1. Summary

NACEDA's Technical Assistance (TA) Program delivers project-based and organizational capacity-building services for community and economic development organizations. NACEDA's TA program will enhance the capacity and ability of engaged organizations to carry out economic development and affordable housing activities that benefit low- and moderate-income families. TA efforts will focus on but are not limited to the following activities:

- **Affordable Housing Development**
- **Public Policy Development and Research**
- **Micro/Small Business Development**
- **Community Economic Development**
- **Household Stabilization and Capability**
- **Healthy Living**
- **Creative Placemaking**
- **Homelessness/Youth Homelessness**
- **Organizational Capacity (administrative, governance, and management)**

Visit our webpage, www.naceda.org/ta-program, for a more detailed list of activities.

Purpose

NACEDA strives to build the capacity of local community-based development organizations to uplift the people and places of their communities. Our TA provides programmatic and organizational capacity-building services directly to local organizations to enhance and improve their ability to accomplish their mission and vision.

TA Services

There is no set length of time for TA, but it is anticipated that a typical Assignment will last 6-8 months, depending on the scope and depth of the challenges. TA will be provided by a predetermined blend of NACEDA staff and expert consultant partners through a series of key services critical to maintaining a healthy, sustainable, effective, and efficient nonprofit organization and achieving grant goals. NACEDA tries its best to pair TA recipients with consultants with substantive knowledge and those who have a deep understanding of your organization's local context. These TA services will include, but are not limited to:

- **Strategic planning**
- **Board development**
- **Hiring/Talent Acquisition**
- **Program design and development**
- **Building partnerships or coalitions**
- **Preparing community needs assessments**
- **Community and stakeholder engagement**
- **Management of information data systems**

2. Eligibility and Timeline

Eligibility

NACEDA will provide on-site and/or remote TA to 501(c)(3) community serving non-profit and affordable housing organizations. *Current eligibility is by invitation only.*

TA Recipient Requirements

TA recipients will be required to assign specific staff to work with NACEDA and consultant TA providers and share any materials, documents, or financial information that is pertinent to the TA engagement. Recipients will also be asked to complete a report at the end of the TA assignment, providing feedback on the TA services provided and outcomes achieved.

Application Process and Timeline

Applications are accepted and reviewed on a quarterly basis. NACEDA will use the answers provided to the questions on this application as a starting point from which to build the TA Work Plan. This is not meant as a burden or challenge to organizations interested in receiving TA, but rather, as a means to expedite NACEDA's knowledge of the organization, its community served, perceived TA needs, and future goals.

Application Timeline

- **Submit the application by the deadline, April 8, 2024. We highly encourage you to apply early to get priority and start the TA assignment early.**
- **NACEDA will schedule a follow-up within 4 - 6 weeks after completion of the application to get further information if needed.**
- **After careful deliberation, NACEDA informs selected recipients about receiving TA services and their consultant provider. All other applicants will receive an email about the status of their applications.**

3. Your organization

Please fill out the required questions about the organization receiving the TA and the authorized staff filling out this application.

1. What is the name of your organization?

[   ]

2. What is the name and position of the person completing this survey?

[   ]

3. What is the email address of the person completing this survey?

[   ]

4. What is the name of your Executive Director and their email? (if different from Q2 & 3)

[   ]

5. Current fiscal year operating budget in dollars ($)

[   ]

6. Number of full-time staff

[   ]

7. Number of part-time staff

[   ]

8. Number of volunteers

[   ]

9. Number of consultants

[   ]

10. Your organization's website link

[   ]

NACEDA Technical Assistance Program Request

4. Narratives

The narrative section should include detailed responses for the five (5) areas below.

1. **Organizational Capacity and Experience**
2. **Description of Program, Project, or Services**
3. **Market Analysis and Need**
4. **Need for TA and Description of TA Request**
5. **Outcome and Impact of TA**

5. Organizational Capacity and Experience

11. Please provide a brief description of your organization's mission, programs and activities, experience serving your targeted communities, and organizational capacity. This section should be no more than 1,500 words.

6. Description of Program, Project, or Services

12. Name of program/project for which you are requesting TA

13. Project lead name and title

14. Objectives of the program/project for which you are requesting TA

15. Please provide a one-sentence description of the program/project/organizational facet for which you are requesting TA

16. Partners with whom you are working with of the program for which you are requesting TA

17. Funding sources of the program/project for which you are requesting TA

18. Timeline of activities, including any milestones you have already achieved and dates of key decision points coming up of the program/project for which you are requesting TA

[text box]

19. Sustainability plans for the program/ project for which you are requesting TA and how it furthers your organization's mission

[text box]

7. Market Analysis and Need

20. Please describe how the program/project for which you are requesting TA responds to a need in the community you serve. Please provide supporting data if possible. This section should be no more than 1,500 words.

[text box]

8. Need for TA and Description of TA Request

21. An assessment of the needs, challenges, or gaps your organization is experiencing in achieving or maintaining the capacity to reach your organizational, programmatic, and/or project goals for which you are requesting TA.

[text box]

22. Describe the technical expertise you anticipate needing for which you are requesting TA and whether the capacity of specific staff-, executive-, or board-level positions within your organization will be targeted.

[text box]

9. Outcome and Impact of TA

Please describe the anticipated outcomes and impact of the TA support you are requesting. State specific and measurable outcomes that you expect the TA to have on your organization's programs, projects, or services; your staff; your organization more generally; and/or the communities you serve over the next 3 - 5 years. The decision by NACEDA as to what type and level of TA to provide is, in part, determined by whether the assistance is expected to result in one or more of the following outcomes.

23. Please indicate which of the following anticipated outcomes you would like to achieve by the end of this TA assignment.

☐ An organization newly accessing or expanding Federal funding

☐ New CDCs or CHDOs created

☐ Internal capacity increased; ex. new Board members; new IT/tech; new systems/processes adopted; intake/outcomes measurements strengthened, etc

☐ New staff hired or consultants engaged

☐ New community partnerships developed

☐ An organization securing non-Federal project/program funds

☐ Community development projects or community programs supported through the affordable housing project/program; ex. financial capability, arts, small businesses and/or healthcare elements

☐ The number of small businesses started or strengthened

☐ Improvements to website, social media and/or marketing materials made

☐ Housing units placed into the development process, created, sustained, repaired, or rehabbed

☐ Certificates/licenses obtained by organization and/or staff

☐ Training attended by organization staff

☐ The number of individuals placed into affordable housing units

☐ The number of jobs created or preserved

☐ The number of small businesses served

☐ Other (please specify)

24. Please provide further details for the outcome(s) you selected above. This section should be no more than 1,500 words.

10. Documents

Please provide the following documents.

- **501(c)(3) letter**
- **Most recent FY financials/audit**
- **Any additional documents you think are relevant**

25. Upload 501(c)(3) Letter

Choose File   Choose File   No file chosen

26. Upload Most Recent FY Financial/Audit

Choose File   Choose File   No file chosen

27. Upload Additional Document

Choose File   Choose File   No file chosen

28. Upload Additional Document

Choose File   Choose File   No file chosen

29. Upload Additional Document

Choose File   Choose File   No file chosen

Reminder: Application Timeline

- Submit the application by the deadline, April 8, 2024. We highly encourage you to apply early to get priority and start the TA assignment early.
- NACEDA will schedule a follow-up within 4 - 6 weeks after completion of the application to get further information if needed.
- After careful deliberation, NACEDA informs selected recipients about receiving TA services and their consultant provider. All other applicants will receive an email about the status of their applications.

SUBMIT YOUR APPLICATION!

***Please click Submit below and you will receive a confirmation that you have completed this application along with a written copy of this application form.