CDBG Subrecipient Management
May 21-23, 2019
Boise, Idaho

Training Venue Location
City of Boise
1025 S. Capitol Boulevard (Cedar Conference Room)
Boise, Idaho 83702

Course Overview

The National Community Development Association (NCDA) is pleased to announce the delivery of a three-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 NCDA member-practitioners.

NCDA'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 NCDA's CDBG Basics: Training for Practitioners before taking this class.

Note to NCDA Members who are **AICP** credentialled: NCDA has been approved as an **AICP Certification Maintenance (CM) provider**. This session is qualified as a CM event. This is qualified as a CM I **17** (17 hours of credit). *To receive CM credit, you must sign in each day, remain for the entire session, take and pass the exam.*

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REGISTRATION INFORMATION

REGISTRATION/PAYMENT

Register online at http://www.ncdaonline.org/cdbg.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, and hit "Submit." If it still doesn't work, please contact Steve at sgartrell@ncdaonline.org.

Early Registration (register by April 12, 2019)
NCDA Member Cities/Counties: $450/person
Non-Member Cities/Counties: $550/person

General Registration (April 13--May 17, 2019) Registrations not accepted after May 17, 2019
Members: $550/person   Non-Members: $650/person

Payment Deadline: May 21, 2019; Payment **must** be received by registration at the first day of class for admittance to class. You may bring a check to registration (credit cards not accepted at registration). Trainers may provide a receipt.

Cancellation: Cancellation made after May 1, 2019 will result in a penalty of $100. No shows will be charged 100% of the registration fee. You may substitute another person by contacting Steve Gartrell at sgartrell@ncdaonline.org.

TRAINING SITE: The training will be held at City of Boise Idaho Austin - **City of Boise**
1025 S. Capitol Boulevard (Cedar Conference Room Boise, Idaho 83702
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 and air transportation information provided by the host community

HOTEL
Training participants will be responsible for obtaining their own hotel accommodations and transportation to and from the training.

Suggestion: ask if the hotel offers government rates. The hotels listed below are in walking distance of the training site. Many hotels offer shuttle service from the airport.   Nearby hotels include:
- TownePlace Suites By Marriott
- Residence Inn by Marriott
- Hampton Inn & Suites
- Residence Inn
- Inn at 500 Capitol
- The Grove Hotel
  Hotel 43

AIPORT TRANSPORTATION

The training venue is about 3.5 miles from the Boise Idaho (BOI) Airport. https://www.iflyboise.com.

The airport is served by: Alaska, Delta, Southwest, United, American, and Allegiant airlines.

Ground Transportation
 Several hotels in the downtown area offer complementary transportation from the airport

DRESS - *Business casual*

QUESTIONS?   Contact Rita Pribyl at rpribyl@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, Day 2, and Day 3 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 <u>24 CFR 91</u> – 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. <u>§200.400</u> – 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. <u>24 CFR 570.201</u> – 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

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

V. The Application Process
   A. Pre-Application – Opportunity for pre-award assessment?

    B. What's in the application

    C. Evaluating applications

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
    A. Orientation

    B. Training

    C. Technical Assistance

    D. HUD-speak

VIII. Setting up the file – if it's not documented, it didn't happen
    A. The Program File

    B. The Subrecipient File

IX. Enter IDIS – Plans/Projects/Activities
    A. Converting Goals to Projects

    B. Setting up Activities

    C. Cracking the codes – Matrix Codes, National Objective Codes, Performance Objectives and Outcomes

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

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?

Test *(3:00 p.m. – 4:30 p.m.)* – Although the open book test is optional, to receive certificate and AICP credits the student must take and pass the test