



# **CDBG Subrecipient Management**

## **November 1-2, 2017**

### **San Diego, CA**

#### **Location**

The San Diego Concourse – Glass Room  
202 C Street  
San Diego, CA 92101.

#### **Course Overview**

The National Community Development Association (NCDCA) is pleased to announce the delivery of a two-day course covering the management of Community Development Block Grant (CDBG) subrecipients. A CDBG grantee has much latitude in how to use subrecipients, but this course focuses on subrecipients engaged in delivering public service activities. The management and oversight principles are applicable for all Consolidated Plan program subrecipient activities.

The course follows the CDBG subrecipient management process linearly, starting with establishing priorities in the Consolidated Plan and concluding with HUD's role in overseeing the grantee's relationship with its subrecipients. Participants will be introduced to important CDBG subrecipient management concepts mandated in 2 CFR 200 with an emphasis on internal controls and financial management requirements, followed by a review of portions of 24 CFR 570 pertinent to meeting national objectives and delivering public service activities. Participants will discuss various approaches to selecting subrecipients; developing and evaluating applications; and delivering effective subrecipient training and technical assistance. Participants will work through the process of building fully compliant subrecipient files, setting up subrecipient activities in IDIS, tracking subrecipient progress, then implementing the jurisdiction's monitoring plan. Participants will delve deeply into HUD's Subrecipient Monitoring Exhibit 3-16 introduced in February 2017.

Course participants will receive a comprehensive manual that covers all stages of the CDBG subrecipient management process including templates for checklists that can serve as models for developing a local procedure manual.

A number of exercises are built into the course. Some are very brief, designed to be sure participants understand a concept before moving on. Several go deeper into the process of selecting, managing and monitoring subrecipients. All are based on real-life experiences of NCDCA member-practitioners.

NCDCA's CDBG Subrecipient Management course has been developed primarily for practitioners with three or fewer years of experience. While not a course prerequisite, it is suggested that course participants complete NCDCA's CDBG Basics: Training for Practitioners before taking this class.

Class schedule is from 9am - 4:30pm on the first and second days of class, with a break for lunch.



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### **REGISTRATION INFORMATION**

#### **REGISTRATION/PAYMENT**

**Register online at <http://www.ncdaonline.org/cdbq.asp>.** During the registration process, you will have the option to pay by credit card or to receive an invoice. If someone else is registering for you, please have them include **both of your email addresses**, separated by a comma, in the email box.

**Confirmation:** You should receive a **confirmation message** from "NCDCA Web Site" immediately after the registration process. *If you do not receive this confirmation it means your registration did not complete and you are not registered.* Make sure that you go to the bottom of the form, enter the code listed, and hit "Submit." If it still doesn't work, please contact Steve at [sgartrell@ncdaonline.org](mailto:sgartrell@ncdaonline.org).

#### ***Early Registration (register by September 15, 2017)***

NCDCA Member Cities/Counties: \$300/person

Non-Member Cities/Counties: \$400/person

Payment Deadline: October 15, 2017; Payment received after this date will incur a \$50 late fee

#### ***General Registration (September 16 – October 15, 2017)***

Members: \$400/person

Non-Members: \$500/person

**Payment Deadline:** November 1, 2017; Payment received after this date will incur a \$50 late fee.

**Late Registration (October 16–November 1, 2017)**

Members: \$550/person

Non-Members: \$650/person

**Payment Deadline:** November 1, 2017; Payment received after this date will incur a \$50 late fee.

**Payment:** During the registration process, you will have the option to pay by credit card or to receive an invoice.

**Cancellation:** Cancellation within two weeks of the 1st day of class will result in a penalty of 50% of the registration fee.

**TRAINING SITE:** The training will be held at The San Diego Concourse – Silver Room, 202 C Street, San Diego, CA 92101. The San Diego Concourse is located on the San Diego Trolley Line, is walking distance from the Santa Fe Train Station and five minutes from the San Diego Lindbergh Airport. There are numerous large chain and boutique hotels located within walking distance. The San Diego Concourse is ADA accessible and there is an adjacent 12-story public parking structure.

Please arrive 15 minutes early on the first day of the training for registration purposes.

**TRAVEL ARRANGEMENTS:** *Please do not make non-refundable travel arrangements until you receive email confirmation that registration numbers have met the minimum.*

**HOTEL**

Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training site. Nearby hotels include:

- The Westgate Hotel, [westgatehotel.com](http://westgatehotel.com)
- The Sofia Hotel, [thesofiahotel.com](http://thesofiahotel.com)
- The US Grant Hotel, [usgrant.net](http://usgrant.net)

**AIRPORT TRANSPORTATION**

Transportation options from the airport may be found at <http://www.san.org/parking-transportation>.

**DRESS - Business casual**

**QUESTIONS?**

Contact Steve Gartrell at [sgartrell@ncdaonline.org](mailto:sgartrell@ncdaonline.org).

# NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

## CDBG Subrecipient Management

### Course Agenda

Breaks will be taken mid-morning and mid-afternoon. Lunch will be on your own from approximately 12:00 - 1:00. The timing between Day 1 and Day 2 may change depending on class flow.

#### AGENDA

**DAY ONE: 9:00 a.m. – (approx.) 4:30 p.m.**

#### Introductions & Course Objectives

##### I. Starting at the beginning ...

- A. Subrecipient Policy
- B. Con Plan 24 CFR 91 – Public participation

##### II. The Super Circular – 2 CFR 200 – What you and your subrecipients need to know

- A. Super Circular replaces three OMB Circulars – in effect since 12/26/14
- B. §200.400 – Non-federal entity responsibilities

##### III. 24 CFR 570 – 99 pages of do and one of don't

- A. Subrecipients can **and are** used in any of the Consolidated Plan programs
- B. 24 CFR 570.201 – Basic eligible activities
- C. Public Service Cap

##### IV. Selecting Subrecipients

- A. Selecting Subrecipients – HUD's six suggested models
- B. How many public service subrecipients?
- C. Pre-Award Assessment – Satisfying Super Circular requirements
- D. Building Local and Political Support for Funding Decisions

##### V. The Application Process

- A. Pre-Application – Opportunity for pre-award assessment?
- B. What's in the application
- C. Evaluating applications

**DAY TWO: 9:00 a.m. - (approx.) 4:30 p.m.**

##### VI. The Subrecipient Agreement – What has to be in it

- A. §570.503 Agreements with subrecipients – At a minimum
- B. §200.331 Requirements for pass-through entities
- C. Going beyond the minimum
- D. Checking your work – Exhibit 3-16 – Review of Subrecipient Written Agreements
- E. When Things Change – Amending the Agreement

##### VII. Subrecipient Training – Preparing for success

**VIII. Enter IDIS – Plans/Projects/Activities**

**IX. Setting up the file – if it's not documented, it didn't happen**

**X. Tracking subrecipients – what to look for**

- A. Reporting
- B. *Playing by the Rules* – Financial Management, Documentation and Record Retention
- C. Completing the activity – The Closeout Process
- D. Continuing Subrecipient Responsibilities

**XI. Monitoring**

- A. Monitoring Plan – SP-80 – Standards and Procedures
- B. Working the plan
- C. HUD's role – CPD monitoring and OIG auditing

**XII. Problem solving – What could possibly go wrong?**