Instructions for Completing the Technical Assistance and Capacity Building Experience Form

Indicate experience of the applicant organization, joint applicant(s), sub-contractors, and consultants within 18 months of the publication date of the NOFA for the technical assistance and capacity building activities listed in the chart. Applicants may include TA activites not listed in each of the four (4) activity categories by entering up to two (2) additional sub-activities in the "Other" sub-category. Do not describe a TA activity more than once; instead, describe it just once in the most appropriate TA category and subcategory. However, if separate activities were carried out in a major TA engagement, each activity should be described in the most appropriate cateogory or subcategory.

Brief Description of Experience -- text should include (1) keywords describing the recipients of the activity (e.g. city agency, developer, community-based organization); (2) the geography where the activity occurred (e.g. a specific neighborhood or city, or state-wide or nationally if appropriate); (3) the name(s) of CPD programs, or the type of affordable housing, community development, economic development, or organizational capacity activity, addressed

Experience Depth -- the number of times each applicable TA activity has been provided

Outcomes and Accomplishments -- describe the outcomes that define success for each applicable TA activity and the accomplishments to date

TECHNICAL ASSISTANCE EXPERIENCE FORM -- PAGE 1

CONDUCT NEEDS ASSESSMENT	BRIEF DESCRIPTION OF EXPERIENCE	EXPERIENCE DEPTH	OUTCOMES AND ACCOMPLISHMENTS
Affordable housing programs			
Homelessness programs			
Economic development programs			
Housing for persons with AIDS programs			
Community services programs			
Community-wide or area wide planning efforts			
Information systems implementation/operation			
Management/organizational capacity			
Major place-based redevelopment projects			
Other: (Specify)			
Other: (Specify)			

TECHNICAL ASSISTANCE EXPERIENCE FORM -- PAGE 2

DIRECT TA	BRIEF DESCRIPTION OF EXPERIENCE	EXPERIENCE DEPTH	OUTCOMES AND ACCOMPLISHMENTS
Program design/operations			
Program compliance, project tracking, and monitoring			
Organizational management and staffing			
Financial systems and accounting			
Housing developer capacity			
Construction/rehab			
Project review, underwriting, and subgrantee evaluation			
Marketing and sales			
Market analysis			
Small business assistance			
Leveraging other resources			
Community-wide or area-wide development planning			
Strategic and business plans of grantees/subgrantees			
Other: (Specify)			

Other: (Specify)			

TECHNICAL ASSISTANCE EXPERIENCE FORM -- PAGE 3

DEVELOP MATERIALS/ TOOLS	BRIEF DESCRIPTION OF EXPERIENCE	EXPERIENCE DEPTH	OUTCOMES AND ACCOMPLISHMENTS
Developing online training modules			
Developing in-person training modules			
Developing certification courses			
Developing online tools			
HOPWA performance reporting			
Developing/editing program policy/procedures manuals and forms			
Developing topic-specific guidebooks			
Compiling model documents			
Drafting national research/reports			
Developing case studies			
Managing websites, resource databases, listservs			
Developing needs assessment tools			
Developing tools/products for consumer involvement			
Other: (Specify)			

Other: (Specify)			

TECHNICAL ASSISTANCE EXPERIENCE FORM -- PAGE 4

DELIVER GROUP LEARNING	BRIEF DESCRIPTION OF EXPERIENCE	EXPERIENCE DEPTH	OUTCOMES AND ACCOMPLISHMENTS
Delivering in-person training courses			
Delivering certification courses			
Presenting webinar topics			
Hosting webinars			
Presenting HUD webcasts			
Managing peer-to-peer learning events			
Delivering place-based interactive workshops			
Managing information-sharing conference calls			
Managing practitioner coaching/mentoring sessions			
Facilitating strategic planning sessions			
Other: (Specify)			
Other: (Specify)			