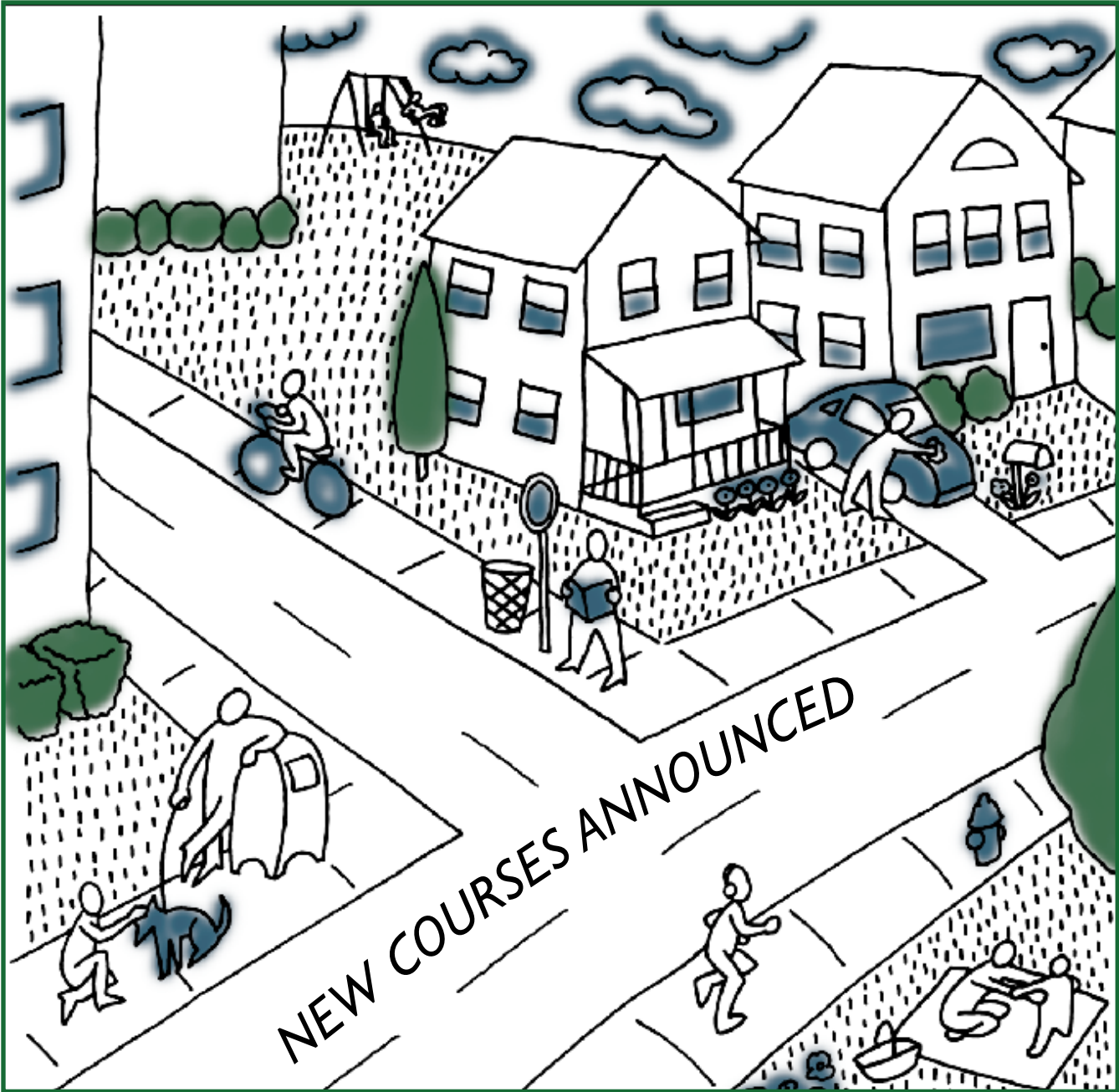




**The Community
Planning and
Development
Training
Institute**

The Community Planning and Development Training Institute

All the Right Moves • Staying Home • Building HOME • On Solid Ground



NEW COURSES ANNOUNCED

All the Right Moves • Staying Home • Building HOME • On Solid Ground



The Community Planning and Development Training Institute

Welcome to the Community Planning and Development (CPD) Training Institute, sponsored by the U.S. Department of Housing and Urban Development and developed by the ICF Consulting, Housing and Community Development Group. Over the next several months, HUD will offer the following seminars throughout the country: **Building HOME; All the Right Moves: Relocation and Acquisition in HUD Programs; Staying Home: Maintaining Your Investment in Affordable Housing; and Managing a Construction Program: A Primer for Program Managers on Designing and Managing an Effective Program.**



Course Descriptions

Building HOME: A HOME Program Primer

The Home Investment Partnerships (HOME) program was created by the National Affordable Housing Act of 1990 (NAHA). The Building HOME course will provide an overview of the regulations, including changes made in 1996 with the HOME Final Rule. Participants will become familiar with all program activities including: homeowner and home-buyer activities; rental housing activities; tenant-based rental assistance; and CHDO activities. This is a comprehensive introduction to the HOME Program, as well as an important refresher on the basic elements of the program.

All the Right Moves: Relocation and Acquisition in HUD Programs

This course deals with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as it applies to HUD programs. The training will provide in-depth information on how the URA must be implemented in projects funded through key HUD programs. In addition, the seminar will highlight the Section 104(d) relocation requirements and one-for-one unit replacement requirements. It will also cover the relocation process and administrative concepts as well as highlight and clarify common misunderstandings about acquisition and tenant assistance.

Staying HOME: Maintaining Your Investment in Affordable Housing

This course will focus on how to evaluate and enhance the long term value of your HOME Program units. This is an advanced course that is intended for local and state grantees and developers (primarily nonprofits) with strong experience with the HOME program rules. A minimum of one year HOME experience with rental housing responsibilities is required for attendance at this class. The course will provide hands-on discussions of issues such as analysis of development options, financial underwriting and analysis of pro-formas, property management options, portfolio management, intervention strategies for troubled projects, and actions in the event of foreclosures. Participants will learn how to spot "early warning signals" in troubled projects and will leave the seminar with tools and techniques for planning, implementing and overseeing projects to ensure that these projects continue to meet HOME requirements and provide an affordable housing resource over the long run.

On Solid Ground: Tools and Tactics for Managing your Construction Program

On Solid Ground: Tools and Tactics for Managing your Construction Program is designed for managers of rehabilitation and new construction programs. It will cover key aspects of running rehabilitation and construction programs such as implementing housing standards, reviewing inspections, resolving construction disputes, and ensuring that units comply with HOME requirements regarding cost and quality. The seminar will also focus on making strategic decisions related to staffing, organizing, and managing your construction programs. If you are charged with overseeing any type of construction program, you won't want to miss this opportunity to share techniques with colleagues from other participating jurisdictions.

Training Seminar Locations

ALL THE RIGHT MOVES: RELOCATION AND ACQUISITION

Jun. 27-29, 2000

West Coast Bellevue Hotel

625 116th Avenue, N.E.
Bellevue, WA 98004
(425) 455-9444 (guest room reservations)
Guest Room Cut-Off: 5/26/00

Jul. 11-13, 2000

Four Points Columbus

2124 South Hamilton Road
Columbus, OH 43232
(614) 861-7220 (guest room reservations)
Guest Room Cut-Off: 6/19/00

Aug. 23-25, 2000

The Cathedral Hill Hotel

1101 Van Ness Avenue
San Francisco, CA 94109
(800)622-0855 (guest room reservations)
Guest Room Cut-Off: 7/22/00

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

ON SOLID GROUND: TOOLS AND TACTICS FOR MANAGING YOUR CONSTRUCTION PROGRAM

Jul. 18-20, 2000

Omni Ambassador East

1301 North State Parkway
Chicago, IL 60610
(312) 787-7200 (guest room reservations)
Guest Room Cut-Off: 6/17/00

Jul. 25-27, 2000

Hilton Garden Inn

815 14th Street, N.W.
Washington, D.C. 20005
(202) 783-7800 (guest room reservations)
Guest Room Cut-Off: 6/26/00

Aug. 22-24, 2000

Radisson Riverwalk Hotel Jacksonville

1515 Prudential Drive
Jacksonville, FL 32207
(904) 396-5100 (guest room reservations)
Guest Room Cut-Off: 7/22/00

Sep. 12-14, 2000

Clarion Hotel

600 Commerce Street
Fort Worth, TX 76102
(817) 332-6900 (guest room reservations)
Guest Room Cut-Off: 8/14/00

Sep. 19-21, 2000

Four Points Hotel Atlanta Perimeter

1850 Cotillion Drive
Atlanta, GA 30338
(770) 394-5000 (guest room reservations)
Guest Room Cut-Off: 8/19/00

Oct. 24-26, 2000

The Westin Rio Mar Beach

6000 Rio Mar Boulevard
Rio Grande, PR 00745
(787) 888-6000 (guest room reservations)
Guest Room Cut-Off: 9/25/00

Nov. 28-30, 2000

Doubletree Hotel Philadelphia

Broad Street at Locust
Philadelphia, PA 19107
(215) 893-1600 (guest room reservations)
Guest Room Cut-Off: 10/30/00

(Please mention "Construction Management Training" and the dates of the training when making guest room reservations.)

STAYING HOME: MAINTAINING YOUR INVESTMENT

Jun. 27-29, 2000

The Westin Peachtree Plaza Atlanta

210 Peachtree Street, N.W.
Atlanta, GA 30303
(404) 659-1400 (guest room reservations)
Guest Room Cut Off: 5/27/00

Jul. 25-27, 2000

Fawcett Center

2400 Olentangy River Road
Columbus, OH 43210
(800) 637-2316 (guest room reservations)
Guest Room Cut-Off: 6/24/00

Aug. 1-3, 2000

The Cathedral Hill Hotel

1101 Van Ness Avenue
San Francisco, CA 94109
(800) 622-0855 (guest room reservations)
Guest Room Cut-Off: 7/11/00

Aug. 14-16, 2000

Washington Marriott Hotel

1221 22nd Street, N.W.
Washington, DC 20037
(800) 228-9290 (guest room reservations)
Guest Room Cut Off: 7/14/00

Aug. 22-24, 2000

West Coast Bellevue Hotel

625 116th Avenue, N.E.
Bellevue, WA 98004
(425) 455-9444 (guest room reservations)
Guest Room Cut-Off: 7/21/00

Sep. 19-21, 2000

Hyatt Regency Chicago

151 Wacker Drive
Chicago, IL 60601
(312) 565-1234 (guest room reservations)
Guest Room Cut-Off: 8/18/00

(Please mention "Property Management Training" and the dates of the training when making guest room reservations.)

BUILDING HOME

Jun. 6-8, 2000

Radisson Hotel Greensboro Airport

415 Swing Road

Greensboro, NC 27409

(336) 299-7650 (guest room reservations)

Guest Room Cut-Off: 5/5/00

Jul. 18-20, 2000

Sheraton Crescent Hotel

2620 West Dunlap Avenue

Phoenix, AZ 85021

(602) 943-8200 (guest room reservations)

Guest Room Cut-Off: 6/15/00

Jul. 25-27, 2000

**Four Points by
Sheraton/Indianapolis**

7701 East 42nd Street

Indianapolis, IN 46224

(317) 897-4000 (guest room reservations)

Guest Room Cut-Off: 7/3/00

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

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



Details

Who should attend: State, county and local government representatives and nonprofit organization staff.

Tuition: Registration for these courses is **FREE** of charge, however, space is limited. **No more than three participants per jurisdiction will be allowed to register.** Additional staff members will be placed on a waiting list and admitted as space permits.

Registration: Locate the course(s) you wish to take and complete the registration form attached. Fax your form to (703) 934-3260 or mail to: CPD Training, c/o ICF Consulting, 9300 Lee Highway, Office 1106, Fairfax, VA 22031-1207. Sorry, no phone registrations can be accepted. **Due to strong interest in these seminars, we suggest that you submit your registration form at least four weeks prior to the start date of the course.** For more information call (703) 934-3392.

Accommodations: A limited number of guest rooms are available at the above noted hotels at a special group rate. Please make your guest room reservations directly with the hotel. Be sure to mention the course title (i.e., Building HOME Training or Relocation Training) and date of training when making your guest room reservations in order to secure the group rate. Please note that making hotel reservations does not register you for the CPD Training Institute. You must submit the attached Registration Form to the Conference Coordinator.

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 confirmation notice from the CPD Training Institute.**

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, or a reader, large print or braille for persons who are vision impaired are requested to contact the Conference Coordinator at (703) 934-3392 no less than three weeks prior to the workshop so that appropriate arrangements can be made. Individuals using TTY/TDD machines may access ICF at (703) 934-3230.

Registration Form

Participants must register by FAX or mail. Please reproduce this form and complete one for each individual who wishes to attend. **SORRY, ABSOLUTELY NO TELEPHONE REGISTRATIONS CAN BE ACCEPTED!**

MAIL TO:

CPD Training
c/o ICF Consulting
9300 Lee Highway, Office 1106
Fairfax, VA 22031-1207

FOR INFORMATION CALL:

Conference Information Line
(703) 934-3392
TDD (703) 934-3230
www.comcon.org
www.hud.gov/cpd/cpdhome.html

FAX TO:

Conference Coordinator
CPD Training
(703) 934-3260

Check the session(s) you wish to attend:

☐ STAYING HOME:

- ☐ Jun. 27-29, 2000, Atlanta, GA
- ☐ Jul. 25-27, 2000, Columbus, OH
- ☐ Aug. 1-3, 2000, San Francisco, CA
- ☐ Aug. 14-16, 2000, Washington, DC
- ☐ Aug. 22-24, 2000, Bellevue, WA
- ☐ Sep. 19-21, 2000, Chicago, IL

☐ HOME:

- ☐ Jun. 6-8, 2000, Greensboro, NC
- ☐ Jul. 18-20, 2000, Phoenix, AZ
- ☐ Jul. 25-27, 2000, Indianapolis, IN

☐ ALL THE RIGHT MOVES:

- ☐ Jun. 27-29, 2000, Bellevue, WA
- ☐ Jul. 11-13, 2000, Columbus, OH
- ☐ Aug. 23-25, 2000, San Francisco, CA

☐ ON SOLID GROUND:

- ☐ Jul. 18-20, 2000, Chicago, IL
- ☐ Jul. 25-27, 2000, Washington, DC
- ☐ Aug. 22-24, 2000, Jacksonville, FL
- ☐ Sep. 12-14, 2000, Ft. Worth, TX
- ☐ Sep. 19-21, 2000, Atlanta, GA
- ☐ Oct. 24-26, 2000, San Juan, PR
- ☐ Nov. 28-30, 2000, Philadelphia, PA

• • • **Space is limited to three participants per jurisdiction.** • • •

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

Title _____ Organization (if applicable) _____

Address _____
City State Zip

Phone Number _____ Fax Number _____

Email Address _____

Which of the following best describes your organization?

- ☐ city, county or state government agency
- ☐ HUD Field Office or Headquarters
- ☐ nonprofit organization
- ☐ Other _____

Which of the following HUD programs does your organization use?

- ☐ CDBG
- ☐ Supportive Housing & Special Needs (HOPWA, SHP etc.)
- ☐ Public Housing Demolition/Disposition
- ☐ Comprehensive Grant/Comprehensive Improvements (CGP/CIAP)
- ☐ Economic Development Initiative (EDI)
- ☐ State/Small Cities CDBG
- ☐ HOME
- ☐ HOPE VI
- ☐ Lead Based Paint Demo. Grant
- ☐ Section 108 Loan Guarantee

How long have you been in your current position?

- ☐ 1 year or less
- ☐ 1-3 years
- ☐ 3-5 years
- ☐ 5 or more years