

CITY OF SOUTH BEND, INDIANA
SEEKING SERVICES OF LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM MANAGER

The City of South Bend is seeking services for a limited term contracted position to manage its two Lead Hazard Reduction Demonstration Grant (LHRDG) programs, made available through the Indiana Housing and Community Development Authority (IHCDA) and the Federal Department of Housing and Urban Development (HUD).

The Lead Hazard Reduction Demonstration Grant Program Manager ("Program Manager") will coordinate activities funded through the LHRDG programs. The Program Manager's contact person is the Director of Neighborhood Development in the Department of Community Investment of the City of South Bend, Indiana.

The Program Manager will lead grant implementation and coordination efforts including responding to inquiries, assisting with outreach, application processing, coordination with internal and external entities, ensuring grant compliance, solicitation of contractors, contract management, processing payments, and documenting outcomes. The following duties will be required, other duties may be required as reasonably expected:

- Adhere to HUD and IHCDA program requirements and regulations in all aspects of the grant process.
- Work with internal and external stakeholders to ensure successful implementation of the lead grants including ability to effectively communicate with City contract administrator, applicants, grantors, and partner agencies.
- Maintain a collaborative and cooperative working relationship with IHCDA, HUD, applicants, partner agencies as well as other City departments and the general public.
- Assist with community outreach and education events to grow awareness of the program, as well as provide information and knowledge to the community about the dangers of lead-based paint and childhood lead poisoning.
- Receive and respond to inquiries about the grant programs by the general public and internal stakeholders.
- Receive and process applications for assistance, communicate effectively with applicants, and ensure eligibility of applications.
- Ensure applications move smoothly through the grant process including communicating and coordinating with applicants and partner entities.
- Ensure compliance with eligibility requirements, risk assessment, inspection, remediation, worker certification and clearance requirements.
- Facilitate procurement processes for contractor services needed to execute the grants
- Coordinate project with property owner and contractor.
- Coordinate temporary relocation of property occupants as necessary during lead hazard control work.
- Review, document and maintain files for the sub-contractor(s) reimbursement of claims.
- Ensure the development and scheduling of lead contractor/worker training as necessary.
- Maintain files and prepare accurate correspondence and reports in a timely manner.
- Complete reporting in Healthy Homes Management (HHGM) system.
- Maintain records, documents and logs of projects including, but not limited to, lab tests, lead based paint clearances and child blood level testing.

- Maintain database of lead safe and healthy homes created through the City's program.
- Monitor activities/expenditures and other benchmarks as set by the Director, HUD, and/or IHEDA.
- Ability to work in an office and field inspection environment which may include exposure to adverse weather conditions, hazardous materials, and working at heights.
- Complete other grant administrative tasks as agreed.

The Program Manager is required by the terms of the grant programs to complete lead safe work practice training. The training may have occurred previously or will need to be completed within a reasonable timeframe of starting as Program Manager.

Interested parties should submit a resume / summary of work experience and a cover letter via email to leadgrants@southbendin.gov with "Lead Grant Program Manager" in the title. The cover letter should address the candidate's experience with:

- project management,
- administering a program, and
- grant administration.

Compensation will be commensurate with experience and anticipated to be \$65,000 - \$80,000. The opportunity will remain open until filled. Shortlisted candidate(s) will be asked to provide references.