



National Community Development Association

Hosting an NCD A Training Class - RFP

November 14, 2017

NCD A is looking for communities to host 2018 training in CDBG (Basic & Advanced), HOME (Basic & **new** - Advanced), CDBG Subrecipient Management, and, **new** - late 2nd quarter, CDBG-DR (Disaster Recovery) - both Basic and Advanced.

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. Perhaps the biggest economic benefit to the host community is not having to pay travel expenses (*you can train up to 7 people locally versus the cost of 1 person with travel expenses*). It's also a way to get training within your state when travel out of your state is prohibited. You may also help introduce NCD A to non-members who take the training.

Communities that have hosted (or will soon host) NCD A courses in 2018 include: St. Louis, MO; Vancouver & Clark County, WA; Madison, WI (2 courses) ; Orlando, FL; San Diego, CA (2 courses); Las Vegas, NV; and Collier County, FL.

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

- CDBG Basics (3 Day - Certificate)
- Managing CDBG Subrecipients (2 Day - Non-Certificate)
- Advanced CDBG (2 Day - Non-Certificate)
- Underwriting (1 Day - Non-Certificate)
- CDBG-DR (Disaster Recovery) - both Basic and Advanced (2nd quarter 2018) (Each 2 Day - Non-Certificate)

HOME

- HOME Basics (3 Day - Certificate)
- Advanced HOME/Underwriting (2 Day - Non-Certificate)

What does it cost your Community?

- If your government is a member of NCD A (including Affiliate Members), *there are no extra*

costs - just the regular NCDCA Member per-person Registration Fee for your staff (provided registration meets the minimum of registrations - 20).

- **Registration fees** per person (2018 rates):
 - 3 Day Course
 - Early: Members - \$350; Non-members - \$450
 - General: Members - \$450; Non-members - \$550
 - Late: Members - \$550; Non-members - \$650
 - 2 Day Course
 - Early: Members - \$250; Non-members - \$350
 - General: Members - \$350; Non-members - \$450
 - Late: Members - \$450; Non-members - \$550
- **Non-member hosts** pay an additional fee to host an NCDCA course (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
- The host community must provide a **training venue** (at no cost to NCDCA) 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.
- The host community must assist NCDCA in reaching the minimum number of 20 people registered for the course through outreach to area communities and working with your area HUD Staff
 - If the course is short of the 20 your government must pay an amount equal to the difference (at the Early Member rate) for each slot unregistered between the number registered and 20. In most cases, this will still be cheaper than sending someone to a training that requires travel costs.
 - One month before the date of the start of the course, NCDCA and the Host community will review the registrations at that point and may mutually at that time decide to cancel the course.

What is NCDCA looking for in host communities:

- Accessibility to the training venue from a convenient airport or by a sufficient number of nearby CDBG/HOME grantees
- Geographic dispersion throughout the US (especially in areas underrepresented in NCDCA 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 NCDCA TRAINING* form (below) and email it to Steve Gartrell at sgartrell@ncdaonline.org.
- Questions? Email Steve or call him a 919-704-8085.

Deadline - The deadline for proposals is COB, Friday, December 15, 2018.

Proposal for Hosting NCDA TRAINING

Community _____

NCDA Member - Yes No

Contact Person _____

Email _____ Phone _____

Requested Class(es):

- CDBG Basics (3 Day - Certificate) _____
- HOME Basics (3 Day - Certificate) _____
- Managing Subrecipients (2 Day - Non-Certificate) _____
- Advanced CDBG/ Underwriting (2 Day - Non-Certificate) _____
- Advanced HOME/ Underwriting (2 Day - Non-Certificate) _____
- CDBG-DR Basics (2 Day - Non-Certificate - Available 2nd Qtr. 2018) _____
- CDBG-DR Advanced (2 Day - Non-Certificate - Available 2nd Qtr. 2018) _____

Proposed Dates:

- 1st Preference _____ 2018
- 2nd Preference _____ 2018
- 3rd Preference _____ 2018
- 4th Preference _____ 2018

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:
