Hosting an NCDA Training Class - RFP
October 2018

NCDA is looking for communities to host 2019 training in CDBG (Basic & Advanced), HOME Advanced HOME/Underwriting, CDBG Subrecipient Management, and, 2 Disaster Preparedness Courses: Disaster Preparedness: CDBG and Disaster Recovery; and Disaster Preparedness: Implementing CDBG-DR.

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 NCDA to non-members who take the training.

Communities that have hosted NCDA courses recently include: St. Louis, MO; Austin, TX; St. Paul, MN; Aurora, CO; Norfolk, VA; Madison, WI; Orlando, FL; San Diego, CA; 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 (3 Day - Non-Certificate)
- Advanced CDBG (2 Day - Non-Certificate)
- CDBG Underwriting (1 Day - Non-Certificate) – Usually paired with Advanced CDBG
- Disaster Preparedness – CDBG and Disaster Recovery (2 Day - Non-Certificate)
- Disaster Preparedness – Implementing CDBG- DR (2 Day - Non-Certificate)

HOME
- HOME Basics (3 Day - Certificate)
- Advanced HOME (2 Day - Non-Certificate)
- HOME Underwriting (1 Day - Non-Certificate) – Usually paired with Advanced HOME

What does it cost your Community?
- If your government is a member of NCDA (including Affiliate Members), *there are no extra*

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

- o **Registration fees** per person (2019 rates):
  - ▪ 3 Day Course
    - Early: Members - $450; Non-members - $550
    - General: Members - $550; Non-members - $650
    - Late: Members - $650; Non-members - $750
  - ▪ 2 Day Course
    - Early: Members - $350; Non-members - $450
    - General: Members - $450; Non-members - $550
    - Late: Members - $550; Non-members - $650

- o **Non-member hosts** – Non-members must join NCDA to host an NCDA training. Membership information may be found [here](#).

- The host community must provide a **training venue** (at no cost to NCDA) that provides:
  - o Seating for 30-50 (in round tables of 6-8 or classroom style)
  - o AV, including projector, screen, and projector table with electricity and a mic/pa system if necessary; and a laptop.
  - o While not required it is appreciated if the host community provides water/coffee/treats

- The host community must assist NCDA in reaching the minimum number of 20 people registered for the course through outreach to area communities and working with your area HUD Staff
  - o One month before the date of the start of the course, NCDA and the Host community will review the registrations at that point and may mutually at that time decide to cancel the course.
  - o If the course goes ahead and 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.

What is NCDA 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 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 Rita Pribyl, at *rpribyl@ncdaonline.org*
- **Deadlines: for 2019 Training – November 16, 2018**
- *Questions? Email Rita or call her at 563-355-0145.*

Proposal for Hosting NCDA TRAINING

Community _____

NCDA Member - <u>Yes</u>   <u>No</u> (Must join NCDA prior to approval to host class)

Contact Person _____

Email _____   **Phone** _____

Requested Class(es):

- CDBG Basics (3 Day - Certificate) _____
- HOME Basics (3 Day - Certificate) _____
- Managing Subrecipients (3 Day - Non-Certificate) _____
- Advanced CDBG/ Underwriting (3 Day - Non-Certificate) _____
- Advanced HOME/ Underwriting (3 Day - Non-Certificate) _____
- Disaster Preparedness: CDBG-DR Basics (2 Day - Non-Certificate) _____
- Disaster Preparedness: CDBG-DR Advanced (2 Day - Non-Certificate) _____

Proposed Dates:
Note to accommodate conferences and holidays – no trainings Jan1-February 15, no trainings in June or from Nov 20-Dec 31.

- 1st Preference _____   2019
- 2nd Preference _____   2019
- 3rd Preference _____   2019
- 4th Preference _____   2019

Venue: Please include photos of the venue

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

Comments:

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