth Street
Louisville, KY 40202
(502) 585-3200
Guest room cut-off: March 20, 2009

(Please mention "Mixed Income" and the dates of the training when making guest room reservations.)

Monitoring HOME

May 19-21, 2009
Kansas City
The Westin Crown Center Hotel
1 East Pershing Road
Kansas City, MO 64108
(888) 627-8538
Guest room cut-off: April 27, 2009

September 1-3, 2009
Columbus, OH
Hyatt Regency Columbus
350 North High Street
Columbus, OH 43215
(614) 463-1234
Guest room cut-off: August 10, 2009

(Please mention "Monitoring HOME" and the dates of the training when making guest room reservations.)

Resale and Recapture

March 26, 2009
Denver, CO
HUD Denver Regional Field Office
1670 Broadway, 25th Floor
Denver, CO 80202
(303) 672-5440
See cpdtraininginstitute.com for nearby hotels.

June 25, 2009
Atlanta, GA
Doubletree Hotel Atlanta
Buckhead

3342 Peachtree Road, NE
Atlanta, GA 30326
(404) 231-1234
Guest room cut-off: June 1, 2009

(Please mention "HUD HOME Program" and the dates of the training when making guest room reservations.)

Running it Right

August 5-6, 2009

Louisville, KY

The Seelbach Hilton Louisville

500 Fourth Street

Louisville, KY 40202

(502) 585-3200

Guest room cut-off: July 10, 2009

(Please mention "Running it Right" and the dates of the training when making guest room reservations.)

Written Agreements

March 24-25, 2009

Denver, CO

HUD Denver Regional Field Office

1670 Broadway, 25th Floor

Denver, CO 80202

(303) 672-5440

See cpdtraininginstitute.com for nearby hotels.

Class begins at 1pm on March 24th.

June 23-24, 2009

Atlanta, GA

Doubletree Hotel Atlanta

Buckhead

3342 Peachtree Road, NE

Atlanta, GA 30326

(404) 231-1234

Guest room cut-off: June 1, 2009

Class begins at 1 pm on June 23rd.

(Please mention "HUD HOME Program" and the dates of the training when making guest room reservations.)



Tip:

Bookmark

www.cpdtraininginstitute.com

Regulations • Monitoring HOME • Energy Efficiency • Making It Work • Basic HOME & CDBG • Energy Efficiency • HOME Administration • HOME Certification—Administration • HOME Certification—Regulations • HOME IDIS Basics—Updated • HOME & NSP • Making It Work • Mixed Income Housing • Monitoring HOME • Resale and Recapture • Running it Right • Written Agreements • Basic HOME & CDBG • Energy Efficiency • HOME Administration • HOME Certification—Administration • HOME Regulations • Making It Work • Mixed Income Housing • Monitoring HOME • Resale and Recapture • Written Agreements • Basic HOME & CDBG • Energy Efficiency • HOME Administration • HOME Certification—Administration • HOME Certification—Regulations • HOME IDIS Basics—Updated • HOME & NSP • Making It Work • Mixed Income Housing • Monitoring HOME • Resale and Recapture • Running it Right • Written Agreements • Basic HOME & CDBG • Energy Efficiency • HOME Administration • HOME Certification—Administration • HOME Regulations • Making It Work • Mixed Income Housing • Monitoring HOME • Resale and Recapture • Written Agreements • Basic HOME & CDBG • Energy Efficiency

☀ ☀ ☀ **IMPORTANT: Space is limited. Please act NOW!!!** ☀ ☀ ☀

Details

Who should attend: Most courses are open to PJ staff, HUD staff, and the staff of non-profits with HOME funding. See each course description for specific prerequisites.

The HOME Certified Specialist—Regulations class is open to PJs and HUD staff with at least one year of HOME experience. The HOME Certified Specialist—Administration class is open to PJ and HUD staff with 5 years of HOME management experience. For the HOME Certified Specialist, the IDIS and the NSP classes, registrations will be taken on a first-come, first-served basis. Due to space availability and high demand for these classes, the number of attendees per PJ may be limited. For all other classes, preference will be given to PJs and non-profits in the jurisdiction of the local HUD field office. Other registrations will be placed on a waiting list and registered as space permits. The waiting list will be cleared approximately 6 weeks prior to the class. Please note that while preference will be given to local registrants for the demand-response classes, you may submit a registration form for any course nationwide.

Cancellation: If you register for a class and later determine that you cannot attend, you must inform the CPD Trainings Registrar of your cancellation at least one week prior to the class. Cancellations must be made by phone (703) 902-1264 or e-mail cpdtrainings@circlesolutions.com. If you do not cancel and do not show up for a class where you are registered, you will be wait-listed if you register for future HUD CPD Training Institute deliveries.

Hotel Reservations: For training sessions held in a hotel, a limited number of guest rooms will be made available at the hotel at a special group rate. Please make your reservations directly with the hotel by the reservation cut-off date listed. Be sure to mention the course title and date of training when making your sleeping room reservations in order to secure the group rate. Please note that making hotel reservations does not register you for CPD trainings. You must register online or by fax or mail. For training sessions held in government offices or other non-hotel meeting space, participants are encouraged to contact their travel agent or look online for appropriate accommodations.

Travel Arrangements: Cost savings are often possible by making advance travel arrangements. However, HUD cannot be responsible for penalties incurred. Do not make airline arrangements that may result in penalties until you receive a written, faxed, or e-mailed confirmation notice from the CPD Trainings Registrar.

Special Needs: The training locations are accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print, or Braille, are requested to contact the CPD Trainings Registrar at (703) 902-1264 no less than three weeks prior to the training so that appropriate arrangements can be made. Individuals using TTY/TDD machines may access the Registrar at (703) 556-4831. You may also indicate your special needs on the online registration form or e-mail your question or request to cpdtrainings@circlesolutions.com.



SORRY, ABSOLUTELY NO TELEPHONE REGISTRATIONS CAN BE ACCEPTED!

MAIL TO: CPD Trainings 8280 Greensboro Drive, Suite 300 McLean, VA 22102 E-mail: cpdtrainings@circlesolutions.com	FOR INFORMATION CALL: CPD Trainings Information Line (703) 902-1264 or TDY/TDD (703) 556-4831	ONLINE AT: Website: www.cpdtraininginstitute.com	FAX TO: CPD Trainings Registrar (703) 821-3247
---	---	---	---

Registration Form

Participants must register by FAX, mail, or online. Please reproduce this form, complete one for each individual who wishes to attend.

ONLINE AT: www.cpdtraininginstitute.com or **FAX TO:** CPD Trainings Registrar (703) 821-3247

See Details section for more contact information.

Check the session(s) you wish to attend:

Basic HOME & CDBG:

May 6-7, Omaha, NE

Energy Efficiency:

- June 23-24, Chicago, IL
 December 8-9, Los Angeles, CA

HOME Certified Specialist— Administration:

- April 28-30, Fort Worth, TX
 July 21-23, Baltimore, MD
 November 3-5, Seattle, WA

HOME Certified Specialist— Regulations:

- June 2-4, Manchester, NH
 June 16-18, Knoxville, TN
 June 23-25, San Francisco, CA
 July 14-16, Jacksonville, FL

Making It Work:

April 14-15, Portland, OR

Mixed Income:

April 14-15, Louisville, KY

Monitoring HOME:

- May 19-21, Kansas City, MO
 September 1-3, Columbus, OH

Resale and Recapture:

- March 26, Denver, CO
 June 25, Atlanta, GA

Running it Right:

August 5-6, Louisville, KY

Written Agreements:

- March 24-25, Denver, CO
 June 23-24, Atlanta, GA



Mr./Ms. _____
First Name Middle Initial Last Name

Title _____

Organization (if applicable) _____ Department _____

Address _____
City State Zip

Phone Number _____ Fax Number _____

Email Address _____

Which of the following best describes your organization? State PJ County PJ City PJ Consortia PJ
 Other Public Agency HUD-Funded TA Provider CHDO or Other Nonprofit with HOME Funding
 HUD Field Office or Headquarters Other _____

Which of the following HUD programs does your organization use?
 HOME Entitlement Program CDBG HOPE VI
 State/Small Cities CDBG Homeless Programs Public Housing Programs
 HOPWA Section 108 Loan Guarantee Neighborhood Stabilization Program (NSP)

How many years of HOME Program experience do you have? less than 1 year 1-2 years 3-4 years 5 or more years

Of these years of HOME experience, how many years of experience do you have with operating or managing HOME-funded agencies, departments or programs? less than 1 year 1-2 years 3-4 years 5 or more years

Are you currently a certified HOME Program Specialist—Regulations? Yes No

Which of the following activities do you manage/administer? Homeowner Rehab Homebuyer Programs Tenant Based Rental Assistance
 Rental Development Other: _____
(eg. Con Plan, IDIS reporting, Monitoring activities etc)

TAPE OR STAPLE CLOSED

FOLD HERE

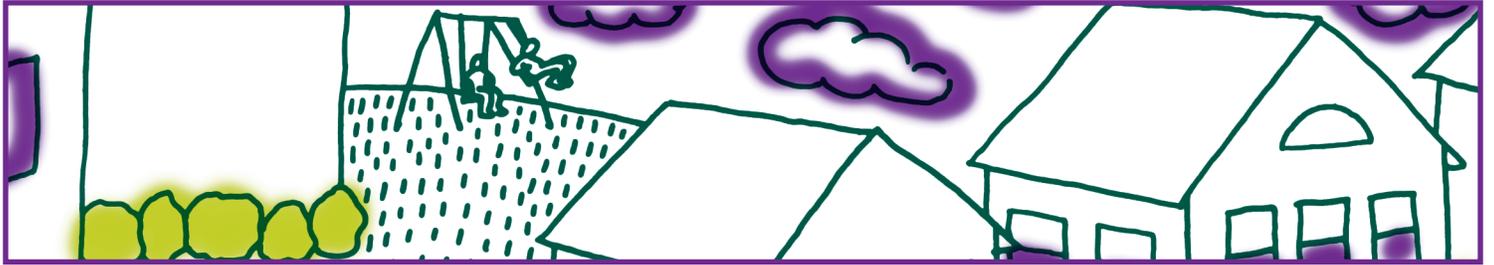
PLACE
STAMP
HERE

CPD Trainings
8280 Greensboro Drive, Suite 300
McLean, VA 22102

Basic HOME & CDBG • Energy Efficiency • HOME Administration • HOME Certification—Administration • Mixed Income Housing • Monitoring HOME • Resale and Recapture • Running it Right • Written Agreements • Basic HOME & CDBG • Energy Efficiency • HOME Administration • HOME Certification—Administration • HOME Regulation • Written Agreement • Administration • Making It Work • Written Agreement • Administration • Resale and Recapture • HOME Certification—Administration • HOME & NSP • Running it Right • HOME Monitoring HOME • Administration • Updated • Running it Right • HOME Monitoring HOME Administration • Basics—Updated • Running it Right • HOME Monitoring HOME Administration • Basics—Updated • Resale and Recapture • Administration • Housing • Energy Efficiency • HOME IDIS Basics—Updated • Resale and Recapture • HOME Administration • Energy Efficiency • Regulation • Monitoring HOME • Energy Efficiency • Making It Work • HOME & CDBG • Certification—Regulations • HOME IDIS Basics—Updated • HOME & NSP • Making It Work • Mixed Income Housing • Monitoring HOME • Resale and Recapture • Running it Right • Written Agreements • Basic HOME & CDBG • Energy Efficiency • HOME Administration • HOME Certification—Administration • HOME Regulations • Making It Work • Mixed Income Housing • Monitoring HOME • Resale and Recapture • Written



HUD IS PLEASED TO ANNOUNCE NEW COMMUNITY PLANNING AND DEVELOPMENT TRAINING COURSES



A series of training seminars on key housing and community development programs and topics, sponsored by HUD's Office of Community Planning and Development

Look inside for more information on seminar locations and topics!

U.S. Department of Housing and Urban Development
Office of Affordable Housing Programs
451 7th Street, SW
Room 7162
Washington, DC 20410



Sponsored by the U.S. Department of Housing and Urban Development,
Office of Community Planning and Development