



Technical Assistance Panels

Technical Assistance Programs (TAPs) are part of the Urban Land Institute Advisory Services Program. TAPs were specifically designed to be run and implemented by District Councils. ULI Advisory Services offers several options - project analysis sessions, fellows advisory panels, on-site analysis sessions, weeklong panels, technical assistance programs, advisory workshops, and special services. All of these have four characteristics in common:

- A scope defined by the sponsor to ensure that their needs are met;
- An objective team of experienced professionals who have addressed similar issues;
- Recommendations that build on what you have already done; and,
- The high-quality outcome for which ULI is known.

Typical TAP assignments for District Councils:

- Most District Councils offer an average 2-3 TAPs a year.
- Format is typically 1.5 days – 2 days.
- District Councils recruit high-level volunteer panelists from the area.
- In all cities, panelists must have no conflict of interest at the start of the TAP, and agree not to solicit work from the sponsor for one year following the TAP conclusion.
- ULI experts volunteer their services, however a fee is charged support the ongoing operations of ULI, including staffing.
- The fee for a typical TAP is \$20,000 with an additional \$5,000 for meeting facilities and meals, copywriting, graphic design and printing, and other out-of-pocket costs.

Selection Criteria:

ULI Houston accepts TAP applications on a rolling basis. To determine the feasibility of an application, it is reviewed against the following criteria:

- The sponsor is a local government, non-profit organization or developer. Other sponsors may be considered on a case-by-case basis, but support of local leaders and elected officials is required.
- The assignment can be completed in 2 days.
- There is expertise within ULI Houston's membership to address the issues.
- The assignment is consistent with ULI's mission of responsible land-use and sustainable communities.
- There is demonstrated need from the community and resonance with regional issues.

To view sample reports from past Technical Assistance Panels, visit the Advisory Services section of Houston.ULI.org.

Please complete the following Application, and submit to: Ann.Taylor@ULI.org
Still have questions? Contact ULI Houston at 713-349-8821.

"The mission of ULI, the Urban Land Institute, is to provide leadership in the responsible use of land and in building sustainable, thriving communities worldwide."



TECHNICAL ASSISTANCE PANEL APPLICATION

Date of Application _____

Lead Applicant Organization _____

Contact Person _____

Title/Role _____

Address _____

Telephone Number _____ Fax Number _____

E-Mail _____ Website _____

Problem Statement

Give a brief description why you believe a Technical Assistance Panel (TAP) is needed. Discuss the nature of the assignment and the key **issues and problems** the panel should address.

Questions To Be Addressed By Panel Members

Please list three to four **specific questions** to be addressed by the panel. These questions may be tweaked at a later date, but questions are necessary to determine the scope of the panel. It may be helpful to identify specific challenges as they relate to Market Potential, Planning and Design, Development Strategies, and Implementation Strategies.

- 1.
- 2.
- 3.
- 4.

Management Plan

Identify **key individuals** who will participate in the panel process and their areas of responsibility. Please include those who will be responsible for preparing the briefing book and organization of the briefing session, tour of the study area, on-site panel support, and follow-up. (See separate document detailing items to include in the briefing book).

Sponsor Information

Please describe the organization(s) that will serve as the sponsor(s) for the panel assignment.