

CDTech

Coordination of
Asset Building Specialist
Curriculum & Program Development

CDTech's Background:

- Established & operate the Mortgage Finance Program.
- Developed & operated the first employer-based IDA program in the nation.
- Developed & implement the Wealth & Homeownership (WHO) asset building initiative.

Project Timeline: 4 Phases

Phase 1: Research

Phase 2: Curriculum Design & Development

Phase 3: Certification, Marketing & Outreach

Phase 4: Test of Pilot Program

Research:

March-June 2009

- Industry Advisory Committee
- Market research
- Certifying institutions
- Existing programs/curriculum
- ABS Business Plan

Curriculum Development: May-November 2009

- Hire curriculum consultants to develop specific content areas
- Consultants develop training presentations, tests, written materials
- Monitor pace & content of curriculum development

Certification, Marketing & Outreach: July-October 2009

- Package curriculum into certificate pathways
- Develop ABS Marketing Plan
- Train outreach workers

Test of Pilot Program: October 2009 – February 2010

- Schedule classes, hire instructors & train on needs of target audience
- Monitor implementation of Marketing & Outreach Plan
- Conduct enrollment
- Conduct classes
- Report results

12-Month Budget = \$80,000*

- **Personnel = \$46,000**
 - .4 FTE Project Director
 - .15 Program Manager
 - 30% Benefits
- **Operations = \$23,000**
 - Curriculum Consultants
 - Research Specialist
 - Operating Expenses
- **15% Administrative Costs = \$11,000**

* Changes in State budget may necessitate an additional \$5K per course for a college instructor for the pilot program

3-Month Jump Start = \$28,000

- **3 month Personnel Costs = \$12,000**
- **Operations = \$12,500**
 - 50% of Curriculum Consultant Cost
 - 100% Research Specialist
 - 3 months Operating Expenses
- **Administrative Costs = \$ 3,600**