

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

CDBG Basics: Training for Practitioners

Breaks will be taken mid-morning and mid-afternoon. Lunch will be on your own from 12:00 – 1:00 on Days One and Two. Day Three lunch will be from 11:00 – 12:00.

DAY ONE: 8:30 – 4:30

INTRODUCTIONS, COURSE OBJECTIVES

CHAPTER ONE: THE FUNDAMENTALS OF CDBG

- Overview
- Historical Perspective and Philosophy
- Congressional Intent
- Statutes, Regulations, OMB Circulars, and CPD Notices
 - ✓ *Exercise One: Help Waldo Find a Regulation*

CHAPTER TWO: NATIONAL OBJECTIVES AND ELIGIBLE ACTIVITIES

- Meeting National Objectives
- Eligible Activities
- Limitations on Expenditures
 - ✓ *Exercise Two: Help Waldo Find Eligible Activities*
 - ✓ *Review of Day One*

Homework case study (in small groups):

Evaluate eligible activities in a proposal from a sub-recipient and identify potential management issues

DAY TWO 8:30 – 4:30

Questions and Answers from Day One

Report on homework assignment, discuss issues and perspectives

CHAPTER THREE: PROGRAM ADMINISTRATION

- Part One: From Planning to Funding
 - Consolidated Plan and the Annual Action Plan
 - Citizen Participation
 - ✓ *Exercise Three: Brainstorming – How to Increase Positive CP*
 - Part Two: Delivering Projects
 - Working with Sub-recipients, CBDOs, and Contractors
 - Part Three: Monitoring the Performance of Others
 - ✓ *Exercise Four: One Year Later - Revisiting “Blockville’s” Subrecipient*
 - Part Four: Documenting and Reporting Performance
 - Record keeping
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The Basics of the CAPER

CHAPTER FOUR: COMPLYING WITH OTHER FEDERAL REQUIREMENTS

- Financial Management
 - Financial Record Keeping
 - Pre-award Costs
 - Administrative versus Project Costs
 - Audits
 - Program Income
 - Timely use of Funds
- ✓ *Exercise Five: Checking “Blockville’s” timeliness*
✓ *Review of Day Two*

DAY THREE 8:30 – 11:00

CHAPTER FOUR: COMPLYING WITH OTHER FEDERAL REQUIREMENTS – (Continued)

- Lead Based Paint Requirements
 - Labor Relations Requirements
 - Environmental Requirements
 - Fair Housing and Equal Opportunity Requirements
 - Uniform Relocation Act and 104(d)
 - Procurement Requirements
- ✓ *Exercise: Name that Federal Requirement*

CHAPTER FIVE: ACHIEVING QUALITY ADMINISTRATION

- Ethics in CDBG Program Management
- Conflict of Interest Requirements
- Working with the Public and Politicians
- Telling your story
- Remembering the “Why”

WRAP-UP AND TRAINING EVALUATIONS

DAY THREE: 11:30 – 12:30 (optional)

- “Review and preview” discussion for test

1:00 - 5:00

- Certification Test (open book)
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