



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

GROWTH MANAGEMENT

300 Sixth Street
Rapid City, SD 57701

Barbara Garcia, Community Development Specialist
Growth Management Department
city web: www.rcgov.org

Phone: 605-394-4181
Fax: 605-394-2232
e-mail: Barbara.garcia@rcgov.org

MEMORANDUM

TO: Legal & Finance Committee

FROM: Barbara Garcia, Community Development Specialist

DATE: December 8, 2004

RE: Travel Request for Barbara Garcia and Patsy Horton to attend classes offered by the NeighborWorks Training Institute in Denver, CO - February 7-11, 2005

Staff requests Council approval of a travel request for Barbara Garcia, Community Development Specialist, and Patsy Horton, Community Planning Coordinator, to attend training classes offered by the NeighborWorks Training Institute in Denver, CO from February 7-11, 2005. Total Cost to attend will be \$3,079.36, which includes:

Registration and tuition	\$1,850.00
Transportation (city vehicle)	\$ 260.36
Food & Lodging (6 days)	\$ 996.00

Travel will commence on 7/06/05 and end on 7/12/05.

This regional NeighborWorks Training Institute is provided by Neighborhood Reinvestment Corporation and is widely recognized as the source of premier community development training. Staff would be requesting to attend the following classes:

- Community Economic Development Principles, Practices and Strategies (2 day session)
- Analytical Tools and Methods Used in Community Economic Development (1 day session)
- Financing Community Economic Development (2 day session)
- Proving the Results and Impact of Your Community Development Work (2 day session)
- Creating a Successful Voucher Homeownership Program (1 day session)
- Indicators as Catalysts for Performance Improvement (1 day session)



EQUAL OPPORTUNITY EMPLOYER

The classes offered at this Institute will provide valuable technical training to the staff for the development of new community development programs for Rapid City.

Staff Recommendation is to approve the travel request for Barbara Garcia and Patsy Horton to attend the NeighborWorks Regional Training Institute in Denver, CO from February 7-11, 2005.

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Barbara Garcia & Patsy Horton Department Growth Management

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

To attend the NeighborWorks Training Institute classes in Denver, CO
Classes cover Economic Development, Affordable Housing, and Community Development

List all other City employees, if any, making the trip for the same purpose: Patsy Horton

Place of meeting or destination: Hyatt Regency - Denver, CO

Date of meeting February 7-11, 2005

Date trip to begin February 6, 2005 Date trip will end February 12, 2005

Method of transportation requested City vehicle

Estimated transportation cost	\$	<u>260.36</u>
Meals		<u>204.00</u>
Lodging <u>6</u> days		<u>765.00</u>
Other costs - description <u>Registration & tuition</u>		<u>1,850.00</u>
Total estimated cost of trip	\$	<u>3,079.36</u>

Signed Barbara R Garcia 12/8/04 Date Marcia Ellis Date 12/8/04
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor Yellow copy - Finance Gold copy - Department copy



A REGIONAL TRAINING INSTITUTE • FEBRUARY 7-11, 2005 • DENVER, COLORADO

Priority registration before December 14, 2004 will be extended to individuals from the states of Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Texas, Utah and Wyoming

Registration Form

(Please print or type. Incomplete forms will not be processed.)

First Name Preference On Your Badge BARB

Mr./Ms GARCIA BARBARA Title Community Development Specialist
Last Name First Name

Organization City of RAPID City

Address 300 Sixth St. City RAPID City State SD Zip 57701

Phone (day) 605-394-4181 Fax 605-394-6636

E-mail address barbara.garcia@rcgov.org

- 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 _____

Which of the following best describes your position?

- housing development staff
- nonprofit organization manager
- property manager
- economic development staff
- community reinvestment staff
- other Community Development Staff

Check if you are a board chair board treasurer board member

How long have you been in your current position?

- Less than 1 year
- 1-2 years
- 3-4 years
- 5-9 years
- 10 or more years

How many years have you been involved in the community development field?

- Less than 5 years
- 5-9 years
- 10 or more years

Which of the following best describes your race or ethnicity? 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

COURSES REQUESTED

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

	Monday/ Tuesday	Wednesday	Thursday/ Friday	Total number of days	Tuition per day	Tuition and fees
First choice	ED101	ED110	ED160	5	x \$175 = \$	875
Second choice	NR204	CB102	CB103			

Nonrefundable/nontransferable/registration fee \$ 50.00

Nonrefundable/nontransferable late fee (\$25 after December 27, 2004) \$ —

Total due \$ 925

**REGISTER BY
DECEMBER 27, 2004
AND SAVE!**

Payment must accompany your registration form. Faxed registrations must include credit card information. See payment policy on page 14.

PAYMENT INFORMATION

- Check enclosed (payable to Neighborhood Reinvestment). Check number _____
- Purchase order attached. Purchase order number _____
(Purchase orders will be accepted until January 18, 2005.)
- Visa MasterCard American Express

Card # _____ Exp. date _____

Name as it appears on card _____

Authorized signature _____

Fax registration with credit card information to: (202) 376-2168

OR

Mail registration and payment to: Neighborhood Reinvestment Training Division, Dept. 167
Washington, DC 20055-0167

On occasion, Neighborhood Reinvestment Corporation 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 Neighborhood Reinvestment Corporation honors your privacy and respects your wishes.

Catalog Code 05DERT1



A REGIONAL TRAINING INSTITUTE • FEBRUARY 7-11, 2005 • DENVER, COLORADO

Priority registration before December 14, 2004 will be extended to individuals from the states of Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Texas, Utah and Wyoming.

Registration Form

(Please print or type. Incomplete forms will not be processed.)

Mr./Ms. HORTON PATSY First Name Preference On Your Badge PATSY
Last Name First Name Title Community Planning Coordinator
 Organization CITY of RAPID CITY
 Address 300 Sixth St. City RAPID CITY State SD Zip 57901
 Phone (day) 605-394-4120 Fax 605-394-6636
 E-mail address Patsy.Horton@rcgov.org

- 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
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- property manager
- economic development staff
- community reinvestment staff
- other Community Development Manager

Check if you are a board chair board treasurer board member

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

COURSES REQUESTED

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

	Monday/ Tuesday	Wednesday	Thursday/ Friday	Total number of days	Tuition per day	Tuition and fees
First choice	<u>ML293</u>	<u>HO239</u>	<u>ML297</u>	<u>5</u>	x \$175 = \$	<u>875</u>
Second choice	<u>NR204</u>	<u>ML903</u>	<u>AH250</u>			
	Nonrefundable/nontransferable/registration fee					\$ <u>50.00</u>
	Nonrefundable/nontransferable late fee (\$25 after December 27, 2004)					\$ <u>-</u>
	Total due					\$ <u>925</u>

**REGISTER BY
DECEMBER 27, 2004
AND SAVE!**

Payment must accompany your registration form. Faxed registrations must include credit card information. See payment policy on page 14.

PAYMENT INFORMATION

- Check enclosed (payable to Neighborhood Reinvestment). Check number _____
- Purchase order attached. Purchase order number _____
(Purchase orders will be accepted until January 18, 2005.)
- Visa MasterCard American Express

Card # _____ Exp. date _____
 Name as it appears on card _____
 Authorized signature _____
 Fax registration with credit card information to: (202) 376-2168

On occasion, Neighborhood Reinvestment Corporation 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 Neighborhood Reinvestment Corporation honors your privacy and respects your wishes.

OR

Mail registration and payment to: Neighborhood Reinvestment Training Division, Dept. 167
 Washington, DC 20055-0167

Catalog Code: 05DERT1

SYMPOSIUM

ML903 Transforming Your Organization and Community to Thrive in 2010: Understanding Trends, Challenges and Opportunities

Participants from different cultures and communities throughout the Rocky Mountain States and Texas will convene in a forum in which each can contribute to the dialogue about critical matters affecting their communities. The symposium will begin with the *Big Picture Trends* from renowned national and regional experts, including a thoughtful treatment on *Civic Engagement* as an essential component of successful community development. Armed with these insights, participants will be challenged by small group discussions and breakout workshops that address specific strategies for significant, on-the-ground, impact.

The symposium will offer a wide range of perspectives, helping participants to become better informed, involved citizens in their organizations and communities. Participants will come away with a greater understanding of their local and regional contexts, as well as meaningful approaches to shape the future of their communities.

Agenda

John Hickenlooper,* Mayor, City of Denver: Welcome to Denver!

SYMPOSIUM OVERVIEW

Peter Block: *Facilitator*

OPENING PLENARY SESSION

Edward Gramlich: *National Economic Trends and Projections*

Daniel Kemmis: *Setting the Context for Civic Commitment*

How can we think about restoring civic commitment and a sense of place and local control to our collective lives? Dr. Kemmis will share his experiences and research on the importance of a *local* economy, *local* consciousness and *local* civic engagement.

PANEL OF EXPERTS

- ▶ Mark Drabenscott: *Trends in Rural Places*
- ▶ Sheila Maith: *Trends in Affordable Housing and Public Policy*
- ▶ Rogelio Saenz: *Trends in Changing Demographics*

SMALL GROUP CONVERSATIONS: *Responding to Trends Through Fulfillment of Citizenship and the Creation of Community*

LUNCHEON KEYNOTE: Patricia Nelson Limerick

CONCURRENT WORKSHOPS/BREAKOUTS

Participants select a community development lens through which to view the important role of civic engagement.

- ▶ Community-based Economic Development
- ▶ Developing New Partnerships in Affordable Housing
- ▶ Emerging Markets/Diversity Opportunities in Communities
- ▶ Models for How Communities Can Do Affordable Housing Development
- ▶ Rural Community Development

CLOSING PLENARY SESSION

The morning Plenary Session speakers return to reflect on the day's discussions and share tangible, effective strategies that respond to trends and create successful outcomes.

Invited

Featured Speakers

PETER BLOCK

Nationally recognized author and consultant

MARK DRABENSTOTT

Vice president and director, Federal Reserve Bank of Kansas City Center for the Study of Rural America

EDWARD GRAMLICH

Member, board of governors, Federal Reserve; chairman of Neighborhood Reinvestment Corporation's board of directors

DANIEL KEMMIS

Director, Center for the Rocky Mountain West

SHEILA MAITH

Managing director, policy and leadership, Fannie Mae Foundation

PATRICIA NELSON LIMERICK

Board chair, Center of the American West

ROGELIO SAENZ

Professor and head of the Department of Sociology, Texas A&M University



Affordable Housing

AH101 Affordable Housing Development

In this comprehensive overview of the real estate development process, learn to assess the pros and cons of real estate development and how they can affect an organization's goals. Discuss project assessment, acquisition, finance, construction, marketing, pre-leasing, leasing and management. Review the roles, risks and rewards of real estate development, using examples and on-site exercises. (Monday – Tuesday)

Alan Arthur

AH128 Using the Low-Income Housing Tax Credit (LIHTC) Program and Bonds to Finance Affordable Housing Development

This course will cover the basics of using tax-exempt bonds and low-income housing tax credits in the financing and development of affordable rental housing. Participants will learn about the various kinds of tax-exempt bonds, how the states in the region allocate bonds, a variety of credit enhancement facilities, and how tax credits can be used with or without bonds. Definitions of terms and translation of acronyms will be provided. (Monday – Tuesday)

Rodger Hara, Eric Duran and Ismael Guerrero

AH134 The Developer's Tool Kit

One of the most sought-after and highly-recommended housing courses in Colorado is now offered to a wider audience. Join the Colorado Division of Housing for an exciting two-day course designed to enlighten participants about the art and science of affordable housing development. Through role playing, participants will learn about the process of developing high-quality housing, cost-containment techniques, contractor selection, and real estate terminology. Participants will receive a copy of "Housing Colorado: The Developer's Toolkit." (Monday – Tuesday)

Patrick Coyle

AH210 Advanced Housing Financing

Students will work with peers on three in-depth case studies, including rental acquisition, new rental development with commercial space and underground parking, and a newly developed subdivision with product for sale. Learn about project phasing, affordability, and financing options. This class is designed for housing developers who want to use more complex financing sources for new projects. Participants must have a high level of comfort and familiarity with Microsoft Excel and principles of real estate finance. (Thursday – Friday)

Rodger Hara, Brian Dale and Dale Cook

AH232 Greening Affordable Housing

Students will be introduced to the fundamentals of sustainability, including how to apply these factors to single-family and multifamily housing development in a way that protects the environment and resources as well as creates needed affordable units. The course will cover rehabilitation and ongoing operations as well as new construction, enabling developers the opportunity to begin thinking "green" at every phase of a project. (Thursday – Friday)

Kim Vermeer and Michael Gatto

AH250 Affordable Housing Strategies in High-Cost and Resort Areas

Meeting the need for affordable housing in high-cost and resort communities can be particularly challenging. Land is too expensive and competition for contractors is fierce, among many problems. During this one-day course, a panel of practitioners and experts in the field will discuss challenges and offer real strategies for overcoming the stumbling blocks to creating affordable housing where it may be needed most. (Thursday only)

Ariel Cisneros (Moderator)

Faculty Profiles

Alan Arthur – Executive director of the Central Community Housing Trust of Minneapolis since 1988, Mr. Arthur has managed the development of more than 1,500 affordable housing units. He has been an instructor of affordable housing development for 14 years.

Ariel Cisneros – Senior advisor, Federal Reserve Bank of Kansas City, Mr. Cisneros is responsible for identifying and meeting the community and economic development informational needs of bankers, community organization representatives and government officials.

Dale Cook – Regional vice president with Paramount Financial Group, Inc., Mr. Cook is responsible for multi-family development partners investment equity for both tax credit and market rate communities in the southwest region.

Patrick Coyle – Program administrator with the Colorado Division of Housing, Mr. Coyle works with private developers, commercial lenders, and nonprofit housing organizations to increase the amount of private capital available for the development of affordable housing.

Brian Dale – Managing director with GMAC Commercial Holding Capital Corporation, Mr. Dale has more than 13 years experience in investment banking and mortgage banking services in the commercial real estate industry.

Eric Duran – Vice president with Kirkpatrick Pettis, Mr. Duran has nine years of housing experience. He provides investment banking services to local governments, public housing authorities and nonprofits.

Michael Gatto – Architect with Foundation Communities in Austin Texas, Mr. Gatto is dedicated to environmentally sustainable design for new and revitalized affordable housing. He was a Frederick P. Rose Architectural Fellow (awarded by The Enterprise Foundation) in 2003.

Ismael Guerrero – Vice president with U.S. Bank Community Development Corporation, Mr. Guerrero is responsible for purchasing equity interests in Low Income Housing Tax Credit projects in the west.

Rodger Hara – Director in the Denver office of Prudential Huntton Paige, Mr. Hara specializes in financing affordable rental housing. He has been involved in the financing, development and operation of affordable housing for over 25 years at the city, state and federal levels.

Kim Vermeer – Founder of Urban Habitat Initiatives – a consulting and development company specializing in energy efficiency, healthy housing, and environmental responsibility – Ms. Vermeer has more than 20 years of experience in housing finance, policy and development.

See www.nw.org/training for more complete information about faculty and courses – or about earning a professional certificate in the Affordable Housing Program of Study.

COURSES AT-A-GLANCE

MONDAY, FEB. 7 – TUESDAY, FEB. 8
8:30 A.M. – 4 P.M.

WEDNESDAY, FEB. 9
8:30 A.M. – 4 P.M.

THURSDAY, FEB. 10 – FRIDAY, FEB. 11
8:30 A.M. – 4 P.M.

SYMPOSIUM

ML903 Transforming Your Organization and Community to Thrive in 2010: Understanding Trends, Challenges and Opportunities

AH101 Affordable Housing Development
▶ Alan Arthur

AH128 Using the Low-Income Housing Tax Credit (LIHTC) Program and Bonds to Finance Affordable Housing Development ▶ Rodger Hara, Eric Duran and Ismael Guerrero

AH134 The Developer's Tool Kit
▶ Patrick Coyle

AH232 Greening Affordable Housing
▶ Kim Vermeer and Michael Gatto

AH250 Affordable Housing Strategies in High Cost and Resort Areas
▶ Ariel Cisneros (Thursday Only)

AH210 Advanced Housing Financing
▶ Rodger Hara, Brian Dale, and Dale Cook

RURAL DEVELOPMENT

RD141 Navigating Environmental and Infrastructure Challenges of Rural Affordable Housing Projects
▶ Jay Mashburn and William Hogrewe

RD142 Practical Tools & Strategies for Self-Help Housing
▶ Bruce Newman and Judith Monteux

CP201 Design and Specification for Rehab Specialists ▶ Robert M. Santucci

CP204 Cost Estimation for Rehab Specialists
▶ Robert M. Santucci

CP207 Rehab Management
▶ Robert M. Santucci

CP221 Design and Development for Single Family New Construction (3-day course)
▶ Tim Bolding and Roy Nash

CP227 Managing the Single-Family New Construction Production Process
▶ Armand C. Magnelli

ED101 Community Economic Development Principles, Practices and Strategies ▶ Peg Barringer and Rosa Rios Valdez

ED110 Analytical Tools and Methods Used in Community Economic Development
▶ Peg Barringer

ED160 Financing Community Economic Development
▶ Peg Barringer and Rosa Rios Valdez

ED195 Using the New Market Tax Credit (Monday Only)
▶ Colleen A. Schwarz

COMMUNITY BUILDING AND ORGANIZING

CB118 Working in Diverse Communities ▶ Joe Gonzales and Susan Lawson Gonzales

CB102 Grassroots Leadership Development
▶ Joe Gonzales

CB103 Building Powerful Community Partnerships ▶ Joe Gonzales and Jennifer Covert

AM201 Basic Budgeting and Accounting for Real Estate Managers (IREM FIN201)
▶ Henry Dyson and David Fromm

AM205 Managing Nonprofit Housing (IREM MTF 205)
▶ Henry Dyson and David Fromm

AM209 Managing Real Estate Maintenance Operations (IREM MNT 201)
▶ Henry Dyson and David Fromm

WATCOM/AMERICAN COMMUNITY DEVELOPMENT

NA201 Native American Homebuyer Education Methods: Training the Trainer ▶ Cielo Gibson and Roberta Drake (5-day course)

NA130 Leveraging Resources for Housing and Other Development Projects in Native Communities
▶ Joe Waters and Chris Devers

NA140 Developing and Implementing a Financial Education Program in Indian Country
▶ Barbara Ku'ulei Roloff and Vickie K. Oldman

NA150 Building the Organizational Capacity of Native Nonprofits
▶ Leslie Newman and Emma "Pinky" Plume-Clifford

MONDAY, FEB. 7 – TUESDAY, FEB. 8
8:30 A.M. – 4 P.M.

WEDNESDAY, FEB. 9
8:30 A.M. – 4 P.M.

THURSDAY, FEB. 10 – FRIDAY, FEB. 11
8:30 A.M. – 4 P.M.

Presented by NCHCEC at the Marriott City Center

HO229 Homebuyer Education Methods: Training the Trainer ▶ *Ethan Pope, Doris Barrell and Christi Baker* (5-day course)

HO209 Financial Fitness: Teaching Financial Management Skills
▶ *Carrie Harris and Lupe Hernandez* (3-day course)

HO211 Credit Counseling for Maximum Results ▶ *Cora Fulmore and Bill Slater*

HO110 Housing Counseling
▶ *Cora Fulmore and Judy Colemon*

HO239 Creating a Successful Voucher for Homeownership Program
▶ *Dennis Morgan*

HO221 Reaching Immigrant Populations to Create Homeownership
▶ *Karen Murrell and J. Reymundo Ocañas*

HO247 Post-Purchase Education Methods ▶ *Jason Zavala, Becky Venne and Lori Hall* (5-day course)

NEIGHBORHOOD REVITALIZATION

NR204 Community Land Trusts: A Tool for Neighborhood Revitalization
▶ *Michael Brown*

NR104 Getting Things Done in Neighborhoods Through Strategic Collaborations
▶ *John Lehner and Lionel A. Trujillo*

NR127 Techniques and Tools for Creating and Delivering a Powerful Revitalization Presentation ▶ *Dan Marckel*

MANAGEMENT AND LEADERSHIP

ML240 Board Oversight and Governance ▶ *TBD* (3-day course)

ML136 The Program Development Process: Building Capacity While Building Programs ▶ *June Otow*

ML120 Strategic Thinking and Planning
▶ *Kenneth Jones and Karimah Nonyameko*

SYMPOSIUM ML903 Transforming Your Organization and Community to Thrive in 2010: Understanding Trends, Challenges and Opportunities

ML101 Critical Thinking
▶ *Fernando Menéndez*

ML293 Proving the Results and Impact of Your Community Development Work
▶ *Fernando Menéndez*

ML297 Indicators as Catalysts for Performance Improvement
▶ *Terri J. Bailey* (Friday Only)

Participants select from the above courses.

Please note that course numbers are modeled after a college catalog. 100-level courses are designed for participants who have some or little knowledge of the particular subject matter and 200-level courses are designed for participants who have intermediate knowledge of the subject area.

SCHOLARSHIPS

The Neighborhood Reinvestment Corporation works with other sponsors of the NeighborWorks® Training Institute to offer need-based tuition scholarships to staff, board members and other volunteers of nonprofit community development and social service organizations with limited resources who would not otherwise be able to attend the Institute. These scholarship funds are available to all prospective participants who meet these criteria regardless of affiliation with the NeighborWorks® network. Successful applicants will receive 100% of all tuition expenses. Scholarship recipients are determined primarily on the basis of need. The competition is designed to give all individuals an equal opportunity to be selected.

Candidates are eligible to receive one scholarship award per calendar year. Awards are non transferable to either other individuals or from one event to another.

Each applicant must submit a separate Scholarship Application (see www.nw.org/training to download the application). Application deadline is December 6, 2004. Incomplete applications will not be considered. All applicants will be notified in writing as to award decisions by January 7, 2005. It is the sole responsibility of each awardee to arrange and cover all lodging and other travel costs. If you have questions about scholarships call (800) 438-5547 or (202) 220-2454 or e-mail nti@nw.org.