



## **PROFICIENCY IN AFFORDABLE HOUSING**

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Participants earning their Professional Certificate will take a combination of required and elective courses leading to:

- Comprehensive understanding of the importance of affordable housing and its role in the successful development of sustainable communities;
- Application of current theory and best practices in the affordable housing industry;
- Project planning including an analysis of financial feasibility;
- Familiarity with public and private resources available to assist affordable housing; and
- Knowledge of real estate finance and how to structure deals.

## **FACULTY**

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The unparalleled success of the NeighborWorks® Training Institute hinges on the expertise of its faculty. Faculty members are practitioners, university professors, and/or consultants. All are experts in their fields who are now or have been involved in affordable housing programs and projects. The NeighborWorks® Training Institute recognizes the uniqueness of the adult-learning process and has trained faculty in adult education methods. For up-to-date biographical information on faculty, visit [www.nw.org/training](http://www.nw.org/training).

## **COURSE REGISTRATION**

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Participants in the Professional Certificate Program register for Program of Study courses in the same manner as for all other courses at the NeighborWorks® Training Institute. Tuition for each course includes classroom instruction, materials, special afternoon workshops, and networking opportunities. Some scholarships may be available. Consult the Training Institute brochure or web site ([www.nw.org/training](http://www.nw.org/training)) for details on registration costs and deadlines. To have a Training Institute brochure faxed or mailed to you, please call (800) 438-5547 or (202) 220-2454 or e-mail [nti@nw.org](mailto:nti@nw.org).

Neighborhood Reinvestment Corporation, a national nonprofit organization, was created in 1978 by an act of Congress to revitalize America's older, distressed communities. It accomplishes this through two means: establishing and supporting a national network of local nonprofit organizations called NeighborWorks® organizations, and broadly disseminating quality tools and education for community development.

Since 1988, Neighborhood Reinvestment Corporation's Training Division has provided intensive core and specialized education and training in community development through its NeighborWorks® Training Institute to more than 25,000 professionals, including practitioners, board members, policymakers, public officials, lenders, developers, consultants, nonprofit directors, community organizers, project managers, nonprofit staff, new and well-seasoned professionals, rural and urban dwellers, leaders, activists, innovators, and achievers from every part of this country.

In 2001, Neighborhood Reinvestment Corporation introduced the Professional Certificate Programs of Study to further encourage professional and organizational capacity within the community development field. Professional Certificates are available by successfully completing coursework and subsequent evaluations offered at Training Institutes in the following Programs of Study:

- Affordable Housing
- Certified Housing Asset Manager (CHAM™) - Professional Designation  
*In partnership with The Enterprise Foundation, Local Initiatives Support Corp. (LISC), and Neighborhood Reinvestment Corp.*
- Community Building and Organizing
- Community Economic Development
- Construction and Production Management
- Home Ownership and Community Lending
- Management and Leadership
- Neighborhood Revitalization

For additional information, contact:

**Neighborhood Reinvestment Corporation  
Training Division**

1325 G Street, NW, Suite 800  
Washington, DC 20005  
(800) 438-5547 or (202) 220-2454  
(202) 376-2168 fax  
nti@nw.org  
www.nw.org/training



Neighborhood Reinvestment Corporation

# Affordable Housing

**PROFESSIONAL CERTIFICATE**

*A Program of Study designed exclusively  
for professionals seeking achievement in  
the development of Affordable Housing*



# Affordable

## Professional Certificate Program of Study

**Practical tools  
for developing,  
financing, and funding  
affordable housing**

**H**ealthy communities include housing options that meet the range of incomes and assets of its residents and workers. All too often, affordable housing is not available or deteriorates from disinvestment and neglect. The shortage of safe, sustainable affordable housing has been a national issue for many decades with the problem reaching all-time highs in the 1990s as wages lagged well behind the costs of housing. Today, the challenge for quality, affordable housing continues.

This challenge requires confident analysis in building where the market has been unable to meet the demand. It also requires knowing how to use public and private resources. The affordable housing dilemma in America demands skill sets in development, finance and project funding.

The Neighborhood Reinvestment Corporation's Training Division has designed a curriculum to teach these skills in a focused, practical manner: the Affordable Housing Program of Study. Participants who successfully earn the Professional Certificate will have gained a solid foundation of knowledge and skills in the complexities of affordable housing.



# Housing



## EDUCATION WITH RESULTS

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The Affordable Housing Program of Study consists of a series of courses that provide quality education in areas fundamentally associated with the affordable housing industry, including housing development, finance, and project financing. This Program of Study will enable participants to:

- Understand the development process for single family and multifamily projects;
- Structure effective project financing; and
- Obtain public and private funds to meet project needs.

The curriculum lays the foundation for understanding affordable housing development and utilizing affordable housing strategies. The Program of Study employs a hands-on approach, combining lectures with case studies, site visits, small-group exercises and other participatory learning methods. Each course will convey a distinct piece of the larger picture of the affordable housing field.

## CANDIDATES

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The Program of Study is designed to educate individuals seeking a basic comprehensive overview of the major components that affect affordable housing. This Program of Study would be particularly appropriate for:

- Nonprofit affordable housing developers;
- For-profit affordable housing developers;
- Local and federal government housing representatives;
- Representatives of community development organizations, community-based organizations, and community housing development organizations; and
- Persons engaged in the creation, funding, development, and preservation of affordable housing throughout the country.

To enroll in the Program of Study toward a Professional Certificate, complete and submit the enclosed enrollment form with the required registration fee. If you need additional copies of the enrollment form, please call (800) 438-5547 or (202) 220-2454 or e-mail [nti@nw.org](mailto:nti@nw.org).

Need additional information about enrollment in a Program of Study, the calendar of training opportunities, or course requirements? See [www.nw.org/training](http://www.nw.org/training) or contact NeighborWorks® Training Institute at (800) 438-5547, (202) 220-2454 or [nti@nw.org](mailto:nti@nw.org).

**EARN A PROFESSIONAL CERTIFICATE:**

Strengthen your capacity in the development of Affordable Housing

**AFFORDABLE HOUSING  
PROGRAM OF STUDY ENROLLMENT FORM**

Please complete this application and return it with the \$50.00 enrollment fee to Neighborhood Reinvestment Corporation at the address below. Please complete all blanks (use N/A if a section does not apply) and print clearly. Forms are not complete without the fee.

Name:  Ms.  Mr. \_\_\_\_\_

Position Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone: \_\_\_\_\_

Office Fax: \_\_\_\_\_

Office E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Fax: \_\_\_\_\_

Personal E-mail: \_\_\_\_\_

Where would you like to be contacted?  Office  Home

Why do you seek enrollment?  Professional development  General interest

Required by supervisor  Increase organizational credibility

Required by funding source  Increase skills for a specific project/program

How long have you been in your current position? \_\_\_\_\_

How long have you been in this field? \_\_\_\_\_

What is the highest level of education you have completed?

Some high school  High School Diploma/GED  Some college

Bachelor's Degree  Master's Degree  Doctoral Degree

Please list any degrees or professional certificates you have earned:

\_\_\_\_\_

Which sector do you represent?  Public  Private  Nonprofit

Are you affiliated with a NeighborWorks® organization?  Yes  No

**PAYMENT INFORMATION**

Professional Certificate enrollments will not be processed without the \$50 fee.

Check enclosed (payable to Neighborhood Reinvestment Corporation).

Check # \_\_\_\_\_

Purchase Order Enclosed. Purchase Order Number \_\_\_\_\_

Charge my Credit Card:  Visa  Mastercard  American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

Authorized signature \_\_\_\_\_

Please return this form and the \$50 nonrefundable enrollment fee to Neighborhood Reinvestment Corporation, Department 167, Washington, DC 20055-0167, or fax it to (202) 376-2168. For more information, please call (800) 438-5547 or (202) 220-2454 or e-mail nti@nw.org.

**AFFORDABLE HOUSING  
EARNING A PROFESSIONAL CERTIFICATE**

**P**rofessional Certificates in Affordable Housing will be awarded to individuals who successfully complete the required and elective courses, pass the test for each required course, if applicable, and the comprehensive exam at the end of all coursework within four years of application to the Program of Study. It is possible to complete all Professional Certificate requirements in as few as three institutes and, with prior approval by Training Division staff, candidates may receive credit for relevant courses taken no more than two years prior to enrollment in the Program of Study.

Program of Study courses are open to all Training Institute participants, but in order to be eligible for the Professional Certificate, candidates must formally enroll in the Program of Study. See the enrollment form included in this packet.

**NEIGHBORWORKS® TRAINING INSTITUTES  
2004**

February 23-27	Atlanta
May 3-7	Minneapolis
August 9-13	Washington, D.C.
December 13-17	New Orleans

For a list of Affordable Housing Program of Study courses that will be offered at each Training Institute, please visit [www.nw.org/training](http://www.nw.org/training) or call (800) 438-5547 or (202) 220-2454 or e-mail [nti@nw.org](mailto:nti@nw.org) for more information.

**AFFORDABLE HOUSING  
PROGRAM OF STUDY COURSES**

For the most up-to-date listing of Program of Study courses, visit [www.nw.org/training](http://www.nw.org/training).

**REQUIRED COURSES:**

***Financing and Developing Real Estate Projects***

- AH101 Affordable Housing Development (2 days)
- AH221 Project Feasibility Analysis (3 days)

*Choose at least five days of courses from the following two categories:*

***Sources of Funds for Real Estate Development***

- AH111 Using the CDBG Program (1 day)
- AH113 Using the HOME Program (2 days)
- AH224 Bank Financing: How to Discuss Your Deal and Assemble Your Loan Package (1 day)
- AH227 Using Bonds to Finance Affordable Housing (2 days)

***Understanding the Low-Income Housing Tax Credit (LIHTC) Program:***

- AH115 Using the Low-Income Housing Tax Credit Program (2 days)
- AH211 How to Maintain Compliance in LIHTC Projects (1 day)
- AP301 Exit Strategies for LIHTC Projects (2 days)

**ELECTIVE COURSES:**

*Four elective courses are required; please select from the following list and categories (exclude courses successfully completed as a Required Course listed above and repeated below):*

***Financing and Developing Real Estate Projects:***

- AH121 Real Estate Financing Nuts and Bolts (2 days)
- AH124 How to Develop Difficult Neighborhood Projects (1 day)
- AM205 Managing Nonprofit Housing (1 day)

***Sources of Funds for Real Estate Development:***

- AH111 Using the CDBG Program (1 day)
- AH113 Using the HOME Program (2 days)
- AH224 Bank Financing: How to Discuss Your Deal and Assemble Your Loan Package (1 day)
- AH227 Using Bonds to Finance Affordable Housing Development

***Understanding the Low-Income Housing Tax Credit Program:***

- AH115 Using the Low-Income Tax Credit Program (2 days)
- AH211 How to Maintain Compliance in Tax Credit Projects (1 day)
- AP301 Exit Strategies for LIHTC Projects