

Neighborhood Stabilization Plan II Contract Administrator

HISTORY AND MISSION

The Neighborhood Stabilization Plan II was created to stabilize neighborhoods whose viability has been and continues to be damaged by effects of foreclosed and abandoned properties. NSP 2 was enacted as part of the American Recovery and Reinvestment Act of 2009, and is a continuation of the original NSP enacted as part of the Housing and Economic Recovery Act of 2008.

The mission of the Neighborhood Stabilization Plan II Toledo–Lucas County Consortium is to improve neighborhoods that are negatively impacted by foreclosed and vacant properties. We will redevelop structures through loans and grants to increase the supply of affordable housing, prevent homelessness, and assist qualified individuals and families buy a home.

OVERVIEW OF THE POSITION

The NSP2 Administrator is a contract position reporting to the Executive Committee of the Consortium, and will have primary responsibility for administering our NSP2 grant. He/She will work closely with the Consortium Executive Committee, the City of Toledo Department of Neighborhoods and Consortium partners' staff to successfully meet the program obligations of the grant, while adhering strictly to NSP2 and other HUD federal guidelines. He/She will be the Consortium's point person on the NSP2 administrative responsibilities; and convene the Consortium Steering Committee meetings with our NSP2 partners. This position requires a high level of understanding of federal programs guidelines, including CDBG, HOME, and NSP.

SCOPE OF SERVICES

- Develop, maintain, and review NSP2 Policies and Procedures and monitor adherence to all NSP, CDBG and other related Federal Guidelines (including HOME);
- Design and manage NOFA process for selection of projects;
- Design NSP2 documents and maintain NSP2 files for T-LNSPII Consortium;
- Collect information and assist with the development of Monthly and Quarterly Performance & Financial Reports, including submission of DRGR reports to appropriate local and federal agencies and publication on City of Toledo website;
- Contract with outside vendors and developers in conformance with federal procurement policies;
- Monitor organizational performance against both the NSP2 application and related Grant Agreements with HUD and the Consortium's annual plans;
- Assist with internal audit function;
- Examine, identify, and develop potential operations and program risks; missing or ineffective internal controls; and potential non-compliance issues;
- Monitor projects and organizations for compliance with NSP requirements, facilitate and track payments;
- Develop tools and systems to provide critical financial and operational information to the Consortium and make recommendations on strategy and operations;
- Present to various organizations and individuals information regarding the NSPII program and opportunities.

ESSENTIAL QUALIFICATIONS:

- Thorough knowledge of federal affordable housing and/or community development policies and administration guidelines, and detail oriented
- Minimum two years experience in housing program design and management, preferably with CDBG and HOME experience. Minimum BS/BA in related field or Master degree preferred.
- Two years of experience working with local HUD offices, including producing monitoring reports on grants received and participating in audits by HUD and other agencies preferred, but not required.
 - Training and experience in NSP program, including reporting requirements, preferred

COMPENSATION:

Annual \$60,000 contract renewable for up to a total of three years

Please email a cover letter explaining why you are suited for and interested in this position, along with a resume and a relevant example of your work to:

Kathleen Kovacs, Senior Program Officer

Email: kkovacs@lisc.org

No Calls Please.