

CHAPTER 2.0: TRAINING AGENDA—DAY ONE

- 8:00–9:00 **Participant Registration**
- 9:00–9:30 **Introduction—Administrative Systems for CDBG Subrecipients**
[Rationale, course outline, agenda, handbooks, exercises, the rules of the game]
- 9:30–10:30 **Part I: Introduction to Financial Systems**
- Internal controls
 - Basic Accounting Records
 - Allowable Costs
 - Source Documentation
- [Q&A/Participant Exercises as Appropriate]
- 10:30–10:45 **BREAK**
- 10:45–12:00 **Part II: Financial Systems (Continued)**
- Budget Controls
 - Cash Management
 - Financial Reporting
- [Q&A/Participant Exercises as Appropriate]
- 12:00–1:15 **LUNCH**
- 1:15–2:45 **Part III: Procurement and Contracting**
- General Procurement Requirements
 - Four Permitted Approaches
 - Bonding
 - Use of Local, Small, and Women- and Minority-Owned Businesses (W/MBEs)
- [Q&A/Participant Exercises as Appropriate]
- 2:45–3:00 **BREAK**
- 3:00–4:30 **PART IV: Property Management and Disposition**
- General Responsibilities
 - Real Property Use
 - Personal Property
 - Personal Property Disposition
- [Q&A/Participant Exercises as Appropriate]
- 4:30–4:45 **Summary and Homework Assignments**

[Note: Participants will be requested to review the handbook in the evening for those monitoring issues of particular concern to them and to use it to prepare for the next day's subjects.]

TRAINING AGENDA—DAY TWO

- 9:00–9:15 **Introduction/Review Previous Day's Materials**
- 9:15–10:30 **Part V: Record-Keeping and Reporting Requirements**
- Three Basic Categories of Records
 - File Organization and Maintenance
 - Retention of Records
 - Access and Reporting Requirements
- [Q&A/Participant Exercises as Appropriate]
- 10:30–10:45 **BREAK**
- 10:45–12:00 **Part VI: Other Administrative and Program Requirements of Subparts J and K of 24 CFR 570**
- Program Income (24 CFR 570.500, 570.503, and 570.504)
 - Programmatic and Budget Changes
 - Civil Rights and Fair Housing; Employment and Contracting Opportunities (24 CFR 570.601-602, 570.607)
 - Labor Standards (24 CFR 570.603)
 - Environmental Requirements (24 CFR 570.604)
 - Historic Preservation
 - National Flood Insurance Program (24 CFR 570.605)
 - Floodplain Management (24 CFR Part 55)
 - Relocation, Real Property Acquisition, and One-for-One Housing Replacement (24 CFR 570.606)
 - Lead-Based Paint (24 CFR 570.608 and Part 35)
 - Political Activity (24 CFR 570.207(a)(3))
 - Conflict of Interest (24 CFR 570.611)
 - Program Monitoring (24 CFR 570.501(b), 24 CFR 84.51(a) and (g), and 24 CFR 85.40(a) and (e))
 - Suspension and Termination (24 CFR 570.503(b)(6) and 24 CFR 85.43-44)
- [Q&A/Participant Exercises as Appropriate]
- 12:00–1:15 **LUNCH**
- 1:15–2:45 **Part VII: Audits**
- Types of Audits and General Requirements
 - Internal Control and Compliance Review
 - Audit Reports

TRAINING AGENDA—DAY TWO (continued)

- Auditor Selection, Procurement, and Costs
 - Audit Review and Resolution
- [Q&A/Participant Exercises as Appropriate]

2:45–3:00 ***BREAK***

3:00–3:45 **Part VIII: Closeout Requirements**

- General Requirements
 - The Closeout Process
 - Adjustments to Cost and Cash
 - Continuing Subrecipient Responsibilities
- [Q&A/Participant Exercises as Appropriate]

3:45–4:30 **Part IX: Summary of Requirements: Key Themes**

- Joint Responsibility with Grantee (Partners, Not Adversaries)
 - Performance *and* Compliance
 - Documentation, Documentation, Documentation
 - Commitment to Effective Management
- [Q& A as Appropriate]

4:30 **Session Evaluations**