



Announcement Date: November 27, 2017

Proposal Deadline: December 18, 2017

Opportunity: Entity needed to manage CDN's Housing Counseling program

Background:

The Community Development Network of Maryland (CDN) is a statewide network of over 180 community development organizations, public agencies and private entities. These community development organizations develop affordable housing, revitalize communities and stabilize families. CDN's role is to strengthen, promote and advocate for this community development industry.

The Maryland Housing Counselors Network (MHCN) recently merged with CDN. CDN has committed to take on and enhance the work of the MHCN in terms of providing opportunities for trainings to the housing counselors across the state of Maryland to ensure the best quality and recent knowledge in the field of housing counseling. CDN has integrated housing counseling issues in CDN's advocacy and public relations work designed to highlight the important social and economic impact of community development in Maryland.

CDN has a Steering Committee of housing counselors represented from every region of the state. This steering committee advises CDN on the housing counseling work. The entity chosen for this project will be working directly with this Steering Committee, although direct supervision is given from the CDN Executive Director.

Scope of work:

Place-based trainings: Selecting (with the CDN Housing Counseling Steering Committee) and coordinating at least two NeighborWorks place-based trainings a year. Tasks include selecting the course, coordinating registration, coordinating venue and food, ensuring the AV equipment and training materials are available, and staying at the training the entire time to ensure all logistics are in order.

Periodic Webinars: Select the topics, invite speakers, and plan logistics for webinars on timely topics for the housing counselors. Ideal would be every other month, but can be more or less depending on the topics. Examples that have been done in the past include speakers from HUD regarding the new certification guidelines, and more information on reverse mortgage. Topics to consider could include counseling for common ownership community residents, importance of flood insurance, best practice by one of the housing counseling members, etc.

Scholarships: Designing and implementing the process for providing scholarships to the Neighborhood Institute Trainings.

E-newsletter: Design, write, and distribute through Constant Contact a periodic E-newsletter on topics relevant to housing counseling. Consistently collect relevant information and resources to include in the newsletter.

Regional Roundtables: Coordinate with the Civil Justice Network the bi-monthly or quarterly Regional Roundtables. Attend the Regional Roundtables to provide news from CDN to counselors and listen for issues of concern that could be addressed through policy change. All notes must be relayed to CDN's Executive Director so that policy issues can be integrated into CDN's policy agenda. Attendance at the Regional Roundtables will require transportation. Currently foreclosure prevention counselors participate in these. We want to work with Civil Justice Network to add other counselors.

Assistance with housing counseling related policy issues: Assist in identifying policy issues, conduct research for policy solutions, assist with writing testimony and position papers, coordinate testimony from housing counselors

in Annapolis, and support CDN Executive Director as needed. This could include new funding sources for the Maryland Housing Counseling Fund.

Assistance with housing counseling related public relations activities: Assist CDN with the housing counseling component of Community Development Week (in October), assist with talking points and media messaging with CDN's PR consultants as needed, look out for articles where CDN should comment as needed.

Plan and execute annual Counselor Connections: Plan and coordinate Counselor Connections designed with workshops and networking for the state's counselors. (During Community Development Week).

Staff the Housing Counseling Steering Committee: Take notes during each call of the Steering Committee, and send them out after each meeting. Ensure that meetings are on the calendars of the steering committee members.

National Housing Resource Center: Participate in the weekly National Housing Resource Center calls and report results to the CDN Executive Director. Participate in all activities and actions sponsored by the National Housing Resource Center.

Other duties as needed: The CDN Housing Counseling Steering Committee may identify additional tasks throughout the year.

Qualifications, the organizations whose staff will be spearheading this effort must ensure the following qualifications:

- Experience in housing counseling.
- Outgoing personality, willing to attend meetings and organize groups of people.
- Understanding policy issues related to housing counseling a plus.
- Familiarity with housing counseling resources a plus.
- Bachelor's Degree or equivalent.
- Ability to work independently and virtually while meeting with the Executive Director periodically.
- Ability to write and speak clearly for a variety of audiences.
- Strong organizational skills.

Notes:

- CDN does not have an office. Applicant must have access to his/her own computer and work space.
- It is anticipated this is a 15 hour a week position, with flexibility depending on activities, hours must be documented.
- This is a contractual arrangement between the entity chosen and CDN. CDN will pay a fee based on the agreement to the entity. It is the responsibility of the entity to pay the staff person dedicated to this work according to the policies set in place by your organization.
- The amount is \$25,000 for this work, although can be negotiated if the qualified entity can justify the increase.

How to Apply:

- Proposals must be received by the end of the day on December 18, 2017
- Questions should be received by the end of the day on December 4, 2017. Answers will be posted on the CDN Website the next day.
- Proposals must include the following information:
 - Name and contact information for the agency
 - Name and contact information for the staff dedicated to this work
 - Qualifications of the agency
 - Qualifications of the staff dedicated to this work

- Response to the scope of work, meaning how the entity can address, and has experience with, each of the items on the scope of work.
 - The commitment of the agency must be for at least one year beginning January 1, 2018
- Proposals must be received by email to odette@communitydevelopmentmd.org