

FY 2017 Conference Spending (reported January 31, 2018)

HUD has implemented a departmental conference review, approval, and reporting process to ensure that appropriated funds are spent properly relative to our essential mission. Managers throughout the department are thoroughly evaluating ways to leverage technology when possible and maximize the benefit from the expenditures on conferences and travel. To this end, HUD has also increased the use of webcasts and online trainings in place of in-person conferences and meetings.

HUD's conference process includes input from within HUD and from our constituents on the required training and information exchange that is best accomplished in-person. With proper internal controls, HUD's leadership is confident that we will continue to be good stewards of the resources entrusted to us.

On June 15, 2017, the Office of Management and Budget (OMB) issued Memorandum-17-26 "Reducing Burden for Federal Agencies by Rescinding and Modifying OMB Memoranda" As required by M-17-26, HUD is reporting on each conference sponsored by HUD during the prior fiscal year (FY) where US Government appropriated funds were expended in excess of \$100,000.

Conferences in excess of \$500,000

During the FY ended September 30, 2017 (FY 2017), HUD did not sponsor any conferences which expended appropriated federal funds in excess of \$500,000.

Conferences in excess of \$100,000

Four conferences sponsored by HUD during FY 2017 incurred the expenditure of appropriated funds in excess of \$100,000. The following information is presented, per the guidance in M-17-08, for each of these conferences:

- sponsoring HUD program office
- conference name
- location
- date
- total number of individuals whose travel expenses or other conference expenses were paid by HUD
- total conference expenses incurred
- brief explanation how the conference advanced HUD's mission

Listing of FY 2017 HUD-sponsored Conferences Over \$100k

Program Office The link to each program office home page is provided below	Conference (Name, Location and Date)	Number of Payees	Total Conference Expenses	How the Conference Advanced the Mission of the Agency
Office of Housing	Office of Housing Counseling (OHC) Annual All Staff Training Location: San Francisco, CA Date: July 24-28, 2017	72	\$215,000	This meeting brought together all OHC staff from more than two dozen locations and resulted in immediately actionable program improvements as well as a strategic plan for 2018 that identified milestones to implement Department priorities. The meeting resulted in the following outcomes: <ul style="list-style-type: none"> • Training to reduce risk to the Department on grant agreements, grant payments through the E-LOCCS system, grant execution and reporting, and material misuse of funds. • Training on statutory mandates, including (for example) housing counselor certification and counseling on the full cycle of homeownership topics. • Brainstorming in response to executive orders and leadership requests to identify ways to reduce administrative and regulatory burden on government staff and housing counseling agencies. • Discussion to improve consistency and accuracy of agency performance reviews. The conference permitted sharing of best practices and identifying inconsistent program interpretations. • Training and input on streamlining initiatives including the Housing Counseling Agency Management System (HCAMS) currently in development. HCAMS will reduce risk from manual errors, increase consistency, lower

				<p>costs to government and greatly reduce administrative burden on housing counseling agencies.</p> <ul style="list-style-type: none"> • Tour or meeting with HUD leadership in Region IX, a public housing authority development and a local housing counseling agency to understand local market conditions, HUD investments in the area, and the value of housing counseling program to consumers and other stakeholders. • Training to value diversity and foster inclusion within OHC, within government, with housing counseling agencies and with families that benefit from housing counseling services.
Office of Public and Indian Housing (PIH)	<p>PIH Office of Field Operations (OFO) 2017 Directors Conference</p> <p><u>Location:</u> Phoenix, AZ</p> <p><u>Date:</u> July 25-27, 2017</p>	92	\$115,000	<p>The Conference advanced the Office of Field Operations (OFO) work on Departmental and PIH strategic planning and goals and provided an opportunity for PIH/OFO Leadership to introduce, implement and better share OFO's Public Housing Authority oversight, monitoring and operational strategy; in continuing to exercise a comprehensive risk based approach; to elaborate on key programs, systems updates, resources, accomplishments/expectations and to discuss the Lead-Free Rule, Smoke Free Initiative and Environmental Compliance Requirements.</p>
Office of Community Planning and Development (CPD)	<p>Housing Opportunities for Persons with AIDS (HOPWA) Institute</p> <p><u>Location:</u> Tampa, FL</p> <p><u>Date:</u> August 9-11, 2018</p>	56	\$322,000	<p>The HOPWA Institute, was a three-day training event attended by 1,048 grantees and project sponsors. The theme of The HOPWA Institute was to highlight "Housing's Role in Ending the HIV Epidemic", but the Institute also served to commemorate the HOPWA program's 25th year in the fight against HIV with housing and supportive services. The Institute was the first in-person meeting like this in over ten years. It focused on formula modernization, the recent critical change to the HOPWA program, where we ensured grantees were clear about the changes taking place and the impact on program funding over a five-year period. The agenda topics were organized into an Administration & Management track and a Service Delivery track, covering topics including financial management, monitoring, indirect costs, program design, and allowable activities. The Institute effectively advanced HUD's mission by ensuring each grantee and project sponsor reached the same programmatic baseline to serve the target population, and better understood housing as a structural intervention along the HIV Care Continuum. Sessions were videotaped for posting on line to increase the longevity of the training, and reduce the need for future in person institutes of this size.</p>
Office of Community Planning and Development (CPD)	<p>CPD Managers' Meeting</p> <p><u>Location:</u> Washington, DC</p> <p><u>Date:</u> September 26-28, 2017</p>	66	\$140,000	<p>This conference was an operational and programmatic training session for all CPD Managers focusing on program priorities and updates, performance management, place-based activities and HUD operating protocols. In addition, professional facilitators conducted a one-day High-Performance Team Workshop which addressed culture styles, self-identity, the current culture, creating higher performing teams, communication quadrants, self-awareness and understanding the primary styles of others within the team.</p>

HUD's executive team continues to be personally involved in the review and approval of HUD-sponsored conferences. In October of 2011 HUD implemented M-11-35 and on January 23, 2014 the Deputy Secretary certified that the system of internal controls required by this memorandum was in place.

In each program and administrative office, the Senior Official (Assistant Secretary or equivalent) authorized any HUD-sponsored conference over \$50k. The Second-most Senior Official (General Deputy Assistant Secretary (GDAS) or equivalent) authorized any HUD-sponsored conference over \$20k. For those HUD-sponsored greater than \$100k, these office executives also requested two additional approvals from the Chief Financial Officer and the Deputy Secretary. The Office of the Chief Financial Officer served as the single channel for both these approvals and reporting. Conferences are an important component of our mission critical activity. Through these efforts we continue to reduce spending and properly prioritize the limited funding available.