

# **CDBG Basic Training for Practitioners**

## **DAY ONE:**

### OVERVIEW OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ▶ Historical Perspective and Philosophy
- ▶ Congressional Intent

### UNDERSTANDING THE BASICS

- ▶ Statutes, Regulations, OMB Circulars, and CPD Notices
  - o *Exercise One: Reading the regulations*
- ▶ Eligible Activities
- ▶ National Objectives
- ▶ Limitations on expenditures

### PROGRAM ADMINISTRATION - PART ONE:

- ▶ From Planning to Funding
  - Consolidated Plan and the Annual Plan
  - Citizen Participation
  - Performance Measures and the CAPER
  - IDIS basics

### PROGRAM ADMINISTRATION – PART TWO:

- ▶ Delivering Projects
  - Sub-recipients, CBDOs, CDFIs, and Contractors –
    - ✓ Pro's and Con's of using them
    - ✓ Managing and monitoring performance
    - ✓ Record keeping and Tracking Systems
- ▶ Addressing Sub-recipient performance issues
  - o *Exercise Two: Introducing the team assignment for homework.*

Homework case study: evaluate a proposal from a sub-recipient. Issues: eligibility, national objectives, an involved governing body. Teams elect a recorder and spokesperson.

## **DAY TWO**

- ▶ Questions and Answers from Day One
- ▶ Reporting on homework assignment, discussion on issues
  - o *Exercise: Writing an Effective Contract* (small groups will prepare a draft contract for the project in their homework assignment ) Report Out

### PROGRAM ADMINISTRATION - PART THREE:

- ▶ Financial Management
  - Administrative vs. Project Costs
  - Pre-award costs
  - Section 108 Basics and CDBG "Float"
  - Leveraging other funds
  - OMB Circulars and financial management
  - Program Income – what it is, how it must be used

Drawing and Reprogramming funds

Audits – who, when

Timeliness test

- o *Exercise: Evaluating timeliness in "Blockville"*

#### PROGRAM ADMINISTRATION: PART FOUR

- ▶ Compliance with Other Federal Requirements
  - Environmental requirements
  - Davis Bacon and other Labor requirements
  - Lead Based Paint regulations
  - Uniform Relocation Act and 104(d)
  - FHEO, ADA, and Section 504
  - Procurement, Section 3, and W/MBE
- o *Exercise: Name that Federal Requirement*

#### ACHIEVING QUALITY ADMINISTRATION

- ▶ Keeping Ethics in program management
- ▶ Remembering the "Why"
- ▶ Working with the public and politicians
- ▶ Telling your story

#### **DAY THREE:** Certification Test