

ONAP TRAINING

Contract Administration and Procurement



VIRTUAL TRAINING

September 2-3, 2026 | 10am - 5pm Eastern Time

TRAINING

This 2-day training will provide knowledge and understanding to attendees, so they are able to conduct efficient and effective procurement and contract management that complies with HUD and other funding source requirements. Training topics will range from careful pre-planning 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.

TRAINING REGISTRATION

Registration for this training is at no cost to Tribal housing professionals, but you must register to attend. Registration is available online at https://bit.ly/ContractAdmin_Sept2026_Registration.

TRAINER

Charles Anderson

With over 30 years' experience in both Public and Indian Housing management, training and consulting, Charles Anderson's unique background has proved successful in providing technical assistance and training to many housing organizations throughout the country. Mr. Anderson's housing experience includes seven years as an Indian Housing Executive Director, seven years as Operations Manager for the fifth largest Housing Authority in Washington, and three years as a Training and Technical Assistance Specialist for the National American Indian Housing Council. For the past 20 years, he has owned Northwest Housing Consultants, LLC, located in Olympia, WA. Charles also currently serves as Executive Director of the Northwest Indian Housing Association. Charles has direct experience in the implementation and management of a number of housing programs including rental housing, homeownership housing, Rental Assistance, Title VI and Section 184 Loan Guarantee programs, Low Income Housing Tax Credits, and Rural Housing 515 and Farm Worker Housing.



TECHNOLOGY NEEDED

The training will be presented via an online platform. Participants will need a smart device (computer, laptop, tablet, or phone) with internet or WiFi connection.



INSTRUCTIONS AND MATERIALS

An email with the training material link(s) and final instructions will be sent by Friday, August 28, 2026.