The highest quality professional development, skill building and career enhancement in community development and nonprofit management

COMMUNITY ENGAGEMENT
FINANCIAL CAPABILITY
MANAGEMENT AND LEADERSHIP
& MORE

Symposium:
Closing the Life Expectancy Gap

3 CAN LEARN FOR THE PRICE OF 2! SEE PAGE 22
The American playwright Tennessee Williams said, “America has only three cities: New York, San Francisco and New Orleans. Everywhere else is Cleveland.” Well, we just had a training institute in Cleveland in February, so now it’s time to check out the rest of America. New Orleans, here we come.

When most people think of New Orleans they think music, food and “laissez les bons temps rouler” (let the good times roll!). For me, New Orleans has a much deeper meaning. New Orleans, Louisiana, or NOLA as it’s often called, is a rich mixture of communities and cultures, that has shown great resilience, while addressing many challenges and continuing to lean into opportunity. That we would come to this great city in 2019 is amazing considering its recent history. Our work focuses on collaboration, rebuilding and community development. And as we look to empower as many professionals and leaders through our NTI, we come to a community that 15 years ago, was devastated by one of the strongest hurricanes of our lifetime. We are so proud of the investment and the progress that has been made to rebuild this vital city.

Whether you are participating in our trainings and professional course work or taking a deep dive with us into the issue of “Community Development Matters for Health: Closing the Life Expectancy Gap” as part of our symposium, I encourage you to get out and about to learn more about the history of New Orleans and its people. Tour its diverse and historical neighborhoods, experience the unique culture of the generations of people that make their home in the “Big Easy.” There are a lot of lessons to learn from the Crescent City and certainly, as community development professionals, we never want to miss an opportunity to grow and expand our knowledge base.

NOLA has a lot to offer, and if you never make it back, you don’t want to say you never really got to see why folks often call it the South’s most interesting city. So, get out and experience “N’awlins” for yourself, because every city has something to teach.

Marietta Rodríguez, President and Chief Executive Officer
**AGENDA**

**SUNDAY—AUGUST 18**
3:00 p.m. – 6:00 p.m. • Registration

**MONDAY—AUGUST 19**
6:45 a.m. – 8:15 a.m. • Morning Snack
(breakfast breads, coffee/tea and fruit)
7:00 a.m. – 5:00 p.m. • Registration
8:30 a.m. – 4:00 p.m. • Courses (See options in this brochure and online NeighborWorks.org training and register for your first and second choices.)
11:30 a.m. – 1:00 p.m. • Lunch on Your Own
4:30 p.m. – 6:00 p.m. • Free Afternoon Workshops*

**TUESDAY—AUGUST 20**
6:45 a.m. – 8:15 a.m. • Morning Snack
7:00 a.m. – 5:00 p.m. • Registration
8:30 a.m. – 4:00 p.m. • Courses
11:30 a.m. – 1:00 p.m. • Lunch on Your Own
4:30 p.m. – 6:00 p.m. • Free Afternoon Workshops*

**WEDNESDAY—AUGUST 21**
6:45 a.m. – 8:15 a.m. • Morning Snack
7:00 a.m. – 5:00 p.m. • Registration
8:30 a.m. – 4:00 p.m. • Courses
11:30 a.m. – 1:00 p.m. • Lunch on Your Own

**THURSDAY—AUGUST 22**
6:45 a.m. – 8:15 a.m. • Morning Snack
7:00 a.m. – 5:00 p.m. • Registration
8:30 a.m. – 4:30 p.m. • Courses
11:45 a.m. – 1:00 p.m. • Lunch on Your Own

**FRIDAY—AUGUST 23**
6:45 a.m. – 8:15 a.m. • Morning Snack
8:30 a.m. – 2:30 p.m. • Courses
11:45 a.m. – 1:00 p.m. • Lunch on Your Own
2:30 p.m. • Training Institute Adjourns

*A list of workshops will be included in your on-site registration packet.

**WHERE**

**JW MARRIOTT NEW ORLEANS**
call in block is not available
614 Canal Street
New Orleans, LA 70130
(504) 525-6500

**NEW ORLEANS MARRIOTT**
call in block available
555 Canal Street
New Orleans, LA 70130
(504) 581-5000
https://www.marriott.com/hotels/travel/msyla-new-orleans-marriott

**SHERATON NEW ORLEANS HOTEL**
call in block available
500 Canal Street
New Orleans, LA 70130
(504) 525-2500

**WHEN**

**Registration Deadlines:**
July 9* • Register by this date and be included in a raffle to win a KINDLE
July 29 • Substitution Deadline
July 29 • Cancellation Deadline | Last Day to Register
August 18 • On-Site Registration

**Special deadlines for participants from NeighborWorks Network organizations:**
June 20 • Registration Deadline
July 19 • Substitution Deadline | Lodging Changes
July 29 • Cancellation Deadline
July 29 • Pay Own Expenses Deadline (see page 28 for more details)

Visit NeighborWorks.org/scholarships for scholarship information

See NeighborWorks.org/training for full course descriptions. A list of courses offered at this event are on pages 4–5.

*REGISTER BY THE DEADLINE AND YOU’LL BE INCLUDED IN A RAFFLE TO WIN A KINDLE.

**REGISTRATION IS EASY!**

1. Look over the course offerings grid on pages 4 and 5 of this brochure, and then visit neighborworks.org course catalog for full course descriptions and prerequisite information.

2. Decide on your first- and second-choice courses for each day of the week.

3. Click on NeighborWorks.org/onlinereg to set up your profile and register for your courses, or fax us a hard-copy registration form, which can be found on page 27 or 29 of this brochure.

4. Three can learn for the price of two – see page 26 for more details.

**It’s that easy! Questions or concerns? We’re here to help. Call our Customer Response team at (800) 438-5547, or e-mail us at nti@nw.org**
## Affordability Housing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Tuition</th>
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<tbody>
<tr>
<td>AH102</td>
<td>The Basic Steps of the Affordable Housing Development Process</td>
<td>$595</td>
</tr>
<tr>
<td>AH111</td>
<td>Using the CDBG Program</td>
<td>$300</td>
</tr>
<tr>
<td>AH113</td>
<td>Using the HOME Program</td>
<td>$595</td>
</tr>
<tr>
<td>AH115</td>
<td>Using the Low-Income Housing Tax Credit (LIHTC) Program</td>
<td>$595</td>
</tr>
<tr>
<td>AH121</td>
<td>Real Estate Finance Nuts and Bolts</td>
<td>$595</td>
</tr>
<tr>
<td>AH122</td>
<td>Single-Family Development Finance</td>
<td>$355</td>
</tr>
<tr>
<td>AH136</td>
<td>Successful Housing Development: Assembling the Best Project Team</td>
<td>$355</td>
</tr>
<tr>
<td>AH142</td>
<td>Designing Affordable Housing From Project Concept to Blueprint</td>
<td>$595</td>
</tr>
<tr>
<td>AH221</td>
<td>Rental Housing Development Finance</td>
<td>$655</td>
</tr>
<tr>
<td>AH226</td>
<td>Creative Project Financing Strategies</td>
<td>$300</td>
</tr>
<tr>
<td>AH271</td>
<td>Budget Basics: Decoding the Mysteries of the ProForma</td>
<td>$655</td>
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<tr>
<td>AH280</td>
<td>Health and Housing: Connecting to the Health Care System for New Partnerships, New Opportunities</td>
<td>$655</td>
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## Asset Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Tuition</th>
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<tbody>
<tr>
<td>AM121</td>
<td>Nuts and Bolts of Asset Management (CHAM)</td>
<td>$895</td>
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<tr>
<td>AM225</td>
<td>Affordable Housing Finance Workshop for Asset Managers</td>
<td>$595</td>
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<tr>
<td>AM252</td>
<td>Delivering Successful Resident Services Programs</td>
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<tr>
<td>AM290</td>
<td>Asset Management Fundamentals (CHAM)</td>
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<tr>
<td>AM291</td>
<td>Financial Fundamentals for Asset Managers (CHAM)</td>
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<tr>
<td>AM321</td>
<td>Advanced Financial Tools for Asset Managers (CHAM)</td>
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## Community and Neighborhood Revitalization

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<th>Course Code</th>
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<tbody>
<tr>
<td>NR101</td>
<td>The Essential Tools of Successful Neighborhood Revitalization</td>
<td>$595</td>
</tr>
<tr>
<td>NR115SV</td>
<td>Developing High-Impact Neighborhood Revitalization Strategies</td>
<td>$645</td>
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<tr>
<td>NR116</td>
<td>Building Community and Promoting Equity through Revitalization</td>
<td>$595</td>
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<tr>
<td>NR121</td>
<td>Measuring the Impacts of Your Revitalization Work</td>
<td>$965</td>
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<tr>
<td>NR124SV</td>
<td>Reading a Neighborhood: What a Walk Around the Block Can Tell You</td>
<td>$385</td>
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<tr>
<td>NR171SV</td>
<td>Community Development: Past, Present and Future</td>
<td>$645</td>
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<tr>
<td>NR190</td>
<td>Leveraging Arts and Culture for Affordable Housing and Equitable Community Development</td>
<td>$645</td>
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<tr>
<td>NR225</td>
<td>By the Numbers: Understanding Inequality and Opportunity</td>
<td>$645</td>
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<tr>
<td>NR276</td>
<td>Creating a Fantastic Image for Affordable Housing and Equitable Community Development</td>
<td>$300</td>
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<tr>
<td>NR369</td>
<td>Lending and Rehab Strategies for Maximum Neighborhood Impact</td>
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## Community Economic Development

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Tuition</th>
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<tbody>
<tr>
<td>ED101SV</td>
<td>Community Economic Development Principles, Practices and Strategies</td>
<td>$710</td>
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<tr>
<td>ED120</td>
<td>Commercial Real Estate Development</td>
<td>$645</td>
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<tr>
<td>ED165</td>
<td>Achieving Economic Development with CDBG Funding</td>
<td>$300</td>
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<tr>
<td>ED207</td>
<td>Market Analytics - Help is on the way!</td>
<td>$725</td>
</tr>
<tr>
<td>ED212</td>
<td>Short &amp; Sweet for the Long Term - Guerrilla Urbanism</td>
<td>$320</td>
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<tr>
<td>ED235</td>
<td>Using Tales of the Zombie Apocalypse to Inform and Influence Your Economic Development Strategies</td>
<td>$655</td>
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## Community Engagement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CB100</td>
<td>Breaking with Isolation: The Power of Neighbors</td>
<td>$595</td>
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<tr>
<td>CB116SV</td>
<td>Working With Faith-Based Institutions in Community Development</td>
<td>$385</td>
</tr>
<tr>
<td>CB127</td>
<td>The Role of Women in Transforming Communities</td>
<td>$300</td>
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<tr>
<td>CB140</td>
<td>Strong Coalitions: Building on Common Interests</td>
<td>$595</td>
</tr>
<tr>
<td>CB190</td>
<td>Reaching Your Community and Getting the Media on Your Side</td>
<td>$595</td>
</tr>
<tr>
<td>CB199</td>
<td>Privilege, Power, Prejudice: Conversations on Social Justice</td>
<td>$320</td>
</tr>
<tr>
<td>CB200</td>
<td>Community Engagement: Measuring its Impact</td>
<td>$965</td>
</tr>
<tr>
<td>CB212</td>
<td>Storytelling for Oral History, Community Building and Visioning</td>
<td>$955</td>
</tr>
<tr>
<td>CB225</td>
<td>Pathways to Self-Reliant Communities: Building on Our Assets</td>
<td>$955</td>
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<tr>
<td>CB280</td>
<td>Training of Trainers for Community Health Leadership and Action</td>
<td>$965</td>
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<tr>
<td>CB310</td>
<td>Understanding the Politics of Policy</td>
<td>$595</td>
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<tr>
<td>CB340</td>
<td>Effective Community Engagement: Developing Personal Accountability and Responsibility</td>
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## Construction and Rehab

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CP111</td>
<td>The Science of Building Performance</td>
<td>$645</td>
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<tr>
<td>CP212</td>
<td>Sustainable and Resilient Materials and Methods of Construction</td>
<td>$625</td>
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<tr>
<td>CP231SV</td>
<td>Building Multifamily Housing Part I: Project-Managing the Development Process</td>
<td>$625</td>
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<tr>
<td>CP234</td>
<td>Building Multifamily Housing Part II: Project-Managing the Design Process</td>
<td>$300</td>
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<tr>
<td>CP237</td>
<td>Building Multifamily Housing Part III: Project-Managing the Construction Process</td>
<td>$625</td>
</tr>
<tr>
<td>CP257</td>
<td>The Nitty Gritty of Ventilation - A Breath of Fresh Air</td>
<td>$300</td>
</tr>
</tbody>
</table>

**Note:** This course includes a site visit to a local community which may include walking and the use of public or private transport. Please identify any special needs (in accordance with American with Disability Act (ADA)) when you register for this course.
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Tuition</th>
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<tbody>
<tr>
<td>H0103</td>
<td>Lending Basics for Homeownership Counselors</td>
<td>$1,030</td>
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<tr>
<td>H0105</td>
<td>Compliance with State and Federal Regulations</td>
<td>$645</td>
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<tr>
<td>H0108</td>
<td>Loan Servicing and Collections</td>
<td>$915</td>
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<tr>
<td>H0109</td>
<td>Foreclosure Basics for Homeownership Counselors</td>
<td>$655</td>
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<tr>
<td>H0110</td>
<td>Introduction to Housing Counseling</td>
<td>$935</td>
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<tr>
<td>H0111</td>
<td>Home Equity Conversion Mortgages</td>
<td>$1,665</td>
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<tr>
<td>H0200</td>
<td>Ready, Set, Prep: Tackling the HUD Counselor Exam Step by Step</td>
<td>$935</td>
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<tr>
<td>H0208</td>
<td>Building Skills for Financial Confidence [UPDATED!]</td>
<td>$645</td>
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<tr>
<td>H0208b</td>
<td>Building Skills for Financial Confidence [UPDATED!]</td>
<td>$645</td>
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<tr>
<td>H0209rq</td>
<td>Delivering Effective Financial Education for Today’s Consumer</td>
<td>$975</td>
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<tr>
<td>H0210</td>
<td>Practice, Study, Success: Test Strategies for HUD’s Counselor Certification Exam [NEW!]</td>
<td>$645</td>
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<tr>
<td>H0211</td>
<td>Credit Counseling for Maximum Results</td>
<td>$915</td>
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<tr>
<td>H0213</td>
<td>Fair Housing - What Professionals Need to Know</td>
<td>$300</td>
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<tr>
<td>H0218</td>
<td>Counseling the Homeless and Those at Risk of Becoming Homeless</td>
<td>$300</td>
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<tr>
<td>H0220</td>
<td>Client Management and Tracking with CounselorMax®</td>
<td>$1,045</td>
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<td>H0229</td>
<td>Homebuyer Education Methods: Training the Trainer</td>
<td>$1,605</td>
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<td>H0236</td>
<td>Efficient Strategies and Techniques for Loss Mitigation Counseling: Analyzing and Sharing the Results</td>
<td>$645</td>
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<td>H0247</td>
<td>Post-Purchase Education Methods</td>
<td>$1,605</td>
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<tr>
<td>H0248</td>
<td>Program Compliance &amp; Reporting for HUD-Approved Counseling Agencies</td>
<td>$645</td>
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<tr>
<td>H0250</td>
<td>Homeownership Counseling Certification: Principles, Practices and Techniques, Part I</td>
<td>$1,760</td>
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<tr>
<td>H0255</td>
<td>Effective Approaches to Student Loan Counseling</td>
<td>$645</td>
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<tr>
<td>H0255b</td>
<td>Effective Approaches to Student Loan Counseling</td>
<td>$645</td>
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<tr>
<td>H0270</td>
<td>Senior Services for Housing Counselors</td>
<td>$710</td>
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<tr>
<td>H0275</td>
<td>Intermediate HECM Counseling: Skills and Tools</td>
<td>$735</td>
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<td>H0307</td>
<td>Advanced Foreclosure: Case Study Practicum</td>
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<td>H0310</td>
<td>Financial Coaching: Helping Clients Reach Their Goals</td>
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<tr>
<td>H0324</td>
<td>Advanced Reporting and Customization for CounselorMax®</td>
<td>$735</td>
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<tr>
<td>H0345rq</td>
<td>Foreclosure Intervention and Default Counseling Certification, Part I</td>
<td>$1,605</td>
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<tr>
<td>H0360</td>
<td>Homeownership Counseling Certification for Program Managers and Executive Directors</td>
<td>$1,605</td>
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<tr>
<td>H0370rq</td>
<td>Financial Coaching Advanced Practicum: Taking Your Practice to the Next Level</td>
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<tr>
<td>H0375</td>
<td>Financial Capability Program Design for Managers</td>
<td>$645</td>
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<tr>
<td>ML145</td>
<td>ABCs of Managing Projects and Collaborators [UPDATED!]</td>
<td>$595</td>
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<tr>
<td>ML162</td>
<td>Marketing Your Programs and Organizations [UPDATED!]</td>
<td>$540</td>
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<td>ML173</td>
<td>Grant Proposal Writing</td>
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<tr>
<td>ML210</td>
<td>Operational Strategies for Organizational Success</td>
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<tr>
<td>ML229</td>
<td>Emotional Intelligence (EI) at Work - 2-day [UPDATED!]</td>
<td>$595</td>
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<tr>
<td>ML244</td>
<td>Sexual Harassment Prevention and Compliance for Boards [NEW!]</td>
<td>$300</td>
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<tr>
<td>ML245</td>
<td>Leadership Development in Communities of Color</td>
<td>$595</td>
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<tr>
<td>ML246</td>
<td>Leadership in All Directions: The Unique Role of a Senior Manager [NEW!]</td>
<td>$300</td>
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<tr>
<td>ML266</td>
<td>Brandraising: Raising money and visibility using smart communications [UPDATED!]</td>
<td>$320</td>
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<tr>
<td>ML269</td>
<td>Social Media Intensive: Advanced Strategy and Planning</td>
<td>$595</td>
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<tr>
<td>ML276</td>
<td>Developing a Donor Communications Plan</td>
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<tr>
<td>ML280</td>
<td>Coaching Skills for Managers</td>
<td>$595</td>
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<tr>
<td>ML281</td>
<td>How to Negotiate: The Most Important Skill You Will Ever Learn! [UPDATED!]</td>
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<td>ML285</td>
<td>Coaching For Transformation [UPDATED!]</td>
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<td>ML287</td>
<td>Coaching Teams to Build Leadership</td>
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<td>ML312</td>
<td>Organizational Leadership Succession [UPDATED!]</td>
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<td>ML315</td>
<td>Leading Breakthrough Strategy [NEW!]</td>
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<td>ML316</td>
<td>Leading High Performance Teams [NEW!]</td>
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<tr>
<td>ML396</td>
<td>Organizing Neighborhoods for Emergency Response [UPDATED!]</td>
<td>$595</td>
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<tr>
<td>ML397</td>
<td>Are You Prepared? Disaster Preparedness and Business Continuity Planning [UPDATED!]</td>
<td>$300</td>
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<td>ML398</td>
<td>Picking Up the Pieces: The First 30 days of Response &amp; Recovery [NEW!]</td>
<td>$540</td>
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<tr>
<td>ML933</td>
<td>SYMPOSIUM: Closing the Life Expectancy Gap: A National Symposium on the Nexus of Health and Community Development</td>
<td>$300</td>
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<tr>
<td>LE210</td>
<td>USDA Rural Development Sec502 Direct Loans: Affordable Rural Homeownership</td>
<td>$895</td>
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<tr>
<td>LE250</td>
<td>Community-Based Residential Lending - Outreach, Intake and Loan Application Best Practices [NEW!]</td>
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<tr>
<td>LE252</td>
<td>Community-Based Residential Lending - Loan Processing, Underwriting and Closing Best Practices [NEW!]</td>
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<tr>
<td>LE262</td>
<td>Community-Based Residential Lending - Program Administration Best Practices [NEW!]</td>
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Closing the Life Expectancy Gap
A National Symposium on the Nexus of Health and Community Development

Where you live affects how long you live — and community development can play a vital role in reducing the gap in life expectancy between communities. As a national leader in this critical work, NeighborWorks America is convening a special symposium at our August training institute in New Orleans to support cross-sector partnerships that advance health and well-being in communities across the U.S. This symposium is the place for community development and health leaders to network, share state-of-the-art tools and approaches, and seek inspiration. With a focus on high-impact best practices that can be implemented in diverse communities, this interactive, fast-paced event will help cross-sector efforts identify and take their most effective next steps to advance health, equity and opportunity.

Join practitioners in the housing, community development and health fields to:

• Develop and strengthen cross-sector partnerships
• Connect with nationally recognized experts from the health and community development fields
• Explore strategies and tactics that really work in communities like yours
• Learn how to bring your efforts to scale
• Explore tools and strategies for quality improvement and evaluation
• Participate in workshops and courses that complement your learning

SYMPOSIUM: ML933
WEDNESDAY, AUGUST 21, 2019
8:30 AM–4:00 PM
NEW ORLEANS MARRIOTT
Important questions we’ll examine throughout the day:

• How do we effectively dissect the challenges created by systems of inequality and design solutions that advance health equity?

• What are some of the most promising practices at the intersection of health, housing, and community development?

• How do we foster multi-level, cross-sectorial collaboration in an equitable manner?

• What long-term sustainable funding streams are available for interventions at the intersection of health, housing, and community development? How can we realign financing to incentivize upstream, preventive interventions at the community level?

Who is this event for?

• Participants in both community health and community development roles

• Professionals from all types of communities—urban, suburban and rural

• People at all levels of experience—novices as well as seasoned experts will take away valuable new skills and approaches

• Those who work with all types of stakeholders—seniors, youth, residents affected by all types of health and equity issues

Be sure to explore Monday/Tuesday and Thursday/Friday courses in community development, affordable housing and nonprofit management that will bring you a solid week of skill-building.

For community development practitioners looking to better connect community development to health, check out these courses:

• AH280 Health and Housing: Connecting to the Health Care System for New Partnerships, New Opportunities

• CB280 Training of Trainers for Community Health Leadership and Action

• AM252 Delivering Successful Resident Services Programs

• CP212 Sustainable and Resilient Materials and Methods of Construction

For health practitioners looking to better understand housing and community development, check out these courses:

• AH102 The Basic Steps of the Affordable Housing Development Process

• NR101 The Essential Tools of Successful Neighborhood Revitalization

• HO310 Financial Coaching: Helping Clients Reach Their Goals

As the agenda evolves, we’ll be sharing information and resources to prepare participants for a day of significant professional growth.

In the meantime, visit NeighborWorks.org/Training to stay updated on the agenda as it evolves!
AFFORDABLE HOUSING

AH136 Successful Housing Development: Assembling the Best Project Team
Architects, general contractors, development consultants, project managers, property managers, engineers, realtors, appraisers, accountants, attorneys. Who do you need on your development team? Who don’t you need? How does this change for different kinds of projects? In this practical training session, nonprofit housing staff and board members will develop the skills to define and assemble a strong, effective development team for a successful project. You’ll learn when to engage your board in real estate ventures, how to prepare successful Requests for Qualifications or Proposals for third party team members, and multiple ways to identify contractors and other professionals. You’ll know the pros and cons of having in-house development staff versus working with consultants. Once your team is in place, you’ll know tools and techniques to manage everyone and keep your project on track throughout its development.

AH222 Expanding Homeownership Opportunities: The Lease-Purchase Approach
Trouble selling redeveloped houses? Have credit challenged buyers who want to purchase now? In the current housing market it is becoming increasingly difficult for many in our communities to become homeowners, leaving families with a dream unfulfilled and community development corporations with units that aren’t selling. Lease purchase programs are a way to expand your reach to meet the needs of underserved communities and serve families seeking home ownership who need some time to correct their credit history. Learn how to develop an effective lease purchase program tailored to the needs of your community and avoid the pitfalls that have undermined nonprofits in the past. Using a combination of lectures, discussion and exercises, this course introduces participants to best practice lease purchase models that incorporate: carefully determined time-periods and terms of a lease-purchase contract, an affordable sale price, pre-determined level of risk in underwriting potential lease-purchasers, incentives for final purchase, exit strategy for non-complying lease-purchasers, intensive use of homeownership counseling, property management and specially-tailored financing.

AH271 Budget Basics: Decoding the Mysteries of the ProForma
Every project starts with a budget. Where do those numbers come from, and how will they change during the course of a project? This interactive, computer-based class will walk participants through the process of designing realistic development and operating budgets from scratch, and enable them to understand how these budgets interact with each other. You’ll learn about resources on the internet, and use formulas to review alternative options. This course is for nonprofit development staff as well as executive directors and board members. A working knowledge of Excel is necessary. Please be prepared to bring a laptop computer to this class. If you cannot, there may be some available for your use.
ASSET MANAGEMENT

AM121 Nuts and Bolts of Asset Management (CHAM)
The Nuts and Bolts of Asset Management is a hands-on workshop that covers key asset management concepts and theories through practical real world case studies and exercises. The workshop includes exercises focusing on evaluating property performance against double-bottom line performance standards. Exercises include review and analysis of revenues, expenses, financial reports and audits, effective planning, tracking and reporting and an introduction to Low Income Housing Tax Credits and the connection between decisions at the development stage and the long term viability of the property. Class culminates with a property “workout” case study.

AM225 Affordable Housing Finance Workshop for Asset Managers
Financing Affordable Housing Workshop is an interactive case study using an interconnected Microsoft Excel spreadsheet to develop a financing plan for a prototype new construction affordable housing property. By the end of the course, participants will be able to:
• Coordinate or participate in the development of a development financing plan, including development of a proforma and construction budget (sources/uses).
• Research and determine maximum rents and incomes from online HUD databases
• Estimate post development operating budgets through comparable analysis and
• Determine the debt capacity of a project through the projected post development operating budget.
• Solve for various intermediate/complex financial functions in Excel, including amortization tables, future value
and present value analysis and payment calculations.
• Solve for tax credit payout yield

AM252 Delivering Successful Resident Services Programs
Resident Services are a powerful catalyst for building resident assets, and can contribute to the success of an affordable apartment property. Understand the various approaches to resident services, and determine outcomes and measures of success. Whether you currently have resident services, or are in the process of designing a program, learn about critical aspects of resident services delivery, including the nuts and bolts of program development, management, budgeting and evaluation. Understand how to implement and continuously improve programs that complement the goals of residents and the mission of your organization. Learn how to develop and optimize service-oriented community partnerships, and how to analyze programs based on return on investment filters. This course is appropriate for first-line supervisors and direct service practitioners. It is not intended for executive resident services personnel.

“Instructor did an absolute awesome job—very informative and helpful, very energetic and engaging.”

For a complete list of course offerings for this institute, check out the course grid on pages 4 and 5. To read full course descriptions for each content area and to register online, visit NeighborWorks.org/onlinereg
COMMUNITY ENGAGEMENT

CB280 Training of Trainers for Community Health Leadership and Action
**IN NEW ORLEANS 2019 ONLY - This will be a 5-day class to include the Wednesday Symposium on Health and Housing at no extra cost.**

This class is your opportunity to learn the successful Community Health Improvement Partners (CHIP) approach to health education and community empowerment. You’ll learn how to use CHIP’s Resident Leadership Academy (RLA) curriculum to educate neighborhood residents on how environments shape health outcomes and empower them to advocate for healthy community living. You’ll learn and practice using the curriculum to educate community leaders, and explore strategies and techniques to facilitate local leaders’ organizing and mobilizing for action. Since its founding in 2011, RLA graduates have improved their communities through healthy food access and the creation of pocket farms and community gardens, improved public safety, neighborhood beautification, increased physical activity opportunities in their neighborhoods, and advocated for pedestrian and traffic safety improvements around elementary schools. Participants are asked to bring their own laptops and power cords.

Community Engagement staff are encouraged to join Management and Leadership staff for the following new three-part course series on Disaster Preparedness and Emergency Response.

ML396 Organizing Neighborhoods for Emergency Response
This two day course will provide information in two parts. First, volunteer management training topics will focus on designing and developing an emergency management program plan to address organization and management of volunteers in emergency response, engaging the community, volunteer operations, logistics, communication and records administration. The course includes a model management structure led by Block Captains and compatible with the Incident Command System used by emergency responders. Second, this course will teach participants fundamental community organizing and leadership strategies and skills to create strong, localized social networks that can increase the response and recovery resiliency of a community when hit by a natural or ‘man made’ disaster. Come and learn how your organization can be better prepared by managing volunteers for emergency response.

ML397 Are You Prepared? Disaster Preparedness and Business Continuity Planning
Being responsive in the wake of a natural or man-made disaster means being prepared for a variety of inevitabilities. This course will lead participants through a set of strategies and tools for the development of an effective Business Continuity Plan (BCP) for their community development corporation (CDC). Participants will understand the value of business continuity planning to its organizations’ own sustainability and resilience as well as assisting the community at large with recovery. This course is part of our Disaster Preparation and Response 3-course series.

ML398 Picking Up the Pieces: The First 30 days of Response & Recovery
Disasters like hurricanes, floods, earthquakes, and wildfires are happening more frequently and causing more destruction. During the critical weeks and months immediately following, is there anything communities can do to speed the process, to reduce the losses, to become more resilient? By understanding the challenges of recovery and redevelopment prior to a disaster occurring, organizations are better able to help maneuver complicated legal and political processes more quickly and effectively. Participants will learn the government process following a disaster, how to navigate funding programs, and lessons from the field to enable CDCs to effectively assist the community.
COMMUNITY ECONOMIC DEVELOPMENT

ED207 Market Analytics - Help is on the way!
Have you ever noticed how a lot of data and information about our community is often taken in pieces, but sometimes misses the big picture? Do you look for ways to tie various community data points together to demonstrate the connection economic, social, political and physical characteristics in your neighborhoods and communities? Data drives decisions and informs action. This course focuses on finding relationships between various economic and community data points with the intent of identifying indicators of opportunity, success, and sustainability in our communities. In this interactive course you will get the opportunity to explore various community indicators and data points in real time, craft a “story” about the community from the data, and use the data to make a proposal for meaningful community change.

ED212 Short & Sweet for the Long Term - Guerrilla Urbanism
Do you think small, active changes can create long-term impact? Do you think small-scale social capital can instigate large-scale transformation? Do you think small, low-cost and temporary changes to an environment or a community can have long-lasting, permanent effects? If so, then you are already thinking about guerrilla urbanism. Guerrilla urbanism (sometimes referred to as “pop-up urbanism,” or “D.I.Y. urbanism”) theorizes that in order to change the livability of our cities, we need to start small with streets, blocks and even buildings. In this course, we will explore what guerrilla urbanism is; what some of the strategies and tactics are (e.g. tactical place-making, traffic calming and re-design, pop-up commerce incubation, etc.); who some of the drivers of guerrilla urbanism are or can be (hint: you!); and where guerrilla urbanism is most likely to succeed. This is an interactive course that includes case studies, lecture, dynamic group exercises and interactive class discussions. If possible and available, a brief site visit may also be included.

ED235 Using Tales of the Zombie Apocalypse to Inform and Influence Your Economic Development Strategies
How tales and themes from the zombie apocalypse (Romero’s Night of the Living Dead series, the Walking Dead, and other pop culture phenomena and media) can teach us about community economic development. Using pop culture we’ll assess the following: In what way do threats and uncertainty impact our community growth? What are the stressors on a community and how do we identify them? How do communities define themselves? Why do leaders emerge? What is the role of trust in leadership play in a growing community? What is the role of organizations in a functioning community? How can organizational presence affect community growth?
COMMUNITY AND NEIGHBORHOOD REVITALIZATION

NR121 Measuring the Impacts of Your Revitalization Work/CB200 Community Engagement: Measuring its Impact

Maybe you know the neighborhood is looking better, more people are getting involved in community activities, and you have a sense that things are getting better, but how do you really know you are achieving the results you intend? Are you able to leverage your experience, to learn from your work to improve the design and implementation of your programs and strategies? This is a new, fully integrated evaluation and measurement course. You’ll learn about logic models, theories of change, participatory evaluation, and evaluation design and implementation—including assessment of your internal technical and financial capacity for evaluation. In a laboratory setting we will: define and learn to use appropriate indicators for particular goals and intervention strategies; understand and design data collection methods and tools such as surveys, focus groups, interviews, and direct observation; and learn to identify and use appropriate secondary data sources. Practical exercises will provide you with a comprehensive understanding of the dynamic relationship between data collection methodologies, and data integrity and reliability. We will also explore the different data analysis and interpretation needs of different audiences. The laboratory will also provide you with the opportunity to practice interpreting and presenting results to specific audiences with particular interests. This course, NR121, is the same as and offered jointly with CB200.

NR190 Leveraging Arts and Culture for Affordable Housing and Equitable Community Development

How can partnerships with artists and culture bearers help build and preserve affordable housing in innovative, authentic, and equitable ways? Join researchers and facilitators from ArtPlace America to explore and contribute to an emerging body of research and practice regarding the role of arts and culture in building affordable housing and equitable, sustainable, and healthy communities. Artistic practice can often be seen as too abstract to include in housing projects - or only valuable for aesthetic improvement - but this course will demonstrate that cultural work can be a critical tool needed to raise awareness regarding housing challenges, bring neighbors together, and organize successful housing policy wins in a community. Through case study exploration and workshopping, participants will learn how to partner with artists and culture bearers, conceptualize creative projects, incorporate culturally relevant design elements into their projects, and workshop other tangible skills related to collaborative practice. Featured case studies will illustrate how arts and cultural strategies can help to build better and more culturally responsive affordable housing, enact anti-displacement strategies in weak and strong market neighborhoods, develop regenerative practices for geographies lacking basic infrastructure, and more.

For a complete list of course offerings for this institute, check out the course grid on pages 4 and 5. To read full course descriptions for each content area and to register online, visit NeighborWorks.org/onlinereg.

PHOTO COURTESY OF NEW ORLEANS AND COMPANY
CONSTRUCTION AND REHAB

CP231sv Building Multifamily Housing Part I: Project-Managing the Development Process
Examine larger projects involving architects, engineers, site planners and general contractors. Evaluate various models of housing production and learn a system for qualifying and selecting architects and engineers. Use templates and exercises, practice clarifying design standards for a specific project, and review standard AIA contracts and the modifications to them that can empower the owner. This is the first of three courses in the Project Manager series.

CP234 Building Multifamily Housing Part II: Project-Managing the Design Process
This course will focus on the task of keeping the project on time and within budget. Participants will learn to review the scope of work and blueprints, as well as learn ways to manage the relationships among owner, architect and general contractor during the evolving design process. You’ll identify cost-saving measures you can use back home. This is the second of three courses in the Project Manager series.

CP237 Building Multifamily Housing Part III: Project-Managing the Construction Process
Review AIA documentation for field supervision, payment systems and job closeout. Look at the basics of communication and negotiation during construction. Examine the certificate of occupancy process, review techniques to maintain project momentum while retaining control, and learn methods of establishing and enforcing the warranty. This is the third of three courses in the Project Manager series.
NEIGHBORWORKS is the nation’s leading provider of community development and financial capability training, offering hundreds of in-person and online courses to meet the varied needs of professionals across industries and across the country.

- In-person at national NeighborWorks Training Institutes
- In your community at local or regional “place-based” training events
- Online with interactive webinars, self-guided courses or faculty-led courses

Discover more at NeighborWorks.org/Training.

FINANCIAL CAPABILITY CERTIFICATION

Earn your professional certification in financial capability. Our gold-standard certification equips counselors and coaches with the knowledge and skills to offer effective, engaging financial education, counseling and coaching that meets a range of consumer financial needs and provides impactful ways to deliver training.

Learn more at NeighborWorks.org/NCHEC/Certification.
OUR DIVERSE CURRICULUM PROVIDES FINANCIAL COUNSELORS AND COACHES AND OTHER COMMUNITY-FOCUSED SERVICE PROVIDERS WITH A WEALTH OF INFORMATION, SKILLS AND TURNKEY SOLUTIONS.

Building Skills for Financial Confidence (H0208) UPDATED
Are you wondering what skills are necessary for practitioners to effectively work with customers in reaching their financial goals? What behaviors and attitudes can make a person financially confident? Attend this 2-day course to gain the most useful and efficient tools to make a real difference in the lives of your clients. Develop and build your skills in key content areas that will help consumers put themselves in a better position to withstand economic stresses and achieve financial prosperity.

Delivering Effective Financial Education for Today’s Consumer (H0209rq)
This course addresses the fundamental components to successfully delivering a well-designed financial education program, starting with group education and the primary ways consumers behave with their money: visioning; maximizing income; spending; saving; borrowing and protecting. Participants explore growing industry trends surrounding comprehensive “financial capability” programs, lifestyle changes, counseling, coaching and measuring outcomes. Innovative strategies using a variety of delivery methods, including social media, will be explored, along with available resources.

Credit Counseling for Maximum Results (H0211)
Equipped with knowledge and the right tools, you can increase your ability to help clients (in individual or group sessions) build, improve, and maintain a good credit profile. Using sample credit files, you will sharpen your skills in reading and interpreting credit reports, identify and understand the factors that impact credit scores and learn the consumer rights and protection laws specific to credit counseling.

Effective Approaches to Student Loan Counseling (H0255)
We’ve developed a course to train counseling professionals on how to help their clients plan for and meet the financial responsibility of this type of debt and to provide guidance to clients facing default—or in default—on their student loans. Obtain the knowledge you need to effectively explain repayment options and their terms. This course is a great opportunity for your organization to engage a new target audience and provides the tools you need to integrate these services into your existing counseling program.

Financial Coaching: Helping Clients Reach Their Goals (H0310)
Learn how coaching differs from and complements counseling, financial education and other services aimed at building consumers’ financial security while you explore ways to incorporate coaching techniques into your financial capability program.

Financial Coaching Advanced Practicum: Taking Your Practice to the Next Level (H0370rq)
In this follow-up course to Financial Coaching: Helping Clients Reach Their Goals (H0310), you will have many opportunities to put into practice the approaches and techniques you’ve culminated over time. As you start to hone your understanding of the models used in financial coaching and deepen your understanding of how to effectively help clients with cash flow, savings, reducing debt, rebuilding credit and protecting their assets. We will also explore coaching strategies that allow you to be of help to clients with complex personal situations.

Financial Capability Program Design for Managers (H0375)
Program managers and executive directors, register now for our new course. Learn how to successfully execute financial capability program strategies for your unique target audience and lay the groundwork for everything from enrollment to measuring outcomes.

NCHEC TRAINING SCHOLARSHIPS
A number of scholarships are available for Financial Capability, Housing Education and Counseling courses at this training institute and at other training events around the country. Most scholarships provide free tuition and lodging for eligible staff of 501(c)(3) organizations. To find out about these and other scholarship opportunities, go to NeighborWorks.org/scholarships.

Scholarships Courtesy of:
NCHEC MEETS THE NEEDS OF COUNSELING PROFESSIONALS TODAY

Now Is The Time For HUD Counselors To Take Action
The exam for HUD Counselor Certification is now available and with a looming 2020 deadline, we can make sure you are best prepared to succeed. NeighborWorks America, one of the industry’s most trusted and respected resources for professional training, offers comprehensive curriculum that thoroughly reviews the 6 core competencies for HUD Counselor Certification. Do you want to brush up on mortgage calculations? Need a refresher on the difference between a judicial and a non-judicial foreclosure? Sharpen your understanding in each of these areas and move closer to passing the exam and becoming a HUD Certified Counselor.

Ready, Set, Prep: Tackling the HUD Counselor Exam Step by Step (HO200)
Get ready! Elevate your knowledge in the six essential competency areas, including financial management, housing affordability, homeownership, avoiding foreclosure, tenancy and fair housing. Set yourself up for success in meeting HUD’s counselor certification requirements by starting your prep with this 3-day classroom course. We’ll tackle the HUD study-guide step-by-step, and provide tools and relevant activities to help you master and memorize content before taking the HUD counselor certification exam.

Practice, Study, Success: Test Strategies For HUD’s Counselor Certification Exam (HO210)
Freaked out at the thought of taking the HUD Counselor Certification Exam? We hear you, and you are not alone! Conquer your exam anxieties, and prepare to rock the HUD Housing Counselor Certification Exam!

Join us for this new 2-day course, designed by professionals who have passed the exam. Utilizing the HUD Study Guide, gain confidence and knowledge while learning what you need to know to pass this exam. Practice example test questions and learn test strategies with your peers as you prepare to cram for this exam. Learn time management techniques and a variety of methods to recall information for successful results.

Note: this course focuses on testing strategies and practice. Our newly updated and expanded 3-day HO200: Ready, Set, Prep: Tackling the HUD Counselor Exam Step by Step course is recommended as a companion course to help you master the content of the 6 counseling topic areas.

VISIT NEIGHBORWORKS.ORG FOR MORE DETAILED COURSE DESCRIPTIONS AND TRAINING INFORMATION.

“I was in your class in Pittsburgh in December and I still had a lot of anxiety about this HUD Test. I just wanted to let you know that I passed my test the first time on January 4th!! I finished the test and had about 40 minutes left over so I went back over it two more times before I submitted it and still had 13 minutes left. It was not near as hard as what I had feared. Thank you both for all of your help in the preparation in passing this test.”

Steven Rose, Housing Counseling Specialist
Washington County Community Action Council

Additional courses to bolster your confidence and knowledge:

IN-PERSON TRAINING:
- Lending Basics for Homeownership Counselors [HO103]
- Compliance with State and Federal Regulations [HO105]
  *also available online as HO105vc
- Foreclosure Basics for Homeownership Counselors [HO109]
  *also available online as HO109el
- Introduction to Housing Counseling [HO110]
- Building Skills for Financial Confidence [HO208]
  *also available online as HO208el
- Fair Housing - What Professionals Need to Know [HO213]

WEBINAR TRAINING:
- Housing Affordability: Building Competency in Housing Counseling (HO002wt)
- Fair Housing: Building Competency in Housing Counseling [HO003wt]
- Financial Management: Building Competency in Housing Counseling [HO004wt]
- Tenancy: Building Competency in Housing Counseling [HO005wt]
- Avoiding Foreclosure: Building Competency in Housing Counseling [HO006wt]
- Homeownership: Building Competency in Housing Counseling [HO007wt]
ADVANCE YOUR CAREER WITH NCHEC CERTIFICATIONS

Hone your skills in the most timely and relevant specialty areas within the industry. With NeighborWorks Center for Homeownership Education and Counseling (NCHEC) certifications, you have a competitive advantage that demonstrates your commitment and know-how in your field.

- **Pre-Purchase Homeownership Education:**
  Empowers you to effectively teach clients how to purchase a home, budget and sustain after purchase

- **Post-Purchase Homeownership Education:**
  Helps you teach new homeowners the essentials of maintaining their homes and finances

- **Homeownership Counseling:**
  Focuses on individual counseling to address personal finances, homeownership, and foreclosure

- **Foreclosure Intervention and Default Counseling:**
  Delivers key information about the default and foreclosure process in addition to methods for building program capacity

- **Homeownership Counseling for Program Managers and Executive Directors:**
  Provides approaches to diversifying funding sources, management of counseling staff; and other programmatic essentials

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The National Industry Standards For Homeownership Education and Counseling are a Set Of Guidelines For Quality Homeownership and Counseling Services. Industry Professionals Who Adopt These Standards Can Be Trusted To Provide Consistent, High Quality Advice.

The Standards represent a baseline of quality for homeownership and foreclosure intervention education and counseling. Organizations adopt the Standards to demonstrate their commitment to the needs of their clients and communities while promoting sustainability for their organizations.

Housing counseling agencies wishing to adopt the Standards can do so if their counselor hold certifications in these four areas by the NeighborWorks Center for Homeownership Education & Counseling (NCHEC):

- Pre-Purchase Homeownership Education (required course: HO229)
- Post-Purchase Homeownership Education (required course: HO247)
- Homeownership Counseling (required courses: HO250 and HO109 or HO109el)
- Foreclosure Intervention & Default Counseling (required courses: HO345 and HO307 or HO307vc)

Launched in May 2007, today over 1,000 housing counseling agencies from all fifty states, DC, and Puerto Rico are Adopters of the Standards.

TO LEARN MORE ABOUT THE STANDARDS AND HOW TO ADOPT THEM, VISIT WWW.HOMEOWNERSHIPSTANDARDS.ORG.
OFFER YOUR CUSTOMERS THE BEST SUPPORT IN THEIR HOMEBUYING JOURNEY

Realizing the American Dream is the premier homebuyer tool. With the latest information on mortgage disclosures, consumer protection, tools and other housing industry changes, this manual is the ultimate resource that answers questions and delivers results for home buying programs.

Realizing the American Dream 5th Edition
The fifth edition offers page-by-page impact—providing easy-to-use worksheets and key information for new and prospective homebuyers to consider throughout the homebuying process. There’s no better way to prepare your customers for their journey into homeownership than with updated, detailed and reliable insight on:

- Understanding credit
- Shopping for a home
- Securing a loan
- Managing finances
- Building towards financial goals.

Realizing the American Dream is available in four languages: English, Spanish, *Chinese and *Vietnamese. (*Available only in the 4th edition at this time.)

YOU MAY ALSO BE INTERESTED IN:

Realizing the American Dream, Trainer’s Toolbox, 5th Edition*
This PDF teaching companion to the consumer manual, helps you walk prospective homeowners through the entire home-buying process—from managing money and understanding credit to securing a mortgage loan and shopping for a home.

*THIS IS A DOWNLOADABLE DIGITAL PRODUCT CONTAINING A PDF AND CUSTOMIZABLE POWERPOINT PRESENTATION

Keeping the American Dream
An essential guide for homeowners, Keeping the American Dream provides easy-to-understand instruction and valuable advice to equip homeowners with the skills they need to remain secure in their new home purchase. This guide includes key information on community building, remaining on the path to creating equity and wealth as well as maintaining and improving a home. Presented in a user-friendly format, the guide features tips, checklists and interactive exercises.

Keeping the American Dream is available in four languages: English, Spanish, Chinese and Vietnamese.
We have homeownership counselors covered. Online.
www.CounselorMax.com

HARNESS THE POWER OF ACCURATE, EFFICIENT CLIENT MANAGEMENT AND REPORTING IN OUR COUNSELORMAX COURSES

Organizations and professionals who have completed CounselorMax training know how to: • Meet Form HUD-9902 reporting requirements with CounselorMax • Create and analyze Management Reports to optimize their services • Successfully manage their pipelines• Demonstrate their organization’s impact to prospective funders

Client Management and Tracking with CounselorMax (HO220)
New CounselorMax users, learn to create and manage client files, data entry requirements and automated case management activities. This course will give you the skills to efficiently show the positive impact of your counseling program, monitor business activities, plan according to your pipeline, and complete HUD 9902 reporting.

Advanced Reporting and Customization for CounselorMax (HO324)
This computer lab course teaches experienced CounselorMax users how to customize data points, create customized reports and illustrate your organization’s impactful results. At course end, you will be a master at working with the HUD 9902 data fields; in-depth NFMC reporting; the NeighborWorks America Quarterly Report; and Management Reports. Prerequisite: HO220, preferably at a prior training event.

SUCCESS MEASURES

MEASURE THE OUTCOMES OF YOUR FINANCIAL CAPABILITY PROGRAMS!

The Success Measures® suite of evaluation services and tools are essential in tracking the strides clients make towards improving their financial health. With more than 100 financial capability measurement tools to choose from, your organization can evaluate a range of initiatives and capture the changes in people’s lives that make a difference, including attitudes and behaviors. With tools carefully developed for both adults and youth, you can gather information about important topics such as managing debt, paying bills, predicting expenses and the more informal social networks and exchanges that exist in the community.

The Success Measures Financial Capability Tools are available for download at no cost: www.Successmeasures.org/fctools

Categories of Financial Capability Tools:
• Individual/Family/Household Background
• Individual/Family/Household Financial Status
• Financial Behavior
• Financial Attitudes
• Non-Financial Aspects of Well-Being and Security
• Social Networks

Learn about how all Success Measures tools, technology and services can greatly enhance your evaluation strategies, data collection and analysis, and help you to communicate your results. Successmeasures.org
NONPROFIT MANAGEMENT AND LEADERSHIP

ML244 Sexual Harassment Prevention and Compliance for Boards
Led by the Nonprofit Risk Management Center, this course is a *MUST* for board members, senior staff, HR professionals and CEOs. Topics will include an overview of sexual harassment and workplace misconduct, harassment facts and myths, LGBTQ+ issues in the workplace, board and staff harassment training, workplace conduct policies, and incident handling. Participants receive a comprehensive toolkit with sample policies, agendas and tips for bringing this topic back to their board and organization.

ML246 Leadership in All Directions: The Unique Role of a Senior Manager
Division directors, C-Suite “chiefs” and those who report directly to the chief executive play vital roles in ensuring the success and ongoing impact of an organization. In order to be effective, they must master the science and art of 360-degree management -- up to the CEO or ED, laterally through influencing their senior leadership peers, down to those who report to them, and often externally to key stakeholders, board committees and funders. This course will examine each of these leadership and managerial ‘directions’ in more detail, drawing on case studies, real-life participant experiences and future aspirations to illustrate key tools and principles of management and leadership, and how they apply to this pivotal function. ADVANCED COURSE.

ML398 Picking Up the Pieces: The First 30 days of Response & Recovery
Disasters like hurricanes, floods, earthquakes, and wildfires are happening more frequently and causing more destruction. During the critical weeks and months immediately following, is there anything communities can do to speed the process, to reduce the losses, to become more resilient? By understanding the challenges of recovery and redevelopment prior to a disaster occurring, organizations are better able to help maneuver complicated legal and political processes more quickly and effectively. Participants will learn the government process following a disaster, how to navigate funding programs, and lessons from the field to enable CDCs to effectively assist the community.
SINGLE-FAMILY AND SMALL BUSINESS LENDING

Don’t miss the opportunity to experience the new Community-Based Residential Lending series in New Orleans!

**LE250 Community-Based Residential Lending - Outreach, Intake and Loan Application Best Practices**

This intermediate level course is designed for residential Mortgage Loan Originators (MLOs) working for nonprofits and other community-based mortgage lenders. The course primarily focuses on the Outreach, Intake and Application steps in the mortgage origination process, including best practices and compliance considerations.

Course content is geared towards the typical duties and responsibilities of these MLOs or others within a lending organization serving in a similar role of prospecting for residential lending customers and/or working with them during outreach, intake/assessment and formal loan application.

Activities focus on the unique considerations that confront community-based MLOs performing these functions. Participants will also be provided with detailed guidance and strategies on how to develop and manage a successful personal production plan.

**LE252 Community-Based Residential Lending - Loan Processing, Underwriting and Closing Best Practices**

This intermediate level course is designed specifically for community-based lending operations staff, including loan processors, underwriters and closers or others serving in a similar role within a lending organization working with residential lending customers during the processing through closing steps of a residential loan transaction. Course content will be geared towards the typical activities of a community-based lending operation and will focus on the unique processing, underwriting and closing considerations that confront support staff along with strategies to help successfully manage organizational pipeline activities.

**LE262 Community-Based Residential Lending - Program Administration Best Practices**

This intermediate level course is designed for residential lending operation/program managers working for nonprofits and other community-based mortgage lenders. The course primarily focuses on the general administrative and oversight considerations related to managing a mortgage lending operation. The course includes best practice process and compliance recommendations.

Course content is geared towards the typical duties and responsibilities of lending managers or others within a community-based lending organization serving in a similar operational oversight role.

Covered types of residential mortgage lending models include loan packaging partnerships, loan pools and other types of facilitated origination agreements, as well as the more common direct lending options such as mortgage brokers, correspondents and full-service mortgage lenders.
NEIGHBORWORKS NETWORK ORGANIZATIONS

If the name of your organization is listed on this page, please complete the Registration Form for NeighborWorks Network Participants on page 31.

AEON
Affordable Housing Education and Development, Inc.
Affordable Homes of South Texas, Inc.
Affordable Housing Alliance, Inc.
Affordable Housing Resources, Inc.
AHC Inc.
Alamo Community Group
Arbor Housing and Development
Asian Americans for Equality
Atlanta Neighborhood Development Partnership, Inc.
Avenue Community Development Corporation
Avesta Housing Development Corporation
A Community of Friends
BCL of Texas
Beyond Housing / Neighborhood Housing Services of St. Louis
Better Family Life, Inc.
Better Housing Coalition of Richmond, VA
Cabildo Economic Development Corp.
Cambridge Neighborhood Apartment & Housing Services, Inc.
CASA of Oregon
CATCH Neighborhood Housing
Centro Campesino Farmworker Center, Inc.
Champlain Housing Trust
Charlotte-Mecklenburg Housing Partnership, Inc.
Chattanooga Neighborhood Enterprise, Inc.
Chautaqua Home Rehabilitation and Improvement Corp.
CHWC, Inc.
Chicano Por La Causa, Inc.
Chinatown Community Development Center
Clearwater Neighborhood Housing Services, Inc.
Coachella Valley Housing Coalition
Coalition for a Better Acre
Coastal Enterprises, Inc. (CEI)
Codman Square Neighborhood Development Corp.
Comite de Bien Estar, Inc.
CommonBond Communities
Community Action Partnership of North Alabama, Inc.
Community Action Project of Tulsa County
Community Concepts, Inc.
Community Development Corporation of Brownsville, Inc.
Community Development Corporation of Long Island, Inc.
Community Frameworks
Community Housing Development Corp. of North Richmond
Community Housing Improvement Program
Community Housing Initiatives
Community Housing Partners Corporation
Community HousingWorks
Community Resources and Housing Development Corp.
Community Service Programs of West Alabama, Inc.
Community Ventures Corporation
CommunityWorks Inc. of West Virginia, Inc.
CommunityWorks North Dakota
Connecticut Housing Partners
Corporation to Develop Communities of Tampa
Crawford-Sebastian Community Development Council, Inc.
Dayton’s Buff Neighborhood Housing Services, Inc.
DHIC, Inc.
Downstreet Housing and Community Development
Durham Community Land Trustees
Dwelling Place of Grand Rapids Nonprofit Housing Corporation
East Akron Neighborhood Development Corporation Inc.
East Bay Asian Local Development Corporation (EBALDC)
Eastern Eight Community Development Corporation
Eden Housing, Inc.
Fairbanks Neighborhood Housing Services, Inc.
FAHE, Inc.
Faminics Foundation
Fifth Avenue Committee Inc.
Fifth Ward Community Redevelopment Corp
Foundation Communities
Frontier Housing, Inc.
GROW South Dakota
Habitat for Humanity of Michigan
Hawaii HomeOwnership Center
Hispanic Housing Development Corporation
Home Ownership Center of Greater Cincinnati
Home HeadQuarters, Inc.
HomeOwnership Center, Inc.
Homeport
HomeSight
HomeSource East Tennessee
Hope Enterprise Corp.

Homewise, Inc.
Housing Development Corporation MidAtlantic
Housing Development Fund, Inc.
Housing and Neighborhood Development Services, Inc.
Housing Assistance Program of Essex County, Inc.
Housing Partnership for Morris County
Housing Partnership, Inc.
Housing Resources of Western Colorado
Housing Resources, Inc.
Hudson River Housing, Inc.
Impact Seven, Inc.
Interfaith Community Housing of Delaware, Inc.
Ithaca Neighborhood Housing Services, Inc.
Kalamazoo Neighborhood Housing Services, Inc.
Kennebec Valley Community Action Program Housing Services
La Casa, Inc.
La Casa de Don Pedro, Inc.
Lakes Region Community Developers
Lawrence CommunityWorks, Inc.
Lighthouse of Oakland County
Little Dixie Community Action Agency
Low Income Housing Institute
LTSC Community Development Corporation
Madison Park Development Corporation
Manna, Inc.
Mennonite Housing Rehabilitation Services, Inc.
Metro Community Development, Inc.
Mid Central Community Action
Mid City Redevelopment Alliance, Inc.
Midwest Minnesota Community Development Corporation
Montgomery Housing Partnership, Inc.
Mountain Housing Opportunities, Inc.
Mutual Housing Association of Greater Hartford, Inc.
Mutual Housing Association of Hawaii, Inc.
Mutual Housing California
National Council of Agricultural Life and Labor Research Fund, Inc.
Native Partnership for Housing, Inc.
Neighbor to Neighbor, Inc.
Neighborhood Development Services
Neighborhood Finance Corporation
Neighborhood Housing & Development Corporation
Neighborhood Housing Partnership of Greater Springfield, Inc.
Neighborhood Housing Services of Baltimore, Inc.
Neighborhood Housing Services of Birmingham, Inc.
Neighborhood Housing Services of Chicago, Inc.
Neighborhood Housing Services of Greater Berks, Inc.
Neighborhood Housing Services of Greater Cleveland, Inc.
Neighborhood Housing Services of Hamilton, Inc.
Neighborhood Housing Services of Kansas City, Inc.
Neighborhood Housing Services of Los Angeles County
Neighborhood Housing Services of New Britain, Inc.
Neighborhood Housing Services of New Haven, Inc.
Neighborhood Housing Services of New Orleans, Inc.
Neighborhood Housing Services of New York City, Inc.
Neighborhood Housing Services of Oklahoma City, Inc.
Neighborhood Housing Services of Phoenix, Inc.
Neighborhood Housing Services of South Florida, Inc.
Neighborhood Housing Services of Southern Nevada, Inc.
Neighborhood Housing Services of Southwest Wisconsin, Inc.
Neighborhood Housing Services of the Inland Empire, Inc.
Neighborhood Housing Services of the Lehigh Valley, Inc.
Neighborhood Housing Services of Waterbury, Inc.
Neighborhood of Affordable Housing, Inc.
Neighborhood Partnership Housing Services
NeighborImpact
NeighborWorks Alaska
NeighborWorks Badgerland
NeighborWorks Boise
NeighborWorks Blackhawk Region
NeighborWorks Blackstone River Valley
NeighborWorks Columbus (GA)
NeighborWorks Community Partners
NeighborWorks Dakota Home Resources
NeighborWorks of Grays Harbor County
NeighborWorks Great Falls
NeighborWorks Green Bay
NeighborWorks Home Partners
NeighborWorks Home Solutions
NeighborWorks HomeOwnership Center Sacramento Region
NeighborWorks Laredo
NeighborWorks Lincoln
NeighborWorks Montana
NeighborWorks Mountain Home Solutions
NeighborWorks New Horizons
NeighborWorks Northeast Nebraska
NeighborWorks Northeastern Pennsylvania
NeighborWorks Orange County
NeighborWorks Pocatello
NeighborWorks of Western Vermont
NeighborWorks Salt Lake
NeighborWorks Southern Colorado
NeighborWorks Southern Mass
NeighborWorks Southern New Hampshire
NeighborWorks Toledo Region
NeighborWorks Umpqua
NeighborWorks Waco
NeighborWorks Western Pennsylvania
Neveada H.A.N.D., Inc.
New Directions Housing Corporation
New Jersey Community Capital
New Kensington Community Development Corporation
NW HomeStart, Inc.
North East Community Action Corporation
Northwest Michigan Community Action Agency, Inc.
Nueces County Community Action Agency
Nuestra Comunidad Development Corp.
Oak Hill Community Development Corp.
ONE Neighborhood Builders
One Roof Community Housing
Opportunities for Chenango, Inc.
Origin SC
Orlando Neighborhood Improvement Corp.
Pathfinder Services, Inc.
PathStone
Pensacola Habitat for Humanity
Pepoles’ Self-Help Housing Corporation
Pepus Community Action Program, Inc.
Ponce Neighborhood Housing Services, Inc.
Portland Housing Center
Providencia Community Housing
Puerto Rico Neighborhood Housing Services Corp
REACH Community Development, Inc.
Rocky Mountain Communities
RUPCO, Inc.
Rural Communities Housing Development Corporation
RuralEdge
Rural Enterprises of Oklahoma, Inc. (REI0K)
Rural Neighborhoods, Inc.
Salisbury Neighborhood Housing Services, Inc.
Self-Help Enterprises
South Bend Heritage Foundation
Southern Mutual Help Association
Southwest Minnesota Housing Partnership
Southwest Solutions
St. Ambrose Housing Aid Center
St. Joseph’s Carpenter Society
St. Mary Development Corporation
Tallahassee Lenders’ Consortium
Tampa Bay Community Development Corporation
Tejano Center for Community Concerns
Tenderloin Neighborhood Development Corp (TNDC)
The Housing Partnership, Inc.
The Neighborhood Developers, Inc.
The Neighbor Project
The Primavera Foundation, Inc
The Unity Council
Thistle Communities
Tiem del Sol Housing Corporation
TRELLIS
Tri-County Housing & Community Development Corporation
Troy Rehabilitation & Improvement Program, Inc.
Twin Cities Community Development Corp.
UNHS NeighborWorks HomeOwnership Center
United Housing, Inc.
Universal Housing Development Corporation
Urban Edge Housing Corporation
Way Finders, Inc.
Wealth Watchers, Inc.
West Elmwood Housing Development Corp.
Westside Housing Organization, Inc.
Williamette Neighborhood Housing Services
Windham & Windsor Housing Trust
Wyoming Housing Network
PROFESSIONAL CERTIFICATES PROGRAM

NeighborWorks offers professional certificates in eight content areas that equip you with critical knowledge and skills, and make you a better candidate for career advancement. The certificates are rigorous, while still allowing you to tailor your learning to meet your unique professional needs and interests. Certificates are awarded to candidates who successfully complete the required and elective coursework, practical exercises, tests for each course (if applicable) and a final exam or comprehensive practical assignment. Depending on the content area, you can earn your professional certificate in as few as three training institutes.

Enroll in the Professional Certificate Program by visiting our website NeighborWorks.org/careerenhancement; and complete and submit the enrollment form.

Affordable Housing
- Funding and Finance
- Project Management
Asset Management (CHAM™)
Community Economic Development
Community and Neighborhood Revitalization
Community Engagement
Construction and Rehab
Homeownership and Community Lending
Nonprofit Management and Leadership
- Organizational Leadership
- Organizational Management

ONE-WEEK SKILL CERTIFICATIONS
The fastest path to a deeper skill set.

With limited time and budget, you need an efficient way to build your professional skill set. These one-week certifications are an ideal way to build competency in a specific subject matter area, and earn a certificate that will enhance your credentials. Best of all, these one-week certifications can typically be applied toward our more comprehensive professional certificate program, which significantly improves your professional standing.

Affordable Housing
- Fundamentals of Affordable Housing Development
- Federal Financing for Affordable Housing Development
Community Economic Development
- Economic Development Foundations
- MicroEnterprise Development
Community Engagement
- Resident Leadership Trainer
Construction and Rehab
- Construction Basics
- Housing Inspections
- Construction Management
Nonprofit Management and Leadership
- Coaching
- Financial Management
- Marketing and Branding
- Resource Development

FOR INFORMATION AND CERTIFICATION ENROLLMENT, VISIT OUR WEBSITE
NEIGHBORWORKS.ORG/CAREERENHANCEMENT

TO LEARN ABOUT NCHEC CERTIFICATION REQUIREMENTS, VISIT NEIGHBORWORKS.ORG/NCHEC/CERTIFICATION
Minimum cost, maximum customization

Want to build a customized training event that conveniently and cost-effectively delivers NeighborWorks courses in your own community, for your own staff and partners? Explore the flexible, reasonably priced possibilities of our “place-based” regional/local training. We’ll work with you to develop a made-to-order training experience that delivers the same high-quality knowledge- and skill-building you enjoy at our national institutes. You’ll minimize your travel costs, maximize your training budget, and learn exactly what you need to learn together with your community partners.

Arranging your place-based event is easy. You can create a program by selecting one or more courses from our comprehensive catalog (NeighborWorks.org/coursecatalog). Fees are based on the specific courses and number of training days—significantly lower than comparable training market rates, and the cost of sending multiple learners to a Training Institute with often steep travel expenses. We can scale services up or back according to your unique needs: from simply sending a trainer and materials for a single course, to building a tailor-made event with multiple courses. Gaining the knowledge, skills and tools you need for increased impact has never been so personalized—or stress-free!

FOR MORE INFORMATION GO TO NEIGHBORWORKS.ORG/PLACEBASEDTRAINING.
NeighborhoodWorks America’s online training offerings let you stay close to your work while gaining the same valuable skills and knowledge offered at our highly rated in-person training events. You can arrange your professional development around your busy schedule, and best of all, save your valuable travel dollars and time away from the office. Our courses help you cultivate skills and knowledge you can put into action right away, so you can start doing even better work for the communities you serve, sooner!

Offered in three formats, Online Training addresses the latest challenges and opportunities in a wide array of community development, affordable housing, and nonprofit management topics, always growing and evolving to meet your needs. We offer training for professionals at all levels—from entry level to expert—so you can be sure you’re getting a high-quality learning experience that keeps you at the forefront of your work.

INTERACTIVE WEBINARS
Our 90-minute interactive webinars are the most time-efficient and cost-effective training option for professionals looking to stay up-to-date on the latest best practices and pick up specific skills from our expert faculty.

SELF-GUIDED COURSES
Composed of individual pieces of content you can move through at your own pace, self-guided courses enable you to gain relevant skills and dig deeper into the specific content that makes the most sense for you—reinforced with downloadable tools and resources.

FACULTY-LED COURSES
Designed to present complex material that is best learned with the guidance of an expert and the support of your peers, faculty-led courses provide a comprehensive professional development experience comprising weekly live sessions and self-paced assignments, supported by online learning tools and collaboration. You’ll take a deep dive into critical topics, receive instruction and feedback specific to your challenges, and work with peers—all without leaving your home or office.

TO FIND OUT MORE AND REGISTER, VISIT NEIGHBORWORKS.ORG/ONLINETRAINING.
REGISTRATION AND ACCOMMODATION INFORMATION FOR NON-NEIGHBORWORKS ORGANIZATIONS, NEW ORLEANS, LA

PRE-EVENT REGISTRATION
Submit the registration form by the early raffle deadline of July 9 or by no later than July 29. After this date, participants wishing to take courses at this event must wait to enroll during the onsite registration. To register for courses, locate the classes you wish to take and indicate your first and second choices for each day on the registration form. Use both course letters and numbers. Also, list the tuition for each first choice course only. Complete the registration form and mail or fax it to NeighborWorks America. Register early; classes fill up quickly, and we cannot guarantee onsite or late registrants the classes of their choice. We recommend you do not confirm your travel and accommodations until you receive confirmation of your enrollment in selected courses.

ONLINE REGISTRATION
Instead of mailing or faxing a registration form, consider signing up through our online registration system. Participants choosing to use the online system will be able to access their online transcript history, update profile information, streamline payment transactions and make course registration changes. Access the online registration tool at NeighborWorks.org/onlinereg. As a first time user to this online tool, you will need to create a user profile before registering.

ONSITE REGISTRATION
Onsite registration opens on August 18, 2019 at 3 p.m. Check daily hours of operation onsite. All participants must stop by the onsite registration to pick up their registration packets before attending courses. Your packet will have the most updated information about courses, locations and events.

PAYMENT POLICY
Institute courses and symposia are individually priced. Tuition fee includes courses, materials and site visits (where applicable), afternoon workshops, networking opportunities, light daily continental breakfast and refreshments. Payment is due with your registration form and may be made by check, Visa, MasterCard or American Express.

If your organization requires a purchase order, we will bill you and hold your registration form until July 29, to allow for receipt of payment. All tuition and registration payments must be received in full before obtaining a confirmation packet prior to the event.

REFUND/CANCELLATION POLICY
Notice of cancellation must be received by July 29 to receive a full tuition refund. If cancellation notice is received after July 29 and up to 5 days before the start of the event, NeighborWorks America will assess a $150 cancellation fee and provide a tuition credit voucher for the balance. The credit voucher expires if not used within one year of issuance. If a cancellation notice is received less than five business days prior to the event, or if you do not complete your coursework, no refund or credit voucher will be issued. NeighborWorks America reserves the right to cancel any course at any time. If your course is canceled, you may choose another course or request a tuition refund. Other than refunding your tuition in the event that the course you chose is cancelled, NeighborWorks America is not liable to you for any other damages, including, without limitation, any obligation to provide a refund for any travel and/or lodging costs associated with attending any NeighborWorks event or other direct, indirect or consequential damages.

SUBSTITUTION POLICY
Substitution requests will be accepted up to July 19 and requests are subject to course availability.

SCHOLARSHIPS
Limited scholarship assistance may be available to nonprofit organization staff, board members and volunteers. For more information, visit NeighborWorks.org/scholarships. If you are awarded a scholarship and do not cancel or are a no-show to the event, your scholarship eligibility may be revoked for 12 months.

ACCOMMODATIONS
You will be able to make your own call in block reservation at the following hotels:

NEW ORLEANS MARRIOTT
555 Canal Street
New Orleans, LA 70130
(504) 581-5000
Central Reservation Number: 1-800-654-3990
Hotel room rate: $118 single occupancy
https://book.passkey.com/e/498809088

SHERATON NEW ORLEANS HOTEL
500 Canal Street
New Orleans, LA 70130
(504) 525-2500
Central Reservation Number: 1-888-627-7033
Hotel room rate: $118 single occupancy
http://www.marriott.com/event-reservations/reservation-link.mi?id=1554728734816&key=GRP
app=resvlink

Quoted hotel rates are subject to change without notice. A number of sleeping rooms are available for institute participants on a first-come, first-served basis at the special rate plus an additional percentage for city, county and lodging tax. Review your registration confirmation for specific details about your registration and course locations. Call the hotel directly to make your hotel reservations by July 29 and be sure to ask for the NeighborWorks/NTI rate. There are many fraudulent companies who may contact institute participants and represent themselves as a “housing bureau” or something of the like, and may ask for credit card numbers. These companies are NOT authorized by us!

SPECIAL NEEDS
If you have special needs addressed by the Americans with Disabilities Act, notify us at least one month prior to the event.

ATTENDANCE AND CERTIFICATE POLICY
Courses start promptly and conclude on time, except for Friday, when courses end at 2:30 p.m. Certificates of completion are awarded only to participants who attend and complete 100% of the course.

PHOTO, AUDIO AND VIDEO RECORDING RELEASES
By entering the event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, webcasts, promotional purposes, telecasts, advertising, inclusion on websites, or any other purpose by NeighborWorks America and its affiliates and representatives. You waive all rights you may have to any claims for payment or royalties in connection with any exhibition, streaming, web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by NeighborWorks America or the person or entity designated to do so by NeighborWorks America. You release NeighborWorks America, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or sound recordings.

CUSTOMER SERVICE
Call: (800) 438-5547
Fax: (800) 834-3758
Email: nti@nw.org
Online Registration available — NeighborWorks.org/onlinereg

REGISTER BY JULY 9 AND YOU’LL BE INCLUDED IN A RAFFLE TO WIN A KINDLE*.  
*may not be exchanged for tuition credit or monetary value.
Register for this Training Institute online at NeighborWorks.org/onlinereg OR mail or fax this form to the NeighborWorks Training Institute. (Please print or type. Illegible or incomplete forms delay the registration process.)

Preferred First Name On Your Badge _________________________________________________________________

☐ Mr. ☐ Ms. Last Name _________________________________________ First Name __________________________

(Job Title) (TSA Secure Flight, provide your legal name, exactly as it appears on your government-issued photo identification document)

Organization ____________________________________________________________________________________________

Address ____________________________________________________________________________________________

City_________________________________________________________ State________ Zip_________________________

Phone (work) ______________________________________________________ Phone (mobile) _______________________________________________________

Email address ______________________________________________________ Fax ________________________________________________________________

☐ Check if you do NOT wish to receive e-mail from us regarding training institute events and programs.

☐ Check if you have special needs addressed by the Americans with Disabilities Act. Please specify:_______________________________________________

☐ Check if you have attended a training institute before.

Which of the following best describes your organization?

☐ government agency ☐ community-based development organization ☐ financial institution ☐ tribal government or tribal nonprofit

☐ faith-based organization ☐ other_______________________________________

☐ Check if you are a ☐ board chair ☐ board treasurer ☐ board member

Which of the following best describes your race? Please choose all that apply.

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African-American ☐ Hispanic or Latino

☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Other

☐ Check if you work in a HUD-approved housing counseling agency. Your 5-digit HUD number ______|_____|_____|_____|____|

COURSES REQUESTED

Use both course letters and numbers. Please include second choices in case your first-choice courses are full.

First Choice (Course # | Course$) Monday and Tuesday Wednesday Thursday and Friday First Choice Tuition Total

$ ______________________ $ ______________________ $ ______________________ $ ______________________ $ ______________________

Second Choice (Course # only)

$ ______________________ $ ______________________ $ ______________________ $ ______________________ $ ______________________

Payment must accompany your registration form. Faxed registrations must include credit card information and authorized signature. See payment policy.

Total Balance Due $ ______________________

PAYMENT INFORMATION

☐ Check enclosed (payable to NeighborWorks America). Check number_______________________________

☐ Purchase order must be attached. Purchase order number__________________________________________

(Purchase orders will be accepted until July 29, 2019.)

☐ Visa ☐ MasterCard ☐ American Express

Card # ______________________________________________ Exp. date ______/______

(mm/yy)

Name as it appears on card ________________________________________________________________

Authorized signature _________________________________________________________________

Fax registration with credit card information to: (800) 834-3758

Mail registration and payment to: Neighborhood Reinvestment Training, PO Box 418630, Boston, MA 02241-8630

(This is a P.O. Box and cannot receive Fedex shipments.)

EARLY PRE-REGISTRATION RAFFLE DEADLINE: JULY 9*

FINAL PRE-REGISTRATION DEADLINE: JULY 29
REGISTRATION AND ACCOMMODATION INFORMATION FOR NEIGHBORWORKS ORGANIZATIONS, NEW ORLEANS, LA

REGISTRATION
The NeighborWorks network slot registration deadline is June 20. Indicate your first and second choices for courses each day on the registration form using the course letters and numbers. To verify that your organization is a NeighborWorks network organization, please check the members-only website at www.NeighborWorks.org.

ONLINE REGISTRATION
Network participants are encouraged to register via our online registration system, which allows you to enter lodging request, access your transcript history, update profile information and make course changes. If you are using a training slot, you will need the slot code in order to submit your travel and lodging needs. You may access the online registration tool at NeighborWorks.org/ onlinereg. First-time users to this online tool will need to create a User Profile before registering for the event.

TRAINING INSTITUTE SLOTS
Each NeighborWorks network organization receives an annual (fiscal year: Oct. 1– Sept. 30) number of training institute slots. Each slot covers a discounted single occupancy lodging rate per night.

TUITION RATE
NeighborWorks network members register for the training institute at a special flat rate of $525. Tuition includes courses and materials, afternoon workshops, and a light breakfast snack.

TRAVEL
NeighborWorks organizations are given travel funding to complement their slots. Your organization is responsible for booking and paying for your own travel to the training institute using your own travel agency or online booking tool. If you are participating in a NeighborWorks meeting or receiving a scholarship in which travel is covered, you will receive special instructions on how to arrange your travel. In the registration process, be sure to specify the dates that you need a hotel room—which must match the dates for your courses/meetings.

ACCOMMODATIONS
All NeighborWorks America events only book single-occupancy hotel rooms. All slot registrations include a discounted single occupancy room. As a network participant attending an event, you pay only $80 per night times the number of days you participate in the training institute. The full payment: $525 tuition plus the lodging per night cost is due at the time of registration by the slot registration deadline of June 20, 2019.

If your registration is confirmed, please do not make a separate hotel reservation as NeighborWorks America already has you on the Master Block. Please notify us in advance if your travel plans change. Failure to check in the hotel on the confirmed date is considered a “no-show” and may lead to your hotel reservation being cancelled.

Reinstatement to a no-show reservation is not guaranteed and will be based on hotel availability. If hotel reservations were confirmed on your behalf and you do not cancel and do not show up at the event, the hotel will assess a no-show charge to NeighborWorks, which will then be billed to your organization. Please review your confirmation letter for your assigned lodging hotel and dates, and assure that you arrive and depart on the dates scheduled. If you have any questions or concerns, reach us at nti@nw.org, TrainingEvents@nw.org or call (800) 438-5547.

PAYMENT
Tuition and accommodation payment(s) must accompany your registration form. Illegible, incomplete forms or no payment attached will delay the registration process. Send completed registration form(s) and payment to: Neighborhood Reinvestment Training PO Box 418630, Boston, MA 02241-8630. When using a credit card, please fax it to (800) 834-3758.

PAYING YOUR OWN EXPENSES (POE)
If your organization has exhausted institute slots and still wishes to have staff attend, you may pay the $525 tuition rate, as well as arrange and pay for your own staff travel and lodging. Complete the registration form and check the “Pay Own Expenses” box. Submit the form with your tuition payment before July 29.

SPECIAL NEEDS
If you have special needs addressed by the Americans with Disabilities Act (ADA), notify us at least one month before the Institute. If your special needs require you to be lodged at a hotel close to your courses, NeighborWorks America needs to be notified by the June 20, 2019 slot registration deadline.

CANCELLATION AND REFUND POLICY
Your written cancellation notice must be received by July 29 to receive a tuition refund. If your cancellation notice is received less than three weeks before the start of the event, NeighborWorks will assess a $150 cancellation fee and provide a tuition credit voucher for the remaining balance. The credit voucher expires if not used within one year of issuance. If cancellation notice is received less than five business days prior to the event, or if you do not complete your coursework, no refund or credit voucher will be issued and you forfeit the slot. If hotel reservations were confirmed on your behalf and you did not cancel and did not show up at the event, the hotel will assess a no-show charge to NeighborWorks America. The hotel no-show charge will then be billed to your organization. NeighborWorks reserves the right to cancel any course at any time. If your course is canceled, you may choose another course or request a tuition refund and reinstatement of the institute slot. Other than refunding your tuition and reinstatement of the slot in the event that the course you selected is cancelled, NeighborWorks America is not liable to you for any other damages, including, without limitation, any obligation to provide refund for any travel or lodging costs associated with attending any NeighborWorks Training event or other direct, indirect, or consequential damages.

SUBSTITUTION POLICY
Substitution requests will be accepted up to July 19 and requests are subject to course and lodging availability.

ATTENDANCE AND CERTIFICATE POLICY
Courses start promptly and conclude on time, except for Friday, when courses end at 2:30 p.m. Certificates of completion are awarded only to participants who complete 100% of the course.

PHOTO, AUDIO AND VIDEO RECORDING RELEASES
By entering the event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, or any other purpose by NeighborWorks America and its affiliates and representatives. You waive all rights you may have to any claims for payment or royalties in connection with any exhibiting, streaming, web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by NeighborWorks America or the person or entity designated to do so by NeighborWorks America. You release NeighborWorks America, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or sound recordings.

CUSTOMER SERVICE
Call: (800) 438-5547
Fax: (800) 834-3758
Email: nti@nw.org
Online Registration available — NeighborWorks.org/onlinereg
Register for this Training Institute online at NeighborWorks.org/onlinereg OR mail or fax this form to the NeighborWorks Training Institute. (Please print or type. Illegible or incomplete forms delay the registration process.)

Preferred First Name On Your Badge __________________________________

❍ Mr. ❍ Ms. Last Name ________________________________________________

(TSA Secure Flight, provide your legal name, exactly as it appears on your government-issued photo identification document)

First Name ____________________________________________

Job Title ____________________________________________________________________________________________________________________________

Organization _________________________________________________________________________________________________________________________

Address ____________________________________________________________________________________________________________________________

City_____________________________________________________________________________________________State____________Zip_________________________

Phone (work) ______________________________________________________ Phone (mobile) _______________________________________________________

Email address _____________________________________________________ Fax ________________________________________________________________

❍ Check if you do NOT wish to receive e-mail from us regarding training institute events and programs.

❍ Check if you have special needs addressed by the Americans with Disabilities Act. Please specify: _______________________________________________

Which of the following best describes your race? Please choose all that apply.

❍ American Indian or Alaska Native ❍ Asian ❍ Black or African-American ❍ Hispanic or Latino ❍ Native Hawaiian or Other Pacific Islander ❍ White ❍ Other

Check if you are a ❍ board chair ❍ board treasurer ❍ board member

COURSES REQUESTED

Use both course letters and numbers. Please include second choices in case your first-choice courses are full.

Monday and Tuesday Wednesday Thursday and Friday Tuition

First Choice # # # = $ 525.00

Second Choice # # #

ACCOMMODATION INFORMATION >> (PLEASE SELECT AND CHECK AN OPTION):

❍ Using a Training Institute Slot: Hotel room @$80 per night by _______ nights = $ ________ *Arrival date: ________ *Departure date: ________

❍ Using a Training Institute Slot but NO hotel room needed.

❍ Pay Own Expense (POE) – NOT using a Training Institute Slot and arranging for own accommodations.

*Please plan to arrive the day before your first class begins and depart the day your last class ends.

Payment must accompany your registration form. Faxed registrations must include credit card information and authorized signature. See payment policy.

Total Tuition and Lodging Due: $ ______

PAYMENT INFORMATION

❍ Check enclosed (payable to NeighborWorks America). Check # ______________________

❍ Purchase order must be attached. Purchase order # ______________________________________ (Purchase orders will be accepted until July 29, 2019.)

❍ Visa ❍ MasterCard ❍ American Express

Card # ____________________________ Exp. date ________ / ________

(mm/yy)

Name as it appears on card ___________________________________________ Authorized signature ___________________________________________

Fax registration with credit card information to: (800) 834-3758

Mail registration and payment to: Neighborhood Reinvestment Training, PO Box 418630, Boston, MA 02241-8630 (This is a P.O. Box and cannot receive Fedex shipments.)
NeighborWorks America is proud to be part of the groundbreaking Conference Accessibility Initiative. For this effort, the World Institute on Disability, in partnership with JPMorgan Chase & Co., is actively striving to make community development and policy conferences more accessible to, and inclusive of, people with disabilities.

These convenings of civil rights and community development organizations help to set the economic opportunity agenda. Unless the conferences fully integrate disability access issues into their content—and people with disabilities are present—the needs of the disability community will be largely left out of the discussion. To spearhead movement toward full inclusion, the World Institute on Disability and JPMorgan Chase & Co. have targeted events that attract key decision-makers from the nonprofit, business, and public sector communities. This year, join NeighborWorks America, the World Institute on Disability, and JPMorgan Chase & Co. in bringing conference accessibility and economic opportunity to the 54 million Americans with disabilities.

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Working Together for Strong Communities®
Our mission: NeighborWorks America creates opportunities for people to live in affordable homes, improve their lives and strengthen their communities.

The NeighborWorks network of more than 245 independent, nonprofit organizations helps individuals, families and communities thrive through comprehensive approaches to affordable housing and community development.

We build the skills, supplement the funding and amplify the reach of grassroots organizations so they can leverage additional resources to achieve their missions.

NeighborWorks supports its network and the broader community development field through:
- Grants
- Technical assistance
- Training and leadership development
- Organizational assessment

Learn more at www.NeighborWorks.org

Community Development
It’s what we do.

It’s our 40th anniversary!
Together with our national network of excellence, we’ve assisted an estimated 4 million families with affordable housing since our founding in 1978.

Over 10,000 professionals from more than 2,500 organizations trained each year

$70 billion Total investment

731,000 Homes built or homeowners assisted

152,400 Rental homes constructed, acquired and preserved
START PLANNING AND JOIN US FOR UPCOMING NEIGHBORWORKS TRAINING INSTITUTES IN 2019:
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Get updates on current events and upcoming Training Institutes by visiting NeighborWorks.org/Training

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