

Illinois Association of Community Action Agencies

SKILL BANK  
APPLICATION FOR ASSISTANCE

Date \_\_\_\_\_

Agency Requesting Assistance \_\_\_\_\_

Total Funds Requested \_\_\_\_\_  
(if applicable)

Project Dates \_\_\_\_\_

**Purpose**

(Brief description of proposed project, including breakdown of proposed expenditures and expected outcomes. If funds are not requested, describe the specific services requested.) If needed, please attach another sheet of paper.

**Training to be provided by (if known)**

\_\_\_\_\_

To the best of my knowledge and belief, data in this application is true and correct, the document has been duly authorized, and the applicant affirms this agency's program funding accounts do not have the capacity to fund the above request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Type Name and Title \_\_\_\_\_

Executive Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Illinois Association of Community Action Agencies**

### **Skill Bank Technical Assistance Program Policies**

#### **Purpose**

Information Exchange:

The IACAA Skill Bank program is designed to assist any CAA Executive Director who requires assistance for a problematic situation.

The Skill Bank is a centralized statewide mechanism to collect, store and make accessible to member agencies any information relating to management, operations and programs. The Association library loans materials, - books, videos, manuals, tapes, etc.- and provides access to computer networks.

The Skill Bank also facilitates and supports certain types of trainings, technical assistance and peer exchange programs.

The resources of member agencies, state government, the academic community and professional consultants will be offered and utilized to assist member agencies to improve operations in the following areas:

- Agency Management
- Fiscal Management
- Planning and Evaluation Systems
- Program Operations
- Grantsmanship
- Board and Advisory Council Operations and Relations
- Community Organization
- Local and State Legislative Information Exchange
- Management Information and Accountability Systems
- Program Data and Evaluation Systems
- Community Economic Development and Housing Program
- Mobilization of Resources

Due to the high turnover of agency Board members, advisory council and staff, the Skill Bank will address the training needs of member agencies in these subjects:

- New Directors
- Board
- Community Organization
- Supervision

## **Illinois Association of Community Action Agencies**

### **Training and Technical Assistance:**

Training and Technical Assistance can be provided by the Skill Bank both within the network and with outside expertise. Any requests for training and technical assistance by IACAA staff or by DCEO staff is a part of IACAA's/ DCEO's job responsibilities and is not a monetary function of the Skill Bank. These services are provided without cost to the requesting agency. If the training expertise is identified as staff within the network and such training is outside their job responsibilities and duties, the Skill Bank comes into play and assists with the arrangements and reimbursements (for expenses – not salary).

When a member agency requests specific training or technical assistance that requires expertise not available within the network, the Skill Bank may contract for the service. This usage will be monitored by IACAA because the services may be exclusive and to ensure maximum efficiency of the resources. The contracting here would ordinarily include full expense (salary/fee included). Skill Bank assistance can also be requested when the local agency is in corporate jeopardy, i.e., the loss of the executive director or a fiscal officer, or if an agency's program is in jeopardy.

**Peer Exchange Programs:**

Peer Exchange is a valued function. By sharing the expertise within member agencies with others agencies, services to clients can be improved. The network includes member agencies, DCEO's Division of Economic Opportunity and related organizations which are funded by DCEO to work with community action agencies. Expertise is identified within this network (such as manager, fiscal officer, program coordinator, computer technician, etc.) and is loaned through Skill Bank orchestration to a requesting agency. The Skill Bank is funded to find and arrange the technical assistance match and to offset expensed (travel, per diem, incidentals –not salary) to the lending agency.

**Limitations on Assistance:**

Each member agency receives services requested and provided through Skill Bank free of charge.

Payments will made only to member agencies and not to individual employees. Travel expenses will be based on standard regulations. Peer exchange services will be limited to \$100 per day per employee plus expenses (travel, per diem, lodging).

There is a \$2000 per year limit for an agency's request for Skill Bank assistance. Additional assistance may be appropriated, if funds are available.

The Skill Bank will not assume the full costs to expenses for training and technical assistance. The Skill Bank is intended to alleviate partial costs for member agencies.

**Application for Assistance:**

In order to have a clear audit trail, Skill Bank applications must be fully completed. In addition to general information requested in the Skill Bank application, a narrative with brief description is requested. After receipts and/or documents are received by the Association, the agency will be reimbursed for the amount requested. At the conclusion of the assistance, the receipt agency must provide a report to IACAA, elaborating on improvement and/or changes to agency functionalities and include a statement on agency impact.