

GREENVILLE COMMUNITY PARTNERSHIP

NRTC PROGRAM RFP - SOCIAL SERVICE PROGRAMS

INTRODUCTION

The purpose of the GCP RFP is to bring the applicant and the GCP together in order to determine the eligibility and feasibility of a proposed Neighborhood Revitalization Tax Credit (NRTC) project. It is designed to begin a discussion that may lead to the submission of a full application and funding approval or to determine that the proposal as structured does not meet NRTC Program requirements.

There is a maximum of \$394,000 for social service programs as defined below. Proposals can ask for a maximum of \$200,000 of the \$394,000, which means GCP may select at least two social service proposals. Administration is limited to 5% of the total funds for general expenses. Up to 15% of the funds can be used for program expenses directly related to delivering NRTC activities; this includes staffing (salary and fringe).

Up to forty percent (40%) of the total \$985,000 NRTC funds may be used for complementary activities including:

- Infrastructure improvements (including streetscape)
- Public open space
- Crime prevention
- Community outreach
- Recreation
- Programs and services that are targeted to (and primarily benefit) neighborhood residents

If you do not see you proposed activities above please refer to the Housing and Economic Development RFP.

**SUBMIT THE RFP BY 2PM, WEDNESDAY ON SEPTEMBER 25, 2013 VIA ELECTRONIC SUBMITTAL TO:
MWARD@GSECDC.ORG**

For more information contact:
Matthew Ward, Assistant Project Manager
Garden State Episcopal CDC
514 Newark Ave
Jersey City NJ 07306
(201) 209-9301 ext. 315

PRE-APPLICATION INSTRUCTIONS

1. **Pre-Application Certification** – Provide the agency’s information in this section.
2. **Organizational Description** – Provide evidence of your Agency’s capacity to manage the proposed project activities, including a description of your Agency’s financial management and administrative systems. Explain your Agency’s track record of successfully carrying out activities similar to the ones proposed in this application.
3. **Project/Activity Summary Description – (please complete this form for each proposed project activity)** Provide a detailed description of the project for which NRTC funding is requested. This section answers the following:
 - **Plan Alignment** - Explain how the project aligns with the approved NRTC neighborhood plan;
 - **Project Description** - How will the proposed activities contribute to improving and revitalizing the neighborhood? Describe: physical conditions, economic conditions, social conditions, population (including low/moderate income). Ensure data used to support revitalization activities is current. American FactFinder, at the US Census Bureau, is recommended as a data source. Data from the *2010 Census* and from the most recent *American Community Survey, 5-year estimate* should be obtained. You may access American FactFinder at: <http://factfinder.census.gov>.
 - **Impact Statement** - Explain why this project would not proceed without NRTC Funds.
4. **Partner Information – (please complete this form for each proposed project activity)** Complete this form for each organization with which you will partner to implement a project activity or activities. In the narrative box, provide information about the partner organization in terms of its role and/or contribution in implementing the activity (activities) and the level of responsibility it will take for this.
5. **Goals and Measurable Outcomes – (please complete this form for each proposed project activity)** An objective is a distinct, quantifiable element that must be achieved in order to attain the goals of a project. Be brief and concise.
 - Objective - short description of each proposed activity
 - Measurable Outcome – a quantifiable unit of measurement for achieving the objective
 - Method(s) – describe how the objective will be achieved/completed
 - Evaluation – describe how the measurable outcome will be proven to be successfully completed
6. **Budget – (please complete this form for each proposed project/program activity)** Provide the requested information.
 - Administration is limited to 5% of the total funds for general expenses. Up to 15% of the funds can be used for program expenses directly related to delivering NRTC activities; this includes staffing (salary and fringe).
 - For housing and economic development projects that include new or rehabilitated structures, the total development budget with all sources and uses of funding must be submitted.
 - Attach a Five (5) year operating pro-forma for all housing and community development projects that include new or rehabilitated structures (if applicable).
7. **Other Sources of Funding – (please complete this form for each proposed project activity)** Indicate all sources and amounts of funding committed to, or anticipated for, this project. Do not include Neighborhood Revitalization Tax Credits – Project funds.
8. **Project timeline – (please complete this form for each proposed project activity)** Schedule for starting and complete the activity.
9. **Personnel Staffing Chart - (please complete this form for each proposed project activity)** Complete this section for each staff person, professional and consultant who will be responsible for implementing the project. A resume and a job description (duties/services) must be attached for each person named in this section.

Application Check List

The NRTC RFP and its attachments can be submitted electronically in Microsoft Word format with attachments following the completed application.

The following attachments are required as part of this RFP:

- Saved RFP and Scanned Attachments**
- Signed application certification form**
- Board list** that reflects current members as January 1, 2013
- Copy of Incorporation Documents**
- Copy of Current IRS Determination Letter**
- Copy of Certificate of Good Standing** (within the last 3 months from State of NJ, Office of Commercial Recording)
- Copy of Total Agency Budget** (with sources and uses)
- Copy of 2 years of Agency Audit -OR- 990 financial statements**
- Copy of Funding Commitment Letters** (if available) – for each source listed in the “ Other Sources of Funding” section. This should include committed funding from private grants, private donor, lending institutions, and other State agencies such as, NJRA, HMFA, and NJEDA.
- Staff Resumes and Job Description**
- Organizational Chart including partner activities** (for Support Service and Other Activities only)
- Copies of Annual Report, media, articles or letters of support** (if available)

Evaluation Criteria

The NRTC RFP will be evaluated on the following criteria and point system. The following categories are weighted with points. Under each category are a number of questions for the steering committee to consider when reviewing your RFP in order to assign a point value to each category. Please address some of these questions in your application to strengthen your RFP.

A. Eligibility (Yes/No)

1. Are all or more than 75% of activities within or servicing residents of the neighborhood?
2. Does the plan satisfy a goal in the Community Plan?
3. Does the proposed activity meet NRTC eligibility requirements?
4. Is the application complete?

B. Need for Project / Impact (25 points)

Including but not limited to degree to which the project is addressing the goals of the community plan and needs on the neighborhood

1. Who is being served?
2. Why does the neighborhood in need on the proposed services?
3. What impact does this program have on the greater community?
4. Are the proposed services currently being provided to the neighborhood?
5. Does the posed services promote GCP's image to the larger city, county and/or state?

C. Capacity of Applicant (35 points)

Ability to organize, manage and complete the proposed activities

1. Are the goals and outcomes proposed achievable by this organization?
1. Does the organizational budget show similar amounts of funding?
2. Is the timeline and milestones clear?
3. Can the program be 50% complete before year 1?
4. Is the project or program untested?
5. Is the project or program an expansion of existing services?
6. Does the annual report indicate a comparable capacity?

D. Financial Viability of Applicant (25 points)

Degree to which the applicant has demonstrated financial soundness and commitment

1. Is the organization in good financial standing?
2. Does the organization have a history of completing tasks on time?
3. Has there been any changes in staff for derogatory reasons?

E. Financial Feasibility (15 points)

Project costs consistent with industry standards and projected outcomes

1. What is the typical cost per unit (or student, or entrepreneur, etc.) for proposed activities?
2. Are the activities and outcomes achievable with this amount of funding?
3. Does the applicant have commitment letters?
4. Can the applicant leverage other funds for this program?
5. Can the applicant bring additional investors?

1. APPLICATION CERTIFICATION

Name of Applicant: Garden State Episcopal CDC

Address: 514 Newark Ave

City: Jersey City

Zip Code: 07306

Internet

Website: http://gsecdc.org

Name of Contact Person: Matthew Ward Assistant Project Manager
201-209-9301 x315
Name Title Phone

Email: mward@gsecdc.org

Name of Chief Executive Officer: Carol Mori Executive Director
201-209-9301 x313
Name Title Phone

Email: cmori@gsecdc.org

Name of Chief Financial Officer: Donna Matozzi Finance Director
201-209-9301 x305
Name Title Phone

Email: dmatozzi@gsecdc.org

Project Information

Name of Project: GCP Community Liaison and Outreach

NRTC Funding Request: \$ 42,800

Use of NRTC funding (Check all that apply):

Supportive Services:

Other:

- Afterschool Program
- Youth Program
- Crime Prevention Program
- Health Care Program
- Community Health Services
- Other: _____

- Street Scape Improvements
- Public/Open Spaces Improvements
- Recreation Activities
- Infrastructure improvements
- Community Outreach
- Other: Community Liaison

CERTIFICATION

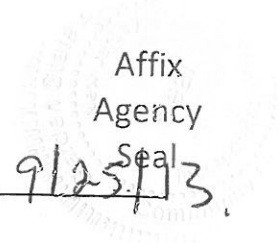
This is to certify that the information and data provided in response to this instrument is accurate and complete to the best of my knowledge.

Signed: _____

Title: _____

Director
Flores &
Community Development

Date: _____



2. ORGANIZATIONAL DESCRIPTION

A. ORGANIZATION CAPACITY

i. What is your organization's mission?

GSECDC's mission is to "Create healthy neighborhoods through community development initiatives by partnering with government, residents, businesses, and other faith-based organizations to best serve the most vulnerable in our society."

ii. Please list some of your organization's accomplishments or awards -or- attach copies of articles and awards.

GSECDC serves over 2,000 people annually through three core programs. Serving close to 600 people annually, the Division of Housing and Community Development (DHCD) provides: affordable housing (rental, for sale and special needs) and mixed use development, asset management, and neighborhood planning initiatives. GSECDC's has been the recipient of the 2006 Jersey Journal Hero in the Religious section, 1 of 3 Honorees at the 2008 Mayoral State of the City Address, 2009 Developer of the Year at Supportive Housing Conference, 2009 Local Initiatives Support Corporation's Neighborhood Impact Award, and the 2011 Jersey City Green Award from the Jersey City Redevelopment Agency. GSECDC also offers a host of social services and workforce development programs through the Division of Supportive Housing and Social Services and the Customer Service Skills Center that serve over 1,500 people annually.

iii. Describe your experience in carrying out the proposed activities. Be specific about projects/programs completed to date. List project/program names, outcomes and funding sources used to carry out those activities.

Starting in 2011, Garden State Episcopal Community Development Corporation (GSECDC) began its first major community planning and development effort through the New Jersey Department of Community Affairs (NJDC) Neighborhood Revitalization Tax Credit Program. A small grant from NJDC was awarded to GSECDC for planning services and a Wells Fargo Planning Grant was also leveraged to fund planning services. GSECDC immediately got to work and over a 10-month period more than 500 residents and stakeholders actively participated in the making of the "I Love Greenville Community Plan." From the outset of the neighborhood planning process, GSECDC employed an aggressive, inclusive and transparent strategy to ensure that public input guided the final plan. The final plan was submitted to NJDC in December 2012 and Wells Fargo in Spring 2014. In June 2013, the neighborhood plan was recognized by the Hudson County Planning Board receiving the 4th annual Smart Growth Planning and Policy Award. Today, there is a dedicated steering committee of over 15 organizations and residents dedicated to seeing this planning process to implementation and beyond.

All outreach and survey activities for the creation of the plan were carried out by GSECDC staff. The four Public meetings had an average attendance of 40 people with a range of 30 to 80 attendees. The Steering Committee has met nearly every other month to progress the neighborhood plan. GSECDC also conducted a door-to-door survey about neighborhood satisfaction. There were 1,464 households to survey at random from the total number of 3,727 households in the neighborhood. It completed surveys with 422 of the selected households, yielding a response rate of 29 percent. The survey results had a 95% confidence level. A property search was also carried out cataloging land use, vacancy and condition of the structures for every individual parcel. A facebook page was created to communicate neighborhood and plan activities as well as a mailing and email list. Without funds, the steering committee for GCP has continued to meet approving committee officers, soliciting resident representatives or zone reps, and passing bylaws for the committee. Now, GSECDC and GCP await plan approval by the NJDC. Once the plan is approved GCP will be able to receive funds through the NRTC program. GSECDC will also apply on behalf of GCP to the Wells Fargo Regional Foundation Implementation Grant.

The services proposed in this application will supplement GSECDC's ability to carry out these tasks. GSECDC is experienced in community outreach and marketing. The organization's website is developed and managed by in-house staff. The website is robust allowing users to find the newest information on programs easily. GSECDC also markets and sells 20 units each year to eligible first time home buyers. Lastly, GSECDC often is required to hold meetings residents near proposed housing developments.

GSECDC also has a Division of Supportive Housing and Social Services and a Division of Housing and Community Development.

Question Aiii Continued:

The Division of Supportive Housing & Social Services serves over 1,200 people annually through several initiatives that provide quality housing and comprehensive services to some of the most at-risk populations in the Jersey City community including those that face homelessness, substance use, mental illness and/or HIV/AIDS. **Programs are designed to** stabilize housing conditions and help consumers develop critical life skills so that they reach the highest level of physical, financial and mental well-being possible. Services are consumer directed and are founded on consumer responsibility and participation. Ninety-five percent of clients in this division have no or extremely low income and have multiple, complex needs that require high levels of assistance and individualized intervention. GSEDC has a history of successful work with homeless consumers and utilizes a harm reduction approach in all of its programs. This includes:

Hudson CASA Supportive Services- Hudson Creating Alliances to Shelter All (Hudson CASA) is a homeless service and housing program that was developed at GSEDC to address the problem of homelessness in the Hudson County Community. Hudson CASA has a core vision that the provision of permanent, affordable and supportive housing is the first and most important step in ending chronic homelessness. The second is providing a comprehensive array of supportive services. The Hudson CASA program provides intensive case management services to assist homeless individuals to find, secure, and/or afford permanent housing. Hudson CASA seeks to address the core issues homeless consumers face, and provides a unique combination of services for addressing the barriers which have previously hindered stability and wellness. The intent of Hudson CASA is to assist consumers in securing permanent homes through a comprehensive and integrated program of home-finding services, rental assistance, supportive services and workforce development opportunities. There are a limited number of services in Hudson County which specifically address the needs of the identified population. Hudson CASA provides a unique combination of services specifically targeted to address the long-term needs of the homeless population in the Hudson County Community. This program has served over 200 homeless people annually and helped over 128 to exit into stable housing.

Hudson CASA Recovery Support Project -The Hudson CASA Recovery Support Project (HCRSP) is designed to bring HIV prevention and recovery assistance to the hardest-to-serve among GSEDC's clients and those from other agencies: those who struggle with substance use, who may be living with HIV/AIDS or a major psychiatric condition, the homeless and others of this high risk population. HCRSP is a "drop-in" program, an approach with a welcoming and respectful atmosphere and tangible rewards. The Drop-In Center is an easily accessed, low demand program, social in nature, which follows a Harm Reduction approach. It is designed to engage and serve individuals, likely with myriad problems, who have not built trust nor affinity with more mainstream services, or who have not found services with which they felt comfortable enough to participate. Central to the program are Health and Prevention Education and Harm Reduction workshops. These are formally conducted, but are also combined and intertwined with deliberately "informal" but carefully insightful contact with staff, for the purposes of observation and assessment. In this setting, clients can share their life experiences with skilled staff and peers. Interventions, individually and in groups, address presenting issues regarding substance use, health, wellness and recovery, mental health, and concrete matters of daily life. In addition, services and activities on-site at the Drop-In Center include: food, hygiene supplies, bus tickets, peer support groups, individual assessments and health screenings, especially, on-site HIV counseling and testing. When an unmet need is identified, linkages are made, as needed, to GSEDC Hudson CASA program Case Management, as well as to healthcare, mental health & substance use treatment services in the community. The services are supported by the experienced case management staff and programming of Hudson CASA Social Services and the rest of the GSEDC Supportive Housing Division. This program handles 20-30 homeless people per day and served over 250 annually.

Corpus Christi Ministries Housing (CCMH) – This program is dedicated to serving the needs of people living with HIV/AIDS in Hudson County. CCMH provides permanent housing combined with comprehensive supportive services. Presently we serve 59 people through 36 units and anticipate

servicing an additional 8 households in early 2013 when two new projects are completed. 100 percent of the residents of CCMH are low income persons and were homeless at time of admission into the program. A significant percentage of our CCMH supportive housing clients, approximately 80% or more, are also mental health consumers. We target homeless individuals and families who have a specific, identified need to live in supportive housing. Most of our residents are referred from local shelters, or are otherwise eligible due to status of homelessness. All of our residents were previously unable to live independently and maintain housing without supportive services. Our support staff provides regular contact with residents during day and evening hours, seven days a week. We also provide 24 hour on-call service for emergencies, which is vitally important for the vulnerable population we serve.

Hudson CASA Emergency Housing - The Hudson CASA Emergency Housing Program, targets HIV positive, homeless individuals and families in need of emergency shelter and 1) provides *immediate temporary shelter* and 2) *housing focused case management services to develop a permanent housing plan*. The Emergency Housing Program has been integrated into the Hudson CASA Program which presently serves homeless individuals and families by providing intensive case management, home-finding, employment services and peer support. Clients are provided with temporary shelter in an SRO or motel, and are also provided with food and bus tickets during the time they are receiving emergency shelter. Additionally, the clients who access these emergency housing assistance funds are provided with intensive case management services while focusing on developing a long term housing plan.

Residential Intensive Support Team Program (RIST)—This program serves 43 consumers who are living with severe persistent mental illness and are homeless. It provides lease-based rental subsidies to make market rate apartments throughout the community of Hudson County affordable to this population. The consumer chooses the town they wish to reside in. The consumer has his or her own apartment, a lease in his or her own name, keys, and responsibilities – but also has intensive, integrated supportive services provided in their homes to help maintain physical and mental health and stability in their housing. The RIST Program is designed to provide housing and services for consumers who may have previously been classified as “hard to serve”. Jointly with the consumer, RIST staff develop individualized plans with a holistic approach to address all areas of the individual’s life. Consumers are encouraged to lead the direction of their plan and their level of care. The high ratio of staff-to-consumer allows for very personal, individual and intensive services to be offered to the consumer in the most comfortable setting possible- the consumer’s home.

Home At Last- This program combines a housing subsidy with intensive, in-home case management services. The program serves homeless individuals with physical and psychiatric disabilities. Clients participating in this program also access all of the services available through Hudson CASA. The main goal of the program is to assist individuals who might otherwise not be able to live independently, maintain their own housing. GSEDC currently manages 10 vouchers under this program.

The Division of Housing and Community Development implements a real estate and economic development strategy that furthers the revitalization of emerging markets by targeting eyesores and repurpose them as quality affordable housing for people priced out of the market. With the goal of improving the quality of life, the affordable housing approach is structured to meet the multi-faceted and ever changing needs of the community, addressing multitude of problem property types and conditions in volatile and challenging markets. We repurpose properties through several construction methods for the delivery of diverse end product of high and low density housing options. This is carried out on a scattered site basis, filling in the gaps from block to block. The housing provides opportunities to a wide array of people including the homeless, households with special needs, low income families in need of rental housing and first time home buyers of moderate/middle income. Every venture is carefully designed to stabilize the immediate blocks, maximize economic effects and position the local market for further re-investment while improving the financial health of households by stabilizing their housing costs. In doing such, recipients better address other life necessities, while increasing disposable income to invigorate the local economic environment. This program serves over 550 people annually and completed 208 units

with another 88 units to be completed by 2015. Brick and mortar approaches are supplemented with housing education and neighborhood planning initiatives.

Services:

- Home ownership development for first time buyers of mixed incomes
- Rental housing development for low income renters
- Permanent supportive housing development for homeless and special needs populations
- Affordable housing advocacy, pre-purchase education and sales
- Mixed use and commercial development
- Neighborhood planning

Strategies

- Increasing disposable income and attracting mixed income populations to low income neighborhoods to invigorate the local economy
- Repurposing properties through several construction methods including new construction, moderate and gut rehabilitation.
- Delivering unique and diverse products with long term sustainability and impact.
- Implementing scattered site strategies, filling community gaps from block to block.
- Designing ventures that stabilize markets, maximize assets and invigorate the local economic environment.
- Creating home ownership opportunities that generate wealth for families and communities
- Specializing in the redevelopment of problem properties including foreclosures
- Stabilizing and igniting commercial corridors through mixed use development strategies
- Efficiently using scarce resources and mixed finance options
- Partnering with government and private sector for effective policy and programming that is cost effective and timely
- Developing energy efficient and environmentally friendly properties

B. AGENCY INFORMATION

Compliance Statement

Non-profits are required to be incorporated and in compliance with all legal statutes and reporting requirements with the State of New Jersey.

- i. Please indicate date of Incorporation.

12/24/1986

- ii. Have there been any changes to the organization’s incorporation status since the agency’s NRTC Plan approval date? If yes: please indicate changes below; and submit a copy of the revised incorporation document.

No

- iii. Are you in “Good Standing” with the Department of State? Attach a copy of the agency’s Certificate of Good Standing. Certificate must be current as of 3 months.

Yes

- iv. Has the agency adopted by-laws that are consistent with its articles of incorporation?

Yes

C. PERSONNEL – TOTAL AGENCY

Compliance Statement

Agency’s personnel procedures must adhere to state and federal requirements governed by grants.

What is the current staff level, both part time and full time?

Full time **29** Part time **4**

- i. Please indicate if there have been any staff changes in this fiscal year. If yes, what are the changes and the reason for the changes?

None

D. FISCAL

Compliance Statement

The agency maintains an adequate financial management system as required by the terms and conditions of the grant agreement and all applicable amendments in compliance with State and Federal laws and regulations.

- i. Please submit total agency budget with funding sources and uses.

- ii. Please submit 2 years of audits or 990 forms.
- iii. When was the last IRS 990 filed or submitted to the IRS? Date: 10/22/12
- iv. When was the last audit for your agency conducted? FY: 2013

Please indicate when is the expected date of the next audit to be completed. Date: May 2014

- v. Were any internal control or compliance findings stated in the audit? If yes, please describe the findings and indicate the status of the corrective action plan. Attach a copy of said plan.
There are no findings or questioned costs
- vi. Did the agency incur a deficit at the end of its fiscal year? If yes, how much and how will the agency reduce the deficit.
No
- vii. What process does your agency utilize in allocating funds to each program?
Most Funds are allocated to each program directly. There are some funds that are allocated based on number of units in the supportive housing facilities. The accounting system is a Fund Accounting system that captures and reports data by program, funding source, location and type of service.

3. SUPPORT SERVICES AND OTHER ACTIVITIES: SUMMARY DESCRIPTION

Specifically describe the project activity for which your agency intends to seek NRTC funding. Complete this form for each project/program in this pre-application.

Project Activity Name:	Type:	Funding Requested:
Community Liaison and Outreach	Community Outreach	\$42,800.00

a. Plan Alignment - How does the project/program align with the NRTC neighborhood plan?
One of the four goals in the NRTC Neighborhood Plan is to empower local residents and strengthen families. A first step toward better empowerment is communication. The purpose of the GCP Community Liaison and Outreach program will be to offer comprehensive outreach efforts and personalized communication for residents in need of GCP-related services and activities. This strategy includes creating a sustainable job for a member of the community that will work diligently to market and inform the community through a holistic

communication plan. Efforts will include: in-person interactions, print advertising and digital media (i.e.: website, blog, and online social media). This program aligns with the NRTC neighborhood plan by aggregating information in the community that is relevant and useful to the residents. Better communication is a key element in implementing the other three goals of the plan. Without enhanced outreach efforts it will be difficult to ensure economic opportunity for residents, improve housing quality, and create a safe place to live, work and play.

b. Project Description - How will the proposed activity contribute to improving and revitalizing the neighborhood? (Describe: physical conditions, economic conditions, social conditions, population (including low/moderate income))

Garden State Episcopal Community Development Corporation (GSECDC) is dedicated to Building Stronger Communities. Since 1986, GSECDC has been working in Jersey City. We have developed over 208 units of affordable and supportive housing and are the point of entry for the homeless in Hudson County. I Love Greenville Community Plan is GSECDC's first foray in Community Planning and Development. As the administrative agency for the NRTC, we are dedicated to Community Development and want to invest agency resources into the implementation of the NRTC plan. In addition to other Support Services and Housing and Economic Development activities, A Community Liaison and Outreach program is necessary in ensuring the success and implementation of the I Love Greenville Community Plan. GSECDC's proposes that a full-time Community Liaison position be created to act as coordinator for the Greenville Community Partnership. Candidates will be required to live in Jersey City and preference will be given to an applicant living within the boundaries of the NRTC Neighborhood Plan. The liaison will keep residents informed and involved and the GCP steering committee will be able to run smoothly. All reporting, communication and outreach efforts related to GCP will also be the responsibility of the Community Liaison. There are many services and programs available within the neighborhood and Jersey City that are underutilized or underadvertised. We will also look to the Community Liaison to develop relationships with community members in order to communicate what is available to individuals in the community. Giving preference to applicants within the neighborhood is key strategy for the Community Liaison to succeed. We want GCP to create a healthy relationship with the neighborhood in order to respond to community needs. The NRTC Neighborhood Plan outlines a number of aggressive and innovative community development activities. In order to best accomplish these activities a Community Liaison and Outreach program must be a success. We are looking for highly qualified applicants that are outgoing, approachable, and have an in-depth knowledge of the community. See the attached Job Description of the Community Liaison for a detailed list of qualifications, duties and responsibilities.



JOB DESCRIPTION

JOB TITLE: Community Liaison
HOURS: Full time
SUPERVISOR: Director of Housing and Community Development

Minimum Qualifications

- ♦ High School Diploma or GED minimum. BA degree a plus. Background with urban studies, urban planning, community organizing, real estate, community development of related discipline a plus.
- ♦ US citizen or permanent resident status and driver's license required.
- ♦ Desire and ability to work with a diverse group of people, particularly those living in low-income neighborhoods. Ability to work independently and in a team environment. Good written and oral communication skills
- ♦ Ability to work a flexible schedule (some night and weekends may be required)
- ♦ Strong organizational, people and administrative skills a must.
- ♦ Strong technological skills desired. Database management and strong MS Excel skills completely necessary. Experience with graphic design and content management systems is highly desirable. Experience with marketing and outreach desirable.
- ♦ Open to residents: 1) Living with boundaries of I Love Greenville Community Plan, 2) Living in Jersey City
- ♦ Familiarity with the Jersey City area and bi-lingual desired.

Principal Duties and Responsibilities

1. Responsible for the coordination, reporting and outreach as it relates to the I Love Greenville Community plan per regulations of funding organizations. This includes, but not exclusive to overseeing the any consultant contracts, Steering Committee and other community stakeholders and GSEDC staff to deliver the requirements of the plan which include planning and hosting events, meetings, research, writing updates to the plan, completing surveys, and other requirements. Assist with the management of the plan after grant approval, including monthly and annual meetings, planning "quick wins", formalizing the steering committee and setting up a review process for project selection. Help secure short term and long term resources for the implementation of the plan including preparing applications for funding and courting possible investors under the NRTC program. Responsible for reporting and interaction with all funders. Represent the agency at the Networks' Task Force and other related community meetings.
2. Assist Assistant Project Manager with development of GCP website and related content. Responsible for regular updates to the website, facebook presence and other social media outlets utilized for outreach.
3. Develop an outreach plan to engage residents on multiple platforms, for example: door-to-door canvassing, social media, flyering, email campaigns. Create monthly reports for Assistant Project Manager detailing outreach activities.
4. On occasion, Assist Project Managers and Director with day to day responsibilities for completing real estate projects from concept to completion. This includes new construction or rehabilitation for home ownership, rental and special needs housing. Provide assistance to the team with site identification, site acquisition strategies, concept development, financial structuring, community meetings, scheduling, securing predevelopment, construction and permanent financing, securing approvals for construction, planning and otherwise needed, package applications to government and private entities for financing, assemble and coordinate the development, oversee day to day activities during construction including job meetings, inceptions, trouble shooting, managing the requisition process, marketing for sales or lease. Help identify resources for development.
5. On occasion, assist with capital improvements, asset management, grant writing, PR materials for the Division and other duties as assigned by the Director.

c. Impact Statement - Explain why this activity would not proceed without NRTC Funds.

This activity would not proceed without NRTC funds because it is a position and activity funded to coordinate and oversee the activities and use of the NRTC funds.

d. Project Sustainability – Explain how the activity would continue after the NRTC grant ends.

The I Love Greenville Community Plan sets its sights creating a more united, safe, informed and great community by 2022. GSECDC hopes to contribute by continuing the work started in the I Love Greenville Community Plan by the Greenville Community Partnership. The GCP is not relying solely on the availability of NRTC Funds. The Greenville Community Partnership through GSECDC is eligible to apply to other sources for funds. Concurrently, GSECDC is planning to apply to the Wells Fargo Regional Foundation for Implementation Funds that can total up to \$750,000 over three years for admin and support services. Part of the responsibilities of the Community Liaison would be to apply to future funding opportunities that provide funds related to the goals of the I Love Greenville Community Plan. This not only ensures the sustainability of the neighborhood plan but also the activities of the Community Liaison and his or her outreach.

4. SUPPORT SERVICES AND OTHER ACTIVITIES: PARTNER INFORMATION

Complete this form for each Partner the agency will work with in each application project/program. If you have either of the following please attach: a partnership agreement or memoranda of understanding with a partner.

Partner Organization: n/a

Contact Name: _____ Title: _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Name of the Project activity Partner will be responsible for: _____

Describe the role and experience of your Partner in implementing this activity:

	0		
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7. SUPPORT SERVICES AND OTHER ACTIVITIES: *OTHER SOURCES OF FUNDS*

Complete this form for each project activity.

What are the sources of other financing? Provide the terms and conditions, if any (Attach funding commitment letter for each funder.)

Source	Amount	Terms & Conditions of funding Source
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
Total:		

8. SUPPORT SERVICES AND OTHER ACTIVITIES: *TIME LINE*

What is the prospective schedule? Specify starting and major milestones. Also include a draw schedule and be specific about month and year for 50% completion, 75% completion and 100% completion. **Please note** that DCA disburses up to 20% of NRTC funds as an advance after the grant agreement. The remaining 80% of award funds will only be drawable on a reimbursement basis.

Assumed that grant period will begin in March 1, 2014

Timeline:

- A. 20% completion:
 - 1. March - Request for Applications
 - 2. March - Interview applicants
 - 3. April - Hire Community Liaison
- B. 30% completion:
 - 1. April - Develop website
 - 2. April - Liaison training
- C. 50% completion:
 - 1. Spring/Summer - community outreach for 1st GCP public meeting
 - 2. Summer - 1st GCP public meeting
 - 3. Monthly - Coordinate SC meetings and reporting
- D. 75% completion:
 - 1. September - Issue RFP's for NRTC funds
 - 2. Fall/Winter - community outreach for 2nd GCP public meeting
 - 3. Winter - 2nd GCP public meeting
 - 4. Monthly - Coordinate SC meetings and reporting
- E. 100% completion:
 - 1. February - 1 year of employment
 - 2. February - up-to-date on all reporting

9. SUPPORT SERVICES AND OTHER ACTIVITIES: PERSONNEL STAFFING CHART

Complete this form for each project activity.

A. The purpose of the Staffing Chart is to identify the staff members responsible for each task listed. The Staffing Chart must be accompanied by resumes of program staff with their job descriptions. Make sure to include in-kind staff to the chart. (if position is empty, then TBD for staff person by include the job description.)

Employee Name	Grantee Position #/ Title	% of Time Assigned to NRTC	# Years Experience:
1. TBD	Community Liaison	100%	TBD
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

B. For each task below, enter the position number of the person(s) who will perform that task from above:

Program Coordinator	Program Marketing	Program Activities	Records Retention	SAGE Reporting	SAGE Fiscal Reporting
Community Liaison	Community Liaison	Community Liaison	Community Liaison	Community Liaison	Community Liaison

C. Attach your agency’s organizational chart; include partner information in your chart, (how each partner fits in your organization and executed MOU if available.)