

HUD POINT OF CONTACT

GENERAL JOB DESCRIPTION:

The HUD Point of Contact is an employee of SFRPC who will fulfill the dual role of Partnership Coordinator and HUD's Designated Point of Contact and Liaison. This person will assist the Project Director with general Partnership and Consortium involvement and participation in the process.

The HUD Point of Contact has a substantive understanding of HUD's expectations and priorities related to the Sustainable Communities Planning Grant Program. Time spent on each Task for this position will not be tracked independently. The HUD Point of Contact will in addition contribute to specific deliverables, as defined below.

SPECIFIC RESPONSIBILITIES:

Two specific responsibilities will be undertaken in consultation with the Project Director:

1. Review Partnership member proposals for federal funding for consistency with Partnership objectives and livability principles to determine eligibility for HUD Form 2995 related to grant application "Preferred Sustainability Status" (PSS); develop letters of support for Partnership member proposals as appropriate
2. Act as liaison to HUD Capacity Building Intermediaries to secure technical assistance in support of the RVB or the Partnership, in coordination with the Project Director.

The above-tasks will be undertaken within the limitations of funds budgeted for this purpose.