



CAPACITY BUILDING OFFER CATALOG



CDBG-DR/MIT CURRICULUM

The Puerto Rico Department of Housing (PRDOH) is committed to ensuring compliance with federal administrative requirements and increasing the capacity of its staff, contractors, and subrecipients. Therefore, PRDOH developed a CDBG-DR/MIT Curriculum available in the Learning Management System *Talent LMS*.

The curriculum consists of sixty-one (61) courses created to give your entity a basic understanding of CDBG-DR/MIT upon executing the Subrecipient Agreement.

You can access the Learning Management System, *Talent LMS* by clicking [HERE](#).

Subrecipients may participate in recurring training seminars. A notice of available webinars is posted each month on the CDBG-DR resources page. You can access the calendar by clicking [HERE](#).

CDBG-DR GENERAL PRINCIPLES

CDBG-DR.101
Overview of Community Development Block Grant-Disaster Recovery

CDBG-DR.102
Implementing your CDBG-DR Program

CDBG-DR.103 **
Cross Cutting Requirements

CDBG-DR.104
Compliance Requirements

CDBG-DR.105
Getting to Know Puerto Rico CDBG-DR Grants

GRANT MANAGEMENT & ADMINISTRATION PRINCIPLES

GMAP.101
Lifecycle of CDBG-DR/MIT Grant

GMAP.102
Subrecipients Agreements

GMAP.103
Roles and Responsibilities

GMAP.104
Citizen Complaints

GMAP.105
Policies and Procedures

GMAP.106
Personally, Identifiable Information (PII)

GMAP.107
Overview of Monitoring and Risk/Capacity Assessments

GMAP.108
Security Awareness Fundamentals

GMAP.109
Best Practices for Closeout

GMAP.110
SRA's Amendments

RK.101
Introduction to Recordkeeping and Retention for CDBG-DR

RK.102
Introduction to Financial and Performance Reporting

RK.103
Grant Compliance Portal - Reports

RK.104
GCP - Procurement & Contracts

RK.105
GCP - RFI & Concierge

AFWA.101
Anti-Fraud, Waste, Abuse, or Mismanagement

FINANCIAL MANAGEMENT

FM.101
Financial Management

FM.102
Cost Principles for CDBG-DR

FM.103
Internal Controls and Accounting for CDBG-DR

FM.104
Budgets and Timely Expenditure of Funds

FM.201
Best Practices for Finance Management Activities

FM.202
Indirect and Direct Costs and Negotiated Indirect Cost Rate Agreements (NICRA)

FM.203
Invoicing Process

FM.401
Technical Assistance Finance and Invoicing

*Optional Courses



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PROCUREMENT

PROC.101

Introduction to PRDOH Procurement Manual

PROC.104

Procurement Self-Certification Checklist

PROC.202

Best Practices for Request for Proposals (RFP)

PROC.204

Qualifications Based Selection

PROC.206

Non-Competitive Procurement

PROC.302

Independent Cost Estimates and Price/Cost Analysis

* PROC.102

Procurement Processes based on 2 C.F.R. § 200.318 - 200.327

PROC.201

Best Practices for Micro Purchase and Small Purchase by CDBG-DR Subrecipients

PROC.203

Sealed Bids (IFB)

PROC.205

Best Practices for Pre-Qualified List Procurement

PROC.301

Designing Effective Scopes of Work

PROC.304

Contracting for CDBG-DR

FEDERAL COMPLIANCE & LABOR STANDARDS

FCLS.101

Fundamentals of Section 3 and MWBE

FCLS.202

Section 3, MWBE, Davis Bacon and Related Laws during Procurement Processes

* FCLS.401

Best Practices & Implementation Tips

FHEO.102

FHEO Requirements in Puerto Rico

FHEO.202

Language Access Plan (LAP)

FHEO.204

Section 504 of the Rehabilitation Act

ER.101

Introduction to Environmental Reviews for CDBG-DR

SEC3.101

Introduction to Section 3 Requirements

FCLS.201

Completing Documentation and Activities

FCLS.301

Quarterly Reporting Documenting Efforts

FHEO.101

Introduction to Fair Housing and Equal Opportunity for CDBG-DR

FHEO.201

Reasonable Accommodation Policy

FHEO.203

American Disability Act Requirements

DBRA.101

Introduction to Davis Bacon and Related Acts

ER.102

Environmental Review in Disaster Recovery Programs

URA.101

Introduction to URA

MWBE.101

Introduction to Minority-and-Women Owned Business Requirements

INSTRUCTIONAL VIDEOS

Timesheets

Sam & UEI Video

*Optional Courses

SEMINARIOS EN LÍNEA Y TALLERES DE CAPACITACIÓN RECURRENTE



The Department of Housing developed and is implementing a holistic capacity building approach, including recurring webinars and training workshops to educate entities on the responsibilities and duties set forth in the Subrecipient Agreement.



FOR MORE INFORMATION AND ASSISTANCE: cdbg-dr-trainings@vivienda.pr.gov