

# INSTRUCTIONS

Applicants may complete and submit this template, including all fillable fields within each spreadsheet (tab), in response to Availability (NOFA) for its Community Compass Technical Assistance and Capacity Building (Community Compass) Program spreadsheet (tab). These instructions are provided, in addition to the direction in the NOFA.

The completed template must be submitted timely and with the application in grants.gov, unless the applicant has received a different instruction. The completed template does not count towards the 50-page limit for an applicant's response to Rating Factors 1-3 of the

## Experience (for Staff/Contractors/Consultants)

To complete the **Experience** spreadsheet (tab), use the following instructions:

**List the staff persons, along with consultant and contractor persons** with whom the applicant organization has entered a contract under this NOFA. For each person identify the: **name** (first and last); **organization name**, **city**, **state**, **zip**, and **DUNS**; **role** (in the Community Compass NOFA). For the **qualifications narrative**, provide a summary of the individual's experience, expertise, and other qualifications relevant to the Community Compass NOFA.


For each person listed, **to add years of experience** by HUD Office, **use the '+' links above the column headers**. This will expand the chart under that Office. To hide those programs/topics, use the '-' links.


EXPERIENCE OF STAFF, CONTRACTORS, AND CONSULTANTS											Experience	Experience	Experience
Enter the name, organization, and qualifications for each staff person, contractor, and consultant. Then, for each person listed, identify whether the person has experience in each program/topic.											OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT	PUBLIC AND INDIAN HOUSING	OFFICE OF HOUSING
#	Applicant	Person's First Name	Person's Last Name	Organization Name	Role	Organization City	Organization State Abbr	Organization Zip	Organization DUNS #	Qualifications Narrative			
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Within each HUD Office, indicate the number of **years of experience** relevant to each program/topic. Include only whole numbers. In this chart, one year means "10 months or more." For instance, if a staff member has nine months of experience, that staff member would be considered to have zero years of experience; a contractor with 5 years 11 months of experience would be considered to have six years of experience; a contractor with 3 years 11 months of experience would be considered to have 3 years of experience.

## EXPERIENCE OF STAFF, CONTRACTORS, AND CONSULTANTS

Enter the name, organization, and qualifications for each staff person, contractor, and consultant. Then, expand each HUD Office and enter each person's years of experience by program/topc. Enter the years in whole numbers.

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Staff, consultant, and contractor persons and qualifications										EXPERIENCE	EXPERIENCE	EXPERIENCE
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"Public reporting burden for this collection of information is estimated to average 8.0 hours. This includes the time for collecting, reviewing, and reporting the data. The information is being collected for HUD's Community Compass Technical Assistance and Capacity Building Program Notice of Funding Availability (NOFA) and will be used for application review. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. No confidentiality is assured."



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OFFICE OF POLICY DEVELOPMENT AND RESEARCH	OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY	CROSS-OFFICE: ENERGY, ENVIRONMENT, RELOCATION, REAL ESTATE, AND OTHER CROSS-OFFICE REQUIREMENTS	ADDITIONAL	Systems (like DRGR)	Certifications (like AICP)



















