

CHAPTER 6. HUD-SPONSORED TRAINING

- 6-1. OVERVIEW. Agencies receiving capacity building or contributions funding must participate in the training sponsored by HUD. This chapter provides guidance to FHEO staff regarding its responsibility to provide training for FHAP agencies.
- 6-2. REGULATORY REQUIREMENT. Section 111.105 sets forth the requirement to participate in HUD-sponsored training under FHAP. For capacity building agencies the requirement appears at Section 111.105(a). For contributions agencies, it is a separate funding component described at Section 111.105(b)(1). HUD-sponsored training is mandatory. Agencies are provided funds to support their participation at HUD-sponsored training at National and Regional levels.
- 6-3. PURPOSE. The purpose of HUD-sponsored training is to share information and technical knowledge, and to develop skills in the administration of fair housing laws and programs.
- 6-4. ELIGIBILITY. Any agency eligible to participate in FHAP is eligible for funds to support the cost of participation in HUD-sponsored training. For capacity building agencies, the agency may include cost of participation in its budget application, not to exceed the fixed per person support level provided for contributions agencies. For contributions agencies the amount of training funds is the same for all agencies, subject to participation by a required number of persons in such training during the time when the Cooperative Agreement is in effect.
- 6-5. HUD-SPONSORED/APPROVED TRAINING.
- A. Subject to HUD sponsorship of training sessions in sufficient geographic proximity to permit the State/local agency to meet its obligations as stated in the Cooperative Agreement, the State/local agency agrees to enroll employees in training sponsored by the Department. The training obligation can be met as follows:
1. Attendance at National Policy Conference Training, sponsored by HUD at a National training site. At least one person from each FHAP agency must attend National Training;
 2. Attendance at training sponsored by HUD Regional Offices for agencies within the Region(s);

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- 3 Participation in training jointly sponsored by HUD and a FHAP agency for agency-specific problems or for staff unable to attend HUD-sponsored Regional or National

training. However, such training may not be used as a substitute for participation in training described in (1) and (2) above; and

4. Attendance at training not sponsored by HUD but which HUD participates in and which is approved by the GTR. As in (3) above, such training may not be used as a substitute for participation in training described in (1) and (2) above.
 5. All training sites must be fully accessible according to UFAS or ANSI standards.
- B. The total number of agency personnel required to attend HUD-sponsored training is a firm number, set out in the Cooperative Agreement. This number can be found in the Statement of Work in the Cooperative Agreement.
- C. Pre-Registration Notification. The Regional Office prepares a letter notifying FHAP agencies of the date and site of training. The material sent to FHAP agencies should also include:
1. a statement regarding how food will be paid for by conference participants and special needs for the handicapped. Allow participants to indicate whether they will be eating or availing themselves of coffee breaks/meals and whether they have any dietary restrictions. Also survey special requirements for handicapped participants (e.g. sign language interpreter, readers, assistive listening systems, accessible transportation or no assistance).
 2. a preliminary agenda with the preregistration material; and
 3. A notation by participants of which session they will attend (this will facilitate planning for meeting room space).
- 6-6. NATIONAL POLICY CONFERENCE. No less than annually, Headquarters will sponsor a Nations FHAP Policy Conference. The audience is primarily Executive Directors, Commissioners, Attorneys and other persons in policy making positions in the agency. The purpose of this is to:

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- A. disseminate funding principles, new policies and major program direction;
- B. discuss fair housing legislation and recent court decisions; and

- C. provide a forum for FHAP agencies to share their views regarding FHAP and other fair housing issues.
- 6-7. REGIONAL TRAINING - OBJECTIVES. No less than annually, Regional Offices will plan and implement skill training for all FHAP agencies in the Region. The intent of the annual Regional Office sponsored training is to develop skills (management and technical) to be used by the FHAP State and local agencies in fair housing enforcement programs. The focus is on "how to". The audience is primarily agency staff, investigators, and others. The objectives are to:
- A. provide case processing skill training to appropriate FHAP agency staff; and
 - B. provide training to appropriate FHAP agency personnel on proper Cooperative Agreement management.
- 6-8. REGIONAL TRAINING - PLANNING
- A. The Regional Office must submit a training plan to Headquarters for approval ninety (90) days prior to the scheduled training.
 - B. The Regional Office begins planning the training agenda during the first quarter. It may be helpful to form a planning group to develop plans for training that will take place during that Cooperative Agreement year. Include representatives from each FHAP agency that will participate in the training.
 - C. The training plan shall include the following:
 - 1. Dates of training;
 - 2. Name of training facility;
 - 3. Names of members of planning group;
 - 4. Proposed topics with time allotments;
 - 5. Method of presentation;
 - 6. Evaluation tool(s);

- 7. Description of training materials;
- 8. Identification of trainers/presenters.
- 9. Budget;
- 10. Tracks, if any (e.g. one for Commissioner and one for

Executive Directors); and

11. Names of persons to conduct the facility accessibility survey.
- D. Schedule training for a minimum of three full days. Training may extend to as much time as the Regional Office deems necessary, depending on the training needs and agenda.
- E. When developing the agenda, flexibility is always encouraged so that the needs of all the participants can be met. To ensure that the participants are kept up-to-date, are made aware of any HUD changes, and latest developments, training must include, but need not be limited to:
1. Investigation Procedures and Techniques - basic and advanced;
 2. Complaint Resolution;
 3. Legal updates;
 4. Written report on the result of case processing (In most instances this would be a final investigative report); and
 5. Cooperative Agreement Management.
- F. The budget shall include expenses and resources connected with:
1. Meeting rooms;
 2. Audio visual equipment;
 3. Speakers; and
 4. Food arrangements, if any, to be paid for by conference participants who actually use the food or refreshments.
 5. Accommodations for the handicap such as sign language interpreters, readers, assistive listening systems etc.

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- G. Two examples of instruments for evaluating training are:
1. A delayed post-training questionnaire sent to attendees 6-8 months after training; and
 2. An evaluation form completed by attendees prior to leaving training.

6-9. ALTERNATIVE/SUPPLEMENTAL TRAINING.

- A. If the Regional Office determines that training beyond the HUD-sponsored training is needed to further enhance the skills and knowledge of FHAP agency personnel, the Regional Office is responsible for making training available to the FHAP agency.
- B. The Regional Office may approve such training and recognize participation by the FHAP agency as a count towards meeting the training requirement outlined in the Cooperative Agreement. Factors a Region shall consider in developing specialized FHAP agency training are:
 - 1. FHAP agency personnel to be trained;
 - 2. Issues to be addressed; and
 - 3. Estimated cost of training.
- C. The following factors should be considered by Regional Office staff in approving use of participation in training other than HUD-sponsored training in determining that Cooperative Agreement training provisions have been met.
 - 1. Agency has sent at least one person to National Policy Conference and at least one person to Regional training.
 - 2. Training addresses issues identified or unresolved in the Annual Performance Reviews or Special Reviews.
 - 3. Participants are new FHAP agency staff personnel who have not previously received HUD case processing training.

6-10 REGISTRATION FEES FOR HUD-SPONSORED TRAINING. The following statement must be included on all procurement requests submitted for conference support services:

"The contractor may not collect registration fees or user fees of any type from conference participants to defray the costs of the workshops. However, the contractor may offer to provide food and refreshments (such as coffee breaks and lunches), with a charge, to conference participants if the participants are given the

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option of purchasing the refreshments. Purchase of food and refreshments may not be made a condition of participation in the conference."

6-11. VOUCHERING FOR HUD-SPONSORED TRAINING. The Cooperative Agreement sets forth the reimbursement vehicle for receipt of FHAP training monies and the total dollars available to each FHAP agency for attendance at HUD-sponsored training at National and Regional training sites. These monies may also be used to support additional in-house training by agencies for agency-specific

problems and for training of staff unable to attend National or Regional training, subject to approval of the RGTM. Failure to send the specified number of participants to training will result in a deduction for each non-attendant below the minimum. The amount of the deduction is stated in the Cooperative Agreement.

6-12. PAYMENT OF TRAINING VOUCHERS. For Contributions Agencies, payment for training under the cooperative Agreement shall be made at the next available billing period after the training participation occurred. Payment is subject to being withheld if it is the judgement of the RGTM that the FHAP agency is not complying with the terms of the Cooperative Agreement. An agency should voucher for payment for training funds on or before the expiration date of the Cooperative Agreement. For Capacity Building Agencies, the agency should include a training section within the narrative report attached to a voucher that is submitted after the training participation occurred. All vouchers for payment must be received prior to the close out of the Cooperative Agreement.