



Technical Assistance Request Form

2017/2018 CDBG-MIT Planning and Public Services and Resilient Infrastructure Programs

Instructions:

- **Email completed request form to:** MIT-PPS@hcd.ca.gov or MIT-RIP@hcd.ca.gov
- **Subject line:** [Organization Name] TA Request.
- Please submit a separate request form for each technical assistance session you are requesting.
- You may attach additional documentation that supports your request.
- If you have a question that does not require TA, please do not use this form but send the question directly to the MIT-PPS or MIT-RIP email at : MIT-PPS@hcd.ca.gov or MIT-RIP@hcd.ca.gov

Contact Information

Name of County of Project Location:
Name of Organization:
Name of Program/Project:
Contact Name:
Contact Phone Number (xxx-xxx-xxxx):
Email Address:

Please select dates/times for Technical Assistance for either the MIT-RIP or MIT-PPS program

Due to capacity and dependent on volume of requests, available hours may be limited. Session requests are on a first come first serve basis.

MIT-RIP TA Sessions:

Tuesday sessions:	3:00-4:00
Thursday sessions:	10:00-11:00

MIT-PPS TA Sessions:

Monday sessions:	1:00-2:00
Wednesday sessions:	2:00-3:00

Additional Information:

If applicable, please indicate the best month/date your organization attendees will be available for the TA session.

Attendees:

Name	Job Title	Email Address

TA Topics: Please check all that apply to your request.

<input type="checkbox"/> Budgets	<input type="checkbox"/> Resolutions	<input type="checkbox"/> Environmental	<input type="checkbox"/> Equity
<input type="checkbox"/> Outreach/Marketing	<input type="checkbox"/> Performance Measures/Goals	<input type="checkbox"/> Program Requirements	<input type="checkbox"/> Duplication of Benefits
<input type="checkbox"/> Grants Network	<input type="checkbox"/> Record Keeping	<input type="checkbox"/> National Objective	<input type="checkbox"/> Monitoring and Compliance
<input type="checkbox"/> Program Schedule	<input type="checkbox"/> Procurement	<input type="checkbox"/> Due Diligence	Other:

Topics/Questions to be addressed in TA session:

Please give examples and questions that you may have to be addressed in the TA session. Indicate below if you have attached additional documentation that supports your request.

Thank you for submitting your request for Technical Assistance for the 2017/2018 CDBG-MIT Planning and Public Services and Resilient Infrastructure Programs. You will receive confirmation of your request within two business days. An HCD Representative will be in contact to schedule your requested session.

HCD Section only

Representative:

Contact Date:

TA Schedule Date/Time: _____ / _____

Attendees:

Meeting Notes:

Resources/Follow-up Provided: