



CDBG-DR/MIT

# Trainings Catalog

A photograph of a row of colorful houses in a neighborhood. The houses are painted in various colors including blue, orange, yellow, and pink. They have white trim around the windows and doors. The street is paved with cobblestones. A semi-transparent white box is overlaid on the image, containing the year "2026".

2026

Trainings for  
**SUBRECIPIENTS**

 [cdbg-dr-mit-trainings@vivienda.pr.gov](mailto:cdbg-dr-mit-trainings@vivienda.pr.gov)

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In-person presentations that provide organizations with information on CDBG-DR/MIT Grants. Key topics related to procurement processes, financial management, federal compliance, and more are discussed and practiced.

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### Registration

Consult the registration section to find out how to register to participate in the training initiatives included in this catalog.

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### Resources

Consult the resources section for special requests and other sources available for subrecipients.





# Talent LMS



2026

The Learning Management System, Talent LMS, contains five (5) self-guided modules that include multiple specialized courses designed to provide entities with a basic understanding of CDBG-DR/MIT Grants following the execution of the Subrecipient Agreement (SRA). All courses are available in English and Spanish.

Subrecipients participation is mandatory.

## CDBG-DR/MIT

CDBG-DR.101.LMS	Overview of Community Development Block Grant - Disaster Recovery
CDBG-MIT.101.LMS	Overview of Community Development Block Grant - Mitigation
DOB.101.LMS	Introduction to Duplication of Benefits

## FEDERAL COMPLIANCE & LABOR STANDARDS

DBRA.101.LMS	Introduction to Davis Bacon and Related Acts
ER.101.LMS	Introduction to Environmental Reviews
FHEO.101.LMS	Introduction to Fair Housing and Equal Opportunity
FHEO.201.LMS	Reasonable Accommodation Policy
FHEO.202.LMS	Language Access Plan (LAP)
FHEO.203.LMS	American Disability Act and 504 Law Requirements
● FHEO.204.LMS	Equal Employment Opportunity
MWBE.101.LMS	Introduction to Minority and Women Owned Business Requirements
OSHA.101.LMS	Occupational Safety and Health

SEC3.101.LMS Introduction to Section 3 Requirements

URA.101.LMS Introduction to URA

## **FINANCIAL MANAGEMENT**

FM.101.LMS Financial Management

FM.102.LMS Cost Principles

FM.103.LMS Internal Controls and Accounting

FM.104.LMS Budgets and Timely Expenditure of Funds

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

## **GRANT MANAGEMENT & ADMINISTRATION PRINCIPLES**

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

GMAP.101.LMS Lifecycle of a CDBG-DR/MIT Grant

GMAP.102.LMS Subrecipients Agreements

GMAP.103.LMS Roles and Responsibilities

● GMAP.104.LMS Citizen Complaints

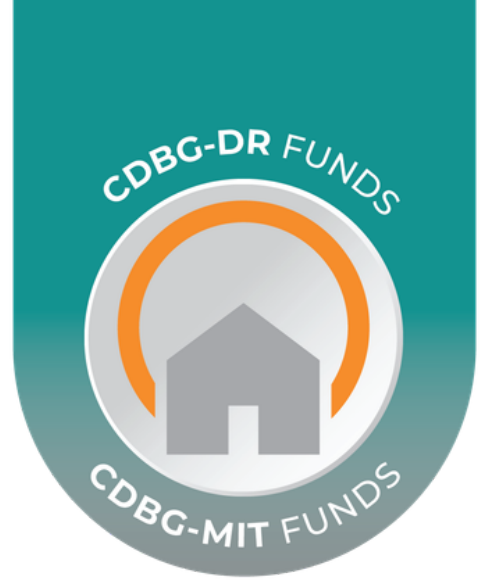
GMAP.105.LMS Policies and Procedures

GMAP.106.LMS Personally Identifiable Information (PII)

- GMAP.107.LMS Overview of Monitoring and Risk/Capacity Assessments
- GMAP.108.LMS Security Awareness Fundamentals
- RK.101.LMS Introduction to Recordkeeping and Retention
- RK.102.LMS Introduction to Financial and Performance Reporting

## **PROCUREMENT**

- PROC.102.LMS Procurement Processes Based on 2 C.F.R. § 200.318 - 200.327
- PROC.202.LMS Best Practices for Request for Proposals (RFP)
- PROC.203.LMS Sealed Bids
- PROC.206.LMS Non Competitive Procurement
- PROC.302.LMS Independent Cost Estimates and Price/Cost Analysis



# Webinars



Webinars are offered on a recurring basis, providing organizations a virtual space to ask questions and clarify any doubts.

Subrecipients participation is optional and voluntary.

# **CDBG-DR/MIT**

## **CDBG-DR/MIT.103.WEB: Cross Cutting Requirements**

Session divided into two parts that provides a review of all cross-sector requirements relevant to CDBG-DR/MIT and how to implement them in programs.

## **CDBG-DR/MIT.104.WEB: Compliance Requirements**

Provides a description of compliance issues. Helps foster subrecipients' understanding of the requirements applicable to the use of federal funds for the implementation of CDBG-DR/MIT Programs and activities.

# **FEDERAL COMPLIANCE & LABOR STANDARDS**

## **ER.201.WEB: Environmental Review in Detail**

Provides an overview of the basic concepts of environmental review, provides guidance on applicable laws and regulations, and explains how they relate to activities funded by CDBG-DR/MIT funds.

## **ER.202.WEB: Historic Preservation, Section 106**

Provides an overview of the process for complying with historic preservation requirements. Also, explains the documents and details necessary to be in compliance, as well as the steps and estimated time to complete Section 106.

## **ER.203.WEB: Floodplain Management and Protection of Wetlands**

Provides general information on applicable laws and regulations, enforcement actions and processes and the role of local agencies as Floodplain Managers. It also presents best practices for compliance with the applicable regulations.

## **FCLS.101.WEB Fundamentals of Section 3 and M/WBE**

Provides basic information on the roles and responsibilities of subrecipients and contractors in compliance with Section 3 and M/WBE regulations, federal reporting and recordkeeping requirements and the resources and tools to facilitate the management of CDBG-DR/MIT Grants.

## **FCLS.202.WEB How to Prepare the Template to Document Efforts and the Federal Compliance Quarterly Report**

Provides a walkthrough of the Quarterly Report and the Template to Document Efforts, the required fields and the essential information in each section. In addition, presents the process of delivery of both forms.

### **FCLS.203.WEB: Section 3, M/WBE, Davis Bacon & Related Laws During Procurement Processes**

Provides guidance on the interrelationship between the execution of the procurement process and the regulations of Section 3, M/WBE and Davis Bacon and Related Laws.

### **FHEO.101.WEB: Introduction to Fair Housing and Equal Opportunity**

Provides information of Fair Housing and Equal Opportunity (FHEO) requirements that apply to CDBG-DR/MIT funded Programs and activities. Explains relevant laws and authorities, provides guidance on the Fair Housing Affirmative Marketing Plan and Language Access Plan, discusses reasonable accommodations and modifications and provides information on Equal Employment Opportunity.

### **FHEO.201.WEB: Reasonable Accommodation Policy**

Provides information on the terms of disability, reasonable accommodation and reasonable modification. Lists key components of ADA, Section 504 and the applicable civil rights laws. Explains how to implement the ADA Policy and the steps that must be followed to comply with the basic reasonable accommodation requirements. Also, describes the process established by the Puerto Rico Department of Housing Disaster Recovery Office.

### **URA.101.WEB: Introduction to URA**

Provides information about the Uniform Real State Acquisition and Relocation Assistance Policy Act of 1970, as amended (URA). Explains the applicability of the URA to CDBG-DR/MIT projects, distinguishes voluntary acquisition and involuntary acquisition and lists the relocation benefits.

### **URA.201.WEB: Real Estate Acquisition Processes and Considerations Related to Relocation**

Provides information on key concepts to ensure compliance and equitable treatment of displaced persons and property owners.

# FINANCIAL MANAGEMENT

## **FM.105.WEB: Introduction to VendorCafe**

Provides a general explanation of the Vendor Cafe registration system and process, invoice registration, process for generating an invoice package, communication process with the Department of Housing, general considerations, and how to obtain technical assistance.

## **FM.201.WEB: Best Practices for Financial Management Activities**

Provides financial management best practices for subrecipients. It also provides an overview of financial management requirements, cost principles, accounting systems, records and budgets.

## **FM.203.WEB: Invoicing Process**

Provides guidance on processes related to billing for activities and projects funded with CDBG-DR/MIT funds.

# GRANT MANAGEMENT & ADMINISTRATION PRINCIPLES

## **GMAP.105.WEB: Policies and Procedures**

Provides the basics of policies and procedures and offer guidance on completing the policy self-certifications.

## **GMAP.109.WEB: Best Practices for Closeout**

Provides information on the role of entities in maintaining records from project initiation to completion. Also, it explains CDBG-DR/MIT closing requirements as well as best practices throughout the grant lifecycle to ensure a smooth closing process.

## **GMAP.110.WEB: Subrecipient Agreement Amendments (SRA)**

Provides information on the process and documentation required to amend a Subrecipient Agreement (SRA). In turn, it explains the events and circumstances that cause amendments and/or modifications to the SRA.

## **RK.106.WEB: Grant Compliance Portal - English Version**

Provides an overview of the Grant Compliance Portal (GCP) modules. Presents a walkthrough of the Reports sections, the required fields and the actions that can be done within the Procurement and Contracts module. Also, presents the process of creating, sending and managing a Request for Information (RFI) and the use of the Inquiries and FAQs (Concierge) module.

## **RK.107.WEB: Grant Compliance Portal - Vendors**

Provides an overview of the Reports, My Profile and Request for Information (RFI) modules found within the GCP from the Contractor's perspective. Also, includes a walkthrough of the report sections and required fields. Finally, the contractor is introduced to the process of creating, submitting and managing a Request for Information (RFI).

## ● **RK.109.WEB: Participant Information Portal Overview**

Provides Small Business Incubators and Accelerator Program (SBIA) and Workforce Training Program (WTP) subrecipients with a detailed overview of the Participant Information Portal (PIP), including information about registered participants and a walkthrough of the different sections and required fields.

# PROCUREMENT

## **PROC.104.WEB: Procurement Self-Certification Checklist**

Provides information on the requirements of the questions included in the Procurement Self-Certification Checklist so that subrecipients can complete it accurately.

## **PROC.201.WEB: Best Practices for Micropurchase and Simplified Acquisition**

Provides an overview of the Micropurchase and Simplified Acquisition procurement processes outlining key steps, best practices and documentation requirements.

## **PROC.202.WEB: Best Practices for Request for Proposals (RFP)**

Provides an overview of requirements, documentation and best practices in Request for Proposal (RFP) procurement processes.

## **PROC.203.WEB: Sealed Bids**

Provides information on the Sealed Bids procurement method describing the process and best practices.

## **PROC.206.WEB: Non Competitive Procurement**

Provides information on when the Non Competitive procurement is applied, the importance of the documentation and the best practices in these processes to ensure compliance.

## **PROC.302.WEB: Independent Cost Estimates and Price/Cost Analysis**

Provides information on the importance of preparing and producing an Independent Cost Estimate (ICE). It also explains how to determine the reasonableness of costs through price and cost analysis.

## **PROC.304.WEB: Contracting for CDBG-DR/MIT**

Provides information to identify the types of contracts required and used by CDBG-DR/MIT, helps understand which of these should be selected based on the type of work and explains best practices in the contracting processes.



# Workshops



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Workshops adopt a practical approach, providing information and conducting hands-on exercises to promote structured discussion and enhance participants' knowledge of CDBG-DR/MIT Grants.

Subrecipient participation is optional and voluntary.

# **CDBG-DR/MIT**

## **DOB.101.WRK: Duplication of Benefits**

Provides an overview of duplication of benefits, roles and responsibilities, general steps for calculation, necessary documentation, guidelines for avoiding duplication of benefits and how to ensure recovery of funds in the event of duplication of benefits.

# **FEDERAL COMPLIANCE & LABOR STANDARDS**

## **ER.201.WRK: Environmental Review in Detail**

Provides an overview of the basic concepts of environmental review, guidance on applicable laws and regulations and explains how they relate to the activities funded by CDBG-DR/MIT funds.

## **FCLS.202.WRK: How to Prepare the Template to Document Efforts and the Federal Compliance Quarterly Report**

Provides a walkthrough of the Quarterly Report and the Template to Document Efforts, the required fields and the essential information in each section. In addition, presents the process of delivery of both forms.

## **URA.101.WRK: Introduction to URA**

Provides information about the Uniform Real State Acquisition and Relocation Assistance Policy Act of 1970, as amended (URA). Explains the applicability of the URA to CDBG-DR/MIT projects, distinguishes voluntary acquisition and involuntary acquisition and lists the relocation benefits.

## **URA.201.WRK: Real Estate Acquisition Processes and Considerations Related to Relocation**

Provides information on key concepts to ensure compliance and equitable treatment of displaced persons and property owners.

# **FINANCIAL MANAGEMENT**

## **FM.100.WRK: Financial Management Review Clinic**

Provides an overview of the different components and requirements of financial management. It is an interactive session where participants work together to apply their knowledge of internal controls, accounting, budgeting, records, cost principles and reporting.

## **FM.200.WRK: Cost Principles and Financial Management Best Practices**

Provides an overview of cost principles within financial management, including the difference between direct costs and indirect costs. Also, describes the key components and best practices of financial management.

# GRANT MANAGEMENT & ADMINISTRATION PRINCIPLES

## **RK.100.WRK: Recordkeeping Review Clinic**

Provides an overview of key records management standards and requirements for CDBG-DR/MIT Grants. Additionally, it shares best practices for documentation and archiving processes.

## **RK.108.WRK: Governance in Times of Change**

Provides guidance on how to manage CDBG-DR/MIT Grants in the face of foreseeable and unforeseeable changes that may affect program continuity to ensure the integrity of the documentation generated, the application of required policies and procedures and cross-cutting compliance with all applicable requirements.

## **PM.100.WRK: Project Management Principles**

Provides information on the fundamental concepts and basic principles of project management and how to apply them effectively. It describes how to develop a work plan, how to use and update it to manage a project successfully, and the critical elements that have to be managed and controlled to achieve the expected project results.

# PROCUREMENT

## **PROC.100.WRK: Procurement Review Clinic**

Provides an overview of the procurement process and methods and provides space for subrecipients to ask questions and resolve problems.

## **PROC.202.WRK: Request for Proposals (RFP)**

Provides an overview of requirements, documentation and best practices in Request for Proposal (RFP) procurement processes.

## **PROC.203.WRK: Sealed Bids**

Provides information on the Sealed Bids procurement method describing the process and best practices.

## **PROC.301.WRK: Designing Effective Scopes of Work**

Provides information on the key components of a scope of work (SOW) and describes best practices for developing and preparing an effective SOW.

## **PROC.302.WRK: Independent Cost Estimates and Price/Cost Analysis**

Provides information on the importance of preparing and producing an Independent Cost Estimate (ICE). It also explains how to determine the reasonableness of costs through price and cost analysis.



# Registration

## **TALENT LMS REGISTRATION**

Complete the Talent LMS account request form for subrecipients for the identified staff members who manage CDBG-DR/MIT Grants using the following link: [click here](#). You will need to select your preferred language (Spanish or English) and the Program(s) you represent.

## **WEBINARS REGISTRATION**

Complete the webinars registration using the calendar available on the Disaster Recovery Office website, under the [Resources](#) section.



# Resources

## SPECIAL REQUESTS

Special requests are accepted for the training resources included in this catalog. Organizations may also request these trainings in Spanish.

## WEB PAGE - RESOURCES SECTION

Visit the web page of the [Disaster Recovery Office](#), [Resources](#) section, to access the webinars calendar and other training tools.

## CONTACTS

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