

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2020**

POSITION TITLE: GRANTS SPECIALIST

GENERAL DESCRIPTION OF DUTIES

Under general supervision, develops, implements, conducts, and provides support to the Grants Department. Employees in this classification support the US Department of Housing & Urban Development – Community Development Block Grant (US HUD CDBG), Home Investment Partnership Program (HOME), the Florida State Housing Initiative Partnership (SHIP), and other Federal, State, Local and foundation Grant Programs, and any additional interim or emergency assistance programs as released by various government sources such as: Disaster Recovery Initiative (DRI) grant and Supplemental DRI grant. Position is responsible for contract compliance, environmental and financial management that includes knowledge of housing loan products, underwriting, procurement, creating budget, and financial analysis. Performs other duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists with planning, organizing, and executing compliance programs in areas of housing under authority of federal, state or local discriminatory legislation.

Cooperates with state and federal governmental units and other organizations in identifying needs and providing assistance in enforcement of State Statutes and Code of Federal Regulations.

Assists with implementation of procedures and policies to comply with new and revised state and federal regulations, and establishes and coordinates activities of local community relation committees.

Prepares invoices for processing, submits purchase orders, maintains and reviews all change orders and contract amendments, and reviews purchase order claims and contracts for state and federal compliance.

Assists with developing, maintaining and analyzing budgets; preparing periodic reports that compare budgeted costs to actual costs; prepares financial reports required by state and federal web-based systems.

Analyzes accounting records, financial statements or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards; reviews accounts and files for discrepancies and reconciles differences; maintains files for review by HUD, SHIP, and Broward County Monitors.

Assists with CDBG financial management to include: administrative and planning costs, planning and administrative cap, pre-award costs, float-funded activities, revolving funds, lump sum drawdowns, timely expenditure of funds, program income, uniform administration requirements and change of use.

Assists with the collection of recapture documents, including Satisfaction of Mortgage and subordinations; files 2nd Mortgage Release of Lien with County Clerk Office; collects and maintains closing documents (promissory note, second mortgage, wire instructions); reviews mortgage loan documents for mandatory state and federal compliance and requests changes and corrections from mortgage lender.

Maintains comprehensive records of housing assistance loan applicants, file documentation, and certification requirements to submit to Broward County Housing for reimbursement; responsible for proper inspections, tests, or property verifications required by state and federal regulations.

Compiles, categorizes, and verifies client data in Neighborly Software and approved Federal and State financial tracking systems; performs a variety of administrative duties including copying, collating, filing, figuring complex calculations, filling out forms, answering telephone calls, and responding to requests for information; assists sub-grantees with proper documentation and qualification requirements to receive program benefits.

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Assists in the compilation of information, prepares reports, Ordinances, Resolutions, grant applications, agendas, agreements, and other documents as directed; responsible for updating SHIP contact list each January; responsible for assisting with updating Local Housing Assistance Program (LHAP) every three years; files Labor Standard Report; provides documentation to meet regulatory SHIP Core Requirements to ensure percentage of funding distribution are met.

Assists with LHAP processing of Amendments to meet SHIP strategies as well as meet Core Requirements' funding distribution percentages.

Determines Housing Purchase Assistance eligibility through pre-screening, the application process, income qualifications, and issuing resident income certifications; assists with ensuring HUD Settlement Statement (Form HUD-1 Code of Federal Regulations 24 CFR 3500 Appendix A Instructions for HUD-1) meets Lauderhill's approved Resolution HOME & SHIP underwriting guidelines.

Responsible for working knowledge and collection of eligibility documentation from client; calculates hourly wage rates or other HUD and State approved calculations to verify household eligibility; monitors file compliance with income inclusions and exclusions per Code of Federal Regulations 24 CFR 5.609(b) and (c); maintains all acceptable forms of SHIP verifications.

Determines Housing Rehabilitation Assistance eligibility through application and income qualifications; records recapture agreements before providing home repair assistance; schedules inspector to perform inspection and work write-up and maintains same in client file; maintains contractor service provider list; maintains Notice to Proceed for Contractor in file and ensures contracts are fully executed; records documents; submits requests for partial and final payments and maintains invoices and payments in client files; ensures all punch list items are completed; conducts walk-throughs to determine if any adjustments to work write-ups are needed; collects releases and copies of warranties for client files and project file close-outs.

Prepares, certifies, and maintains loan applications; monitors elements of rehabilitation to ensure they are included, such as mitigation improvements, rehabilitation standards and specifications, mandatory green building requirements, universal designs and visit-ability; collects Right of Rescission statements for client files; conducts investigations to resolve complaints.

Assists with preparation of project impact statements to capture scope of projects to include details of the physical aspects, ground disturbance, number of buildings, demolition, removal of architectural barriers, or any other physical specifics; assists with assessment of environmental impact of proposed US HUD CDBG projects; assists with the performance of environmental analyses, finalizes reviews, and updates completed reviews.

Determines the level of review and appropriate statute citation(s) justifying selection; Exempt (58.34), Categorical Exclusion Subject to §58.5 (58.35(b)), Categorical Exclusion Not Subject to §58.5 (58.35(a)), Environmental Assessment only if no exemptions or categorical exclusions apply or if extraordinary circumstances apply; Environmental Impact Statement if project is determined to have a potentially significant impact on the human environment or if extraordinary circumstances apply.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude the City from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may be performed by other unit members.

Performs Emergency Response duties as assigned.

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Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree supplemented by at least two (2) years of progressively reasonable experience in an administrative or technical position preferably related to grant funds or housing programs; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Valid State of Florida Driver's License

Must demonstrate excellent oral, written, communication, and organizational skills.

Must be able to handle multiple projects simultaneously, and work effectively with people from inside or outside the City.

Must possess a fundamental knowledge of and working experience in CDBG and SHIP programs.

PERFORMANCE APTITUDES

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment as stated above. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift/carry weights from five to ten pounds.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, reports, etc. Requires the ability to enter data into computer and prepare reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional terminologies including computer, business communications, etc.

Numerical Aptitude: Must be able to add and subtract, total, multiply and divide, determine percentages and decimals, determine time and weight.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency of tight deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods at a keyboard or work station.

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Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.