TECHNICAL ASSISTANCE EXPERTISE MATRIX

Personnel					CPD Program Requirements														Housing Rehab			
LAST NAME, FIRST INITIAL	IN HOUSE STAFF	SUBCONTRACTOR STAFF	CONSULTANT	HOME Certified	Con Plan/Substantial Amendments	Appraisals & Property Valuation	Implementing/Complying with Affordability Periods	BRAC Rules & Requirements	CDBG Rules & Requirements	CDBG Disaster Recovery Assistance Rules & Requirements	ESG Rules & Requirements	HOME Rules & Requirements	HOPWA Rules & Requirements	HPRP Rules & Requirements	S+C Rules & Requirements	SHP Rules & Requirements	SRO Rules & Requirements	Title V Rules & Requirements	Housing Quality Standards	Determine Financial Mechansims	Historic Preservation	Inspections

Personnel					Program Design														Planning			
LAST NAME, FIRST INITIAL	IN HOUSE STAFF	SUBCONTRACTOR STAFF	CONSULTANT	HOME Certified	Designing/Implementing Economic Development Programs	Designing/Implementing Homebuyer Programs	Designing/Implementing Rehab Programs	Designing/Implementing Rental Programs	Designing/Implementing Programs for Special Populations	Designing Prevention Programs	Designing Rapid Re-housing Programs	CoC Structure and Planning	Land Banks	Acquisition/disposition of REO Properties	Neighborhood Revitalization	Linkages with Mainstream Programs	Assessing Local Markets		Draft Business Plan	Collect Detailed Neighborhood Data	Determine Prime Developer and Partners	Collect Data on Resources	Comprehensive or Functional Areawide Plans

Personnel					Program Administration											Economic Development							
LAST NAME, FIRST INITIAL	IN HOUSE STAFF	SUBCONTRACTOR STAFF	CONSULTANT	HOME Certified	Staffing/Organizational Structures	Program Monitoring/Compliance	Timeliness/Program Efficiency	Oversight & Mentoring of Subrecipients/ Subgrantees	Recordkeeping	Managing rapid capacity surges for new program launches	Nonprofit Capacity Building	Asset and Property Management	Evaluating Performance	Volunteer Management	Housing Inspections		Underwriting	Public benefits Test	Determine eligible Activities/National Objective	Spending Caps (e.g. Planning, Program Admin, Public Services)	Assessments	Prepare Work Write-up Estimates		

Personnel					Skill Areas																			
LAST NAME, FIRST INITIAL	IN HOUSE STAFF	SUBCONTRACTOR STAFF	CONSULTANT	HOME Certified	Adult Learning Techniques	Coaching / Mentoring	Collaboration -- Federal Government	Collaboration -- Local	Conflict Management	Conflict Resolution/Negotiation	Data Analysis	Developing Web-Based Tools	Effective Communication	Fluency in Spanish (written & oral)	Fluency in Vietnamese (written & oral)	Group Facilitation	Leadership Development	Needs Assessments	Program Evaluation	Research	Strategic Planning	Team Building	Working With High Risk Grantees	Working with Under Served Populations

Personnel					Other Federal Requirements						Project Financing				Financial Mgmt			Infrastructure		
LAST NAME, FIRST INITIAL	**IN HOUSE STAFF**	**SUBCONTRACTOR STAFF**	**CONSULTANT**	HOME Certified	Davis Bacon/Labor Standards	Environmental Review	Fair Housing and Equal Opportunity (including Section 504)	Lead Based Paint	Section 3	Relocation/Acquisition	Multi-Family Underwriting	Single-Family Underwriting	Combining Mixed Financing Sources	Structuring Financial Assistance Models	Accounting Principles/Indirect Costs	Uniform Administrative Requirements (A-87, A-133, Part 85)	Funds Distribution/Subgrantee Selection/Procurement	Cost benefit Analysis	Capital Cost	Special Assessments

Personnel					Publ Srvs		Construction			HUD Reporting				CPD Data Sys			Web Technology			
LAST NAME, FIRST INITIAL	**IN HOUSE STAFF**	**SUBCONTRACTOR STAFF**	**CONSULTANT**	HOME Certified	Spending Caps	Assessing Needed Svcs.	Green and Sustainable Building	Energy Efficiency/Energy Star	Construction Management/Inspections	CAPER/CPMP Tool	CoC APR	HOPWA APR	HPRP QPR/APR	DRGR	*e-snaps*	IDIS	Website/portal development	Website Management	Help desk - hosting	Help desk - staffing

Personnel					HMIS Planning & Implementation									
LAST NAME, FIRST INITIAL	IN HOUSE STAFF	SUBCONTRACTOR STAFF	CONSULTANT	HOME Certified	Data Collection, Quality & Analysis	Structure & Governance	Reporting	Data Warehousing	Using HDX	Software Selection Process	Provider Participation	Metro / regional / state-wide collaborations	Privacy & Confidentiality	Security & data Protection

KEY PERSONNEL LOCATION

Key personnel is defined as in house staff for the applicant, co-applicants (collaborative applications), subcontractors and consultants who will be conducting needs assessments, providing direct TA, developing TA products, and/or delivering group learning sessions as well as the in house staff for the applicant that have decision-making authority related to the financial or task management, reporting, or overall coordination of the award. For subcontractors and consultants, only include key personnel when an agreement or subcontract is in place at the time of application submission. Select each person's role from the dropdown list. For key personnel listed, indicate whether each person is a past or current practioner by selecting the appropriate responses from the dropdown lists. For those who are practitioners, indicate the # of CPD programs for which the person has actual experience for CDBG, CHDO, CoC, DRGR, ESG, HOME, HOPWA, HPRP. Practioner is defined as an individual with actual experience implementing, operating and/or managing funds awarded through CDBG, CoC, DRGR, ESG, HOME (including CHDO), HOPWA and/or HPRP.

LAST NAME	FIRST NAME	SELECT ROLE	CURRENT PRACTITIONER	PAST PRACTITIONER	# OF CPD PROG	CITY	STATE	ZIP+4