

ICF Consulting has been a national leader in housing and community development consulting for more than a decade. We have worked with government agencies at the federal, state, and local levels; tribes; non-profit organizations; and private enterprises nationwide.

In the ICF Housing and Community Development Group, we pride ourselves on our ability to merge technical expertise with excellence in training and information sharing. It is our ability to convey in-depth knowledge that has enabled us to become one of the nation's premiere training providers on a variety of federal and other programs, and related issues in housing and community development.

TRAINING SEMINARS

The best training seminars provide participants with in-depth technical content, while offering rich opportunities to exchange information, challenge old assumptions, and incubate new ideas. The ICF Housing and Community Development Group is a leader in the design and delivery of on-site training seminars. Courses are developed by experts in program areas and training design techniques, and taught by trainers well-versed in training technique who have up to date knowledge of housing and community development issues. Sessions incorporate carefully designed agendas, interactive exercises, and comprehensive training manuals that participants can rely on as a reference guide long after the session has taken place.

The following pages provide a summary of our existing courses. Each of these courses can be customized to meet the needs of the training sponsor.

HOME COURSES

These courses are designed primarily for state, county and local government representatives and nonprofit organization staff managing housing programs under the HOME Investment Partnership (HOME) Program.

Building HOME: A HOME Program Primer. This course provides an overview of the HOME Program, including updates from the HOME Final Rule. Participants will become familiar with all eligible program activities and discuss issues such as match, CHDOs and program administration.

Advanced HOME: Doing Rental Housing Deals. This seminar covers basic methods of financial and non-financial project analysis, structuring various financing mechanisms in

projects, and implications of HOME requirements for project finances. The course also deals with combining HOME with other financing mechanisms such as CDBG and Tax Credits.

Monitoring HOME: Ensuring Program Compliance. This training provides guidance on how to monitor and keep records for all HOME eligible activities. Participants will learn techniques for monitoring projects, programs, subrecipients and CHDOs, including setting up recordkeeping and other administrative systems for documenting program compliance.

Staying HOME: Maintaining Your Investment in Affordable Housing. This course covers the challenges of long-term management and operation of HOME rental properties. Participants will learn how to ensure the long-term value of HOME projects through effective up front development, and property and asset management. Topics include analysis of development and financial options, property management options, rental portfolio management, intervention strategies for troubled projects, and actions in the event of foreclosures.

HOME Base: Building and Supporting Your Programs with Nonprofits. This seminar, designed for PJ staff who work nonprofits, covers the roles and responsibilities of PJ staff in supporting viable, sustainable, affordable housing projects that are owned, developed or sponsored by nonprofit organizations. The course highlights HOME rules related to CHDOs and discusses options for effectively using the CHDO set-aside. Participants will learn methods for assessing the work of nonprofits, and how to strengthen nonprofit applications through the proposal submission process and through training.

Managing HOME: Organizing for Program Delivery. Designed for middle and senior level PJ and nonprofit housing program managers, this course includes topics such as organizational structure, evaluating and building staff capacity, HOME administrative requirements, policies and procedures, monitoring and evaluation, communicating with stakeholders, and planning for change. Participants will learn about federal requirements affecting agency operations including personnel issues, accessibility, procurement, non-discrimination, and conflict of interest.

Measuring Up: A Practical Approach to Measuring Productivity and Performance in HOME Programs. This highly interactive seminar will provide useful tools and techniques for PJs looking to incorporate performance and productivity measurement into their programs. Participants will learn to identify measurable program components, build measurements of quality and performance into their programs, analyze measurement results, and modify their programs accordingly.

CDBG COURSES

These courses have been developed primarily for state, county and local government representatives and nonprofit organization staff working with the Community Development Block Grant program.

Basically CDBG. This is a basic primer on the CDBG Program. The course covers national objectives and all key eligible activities in depth, as well as program administration.

CDBG for Specific States. ICF has developed training on the CDBG Program for specific states and their grants administrators.

CDBG Timeliness Seminar. This one-day session focuses on key aspects of timely spending under CDBG. This is a discussion-based seminar with cases on how grantees can make their activities and processes more efficient.

ECONOMIC DEVELOPMENT

These courses have been developed primarily for state, county and local government representatives and nonprofit organization staff working with the Community Development Block Grant program and other programs funding economic development.

The Economic Development Toolbox. This seminar highlights economic development options under CDBG and Section 108.

Using Loan Pools and HUD's Section 108 Loan Guarantee Program. This session provides an overview of how to develop a revolving loan fund under the CDBG Program. The course also covers the basics of Section 108.

Tools for Economic Development. This course is a case-based seminar, providing information on how to implement economic development activities.

SUPPORTIVE HOUSING PROGRAM COURSES

The Supportive Housing Program: A Key Resource for Building a Continuum of Care. This training course provides an overview on how to implement and manage the SHP Program, including record-keeping and financial management.

DEVELOPMENT AND PROGRAM DESIGN

These courses have been developed primarily for state, county and local government representatives and nonprofit organization staff who deal directly with project development, program design and finance.

On Solid Ground: Tools and Tactics for Managing Your Construction Program. This course, designed for managers of rehabilitation and new construction programs, walks through the roles and key tasks for managers of rehabilitation and construction programs. Participants will learn 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.

Construction Management. This course is designed for front line rehabilitation and construction staff. The session covers the basics of tasks such inspections, work write-ups, or plans and specifications.

Capital Needs Assessment. This seminar covers gathering information and developing materials for conducting a capital needs inspection and analysis.

Lenders and Liaisons. This training course explores techniques for working with lenders.

NONPROFITS

Business Planning for Nonprofit Organizations. This seminar provides key planning techniques for nonprofits in the housing and community development fields.

Neighborhood Networks Regional Technical Assistance Project (RTAP). These modules correspond with workshops that were delivered throughout the country on topics relevant to Neighborhood Network centers. Topics include program design, partnership development, funding, understanding residents and the community and resident involvement, grant writing, staffing and staff development, financial and personal management, technology, partnership building, capacity building through volunteer programs, and how to write a Neighborhood Networks Business Plan.

Effective Grant Writing. This workshop explores the key steps and useful techniques of preparing a successful grant proposal.

COMMUNITY PLANNING & OUTREACH

Consolidated Planning Workshop. This summary course reviews the basic requirements of the HUD Consolidated Plan.

Overcoming NIMBY. This exercise-based seminar explores how communities can overcome Not In My Backyard issues related to affordable housing.

OTHER FEDERAL REQUIREMENTS

Learning the Rules: Addressing Lead-Based Paint in Local Housing Programs

Receiving CPD Funds. This course introduces HUD's Lead-Safe Housing Rule and explains how its requirements affect local housing programs including rehabilitation, homebuyer, TBRA, and special needs housing. Participants will learn the vocabulary, requirements, and concepts of lead hazard control, and techniques to help them identify the preliminary steps they will take to bring their programs into compliance with the Rule.

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

Programs. This session focuses on the challenges that jurisdictions implementing the Lead Safe Housing Rule are facing. Participants will learn to identify concrete steps that participants can take to achieve compliance and enhance program operations. This two-day course is divided into an overview of the Lead Safe Housing Rule, the unique challenges of rehabilitation, and implementation of the Rule for homebuyer programs, TBRA, and special needs programs. Completion of the introductory course, *Learning the Rules*, is highly recommended prior to enrolling in this course.

All the Right Moves: Relocation and Tenant Assistance in HUD Programs. This session provides a summary of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and Section 104(d) requirements in HUD programs. Participants will learn how the URA applies to various HUD Programs including HOME, CDBG, Title VI and other funding sources.

Davis Bacon and Other Related Acts: Revisiting Federal Labor Regulations in the

New Millennium. This training provides a comprehensive reference on the labor law requirements on projects funded by HUD.

Show Me the Money: Financial Management for Entitlement Grantees. This seminar covers essential information regarding the financial management of CPD-funded programs. Participants will learn the federal requirements for financial accounting, including planning, budgeting, setting up financial reporting systems, documenting costs, and other reporting and compliance issues. The course includes information necessary to adequately monitor subrecipients on financial topics and to comply with Federal financial and uniform administrative requirements.

Federal Accessibility Requirements for HOME and CDBG Funded Activities. This one-day seminar covers the basics of designing projects that meet the federal accessibility requirements including Fair Housing, ADA and 504.

INDIAN HOUSING

NAHASDA Essentials. This course provides a summary of the program requirements of the Indian Housing Block Grant Program.

Indian Housing Plan/Annual Performance Report. This three-day training provides a summary of the IHP requirements for tribes, and a summary of the requirements for reporting to HUD on annual Indian Housing Block Grant Activities.

Section 184 Indian Housing Loan Guarantee Program Training for Tribes and Lenders. This training covers the key requirements of the Section 184 Program, housing counseling, and the one-stop mortgage initiative.

Writing Effective Goals and Objectives. This small group seminar explores how tribal housing entities can write effective goals and objectives under their IHP.

Board Member and Tribal Officer Roles and Responsibilities Under NAHASDA. This course is a summary of the roles and responsibilities of Board members under NAHASDA.

Environmental Review Training. This seminar provides a step-by-step guide through the environmental review process.



ONLINE COURSES

The Housing and Community Development Group at ICF Consulting is experienced in the development and design of web-based training modules. Program experts in the Housing and Community Development group work with in-house programmers and interactive-media experts to develop content-rich online training and web-based tools. The following pages summarize existing online training modules developed by ICF.

INDIAN HOUSING

These web-based modules can be accessed at <http://www.codetalk.fed.us>.

Homeownership. This online training explains the NAHASDA regulatory constraints, financial issues, and design considerations for homeownership programs in Indian Country.

Construction Management. This online training provides the tools to effectively manage construction programs under NAHASDA.

Property and Asset Management. This training offers methods for performing the tasks and responsibilities that are part of owning and managing residential property.

Financing. This module explains the different options available for financing projects with NAHASDA funds.

Financial Management. This training provides the tools for effective financial management of NAHASDA-assisted projects.

Procurement. This course provides a guide to the actions tribes or TDHEs should take when carrying out procurement activities for NAHASDA-assisted projects.

Environmental Review. This is a summary of the Part 58 and Part 50 environmental review requirements as they apply to Indian housing programs.

Section 184. This is a summary of the requirements and opportunities under the Section 184 Indian Housing Loan Guarantee Program.

Eligible Activities. This highlights eligible activities under the Indian Housing Block Grant Program.

ONLINE NONPROFITS

These online training courses were developed to assist in the growth and development of Neighborhood Networks centers. They can be accessed at <http://wbt.neighborhoodnetworks.org>

Putting Technology to Work at Your Center. This module provides an overview of the basic characteristics of computer technology systems, critical factors in technology planning, and assistive technologies.

Grant Writing Basics. This course explores the tools and tactics used in successful grant writing. It covers basics including planning and coordination, identifying funding sources, writing and submitting a proposal, and effective follow-up.

Partnership Development. This module focuses on developing partnerships between Neighborhood Networks centers. Topics include recognizing potential partners, key steps in forming partnerships, developing a memorandum of understanding, and sustaining and maintaining successful partnerships.

Resident Involvement. This course explores options in planning for resident participation. It covers program design and promotion, reaching out to hard-to-reach parties, and long-term involvement.

Building Capacity Through a Volunteer Program. This module explores the basics of planning a volunteer program, including assessing staff capacity and needs, developing volunteer opportunities, targeting volunteers, and marketing volunteer programs to the public.

HOME and OTHER FEDERAL REQUIREMENT COURSES

*These web-based trainings can be accessed at:
<http://www.hud.gov/offices/cpd/affordablehousing/training/homefront/index.cfm>.*

ABC's of HOME. This course provides an easy-to-understand, comprehensive overview of the major components of the HOME Program.

Exercises and Case Studies. These interactive exercises are designed to help PJ staff assess and improve their knowledge of HOME Program requirements.

HOME Sample Forms. This site provides an opportunity for people to view, download, and/or print numerous HUD-approved forms to assist you in implementing effective HOME programs.

HOME Check-up. This site provides useful tools and techniques for assessing and enhancing the performance of HOME-funded activities.

How to Become a CHDO. This site provides a description of CHDO characteristics, roles, funding, and special assistance, including descriptions of the process, requirements, and benefits of obtaining CHDO certification.

Calculating Income Eligibility (online calculator). This site provides a simple, step-by-step guide to the rules and requirements involved in determining the income eligibility of applicants and levels of HOME assistance they can receive. (coming soon)

Relocation "Just in Time" Assistance. This module provides a concise summary of the relocation and acquisition requirements of Uniform Relocation Assistance and Real Property Acquisition Act of 1970 and Section 104(d) of the Housing and Community Development Act of 1974.