



To: Real Estate Development Partners
From: Real Estate Department
Date: May 22, 2024
Re: **CHDO and Non-Profit Executive Director Training Course Registration**

Notice: RED-24-27

The Indiana Housing and Community Development Authority (IHCDA) is pleased to partner with TDA Consulting, one of the U.S. Department of Housing and Urban Development's (HUD's) HOME Investment Partnerships Program and CHDO Technical Assistance Providers, 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 housing 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** – which provides an overview of the CHDO set-aside and its place in the HOME Program. This session covers 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, with modules on operations management (5 weeks), financial management (3 weeks) and strategic planning (5 weeks). 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 series then culminates in a two-day in-person **Capstone Session** where participants present their final projects to each other, the course instructor, and IHCDA representatives.



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Logistics Information

The training series is **primarily delivered via an online learning management system over 17 total 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 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 6-12 hours per week on the course.*

The **in-person kickoff** session will be held on Tuesday and Wednesday, **June 25 and June 26, 2024.**

The **in-person capstone** session will be held on Tuesday and Wednesday, **October 15 and October 16, 2024.**

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 registrant 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.

For more information on the training series, please contact Samantha Spergel, Director of Real Estate Strategic Initiatives and Engagement at sspergel@ihcda.in.gov.