

**Housing Action Illinois
Technical Assistance (TA) Request Form**

Please complete all applicable sections of this form, and send it to Sharon K. Legenza, Executive Director, at sharon@housingactionil.org or (Fax:) 312-939-6822.

Name of Organization -
Name of Contact -
Date -

1. Are you a developer?
 Yes
 No

2. If you are a developer, are you a CHDO?
 Yes
 No

3. Are you a housing counseling agency?
 Yes
 No

4. Other non-profit agency?
 Yes
 No

Please describe:

Please check boxes for areas of TA you think Housing Action may be able to assist you with. (For example, housing counseling agencies NOT interested in development work may skip section II.)

I. Organizational Development

- Membership
- Establishment of a board
- Board and board committee development
- Staff development
- Utilizing consultants
- Financial management
- Identifying funding sources
- Operating support
- Other:

II. Housing Development

(Starting a new development project)

- Becoming a CHDO

- Planning the project/goal setting
- Conducting a community needs assessment
- Site identification, control, and acquisition
- Financial feasibility
- Other:

(Skills to complete a development project)

- Market feasibility
- Identifying funding sources
- Completing applications
- Pre-development costs
- Selecting development team
- Architectural design/ scope of work
- Construction monitoring
- Marketing plan
- Resident selection plan
- Qualifying prospective homeowners
- Homeowner counseling
- Property management
- Record keeping
- Establishing accountability to community
- Increasing support for affordable housing
- Relationship to P.J. or financial institutions
- Other:

III. Housing Counseling

- Becoming a 501 (c) (3)
- Conducting a community needs assessment
- Drafting a housing counseling plan
- Becoming a HUD approved agency
- Identifying funding sources
- Counseling classroom curriculum
- HUD Reporting & Compliance
- Other:

IV. Please summarize in narrative format your top priorities for technical assistance:
