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To: Real Estate Department Partners  
From: Real Estate Department  
Date: January 3, 2020  
Re: **2020 Strategic Management for CHDO and Non-Profit Development Executives Training**

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Notice: **RED-20-01**

The Indiana Housing and Community Development Authority (IHCDA) is pleased to partner with TDA Consulting, the U.S. Department of Housing and Urban Development's (HUD's) CHDO TA Provider, to offer a **17-week** training series on Community Housing Development Organization (CHDO) regulations and nonprofit management best practices.

Targeted to executive directors and senior managers of CHDOs and nonprofit development organizations and based on courses developed and delivered for HUD, the core of **Strategic Management for CHDO and Nonprofit Development Executives** is a four month college-style online course. The course includes modules on operations management, financial management, and strategic planning. Each week includes several short presentations and reading assignments. Participants will be required to join discussion forums and complete weekly assignments, applying their learning to issues and challenges facing their own organizations.

The program begins with a two-day in-person session – **CHDO Opportunities in HOME** – to kick off the series and to provide an overview of the HOME program and the CHDO set-aside – covering the CHDO definition, CHDO project roles, and core HOME requirements related to the development of both homebuyer (for-sale) and rental housing.

From this foundation, participants transition into the core online portion of the course, during which there will be a one-week break between each module. The online course ends with each participant preparing a final “capstone” project – typically the development of a strategic business plan intended to improve an aspect of their organization's operations.

The overall series then culminates in two-day in-person **Capstone Session** where participants present their final projects to each other, the course instructor, and IHCDA representatives.

### Logistics Information

The training series is **primarily delivered via an online learning management system over 17 weeks** during which participants will login, review two to four short video presentations, download readings, and participate in discussion forms and weekly assignments. *Please note*



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*that, with the exception of two “break” weeks in between modules, participants should expect to login to the online course 3-5 times a week and spend a total of 6-10 hours per week on the course.*

The **in-person kickoff** session will be held on Thursday and Friday, **March 5 and 6, 2020**.

The **in-person capstone** session will be held on Wednesday and Thursday, **July 1 and 2, 2020**.

Onsite check-in for the in-person sessions begins at 8:30 AM Eastern Time, with sessions starting at 9:00 AM and ending at 4:30 PM Eastern Time each day. The training will be held at IHCD's offices at 30 South Meridian Street, Suite 900, Indianapolis, Indiana 46204.

### **Training Policies**

Registration is free to participants. IHCD will review registration lists prior to TDA approving your registration.

The training is limited to two persons per organization and registration is limited to 35 persons. Each individual who registers is expected to fully participate in the training.

Approved registrants who fail to attend, do not cancel their registration at least 10 days before the course, or do not complete the entire course will be charged a \$100 “no show” fee by IHCD.

Please click [HERE](#) to register or for more information on the series and additional logistics.

Information on other IHCD-sponsored classes may also be accessed [HERE](#).

### **Discount**

Enter discount code IHCDAFREE for a 100% discount on the registration fee.

For more information on the training series, please contact Samantha Spergel, Director of Real Estate Production at [sspergel@ihcda.in.gov](mailto:sspergel@ihcda.in.gov).