

CHAPTER 6. TECHNICAL ASSISTANCE EVALUATION

- 6-1. PURPOSE. This chapter describes the TA project/program evaluation process.
- 6-2. POLICY. It is a policy of CPD to evaluate all technical assistance provided under contracts, cooperative agreements, and grants.
- 6-3. TECHNICAL ASSISTANCE EVALUATION. The TA evaluation process consists of an individual project evaluation and an overall program evaluation. The Technical assistance project evaluation is conducted to determine how well the TA provided met the State and local officials' needs, how effectively the TA was delivered, and what impact the TA had on the work of the State and local officials. The overall program evaluation determines the effectiveness of the TA program on an annual basis.
- 6-4. TECHNICAL ASSISTANCE PROJECT EVALUATION. In preparation of the Statement of Work (SOW), the Government Technical Representative (GTR) shall ensure that CPD's standard evaluation task is included, requiring the contractor or recipient to distribute a Section 107 Technical Assistance Evaluation Questionnaire.

The TA evaluation is conducted on each project in two phases: an initial assessment and a six-month follow-up assessment.

- a. Initial Assessment. An initial assessment is made at the conclusion of each conference, workshop, or on-site technical assistance session. TA providers are required, as a provision of the contract or assistance instrument, to distribute to each TA recipient a Technical Assistance Evaluation Questionnaire entitled "Technical Assistance Evaluation Initial Assessment," HUD Form-40011 (See Exhibit 6-1) for completion and submission by TA recipients to the Director, Policy Coordination Unit (PCU).
- b. Six Month Follow-Up Assessment. In a continuing effort to improve the technical assistance provided to State and local officials, a short follow-up questionnaire is sent by PCU to obtain any effects that TA might have had on State and local economic or community development programs. HUD Form-40011.1 (See Exhibit 6-2) entitled "Technical Assistance Evaluation Six

Month Follow-up" questionnaire is sent to TA recipients by PCU for completion and submission to PCU to complete the TA six follow-up assessment.

6-5. DUTIES AND RESPONSIBILITIES.

- a. The Government Technical Representative (GTR) is responsible for:
 - (1) Ensuring that the standard TA evaluation task is included in the Statement of Work (SOW) of each TA project assigned;
 - (2) Obtaining from the contractor or recipient a complete list of names and addresses of all recipients of TA within two weeks of provision of assistance;
 - (3) Forwarding the Participation List of CDBG/Urban Homesteading recipients, which includes the name of the TA provider, award number, date, site, participant name, mailing address, and telephone number, to the PCU;
 - (4) Reviewing the responses to the questionnaire for monitoring purposes, and
 - (5) Returning the questionnaires to PCU for inclusion in its evaluation files.
- b. The Technical Assistance Specialist is responsible for sending the PCU a conformed copy of each contract, cooperative agreement, and grant for establishing an PCU evaluation file.
- c. The Policy Coordination Director is responsible for:
 - (1) Reviewing each contract, cooperative agreement, and grant award document for significant dates, work tasks, expected number of participants; recording the information; and preparing a file folder for each document.
 - (2) Upon receiving the Participation List from the GTR, recording the names, addresses, instrument number, dates of workshops into the computerized TA data base.

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- (3) Following up with the GTR, if the Participant List requirement has not been met.

- (4) Receiving, recording, tabulating, and calculating responses from the initial evaluation questionnaires from recipients into the computerized TA data base for each contract, cooperative agreement, and grant.
- (5) Calculating the response rate using the information received from the Participant List and forwarding this information to the GTR.
- (6) Sending TA recipients the Six Month Follow-up Questionnaire and receiving, recording, tabulating, and calculating those responses from recipients into the computerized TA data base for each contract, cooperative agreement, and grant.

6-6. EVALUATION REPORTS. The PCU will provide to the Office of Technical Assistance the following evaluation reports:

- a. A Tabulation Report of responses from TA recipients of the Initial Assessment Questionnaire;
- b. A Tabulation Report of responses from TA recipients of the Six Month Follow-up Assessment;
- c. Individual Reports, upon request, on refunding of TA projects, or consideration of new TA projects;
- d. Annual Report, at the end of each fiscal year, of the TA program accomplishments, including a summary of all TA questionnaires received.