

2009 COMMUNITY DEVELOPMENT ACADEMY

Session I

April 28-30, 2009

Tuesday, April 28

8:00 – 8:30 **Registration**

8:30 – 9:00 **Welcome and Introductions – Tyler Mulligan**

9:00 – 9:15 **BREAK**

9:15 – 10:45 **Driving Forces of Community Change – Ferrel Guillory**

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.

10:45 – 11:00 **BREAK**

11:00 – 12:30 **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.

12:30 – 1:30 **LUNCH**

1:30 – 3:00 **Planning for Community Development: Visioning – Rick Morse**

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.

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

Assets and Strategies

3:15-4:45 **Economic Development – Jonathan Morgan**

This session will describe key concepts of economic development, focusing on the interrelation between economic and community development. [Community Capital: Physical, Natural, Financial, Social]

4:45-5:00 **Affordable Housing Case Study Introduction – Tyler Mulligan**

Wednesday, April 29

- 8:30-10:00 **Exploring the Role of Affordable Housing in Community Development – Tyler Mulligan**
This session will focus on various strategies used to increase the supply of adequate, affordable housing, and describe the legal issues related to this pursuit. [Community Capital: Physical, Natural, Financial, Social, Civic]
- 10:00-10:15 **BREAK**
- 10:15-11:15 **Low-Income Housing Tax Credit – Mark Shelburne**
This session will provide an overview of the Low-income Housing Tax Credit in North Carolina. [Community Capital: Physical, Financial]
- 11:15-11:25 **BREAK**
- 11:25-12:15 **Financing Tools for Community Development – Tyler Mulligan**
This session will provide an overview of development finance topics as they pertain to community development. [Community Capital: Physical, Financial, Social, Civic]
- 12:15-1:15 **LUNCH**
- 1:15-3:00 **Land Use and Smart Growth – David Owens**
By the end of the session 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. [Community Capital: Physical, Natural]
- 3:00-3:15 **BREAK**
- 3:15-5:00 **Panel: Linking Community & Economic Development: The Role of Assets – Janneke Ratcliffe/ Jennifer Lobenhofer**
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, micro-lending, revolving loan funds, homeownership, financial education, tax preparation, and ‘banking the unbanked’ initiatives. [Community Capital: Physical, Financial, Human, Social, Civic]

Thursday, April 30

Participants will split into two sections for training on the administration of Community Development Block Grants (CDBG): one for Entitlement Communities and another for Small Cities.

Small Cities – State CDBG Program taught by NC Department of Commerce staff

8:30-9:00 **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.

9:00-10:15 **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**

This session will continue the discussion of the CDBG process with by explaining the environmental review process, performance measures, finance, and 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 – Sharlene Abbot**

The Community Development Block Grant (CDBG) program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate –income persons. The presenter will provide a basic overview of the CDBG program and will introduce federal regulations that govern the program. This is an interactive session that will emphasize eligibility, compliance, and strategic planning utilizing CDBG funds to achieve local goals.

**15 minute break at 10:15*

12:15-1:15 **LUNCH**

1:15 – 5:15* **“Basically CDBG” – Part II – Sharlene Abbot**

**15 minute break at 3:15*

COMMUNITY DEVELOPMENT ACADEMY

Session II

June 2-4, 2009

Tuesday, June 2

8:30-8:45 **Welcome Back, Overview of Second Session of Course**

Assets and Strategies (continued)

8:45-10:15 **Environmental Finance: Connections to Sustainable Development – 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 environmental programs and services. The session will cover a variety of environmental topics, but will focus on water resources.[Community Capital: Physical, Natural, Financial, Civic]

10:15-10:30 **BREAK**

10:30-12:00 **Community Participation in Community Development Projects – John Stephens**
This session will explore the 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 session, 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.[Community Capital: Social, Civic, Human]

12:00 – 1:00 **LUNCH**

Organizational Considerations

1:00-4:45* **Evaluating Your Success – 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 session 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 session, 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 approximately 3:00pm**

Wednesday, June 3

- 8:30-10:00 **Purchasing and Contracting – Eileen Youens**
This session 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 session 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; special rules for the construction of buildings; and basics of contract management.
- 10:00-10:15 **BREAK**
- 10:15-11:45 **Ethics and Conflicts of Interest – Fleming Bell**
This session will focus on some of the ethical issues and conflicts of interest that may arise in the session of a community development program. Participants 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 session, 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).
- 11:45-12:45 **LUNCH**
- 12:45-2:15 **Creating Open Organizations – David Lawrence**
At the end of this session, 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.
- 2:15-2:30 **BREAK**
- 2:30-3:30 **Techniques for Group Decision-making – Vaughn Upshaw**
Community development professionals are often tasked with building group consensus and making group decisions. This session will explain some of the difficulties associated with group decision-making, such as failure of group members to understand the issue (framing) or lack of a process for working through vast amounts of information. Participants will learn and apply selected techniques for making better group decisions that can be used for almost any decision-making group, ranging from a small nonprofit board to a large citizens' affordable housing task force.

- 3:30-3:45 **BREAK**
- 3:45-4:00 **EXAM INFORMATION – Jennifer Lobenhofer**
- 4:00-5:00 **Practitioners Roundtable – Jennifer Lobenhofer, moderator**
A chance to hear from experienced community development professionals.

Thursday, June 4

08:30-12:30 EXAM – Jennifer Lobenhofer

This open-book, online exam may be taken in a School of Government computer classroom or from the student's home or office. Each student receives a unique exam (the exam software generates a different set of questions for each student), and each student is expected to complete the exam with no outside assistance. The exam is designed to be completed in two hours, but four hours are allotted to the student. The online format requires students to commence and complete the exam during a specific time period and to maintain a strict time schedule. In order to complete the grading and report results to the Division of Community Assistance in a timely fashion, no deviations are permitted from this schedule. For students passing the exam, certificates will be mailed to their address on file with the School of Government. More details will be provided in class by the exam proctor.