

# 2013 Housing Conference

November 20–22, 2013

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

**Registration Deadline:**  
November 6, 2013



**Ohio**

John R. Kasich, Governor

Development  
Services Agency

David Goodman, Director

# Registration Instructions

Please read the following information carefully before completing a 2013 Office of Community Development Housing 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 availability of conference space limits the number of persons who may participate in the sessions. 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 6, 2013.**

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 [housingconference.development.ohio.gov](http://housingconference.development.ohio.gov).

*Note: Do not register for sessions that are being held concurrently.*

3. Conference registrations may be made online, by fax, email or mail the completed registration form with payment by November 6, 2013 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 the Ohio Conference of Community Development (tax identification number 31-0926774). Registration must be pre-paid. If a registration is not canceled by November 13, 2013, full payment will be due.

Note: Email confirmation will be sent to the individuals making registrations online.

5. Call Sawmill Creek Resort and Conference Center at (800) 729-6455 or (419) 433-3800 to make your overnight accommodations. Reservations can also be made by visiting their website at [www.sawmillcreekresort.com](http://www.sawmillcreekresort.com) and accessing the online reservation link for the Ohio Development Services Agency Housing Conference. Reservations must be made by October 20, 2013 in order to receive the discounted rate. (Access the Ohio Development Services Agency Housing Conference website at [housingconference.development.ohio.gov](http://housingconference.development.ohio.gov) for online reservation instructions.)

## Guest Room Information

Sleeping room rate (single and double occupancy):	\$80.00
Sales tax (6.75%)	\$5.40
Resort fee (3%)	\$2.40
Bed tax (5%)	\$4.00
<hr/>	
Total (per person each night)	\$91.80

*Note: Overnight rooms are limited and the discounted rate expires October 20, 2013. 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 Guarantee:** Room are guaranteed by credit card (Visa, MasterCard, American Express, Discover) or by one night's room and tax deposit to Sawmill Creek (optional). Credit cards will be charged if you do not honor your reservation or if a cancellation is not requested at least seven days in advance.

## Conference Cancellation Policy

Full refunds will be made if a participant withdraws his/her conference registration by **November 13, 2013**. Registration must be paid in advance. If a registration is not canceled by November 13, 2013, 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 20, 2013

### Morning Sessions

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

9:00 – 10:00 a.m.

Officials from Erie County will formally welcome conference attendees to the city of Huron and the Lake Erie region. Representatives from the Ohio Development Services Agency will provide an overview of the Agency's direction as well as an update about the website. In addition, an update on the Office of Community Development housing programs will be presented.

*Target Audience: Conference Attendees*



#### Determining Income Allowances

10:15 a.m. – 4:30 p.m.

A fundamental component of using HOME funds effectively is ensuring they are targeted to households that are eligible for assistance. HOME Program rules require that program administrators use one of the definitions for annual income to determine the eligibility of applicants to their programs. This session will be targeted toward novice administrators or experienced administrators in need of a refresher course. The trainer will review the definitions of income used in the HOME Program and provide guidance on how program administrators can ensure they are targeting eligible households.

*Target Audience: Grant Administrators*

#### Program Income

10:15 – 11:45 a.m.

This session will cover the basics of a community's Housing Program Income. The primary topics discussed will be how program income is acquired, the requirements for maintaining and reporting program income and the eligible uses of program income, which includes an explanation of the Housing Revolving Loan Fund waiver process. This session will also describe the process to obtain a waiver when using revolving loan funds on housing projects.

*Target Audience: Grant Administrators and Fiscal Staff*

#### The Importance of Fair Housing in Planning Strategies

10:15 – 11:45 a.m.

Updates will be provided regarding emerging Fair Housing issues and program regulations in Ohio. In addition, a researcher from the Kirwan Institute at The Ohio State University will discuss the importance of administering Fair Housing regulations in planning strategies as it relates to the changing demographics and populations in Ohio. Universal design techniques will also be discussed.

*Target Audience: Grant Administrators and Rehabilitation Specialists*

#### Corporation for Ohio Appalachian Development Training – Role of the Rehabilitation Specialists Dealing with Lead

10:15 – 11:45 a.m.

This session will provide an overview of the responsibilities of the rehabilitation specialist regarding lead-based paint as specified in Chapter 7 of the Residential Rehabilitation Standards and the Ohio Department of Health Lead Poisoning Prevention rule OAC 3701-32. Examples of all required documentation to be maintained will be reviewed including job site inspections and contractor documentation.

*Target Audience: Rehabilitation Specialists*



## **Wednesday, November 20, 2013**

*Afternoon Sessions*

### **Operation Street Smart – Adult Drug Education**

1:30 – 4:30 p.m.

The Franklin County Sheriff's Office, through the Operation Street Smart program, will educate rehabilitation specialists and grant administrators about current drug trends, terminology and paraphernalia. In addition, the session will provide attendees with the information necessary to recognize and take appropriate action to the physical signs of possible drug culture in a home as well as signs of drug use by potential clients.

*Target Audience: Grant Administrators and Rehabilitation Specialists*

### **State Resources for Housing Professionals**

1:30 – 4:30 p.m.

Representatives from the Ohio Development Services Agency's Office of Community Assistance, Office of Energy, Office of Redevelopment, as well as the Office of Community Development, will be on-hand to present program resources available to communities for housing-related and development projects.

*Target audience: Conference Attendees*

### **Corporation for Ohio Appalachian Development Training – Inspection Procedures for Attic Venting**

1:30 – 4:30 p.m.

This session will describe the attic inspection process and what is required in a comprehensive work order. Participants will be provided with examples of proper specification writing for various attic scenarios, and will complete a group specification writing exercise. Topics to be covered include:

- Documentation of bypasses and directions and materials for proper sealing
- Recognition of electrical issues, such as knob and tube wiring, junction box issues, unsafe wiring or improper fusing, and directions for proper treatment of these issues
- How to calculate effective existing insulation levels
- Recessed lights, bathroom fans and how to address them
- Proper treatment of heat-producing devices
- What constitutes a properly insulated and sealed attic hatch
- How to determine if adequate attic venting is present and how to calculate additional ventilation needs

*Target Audience: Rehabilitation Specialists*

## Thursday, November 21, 2013

*Morning Sessions*

### **HOME Basics Training**

9:00 a.m. – 4:30 p.m.

This session will provide grant administration staff that are reasonably new to the Community Housing Improvement Program, or have a limited knowledge of HOME fund use, with a basic overview of HOME regulations and requirements as they relate to Community Housing Improvement Program activities, which will include recent changes to the regulations. This session also serves as a great refresher course for experienced administrators.

*Target Audience: Grant Administrators*

### **Conflict of Interest and Ethics Considerations in State and Federal Laws**

9:00 – 11:45 a.m.

The Office of Community Development has been experiencing an increase in requests for legal determinations regarding conflicts of interest and ethics considerations. To better explain these matters, an official from the Ohio Ethics Commission will discuss conflict of interest and ethics considerations in state law. Topics will include how to identify a conflict of interest, steps to address the conflict of interest and available resources.

*Target Audience: Grant Administrators*

### **Environmental Review**

9:00 – 11:45 a.m.

This session will provide grant administrators with an understanding of the environmental review requirements associated with eligible Community Housing Improvement Program activities. Topics will include environmental compliance areas, levels of review and the tiered environmental review process. Participants will also learn how to use the Office of Community Development's new, redesigned environmental review forms. The new forms provide the framework for environmental review compliance, and are the required format for all Office of Community Development programs.

*Target Audience: Grant Administrators*

### **Corporation for Ohio Appalachian Development Training – Proper Venting of Combustion Appliances**

9:00 a.m. – 4:30 p.m.

This session will cover venting strategies for various types of combustion appliances. Participants will be introduced to National Fire Protection Association 54 venting tables. Each participant will be provided with how-to examples, as well as the demonstration of proper calculations. Topics covered include:

- Single versus double wall pipe
- Common vented furnaces and water heaters
- Requirements for standard efficiency, mid-efficiency, high efficiency furnaces, as well as direct vent appliances
- How to deal with less common heating sources such as wall furnaces and solid fuel burning equipment
- "Orphaned" hot water tanks
- Proper use and installation of chimney liners

*Target Audience: Rehabilitation Specialists*

## Thursday, November 21, 2013

*Afternoon Sessions*

### **Housing Strategy Workshop**

1:30 – 4:30 p.m.

The workshop will address comprehensive housing strategy development, market preparation, demographic analysis, unit rehabilitation versus new construction, leveraging resources, and rural community and small city challenges. This session will assist grantees in making decisions during their planning process.

*Target Audience: Grant Administrators and Rehabilitation Specialists*



### **Fiscal Management, Reporting and Audit Requirements**

1:30 – 4:30 p.m.

This session is designed to help grant administrators understand the Office of Community Development's financial and outcome data reporting requirements. During the session, presenters will explain how communities access grant funds once the grant agreement has been executed. The session will also include a discussion of reporting requirements, including the Request for Payment and Status of Funds form (DS5), the Housing Activity and Beneficiary form, the Six-Month Status Report, the Final Performance Report, the Certificate of Completion form and the Notice of Contract Award Reporting form. A representative from the Ohio Development Services Agency's Audit Office will also review key financial management areas related to federal and state grant programs.

*Target Audience: Fiscal Staff and Grant Administrators and Project Management Staff*

## Friday, November 22, 2013

### **Community Housing Improvement Program Implementation** 9:00 a.m. – 12:00 p.m.

This session will provide grant administrators with the procedures for implementing an effective housing program, such as managing staff, as well as maintaining records and client files. Examples will be given of best practices and models for success. A chronological course of action for operating rehabilitation activities such as application intake, pre-bid procedures, bid package documents, bid opening procedures, pre-construction conferences, payment methods and final inspections.

*Target Audience: Grant Administrators*

### **Roundtables**

Participants are encouraged to submit topics for the roundtable facilitators beforehand (see “2013 Housing Conference Registration Form” on last page of the brochure).

Topics must be submitted to the Office of Community Development by **October 15, 2013** through the Ohio Development Services Agency Housing Conference web page or the Ohio Conference on Community Development Conference Registration web page.

### **Administrators’ Roundtable** 9:00 a.m. – 12:00 p.m.

The Administrators’ Roundtable is designed as a networking session for Community Housing Improvement Program administrators and program managers. Participants will ask questions and discuss best practices. Discussion also will include topics submitted to the Office of Community Development.

*Target Audience: Grant Administrators*

### **Rehabilitation Specialists’ Roundtable** 9:00 a.m. – 12:00 p.m.

The Rehabilitation Specialists’ Roundtable is designed as a networking session for Community Housing Improvement Program rehabilitation specialists to share field experiences. The discussion will include topics submitted to the Office of Community Development.

*Target Audience: Rehabilitation Specialists*



# 2013 Housing Conference Schedule

## Wednesday, November 20, 2013

9:00-10:00 a.m.	Plenary Session: Welcome and Ohio Development Services Agency Updates			
10:15-11:45 a.m.	Determining Income Allowances	Program Income	The Importance of Fair Housing in Planning Strategies	COAD Training – Role of Rehabilitation Specialists Dealing with Lead
12:00-1:30 p.m.	Director’s Housing Awards Ceremony (Luncheon)			
1:30-2:45 p.m.	Determining Income Allowances (Continued)	Operation Street Smart – Adult Drug Education	State Resources for Housing Professionals	COAD Training – Inspection Procedures for Attic Venting
3:00-4:30 p.m.				
6:00-7:30 p.m.	Dinner (Provided)			

## Thursday, November 21, 2013

9:00-10:30 a.m.	HOME Basics	Conflict of Interest and Ethics Considerations in State and Federal Laws	Environmental Review	COAD Training – Proper Venting of Combustion Appliances
10:45-11:45 a.m.				
12:00-1:15 p.m.	Lunch (Provided)			
1:30-2:45 p.m.	HOME Basics (Continued)	Housing Strategy Workshop	Fiscal Management Reporting and Audit Requirements	COAD Training – Proper Venting of Combustion Appliances (Continued)
3:00-4:30 p.m.				
Open	Dinner (on your own)			

## Friday, November 22, 2013

9:00 a.m.-12:00 p.m.	Community Housing Improvement Program Implementation	Administrators’ Roundtable	Rehabilitation Specialists’ Roundtable
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.*



## Ohio Development Services Agency Director's Awards for Excellence in Housing

**November 20, 2013**

The Ohio Development Services Agency's Community Services Division and Office of Community Development are seeking nominations for the 2013 Director's Awards for Excellence in Housing.

Grant administrators and chief executive officers that manage Community Housing Improvement Program and Neighborhood Stabilization Program grants in communities that received funds from the Office of Community Development may submit nominations of successfully completed projects from their regions.

Eligible nominations for housing projects must describe the significant impact on the overall community and how the projects benefited its citizens, in particular, low- and moderate-income individuals and families.

Nominations can be submitted by accessing the Office of Community Development's Grantee Success Stories\* web page at <http://development.ohio.gov/OCDSuccess/>. Only fully completed nomination forms will be considered for this recognition.

**September 15, 2013** is the deadline for submitting nominations for housing program success stories.

Selected nominees will be honored at a ceremony during the conference luncheon at Sawmill Creek Resort in Huron on Wednesday, November 20, 2013.

For more information, contact Ms. Ele Garcia at (614) 466-2285 or [Ele.Garcia@development.ohio.gov](mailto:Ele.Garcia@development.ohio.gov).

### **\*Grantee Success Story Release Authorization**

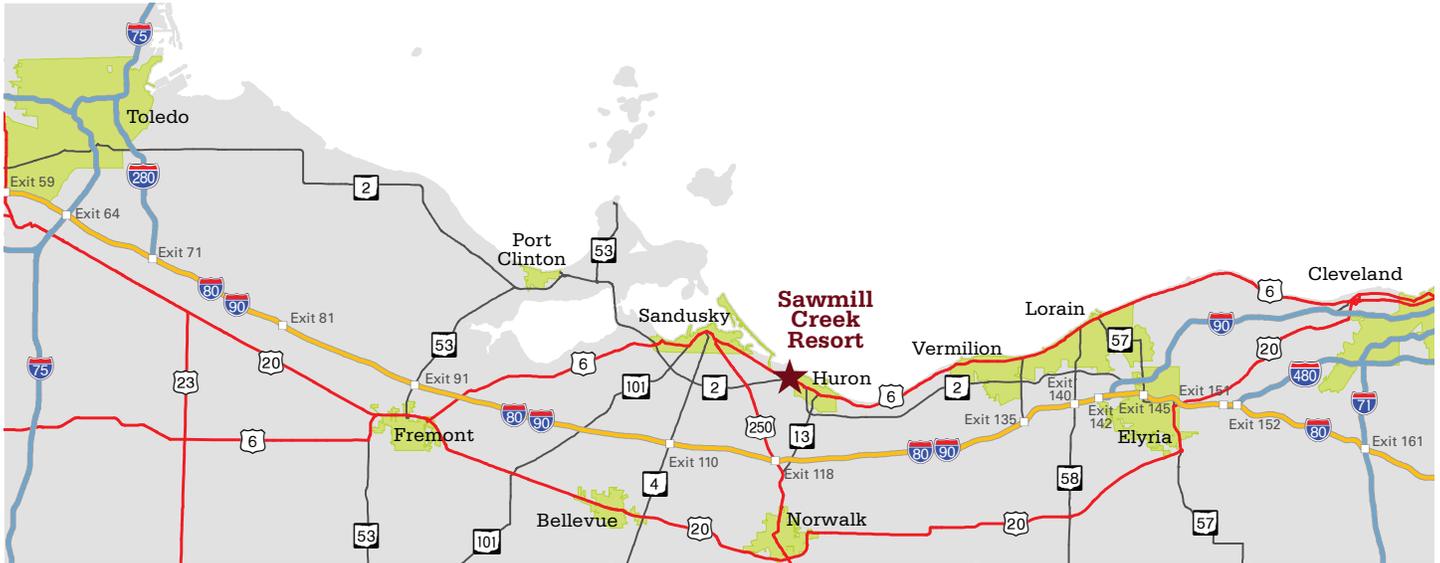
*Grantees must consent to and authorize the use of the organization's success story for use by the Ohio Development Services Agency. Grantees release and discharge the Ohio Development Services Agency from any and all claims and demands arising out of or in connection with the use of such photograph and article, including any and all claims for libel, the right of publicity and the right to privacy.*

# 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 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 13, 2013, 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

# 2013 Housing Conference Registration Form

## Conference Sessions

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

### Wednesday, November 20, 2013

9:00 – 10:00 a.m.

- Plenary Session – Welcome and Ohio Development Services Agency Updates

10:15 a.m. – 4:30 p.m.

- Determining Income Allowances

10:15 – 11:45 a.m.

- Program Income  
 The Importance of Fair Housing in Planning Strategies  
 Corporation for Ohio Appalachian Development Training – Role of the Rehabilitation Specialists Dealing with Lead

1:30 – 4:30 p.m.

- Operation Street Smart – Adult Drug Education  
 State Resources for Housing Professionals  
 Corporation for Ohio Appalachian Development Training – Inspection Procedures for Attic Venting

### Thursday, November 21, 2013

9:00 a.m. – 4:30 p.m.

- HOME Basics Training  
 Corporation for Ohio Appalachian Development Training – Proper Venting of Combustion Appliances

9:00 – 11:45 a.m.

- Conflict of Interest and Ethics Considerations in State and Federal Laws  
 Environmental Review

1:30 – 4:30 p.m.

- Housing Strategy Workshop  
 Fiscal Management, Reporting and Audit Requirements

### Friday, November 22, 2013

9:00 a.m. – 12:00 p.m.

- Community Housing Improvement Program Implementation  
 Administrators' Roundtable

Insert topic(s) you would like addressed during this Roundtable discussion (optional): \_\_\_\_\_

- Rehabilitation Specialists' Roundtable

Insert topic(s) you would like addressed during this Roundtable discussion: \_\_\_\_\_

**Ohio Development Services Agency  
Director's Awards for Excellence in Housing**

Submit nominations online at <http://development.ohio.gov/OCDSuccess/>

**Nominations are due September 15, 2013**

Honorees will be recognized in a ceremony during the conference luncheon on  
Wednesday, November 20, 2013

**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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David Goodman, Director