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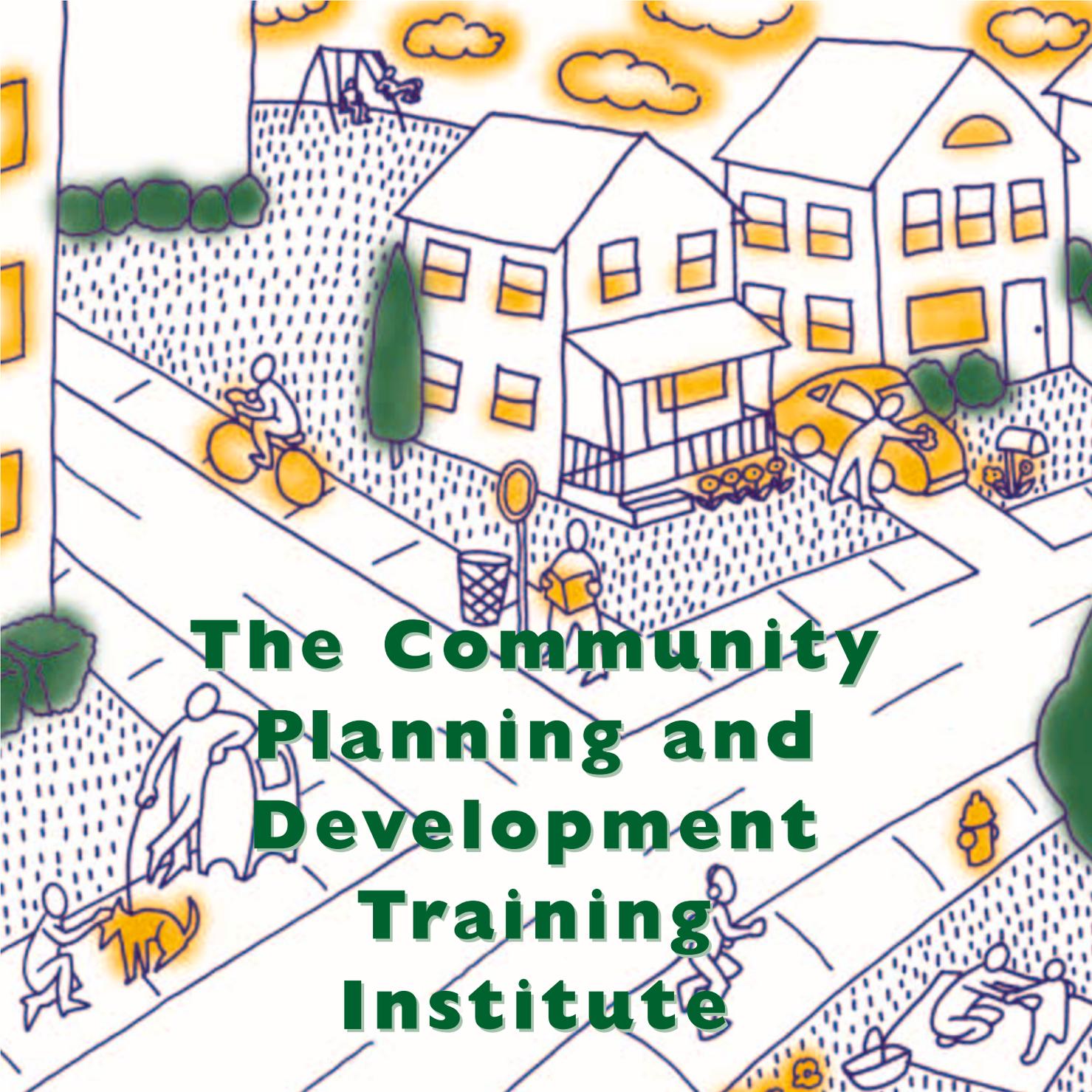
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CPD Training  
c/o ICF Incorporated  
9300 Lee Highway, Office 1107  
Fairfax, VA 22031-1207



**The Community  
Planning and  
Development  
Training  
Institute**

# HUD IS PLEASED TO ANNOUNCE THE COMMUNITY PLANNING AND DEVELOPMENT TRAINING INSTITUTE



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!

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Sponsored by the U.S. Department of Housing and Urban Development, Office of Community Planning and Development  
Designed and developed by the ICF Consulting Group, Housing and Community Development

# The Community Planning and Development Training Institute

Upcoming seminars: Building HOME • Basically CDBG • The Economic Development Toolbox • All the Right

Upcoming seminars: Building HOME • Basically CDBG • The Economic Development Toolbox • All



Moves: Relocation and Acquisition in HUD Programs • Upcoming seminars: Building HOME • Basically CDBG • The Economic Development Toolbox • All the Right

• The Economic Development Toolbox • All the Right Moves: Relocation and Acquisition in HUD Programs

# 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 Group, Housing and Community Development. Over the next several months, HUD will offer the following seminars throughout the country:

**Building HOME;**  
**Basically CDBG;**  
**The Economic Development Toolbox;** and **All the Right Moves: Relocation and Acquisition in HUD Programs.**



## 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). Its objectives are to provide decent affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing, and to leverage private-sector participation. 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 homebuyer 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.

### **Basically CDBG**

The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The Act's primary objective is the development of viable urban communities. Basically CDBG provides staff of entitlement communities and other CDBG-funded organizations with a comprehensive description of national objectives and an in-depth overview of all key eligible activities. In addition, the seminar describes the underlying administrative and financial requirements and highlights planning, recordkeeping and monitoring under the CDBG program.

### **The Economic Development Toolbox: A Practical Guide to Constructing Your Economic Development Programs**

Increasingly, communities are focusing on economic development. In addition, the CDBG regulations have changed to allow more possibilities in carrying out such activities. The ED Toolbox course focuses on the nuts and bolts of creating and implementing economic development activities. Participants will learn how government agencies and non-profits can use the CDBG program regulations to create economic development programs such as microenterprise loan pools, large scale real estate projects and job training programs. The course also covers the Section 108 Loan Guarantee 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.

# Training Seminar Locations

## BUILDING HOME

**November 17-19, 1998**  
**Atlanta Marriott North Central**

2000 Century Blvd., NE  
Atlanta, GA 30345  
(404) 325-0000 (in-house reservations)

**December 8-10, 1998**  
**Hilton New Orleans Riverside**

Poydras at the Mississippi River  
New Orleans, LA 70140  
(504) 584-3999 (in-house reservations)  
Guest Room Cut-off: 11/16/98

**January 12-14, 1999**  
**Adam's Mark Hotel**

1550 Court Place  
Denver, CO 80202  
(303) 893-3333 (in-house reservations)  
Guest Room Cut-off: 12/10/98

**February 2-4, 1999**  
**Fawcett Center Hotel and Conference Center**

2400 Olentangy River Road  
Columbus, OH 43210  
(614) 292-3238 (in-house reservations)  
Guest Room Cut-off: 1/2/99

**February 3-5, 1999**  
**The Warwick Hotel**

65 West 54th Street  
New York, NY 10019  
(212) 247-2700 (in-house reservations)  
Guest Room Cut-off: 1/3/99

**February 16-18, 1999**  
**The Westin Long Beach**

333 East Ocean Boulevard  
Long Beach, CA 90802  
(562) 436-3000 (in-house reservations)  
Guest Room Cut-off: 1/16/99

**March 2-4, 1999**  
**Best Western Inn of Chicago**

162 East Ohio Street at North  
Michigan Avenue  
Chicago, IL 60611  
(312) 787-3100 (in-house reservations)  
Guest Room Cut-off: 1/30/99

**March 9-11, 1999**  
**Swissotel Boston**

One Avenue de Lafayette  
Boston, MA 02111  
(617) 451-2600 (in-house reservations)  
Guest Room Cut-off: 2/6/99

(Please mention "Building HOME Training Workshop" when making guest room reservations.)

## BASICALLY CDBG

**December 1-3, 1998**  
**Westin Century Plaza Hotel and Tower**

2025 Avenue of the Stars,  
Century City  
Los Angeles, CA 90067-4696  
(310) 551-3300 (in-house reservations)  
Guest Room Cut-off: 11/16/98

**December 9-11, 1998**  
**Fawcett Center Hotel and Conference Center**

2400 Olentangy River Road  
Columbus, OH 43210  
(614) 292-3238 (in-house reservations)  
Guest Room Cut-off: 11/15/98

**February 9-11, 1999**  
**Doubletree Inn at the Colonnade Baltimore**

4 West University Parkway  
Baltimore, MD 21218  
(410) 235-5400 (in-house reservations)  
Guest Room Cut-off: 1/8/99

**March 16-18, 1999**  
**Providence Biltmore**

Kennedy Plaza  
Providence, RI 02903  
(401) 421-0700 (in-house reservations)  
Guest Room Cut-off: 2/13/99

**January 12-14, 1999**  
**Doubletree Hotel Portland Downtown**

310 S.W. Lincoln  
Portland, OR 97201  
(503) 221-0450 (in-house reservations)  
Guest Room Cut-off: 12/21/98

**February 16-18, 1999**  
**Radisson Suite Hotel Arlington**

700 Avenue H East  
Arlington, TX 76011  
(817) 640-0440 (in-house reservations)  
Guest Room Cut-off: 2/2/99

(Please mention "Basically CDBG Training Workshop" when making guest room reservations.)

## ALL THE RIGHT MOVES: RELOCATION AND ACQUISITION

**November 17-19, 1998**  
**The Worthington Hotel**

200 Main Street  
Ft. Worth, TX 76102  
(817) 870-1000 (in-house reservations)

**December 8-10, 1998**  
**Swissotel Boston**

One Avenue de Lafayette  
Boston, MA 02111  
(617) 451-2600 (in-house reservations)  
Guest Room Cut-off: 11/14/98

**January 12-14, 1999**  
**Doubletree Inn at the Colonnade Baltimore**

4 West University Parkway  
Baltimore, MD 21218  
(410) 235-5400 (in-house reservations)  
Guest Room Cut-off: 12/11/98

**January 20-22, 1999**  
**Days Inn Lake Shore Drive Hotel**

644 North Lake Shore Drive  
Chicago, IL 60611  
(312) 943-9200  
Guest Room Cut-off: 12/19/98

**January 26-28, 1999**  
**Crowne Plaza Seattle**

Downtown at Freeway Park  
1113-6th Avenue  
Seattle, WA 98101-3048  
(206) 464-1980 (in-house reservations)  
Guest Room Cut-off: 1/6/99

**February 9-11, 1999**  
**Atlanta Marriott Marquis**

265 Peachtree Center Avenue  
Atlanta, GA 30303  
(404) 521-0000 (in-house reservations)  
Guest Room Cut-off: 1/11/99

**March 2-4, 1999**  
**The Warwick Hotel**

65 West 54th Street  
New York, NY 10019  
(212) 247-2700 (in-house reservations)  
Guest Room Cut-off: 1/31/99

**March 8-10, 1999**  
**Adam's Mark Hotel**

1550 Court Place  
Denver, CO 80202  
(303) 893-3333 (in-house reservations)  
Guest Room Cut-off: 1/23/99

(Please mention "Relocation Training Workshop" when making guest room reservations.)

## ECONOMIC DEVELOPMENT TOOLBOX

**December 1-3, 1998**

**Radisson Hotel**

**Schaumburg**

1725 East Algonquin Road

Schaumburg, IL 60173

(847) 397-1500 x5002

(in-house reservations)

Guest Room Cut-off: 11/16/98

**January 26-28, 1999**

**Sea Turtle Inn**

One Ocean Boulevard

Atlantic Beach, FL 32233

(904) 249-7402 (in-house reservations)

Guest Room Cut-off: 12/28/98

**February 23-25, 1999**

**Crowne Plaza Seattle**

Downtown at Freeway Park

1113-6th Avenue

Seattle, WA 98101-3048

(206) 464-1980 (in-house reservations)

Guest Room Cut-off: 2/1/99

(Please mention "Economic Development Toolbox Training Workshop" 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 organization 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 Incorporated, 9300 Lee Highway, Office 1107, 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 three 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 Workshop; Basically CDBG Training Workshop; Economic Development Toolbox Training Workshop; or Relocation Training Workshop) 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 Incorporated  
9300 Lee Highway, Office 1107  
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:

#### HOME:

- Nov. 17-19, 1998, Atlanta, GA
- Dec. 8-10, 1998, New Orleans, LA
- Jan. 12-14, 1999, Denver, CO
- Feb. 2-4, 1999, Columbus, OH
- Feb. 3-5, 1999, New York, NY
- Feb. 16-18, 1999, Long Beach, CA
- Mar. 2-4, 1999, Chicago, IL
- Mar. 9-11, 1999, Boston, MA

#### ED TOOLBOX:

- Dec. 1-3, 1998, Schaumburg, IL
- Jan. 26-28, 1999, Atlantic Beach, FL
- Feb. 23-25, 1999, Seattle, WA

#### ALL THE RIGHT MOVES:

- Nov. 17-19, 1998, Ft. Worth, TX
- Dec. 8-10, 1998, Boston, MA
- Jan. 12-14, 1999, Baltimore, MD
- Jan. 20-22, 1999, Chicago, IL
- Jan. 26-28, 1999, Seattle, WA
- Feb. 9-11, 1999, Atlanta, GA
- Mar. 2-4, 1999, New York, NY
- Mar. 8-10, 1999, Denver, CO

#### CDBG:

- Dec. 1-3, 1998, Los Angeles, CA
- Dec. 9-11, 1998, Columbus, OH
- Jan. 12-14, 1999, Portland, OR
- Feb. 9-11, 1999, Baltimore, MD
- Feb. 16-18, 1999, Arlington, TX
- Mar. 16-18, 1999, Providence, RI

\*\*\* Space is limited to three participants per organization. \*\*\*

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