

VIRGINIA ASSOCIATION OF HOUSING AND COMMUNITY DEVELOPMENT OFFICIALS  
(VAHCDO) AND  
NAN MCKAY AND ASSOCIATES, INC. INVITES YOU TO ATTEND THE

**Online Capital Fund Program Training Via Zoom  
(w/ trainer John Murphy)**

**March 25-26, 2025**

**TRAINING SITE:**

**Online** -All registrants will receive an email from the NMA Webinar team 2-3 days before with a link to the Zoom course and the PDF file with course materials and instructions.

**SCHEDULE:**

8:00 a.m.	Seminar begins
10:15 a.m.	Morning break
12 noon	Lunch, on your own
2:30 p.m.	Afternoon break
5:00 p.m.	Seminar ends

**REGISTRATION FEE:**

**\$875** (Seminar w/exam)  
**\$700** (Seminar Only)  
**\$175** (Online Certification Exam) - Optional

**~Register 4 or more participants from the same agency and receive a 15% discount on your registration-**

Please make checks payable to: VAHCDO, Attn: Tracy Christian, 3116 South Street, Portsmouth, VA 23707. **Please submit registration** and payment no later than **March 7, 2025** Registration fee includes training, instructional materials, workbook and Certificate of Completion.

**THIS IS A GREAT CROSS TRAINING OPPORTUNITY!!!!**

**CONTACT:**

Tracy Christian  
Telephone: 757-391-2902 Fax: 757-399-8697 Email: [tchristian@prha.org](mailto:tchristian@prha.org)

**SPECIAL NOTE:**

Please, no taping or video recording.

**SEMINAR REGISTRATION FORM**

**Online Capital Fund Program Training Via Zoom  
March 25-26, 2025**

Please complete this form and return with payment no later than **March 7, 2025**. Fax number 757-399-8697.

VAHCDO  
Attention: Tracy Christian  
3116 South Street - Portsmouth, VA 23707

Please complete a separate form for each participant (**PLEASE PRINT**):

Name \_\_\_\_\_ Title. \_\_\_\_\_

Organization \_\_\_\_\_

Street Address (No P.O. Boxes) \_\_\_\_\_

City \_\_\_\_\_ State. \_\_\_\_\_ Zip Code. \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax. \_\_\_\_\_

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

If you need a reasonable accommodation or require the features of a reasonable accommodation, please contact Tracy Christian at 757-391-2902 or [tchristian@prha.org](mailto:tchristian@prha.org)



AGENDA  
*CAPITAL FUND PROGRAM*  
*WEB TRAINING*

DAY ONE

- 8:00 Registration, Welcome & Introductions  
Learning Outcomes
- 8:30 Chapter 1: Introduction to the Capital Fund Program  
Background and Overview of Capital Fund Final Rule
- 9:45 Chapter 2: Eligible and Ineligible Costs and Activities
- 10:15 Break
- 10:30 Chapter 2: Eligible and Ineligible Costs and Activities (continued)
- 12:00 Lunch (on your own)
- 1:00 Chapter 2: Eligible and Ineligible Costs and Activities (continued)
- 2:00 Chapter 3: Capital Fund Planning and Submission Requirements
- 2:30 Break
- 2:45 Chapter 3: Capital Fund Planning and Submission Requirements  
(continued)
- 4:00 Chapter 4: Physical Needs Assessment
- 5:00 End of Day One

AGENDA  
*CAPITAL FUND PROGRAM*  
*WEB TRAINING*

DAY TWO

8:00	Chapter 5: The Capital Fund Formula
9:45	Chapter 6: Development Requirements
10:15	Break
10:30	Chapter 6: Development Requirements (continued)
11:30	Chapter 7: PHAS and the Capital Fund Program
12:00	Lunch (on your own)
1:00	Chapter 7: PHAS and the Capital Fund Program (continued)
1:45	Chapter 8: Obligation, Expenditure and Procurement
2:30	Break
2:45	Chapter 8: Obligation, Expenditure and Procurement (continued)
3:00	Chapter 9: Demonstration Programs: RAD and MTW
3:45	Chapter 10: Compliance, Penalties and Sanctions
4:15	Chapter 11: Review Case Study Exercise
3:15	End of Seminar

Capital Fund Certification Exam Available Online