

Yale University President's Public Service Fellowship

Proposal for Fellowship Placement • Summer 2017

- Organization: **The City of New Haven Office of Economic Development**
- Full street address of organization: **165 Church Street, 4R, New Haven, CT 06510**
- Website: **www.cityofnewhaven.com**
- Name and title of the Direct Supervisor: **Stephen Fontana, Deputy Economic Development Director**
- Phone number and e-mail address of Direct Supervisor: **203-946-5891; SFontana@newhavenct.gov**
- Placement dates: **May 30 – August 11, 2016**
- Are placement dates flexible? If so, please describe: **Yes, the intern may start or end earlier or later, as he or she deems necessary or desirable**
- Hours of the program: **9-5 weekdays (35 hours/week)**

Placement Description

- Organization description:

The mission of the City of New Haven's Office of Economic Development is to advance New Haven as a modern, world-class city, by attracting commercial development, supporting business expansion, and enhancing employment. The Office pursues this mission in four ways:

- 1. Attracting and retaining quality companies: Securing public- and private-sector investment that leverages and enhances New Haven's life sciences, high-tech, light manufacturing, and food processing industries.**
 - 2. Developing local jobs and businesses: Providing small businesses, particularly minority-, woman-, and locally-owned small businesses, with access to resources to grow, and preparing City residents for sustainable employment opportunities.**
 - 3. Revitalizing New Haven's neighborhoods: Fostering housing and retail development that complements distinctive, welcoming communities throughout the city, and facilitating artistic and cultural amenities that augment New Haven's status as a top recreational destination.**
 - 4. Improving New Haven's regional competitiveness: Diversifying New Haven's infrastructure to create new rail, bus, bike, and airport transportation alternatives.**
- Please write a 1-2 sentence summary of the work that the Fellow would be conducting (50 words or less. *This will be used as your agency's project description summary on the PPSF website, so please be succinct*):

The Fellow will participate in all aspects of multidisciplinary community redevelopment projects in several of New Haven's diverse neighborhoods. He or she will work with Economic Development staff to design, initiate, coordinate, and complete interdepartmental projects, as appropriate, that will enhance those communities' commercial, infrastructural, environmental, and recreational attractiveness.

- Please write a complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*)
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The Fellow will help Economic Development staff with community and economic redevelopment initiatives that specifically impact New Haven's neighborhoods, including, but not limited to, working on the following projects:

1. Assisting with efforts to create artist live/work spaces that will provide professional artist incubator studios, a 3-D printing and fabrication lab, a small café, an event/gallery space, office space for a non-profit tenant, an art storage facility, and classrooms for a mentoring/apprenticeship program in buildings in the Newhallville and Mill River neighborhoods
2. Supporting design of the Chapel/Dwight/Whalley Redevelopment Plan, by providing administrative and community outreach assistance, including mapping, meeting organization, and documentation distribution, to create a reinvigorated development tool to promote economic and community redevelopment in a diverse and transitional neighborhood on the western edge of Downtown
3. Facilitating mobile food vendor regulation compliance, marketing (e.g., website/social media promotion), and amenity development (e.g., picnic benches/tables) on Long Wharf Drive
4. Performing improvements to the Small Contractor Development (SCD) database, which contains more than 4,000 names with relevant contact information, work history, and licenses, by converting, updating, and expanding it beyond its current Microsoft Access 2003 limitations into Microsoft Access 2016 format
5. Coordinating developer efforts to renovate older commercial properties in various neighborhoods, from Fair Haven to East Rock to Newhallville to Westville, into affordable housing stock

Finally, the Fellow will work with Economic Development staff on other "Main Streets" projects in the Grand, Dixwell, and Whalley Avenue corridors, from infrastructure improvement, to business recruitment, to recreational amenity initiatives.

- Specific skills/experience required for the project:

Required: strong writing and analytical skills; a solid grasp of basic quantitative/statistical methods; and proficiency in Microsoft Excel and Word.

Preferred: prior coursework in government/political science or urban/environmental/public policy.

- Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement):

n/a

- Briefly describe the work that Yale PPSF Fellows have done with your agency in the past and present. If you have not worked with Yale Fellows, please describe any work that Yale students have done with your agency:

Over the years, Yale PPSF Fellows have performed a broad range of work assignments for the Office of Economic Development, including preparing project presentations, drafting proposed legislation for new development programs, organizing and monitoring arts and cultural activities, assembling development plans with finance, design, and community planning elements, and conducting customer satisfaction surveys of arts, cultural, retail, and transportation amenities:

- **In 2014, our Fellow conducted, evaluated, and prepared a report on our annual Downtown Housing Survey:**
 - He developed and distributed an online survey for Downtown property owners;
 - He followed up with them by email and phone;
 - He conducted in-person interviews with them and other local real estate professionals to get a sense of the current market;
 - He compiled and analyzed the collected survey data;
 - He wrote a report with his findings;
 - He presented his findings to the City's Economic Development Administrator, City Plan Director, and Director of the Livable City Initiative.
 - **In 2015, in addition to conducting our annual Downtown Housing Survey, our Fellow worked on several projects, including inventorying Downtown public and private parking resources.**
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