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
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
  - Annual audits

- Notice of Federal Interest
  - Must be filed
2016 Schedule

35 grantees

Various project types

Completed prior to September 30, 2016
<table>
<thead>
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Questions

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