



**50<sup>th</sup> Annual Conference**  
**June 19-22, 2019**  
**Omni Hotel**  
**Jacksonville, FL**

## **Draft Agenda\***

\*This agenda is subject to change until becoming final

### **Tuesday, June 18, 2019**

#### **Conference Registration**

12:00 pm – 5:00 pm

#### **Pre-Conference Training Registration**

8:00 am – 9:00 am

### **Pre-Conference Training**

9:00 am – 4:00 pm

#### **CDBG Basics Primer**

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**

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**

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.

4:15 pm – 5:15 pm

**New Member/First-Time Attendee Orientation**

Are you new to NCDA? Want to learn more about the Association? This orientation will provide an introduction to NCDA for new members and first-time conference participants.

**Pre-Conference Networking Event: River and Post Restaurant**

6:30 pm to 8:30 pm

**Wednesday, June 19, 2019**

8:00 am – 5:00 pm

Conference Registration and Information

8:00 am – 9:00 am

Breakfast

9:00 am – 9:50 am

**Welcome and Agenda Overview**

9:50 am – 10:00 am

Break

10:00 am -11:30 am

**Concurrent Sessions**

**Community Land Trusts**

This session will provide an overview of the community land trust model, how it works, and showcase best practices from local communities.

**Citizen Participation Best Practices**

This session will provide ideas and new strategies for engaging the community in your strategic and community planning processes, including hard to reach populations. It will provide ideas on addressing barriers to community engagement and developing long-term approaches to foster community engagement.

**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

11:30 am – 1:00 pm

Lunch on your own

1:00 pm – 2:30 pm

### **Concurrent Sessions**

#### **Opportunity Zones**

This session will provide an overview of Opportunity Zones, how they work, how local governments are tracking investments in Opportunity Zones, and examples of how they can be used with CDBG and HOME.

#### **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.

#### **Rehab Program Best Practices**

This session will focus on the following topics.

- Attracting and retaining good contractors
- Code enforcement
- Property standards
- Procurement

2:30 pm – 3:45 pm

### **Concurrent Sessions**

#### **Surviving a HUD Monitoring**

HUD monitors grantees to evaluate overall program performance and determine if compliance problems exist. This session will offer guidance on making sure your projects, program documents, files, and staff are ready to take on a HUD monitoring visit and respond to any HUD findings.

#### **HOME Best Practices**

This session will focus on the following topics:

- HOME Community of Practice
- Developing CHDOs
- HOME TBRA Design

#### **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.

#### **Small Grantee Session**

This session is designed for small communities that receive less than \$1 million in annual grant funds and operate with a small staff. The session will provide program design ideas and tips for streamlining operations, creating efficient program compliance models, tackling cross-cutting federal requirements, and meeting federal timeliness requirements.

4:00 pm – 5:00 pm

### **Regional Caucus Meetings**

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

- Region 10 (Northwest)

6:00 pm – 10:00 pm

**Evening Networking Activity: TIAA Field (Jacksonville Jaguars Stadium) Reception**

**Thursday, June 20, 2019**

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 to include the following topics:

- Section 3 Rule
- Environmental Review Rule
- Consolidated Plan
- Fair Housing Update
- HUD Monitoring Focus
- Program Updates

10:30 am – 10:40 am

Break

10:40 am – 12:00 noon

**Plenary Session**

**NCDA 50<sup>th</sup> Anniversary: A Look Back at the Organization's Founding and Accomplishments**

12:00 noon to 1:30 pm

**Lunch on your own**

12 noon – 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**

Narrated bus tour of affordable housing and community development projects throughout the City of Jacksonville.

7:00 pm – 11:00 pm

**Evening Networking Event: 50<sup>th</sup> NCDA Conference Reception (at the Hotel)**

**Friday, June 21, 2019**

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 the new Section 3 rule, successful Section 3 strategies and best practices.

**Affordable Housing Development Best Practices**

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

- Using non-profit providers/developers to construct and manage affordable housing projects
- Using CDBG and HOME in partnership with other resources to create affordable housing
- Developing mixed-income housing

**Project Management**

This session will focus on the following items surrounding project management.

- Developing effective policies and procedures
- Efficiencies in project design, development and delivery of projects
- Keeping projects on schedule
- Compliance

10:00 am – 11:00 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.

- Managing Millennials
- Breaking Down Community Silos – Creating Community Partnerships
- Using CDBG for New Construction of Affordable Housing
- How to Survive a Change in Administration (Mayor or City Manager)
- The Basics of Section 108 Loans
- Planning for your next 5-year Con Plan
- Successful Collaborations with CoCs
- HOME Uniform Property Condition Standards (UPCS)
- Capacity building in ESG (growing homelessness prevention and rapid re-housing programs)
- Developing and implementing a corrective action plan for poor performing subrecipients
- HOME subsidy layering

10:00 am – 12:00 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.

- Managing Millennials
- Breaking Down Community Silos – Creating Community Partnerships

- Using CDBG for New Construction of Affordable Housing
- How to Survive a Change in Administration (Mayor or City Manager)
- The Basics of Section 108 Loans
- Planning for your next 5-year Con Plan
- Successful Collaborations with CoCs
- HOME Uniform Property Condition Standards (UPCS)
- Capacity building in ESG (growing homelessness prevention and rapid re-housing programs)
- Developing and implementing a corrective action plan for poor performing subrecipients
- HOME subsidy layering

12::15 pm – 2:00 pm

**John A. Sasso National Community Development Week Awards Luncheon**

2:00 pm – 5:30 pm

**On Your Own in Jacksonville**

6:00 pm

**Evening Networking Event: Jacksonville Jumbo Shrimp Minor League Baseball Game**

**Saturday, June 22, 2019**

9:00 am – 10:00 am

**NCDA Annual Business Meeting/Closing Breakfast**