

**Paperwork Reduction Act Burden:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This collection of information is optional and will assist HUD to improve the quality, relevance, and delivery of technical assistance resources. The total time required to complete this survey is estimated to average 15 minutes including the time to review instructions, gather the data needed, and complete and review the survey. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Housing and Urban Development, Technical Assistance Division, 451 7th Street SW, Room 7218, Washington, D.C. 20410.

**Privacy Act Statement:** The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with the request for information solicited on this form. Accordingly, pursuant to the requirements of the Act, please be advised:

**Authorization:** This collection of information is authorized under Sec. 501 of Title V of the Housing and Urban Development Act of 1970, Public Law 91-609, which authorizes the Secretary “to undertake such programs of research, studies, testing, and demonstration relating to the mission and programs of the Department as he determines to be necessary and appropriate.”

**Purpose:** This collection of information is necessary in order to systematically gather user feedback and outcomes data to evaluate and improve HUD’s deployment and management of its technical assistance resources. This type of information on outcomes has been consistently requested by both OMB and Congressional Appropriations Committee staff.

**Uses:** This information collection is entirely voluntary. Any information collected may be seen and used by HUD staff that are responsible for analysis of HUD’s technical assistance program. Results of individual surveys will not be shared with TA providers, other TA recipients, or HUD program office staff that have assisted in coordination of the technical assistance engagement. Survey results may be shared in aggregated form with TA providers or HUD program office staff that coordinate technical assistance. Survey results may also be shared in aggregated form with other HUD stakeholders and Congress.

**Disclosure:** *Voluntary.* Any information collected in this information collection may be made accessible to the public and shared widely. **Please do NOT submit any personally identifiable information as part of this information collection form,** defined as any information which can be used to distinguish or trace an individual's identity, such as name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.





At the start of this engagement, the TA provider(s) and your organization agreed to work toward improving your organization's capacity in the following areas:

[List HUD Outcomes and TA provider-supplied outcome descriptions in table format]

## **SURVEY QUESTION 2: PROGRESS TOWARD ACHIEVING SELECTED OUTCOME(S)**

To what extent has your organization [insert outcome]? See attachment at end for a sample of how this would look for a respondent.

100%-Outcome fully achieved  80%  60%  40%  20%  0%-Outcome was not achieved  I don't know

## **SURVEY QUESTION 3: FOLLOW-UP ON FACTORS RELATED TO SUCCESS**

[Note: This is a skip pattern question (dependent on score of 20-100% on Question 2)]

3A. What factors contributed to the improvement in the identified area? (select all that apply)

- Guidance or support provided by the TA provider
- Guidance or support provided directly by HUD
- Increase in funding or revenue dedicated to the area
- Increase in number of staff assigned to work in that area
- New organizational structure or new/increased leadership support for the area
- New political leadership
- Improvement in local economy or other external factors
- Other, please specify:

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I don't know

3B. How likely do you think it is that your organization will sustain improvement in the identified area over the next year?

- Very Likely
- Likely
- Unlikely
- Very Unlikely
- I don't know/ Not applicable

## **SURVEY QUESTION 4: FOLLOW-UP ON FACTORS RELATED TO BARRIERS TO SUCCESS**

[Note: This is a skip pattern question (dependent on score of 0-80% on Question 2)]

In your opinion, which of the following prevented your organization from fully achieving this outcome? [Select all that apply]

- Assistance from the TA Provider was not adequate (please explain specific concern in the comments section)
- Guidance provided directly by HUD was not adequate (please explain specific concern in the comments section)
- Level of engagement of our organization's staff was not adequate
- Turnover in our organization's staff or leadership
- Insufficient number of available staff at our organization
- Inadequate support from our organization's leadership/management
- Decrease in or insufficient political support



EXAMPLE SURVEY QUESTION 2 - TA RECIPIENT RESPONDENT VIEW

**SURVEY QUESTION 2: PROGRESS TOWARD ACHIEVING SELECTED OUTCOME(S)**

Outcome	Outcome Description
<b>Improved capacity to design system-</b>	Provide Technical Assistance and Capacity Building