



Community Services Block Grant Program (CSBG)

CS-017-03

New Technical Assistance Request Policy

Effective Date: January 1, 2018

Release Date: December 8, 2017

Background:

The Community Services Block Grant (CSBG) Network consists of several types of organizations that administer and/or support services designed to eliminate the causes and conditions of poverty in the United States. These organizations include: 1) State CSBG Agencies, such as IHCDA, that act as lead agencies for purposes of administering CSBG; 2) State Community Action Agency (CAA) Associations that provide training and technical assistance (T/TA) to local CSBG-eligible entities to enhance their capacity to carry out the mandate of the CSBG Act and measure results; and 3) Community Action Agencies that create, coordinate and deliver services and strategies to low-income communities; and 4) national CSBG partners that provide T/TA in the areas of data collection, legal issues, financial management, administrative governance, and performance measurement.

As part of IHCDA's role as the lead State CSBG agency under the Community Service Block Grant Act, IHCDA is responsible for approving and distributing obligated funding for technical assistance to Indiana's 22 Community Action Agencies (CAA) as requested by CAA.

IHCDA is introducing a new process for CAAs to request technical assistance using CSBG funds.

Process for Technical Assistance Allocation:

1. Community Action Agency identifies need for technical assistance
2. Community Action Agency seeks bids from external vendors to provide technical assistance on the subject matter through their organization's approved procurement policy
3. Community Action Agency solicits *at least* 3 bids when available
4. Community Action Agency evaluates and selects bid based on appropriate scoring criteria
5. Community Action Agency submits evaluation criteria and results to IHCDA through the IHCDA Community Action Technical Assistance Request Form (attached)
6. Community Programs Director and Community Programs Manager review the request for requested technical assistance
7. Community Programs Director approves/denies request

It is important to note that there is only a limited pool of funds available for technical assistance each calendar year and this process will serve CAAs on a first come first serve basis. Please see the attached form below for reference.



Community Action Technical Assistance Request Form

Agency requesting technical assistance:

Proposed date of technical assistance:

Type of technical assistance requested and reason technical assistance is necessary/requested:

Amount being requested:

Please describe the selection process including the evaluation criteria upon which each respondent was reviewed as well as the final scoring, costs, and justification for the vendor/bid selected.

Please list all staff and their positions who will attend this training.

Will you invite other CAP agencies and non-profit service providers? Yes No

Required Attachments:

Three (3) Responses/Bids

For IHCDA use only	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Director of Community Programs Signature:	Date:
If denied, reason why:	