

# ONAP TRAINING

## Procurement



SEPTEMBER 20-21, 2016 | CHICAGO, IL

### OVERVIEW

Training participants at all experience levels will gain the confidence and knowledge to conduct efficient and effective procurement that complies with HUD and other funding source requirements. This 2-day training addresses both procurement and contract management. Training topics will range from careful preplanning and the basics of purchasing to unique factors in tribal housing purchasing, the practical how-to's of procurement planning and policy development, as well as specific regional issues. Attendees will have the opportunity to participate in hands-on group exercises that are designed to turn theoretical knowledge into daily practice.

**Please note:** Training materials will be provided on USB thumb drives. Participant binders will not be available. Participants should bring a device, such as a laptop, that has a USB port.

### TRAINING LOCATION

#### Courtyard Downtown Chicago/ River North

30 East Hubbard Street  
Chicago, IL 60611

### HOTEL INFORMATION

#### Courtyard Downtown Chicago/ River North

30 East Hubbard Street  
Chicago, IL 60611  
(888) 236-2427

**Hotel Cut-off Date:**  
August 29, 2016

**Group Code:**  
PIC

### TRAINING REGISTRATION

Registration for this training is **FREE**, but you must register to attend. Registration is available online at <http://www.firstpic.org/events/>.

Tribes may utilize Indian Housing Block Grant (IHBG) funds to cover travel-related expenses for this workshop.

### HOTEL RESERVATIONS

A block of rooms has been reserved at the **Courtyard Downtown Chicago/River North** for workshop attendees. The special workshop rate is **\$212** single/double occupancy. The "Cut-Off Date" to book a room at the special rate is **August 29, 2016**. Reservation requests received after the Cut-Off Date will be accepted on a space available basis.

To make hotel reservations, please call the hotel directly at **(888) 236-2427**. Be certain to specify the **PIC** room block code. Or [click here](#) for online reservations.

# EVENT DETAILS *(continued)*

## PARKING

Valet only at **\$62** daily with unlimited in/out privileges. .

## LOCAL TRANSPORTATION (TO/FROM AIRPORT)

### Chicago O'Hare International Airport (ORD)

**GO Airport Express:** Airport Shuttle service is available upon request and is **\$25** one way per passenger. Call 888-284-3826 to reserve.

**Taxi:** Local taxicabs are available. Approximately **\$48** one way from the airport.

**Subway:** Closest Station is Grand Ave – Red Line, 0.2 miles north of the hotel and is **\$5** one way per passenger.

### Chicago Midway International Airport (MDW)

**GO Airport Express:** Airport Shuttle service is available upon request and is **\$20** one way per passenger. Call 888-284-3826 to reserve.

**Taxi:** Local taxicabs are available. Approximately **\$30** one way from the airport.

**Subway:** Closest Station is Grand Ave – Red Line, 0.2 miles north of the hotel and is **\$2.25** one way per passenger.

## MEALS

All meals will be on your own.

## TRAINERS

**Sonja Key**—In addition to being a seasoned trainer, Ms. Key brings extensive experience in all aspects of managing Indian Housing programs, including NAHASDA and ICDBG. For more than 17 years, Ms. Key worked for the Southern Plains Office of Native American Programs (SPONAP), serving as the Director of Grants Management for 5 of those years. She served in a variety of other positions within SPONAP. While working with HUD, she was recognized under HUD's Best Practices Awards for an innovative and successful program partnership with the Army Corps of Engineers that assisted tribes within Region VI with development of housing, community and economic development projects and received a Superior Accomplishment Award 3 years in a row. As an appraiser for Indian Housing Development, her duties included completion and approval of the environmental reviews. She currently provides TTA to tribes as a private consultant.