Looking Back TO MOVE FORWARD

ON WEDNESDAY DECEMBER 5
SYMPOSIUM: ML931

3 CAN LEARN FOR THE PRICE OF 2!
SEE PAGE 28

Working Together for Strong Communities®
Back to where it all began... NeighborWorks is excited to be in Pittsburgh! While much of the world knows Pittsburgh as the Steel City, its economic resurgence following the collapse of the steel industry has been widely heralded for its focus on “eds and meds” and more recent attraction of top tech companies. (I am told that while in Pittsburgh, it’s possible we might even see a self-driving Uber car!). Pittsburgh’s strength today, in whatever sector, is due in large part to determined residents who insisted on fighting for investment in their neighborhood—and ended up inspiring our eventual creation.

Pittsburgh’s North Side is where the model for NeighborWorks began. The central North Side, a once-distressed neighborhood, was spared from the ravages of urban renewal when activist Dorothy Mae Richardson and a group of her neighbors came together to form Neighborhood Housing Services (now NeighborWorks Western Pennsylvania) in 1968. Today, the neighborhood includes beautifully restored 19th century row houses dotted with museums and restaurants.

Pittsburgh is a city of neighborhoods—90 to be exact, each with its own individual character. Walk across the Smithfield Street bridge and take the Monongahela Incline—the oldest continually operating funicular in the United States—to the top of Mount Washington for the breathtaking views of the skyline and three rivers. While you’re there, check out the shops and restaurants along Shiloh Street. Visit the Strip District, a half-mile historic market district with ethnic-food purveyors, grocers, art studios, boutiques, some of Pittsburgh’s best restaurants and (of course) displays of sports merchandise. For more boutiques and restaurants, visit Lawrenceville or the South Side.

Just across the river from downtown on Pittsburgh’s North Shore, more art can be found at the Andy Warhol Museum, the largest art museum in North America dedicated to a single artist. The North Shore also is home to the Carnegie Science Center, PNC Park (headquarters for the Pittsburgh Pirates) and Heinz Field (Pittsburgh Steelers). Sports fans who arrive on Sunday may be able to tailgate at a home game!
The Oakland neighborhood hosts many of Pittsburgh’s educational and cultural institutions, including the University of Pittsburgh, Carnegie Mellon University, and the Carnegie Museums of Art and Natural History. Downtown is home to the city’s Cultural District, with a holiday market. PPG Place will showcase a beautiful Christmas tree and ice rink, with skates available for rent, I’m sure.

Despite the all the exciting developments in Pittsburgh, however, the city—like in most urban U.S. areas—still has a way to go before it offers opportunities for all of its residents. More than ever before, nonprofits with missions like ours are essential to assuring that every community is a place of opportunity—for every resident, no matter the color of their skin or the size of their bank account. The peer networking and the courses and workshops in which you will participate at this NeighborWorks Training Institute will build the skills and add to the information you need to address not only today’s community development challenges, but also to anticipate tomorrow’s. It will, we hope, leave you refreshed, energized and ready to return home with a “to-do” list.

Nonprofits like those represented at this NeighborWorks Training Institute encourage growth and investments in communities, making it possible for residents to live healthier, more productive lives. That’s why it makes so much sense that during our 40th anniversary year, we convene in Pittsburgh, where “it all began”—honoring a strong resident who knew how to bring people, institutions, businesses and others together. Together, our work changes lives and improves communities.

It’s our 40th anniversary! Together with our national network of more than 245 organizations, we’ve served approximately 4 million individuals and families since our founding in 1978.
AGENDA

SUNDAY, DECEMBER 2
3:00 p.m. – 6:00 p.m.  ➤ Registration

MONDAY, DECEMBER 3
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, DECEMBER 4
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, DECEMBER 5
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, DECEMBER 6
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, DECEMBER 7
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.
See NeighborWorks.org/training for full course descriptions. A list of courses offered at this event are on pages 6–7.
Registration Deadlines:

- **October 22**: Register by this date and be included in a raffle to win a KINDLE
- **November 13**: Last day to pre-register and cancellation deadline
- **December 2**: On-Site Registration

Special deadlines for participants from NeighborWorks Network organizations:

- **October 17**: Registration Deadline
- **November 1**: Substitution Request
- **November 13**: Cancellation Deadline
- **November 13**: Pay Own Expenses Deadline (see page 28 for more details)

Visit NeighborWorks.org/scholarships for scholarship information

**WHEN**

**REGISTRATION IS EASY!**

1. Look over the course offerings grid on pages 6 and 7 of this brochure, and then visit neighborworks.org/coursecatalog 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 28 of this brochure.
4. Three can learn for the price of two – see page 28 for more details.

**WHERE**

**DOUBLETREE BY HILTON HOTEL & SUITES PITTSBURGH DOWNTOWN**
One Bigelow Square
Pittsburgh, PA 15219
(412) 281-5800

**OMNI WILLIAM PENN HOTEL**
530 William Penn Place
Pittsburgh, PA 15219
(412) 281-7100
https://www.omnihotels.com/hotels/pittsburgh-william-penn

**THE WESTIN CONVENTION CENTER, PITTSBURGH**
1000 Penn Avenue
Pittsburgh, PA, 15222
(412) 281-3700
www.westinpittsburgh.com

**WYNDHAM GRAND PITTSBURGH DOWNTOWN**
600 Commonwealth Place
Pittsburgh, PA 15222
(412) 391-4600
www.wyndhamgrandpittsburgh.com

**DAVID L. LAWRENCE CONVENTION CENTER**
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222
(412) 565-6000
http://www.pittsburghchc.com

Photos on pages 10, 13, 15, 22 courtesy of Jon Dawson via Flickr
## COURSES OFFERED AT THIS EVENT

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<td>Real Estate Finance Nuts and Bolts</td>
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<td>Designing Affordable Housing From Project Concept to Blueprint</td>
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<td>Becoming a CHDO - Remaining a CHDO</td>
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<td>How to Maintain Compliance in LIHTC Projects</td>
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<td>Rental Housing Development Finance</td>
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<td>Expanding Homeownership Opportunities: The Lease-Purchase Approach</td>
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<td>Budget Basics: Decoding the Mysteries of the ProForma</td>
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<td>Exit Strategies for LIHTC Projects</td>
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<td>The Board and Senior Management: Stewards of the Assets and the Organization</td>
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<td>Nuts and Bolts of Asset Management (CHAM)</td>
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<td>Asset Management Case Study: Putting the Tools to Work for Properties and Owners</td>
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<td>Strategies to Meaningfully Engage Stakeholders in Revitalization Planning</td>
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<td>Developing High-Impact Neighborhood Revitalization Strategies</td>
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<td>Building Community and Promoting Equity through Revitalization UPDATED!</td>
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<td>Working with Tenants and Small Landlords to Revitalize the Neighborhood</td>
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<td>Measuring the Impacts of Your Revitalization Work</td>
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<td>Leveraging Arts and Culture for Affordable Housing and Equitable Community Development NEW!</td>
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<td>The Good, the Bad and the Ugly: How Urban Design Can Make or Break Your Revitalization Strategy</td>
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<td>Urban Dynamics of a Great American City: Pittsburgh NEW!</td>
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<td>Community Economic Development Principles, Practices and Strategies</td>
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<td>Positioning Programs for Success: Connecting Program Design to Community Economic Impact</td>
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<td>So You Think You Want to Start a Social Enterprise? NEW!</td>
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<td>Developing a Creative Economy Strategy in Your Community</td>
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<td>Community Organizing: Beyond Mobilization, Volunteerism, and Outreach</td>
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<td>Working With Faith-Based Institutions in Community Development</td>
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<td>Transforming Conflict Into Action</td>
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<td>The Role of Women in Transforming Communities</td>
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<td>Sources of Power: Understanding Community Leadership</td>
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<td>Strong Coalitions: Building on Common Interests</td>
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<td>Influencing and Affecting Decisions in Your Community</td>
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<td>Community Engagement: Measuring its Impact</td>
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<td>Building Leaders, Building Communities: A Curriculum Resource for All Communities UPDATED!</td>
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<td>Understanding the Politics of Policy</td>
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<td>Sustainable and Resilient Materials and Methods of Construction UPDATED!</td>
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<td>The Nitty Gritty of Ventilation - A Breath of Fresh Air</td>
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# Financial Capability, Housing Education and Counseling (Presented by NCHEC)

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<td>Ready, Set, Prep: Tackling the HUD Counselor Exam Step by Step</td>
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<td>Practice, Study, Success: Test Strategies for HUD’s Counselor Certification Exam</td>
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<td>Client Management and Tracking with CounselorMax®</td>
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<td>Efficient Strategies and Techniques for Loss Mitigation Counseling: Analyzing and Sharing the Results</td>
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<td>Homeownership Counseling Certification: Principles, Practices and Techniques, Part I</td>
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## Nonprofit Management and Leadership

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<td>The Art and Science of Group Facilitation</td>
<td>NEW!</td>
<td>$595</td>
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<td>ML235</td>
<td>Using Data to Visualize Impact and Tell Your Story</td>
<td>NEW!</td>
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<td>ML242</td>
<td>Leading and Engaging A Diverse Organization</td>
<td>UPDATED!</td>
<td>$300</td>
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<td>ML245</td>
<td>Leadership Development in Communities of Color</td>
<td>$595</td>
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<td>ML246</td>
<td>Unique Role of the Senior Manager</td>
<td>NEW!</td>
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<td>ML249</td>
<td>Advanced Project Management</td>
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<td>ML267</td>
<td>From Charity to Change: Empowering Your Community through Advocacy</td>
<td>NEW!</td>
<td>$595</td>
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<td>ML276</td>
<td>Developing a Donor Communications Plan</td>
<td>$595</td>
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<td>ML279</td>
<td>Intermediate Grant Proposal Writing</td>
<td>$595</td>
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<td>ML280</td>
<td>Coaching Skills for Managers</td>
<td>$595</td>
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<tr>
<td>ML282</td>
<td>How to Negotiate: The Most Important Skill You Will Ever Learn!</td>
<td>UPDATED!</td>
<td>$655</td>
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<td>ML297</td>
<td>Leadership Tools for Achieving Excellence</td>
<td>UPDATED!</td>
<td>$300</td>
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<td>ML365</td>
<td>STRENGTH Matters® Boot Camp on Financial Reporting for Rental Housing Nonprofit Enterprises</td>
<td>$550</td>
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## Symposium: Looking Back to Move Forward: Lessons from the Last 40 Years

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ML931</td>
<td>SYMPOSIUM: LOOKING BACK TO MOVE FORWARD: LESSONS FROM THE LAST 40 YEARS</td>
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## Single-Family and Small Business Lending

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<tr>
<td>LE250</td>
<td>Community-Based Residential Lending - Outreach, Intake and Loan Application Best Practices</td>
<td>NEW! $595</td>
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<tr>
<td>LE262</td>
<td>Community Based Residential Lending - Program Administration Best Practices</td>
<td>NEW! $300</td>
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<tr>
<td>LE275</td>
<td>Financial Analysis and Business Planning for Sustainable Lending Operations</td>
<td>$735</td>
</tr>
<tr>
<td>LE376</td>
<td>Raising Debt and Equity from External Sources for Community Development Loan Funds</td>
<td>$595</td>
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SV 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.
Looking Back to Move Forward

40 Years of Community-Led Transformation!

In 1968, the collective efforts of North Side Pittsburgh residents led to the creation of the first Neighborhood Housing Services (NHS) organization. Dorothy Mae Richardson was just one resident in the community, but as she observed increasing city neglect and a corresponding lack of engagement within the neighborhood, she stepped up. She began with leading by example, working with other residents to organize block parties centered on group cleanups. She went on to lead her fellow residents as they persuaded local government and bank officials to join them in tackling challenges ranging from lack of police protection, to street lights that hadn’t been lit for years, to the need for loans to “unbankable” residents so they could improve their homes or buy them from slumlords.
“Dorothy Richardson and her many collaborators eventually led to the creation of PNHS....”

The work of Richardson and her many collaborators eventually led to the creation of Pittsburgh Neighborhood Housing Services—a new model for community development with the right of residents to safe, healthy and affordable housing options at the center.

The creation of NeighborWorks America was the result, and 40 years later, this revolutionary model for community development has been replicated and expanded across the country. This daylong symposium will revisit the origins of the modern community development movement and explore how we can deepen and broaden our engagement of resident voices to better support underserved and under-resourced neighborhoods throughout the United States.

- What are the broader lessons learned from the past forty years that still resonate going forward?
- How do we adapt our work and strategies for changing demographics and technologies?
- What trends do we need to embrace? How do we do that on an organizational level?
- How do we continue to make sure that people have a voice in the decisions that impact them?
- How do we honor and incorporate community assets that already exist?

Our agenda for this symposium is evolving quickly. To stay on top of the latest additions and begin to focus the perspectives and questions you’ll bring to this event, visit us regularly at NeighborWorks.org/40thSymposium.

WHAT WILL THE NEXT 40 YEARS DEMAND?

REGISTER TODAY AT NEIGHBORWORKS.ORG/ONLINEREG
AFFORDABLE HOUSING

AH142 Designing Affordable Housing from Project Concept to Blueprint
This course will take participants through the process of designing an affordable housing project and overseeing it through construction. Steps include: developing a program plan for your project including unit size and number, community space, office space, etc.; balancing wants/needs/finances; working successfully with your architect; basic blueprint reading; value engineering; understanding AIA documents and other documentation; utilizing the Affordable Housing Design Advisor.

AH144 Becoming a CHDO - Remaining a CHDO
This two-day course will walk participants through the latest HOME requirements for becoming a CHDO (Community Housing Development Organization). The course will also cover other roles that nonprofits can play in using HOME. The New 2013 HOME Rules drastically changed the threshold requirements and tightened other rules for doing CHDO deals: homeownership and rental. The course will cover all the HOME rules related to a nonprofit’s use of HOME. Prior knowledge of HOME is not needed for this workshop. Both nonprofit developers and their HOME lenders (referred to as Participating Jurisdictions [PJs]) can benefit from this course. This course is taught by a HOME CHDO and housing development expert with extensive experience in understanding HUD’s latest requirements.

AH211 How to Maintain Compliance in LIHTC Projects
This class is designed for owners and property and asset managers responsible for compliance requirements in the management of low-income housing tax credit projects. Focus is on gaining a basic understanding of the financial structure of tax credit projects, minimum set-asides, applicable fractions, eligible basis, resident eligibility issues and rent setting. Recommended as an introduction to the management of tax credit properties for property managers and those who monitor their work, or as a review for experienced managers of tax credit properties.

AP301 Exit Strategies for LIHTC Projects
This course will help you evaluate how your low-income housing tax credit project is performing compared to initial expectations. Learn whether changes to your strategy are needed to optimize the nonprofit owner’s position, especially with regard to purchase of the project at the end of the 15-year compliance period. This course will deal specifically with fair market, exit taxes and alternatives to continuing partnerships for the full 15 years. All participants will be asked to bring project documents with them so that discussions and examples focus on the real-life situations many nonprofit organizations are facing with LIHTC projects.
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.

AM290 Asset Management Fundamentals (CHAM)
This three-day course is designed to further acquaint the affordable housing practitioner with the concepts and strategies of sound asset management. It is a major building block in the CHAM® curriculum. It combines interactive lectures, in-class exercises, case studies and outside-class homework assignments. This class includes a test, successful completion of which is required for those pursuing the Asset Management Specialist (AMS) and CHAM designations.

AM291 Financial Fundamentals for Asset Managers (CHAM)
This two-day class is an introduction to real estate finance, exploring analytical concepts that are critical for the professional asset manager. The class will cover basic tools for analyzing properties’ financial health, for determining their market value, and for developing multi-year financial projections. This class includes a test, successful completion of which is required for the Asset Management Specialist (AMS) and CHAM® designations. The Nuts and Bolts of Asset Management, a three-day workshop on asset management fundamentals that is offered regularly at the NeighborWorks Training Institute (NTI), is a prerequisite for AM291. AM291, in turn, is a prerequisite for Advanced Financial Tools, which is also a requirement for the CHAM® designation.

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

CB116SV Working With Faith-Based Institutions in Community Development
Find out about the role of religious organizations in community economic development, how faith groups mobilize and deliver, and how they and development organizations can become partners. Learn how religious goals and community revitalization methods complement and challenge each other. Look at proven best practices and recent innovations. Recommended for community development practitioners and anyone interested in faith-based community development. This one-day course includes a field visit to a local faith-based community development organization, wear comfortable walking shoes and bring money for lunch.

CB130 Sources of Power: Understanding Community Leadership
To overcome the challenges our communities face we need to overcome our vulnerabilities: to understand how social and cultural power structures work to disenfranchise individuals and whole communities, and be able to build the necessary grassroots power to affect social transformation. In this course we’ll define community leadership in a way stays true to our commitment to the disenfranchised through democratic, participatory practices. The course also explores the origins and threats that authoritarian leadership styles present in our organizations, to our communities, and to democracy. We’ll practice exercises to address issues of privilege and discrimination within our organizations and communities. And we’ll develop strategies nurture emerging leaders and to integrate them into the work our organizations.

CB205 Police-Community Partnerships: Building Relationships of Mutual Accountability
We have recently witnessed far too many instances when the police have come in direct conflict with the communities they “serve and protect.” Race has been a prominent element of these conflicts but many point to other triggers: despair and hopelessness in poor communities, citizens not knowing their rights or not trusting the police; inappropriate police training and the pressures of the job, or outright abuse and lack of empathy. In this course we’ll explore the issues that affect police-community relations and identify strategies to prevent and reverse these dynamics through partnerships based on mutual accountability.

Join us to explore the evolution of policing in American history and learn about its current practice. Understand how good intentions on either side can lead to disaster, and discover tools to prevent and resolve conflict. Develop strategies to educate community members about their rights and to prepare the police to work alongside the community. Learn to address head on the most challenging issues, like race and class in police-community relations, in ways that result in strong, collaborative relationships that do not skirt accountability.
COMMUNITY ECONOMIC DEVELOPMENT

**ED210 Positioning Programs for Success:**
**Connecting Program Design to Community Economic Impact**
Do you feel challenged to clearly and graphically convey what your programs are all about to your board, staff and funders? Can you demonstrate the connection between your organization’s investments and its long term economic impact in the community? This course uses the Logic Model framework to help you plan with the end in mind. You’ll improve your ability to design, market, monitor and evaluate your organization’s programs using long-term, measurable outcomes. This versatile and essential tool for designing community development programs will help you to identify needed resources, actions, achievable outcomes and community impact. In this interactive course you will study the difference between inputs, activities, outputs, outcomes and impact, and practice your hand at designing Logic Models through interactive class exercises.

**ED215 So You Think You Want to Start a Social Enterprise?**
Social enterprises are a new approach to meeting our most pressing social needs, combining the best attributes of the marketplace with the passionate commitment of the social sector. Social enterprises are mission-driven businesses that simultaneously generate earned revenue and social impact. REDF is a leader in providing funding and technical assistance to social enterprises that focus on hiring and assisting people who face barriers to work. As such, this course will also focus on this type of social enterprise.
This course is designed to give participants an understanding of social enterprise and the role it can play in addressing today’s economic challenges. Through case studies, exercises, and group work, participants will learn what it takes to start and run a social enterprise. Over the course of 2 days, participants will use REDF’s business development frameworks and lay the groundwork for developing their own social enterprise. In this interactive workshop, participants will develop an idea for a social enterprise, test the viability of their concept’s financial performance and social impact potential, as well as plan for real-world implementation of their idea.

**ED255 Developing a Creative Economy Strategy in Your Community**
What role do the arts and culture have in your community’s economic development plan? Find out why the creative economy is one of the fastest growing sectors of economic development. Learn techniques to analyze your community’s capacity for developing its creative economy as well techniques to develop innovative programming. Learn how to create and evaluate different creative economy strategies for maximum impact that will support the revitalization of your community. This is an interactive course that includes case studies, lecture, dynamic group exercises and interactive class discussions and a brief site visit.
COMMUNITY AND NEIGHBORHOOD REVITALIZATION

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.

NR253 The Good, the Bad and the Ugly: How Urban Design Can Make or Break Your Revitalization Strategy
Bad urban design, like its consequences, is obvious. Good design, however, often goes unnoticed and even more frequently discounted as a critical element of effective revitalization—a “pie in the sky,” good thing to have if only we didn’t have more important things to worry about. In this class we examine urban design as tool for revitalization, for building community and ensuring a safe public environment. We’ll explore how urban design reflects social and economic imperatives, and cultural values. We’ll review urban design models to understand their positive and negative impacts on the form of cities and neighborhoods, and use this knowledge in a case study to identify the negative consequences of bad design and to develop design-based strategies for revitalization. The class includes a neighborhood tour. Wear comfortable shoes and dress appropriately for the weather.

NR400SV Urban Dynamics of a Great American City: Pittsburgh
A city is the setting for dynamic processes—forces both internal and external impacting its health, causing people to move in and out, from a city’s birth through booms to busts, and rebirths. Each city’s history is the result of a particular combination of local, regional, national and global, social, political and economic forces. Never a finished product, the city continually presents new challenges. In every city its residents, civic institutions, private sector and local government respond to their challenges differently; in ways defined by that city’s history, culture, and institutional capacities. This 2-day class, taught by a local expert, takes an in-depth look at our host city and the broad range of issues it faces. On the first day, the class will tour the city for a first-hand look at the impacts of these complex dynamics at the neighborhood level and across the city as a whole. On the second day, we’ll work in small groups analyzing the local dynamics and drawing lessons to reinforce our work back home.

The first day of class is a day-long tour of the city with multiple site visits, and will require moderate to extensive walking. Wear comfortable shoes, dress appropriately for the weather, and bring money for lunch.
CONSTRUCTION AND REHAB

CP111 The Science of Building Performance
The Science of Building Performance in Housing is a comprehensive whole-house approach using Building Science to identify and resolve the range of problems that are found in our housing rehabilitation projects. Building Science is the collection of scientific knowledge that focuses on the analysis and control of the physical phenomena affecting buildings. To design a housing project that will perform efficiently, you must apply the principals of Building Performance and Building Science to naturally occurring physical phenomena such as:
- the weather (sun, wind, rain, temperature, humidity)
- energy transfer and moisture movement
- soil and ground water conditions
- characteristics of specific building materials
- the human impact on the environment and occupant comfort/health
- energy consumption, environmental controls and building maintenance considerations.

CP212 Sustainable and Resilient Materials and Methods of Construction
Do you know how to choose and apply the proper materials to create desired space? Much of this course concerns the stuff we use – wood, concrete, glass, metals, plastics, etc. and the way we use them to produce usable, durable, healthy space with the intent it will last a long time. This course will equip housing development program staff with the skills needed to remediate deficiencies in residential construction systems and to properly specify modern materials. We’ll start with basic code compliance and the vocabulary of construction. Next, special construction requirements and quality control points will be investigated. The class finishes up with energy efficiency and innovative materials to consider in your future projects.

CP257 The Nitty Gritty of Ventilation - A Breath of Fresh Air
Good Indoor Air Quality (IAQ) is crucial in the development of safe, healthy and energy efficient housing. This highly participatory one-day session will provide advanced information on ventilation theory, national standards and state of the art systems. Specific installations for both “Whole House” and “Local” ventilation will be examined for their design and cost advantages and their applicability in various climates. You will have the opportunity to handle and evaluate a variety of typical systems in our product lab. To make certain that it all works in practice, we will also demonstrate methods for verifying system performance. You will leave this lab with customized ventilation system specifications for your typical housing projects.

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
Our multi-layered approach helps counselors, coaches, management and leadership-level professionals, design and deliver high-quality financial capability services that propel clients to a newfound state of financial health.

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 (H0370)
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:
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.

Additional courses to bolster your confidence and knowledge:

**IN-PERSON TRAINING:**
- Counseling Clients Seeking Rental Housing [HO265]
- 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

To learn about NCHEC certification requirements, including which classes place you on the path to specializing in your topic of interest, visit NeighborWorks.org/nchec/certification.

**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)
- Foreclosure Intervention & Default Counseling (required courses: HO345 and HO307)

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.

OUR FIFTH EDITION IS AVAILABLE NOW

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 (H0220)
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 (H0324)
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: H0220, 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

ML220 The Art and Science of Group Facilitation
Group facilitation is both an art and a science. Most of us learn to facilitate by just getting up and doing it. But there is an important science that allows us to be our best and to have the greatest impact. This highly interactive course will focus on methods and models that ground our practice. We will examine how our roles impact the approach. We will practice techniques for moving groups towards decision-making and discuss strategies for managing behavioral issues. This course is intended for those who have had facilitation experience and would like to ground their practice with a framework while further enhancing their skills.

ML235 Using Data to Visualize Impact and Tell Your Story
Your organization does good work - how do you share that story with funders, stakeholders, and the communities you serve? With the growing importance of quantifiable outcomes in the nonprofit sector, being able to communicate your impact through high-quality data visualizations is an increasingly critical skill. This hands-on computer lab course will teach participants the basics of Tableau and how to turn large data sets into informative visualizations. We’ll analyze sample programmatic data and learn how to put those findings in context by integrating them with external market data. Participants will leave with technical Tableau skills, a list of online data resources including how to apply for free Tableau licenses, and a better understanding of how to bring data into decision-making conversations. IDEAL PARTICIPANTS: data practitioners or analysts with a basic understanding of analytical methods and how to manipulate data (e.g. creating pivot tables or interpreting scatterplots). This is an intermediate level course.

ML267 From Charity to Change: Empowering Your Community through Advocacy
This advanced session will build your knowledge, skills and confidence to effectively engage in advocacy – at any level – in order to influence decision makers and change systems. Community development organizations are particularly well positioned for advocacy because of your first-hand experience with the issues, relationships with people on the ground and in the halls of power, and credibility in your community. Yet, few take full advantage of this opportunity. Over the two days together, we will debunk myths and clarify the legal rules on advocacy, demystify how to craft an advocacy strategy that works for your issue and organization and engages both staff and board, and get real about how to build a culture for advocacy across your organization. We’ll also explore the ways that strategic and effective advocacy can build capacity for your organization – by bringing attention to your issues, raising your public visibility, and positioning your organization as a resource and leader.
SINGLE-FAMILY AND SMALL BUSINESS LENDING

LE250 Community-Based Residential Lending - Outreach, Intake and Loan Application Best Practices [NEW]
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.

LE262 Community Based Residential Lending - Program Administration Best Practices [NEW]
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.

AEDN
Affordable Housing and Community Development, Inc.
Affordable Homes of South Texas, Inc.
Affordable Housing Alliance, Inc.
Affordable Housing Resources, Inc.
AHIC Inc.
Alamo Community Group
Arbor Housing and Development
Asian Americans for Equality
Atlanta Neighborhood Development Partnership, Inc.
Avenue Community Development Corporation
Avista 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
Cabrillo 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.
Chautauqua Home Rehabilitation and Improvement Corp.
CHNC, Inc.
Chicanos Por La Causa, Inc.
Chinatown Community Development Center
Clearwater Neighborhood Housing Services, Inc.
Coachella Valley Housing Coalition
Coalition for a Better Acer
Coastal Enterprises, Inc. (CEI)
Codman Square Neighborhood Development Corp.
Comité de Bienestar, Inc.
CommonBond Communities
Community Action Partnership of North Alabama, Inc.
Community Action Project of Tulsa County
Community Concepts, Inc.
Community Development Corporation of Browsville, 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 In West Virginia, Inc.
CommunityWorks North Dakota
Connecticut Housing Improvement Corp.
Corporation to Develop Communities of Tampa
Crawford-Sebastian Community Development Council, Inc.
Dayton’s Bluff Neighborhood Housing Services, Inc.
DHC, Inc.
Downstreet Housing and Community Development
Durham Community Land Trustees
Dwelling Place of Grand Rapids Nonprofit Housing Corporation
East Akron Neighborhood Development Corporation
East Bay Asian Local Development Corporation (EBALDC)
Eastern Eight Community Development Corporation
Eden Housing, Inc.
Fairbanks Neighborhood Housing Services, Inc.
FAHE, Inc.
Famicom Foundation
Fifth Avenue Community Inc.
Fifth Ward Community Redevelopment Corp
Foundation Communities
Frontier Housing, Inc.
GROW South Dakota
Habitat for Humanity of Michigan
Hawaii Homeownership Corporation
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.
Joseph Corporation of Illinois
Kalamazoo Neighborhood Housing Services, Inc.
Kennebec Valley Community Action Program Housing Services
LaCasA, 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
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 on 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 Southeast 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
Neighborhoods Inc. of Battle Creek
Neighborhood Impact
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 Country Home Solutions
NeighborWorks New Horizons
NeighborWorks Northeast Nebraska
NeighborWorks Northeastern Pennsylvania
NeighborWorks Orange County
NeighborWorks Pocatello
NeighborWorks of Western Vermont
NeighborWorks Rochester
NeighborWorks St. Louis
NeighborWorks Southern California
NeighborWorks Southern Idaho
NeighborWorks Southern Idaho & Nevada
NeighborWorks Southern New Hampshire
NeighborWorks Toledo Region
NeighborWorks Umpqua
NeighborWorks Waco
NeighborWorks Western Pennsylvania
Nebraska H.A.N.D., Inc.
New Directions Housing Corporation
New Jersey Community Capital
New Kensington Community Development Corporation
NH HomeStart, Inc.
Niagara Falls Neighborhood Housing Services, Inc.
North Country Housing Council
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, Inc.
PathStone
Pensacola Habitat for Humanity
Peoples’ Self-Help Housing Corporation
Penguins Community Action Program, Inc.
Ponce Neighborhood Housing Services, Inc.
Portland Housing Center
Providence 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. (REIOK)
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
Tegano Center for Community Concerns
Tenderloin Neighborhood Development Corp (TNDC)
The Housing Partnership, Inc.
The Neighborhood Developers, Inc.
The Primavera Foundation, Inc.
The Unity Council
Thistle Communities
Tierra del Sol Housing Corporation
TREILIS
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.
West Shore Neighborhood Housing Services, Inc.
Westside Housing Organization, Inc.
Willamette Neighborhood Housing Services
Windham & Windsor Housing Trust
Wyoming Housing Network
PROFESSIONAL CERTIFICATES

An investment in your future that will pay off for you, as well as those you serve

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 week-long event with multiple courses, meeting planning services and meals.

Gaining the knowledge, skills and tools you need for increased impact has never been so personalized—or stress-free!

For more information and to fill out a request for place-based training form, go to NeighborWorks.org/placebasedtraining.
ONLINE TRAINING WITH NEIGHBORWORKS

A convenient, cost-effective way to build your skills, enhance your impact and grow your career

NeighborWorks 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, PITTSBURGH, PA

PRE-EVENT REGISTRATION
Submit the registration form by the early raffle deadline of October 22 or by no later than November 13. 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 December 2, 2018 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 include 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 November 13, 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 November 13 to receive a full tuition refund. If cancellation notice is received after November 13 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 November 13 and requests are subject to course availability.

SCHOLARSHIPS
Limited scholarship assistance may be available to staff, board members and volunteers of nonprofit organizations. To see a list of available scholarships for this event, visit NeighborWorks.org/scholarships. Applicants may not apply for more than one scholarship program at a time and organizations should not submit more than two scholarship applications per event. If you are awarded a scholarship and fail to cancel it or are a no-show to the event, your scholarship eligibility may be revoked for a period of 12 months. Scholarships are not transferable.

ACCOMMODATIONS
The following hotels will host the NeighborWorks Training Institute:

**OMNI WILLIAM PENN HOTEL**
530 William Penn Place, Pittsburgh, PA 15219
(412) 281-7100
Hotel room rate: $129 single or double
https://www.omnihotels.com/hotels/pittsburgh-william-penn/meetings/neighborworks-nti
You may also call 1-800-THE OMNI (843-6664) and reference NeighborWorks/NTI.

**THE WESTIN CONVENTION CENTER, PITTSBURGH**
1000 Penn Avenue, Pittsburgh, PA, 15222
(412) 281-3700
Hotel room rate: $129 single or double
https://www.starwoodmeeting.com/Book/neighborworks

**WYNDHAM GRAND PITTSBURGH DOWNTOWN**
600 Commonwealth Place, Pittsburgh, PA 15222
(412) 391-4600
Hotel room rate: $129 single or double
https://book.passkey.com/e/49706032

Quoted hotel rates are subject to change without notice.

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 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.

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.

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

Register by October 22 and you’ll be included in a raffle to win a Kindle*.

*may not be exchanged for tuition credit or monetary value.
REGISTER FORM FOR NON-NEIGHBORWORKS ORGANIZATIONS, PITTSBURGH, PA

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 _______________________________________________________________________

(Optional) First Name _______________________________________________________________________

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

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:_______________________________________________

☐ 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

# $

Total Balance Due

$ __________

PAYMENT INFORMATION

☐ Check enclosed (payable to NeighborWorks America). Check number ________________________________

☐ Visa ☐ MasterCard ☐ American Express (Purchase orders will be accepted until November 13, 2018.)

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: OCTOBER 22

FINAL PRE-REGISTRATION DEADLINE:

NOVEMBER 13

☐ On occasion, NeighborWorks® Training Institute shares your name and address with other organizations that are involved in nonprofit management and community development so that they may send you information about other products and services that may be of interest to you. If you are not interested in having us share your name, address, telephone number, fax number, and e-mail address with such organizations, please check the circle to the left of this disclosure statement. Rest assured that NeighborWorks® Training Institute honors your privacy and respects your wishes.
REGISTRATION AND ACCOMMODATION INFORMATION FOR NEIGHBORWORKS ORGANIZATIONS, PITTSBURGH, PA

REGISTRATION
The NeighborWorks network slot registration deadline is October 17. 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
Starting in fiscal year 2018, 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 reservations 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 due is at the time of registration by the slot registration deadline of October 17, 2018.

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 by us 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 November 13.

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 October 17, 2018 slot registration deadline.

CANCELLATION AND REFUND POLICY
Your written cancellation notice must be received by November 13 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 November 1 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 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.

Register by October 17 and you’ll be included in a raffle to win a Kindle*.

*may not be exchanged for tuition credit or monetary value.

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 __________________________________________

(Official) First Name __________________________________________

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

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.

<table>
<thead>
<tr>
<th>Monday and Tuesday</th>
<th>Wednesday</th>
<th>Thursday and Friday</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Choice</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>Second Choice</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
</tbody>
</table>

=$525.00

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 November 13.)

☐ 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.)
START PLANNING AND JOIN US FOR UPCOMING NEIGHBORWORKS TRAINING INSTITUTES IN 2019:
FEBRUARY • CLEVELAND, OH  AUGUST • NEW ORLEANS, LA
Get updates on current events, upcoming Training Institutes and visit NeighborWork.org/Training

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National Association of Housing and Redevelopment Officials

National Coalition for Asian Pacific American Community Development  
National Foundation for Credit Counseling  
Rural Community Assistance Corporation  
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