CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel __Barbara Garcia__ Department __Community Development__

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)
__To attend HUD Entitlement Grant Management Training in Beaumont, TX__

List all other City employees, if any, making the trip for the same purpose: __Jason Green__

Place of meeting or destination: __Holiday Inn Beaumont Plaza Hotel, Beaumont, TX__
Date of meeting __October 17-18, 2006__
Date trip to begin __October 16, 2006__ Date trip will end __October 19, 2006__
Method of transportation requested __Airline__

Estimated transportation cost	$ 1,500.00
Meals	238.00
Lodging __3__ days	540.00
Other costs – description_____	
Total estimated cost of trip	$ 2,278.00

Signed __Barbara Garcia__ Date __8/4/06__ Date __8-4-06__
(person requesting travel) (Department Head)

- -

When the cost of the trip will exceed $500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is $ _____

Approved: _____ Date __8-7-06__
Mayor

- -

When the cost of the trip will exceed $1,500, per event, Council approval is required.

Approved by Common Council on_____ (Date)

White copy – Mayor   **Yellow copy – Finance**   **Gold copy – Department copy**

OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

DATE: July 26, 2006

TO: Community Development Professional

FROM: Stanley Gimont, Director
           Entitlement Communities Division

Dear Community Development Professional:

I am pleased to announce that HUD is offering subrecipient management training for Community Development Block Grant (CDBG) program Entitlement grantees. This course will provide Entitlement grantees with important CDBG program information that they can begin using immediately in their communities. I would like to invite you to attend this course, which will be held on October 17-18, 2006 in Beaumont, Texas. Details concerning the location of the training and hotel information are attached. There is no registration fee associated with the course.

The course is designed for Entitlement community staff who manage subrecipient organizations and will focus on grantees' processes for subrecipient selection, training, management, reporting, and monitoring. Over the one and one-half day course, the instructors will discuss the five factors for successful subrecipient oversight; effective systems for selecting projects and subrecipients; elements of a strong written agreement between subrecipients and grantees; how to spot and clear up subrecipient performance problems; and, monitoring subrecipients. In order to increase the participants' CDBG knowledge and application of the information, the instructors will use various case studies, group problems, and interactive exercises to assist in obtaining a comprehensive understanding of the course information. A copy of the proposed agenda is attached for your review.

Please note that this is a personal invitation to you, and not a general invitation to your agency. If you cannot attend this event, you may suggest a substitute colleague to attend the training. If you wish to attend this course, please complete and fax the attached training registration form as soon as possible, but not later than **September 22, 2006,** to the National Community Development Association (NCDA) at (202) 887-5546, attention Karen Parker. Please contact Ms. Parker at (202) 293-7587 for additional information on this course.

EFFECTIVE MANAGEMENT OF CDBG SUBRECIPIENTS

A G E N D A

Day One: 9:00 a.m. - 4:00 p.m.

Introduction to Subrecipient Management:

>Welcome, Introduction of participants, trainers
>
>Why this course was developed
>
>HUD guidebooks/studies on subrecipient management
>
>What attendees can expect of this course:
>
>>Benefits of strengthened systems for selection, written agreements,
>>
>>reporting and monitoring of subrecipients
>
>Self-evaluation exercises
>
>Five factors for success
>
>Pre-award assessments
>
>Models for applications
>
>Written agreements
>
>Homework exercise

Chapter One: Introduction and Overview

>*Training themes*
>
>>#1: the grantees is responsible for the subrecipient's performance
>>
>>#2: management style has a direct impact on the success of the subrecipient relationship
>>
>>#3: planning ahead will prevent problems
>>
>>#4: focus on continuous improvement

>*Five Factors for Success*
>
>>Factor One: Select partners who share a common vision with you
>>
>>Factor Two: Pre-screen applicants
>>
>>Factor Three: Prepare effective written agreements
>>
>>Factor Four: Use training and technical assistance
>>
>>Factor Five: Effective reporting and data gathering

>*What is a CDBG Subrecipient?*

>*Individual Exercise One: Self-evaluating their agency in light of five factors*
>
>*Individual Exercise Two: Self-evaluating agency's strengths and weaknesses in subrecipient management*

Chapter Two: The Planning and Selection Process

The decision to use Subrecipients: when and for what projects

Pre-award assessments/Selection Models

Applications

Selection of applicants

Conflict of interest

Chapter Three: Writing the Subrecipient Agreement

Success Factor # 3: A strong written agreement

Required and recommended inclusions

Who should be involved

How should it be used

Homework assignment: Designing an Effective Subrecipient Agreement

Participants will be given a sample program description and a written agreement with key places to complete sections required and suggested language. They will work in small groups after hours to complete the assignment, select a spokesperson, and be prepared to report on their provisions (via written summaries of their provisions on an acetate shown on an overhead projector) in the morning. They would also be asked to report on how they would develop the provisions and use them as a training, reporting, monitoring, and management tool.

Day Two: 9:00 a.m. - 1:00 p.m.

Report out and discussion of Homework exercise

Identifying problems and solutions

Guidance and tips on training and technical assistance

Monitoring and follow-up

Chapter Four: Improving Performance Through Technical Assistance, Training, and Monitoring

Performance Problems

Early warning signs: How to address them

Training or Technical Assistance as a tool: pros and cons

Success Factor #4: An Effective Reporting System

Six key elements of an information system

Sample reporting systems

Chapter Five: Monitoring Subrecipients

Success Factor #5: An Effective Monitoring System

    Types of monitoring: risk analysis process

    The monitoring process

      What to review: compliance, satisfaction, outcomes

    AFindings@ vs. AConcerns@

    The monitoring letter and follow-up

    Sanctions to correct problems

    Common problems

      Program Income

      Economic Development projects

    Evaluation and Adjournment

REGISTRATION FORM

NAME/TITLE: **Barbara Garcia/Community Development Specialist**

COMMUNITY/COUNTY: City of Rapid City, SD

ADDRESS: 300 Sixth Street, Rapid City, SD 57701

PHONE/FAX/E-MAIL: (605) 394-4181 Phone
                                         (605) 394-6636 Fax
                                         Barbara.Garcia@rcgov.org

NUMBER OF YEARS IN CDBG: 2 years, 7 mos.

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NAME/TITLE: **Jason Green/Community Development Director**

COMMUNITY: City of Rapid City, SD

ADDRESS: 300 Sixth Street, Rapid City, SD 57701

PHONE/FAX/E-MAIL: (605) 394-4140 Phone
                                         (605) 394-6633 Fax
                                         Jason.Green@rcgov.org

NUMBER OF YEARS IN CDBG: 6 mos.

HOTEL INFORMATION
• **Please call the Holiday Beaumont Plaza Hotel at 409-842-5995. The special conference rate is $89 per night. Please use the group identifier as the "NCDA Region VI Conference."**
• **There is no fee for this course. However, there are only 50 slots available, so please get your registrations in early.**

YOU MUST FAX A REGISTRATION FORM TO NCDA AT: 202-887-5546.
Please call NCDA to confirm receipt of registration form.

For more information on the *Effective Subrecipient Management* course, please contact Karen Parker at 202-293-7587.