

## CHAPTER 1.

## INTRODUCTION

- 1-1. PURPOSE. This Handbook provides guidance and information to Community Planning and Development (CPD) staff on the administration of the Community Development Technical Assistance (CDTA) Program. It outlines the planning process and the responsibilities of the Technical Assistance Program staff for ensuring that the technical and administrative aspects of projects are accomplished in accordance with the technical assistance legislation, regulations, and policies. Procedures for administering competitions and monitoring projects in execution are covered in the HUD handbooks cited in paragraph 1-3.
- 1-2. POLICY. It is the policy of the Office of Community Planning and Development to award technical assistance funds on a competitive basis in accordance with the Departmental policies established in HUD Handbooks 2210.17 and 2210.3. Procedures for processing unsolicited proposals are included to cover exceptional circumstances outlined in paragraph 3-3e of HUD Handbook 2210.17.
- 1-3. SCOPE. The guidance and information contained in this Handbook apply to the Technical Assistance Program administered by HUD Headquarters. It focuses on the process and forms used by the Technical Assistance staff in planning, project development, and oversight monitoring of the Technical Assistance Program, and the process and forms used by the Policy Coordination Unit in evaluation of technical assistance under contracts, cooperative agreements, and grants. It also identifies the roles and responsibilities of CPD program and other HUD officials.

This CDTA Handbook is to be used in conjunction with the following directives:

- a. Community Development Technical Assistance Program Regulation, Title 24 CFR Part 570.402.
- b. Handbook 2210.3, "Procurement Policies and Procedures".
- c. Handbook 2210.17, "Discretionary Grant and Cooperative Agreement Policies and Procedures".
- d. Handbook 2210.13, "Government Technical Representative Handbook".

- 1-4. ORGANIZATION. This Handbook is divided into six chapters as follows:

Chapter 1, "Introduction" which sets forth the definitions of terms and responsibilities of program and other HUD officials.

Chapter 2, "Overview of the Community Development Technical Assistance Program" which indicates the program application procedures.

Chapter 3, "Technical Assistance Planning Process" which describes the technical assistance procurement and assistance planning procedures.

Chapter 4, "Technical Assistance Project Development Process" which describes the technical assistance selection process.

Chapter 5, "Monitoring Technical Assistance Projects" which provides guidance on monitoring performance of contractors or recipients.

Chapter 6, "Technical Assistance Evaluation" which describes the TA project/program evaluation process.

1-5. DEFINITION OF TERMS. As used in this Handbook, the following terms have the meanings stated below:

- a. "TA" means technical assistance. TA is defined as facilitating of skills and knowledge in planning, developing, and administering activities under section 107(a) in entities that may need but do not possess such skills and knowledge, and includes assessing programs and activities under section 107(a) of the Housing and Community Development Act as amended.
- b. "Department" means the Department of Housing and Urban Development (HUD).
- c. "Secretary" means the Secretary of the Department.
- d. "A/S for CPD" means the Assistant Secretary for Community Planning and Development.
- e. "RA" means the Regional Administrator.

- f. "RCO" means Regional Contracting Officer.
- g. "OTA" means the Office of Technical Assistance.
- h. "TAD" means the Technical Assistance Division.
- i. "PCU" means the Policy Coordination Unit.

- i. "OPC" means the office of Procurement and Contracts.
- k. "CDBG" means the Community Development Block Grant Program.
- l. "GTR" means the Government Technical Representative.

1-6. RESPONSIBILITIES.

- a. The Secretary/Assistant Secretary for Community Planning and Development has approval authority of all projects funded under the Community Development Technical Assistance Program.
- b. The Director of the Office of Technical Assistance has the overall responsibility for the supervision and direction of the Community Development Technical Assistance Program.
- c. The Director of the Technical Assistance Division, office of Technical Assistance, oversees the day-to-day operation of the Community Development Technical Assistance Program, including planning, developing, and coordinating requirements; evaluating proposals; and monitoring overall performance through the close out of projects.
- d. The Director of the Policy Coordination Unit is responsible for conducting individual project assessments and evaluating the overall effectiveness of the Community Development Technical Assistance Program.
- e. The HUD Regional Administrators are responsible for reviewing, approving, and responding to requests for technical assistance and administering technical assistance projects assigned to their respective areas.
- f. The office of Procurement and Contracts is responsible for awarding and administering contracts, grants, and

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cooperative agreements and serving as the Contracting, Grant, or Cooperative Agreement Officer in support of the Community Development Technical Assistance Program.

- g. The Regional Contracting Officers serve the same function as the Office of Procurement and Contracts for any assigned TA initiative when requested through Headquarters Office of Procurement and Contracts to serve as the Contracting, Grant, or Cooperative Agreement officer.
- h. The office of General Counsel is responsible for legal

advice on the programmatic and administrative aspects of the Community Development Technical Assistance Program.

- i. The CPD Program Offices are responsible for reviewing and preparing requests for technical assistance and administering technical assistance projects assigned to their respective areas.