



Community Economic Development

Technical Assistance and Monitoring: An Overview

U. S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services

March 31, 2016

What Is Technical Assistance

- Helps grantees address and overcome project challenges
 - Targeted
 - Specialized
 - One-on-one
- Helps both OCS and CED grantees ensure likelihood of project success



Reasons for TA

- Requested by grantee to help with project challenges
- Initiated by OCS if grantee
 - Requests substantial change in the project
 - PPRs indicate project challenges
 - Not drawing funds down as expected
 - Changes key project leadership
 - Other issues that increase project risk



Initiating TA Engagements

- Must be approved by OCS program specialist and program leadership
 - Grantees can request it
 - Program specialists can recommend it
- Email notice from ICF once approved
 - Connects grantee, program specialist, and TA provider



Work Plan Development & Approval

- TA provider will work with program specialist and grantee to develop TA work plan
- Work plan will be reviewed and approved by OCS
- TA provider will commence engagement, usually scheduling site visit



Provision of TA

- TA provider may ask for
 - Documents, materials, etc. in advance
 - Scheduling meetings with staff, partners
- Grantee's responsibility is to be responsive
 - Provide materials
 - Schedule meetings
 - Brief staff and partners on TA goals
 - Follow TA provider recommendations



After TA

- TA provider issues report to OCS
- Depending on need, TA provider may provide
 - Tools and checklists
 - Relevant resources
 - Other materials
- Grantee completes post-TA evaluation



Recent TA Engagements

- 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



ICF TA Team

- Provided by ICF's team of community development experts
 - ❖ community development finance
 - ❖ community planning
 - ❖ affordable housing
 - ❖ commercial and retail development
 - ❖ loan funds
 - ❖ workforce development
 - ❖ capacity building
 - ❖ asset building/financial literacy
 - ❖ job-creation projects
 - ❖ project evaluation
 - ❖ nonprofit/board management
 - ❖ equity investment
 - ❖ working w/at-risk populations
 - ❖ public/private partnerships
 - ❖ healthy food financing

....and more!



To Request TA

- Email your OCS Program Specialist
- Email OCSRegistrar@icfi.com
- Fill out a TA Request Form (*available at the registration desk*)



What is Site Monitoring

A programmatic and fiscal review of the CED project

Chance to identify universal concerns and “best practices”



Process

- ❑ Pre- site visit
- ❑ Site visit
- ❑ Post Site visit



Pre-Site Visit

Monitor

- Read documents
- Talk to PS
- Prepare draft agenda
- Conference call with grantee

Grantee

- Gather documents
- Conference call
 1. Provide input on agenda
 2. Ask questions



Site Visit

Monitor

- ❑ Meet with key staff
- ❑ Meet with project partners
- ❑ Meet with board

Grantee

- ❑ Provide project overview
- ❑ Facilitate meetings
- ❑ Provide additional documents



Site Visit

Monitor

- Meet project partners
- Tour project
- Ask / answer questions

Grantee

- Provide clarity
- Ask / answer questions
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Debrief

- ❑ Opportunity to discuss findings
- ❑ Grantee may request TA
- ❑ Monitor shares concerns – what will be in the report



Post Site Visit

Monitor

- ❑ Prepares and submits report to OCS

Grantee

- ❑ May supply follow up documentation



Universal Concerns

- ❑ Grantee not following process when actions are needed:
 1. Budget change
 2. Scope change
 3. Change in authorizing officials



Universal Concerns

□ Jobs created

1. Accurate accounting
2. Documentation - FT and sustainable
3. 75% filled by low-income individuals



Universal Concerns

- ❑ Federal Accounting
 - a. Annual audits

- ❑ Notice of Federal Interest
 - a. Must be filed



2016 Schedule

35 grantees

Various project types

Completed prior to September 30, 2016



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Questions

Please attend one of the break out sessions later today if your project is slated for a site visit.

