

## Overview

The New York State Housing Trust Fund Corporation and New York State Division of Housing and Community Renewal announce a 2010 seminar series schedule. Included is a six part Certificate-bearing Mini Series on the basics of Affordable Housing Development. The 2010 seminars are offered in convenient locations throughout the state.

## About the Trainer

**Monte Franke** of Franke Consulting Group will be the trainer for this Development Seminar Series. With over three decades of affordable housing development experience as a nonprofit developer, for-profit developer, underwriter, property manager, monitoring agent and workout specialist, Monte has a wealth of practical experience addressing all phases of housing development and operation. He has conducted seminars for the Development Seminar Series since 1989, and is also the trainer for the annual Arizona Affordable Housing Institute. He is a nationally recognized trainer on affordable housing topics for HUD and several national associations. He is also the author of several nationally distributed guides in affordable housing, including most recently The CHDO Survivor Kit published by HUD.

## *Developing Affordable Housing*

Upon successful completion of the six seminars in the Affordable Housing Development Mini Series a Certificate of Completion will be issued. The seminars in this series are repeated from the 2008 series. If one or more of the six parts were missed, candidates may attend seminars in the 2010 series. (“+” designates Certificate eligible seminars)

## *Certificate of Completion*

Seminars are free, and seating is limited at some locations.

**Register Online at:**  
[www.nysdhcr.gov](http://www.nysdhcr.gov)  
Trainings/Seminars/Conferences

For additional information and updates regarding this and future seminars or technical assistance, contact:

**NYS DHCR**

**Technical Assistance Unit**

**Email: [TAUnit@nysdhcr.gov](mailto:TAUnit@nysdhcr.gov)**

**Phone: (518) 473-3540**

**NYS HOUSING TRUST FUND CORPORATION  
and  
NYS DIVISION OF HOUSING  
AND COMMUNITY RENEWAL**



David A. Paterson, Governor

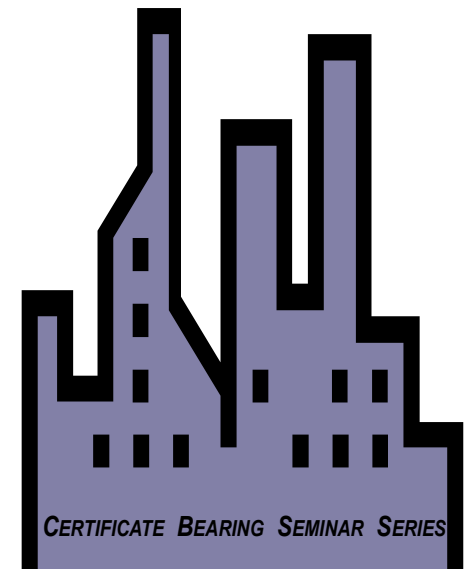
Brian E. Lawlor, Chairperson/Commissioner

ANNOUNCE

## **2010 DEVELOPING AFFORDABLE HOUSING SEMINAR SERIES**

Presented by:

Monte Franke  
Franke Consulting Group





## NEW YORK STATE DHCR / HTFC

# DEVELOPING AFFORDABLE HOUSING 2010 SEMINAR SERIES

Presented by: Monte Franke  
Franke Consulting

### **Seminar 1: Introduction to Development +**

This seminar will challenge participants to consider whether they and their organizations are ready to develop affordable DHCR/ HTFC funded housing. It will explore the role and responsibilities of developers, the staff capabilities as well as the organizational resources and structures that are needed to be successful in development. It will also address partnering and how to negotiate joint ventures. Participants will be provided a tool for assessing their organization's readiness to develop.

### **Seminar 2: Project Selection +**

Selecting the right project for your organization is a key to successful development. This seminar will examine the community context for projects and will address how to conduct market analysis that aids project selection. Participants will also be provided with an overview of environmental review and how this might impact project selection.

### **Seminar 3: Project Design +**

This seminar will explore what developers need to know about design and working with architects through topics such as design principles for developers and managing the design process. It will also explore property and design standards that apply to the most common Federal and State programs – including construction and rehabilitation standards, accessibility, and lead-based paint.

### **Seminar 4: Project Budgeting and Finance + \***

This seminar is split into *two days*. The first day will explore budgeting and financing for homebuyer programs and projects, including project budgeting, homebuyer financing, and subsidizing buyers with Federal and State funds. It will also address preventing and intervening in foreclosures.

The second day will address rental project budgeting and financing. It will cover development and operating budgets, compliance analysis, gap analysis, and working with lenders to obtain financing.

*\* Participants are welcome to register for one day or both days of Seminar 4.*

### **Seminar 5: Project Implementation +**

This seminar will cover topics relevant to the implementation of affordable housing development projects, including procurement, managing construction, construction period compliance and marketing.

### **Seminar 6: Ongoing Management and Organizational Survival +**

This final seminar in the Series will address taking care of the project and organization after completion. It will address the occupancy, physical, financial and compliance elements of ongoing property management. It will also explore things that an organization needs to consider to maximize its chances for ongoing success and survival.

View schedule details  
and  
**REGISTER ONLINE**

[www.nysdhcr.gov](http://www.nysdhcr.gov)  
Trainings/Seminars/Conferences

## **2010 SEMINAR SCHEDULE**

### **May**

Seminar #1 Introduction to Development +  
Seminar #2 Project Selection +

### **June**

Seminar #3 Project Design +

### **July — August**

Budgeting & Finance:  
Seminar #4a Homebuyer Projects + \*  
Seminar #4b Rental Projects + \*

### **September-October**

Seminar #5 Project Implementation +

### **October**

Seminar #6 Ongoing Management and  
Organizational Survival +

+ *Designates **Certificate Bearing Seminar**.  
Certificate issued upon completion of all six  
parts in Developing Affordable Housing Seminar  
Mini-Series.*

\* Either day meets certificate requirements

**Local Program Administrator Seminars**  
(Dates To Be Announced)

### **Lead-Based Paint: An Overview**

This seminar is designed for those administering DHCR-funded housing rehabilitation activities, including those who are administering the Main Street and Access to Home programs. The course will cover the requirements that apply to housing unit rehabilitation, including assessment of LBP hazards, disclosure to owners and occupants, worker training requirements, work standards, and clearance. Sample forms for record keeping and other guidance materials will be provided.