

**VERMONT HOUSING & CONSERVATION BOARD**  
**Job Description**

**POSITION:** Manager of Federal Housing Programs

**REPORTS TO:** Associate Housing Director

**RESPONSIBILITIES:**

As a member of the VHCB housing team, the Manager of Federal Housing Programs is responsible for overseeing the day-to-day administration of the HOME Investment Partnership Program (HOME), the National Housing Trust Fund (HTF), Housing for Persons with AIDS (HOPWA), and any other federal housing related programs, and for applications for continued funding for those programs. He/she leads the process for the development of annual allocation plans, all federal reporting, monitoring of recipients of federal awards, and ensuring that all awards are made and records are kept in compliance with all relevant federal rules and regulations. The Manager acts as a liaison between VHCB and federal housing funders. This position supervises the Federal Housing Programs Coordinator and Assistant positions. This position is responsible for the following specific activities:

**HOME and HTF**

- Oversees operational aspects of HOME and HTF programs, including program design, systems set-up, and day-to-day management in compliance with VHCB policies, state priorities as articulated in the Consolidated Plan, and federal regulations. Includes oversight of federal underwriting, closing, and disbursement processes, relocation activities in compliance with the Uniform Real Estate Acquisition and Relocation Act, HUD's Fair Housing, Environmental and Section 106 review and property standards requirements, project and organizational monitoring, and maintenance of records in accordance with HUD regulations, and guidelines, and disbursements.
- Oversees preparation and submission of all required reports regarding federal housing programs.
- Compliance monitoring and reporting are achieved by working in collaboration with members of the VHCB finance team and other housing staff.
- Is responsible for reviewing applicable federal rules, regulations and guidance documents. In collaboration with other staff, evaluates and reviews program policies, procedures and legal documents, adding and revising as necessary or appropriate in response to new federal rules and guidance.
- Provides guidance and technical assistance to VHCB staff and grantees to ease and ensure compliance.
- Works collaboratively with a variety of State and Federal agencies and organizations on federal housing issues, policy, and technical assistance. Coordinate program activities with

other funding agencies, as appropriate, including but not limited to the Vermont Department of Housing and Community Development and the Vermont Housing Finance Agency.

- Oversees housing staffs' activities in HUD's Integrated Disbursement and Information System.
- Reviews and, as necessary, re-bids and/or renegotiates contracts for services, including contracts with Historic Preservation Consultant, unit inspector, and construction progress inspectors. Oversees contractors and reviews and approves invoices for payment.
- Prepares for and leads VHCB's response to monitoring of federal housing programs by the HUD and VHCB auditors.
- Assists in identifying and seeking appropriate federal grants that complement VHCB's mission and programs. Responsible for grant applications for future program funding, as applicable, including supervision of consultant(s) to prepare the application(s), as needed.
- Works with VHCB's staff to identify topical federal housing issues, and to work on these issues with Congressional delegation staff and other state and federal organizations as needed and as directed.
- In conjunction with other members of the housing staff, provides technical assistance to recipients and developers to ensure record keeping and systems are in accordance with all HUD guidelines.
- Fields questions and provides guidance to VHCB staff and partners regarding VHCB's *Procurement Guidelines and Disbursement Procedures for Housing Projects*. Periodically review and revise procurement guidelines.

## **HOPWA**

- Has responsibility for overall compliance with federal regulations as they pertain to this program, including monitoring of VHCB's HOPWA project sponsors. Prepares grant applications for HOPWA funding and prepares HOPWA Annual Performance Report.
- Organizes and participates in periodic gatherings of the AIDS Service Organizations, and convenes meetings of the HOPWA Advisory Committee.
- Develops and implement policies and procedures for the administration of the HOPWA program. Provides guidance and technical assistance to HOPWA project sponsors regarding compliance with HUD's regulations, guidance, and reporting requirements.
- Reviews and signs off on HOPWA disbursement requests.

## **Development Underwriting and Related Tasks**

- Reviews all applications for federal housing funds to determine eligibility and program compliance.
- Participates in site visits and housing issues meetings to advise other members of the housing staff about relevant federal issues.

- Evaluates multi-family housing applications for eligibility for federal funds and identifies any potential issues. Develops special conditions and revises standard conditions for federal awards as needed.
- Reviews commitment letters and grant/loan agreements for federal awards. Oversees federal award project closings and monitoring of grant conditions.
- Participates in organizational grant award process, including underwriting organizational grants, writing organizational grant memos, and oversees CHDO Operating requirements and awards.
- Conducts analysis of multifamily project applications for quality, completeness, feasibility and consistency with VHCB policies and goals. Performs financial underwriting analysis of project budgets. Prepares recommendations for Board action on multi-family affordable housing applications.

### **Other/Administration**

- Works with VHCB finance staff to (1) develop the federal housing portion of VHCB's annual budget, and (2) design and implement internal control systems for federal awards, disbursements, reporting, and monitoring.
- Supervises the Federal Housing Programs Coordinator and Assistant positions, including ongoing training and support through day-to-day questions and discussion, and monthly check-in meetings.
- Works closely with and reviews the work of the housing staff as it pertains to federal housing programs.
- Responsible for the administration of VHCB's Land Bank Loan Fund.
- Special projects as needed.

### **Qualifications**

The Manager of Federal Housing Programs should be familiar with federal housing policy and regulations as well as an understanding of the role of non-profits in an affordable housing delivery system. Experience working with non-profit organizations, state and federal agencies, and federally funded housing programs is important. Other qualifications include experience supervising staff and building and maintaining relationships with state and federal partners; experience managing a database and strong spreadsheet skills; writing and communication skills, ability to meet deadlines, attention to details, and the ability to be flexible and innovative, as appropriate. Familiarity with the principles of affordable housing finance a plus.

### **Salary Range**

\$58,000 to \$65,000 depending on experience. Comprehensive benefit package included. Position requires occasional travel. Equal Opportunity Employer.

**To Apply:** Email letter of interest and resume to Laurie Graves, [laurie@vhcb.org](mailto:laurie@vhcb.org), by November 8, 2017.