



CDBG Subrecipient Management

July 24-25, 2018

Hosted by McHenry County

Woodstock, IL

Training Venue Location

Historic Woodstock Opera House
125 West Van Buren Street
Woodstock, IL 60098

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 each day 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 **your email address**, in the email box on the registration form. They may include their address in the Billing Section of the form.

Confirmation: You should receive a **confirmation message** from "NCDA 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.

Early Registration (*register by June 25, 2018*)

NCDA Member Cities/Counties: \$350/person

Non-Member Cities/Counties: \$450/person

General Registration (*June 26 – July 20, 2018*)

Members: \$450/person

Non-Members: \$550/person

Payment Deadline: *July 24, 2018*; 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 & NO-SHOW POLICY: Cancellation within two weeks of the 1st day of class will result in a penalty of 50% of the registration fee. Those who register but who have not cancelled and do not show up will be charged 100% of the Registration Fee. You may substitute another person by contacting [Steve Gartrell](#).

TRAINING SITE: The training site is the Historic Woodstock Opera House, 125 West Van Buren Street, Woodstock, IL 60098. Please arrive 15 minutes early on the first day of the training for registration purposes.

TRANSPORTATION

Woodstock is served by Chicago O'Hare International Airport (ORD), but some travelers may opt for Milwaukee General Mitchell International (MKE) or Chicago Rockford International Airport (RFD). The last of these is a regional airport that could be a good option for entitlement communities served by Allegiant Airlines. [Metra Rail service](#) from Chicago is accessible via a train station located just off of the square.

HOTELS

Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training site. The nearest hotel is the [Best Western Woodstock Inn](#).

TRAVEL ARRANGEMENTS

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

DRESS - Business casual

QUESTIONS?

Contact Steve Gartrell at 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?