



MULTI-YEAR BUDGETING

May 14, 2010

RENTAL DEVELOPMENT TOOLBOX

June 16-17, 2010

**Sponsored by the City of Cincinnati
Presented by Capital Access, Inc.**



INTRODUCTION

The past 2 years brought dramatic changes in real estate markets and federal subsidy programs/policies. The near collapse of the for-sale housing market struck a powerful blow to Community Development Corporations (CDCs) and greatly affected Low Income Housing Tax Credits (LIHTCs). The national economy is still sluggish. Housing needs have shifted away from homeownership toward rental.

Capital Access, Inc. (CAI) is facilitating two trainings as detailed on the following pages that will provide Cincinnati's nonprofit developers with tools for operations budgeting and rental development finance. **Participants will learn to use budget and proforma templates that can be taken from the class on USB flash drives. In addition, participants must bring laptops to use in class.**

Note: Priority registration will be given to Cincinnati CDCs and Community Development Corporation Association of Greater Cincinnati (CDCAGC) members.

To Register, Contact: Evette Reed at the City of Cincinnati's Department of Community Development by email at evette.reed@cincinnati-oh.gov or via phone at (513) 352-6260.

<h2 style="margin: 0;">Multi-Year Budgeting</h2> <h3 style="margin: 0;">May 14, 2010</h3>	
<p>Description</p> <p>Many Community Development Corporations (CDCs) mistakenly blend their operating and project budgets. This course, taught by Capital Access, Inc. (CAI), will help you distinguish among products or projects that actually “pay” the organization. CDC directors will learn how to develop a 2-year operating budget based on the organization’s products, services and production goals. This information will directly link the CDC’s Annual Budget with its Business Plan and/or Strategic Plan.</p> <p>Pre-Training Preparation:</p> <p>Participants will be asked to complete excel worksheets that delineate their organization’s:</p> <ul style="list-style-type: none"> • Products & Services • Production Goals • Annual Operating Costs • Sources of Operating Funds <p>Training Outline:</p> <ol style="list-style-type: none"> 1. Operating Budget Vs. Project Budgets 2. Introduction to the CAI Operating Budget Template 3. Your Products & Services 4. Your Production Goals for the Next 2-3 Years 5. Paying for it All: Funding & Financing for Operations & Projects 6. Capital Requirements for Housing Production 7. Sources and Uses of Operating Funds 	
Length & Format:	1 day on computers (9:00am – 4:00pm) with 1 senior trainer which includes lecture, discussion and time spent analyzing the CAI Rental Pro Forma Template. <u>You must bring your own laptop & power cord.</u>
Location	City of Cincinnati - Two Centennial Plaza 805 Central Avenue, Suite 700 - Griesel Room - Cincinnati, Ohio 45202

<p>Materials Provided <i>(Print & on USB Flash Drive)</i></p>	<p>1. CAI Operating Budget Template (Excel) 2. Sample Operating Budget Based on Products & Services</p> <p>Information, tools & templates are provided in print and on USB flash drives. Materials are neither copy-written nor write-protected, so participants take away templates they can immediately use and customize.</p>
<p>Deadline date to register and contact:</p>	<p><u>Last day to register is: May 10, 2010</u> <u>Contact: Evette Reed, City Department of Community Development at evette.reed@cincinnati-oh.gov or via phone at (513) 352-6260</u></p>

Rental Financial Analysis & Project Planning

June, 16 & 17, 2010

Course Description

This course is designed to help Cincinnati Community Development Corporations (CDCs) become knowledgeable about and skilled in affordable rental housing development. Capital Access, Inc.'s (CAI's) Rental Toolbox is an intensive course that takes developers through a set of integrated worksheets which make up the Rental Development Proforma. Participants learn to build complex proformas and conduct real-time, "what-if" analysis to insure project feasibility. The training makes frequent use of real projects as case studies so participants "learn by doing."

Day One: Revenue, Market Analysis & Operating Budgets

- The Rental Pro Forma & Financial Analysis Process
- Excel Basics, Shortcuts & Tricks
- Revenue (Rent Roll) & True Affordability
- Market Analysis for Rental Projects
- Annual & 20-Year Operating Budgets: Cost & Income Trending

Day Two: The Development Budget, Gaps & LIHTCs

- Project Development Costs
- Construction & Lease-up, Managing Cash Flow
- Debt & Equity Analysis: Identifying the Gap
- How Low Income Housing Tax Credits Work
- Risk Factors for Nonprofits in Rental Deals
- Capital Needs Assessment

Length & Format:	<u>2 days on computers</u> (9:00am – 4:00pm) with 1 senior trainer which combines lecture, discussion, and time spent analyzing the CAI Rental Pro Forma Template. <u>You must bring your own laptop & power cord.</u>
Location	City of Cincinnati - Two Centennial Plaza 805 Central Avenue, Suite 700 - Griesel Room - Cincinnati, Ohio 45202
Materials Provided:	<ol style="list-style-type: none"> 1. Reference Manual & PowerPoint Presentation 2. CAI Rental Financial Analysis Pro Forma Template (Excel) 3. CAI Construction Scope of Work Template (Excel) 4. CAI Capital Needs Assessment Template (Excel) <p>Information, tools & templates are provided in print and on USB flash drives. Templates used in class can be customized for each participant's use immediately and long term.</p>

<p>Deadline date to register and contact:</p>	<p><u>Last day to register is: June 10, 2010</u> <u>Contact: Evette Reed, City Department of Community Development at</u> <u>evette.reed@cincinnati-oh.gov or via phone at (513) 352-6260</u></p>
--	---