

## PORTFOLIO ASSET MANAGEMENT STRATEGY PROGRAM “AMP” *Up Your Rental Portfolio*

**Who:** The target audience is NJ CDCs who have rental portfolios of more than 50 units with staff assigned to asset management.

**Why:** Local assessments show that 50 percent of CDC portfolios have serious LISC asset management indicator shortfalls. CDCs need to quantify and assess their situation, make future projections, evaluate alternatives and make strategic short- and long-term plans for their assets.

**What:** Training/skills/knowledge/attitudes as listed on agenda to evaluate and solve both operating and project condition issues found in rental portfolios. Participants may analyze as few as two projects or their entire portfolio.

**Objectives:** By the end of the program, participants will have:

- Evaluated portfolio operations
- Completed physical assessment of portfolio assets
- Created tracking and forecasting spreadsheets
- Evaluated opportunities to increase income and reduce expenses
- Drafted action plan for portfolio with narrative and financial sections addressing long-term viability
- Written a business plan for their property management business (as appropriate)

**When:** Four-month program (9/15/08 – 1/6/09) of group training and individual technical assistance. Ten days of group training with two two-day sessions and two three-day sessions every six weeks; four sessions total. One scheduled individual site visit for technical assistance, plus one-on-one sessions available after each workshop with others as necessary. Practicum homework between sessions and time required for completion of portfolio asset management strategy.

**Where:**

- Classroom in-training and computer facility at Network’s Center for Community Development, Trenton, NJ
- On-site individual mentoring
- E-mail/fax review, phone consultations

**How:** Learning tasks with group exercises, site visit, homework, trial and error, mentoring, Excel templates and portfolio strategy workbook. Facilitation by a team of professionals that includes Network staff and one outside trainer working with groups.

**Cost:** \$1,000 for first person; \$250 for each additional person from the same organization.

**To reserve your place:** *Applications are due May 30, 2008* and are available at [www.hcdnnj.org](http://www.hcdnnj.org).

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