

# 2014 Community Development Conference

November 19-21, 2014

Sawmill Creek Resort and  
Conference Center  
400 Sawmill Creek  
Huron, Ohio 44839

**Registration Deadline:**  
November 5, 2014



**Ohio**

John R. Kasich, Governor

Development  
Services Agency

David Goodman, Director

# Registration Instructions

Please read the following information carefully before completing a 2014 Office of Community Development (OCD) Community Development Conference registration form. Registrants should carefully complete the following steps:

1. Review the agenda and determine which sessions would be most beneficial to attend (based on each participant's job duties, interests, and the organization's needs). The conference space limits the participants in each session. Early registration is suggested. Registrations will be accepted on a first-come, first-served basis. The registration fee is **\$185** and includes training materials, breakfast buffets, two lunches, and one dinner.

There is no partial fee available for persons not attending the entire conference. Registrations will not be accepted if received after November 5, 2014.

2. Complete a conference registration form for each participant if more than one person is attending from one organization. The form is included in this brochure and available online at [cdconference.development.ohio.gov](http://cdconference.development.ohio.gov).

*Note: Do not register for concurrent sessions.*

3. Conference registrations may be made online and the completed registration form with payment mailed by November 5, 2014 to:

Patricia Richards  
Ohio Conference of Community Development (OCCD)  
P.O. Box 776, Urbana, Ohio 43078  
Fax: (937) 652-3523 • Email: [office@occd.org](mailto:office@occd.org)  
Registration website: <http://www.occd.org/meetings-and-events>

4. If paying by check, mail the conference fee to Patricia Richards at the address listed above. Checks or money orders must be made payable to: Ohio Conference of Community Development. Credit cards are accepted by OCCD (tax identification number 31-0926774). Registration must be pre-paid. If a registration is not canceled by November 12, 2014, full payment will be due.

*Note: Email confirmation will be sent to the individuals after registering online.*

5. Call Sawmill Creek Resort and Conference Center at (800) 729-6455 or (419) 433-3800 to reserve your accommodations. Reservations can also be made by visiting their website at [www.sawmillcreekresort.com](http://www.sawmillcreekresort.com) to access the online reservation link for the Ohio Development Services Agency Community Development Conference. Reservations must be made by October 19, 2014, in order to receive the discounted rate. (Access the Ohio Development Services Agency Community Development Conference website at [cdconference.development.ohio.gov](http://cdconference.development.ohio.gov) for online reservation instructions.)

## Guest Room Information

Sleeping room rate (single and double occupancy):	\$85.00
Sales tax (6.75%)	\$5.75
Resort fee (3%)	\$3.20
Bed tax (5%)	\$4.25
<hr/>	
Total (per person each night)	\$98.20

*Note: Overnight rooms are limited and the discounted rate expires October 19, 2014. Early registration is advised.*

**State Tax Exemption Policy:** State tax (6.75 percent) can be exempted if the room is paid for with an agency credit card (not an individual name or personal credit card) or with a tax-exempt agency check. A copy of the tax-exempt form must also be presented to the resort.

**Room Reservations:** Sawmill Creek will hold rooms without a deposit or payment for up to 10 business days. One night's deposit or full payment, along with any tax-exempt paperwork, must be received within 10 business days of room registration to guarantee your room. Any remaining balance must be paid at check-in. Registrants will have to provide Sawmill Creek with a credit card to cover any incidental room costs.

## Conference Cancellation Policy

Full refunds will be made if a participant withdraws his/her conference registration by **November 12, 2014**. Registration must be paid in advance. If a registration is not canceled by November 12, 2014, full payment will be due.

# General Information and Conference Sessions

The attire is casual; however participants should wear layered clothing, as the temperature in the lodge and meeting rooms may vary throughout the day.

## Auxiliary Aid

If an auxiliary aid is needed due to a disability, please specify the type of auxiliary aid needed on the conference registration form.

## Wednesday, November 19, 2014

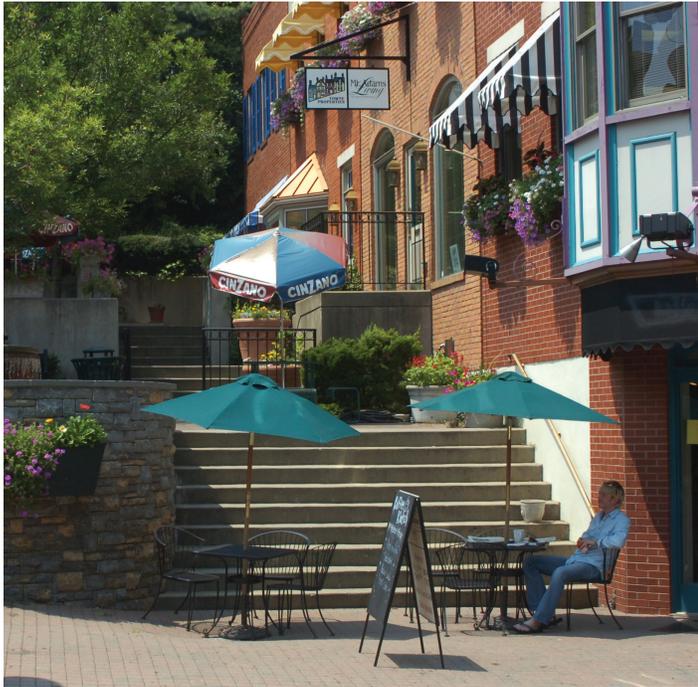
### Morning Sessions

#### Plenary Session – Welcome and Ohio Development Services Agency Updates

9:00 – 9:45 a.m.

Officials from the host community, the City of Huron and the Lake Erie Region, will welcome attendees to the conference. Ohio Development Services Agency leadership will provide an overview of the Agency, Community Services Division, and Office of Community Development.

*Target Audience: Conference Attendees*



#### Introduction to Community Development Block Grant

10:00 a.m. – 4:30 p.m.

Office of Community Development and Ohio Conference of Community Development staff will provide an introduction to the Community Development Block Grant Program. Geared for new practitioners, the session will include an overview of program history, an explanation of national objectives and eligibility requirements, and a discussion on project selection and citizen participation requirements.

*Target Audience: Community Development Block Grant practitioners with less than two years of experience*

#### Economic Development and Revolving Loan Funds

10:00 a.m. – 12:00 p.m.

Throughout the state, local communities use the Community Development Block Grant (CDBG) Economic Development and Revolving Loan Fund Programs to help businesses provide job opportunities for low- to-moderate-income (LMI) individuals. The programs are capable of providing assistance in two ways: 1) low-interest, fixed-asset, gap financing to Ohio businesses or 2) grants to communities for public infrastructure improvements associated with for-profit job creation or retention. In this session, staff will review both programs and provide training on how to successfully apply for and administer CDBG Economic Development and Revolving Loan Fund Programs.

*Target Audience: CDBG Program administrators with less than one year of experience with economic development or revolving loan funds and Revolving Loan Fund administrators*

#### Competitive Set-Asides

10:00 a.m. – 12:00 p.m.

During the first half of the session, staff from the Office of Community Development will present information on the three Community Development Program Competitive Set-Asides: Critical Infrastructure, Neighborhood Revitalization, and Downtown Revitalization. Participants will receive guidance on choosing a target area, community participation, qualifying projects, and leveraging funds. A panel of Program Year 2013 grant recipients will share their best practices during the second half of the session.

*Target Audience: CDBG Program grant administrators and members of downtown revitalization and redevelopment organizations*

#### What to Expect at an Audit

10:00 a.m. – 12:00 p.m.

Staff from the Office of Community Development and Audit Office will present information on basic audit requirements for administering state and federal grant funds. Topics covered will include the Office of Community Development Financial Management Rules and Regulations and Office of Management and Budget Circulars A-122 and A-87.

*Target Audience: Ohio Small Cities CDBG Program administrators and fiscal staff*

**Wednesday, November 19, 2014**

*Afternoon Sessions*

**Income Survey and American Community Survey**

1:45 – 3:00 p.m.

During the first half of this session, Office of Community Development staff will discuss the low- and moderate-income (LMI) national objective and the U.S. Census Bureau's American Community Survey (ACS) data that Office of Community Development staff will use to qualify projects for Program Year 2015. During the second half of this session, staff will discuss the appropriate use of ACS data and the proper method for conducting household income surveys to qualify projects under the LMI area-wide benefit national objective.

*Target Audience: CDBG Program grant administrators*

**Fair Housing Fundamentals: The State of Ohio Standard Fair Housing Program**

1:45 – 4:30 p.m.

The Office of Community Development's required Standard Fair Housing Program helps grantees establish a framework of technical assistance, education, and support to address local fair housing needs. Built around a core of training and outreach, the Standard Fair Housing Program can be a powerful tool for identifying and eliminating discriminatory practices. This session will provide historical and regulatory context for Fair Housing in Ohio and will explore the various components of the Standard Fair Housing Program. Participants will learn how to design and adapt Fair Housing training presentations and materials that are meaningful to their local target audience. Participants will also learn techniques for providing appropriate technical assistance to citizens with fair housing questions, complaints, or concerns.

*Target Audience: CDBG Program grant administrators*



**Community Development Implementation Strategy**

3:15 – 4:30 p.m.

Staff from the Office of Community Development will introduce the Community Development Implementation Strategy (CDIS), which will replace the Community Assessment Survey (CAS) and the Community Housing Implementation Strategy (CHIS) in Program Year 2015. This plan, updated biennially, will provide a way for local communities to coordinate and prioritize investments through citizen participation. Additionally, it will provide the Office with a standard by which to identify community needs and desires statewide. Future applications will be scored within the context of a community's CDIS targets.

*Target Audience: CDBG Program grant administrators*



## Thursday, November 20, 2014

Morning Sessions

### Community Development Block Grant Lab

8:30 a.m. – 4:30 p.m.

Complying with state and federal regulations can be challenging. In this interactive session, Office of Community Development staff will cover some of the more difficult grant compliance areas. Brief teaching sessions will be combined with interactive discussion, giving participants an opportunity to apply their CDBG knowledge to real-world scenarios.

*Target Audience: Grant administrators with at least two years of CDBG experience*

### Financial Basics

8:30 – 9:45 a.m.

Specifically designed for new program managers, this session will help grant administrators understand the Office of Community Development's financial and outcome data reporting requirements. During the session, presenters will discuss the Request for Payment and Status of Funds form (DS5), Status Reports, Final Performance reports, Housing Activity and Beneficiary form, Tenant-Based Rental Assistance form, Job Certification form, and Certificate of Completion. This interactive, informal session will enable participants to ask questions and discuss the forms and requirements.

*Target Audience: New grant administrators*



### State Resources for Community and Economic Development Professionals

8:30 – 9:45 a.m.

Staff from the Office of Community Development, Office of Community Assistance, and Office of Energy and Redevelopment will present program resources available for community and economic development projects. Heritage Ohio, Ohio's official historic preservation and Main Street organization, will also present information on the Main Street program and services available to local communities.

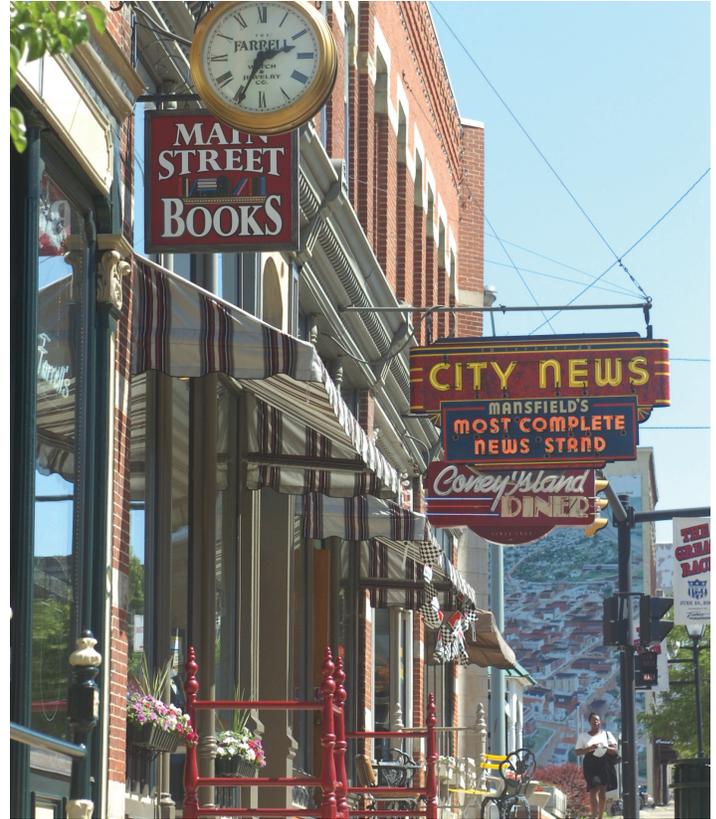
*Target Audience: Community and economic development professionals, members of downtown revitalization, redevelopment, and historic preservation organizations*

### Advanced Financial Workshop

10:00 – 11:30 a.m.

Designed for experienced program managers, this interactive session will allow grant managers to learn from their peers. Office of Community Development staff will provide participants with a financial scenario and complete source documentation for six months of activity on a hypothetical CDBG grant. Participants will work in teams to create and propose strategies for completing one or more Request for Payment and Status of Funds forms (DS5) and Status Reports. Participants will also identify and share fiscal best practices with the group.

*Target Audience: Grant administrators with at least two years of CDBG experience*



### Historic Preservation Compliance Requirements for Community Development Projects

10:00 – 11:30 a.m.

Nearly all HUD-funded community development projects require some level of historic preservation coordination and compliance. In this session, Ohio Historic Preservation Office staff will outline the "Section 106" review process, and offer tips and strategies for facilitating coordination. Session participants will learn how to effectively use their community's Programmatic Agreement for Coordination and will see how community development activities can affect architectural and archaeological properties. Participants will also delve into the Secretary of the Interior's Standards for Rehabilitation and explore common ways to avoid adverse effects on historic architecture and archaeological resources.

*Target Audience: Redevelopment and historic preservation organizations, CDBG grant administrators*

## Thursday, November 20, 2014

Afternoon Sessions

### Environmental Review: Spotlight on the Common and Complex

1:45 – 4:30 p.m.

Grantees must perform environmental review for all projects funded through the CDBG program. This session will provide an overview of the Office of Community Development's environmental process, required forms, and technical assistance resources. Participants will receive detailed analytical instruction on a subset of common, yet complex, environmental compliance requirements. Specific topics will include the evaluation of manmade hazards, floodplain design issues, soil vapor mitigation, and U.S. Army Corps of Engineers permitting.

*Target Audience: All CDBG Program grant administrators*

### Keynote Panel Discussion

1:45 – 3:00 p.m.

Representatives from the Ohio Development Services Agency and local community development practitioners will be joined by the keynote luncheon speaker for a more in-depth discussion about community development and its role in workforce recruitment. Agency staff will explore challenges in community and economic development in rural Ohio and local community development practitioners will provide examples from their communities. This session is designed to be interactive and include audience participation.

*Target Audience: Elected officials and community and economic development professionals*

### Ohio's Healthy Foods Initiative

3:15 – 4:30 p.m.

Not all Ohioans have access to affordable, nutritious food or the information to make healthy decisions about food choices. The Food Trust, a Philadelphia-based nonprofit organization, has partnered with the Community Development Finance Fund and engaged local stakeholders to raise awareness and grow financial resources to expand healthy food options in Ohio. Representatives from The Food Trust and the Community Development Finance Fund will outline the issue as it pertains to rural Ohio and discuss statewide and local initiatives to increase access to healthy foods.

*Target Audience: Community and economic development professionals*

## Friday, November 21, 2014

### Ohio Community and Energy Assistance Network (OCEAN)

9:00 – 10:30 a.m.

10:45 a.m. – 12:00 p.m.

During this session, Office of Community Development staff will discuss the OCEAN online application system. The session will explain the processes for submitting applications, revisions, and approvals. Staff will also discuss the process for submitting status and final performance reports and draw requests. Additionally, staff will cover changes and improvements to the OCEAN system planned for Program Year 2015.

*Target Audience: All CDBG Program grant administrators*



# 2014 Housing Conference Schedule

## Wednesday, November 19, 2014

9:00-9:45 a.m.	Plenary Session: Welcome and Ohio Development Services Agency Updates			
10:00 a.m.-12:00 p.m.	Introduction to CDBG	Economic Development and Revolving Loan Funds	Competitive Set-Asides	What to Expect at an Audit
12:15-1:30 p.m.	Keynote Luncheon			
1:45-3:00 p.m.	Introduction to CDBG	Income Survey and American Community Survey	Fair Housing Fundamentals	
3:15-4:30 p.m.		SFY 2015 Community Development Implementation Strategy		
6:00-7:30 p.m.	Dinner (Provided)			

## Thursday, November 20, 2014

8:30-9:45 a.m.	CDBG Workshop	Financial Basics	State Resources for Community and Economic Development Professionals	
10:00-11:30 a.m.		Advanced Financial Workshop	Historic Preservation	
11:45 a.m.-1:30 p.m.	Keynote Luncheon			
1:45-3:00 p.m.	CDBG Lab	Keynote Panel	Environmental Review	
3:15-4:30 p.m.		Ohio's Healthy Foods Initiative		
Open	Dinner (on your own)			

## Friday, November 21, 2014

9:00 a.m.-12:00 p.m.	OCEAN
10:45 a.m.-12:00 p.m.	OCEAN
12:00 p.m.	Conference Concludes

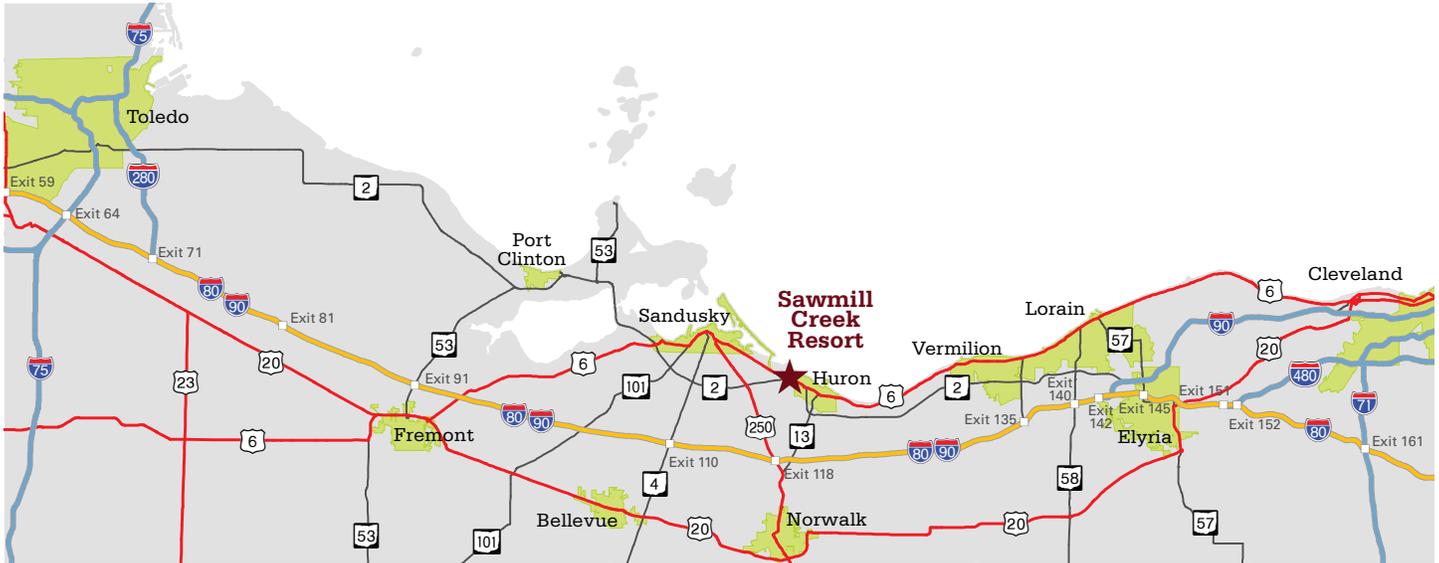
*The Ohio Development Services Agency and the Office of Community Development reserve the right to reschedule, replace, or cancel sessions as deemed necessary.*

# Sawmill Creek Resort and Conference Center

400 Sawmill Creek  
Huron, Ohio 44839  
Telephone: (800) 729-6455 or (419) 433-3800  
[www.sawmillcreekresort.com](http://www.sawmillcreekresort.com)

## Driving Directions

For a detailed map, visit: <http://www.sawmillcreekresort.com/map.asp>



### From Columbus, Ohio

Follow Route 23 North to Route 98 North to Route 4 North to Route 2 East. Go East on Route 2 to the Rye Beach Road Exit. Turn left onto Rye Beach Road. Go to the traffic light, turn left onto Cleveland Road (State Route 6). Go around the bend approximately 500 yards and the Lodge at Sawmill Creek Resort is on the right-hand side of the road.

or

Follow Interstate 71 North to Route 250 North. Stay on Route 250 North until Route 2. Follow Route 2 East to Rye Beach Road exit. Turn left off exit. At the second traffic light, turn left onto Cleveland Road (State Route 6). The Lodge at Sawmill Creek Resort is located 500 yards around the bend on the right-hand side of the road.

### From Dayton/Cincinnati, Ohio

Follow Interstate 71 North to Columbus. FOLLOW DIRECTIONS AS ABOVE

or

Follow Interstate 75 North to Route 12 North to Route 6 East to Route 2 East. Follow Route 2 East to Rye Beach Road Exit (Huron). Turn left onto Rye Beach Road. Go to traffic light, turn left onto Cleveland Road (State Route 6). The Lodge at Sawmill Creek is located 500 yards around the bend on the right-hand side of the road.

### From Cleveland, Ohio

Follow Ohio Turnpike (Interstate 80/Interstate 90) West to Exit 135 (Baumhart Road/Vermilion), proceed north on Baumhart Road to Route 2 West. Go west on Route 2 to Rye Beach Road exit. Turn right onto Rye Beach Road (Huron). At the traffic light, turn left onto Cleveland Road (State Route 6). The Lodge at Sawmill Creek Resort is located 500 yards around the bend on the right-hand side of the road.

### From Toledo, Ohio/Detroit, Michigan

Follow Interstate 75 South to exit 10A (Route 280 South). Follow Route 280 to Interstate 80/90 (Ohio Turnpike). Take Turnpike (Interstate 80/Interstate 90) East to Exit 118 (Route 250 North). Go north on Route 250 approximately seven miles to Route 2. Take Route 2 East to the Rye Beach Road Exit, turn left (north) onto Rye Beach Road (Huron). Go to traffic light, turn left onto Cleveland Road (State Route 6). The Lodge at Sawmill Creek Resort is located 500 yards around the bend on the right-hand side of the road.

### From Pittsburgh Airport, Pennsylvania

Follow Interstate 76 North to Interstate 80 West. The Pennsylvania Turnpike turns into the Ohio Turnpike at the state line to Exit 135 (Baumhart Road/Vermilion); proceed north on Baumhart Road to Route 2 West. Continue west on Route 2 to Rye Beach Road (Huron). Off the ramp turn right and left at light. Resort is 500 yards on the right-hand side of the road.

# Conference Registration Form

Online registration: <http://www.occd.org/meetings-and-events>

## Participant Information (one form per person)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Business Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

Person making registration (if not the same person attending): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email \_\_\_\_\_

If a participant needs auxiliary aids (interpreter, assistive listening device, etc.) due to a disability, please specify the type of aid and/or interpreter needed: \_\_\_\_\_

Dietary restrictions:  Vegetarian  Other \_\_\_\_\_

Director's Awards Luncheon (November 19):  Chicken  Vegetarian

Keynote Speaker's Luncheon (November 20):  Chicken  Vegetarian

## Complete this section if you are a speaker or panelist

Session(s): \_\_\_\_\_

Attending full conference: \_\_\_ Yes \_\_\_ No

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

## Registration Payment Type

The registration fee is \$185 for the full conference. There is no partial fee available for persons not attending the entire conference.

Registration must be paid in advance. If a registration is not cancelled by November 12, 2014, full payment is due. The Ohio Conference of Community Development's Tax Identification Number is 31-0926774.

- Payment Mailed – check or money order made payable to the Ohio Conference of Community Development. The Ohio Conference of Community Development accepts major credit cards online (Visa, MasterCard, American Express, and Discover).

Purchase Order Number: \_\_\_\_\_

## Mail Form and Payment to Ohio Conference of Community Development, Inc.:

Mail: OCCD, P.O. Box 776, Urbana, Ohio 43078

E-mail: [office@occd.org](mailto:office@occd.org)

Fax: (937) 652-3523

# 2014 Housing Conference Registration Form

## Conference Sessions

Select only one session per timeslot. Do not register for sessions that are being held concurrently.

### Wednesday, November 19, 2014

9:00 – 9:45 a.m.

- Plenary Session – Welcome and Ohio Development Services Agency Updates

10:00 a.m. – 12:00 p.m.

- Economic Development and Revolving Loan Fund  
 Competitive Set-Asides  
 What to Expect at an Audit

10:00 a.m. – 4:30 p.m.

- Introduction to CDBG

1:45 – 4:30 p.m.

- Fair Housing Fundamentals

1:45 – 3:00 p.m.

- Income Survey and American Community Survey  
 SFY 2015 Community Development Implementation Strategy

### Thursday, November 20, 2014

8:30 – 9:45 a.m.

- Financial Basics  
 State Resources for Community and Economic Development Professionals

8:30 – 11:30 a.m.

- CDBG Workshop

10:00 – 11:30 a.m.

- Advanced Financial Workshop  
 Ohio Historic Preservation Office

1:45 – 3:00 p.m.

- Keynote Panel

1:45 – 4:30 p.m.

- Community Development Block Grant Lab  
 Environmental Review

3:15 – 4:30 p.m.

- Ohio's Healthy Foods Initiative

### Friday, November 21, 2014

9:00 to 10:30 a.m.

- OCEAN

10:45 to 12:00 p.m.

- OCEAN



# 2014 Community Development Conference

**Ohio Development Services Agency  
Office of Community Development**

77 South High Street, 26th Floor

Columbus, Ohio 43215 U.S.A.

(614) 466-2285

<http://development.ohio.gov/communityservices.htm>

**Ohio Conference of Community Development**

PO Box 776

Urbana, Ohio 43078 U.S.A.

(937) 652-3523

[www.occd.org](http://www.occd.org)



**Ohio**

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