



NCDA

National Community Development Association

Hosting an NCDA Training Class - RFP

10 November 2016

NCDA is looking for host communities for 2017 training in CDBG and HOME.

Hosting an National Community Development Association-sponsored CDBG or HOME course is a great way to get training for your staff, as well as providing training to the regional/national CDBG/HOME community. The biggest benefit to the host community is not having to pay travel expenses (3 to 7 times per person the cost of the course). It's also a way to get training within your state when travel out of your state is prohibited. You may also help introduce NCDA to non-members who take the training.

What's in it for your Community?

- You provide first class training in CDBG/HOME for your staff - new staff get up to speed on CDBG/HOME much quicker.
- It brings the training local - no travel costs - you can train 3 to 7 staff people for the same cost as sending one staff person to distant training.
- You provide training with easy access to other communities in your area.

What courses are available?

- CDBG Basics (3 Day - Certificate)
- HOME Basics (3 Day - Certificate)
- Managing Subrecipients (2 Day - Non-Certificate) [Available Spring 2017]
- Advanced CDBG (1 & 1/2 Day - Non-Certificate)
- Underwriting -CDBG/HOME (1/2 Day - Non-Certificate)
 - (Usually offered in conjunction with Advanced CDBG)

What does it cost your Community?

- If your government are a member of NCDA (including Affiliate Members), *there are no extra costs* - just the regular NCDA Member per-person rate for your staff.
 - Registration fees per person:
 - 3 Day Course
 - Early: Members - \$350; Non-members - \$450
 - General: Members - \$450; Non-members - \$550
 - 2 Day Course
 - Early: Members - \$250; Non-members - \$350

- General: Members - \$350; Non-members - \$450
- Non-members pay an additional fee (waived if they join prior to the class), depending on population size:

▪ Under 50,000	\$275
▪ 50,000 - 100,000	\$470
▪ 101,000 - 250,000	\$775
▪ 251,000 - 500,000	\$1,000
▪ Over 500,000	\$1,715
- You do have to provide a training venue (at no cost to NCDA) that provides:
 - Seating for 35-50 (in round tables of 6-8 or classroom style)
 - AV, including projector, screen, and projector table with electricity and a mic/pa system if necessary; a laptop is helpful but not necessary, as most presenters can bring one.
- You must assist NCDA in reaching the minimum number of 25 people registered for the course.

What is NCDA looking for in host communities:

- Accessibility to the training venue by a convenient airport or by a sufficient number of nearby CDBG/HOME grantees
- Geographic dispersion throughout the US (especially in areas underrepresented in NCDA membership)
- Several communities may band together to apply (though one community should be the Point of Contact [POC])

How to Apply:

- Fill out the *Proposal for Hosting NCDA TRAINING* form (below) and email it to Steve Gartrell at sgartrell@ncdaonline.org.
- *Questions? Email Steve or call him a 919-704-8085.*

Deadline - 30 December 2016 - Close of Business

Proposal for Hosting NCDA TRAINING

Community _____

NCDA Member - Yes No

Contact Person _____

Email _____ Phone _____

Proposed Class(es):

- CDBG Basics (3 Day - Certificate) _____
- HOME Basics (3 Day - Certificate) _____
- Managing Subrecipients (2 Day - Non-Certificate) _____
- Advanced CDBG (1 & 1/2 Day - Non-Certificate) _____
 - Underwriting -CDBG/HOME (1/2 Day - Non-Certificate) _____
(Usually offered in conjunction with Advanced CDBG)

Proposed Dates:

- 1st Preference _____ 2017
- 2nd Preference _____ 2017
- 3rd Preference _____ 2017
- 4th Preference _____ 2017

Venue:

- Name _____
- Address _____
- Maximum room capacity _____
- AV (Screen, Projector, mic [if necessary]) - Yes No
- Setup (Circle one) - Rounds of 6-8 or Classroom
- Hotels within 3 miles - Yes No
- Restaurants within walking distance - Yes No

Comments:
