

Procedures for Grant-Funded Technical Assistance (TA)

- Applicant must be a public entity.
- Applicant must submit a request letter (**Letter 1 - Request Letter** ) and a completed application form (**word document** ) to Central Office (CO) (available on the web page).
- CO administrative staff processes the request, assigns the request a technical assistance number, indicates the Time Accounting System (TAS) code, sends out a notice to central office and the appropriate district office VAP staff, and sends out the application to the district.

- The request is assigned to a VAP staff person in the district office, who reviews the application. If the applicant qualifies, the reviewer sends an e-mail to CO VAP management staff with a cost/hour estimate for the TA to see if there is money available.

Use the **GrantTA-Worksheet.doc**  as the worksheet to generate the estimate, unless the reviewer has site-specific information from which to generate a better estimate. Once the reviewer receives the go-ahead from CO, he/she sends the applicant an acknowledgment letter (**Letter 2 - Acknowledgment Letter** ) with a cost estimate.

If the applicant doesn't qualify, or there are no funds available, the reviewer sends a letter saying so (**Letter 3 - Denial Letter** )

Either during or after the application review process the reviewer may request a kickoff meeting with the applicant and environmental consultant (if applicable) to define expectations and timelines.

- The applicant is required to send back a letter acknowledging the scope of work (**Letter 4 - Agreement Letter** ) and agreeing to pay the additional costs if grant funds run out.
- The reviewer reports to CO on a monthly basis the amount of money that has been spent on the TA. (This can be done as a query in TAS by the reviewer's supervisor or manager, and can be added to the district's monthly report.)
- When the work is complete (or the funds run out) the reviewer sends a letter to the applicant wrapping up the TA (**Letter 5 - Final Letter** )