

Day One

8:30 – 9:00	Registration
9:00 – 9:45	Welcome & Introductions
9:45 – 10:15	Overview of Grants Management Cycle and Tools
10:15 – 10:30	Break
10:30 – 11:45	Allocating Resources • HUD Planning Process Requirements • Options for Allocating Your Resources • The Four Questions
11:45 – 1:00	Lunch
1:00 – 1:40	Allocating Resources Activity
1:40 – 2:30	Contracting • HUD Requirements for Written Agreements • Troubleshooting
2:30 – 2:45	Break
2:45 – 3:15	Contracting (cont'd)
3:15 – 4:15	Contract Management • Roles and Responsibilities • Money and Silver Shovels
4:15 – 4:30	Wrap Up

Day Two

9:00 – 9:15	Welcome Back and Check In
9:15 – 10:30	Contract Management • HUD's Expectations • Tools of the Trade
10:30 – 10:45	Break
10:45 – 11:45	Monitoring and Risk Assessment
11:45 – 1:00	Lunch
1:00 – 2:30	Building Your Monitoring Plan
2:30 – 2:45	Break
2:45 – 4:00	Closing the Loop • Contract and Award Closeout • Annual Reporting
4:00 – 4:30	Wrap Up