

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

CDBG Basics: Training for Practitioners

Course Agenda

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 at your discretion.

DAY ONE: 8:30 - 4:30

Introductions, Course Objectives

CHAPTER ONE: THE FUNDAMENTALS OF CDBG

- , Overview of the program
- , Historical perspective
- , Reading a regulation
 - Exercise One: Find that Regulation*
- , Resources, definitions

CHAPTER TWO: NATIONAL OBJECTIVES AND ELIGIBLE ACTIVITIES

- , Meeting National Objectives
 - LMI Benefit
 - Slums/Blight
 - Urgent Need
- , Eligible Activities
- , Limitations on Expenditures

Review of Day One

DAY TWO: 8:30 - 4:30

CHAPTER THREE: PROGRAM ADMINISTRATION

- , Part One: From Planning to Funding
 - Consolidated Plan and the Annual Action Plan
 - Citizen Participation
 - Exercise Two: Brainstorming – How to Increase Positive CP*
- , Part Two: Delivering Projects
 - Direct Administration
 - Using Subrecipients
 - Applications
 - Subrecipient Agreements
- , Part Three: Monitoring the Performance of Others
 - Four Risk Factors
 - Monitoring Plan, Monitoring Visit
- , Part Four: Documenting and Reporting Performance
 - Record keeping
 - Basics of the CAPER

CHAPTER FOUR: COMPLYING WITH OTHER FEDERAL REQUIREMENTS

- , Financial Management
 - Financial record keeping
 - Pre-award costs
 - Administration vs. Project Costs
 - OMB Circulars
 - Program income
 - Timely use of funds

Review of Day Two

DAY THREE: 8:30 - NOON

CHAPTER FOUR: COMPLYING WITH OTHER FEDERAL REQUIREMENTS (Con't)

- , Lead Based Paint Requirements
- , Labor Relations Requirements
- , Environmental Requirements
- , Fair Housing and Equal Opportunity Requirement
- , Uniform Relocation Act and 104 (d)
- , Procurement Requirements

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"

NOON - 1:00 Review and preview of test (optional)

1:00 - 4:00 Take the Test (open book)

4:00 Evaluations