

# Vermont Community Development Program (VCDP)

## Grants Management Compliance Workshop Agenda

October 18, 2017 – Montpelier, VT

**8:45-9:30 – Arrival and Registration**

**9:30 – Welcome, Introductions, and Schedule**

### **CDBG: An Overview**

Community Development Block Grant Program (CDBG) and the VCDP mission

Different Types of CDBG Grants

### **Requisition Process**

Review of Grant Electronic Application Reporting System (GEARS)

New Statuses - Special Conditions Required & Drawn with Conditions

Supporting Documentation – staff time, ledger, invoices, and canceled checks

Peer Examples

Q & A

### **Preparing for a Financial Monitoring**

Remote Desk Review vs. On-Site Monitoring

Review Financial Monitoring Worksheet

Financial Supporting Documentation

Internal Financial Controls

Q & A

**12:00 – LUNCH** (*Bring Your Own Lunch, Cafeteria on-site*)

**1:00 – Welcome Back, Review Afternoon Schedule**

### **Audits**

Subrecipient Annual Report (SAR) Requirements

Schedule of Expenditures of Federal Awards (SEFA) Reporting Requirements

Hiring an Auditor & Performing Single Audits

Q & A

### **Contracts and Procurement**

Procurement and Bid Process

Contracts & Standard Language

Davis-Bacon and Labor Standards

Monitoring Preparation

Q & A

### **Environmental Review**

Overview of Environmental Review Process

Common Challenges

**3:00 – Adjourn** (*Staff available for additional Technical Assistance questions*)