

Mario F. Higgins

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PROFESSIONAL SUMMARY

Experienced City Administrator with a background in:

- Community Development
- Private sector partnerships
- Compliance
- Project management
- Policy creation
- Audits
- Community-based planning
- Employee management
- Federal and state grants

Dedicated to the advancement of the City of Milwaukee through economic development, affordable housing development, and resident empowerment.

PROFESSIONAL EXPERIENCE

Associate Director, City of Milwaukee, Community Development Grants Administration

Nov 2017 – present

- Provide operational direction to the Agency's operating units
 - 14 + grant programs, 150 + CBOs, currently managing \$87 million dollars
- Provide direction and coordination of activities for program, fiscal, and compliance staff
 - Including hiring, developing departmental employee policies, job description revisions, staff training, and general HR officer responsibilities
- Adjust processes and procedures as required with regulatory and legal requirement consistent with each grant award
- Assist in grant development, compliance, and reporting
- Prepare (or assist in preparing) various programmatic reports that provides the Director and funding sources with detail analysis of grant programs and community effectiveness
- Measure and evaluate operational activities against broad policy positions of the Mayor, Common Council, and other policy making bodies
- Support the Director of Community Development Grants Administration in the performance of his/her duties and acts for the Director in his/her absence or at the direction of the Director

Grant Compliance Manager, City of Milwaukee, Community Development Grants Administration

March 2016 – Nov 2017

- Coordinate or assist in coordinating the development and completion of required grant applications and monthly/annual reports
- Prepare (or assist in preparing) programmatic reports that provide the Director and funding sources with detail analysis of grant programs and community effectiveness
- Supervise the program monitoring staff in monitoring and evaluating funded programs
- Coordinates public announcement and public hearings involving the review of all proposed grant programs.
- Assist City Departments to identify grant opportunities, apply for grants, and ensure compliance with grant requirements
- Coordinates the management of the day-to-day activities of the office, including proper maintenance and preserving programs records.

Housing Policy Director, City of Milwaukee Mayor's Office

Jan 2014 – March 2016

- Coordinate and lead a foreclosure/vacant property work group among city departments
- Develop measures to deploy resources and determine the success of efforts to mitigate the impact of foreclosed and vacant residential properties, consistent with the initiative's objectives
- Engage financial institutions, real estate brokers, community stakeholders and other entities to establish partnership opportunities relative to disposition of property, management of vacant property, and loss mitigation/foreclosure workout activities
- Implement "best practices" in consultation with internal foreclosure/vacant property work group
- Evaluate systems and practices to maximize the effectiveness of the Strong Neighborhood Investment Plan, and make recommendations to the administration and Common Council relative to policy
- Community outreach and education through community meetings, special events, newsletters, and presentations in conjunction with relevant City departments

Housing and Economic Development Program Officer

City of Milwaukee, Community Development Grants Administration

Nov 2002 – Jan 2014

- Monitor federally allocated funds for housing and economic development
- Review and analyze budgets, activities, and fiscal disbursements for compliance, policy, and procedural practices of the following programs:
Housing Trust Fund Housing Development Low Income Housing Tax Credit
Large Impact Development fund (Catalytic housing and economic development projects)
- Provide analysis of funding requests for project feasibility and projected gaps
- Collaborate with members of City staff, other public agencies and private organizations for redevelopment goals
- Revise and update policy manual annually to ensure regulatory compliance and work practices
- Serve as the main point of contact, and create recommendations for the City of Milwaukee Housing Trust Fund based on relevant data and studies

EDUCATION

University of Wisconsin-Milwaukee

Bachelor of the Arts - Educational Policy / Community Education

National Development Council

Certified Housing Development Finance Professional (Tax Credits)

U.S. Department of Housing and Urban Development

Certified HOME Program Specialist – Administration

U.S. Department of Housing and Urban Development

Certified HOME Program Specialist – Regulations

OTHER ACTIVITIES

Community Advisory Committee Member, Versiti

Medical College of Wisconsin, Community Advisory Board