



Request for Proposals **Government Relations Consultant**

The [Council of State Community Development Agencies](https://www.coscda.org/) (COSCAR) is a national association dedicated to advancing state actions on community development, homelessness, affordable housing, disaster recovery, and economic development. COSCAR members administer programs funded by the U.S. Department of Housing and Urban Development – Office of Community Planning and Development (HUD-CPD).

COSCAR is seeking a government relations consultant to support the association's outreach on legislative and regulatory issues. The consultant will be a contracted position.

The consultant will partner with COSCAR and relevant stakeholders in housing and community development policies aligned with state priorities. Key connections in Congress include House Financial Services Committee and Senate Banking Committee members as well as House and Senate Appropriations committees. Related HUD programs are within the Office of Community Development and Planning (CPD).

Key requirements:

- Thorough knowledge of the federal appropriations process with a focus on THUD subcommittees and programs preferred
- General experience with a congressional office or related position on legislative procedures and lawmaking processes
- Considerable background in contributing to funding and capacity-building of HUD programs, specifically the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Trust Fund (HTF), Emergency Solutions Grants (ESG), and CDBG – Disaster Recovery (CDBG-DR)
- Prior experience with program reauthorization (particularly on housing-related programs)
- General understanding of federal block grant programs to states, and community development needs in rural communities

Scope of work and activities:

- Collaborate with COSCDA staff and board members to advance HUD-CPD programs in the annual appropriations process
- Promote COSCDA's advocacy priorities with members of Congress, congressional committees, and HUD officials
- Contribute to the development of legislative language, policy briefs, and outreach resources to Congress, HUD, and relevant stakeholders
- Support COSCDA in preparing advocacy-related sessions and materials for the association's bi-annual conferences (fall and spring)
- Promote COSCDA's participation in testifying to Congress on timely and priority issues
- Assist in scheduling meetings with congressional offices and preparations therein
- Report on activities and progress towards advocacy efforts

Further requirements

- U.S. citizenship
- Consultant is subject to a background check

Compensation and Timeline

- Negotiable

Instructions to submit proposals

Interested parties should submit proposals describing consultant experience, knowledge, and related qualifications including a complete resume to Dianne Taylor (dtaylor@coscda.org) and Josh Shumaker (jshumaker@coscda.org). Proposals will be accepted through **June 30, 2021**.