



CDBG Subrecipient Management

March 4-6, 2020

Newton, Massachusetts

Training Venue Location

Boston Marriott Newton Hotel
2345 Commonwealth Avenue
Newton, MA 02466

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



Note to NCDA Members who are **AICP** credentialed: 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 15** (15 hours of credit). *To receive CM credit, you must sign in to the class and remain for the entire session.*

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 (January 24, 2020)

NCDA Member Cities/Counties: \$450/person Non-Member Cities/Counties: \$550/person

General Registration (January 25 - February 11, 2020)

Members: \$550/person

Non-Members: \$650/person

Late Registration* (February 12 - 28, 2020)

Members: \$650/person

Non-Members: \$750/person

**Note, late registration is allowed via credit card only, payment by check is not allowed*

Cancellation Deadline: (February 11, 2020)

- To cancel, contact Steve Gartrell at sgartrell@ncdaonline.org
- Cancellation made before the cancellation deadline will be fully refunded.

- Cancellation made after the deadline will not be refunded; instead, a staff person may be substituted at no charge, or credit for a future course may be issued (less a \$100 cancellation fee).
- No shows will be charged 100% of the registration fee.

Payment Deadline: (February 18, 2020)

Payment **must** be received before the class date for admittance to class. During the registration process, you will have the option to pay by credit card or to receive an invoice.

- Payment by check is due *no later than* two weeks before the class begins
- Payment not received by two weeks before the class begins must be made via credit card, contact Michael Lightfield at michael@ncdaonline.org for assistance
- Payment for registrations made during the late registration period are to be made via credit card only

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 **Boston Marriott Newton Hotel, 2345 Commonwealth Avenue, Newton, MA 02466**. 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.

- **Boston Marriott Newton** (training location) 2345 Commonwealth Avenue, Newton, MA 02466 **Hotel will provide a room block for 10-12 guests. \$159 per night. Call for reservation: (617)969-1000. Reservations must be made by February 14, 2020.*
- **Hotel Indigo Boston – Newton Riverside** 399 Grove Street, Newton, MA 02462 (617) 969-5300
- **Walker Center for Ecumenical Exchange** 144 Hancock St, Auburndale, MA 02466 (617) 969-3919

AIRPORT TRANSPORTATION

Boston Logan International Airport (BOS) is located 16 miles from the training venue. It is served by multiple airlines. More information is available at the airport website:

<http://www.massport.com/logan-airport/> .

GROUND TRANSPORTATION

Options include public transportation, shuttle, express bus, taxi, ride share, and rental car. More information available here: <http://www.massport.com/logan-airport/to-from-logan/transportation-options/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

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