



To: Real Estate Development Partners

Notice: **RED-22-65**

From: Real Estate Department

Date: December 12, 2022

Re: **CHDO and Non-Profit Executive Director Training Course Registration**

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 Technical Assistance 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. 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, 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 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 6-12 hours per week on the course.*

The **in-person kickoff** session will be held on Wednesday and Thursday, **January 25 and January 26, 2023.**

The **in-person capstone** session will be held on Tuesday and Wednesday, **May 16 and 17, 2023.**

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 IHEDA's offices at 30 South Meridian Street, Suite 900, Indianapolis, Indiana 46204.

### **Training Policies**

Registration is free to participants. IHEDA 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 IHEDA.

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@iheda.in.gov](mailto:sspergel@iheda.in.gov).