OMB Approval No. 2506-xxxx
exp. xx-xx-xxxx

Instructions for NSP Technical Assistance and Capacity Building Expertise Form - HUD 40044

Applicants should list the last name and first name initial of each person who will be conducting needs assessments; providing direct TA; developing technical assistance products and tools; and/or delivering self-directed or group learning. Then for each person listed, the applic should insert the appropriate code in each column.

1 = Indicates extensive knowledge and a level of skill sufficient to provide the TA without the assistance of more skilled professionals

2 = Indicates a level of skill sufficient to complete a general program assessment and to provide limited TA or training, but requires the assis of more skilled professionals to fully undertake comprehensive activities

In-house staff is defined as the current staff of the applicant, including joint applicants.

Subcontractor staff and consultants are defined as organizations or persons with whom the applicant has a written contract or agreement in at the time of application submission for conducting technical assistance activities and for whom the applicant actually expects to task work.

For all in-house, subcontractor and consultant staff identified as having extensive knowledge, the narrative (Factor 1a.) must briefly describe the knowledge was gained, including organization name(s), role(s) and timeframe(s) in which the knowledge was gained.

Public reporting burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that colle displays a valid OMB control number.

NSP TECHNICAL ASSISTANCE AND CAPACITY BUILDING FORM

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Key Personnel							Program Requirements																			Program Administration										Program Design													Plannin		
LAST NAME, FIRST INITIAL	LOCATION (CITY)	LOCATION (STATE)	IN HOUSE STAFF	SUBCONTRACTOR STAFF	CONSULTANT	HOME CERTIFIED - REGULATIONS	Con Plan/Substantial Amendments	Federally-Compliant Appraisals & Property Valuation	BRAC Rules & Requirements	Implementing/Complying with Affordability Periods	NSP Rules & Requirements	CDBG Rules & Requirements	BRAC Rules & Requirements	Spending Caps (e.g. Planning, Program Admin, Public Services)	HOME Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	Management and Staffing Plans; Workflow analysis	Program Monitoring/Compliance	Project Tracking Tools & Procedures; Expediting Work	Oversight and Mentoring Subrecipients/Subgrantees	Managing Rapid Capacity Surges for New Program Launches	Drafting and Conducting RFPs and RFQs	Asset and Property Management	Evaluating Performance	Housing Inspections	Recordkeeping	BRAC Rules & Requirements	Designing/Implementing Homebuyer Financial Assistance Programs	Designing/Implementing Rehab Programs for Existing Owners	Designing/Implementing Rental Housing Development Programs	Designing/Implementing Programs for Special Populations	BRAC Rules & Requirements	BRAC Rules & Requirements	BRAC Rules & Requirements	Acquisition/disposition of REO Properties	Designing and Implementing Neighborhood Revitalization Plans	BRAC Rules & Requirements	Designing/Implementing Single Family Development and Sales Programs	Designing and Implementing Land Banking Programs	Collecting & Providing Analysis of Project-Specific Market Data	Collecting & Providing Analysis of Areawide Market Data	Completing Areawide Redevelopment Plans/Budgets

HUD-40

NSP TECHNICAL ASSISTANCE AND CAPACITY BUILDING FORM

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g	Economic Dev.						
Facilitating Stakeholder Input on Development Plans	Underwriting Commercial & Retail Project Financing	Applying the Public Benefits Test	Planning & Managing Commercial and Retail Developments	Determining Eligible Activities/National Objective	Designing/Implementing Small Business Assistance Programs	Assessing Existing Economic Development Programs	Completing Market Analyses for Commercial/Retail
044							

Infra-structure				Fin. Mgmt			Project Financing			
Completing Cost-Benefit Analyses	Completing Infrastructure Cost Estimates	Developing Infrastructure Strategies in Rural Areas or Colonia	Designing Special Assessment Districts and Fee Structures	Complying with Accounting Principles/Indirect Costs Requirements	Complying with Uniform Administrative Requirements (A-87, A-133, Part 85)	Designing Funds Distribution/Subgrantee Selection/Procurement Systems	Conducting Multi-Family Project Underwriting	Completing Single-Family Project Underwriting	Combining Mixed Financing Sources	Designing Financial Assistance/Lending Programs

Other Federal Reqs						Skill Areas																		
Implementing Davis Bacon/Labor Standards	Conducting Environmental Reviews	Implementing Fair Housing and Equal Opportunity (including Section 504)	Compiling with Lead Hazard Abatement Requirements	Compiling with Section 3 Requirements	Compiling with URA Relocation/Acquisition Requirements	Using Adult Learning Techniques	Coaching/Mentoring Program Staff	Conflict Resolution/Negotiation	Creating Complex Spreadsheets	Writing and Editing Model Documents and Guides	Developing Training Courses	Fluency in Spanish (written)	Fluency in Spanish (oral)	Fluency in Vietnamese (written)	Fluency in Vietnamese (oral)	Facilitating Meetings and Decision-Making	Leadership Development	Completing TA Needs Assessments	Completing Program Evaluations	Drafting Strategic Plans	Facilitating Strategic Planning Sessions	Conducting Team Building Exercises	Working with High Risk Grantees	Working with Underserved Populations

Real Estate Development and Construction																		
Expertise with Single-Family Rehab	Expertise with Multi-Family Rehab/New Construction	Obtaining & Analyzing Data on Available Properties	Supervising/Analyzing Project-Specific Market Studies	Completing Preliminary Feasibility Analyses	Negotiating Property Purchase Agreements	Supervising Surveyors & Engineers for Site Planning	Completing Rehab Specs/Estimates	Analyzing New Construction Specs/Estimates	Creating Rehab Standards Documents	Complying with Historic Preservation Rules	Specifying/Installing Energy Efficiency Measures	Specifying/Installing Other Green Building Measures	Real Estate Project Management	Construction Management	Creating/Implementing Marketing Plans/Budgets	Designing and Implementing Pre-Purchase Counseling Programs	Obtaining Conventional Development Loans	Helping Buyers to Obtain Home Purchase Financing