

# Housing Development Finance Professional (HDFP) Certification Program™

NDC's Housing Development Finance Professional (HDFP) Certification Program™ is a demanding, four-course training series that focuses on the financing of affordable housing projects in real communities. The training is designed to assist staff members of non-profit organizations and governmental entities involved in creating and preserving affordable housing. The curriculum explores the development process, financial analysis techniques, and structuring and negotiating skills needed to successfully develop and finance affordable single and multi-family housing. Individuals who successfully complete the four courses and pass the examinations in each class are awarded certification as an HDFP.

## HD410 – Home Ownership Finance

**4 days**

**Prerequisite:** None

This course, the first in the HDFP Certification Program™, explores the skills used by successful practitioners to develop and finance affordable, owner-occupied, single family housing. The focus is on the role of financing in affecting affordability—both of the unit's sales price and the buyer's monthly mortgage payment. Specific topics include:

### **Home Ownership Development Overview**

- Achieving a public purpose
- Stabilizing neighborhoods
- Promoting economic growth

### **Home Ownership Development Process**

- Steps and key players in the process
- Roles of the non-profit and public sectors
- Site selection and development

### **Financing and Deal Structuring**

- Construction financing
- Profit and loss
- Cash flow statement

### **Qualifying Home Buyers**

- Calculating ratios
- Verifying information
- Evaluating credit reports

### **Home Buyer Income and Credit Barriers**

- Down payment and closing costs
- Debt/income ratios
- Credit history
- Monthly payment
- Overcoming barriers
- Lease purchase option

### **Permanent Mortgage Programs**

- Federal programs
- Private lender programs
- Programs under the Stimulus

# Housing Development Finance Professional (HDFP) Certification Program™ (cont.)

## HD420 – Rental Housing Development Finance

**5 days**

**Prerequisite:** While not required, NDC recommends that individuals complete the HD410 course before enrolling in HD420.

The second course in the HDFP Certification Program™, HD420 takes a detailed look at the financing and development of affordable rental housing. Participants learn the underwriting criteria used by lenders and rates of return demanded by private equity investors to determine their investment in a rental housing project. The course also explores methods for attracting the maximum private capital and techniques for using public funds to fill financing gaps. Specific topics include:

### **Rental Housing Development Process**

- Key actors and their concerns
- Steps in the development process

### **Financial Projections**

- Pro forma income and expense analysis
- Sources and uses of funds

### **Private Sector Financing**

- Permanent lender ratio analysis
- Construction lending
- Construction management

### **Appraisals**

- Three approaches to value

### **Tax Credits**

- Rehabilitation tax credits
- Low-income housing tax credits

### **Discounted Cash Flow Analysis**

- Present value theory
- Internal rate of return

### **Syndication**

- Pricing benefits
- Investor concerns
- Partnership issues

### **Deal Structuring**

- Altering rates of return
- Debt and equity investment vehicles

# Housing Development Finance Professional (HDFP) Certification Program™ (cont.)

## HD422 – Computer Spread Sheet Analysis for Housing

**3 days**

**Prerequisites:** HD410 and  
HD420

**Participants must bring a  
laptop computer equipped  
with Microsoft Excel.**

The third course in the HDFP Certification Program™, HD422 builds housing finance analysis skills using computerized spread sheets. Participants use financial analysis forms and spread sheets to improve their decision making skills. Affordable home ownership and rental development case studies, based on actual projects, are analyzed using computer-based models. Specific topics include:

### **Spread Sheet Basics**

- Navigating financial forms and spread sheets
- Entering data
- Implications of revised project assumptions

### **Home Ownership Spread Sheets**

- Development budget
- Monthly cash flow pro forma
- Profit and loss statement
- Home buyer mortgage analysis
- Interpreting data

### **Rental Housing Spread Sheets**

- Development budget
- Pro forma income and expense statement
- Sources of funds
- Tax and appreciation benefits
- Interpreting data

### **Debt and Equity Investment Vehicles**

- Conventional debt
- Alternative mortgage instruments
- HOME
- CDBG
- Additional financing programs

# Housing Development Finance Professional (HDFP) Certification Program™ (cont.)

## HD430 – Housing Development Finance: Problem Solving and Deal Structuring

**5 days**

**Prerequisites:** HD410, HD420 and HD422

**Participants must bring a laptop computer equipped with Microsoft Excel.**

The fourth and final course in the HDFP Certification Program™, HD430 blends the financial analysis techniques learned in the previous courses with the problem solving and negotiating skills that housing development practitioners use to close complex projects. This five-day course challenges participants to analyze and structure financing packages for home ownership and rental housing deals that are complicated by a variety of factors, both financial and non-financial in nature.

Participants become skilled at the methods used to structure financing that most effectively leverages public dollars. Specific topics include:

### **Deal Structuring**

- Identifying financial and non-financial issues
- Assessing participants
- Problem solving process
- Devising a negotiation strategy
- Mixed-use deals
- LIHTC deals
- Creative gap filling techniques
- Lease-purchase housing projects

### **Fees and Reserves**

- Developer's compensation
- Investor requirements
- Permanent lender requirements
- Types of reserves
- Credit adjusters

### **Other Issues**

- Appraising LIHTC deals
- Exit strategies for LIHTC deals
- Zoning
- Environmental issues