

**2008 COMMUNITY DEVELOPMENT ACADEMY
Tentative Agenda**

Session I

February 26-28, 2008

Tuesday, February 26

10:00 – 10:30 **Registration**

10:30 – 11:00 **Welcome and Introductions – Jennifer Lobenhofer/Tyler Mulligan**

11:00 – 12:30 **Driving Forces of Community Change – Anita Brown-Graham**

This session will describe important trends affecting the state and local economies and the role of local government in responding to those trends in order to promote economic and community development.

12:30 – 1:30 **LUNCH**

1:30 – 3:00 **Community Development 101 - Tyler Mulligan**

During this session, participants will be introduced to the theory and practice of community development, including the legal authority for NC local governments to engage in community development activities. They will focus on a framework for understanding the comprehensive nature of the field, and will provide an overview of the way the rest of the course will examine its many facets.

3:00-3:15 **BREAK**

3:15-4:45 **Exploring the Role of Affordable Housing in Community Development – Tyler Mulligan**

This course will focus on various strategies used to increase the supply of adequate, affordable housing, and describe the legal issues related to this pursuit. By the end of this course students will understand: the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, methods to comply with the Fair Housing Act, minimum housing ordinances, housing rehabilitation standards, and various strategies that community developers may use to improve the housing available in their communities.

5:00 – 7:00 **Reception – Welcoming Remarks**

Tom Thornburg – School of Government

Maurice Smith – Local Government Federal Credit Union

Vickie Miller – NC Department of Commerce

Wednesday, February 27

ALL DAY: Administering Community Development Block Grant (CDBG) training will be conducted in break-out sessions for participants from Entitlement and Small Cities Communities.

Small Cities – State CDBG Program taught by Division of Community Assistance staff

8:30-10:15 CDBG Overview – Vickie Miller

This session will introduce the Division of Community Assistance organization and staff, provide an introduction to CDBG governing regulations and the basic program. Topics will include local government/grantee responsibilities, national objectives, and eligible activities.

10:15-10:30 BREAK

10:30-12:15 CDBG Process

This session will walk participants through the CDBG process, including application intake and review processes, the award process, grant implementation, monitoring and technical assistance.

12:15 – 1:15 LUNCH

1:15-5:15* CDBG Compliance
Environmental Review Process
Performance Measures
Finance
Rehabilitation

****15-minute break at 3:15***

Entitlement – Federal CDBG Program, taught by US Dept. of Housing and Urban Development

8:30-12:15* “Basically CDBG” – Part I – Gary Dimmick

****15 minute break at 10:15***

12:15-1:15 LUNCH

1:15 – 5:15* “Basically CDBG” – Part II – Gary Dimmick

****15 minute break at 3:15***

Thursday, February 28

8:30-10:00 Economic Development – Jonathan Morgan

This course will describe key concepts of economic development, focusing on the interrelation between economic and community development.

10:00-10:15 BREAK

10:15-11:45 Panel: Linking Community & Economic Development: The Role of Assets – Janneke Ratcliffe, moderator

This session will explore best practices in community development, focusing on program activities that lie at the intersection of community and economic development. It will provide an overview of emerging and innovative community development activities/programs in NC and elsewhere, focusing on asset-building/preservation programs such as IDAs, microlending/Revolving Loan Funds, homeownership, financial education, tax preparation, 'banking the unbanked' initiatives.

11:45-12:45 LUNCH

12:45-4:45* Evaluating Your Successes – Maureen Berner

Community development project administrators need to keep an eye on the past to make more effective decisions in the future. The process of learning from experience and adapting are critical to increasing the impact of CDBG initiatives. This course will focus on practical evaluation issues and skills. Participants will consider the reasons for evaluation and how to plan an evaluation that fits the community and the organization. It deals with identifying desired outcomes that are clear and appropriate. It provides ideas on how to attach measurable, relevant indicators to these outcomes. It also suggests ways in which information may be collected in efficient ways. By the end of the course participants will understand: what is evaluation and why it is important, evaluation terminology, challenges of evaluation, components of useful evaluation, implementing an ongoing evaluation process, & making use of information collected.

****(15-minute break at 2:30)***

COMMUNITY DEVELOPMENT ACADEMY

Session II

March 25-27, 2008

Tuesday, March 25

- 8:30-9:00 **Welcome Back, Overview of Second Session of Course**
- 9:00-10:30 **Creating Open Organizations – David Lawrence**
At the end of this course, participants should be able to: identify whether a group associated with a local government is a public body under the North Carolina open meetings law; recognize what is an official meeting, what notice is required for public body meetings, and whether and how to hold closed sessions; identify whether a particular record is public or not; administer the rights of the public to inspect and copy records; and identify difficult issues under the law that will require seeking advice from an attorney.
- 10:30-10:45 **BREAK**
- 10:45-12:15 **Ethics and Conflicts of Interest – Fleming Bell**
This course will focus on some of the ethical issues and conflicts of interest that may arise in the course of a community development program. Students will consider personal ethics and broader concerns about public service, the public good, and the "ethical climate" in communities and local governments. By the end of the course participants will understand: the ethical issues they may encounter as community development program administrators, the purposes underlying the conflict of interest statutes, and the legal limitations on receiving private gain from public office (including common law, statutory, & local policies).
- 12:30 – 1:30 **LUNCH**
- 1:30-2:30 **Tax Credit Financing of Community Development Projects – Tyler Mulligan**
This session will provide an overview of tax credit finance mechanisms for affordable housing and other community and economic development projects, including the Low Income Housing Tax Credit and the New Markets Tax Credit.
- 2:30-2:45 **BREAK**
- 2:45-3:45 **Water Infrastructure Finance – Jeff Hughes**
This session will provide an overview of the major environmental programs and services likely to have a major financial impact on North Carolina local communities. The session will explore the primary financial management strategies used by local communities to fund water resources.

3:45-4:00 **BREAK**

4:00-5:00 **CDBG Economic Development - George Sherrill**

This session will introduce and cover the basics of utilizing funds available through the CDBG Economic Development Program in NC, administered by the Commerce Finance Center

Wednesday, March 26

8:30-10:00 **Purchasing and Contracting – Eileen Youens**

This course will focus on the legal limitations imposed by North Carolina law concerning purchases and contracts associated with a community development program. By the end of the course participants will understand: the dual purposes underlying purchasing laws; what kinds of contracts require bidding; what dollar amounts trigger the competitive bidding statutes; basic requirements for "informal" and "formal" bidding; and special rules for the construction of buildings.

10:00-10:15 **BREAK**

10:15-12:00 **Land Use and Planning – David Owens**

By the end of the course participants should understand: what planning tools and programs are being used by North Carolina cities and counties; what role municipal and county government departments and boards have in planning; how territorial jurisdiction is determined; and some of the growth trends that are affecting communities today.

12:00-1:00 **LUNCH**

1:00-2:30 **Building Community Partnerships – Margaret Henderson/Lyidian Altman-Sauer**

Building partnerships is one of the most effective ways to bring about lasting community change. This session will encourage participants to think broadly about the communities their programs serve, to consider who (both individuals and organizations) should be engaged in community decision-making. It will provide participants ideas for empowering leaders and building partnerships with people and organizations across all sectors of the community. The session will share some insights on managing the divergent expectations placed on public versus nonprofit sector organizations who often collaborate in community development projects, as well as effective practices for managing communication, organizational, monitoring, and accountability issues.

2:30-2:45 **BREAK**

2:45-4:15 **Community Participation in Community Development Projects – John Stephens**
This course will expand on the previous session by exploring the specific ways in which community developers can engage the community effectively. This session will discuss the benefits and risks of community involvement. It will introduce a range of involvement levels (communication, consultation, and participation) in planning, problem solving, and decision making. Participants will be encouraged to consider the most appropriate approach for their program. By the end of the course, participants should understand: the levels of community participation in community development, the benefits and pitfalls of community participation, the central values for an effective public involvement process, how to set priorities for a public involvement strategy, and how to identify audiences and understand their needs and interests.

Thursday, March 27

8:30-9:45 **Planning for Community Development – Visioning, Identifying Assets, Setting Goals, and Selecting Strategies – Jennifer Lobenhofer**
This session will introduce a process for identifying a community's assets and strengths, then identifying appropriate community development goals and strategies to address community challenges while leveraging those assets. The session will provide tools for completing each step of the process and will walk through applying those tools to a case study exercise.

9:45-10:00 **BREAK**

10:00-11:00 **Practitioners Roundtable** – A chance to hear from experienced community development professionals.

11:00-11:15 **BREAK**

11:15-1:15 **EXAM**