

## **SCOPE OF SERVICES**

### **FINANCIAL ADVISEMENT/FEASIBILITY**

When, and as directed by the City, Consultant shall perform disposition consulting services too include, but not be limited to the following:

1. Consult, assist and advise the City with respect to marketing, financial and disposition issues, including financial testing of land use and development concepts proposed by potential developers.
2. Participate in formal and informal discussions and presentations with potential developers and community officials.
3. Undertake evaluation of existing economic feasibility studies and appraisals.
4. Undertake the refinement and expansion of marketing strategy and tactics to meet new conditions as they develop.
5. Advise City when necessary in the preparation of background information for presentation to developers including reference checks and evaluation of developer financials.
6. Preparation of reports as required by State law.

### **HOUSING/HOMELESS COORDINATOR**

The Housing/Home Coordinator shall assist Staff in performing such duties and responsibilities as necessary to assure the successful completion of projects pursuant to the rules and regulations of the Community Development Block Grant, HOME Investment Partnership Programs, Housing Authority, affordable housing programs and general project implementation.

Such duties and responsibilities include, *but are not limited to*, the following:

1. Public Service Grant Processing
2. HOME/CDBG Administration
3. Homeless Coordinator

- Coordinator of interdepartmental homeless outreach efforts
  - Complaint resolution
  - Ordinance tracking
  - Community outreach
  - Homeless Task Force Implementation Plan
4. Assists Neighborhood Improvement Task Force with homeless issues
  5. Community relations with local churches, residents, businesses and outside jurisdictions regarding City initiatives regarding neighborhood improvement, homeless services.
  6. Affordable Housing Project Management: Help HCD staff manage affordable housing projects including development of financing strategy for supportive housing, RDA wind down of housing activities
  7. Program Development and Administration: Assist staff in running different programs including Neighbors for Neighbors, L.I.D. Program, Successor Agency wind down

Other duties as needed

### **Fee Schedule**

\$62.00 per hour