

## Day One

8:30 – 9:00	Registration
9:00 – 9:45	Welcome & Introductions
9:45 – 10:30	Overview of Grants Management Cycle and Tools
10:30 – 10:45	Break
10:45 – 11:45	Allocating Resources <ul style="list-style-type: none"><li>• HUD Planning Process Requirements</li><li>• Options for Allocating Your Resources</li><li>• The Four Questions</li></ul>
11:45 – 1:00	Lunch
1:00 – 1:40	Allocating Resources Activity
1:40 – 2:30	Contracting <ul style="list-style-type: none"><li>• HUD Requirements for Written Agreements</li><li>• Troubleshooting</li></ul>
2:30 – 2:45	Break
2:45 – 3:15	Contracting (cont'd)
3:15 – 4:15	Contract Management <ul style="list-style-type: none"><li>• Roles and Responsibilities</li><li>• Money and Silver Shovels</li></ul>
4:15 – 4:30	Wrap Up

## Day Two

9:00 – 9:15	Welcome Back and Check In
9:15 – 10:30	Contract Management <ul style="list-style-type: none"><li>• HUD's Expectations</li><li>• Tools of the Trade</li></ul>
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 – 4:15	Closing the Loop: <ul style="list-style-type: none"><li>• Contract and Award Closeout</li><li>• Annual Reporting</li></ul>
4:15 – 4:30	Wrap Up and Adjourn