CDBG Subrecipient Management
August 6 - 8, 2019
Sonoma County, California

Training Venue Location
Sonoma County Community Development Commission
1440 Guerneville Road
Santa Rosa, CA 95403

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.

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/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, 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, 2019)
NCDA Member Cities/Counties: $450/person
Non-Member Cities/Counties: $550/person

General Registration (June 26 – August 2, 2019) Registrations not accepted after August 2, 2019
Members: $550/person
Non-Members: $650/person

Payment Deadline: *August 6, 2019*; Payment **must** be received by August 6, 2019 for admittance to class. During the registration process, you will have the option to pay by credit card or to receive an invoice.

Cancellation: Cancellation made after July 15, 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.

TRAVEL ARRANGEMENTS: Please do not make non-refundable travel arrangements until you receive email confirmation that registration numbers have reached the minimum required number to hold class.

Hotel and air transportation information provided by the host community

TRAINING SITE: The training will be held at **Sonoma County Community Development Commission, 1440 Guerneville Road, Santa Rosa, CA 95403.** Please arrive 15 minutes early on the first day of the training for registration purposes.

HOTEL
Suggestion: ask if the hotel offers government rates. The hotels listed below are near the training site. Some MAY offer airport transportation and/or transportation to the venue. Inquire with the hotel for these services.
- Astro Motel, 323 Santa Rosa Ave, Santa Rosa, CA 95404
- Hyatt Regency Sonoma Wine Country, 170 Railroad St, Santa Rosa, CA 95401
- Court Yard Marriott Santa Rosa, 175 Railroad St, Santa Rosa, CA 95401
- Hotel La Rosa, 308 Wilson St, Santa Rosa, CA 95401
- Hotel Azura, 635 Healdsburg Ave, Santa Rosa, CA 95401
- Hotel Santa Rosa, 2632 Cleveland Ave, Santa Rosa, CA 95403
- The Sandman Hotel, 3421 Cleveland Ave, Santa Rosa, CA 95403
- Best Western Plus Wine Country Inn and Suites, 870 Hopper Ave, Santa Rosa, CA
- Motel 6 Santa Rosa South, 2760 Cleveland Ave, Santa Rosa, CA 95403

AIRPORT TRANSPORTATION
Charles M. Schulz – Sonoma County airport is located in Santa Rosa, which has daily flights from LAX and SFO. The training venue is 8 miles from the Sonoma County Airport. Alaska (nonstops from SEA, PDX, LAX, SNA, & SAN), American (from PHX) and United (from SFO) fly there. Santa Rosa is about 70 miles from, Oakland Airport and 77 from the San Francisco airport.

GROUND TRANSPORTATION
You can get ground transportation information at the airport website located here: https://sonomacountyairport.org/passengers/ground-transportation/ .

DRESS - *Business casual*

QUESTIONS?
Contact Heather Johnson at hjohnson@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 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

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

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

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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, the student must take and pass the test to receive a Certificate of Course Completion.