

Ord. No. 994-2019
Community Engagement Healthy Home Program

Tania Menesse, Director
Community Development

Ordinance Amount: \$1,000,000 (General Fund)

Purpose: The goal of the initiative is to deploy Community Engagement Specialists by neighborhood to improve the quality of life of residents and the City's housing stock. The program will be focused on healthy homes and linking residents and landlords to resources, education and training once trust is built

Program Description: The Community Engagement Healthy Home Initiative is designed and operated by the Department of Community Development. Under the oversight of the Community Engagement Specialists Manager (Program Manager), the Community Engagement Specialists (CES) will work out of Community Development Corporations offices and report to the CDC Executive Director or their designee so that they can benefit from the knowledge and network of the CDCs.

The main roles and responsibilities of the CES include:

- Work with the Department of Community Development, Department of Building and Housing, Program Manager, CDC team, and Council member to determine which areas of neighborhood have the most need
- Identify external and internal housing issues
- Build trust with residents and landlords, and provide technical assistance
- Connect residents and landlords with internal and external resources
- Administer paint program in the field with support from the Home Maintenance Program Administrator
- Conduct classes and forums for home owners and landlords on a quarterly basis, with support of Program Manager

The Program Manager will support the CES' in the field and create a cohort for the CES' to learn from and

support each other. The Program Manager will also be the liaison to the CDC Executive Directors and other departments like Aging and B&H in City Hall. The Program Manager will administer and monitor the contract that CD has with the CDC each month to reimburse the CDC for the CES' work.

The Community Engagement Specialist Manager has been selected and will start work with the department on July 15. Once the Program Manager is on board, they will work with the CDC Executive Directors to hire their Community Engagement Specialists and establish their contracts.

Contracting:

Community Development will develop a professional services contract that will outline the responsibilities of each CE Specialist, reporting requirements and process for monthly payment. The City will contract with the CDC for the services of the CE Specialist and equipment needs identified. The City will reimburse the CDC on a monthly basis for the CE Specialist work contingent upon the review and approval of the CE Specialist Manager.

Training & equipment:

The initiative will require authorization to purchase equipment and supplies required to administer the program.

While most training, systems support, etc. will be administered through City departments or other grant sources, authorization is requested to contract for professional services, if required.

- Applicants are required to attend a Lead Safe Practices Training or become RRP certified as described in EPA's Lead Renovation, Repair and Painting Rule.
- The Community Engagement Specialist will conduct property inspections for program compliance.
- RRP Training will be conducted by an approved trainer paid by the program.