

Urban Redevelopment Commission Professional Consultant Scope of Work

Role: The Urban Redevelopment Commission (URC) is seeking an experienced consultant to lead a priority initiative for the URC, which will be overseen by the URC Executive Director and Commission.

This work includes the planning for and implementation of the disbursement of funds held by the URC in compliance with Federal, State and local regulations and under the direction of its Executive Director and Commissioners. Past projects have included grants to non-profit entities as well as funding for capital improvements to local institutions. This will be a part-time position approximately 10 to 15 hours a week for a six-month time period with the option to renew for an additional six-month period.

The scope of work includes:

- Review, provide evaluation and recommendation of potential funding opportunities for the URC in compliance with Federal, State and local regulations and under the direction of its Executive Director and Commissioners.
- Provide strategic support to the URC in the selection of key projects.
- Setting up the process for the disbursement of funds held by the URC in relation to selected projects.
- Establish process for monitoring the use of funds for selected projects.

*Past projects have included grants to non-profit entities as well as funding for capital improvements to local institutions. This scope of work is to be completed within 6 months.

Background: The Urban Redevelopment Commission is an agency created by the City of Stamford in 1954 that handles municipal development projects. More details on the URC can be found here: <https://www.stamfordct.gov/government/boards-commissions/urban-redevelopment-commission>.

Required Skills:

- Past consulting and project management experience
- Ability to manage a project on a timeline and budget
- Ability to work with various external stakeholders to ensure deliverables are met
- Maintain excellent written and verbal communication
- Ensure documents are in compliance with Federal and State requirements
- Oversee project management in accordance with Federal, State and local laws pertaining to the Commission and its eligible activities

Experience

- Urban Planning, Housing and/or Economic Development experience
- Project management
- Familiarity with urban redevelopment, federal and/or state grant regulations
- Familiarity of Stamford, Connecticut

Deadline: Interested applicants must submit a proposal and 3 references to LKagan@stamfordct.gov by **April 30, 2024**.