

Appendix 9

CSBG-D Grants

IHCDA will issue a separate CSBG discretionary (CSBG-D) grant award for TTA to correct deficiencies identified during monitoring, and any additional TTA that IHCDA deems necessary.

Monitoring T&TA Funding

In addition to Staff/Board development funds, CAAs will have the opportunity to request direct assistance after their CAR monitoring review has begun. A CAA can email a funding request, using the subject line “Monitoring TTA Funding Request,” to the CSBG inbox (CSBG@ihcda.in.gov) at any point between their CAR Monitoring beginning and 60 days after the IHCDA CSBG Monitor has sent the CAR Monitoring Report. This option is available to all monitored agencies, not just those on Quality or Modified Quality Improvement Plans.

Within the email proposal to IHCDA staff, the CAA must address the following questions either in the body of the email or in a separate attachment:

1. Which deficiency or deficiencies do you plan to address with this funding request? Include the Federal or State Organizational Standard number and where the deficiency was first noted (CAR Monitoring Report, Observational Report, notes from the IHCDA Monitor, etc.)
2. How will you address the deficiency or deficiencies? Include a general description of actions, a brief timeline and note if a contractor will be involved; if a contractor is involved, attach their scope of work to the email request.
3. How will you spend your requested funding? Please use the table below:

Expense Type	Expense Amount
<i>Ex: contractor, materials, etc.</i>	
TOTAL:	

CAAs may make requests of up to \$10,000; if a CAA has a severe need for more funds, they may note that in their request for IHCDA to consider increasing their award. If approved, those funds will be added to the CAA’s CSBG-D award via an award amendment and will be added to their budget line items as “Monitoring TTA.” Allowable expenses include contractor fees, as well as staff time and other costs on a case-by-case basis. Claims on those funds must be reimbursement-based and have supporting documentation such as invoices and receipts.

Please note: Activities related to this funding award must be completed by September 30 of the program year, and claimed by no later than November 15 of the program year.

Other Direct T&TA Funding

IHCDA may, at its discretion and based on available funds, offer additional funds to an agency to address a deficiency that is discovered outside of the monitoring process. If that happens, those funds will also be added to a CAA’s CSBG-D award via an award amendment; the funds will be added to the award budget with the line item “General TTA.”