



DEPARTMENT OF

HOUSING

GOVERNMENT OF PUERTO RICO

RECURRING WEBINARS

September 2026

The following webinars will be offered during the month of September for the benefit of the CDBG-DR/MIT Programs subrecipients.

FINANCIAL MANAGEMENT

1

FM.203.WEB: INVOICING PROCESS

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

Date: September 8, 2026 Time: 2:00 – 3:00 PM

Recommended participation: Program POC's and Finance personnel

Registry: For English version please contact us at cdbg-dr-mit_trainings@vivienda.pr.gov

2

FM.105.WEB: INTRODUCTION TO VENDORCAFE

Provides a general explanation of the VendorCafe 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.

Date: September 30 2026 Time: 2:00 – 3:00 PM

Recommended participation: Program POC's and Finance personnel

Registry: For English version please contact us at cdbg-dr-mit_trainings@vivienda.pr.gov

GRANT MANAGEMENT & ADMINISTRATION PRINCIPLES

1

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.

Date: September 30, 2026 Time: 10:00 – 11:00 AM

Recommended participation: SBIA Program POC's

Registry: For English version please contact us at cdbg-dr-mit_trainings@vivienda.pr.gov

2

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.

Date: September 30, 2026 Time: 11:00 – 12:00 PM

Recommended participation: WTP Program POC's

Registry: For English version please contact us at cdbg-dr-mit_trainings@vivienda.pr.gov

Recurring webinars are intended to provide subrecipients with the tools necessary to effectively perform their tasks.

Participation is optional and voluntary.

For more information: cdbg-dr-mit_trainings@vivienda.pr.gov

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GRANT MANAGEMENT & ADMINISTRATION PRINCIPLES

1

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.

Date: September 10, 2026 Time: 10:30 – 11:30 AM

Recommended participation: Program POC's

Registry: For English version please contact us at cdbg-dr-mit trainings@vivienda.pr.gov

2

GMAP.102.WEB: SUBRECIPIENTS AGREEMENTS

Provides information about the Subrecipient Agreement (SRA), mentions and describes the agreement exhibits and explains the administration requirements, the management and maintenance of important documentation, audits and monitoring, project closure, among others.

Date: September 14, 2026 Time: 2:00 – 3:00 PM

Recommended participation: Program POC's

Registry: For English version please contact us at cdbg-dr-mit trainings@vivienda.pr.gov

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