

Instructions for Completing the Technical Assistance and Capacity Building Expertise Form

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 applicant 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 assistance of more skilled professionals to fully undertake comprehensive activities

3 = Indicates a level of skill not adequate to provide limited TA or program assessments without assistance

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 effect 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 collection displays a valid OMB control number.

Technical Assistance and Capacity Building Expertise Form

g	Economic Dev.	Infra-structure	Fin. Mgmt	Project Financing	Other Federal Reqs	Skill Areas	Real Estate Development and Construction
	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						
	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						
	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 JRA 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						
	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						