5th Annual CPD All Grantee Meeting, 2015
Kellogg Arena - 36 Hamblin Avenue, Battle Creek, MI 49017
Thursday, June 18, 2015

Agenda*
(Agenda subject to change)

Registration 8:00 – 8:30 a.m.

Welcome

1. Keith E. Hernandez, AICP, HUD-Detroit, CPD Director 8:30 – 8:50 a.m.
   The Honorable Dave Walters, Mayor of Battle Creek, MI
   - Mistress of Ceremonies – Portia D. McGoy, Chairwoman
     5th Annual *All Grantees Meeting* - 2015
2. The SuperCircular - General Assembly 8:50 – 9:45 a.m.
3. Office of Inspector General 9:45 – 10:05 a.m.

Break – 10:05 a.m. (15 minutes)

Breakout Sessions – Continuum of Care Recipients & Formula Grantees
10:20 a.m. to 12:00 noon

- One-on-One Meet your CPD Staff – Available throughout the day – Sign-up, if interested
- NSP Closeout Clinics – Available throughout the day - Sign-up , if interested

CoC Track	Formula Track
Morning Sessions:	Morning Sessions:
• Preparing for a CPD Monitoring Visit	• Preparing for a CPD Monitoring Visit • Subrecipient Monitoring • The E-Con Planning Suite

Lunch 12 noon to 1:15 p.m. (On your own)

OVER, PLEASE

Agenda - continue
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Breakout Sessions – Continuum of Care Grantees and Formula Grantees
1:30 p.m. to 4:30 p.m.
Break – (15 minutes)

CoC Track	Formula Tracks
Afternoon Sessions: The Lifecycle of a CoC Grant: I. GRANTS MANAGEMENT – Grant Tracking: • Processing Grant Agreements • Grants Processing in eSNAP • Expiring Grants/Recaptures/Closeout Grant Administration: • Grants Management: Budgetary Caps, Amendments & Extensions • Cash Match Requirements • APR Reporting & Tracking	Afternoon Sessions: Choose your track Track A: I. The Right Track – Basically HUD: • HOME Program • National Objectives • Eligibility • Housing Rehab, • Public Facilities • Public Services • ESG Program Track B: II. The NxLevel Track: • Creative Concepts: Innovative approaches to CDBG projects • Financial Management Reporting • HOME Rules! • Small Business – Section 3

U.S. Department of Housing and Urban Development

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**RELAXED ATMOSPHERE **
PUT ON YOUR *COMFORTABLE JEANS* AND JOIN US!

Session Descriptions:

General Assembly

- The SuperCircular (2 CFR 200). The newly, debuted SuperCircular, found at 2 CFR 200, consolidated, streamlined and updated eight (8) OMB Circulars and Guides into one document. The objective was to improve performance while using fewer resources, thereby, reducing the number of duplicative and/or conflicting requirements for grants management across Federal programs. For Grantees with more than one funding source, the differing administrative, cost principles and auditing requirements have been reduced to one set of rules. This session will focus on what the SuperCircular means to our CPD programs and what changes will be implemented in program year, 2015.

- Office of Inspector General (OIGThe Office of Inspector General (OIG) for the U.S. Department of Housing and Urban Development (HUD) is an independent and objective organization, conducting and supervising audits, evaluations, and investigations relating to the Department's programs and operations. They promote economy, efficiency, and effectiveness in CPD programs and operations as they also prevent and detect fraud, abuse, and mismanagement.

  Grantees and Recipients Fiscal Responsibilities. Perhaps the most basic definition of fiscal responsibility is the act of creating, optimizing and maintaining a balanced budget. However, in a governmental context, a pledge of fiscal responsibility is a government's assurance that it will judiciously spend, earn, and generate funds without placing undue hardship on its citizens. It includes a moral contract to maintain a financially sound government for future generations on the understanding that a functional society is difficult to maintain without a financially secure government. The understanding is that grantees and recipients, as well as HUD staff, will use funds in the manner in which they were intended and will make every effort to make financially sound choices that will most benefit those in need.

By Appointment Only - (Scheduled throughout the Day):

- NSP Closeout Clinic: Schedule a session throughout the day with a HUD Representative to review and discuss your specific Neighborhood Stabilization Program (NSP) grant – whether NSP1, NSP2 or NSP3. Individual and small group appointments are available for grantees seeking assistance in reaching close-out of their NSP 1 and NSP3 Grants. Please respond by letting us

know your interest in this method of technical assistance. Appointment times will be provided once we determine the volume of interest.

Get answers to questions, determine how to complete reporting, providing needed detail in meeting national objectives and documenting expenditures. Learn how to track and report Program Income once the NSP Grant is closed. Determine how to develop the Affordability Records necessary for compliance and completion. Identify reporting errors and making corrections in order for the final QPR and collective data match the actual activities and expenditures.

- Meet Your CPD Rep: Schedule a one-on-one appointment with your CPD Staff Employee to discuss a specific problem or issue. Appointments are scheduled throughout the day on an individual or group basis.

❖ Breakout Sessions for Continuum of Cares (CoC) and Formula Grantee's

Morning Track for Continuum of Care Recipients:

- Preparing for a CPD Monitoring Visit for CoC Grantee's . This session will detail what Recipients should expect from a CPD monitoring visit and what HUD expects in preparation for a monitoring visit, such as source documentation, income verification, homelessness definition and written processes and procedures focusing on the Continuum of Care program. It also explains how Grantees are selected for review, and, details the applicable timelines and the expectations for monitoring Sub-Recipients and Pass-through Entities.

Morning Track for Formula Grantee's:

- Preparing for a CPD Monitoring Visit for Formula Grantee's. This session will detail what Grantees should expect from a CPD monitoring visit and what HUD expects of a Grantee in preparation for a monitoring visit for Formula Grantee's. It also explains how Grantees are selected for review and details, the applicable timelines, and, the expectation for monitoring Sub-Recipients and Pass-through Entities.

- Subrecipient Monitoring for Formula Grantee's. This session will detail and help you make better use of your scarce CDBG resources and avoid common pitfalls in managing and monitoring Sub-recipients while you get the job done. Almost all local CDBG programs use Sub-recipients to carry out community development activities. The term "Subrecipient" is frequently used to refer to the sponsors of activities that receive CDBG funds from a local government for their programs. However, there are three distinct types of Sub-recipients – attend this session to learn more.

- The eCon Planning Suite. This orientation/demonstration for Grantee's presents two new planning tools: The Consolidated Plan template in IDIS Online and CPD Maps. This session will include adding maps and data, setting up General Target Areas (GTAs), managing the development of a Consortia ConPlan, setting up the Regional ConPlan and tips for formatting.

Afternoon Sessions for CoC Grantee's:

- The Lifecycle of a CoC Grant. This session, *Lifecycle of a CoC Grant*, is designed to be an overview of the components of managing a HUD Continuum of Care (CoC) Program for the Special Needs Assistance Program (SNAP). This session will be especially useful for newbies (< 2 years), as well as seasoned grantees, sponsors, or employees that need a refresher course on keeping up-to-date with the new HEARTH Act requirements.

    - Grant Management. This session will detail the entire CoC grant process from application to execution. It will explain timeliness and actions that must be completed throughout the process, as well as expiring grants, recaptures and closeouts of CoC grants.

    - Grants Administration. This session is essential for a successful program. It will expand upon program requirements and best practices that will assist with budgeting, adhering to caps, explaining when an amendment or extension will be needed, cash-match requirements as well as Annual Performance Review (APR) tracking and reports

Afternoon Break-out Tracks for Formula Grantee's:

- The Right Track – Basically HUD for Formula Grants. This training will guide and assist Formula Grantees in the implementation of their programs. It is intended for newer employees (less than 3 years) or persons wishing to have a refresher training course. This training will cover the basics of the Block Grant, HOME and ESG programs.

or

- The NxLevel Track. This advanced-level track for Formula Grantees will include the following:

    - Creative Concepts. In recognition of, HUD's 50th Anniversary Year, this session will provide creative concepts from the Grantee's perspective. It will present a few CPD-funded activities being implemented in the State of Michigan that have transformed communities and improved the quality of life and economic and health outcomes for thousands of people over that period.

    - Financial Management Reporting on the SF-425 and PR 26 Reports. This session will provide step-by-step instruction for completing the Federal Financial Report (SF-425) and the CDBG Financial Summary Report (IDIS PR 26), as well as completion of certain adjustment lines within the reports as well as the timeliness report (1.5) requirement.

    - HOME Rules! HUD published the HOME Rule in the Federal Registry on July 24, 2013 to amend HOME Program regulations. The amendment to HOME regulations represents the most significant changes to the HOME program in seventeen years. This training will focus on the latest guidance and resources on the new requirements.

    - Small Business Section 3: Section 3 is the legal basis for providing jobs for residents and awarding contracts to businesses in areas receiving certain types of HUD financial assistance. Under Section 3 of the HUD Act of 1968, wherever HUD financial assistance is expended for housing or community development, to the greatest extent feasible, economic opportunities will be given to Section 3 residents and businesses in that area.