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.

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      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.