CHAPTER 3. TECHNICAL ASSISTANCE PLANNING PROCESS

3-1. APPLICABILITY. This chapter on technical assistance planning is applicable to the Community Development Technical Assistance (CDTA) Program administered by HUD Headquarters.

3-2. TECHNICAL ASSISTANCE OBJECTIVES. The technical assistance objectives, which will be given priority, are published in the Community Development Technical Assistance regulation at 24 CFR 570.402(d).

To receive a priority, the applications or proposals considered for funding must address at least one of the technical assistance objectives. Changes to the objectives will be published in the Federal Register.

3-3. TECHNICAL ASSISTANCE NEEDS. Technical assistance needs are determined from data/information received from the technical assistance project/program evaluation, the annual planning and procurement call, States and entitlement cities' monitoring letters, and the Department's audit management system. This information is used as input in the technical assistance strategy.

3-4. TECHNICAL ASSISTANCE STRATEGY. Prior to the beginning of each fiscal year, CPD develops a Technical Assistance Strategy which identifies needs, goals, and priorities for technical assistance and serves as a guide for the preparation of solicited proposals and the review of unsolicited proposals during the fiscal year. The Technical Assistance Strategy is developed through a participatory process involving both Headquarters and Regional/Field Office staffs.

a. CDBG/TA Planning and Procurement call. The Assistant Secretary for CPD makes a CD/TA Planning and Procurement Call annually to obtain information and data from Headquarters and Regional/Field Office staffs on priority needs in their jurisdiction, and specific recommendations of projects to meet the needs of CPD's client communities, States, and Indian Tribes. The data and information collected are used to form the basis of the technical assistance funding strategy.

b. Official call/Response Timeframe. An official Planning and Procurement Call is issued on or about May 1 of each year. Technical Assistance recommendations are due for submission to the Director,
office of Technical Assistance, within thirty days of the call.

c. Technical Assistance Recommendations. Heads of Headquarters and Regional/Field Offices submit TA recommendations, according to specific guidance provided in the technical assistance call, on priority needs, specific grantees to be served (where known in advance), and specific projects to meet those needs, by the procurement call due date.

Projects identified by HUD personnel via the TA Planning and Procurement Call will be recommended for funding consideration as competitive initiatives, not unsolicited proposals.

d. Approval of Technical Assistance Strategy. The Assistant Secretary is responsible for reviewing and approving the Technical Assistance Strategy, and any revisions thereto. At the option of the Secretary/Assistant Secretary, the draft Technical Assistance Strategy may be circulated to the CPD directors and Field offices for comment.

e. Responsibilities.

(1) Assistant Secretary for Community Planning and Development is responsible for issuance of the annual Planning and Procurement Call to Headquarters and Regional/Field staff. The review and approval of the Technical Assistance Strategy is made by the Secretary/Assistant Secretary for Community Planning and Development.

(2) Administrators, Headquarters and Regional/Field Office. Each Assistant Secretary, Regional Administrator, and CPD Director is responsible for providing technical assistance information and data in accordance with para. 3-4.b. and 3-4.c.

(3) Director, Office of Technical Assistance (OTA). The Director of OTA, for approval of the Secretary/Assistant Secretary for CPD, is responsible for:

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(a) Determining technical assistance needs by analyzing data received from the technical evaluation, planning and procurement call, monitoring letters, and the Department's audit management system;

(b) Preparing and obtaining approval of the
Technical Assistance Strategy;

(c) Distributing the TA Strategy to Headquarters and Regional/Field Offices with instructions/guidance on how to proceed;

(d) Developing an annual notice of the proposed technical assistance priorities for announcement in the Federal Register.

3-5. ADVANCE PROCUREMENT PLAN (APP). Under the Department's Advance Procurement Planning System, CPD develops an APP before the start of a new fiscal year. The APP contains individual contract and assistance (grant and cooperative agreement) requirements over the small purchase ceiling to be awarded during the fiscal year.

a. Development of the Advance Procurement Plan. The APP is developed from the selection of competitive initiatives in the Technical Assistance Strategy approved by the Assistant Secretary and in accordance with Chapter 4 of HUD's Handbook 2210.3, "Procurement Policies and Procedures." The APP is submitted by the A/S for CPD to the Assistant Secretary for Administration by a specified due date.

b. Advance Procurement Planning Meetings. On a scheduled basis, the CPD Coordinator, office of Management, meets with the Office of Procurement and Contracts staff to discuss planned actions and to measure the TA program progress against the plan.

c. Responsibility. The Director of the Office of Technical Assistance is responsible for transmitting procurement/assistance information to the CPD Office of Management for inclusion in the APP.