Organization: Housing Authority of City of New Haven d/b/a Elm City Communities

Address: 360 Orange Street, New Haven, CT 06511

Website: www.elmcitycommunities.org

Supervisor Name: Erik C. Johnson

Supervisor Title: Senior Director, Strategy Policy and Innovation

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Placement Dates: June 10, 2018 – August 10, 2018

Placement Date, Flexible: Yes, place dates are flexible. Will work with PPSF as needed

Proposed Work Schedule: Monday – Friday; 9:00 am – 4:00 pm

Organization description (mission statement, population served.150 words or less.):
Elm City Communities is a public body corporate and politic created by the City of New Haven in 1938 pursuant to the United States Housing Act of 1937. Elm City Communities has broad corporate powers including, but not limited to, the power to acquire, manage, own, operate, develop and renovate housing; invest and lend money; create for-profit and not-for-profit entities; administer Housing Choice vouchers; issue bonds for affordable housing purposes; and acquire, own and develop commercial, retail and market-rate properties that benefit affordable housing. The Agency owns and manages of 2400 units of housing in the City and provides housing assistance to over 5,500 families in New Haven

Please write a 1-2 sentence summary of the work that the Fellow would be conducting
PPSF Fellow will work with Agency’s Asset Management Department. PPSF will assist Vice President of Asset Management establish tracking and performance review and monitoring systems for housing developments and investments made by ECC-HANH.
Please write a complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.

As part of its Strategic Planning Efforts ECC-HANH is in the process of consolidating its Strategic Planning, Quality Control, Performance Management and Compliance functions into a new Asset Management Department within the Agent. The Asset Management Department will have a significant role in the day-to-day operations of the Agency, as it will be responsibility for reviewing and monitoring the performance of the Authority’s housing portfolio and investments that the Agency made in the Glendower Group (the Authority’s development arm) and in other affordable housing development and programs within the City of New Haven.

In additional to this role as Performance Reviewer and Monitor, the Department also participate in strategic planning and will be responsible for recommending our Agency resources are used to support new and existing investments. The Yale President’s Public Service Fellow will be work with the Authority’s Vice President of Asset Management to help establish this new department and will actively working on projects including but not limited to the following:

1. Installation of new data management /tracking system for ECC-HANH owned and managed properties and developments where ECC-HANH has invested capital or vouchers.
2. Reviewing the financial performance of development to determine if performance is consistent with budgets and the negotiated investment terms.
3. Using best practice, establish the metrics, reporting templates and polices and procedures for 3rd party property managers and staff to evaluate the performance of housing developments.

Specific skills/experience required for the project (please list):
President’s Public Service Fellow should have the following skills/experiences:

- Ability to review financial statements, budgets and pro-forma assumptions
- Solid writing skills, and ability to speak into front of a group
- Work with Microsoft office suite programs
- To be adaptable and have critical thinking skills
- Work independently and lead or direct small work group sessions
- Strong communicator and willingness to question existing policy and procedures

Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement):
No additional requirements. The Fellow would be invited to attend and participate in other ECC-HANH events, which may take place in the evenings or during weekends. These activities are not mandatory.

**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.**

PPSF Fellows have worked with the Agency in various capacities. During the summer of 2016 a PPSF fellow worked exclusively with the Agency policy and legislative activities around early childhood education and increasing access for low income families. Last year a PPSF Fellow worked in the Strategy Policy and Innovation Group, and completed a project that identified best practices for Self Sufficiency Program at Public Housing Authorities and completed focus groups of ECC-HANH residents.

The work that the PPSF Fellows have completed for the Agency during their Fellowships has helped advance our approaches to families looking for quality childcare and has changed that way we think about delivering Self-Sufficiency Programming to our residents. Without support of PPSF we would not have been able to work through the policy, best practices options or other challenges over the past 2-years that have allowed us to make changes to our programmatic efforts as quickly as we have. The contributions of the Fellows has had a direct impact of how we serve, or more specifically, how we better serve or residents.