



**Ohio CDC Association (OCDCA)  
is pleased to offer**

# **ADVANCED RENTAL FINANCIAL ANALYSIS TRAINING**

**with Wendy Smith,  
Capital Access, Inc. (CAI)**



**Sponsored By:**



Department of  
Development



**OCCH**  
OHIO CAPITAL  
CORPORATION  
FOR HOUSING

This course is being offered free of charge to CHDOs and is supported with funds received through HUD's CHDO Technical Assistance Funds and Ohio Capital Corporation for Housing

To register click on the following link:

[Registration Link - Adv Rental Analysis - May 2010](#)

## TRAINING DATES and AGENDA:

### Rental Financial Analysis Training

**Date:** May 19 (Wednesday) & May 20 (Thursday), 2010

CAI's *Rental Financial Analysis Training* seeks to increase the capacity of nonprofit developers to plan, analyze, and structure financial packages for affordable rental housing projects. CAI's training is an intensive course taught by a senior-level trainer in a computer lab setting. The training makes frequent use of case studies of real projects so participants "learn by doing". The CAI pro forma template and tools are neither copy-written nor write-protect, so participants take away materials they can use immediately and customize to fit their distinct needs. **Be sure to bring your laptop!!!**

#### Day 1: Rents, Operating Cash Flow & Development Budget

1. The Rental Pro Forma Template & Analysis Process
2. Introduction of the Case Study
3. Revenue: Developing the Rent Roll
4. Annual Operating Budget
5. 20-Year Operating Cash Flow & Income/Inflation Trending
6. Rental Development Costs & Construction Cash Flow

#### Day 2: Project Gaps, Subsidies & Long-Term Considerations

1. Sources & Uses Schedule: Identifying the Gap
2. Rent Subsidies vs. Development/Operating Subsidies
3. Funding Sources: 811, 202, LIHTC, HOME, NSP
4. Low Income Housing Tax Credits:
5. How Will Various Subsidies Enter the Deal?
6. Capital Needs Assessment: Avoiding Over- or Under-Capitalization
7. Risk Factors for Nonprofits in Rental Deals
8. Asset Management

## TRAINER:

**Wendy Smith, Senior Consultant, Capital Access, Inc. (CAI)** Ms. Smith serves as both lead & support consultant in CAI's technical assistance activities. She has a breadth of experience working with municipalities, intermediaries, and CDCs. She specializes in facilitating Housing Program Management Planning, developing program management tools and templates, analyzing housing markets, and creating neighborhood revitalization strategies. Ms. Smith has helped create revitalization plans in Fort Wayne, IN, Ypsilanti Twp., MI, Covington, KY, Aurora, IN, and Cincinnati, OH.

Ms. Smith possesses extensive experience in housing development, management, and leadership. Ms. Smith has worked as a community organizer and served as executive director of a Dayton, OH CDC. Ms. Smith has lead strategic planning and housing strategy development processes for nonprofit developers, CHDOs, and municipalities in Indiana, Kentucky, Michigan, and Ohio. Ms. Smith's expertise also lies in the area of housing needs and market analysis. She had conducted market analyses for homeownership production, revitalization, and neighborhood housing strategies in small towns including Aurora, IN and large cities like Cincinnati, OH, and Philadelphia, PA.

Ms. Smith has co-facilitated the "Homeownership Development Toolbox Training" 22 times. She has helped design and facilitates CAI's "Revitalization Planning & Implementation," "Market Analysis for Homeownership Production," and "Rental Underwriting" trainings. Ms. Smith works remotely from Central Kentucky, putting her in close proximity to CAI's clients in the Midwest and South. Ms. Smith brings 16 years of experience in community development ranging from Executive Director of the Old North Dayton Development Corp., CDBG Small Projects Manager for the City of Dayton, and Associate Consultant for a Property Advisors in Cincinnati.

## **ADDITIONAL TRAINING INFORMATION:**

### **Length and Format:**

Registration begins at 8:30 am with Training Workshop from 9:00 am to 4:30 pm.

Two (2) days in a **computer lab**, with a combination of lecture, discussion, and case studies. Most time will be spent programming & analyzing the CAI Rental Pro Forma Template, an integrated set of Excel spreadsheets.

### **Course Material:**

- Reference Manual/PowerPoint Presentation (PDF)
- Rental Development Pro Forma Template (Excel)
- Capital Needs Assessment Template (Excel)

### **Who Should Attend:**

Community Housing Development Organizations (CHDOs) and non-CHDOs: CDCs, CAAs, local, state, and federal government officials, nonprofit organizations, and training and technical assistance consultants.

### **Training Location:**

#### **Embassy Suites Columbus**

2700 Corporate Exchange Drive

Columbus, Ohio 43231

1-800-EMBASSY (800-362-2779)

Sleeping Suites/Rooms: \$95/night plus tax (includes full breakfast & Nightly Manager's Reception daily from 5:30pm-7:30pm)

Mention the Ohio CDC Association to receive the discounted rate. Room block guaranteed until two (2) weeks prior to training date.

### **Fees:**

**CHDOs (Community Housing Development Organizations):**

Training is FREE of charge.

**Non-CHDO, Ohio CDC Members:**

\$100 (\$50/Day)

**Non-CHDO, Non Ohio CDC Members:**

\$150 (\$75/Day)

Please Note: Lunch will NOT be provided. However, there is a restaurant on-site or several close by options off-site. A Continental Breakfast will be provided.

**Registration:**

**Registration Link - Adv Rental Analysis - May 2010**

If you choose to pay via **check** please mail your payment to our lockbox at:

Ohio CDC Association  
Lockbox 22  
P.O. Box 182039  
Columbus, Ohio 43218

Or

If you choose to pay via **credit card**, please call Rhonda Foreman at 614-461-6392 ext. 210

**FULL PAYMENT IS EXPECTED BEFORE ATTENDING THE TRAINING**

**Contact:**

For questions regarding training please contact Amy Griffith at 614.461.6392 x. 204 or [agriffith@ohiocdc.org](mailto:agriffith@ohiocdc.org)

**A Special Thanks to our Sponsors:**



The **Ohio Department of Development (ODOD)**, The **Office of Housing and Community Partnerships (OHCP)** through the Ohio Housing Trust Fund provides financial and technical assistance to units of local government and nonprofit organizations in Ohio for project activities which benefit low- and moderate-income citizens

<http://www.development.ohio.gov/cdd/ohcp/>



[Fifth Third Bank In The Community](http://www.fifththird.com/)



**OCCH**  
OHIO CAPITAL  
CORPORATION  
FOR HOUSING

The Ohio Capital Corporation for Housing (OCCH) is an independent, mission-driven nonprofit corporation that works with private and public developers to create affordable housing opportunities. Our mission is to cause the construction, rehabilitation and preservation of affordable housing throughout all of Ohio. <http://www.occh.org/>

This course is being offered free of charge to CHDOs and is supported with funds received through HUD's CHDO Technical Assistance Funds and Ohio Capital Corporation for Housing.