

**GSPIA Nonprofit Clinic**  
University of Pittsburgh  
Wesley W. Posvar Hall, Room 3S16  
Pittsburgh, PA 15260  
(412) 648-7564

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# **AFFORDABLE HOUSING Capacity Building Seminar**

**The Fundamentals of Affordable Housing for Nonprofit Organizations**

Conducted by

**Nonprofit Clinic**

**Graduate School of Public and International Affairs**

**University of Pittsburgh**

And Sponsored by

**Affordable Housing Advisory Council  
Federal Home Loan Bank of Pittsburgh**

Harrisburg Hilton and Towers

February 18 & 19, 2004

Harrisburg, PA

## **Wednesday, February 18, 2004**

8:30 a.m. – 9:00 a.m.	Continental Breakfast and Welcome
9:00 a.m. – 10:30 a.m.	Overview of Affordable Housing Development
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 12:15 p.m.	Acquisition and Market Analysis
12:15 p.m. – 1:15 p.m.	Lunch for seminar participants at Harrisburg Hilton
1:15 p.m. – 2:45 p.m.	Basics of Affordable Housing Finance
2:45 p.m. – 3:00 p.m.	Break
3:00 p.m. – 4:30 p.m.	Marketing of Housing
4:30 p.m. – 6:00 p.m.	Reception for seminar participants at Harrisburg Hilton

## **Thursday, February 19, 2004**

8:00 a.m.– 8:30 a.m.	Continental Breakfast
8:30 a.m. – 9:30 a.m.	Affordable Housing Financing for Special Needs Populations
9:30 a.m. – 9:45 a.m.	Break
9:45 a.m. – 11:15 a.m.	Property Management Issues
11:15 a.m. – 11:30 a.m.	Closing Remarks and Adjournment
11:30 a.m. – 1:30 p.m.	Lunch (on your own)
1:30 p.m. – 3:00 p.m.	Federal Home Loan Bank of Pittsburgh AHP (Affordable Housing Program) Workshop

### **About the Harrisburg Hilton and Towers**

A block of rooms has been reserved at the Hilton Harrisburg & Towers, 1 North Second Street, in downtown Harrisburg, Pennsylvania for the nights of Tuesday, February 17 and Wednesday, February 18, 2004, at a discounted group rate of \$104.00 per room night (single or double occupancy) or \$114.00 per room night (triple or quad occupancy), plus applicable taxes.

Please make your reservation directly with the Hilton Harrisburg at (717) 233-6000 and reference the University of Pittsburgh GSPIA Nonprofit Clinic. The reservation cut off date is **Friday, January 30, 2004**. Rooms will be subject to availability after the cut off date.

Guest room amenities include:

Two dual-line telephones with voicemail and data port; High-speed Internet access; Coffee maker with complimentary coffee and tea; Iron & ironing board; Hairdryer; and Cable TV with on-command video. For additional hotel information, visit [www.harrisburg.hilton.com](http://www.harrisburg.hilton.com).

### **About the Affordable Housing Capacity Building Seminar**

The GSPIA Nonprofit Clinic at the University of Pittsburgh and the Affordable Housing Advisory Council for the Federal Home Loan Bank of Pittsburgh present a seminar to help build the capacity of organizations that provide affordable housing. Economic trends indicate that the need for affordable housing will continue to increase. The purpose of the seminar is to provide information to nonprofit organizations that are considering or are currently involved in developing and managing affordable housing projects in their communities. The instructors for the seminar will be practitioners who have

substantial experience in developing, packaging, and managing affordable housing projects and other areas related to affordable housing.

Attendance is open to nonprofit organization executives and staff, board members, housing development specialists, and project managers.

Seminar registration should be received by Friday, January 30, 2004. You may register by mail or you may access the web site of the GSPIA Nonprofit Clinic, [www.nonprofitclinic.pitt.edu](http://www.nonprofitclinic.pitt.edu), and follow the instructions to register electronically. Upon receipt of your registration, you will be sent confirmation of your registration, and instructions about parking, directions to the Harrisburg Hilton and Towers, and miscellaneous program information. To speed notification, confirmation may be sent by Fax or e-mail. If more than one individual from an organization is attending the workshop, please copy the registration form and submit a form for each person registering.

Registration for Affordable Housing Capacity Building Seminar is limited to 50. Late registrants and walk-in registrants are welcome, if space is available. Please contact the GSPIA Nonprofit Clinic by 4 p.m. on Friday, February 13, 2004 to confirm that space is available.

Immediately following the Affordable Housing Capacity Building Seminar, the FHLB of Pittsburgh will conduct the Affordable Housing Program workshop on the application process. **There is no limit to the number of people attending the AHP Workshop. To register for the workshop, you must access [www.BANK4BANKS.com](http://www.BANK4BANKS.com) and follow the instructions.**

Scholarships are available to help defray the costs of hotel accommodations. These scholarships are limited to the staff of 501(c)(3) nonprofit organizations that have a mission or background in the provision of affordable housing. Please send a letter stating your name, the name of your organization, EIN, contact information, and the amount of assistance needed to: GSPIA Nonprofit Clinic, WWPH 3S16, Pittsburgh, PA 15260. The deadline to apply for a scholarship is **Friday, January 16, 2004**. You will be contacted if additional information is needed to process your request.

**Registration Form:**

Badge Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

If you are returning the above registration form by mail, send it to:

GSPIA Nonprofit Clinic  
University of Pittsburgh  
Posvar Hall, Room 3S16  
Pittsburgh, PA 15260

### **About the AHP Workshop**

At the conclusion of the Affordable Housing Workshop, the Federal Home Loan Bank of Pittsburgh will conduct a workshop on the Affordable Housing Program application process. If you are interested in attending the AHP Workshop, you must register for it at [www.BANK4BANKS.com](http://www.BANK4BANKS.com). There is no limit to the number of people attending the AHP Workshop.

The deadline to submit an application for the Affordable Housing Program is March 31, 2004 at 5:00 p.m. To assist organizations applying to this program, the AHP Workshop will cover:

- The scoring criteria for the application.
- Changes to the AHP implementation plan.
- The electronic application submission process.
- An opportunity for attendees to have one-on-one consultations with staff members of the FHLB of Pittsburgh.

### **About the GSPIA Nonprofit Clinic**

The mission of the Nonprofit Clinic is to provide community-based organizations with technical assistance and capacity building services to enhance these organizations' ability to carry out their missions more effectively. The Nonprofit Clinic provides graduate students the opportunity to gain valuable experience of applying the knowledge and skills learned in classes while assisting small nonprofit organizations. The nonprofit organizations benefit by receiving needed assistance for a small fee. Faculty, staff and experienced volunteers serve as supervisors or mentors for students working on projects. Visit our web site at [www.nonprofitclinic.pitt.edu](http://www.nonprofitclinic.pitt.edu).

### **About the FHLB Affordable Housing Advisory Council**

The Federal Home Loan Bank of Pittsburgh provides readily available low-cost funding and opportunities for affordable housing and community development to member financial institutions in Delaware, Pennsylvania and West Virginia. The Federal Home Loan Bank of Pittsburgh works to foster affordable housing, economic development, community reinvestment and community development opportunities in very-low-, low- and moderate-income areas through advocacy, creative financing and technical assistance. The Affordable Housing Advisory Council provides guidance to the FHLB on issues of affordable housing.