Technical Assistance for CED Grantees

This resource will help the Community Economic Development (CED) grantees understand how they can use technical assistance (TA) provided by the Office of Community Services to support their projects.

What is Technical Assistance?

TA helps grantees address and overcome project challenges throughout the grant period and increases the likelihood of project success. TA is targeted, specialized, and one-on-one effort that take place between the TA provider and grantee.

Examples of topics that may be addressed through TA include:
- Refining project scope to ensure programmatic compliance
- Reviewing business strategy to ensure job creation goals can be met
- Facilitating meetings between partners to ensure operational efficiency
- Revising project strategy after initial approach didn't work

TA Process

The TA process can begin any time throughout the grant period. TA follows the same general process for all grantees, but the assistance provided is individualized to the grantee's needs.

Step 1: TA is Initiated

TA can be initiated by the grantee, OCS, or after a monitoring visit. **To request TA, notify your Program Specialist and/or email OCSRegistrar@icf.com.** OCS or a monitor after a site visit may recommend TA for a grantee if:
- There are substantial changes to the project
- Reporting or conversations with a Program Specialist (PS) indicate project challenges
- Funds are not being drawn down as expected
- Key project leaders change
- Other issues increase project risk

Step 2: Workplan Development and Approval

The TA provider will work with the Program Specialist and grantee to develop a TA workplan that addresses how the TA provider will provide TA to meet the grantee's needs. A TA engagement may consist of an on-site visit, but may also be provided virtually, depending on need.

Step 3: Provision of TA

The TA provider will administer TA by reviewing grant documents and materials as well as meeting with project staff and partners. It is the grantee's responsibility to be responsive to the TA provider's request for materials, scheduling meetings, briefing staff and partners on TA goals, and following the recommendations.

Step 4: Post-TA

After the TA is provided, the TA provider will prepare a report for OCS summarizing efforts and outcomes. The TA provider may also provide tools, checklists, and additional relevant resources to the grantee. The grantee will complete a post-TA evaluation to provide feedback on the TA experience and outcomes.

TA Follow-Up

Due to the diverse TA needs of grantees, follow-up will be conducted on a case by case basis. In the final report, the TA provider will indicate whether additional follow-up is recommended and if so, what level of follow-up should be provided. Additional follow-up will be at OCS' discretion.