

**Department of Administration Division of Housing
Position Description: Grants Specialist-Advanced**

14. POSITION SUMMARY

This position is a statewide grants specialist based in Madison, and includes travel throughout the state in representing the Division of Housing in the provision of technical assistance and program implementation assistance. A primary function of the position is to provide draft policy documents and operating materials for the administration of Community Development Block Grants (CDBG) in the area of Economic Development, Public Infrastructure and Planning. Included with the CDBG Community Development review responsibilities is ensuring state compliance with the federal CDBG regulations that govern the program to ensure continued federal funding of the state's CDBG program. This may involve the review of applications for completeness and ensuring that a Housing and Urban Development (HUD) national objective is met. This position is also responsible for certain monitoring of projects for compliance with contract terms and conditions and with the wide range of complex federal regulations that accompany the CDBG program. Additionally, this position will be responsible for providing advice relative to business lending and underwriting of new CDBG loans and tracking existing revolving loan funds.

15. GOALS AND WORKER ACTIVITIES OF THIS POSITION

TIME% GOALS AND WORKER ACTIVITIES

- 35% A. Administer Complex Federal Grant Programs
- A1. Function as a Grant Specialist Advanced and a Division expert for drafting policy and procedure documents for review by the Bureau Director and Division Administrator.
 - A2. Work as part of the team within the Bureau of Community Development to assist units of local government in the grants application process by providing application and implementation training throughout the State to interested applicants.
 - A3. Provide feedback and act as a resource to the Bureau and its director to enhance the process for communities and the Division.
 - A4. Respond to inquiries from the local governments for assistance during the formal grant process.

- A5. Review application, contract materials, and reports to ensure that a Housing and Urban Development (HUD) national objective is met.
 - A6. Communicate with local communities either orally or in writing throughout the process; ensuring grantees are aware of the opportunities and obligations associated with utilizing grant funding.
 - A7. Assist the Bureau Director in the development and maintenance of reference materials for communities and staff. Additionally, work with WEB manager to ensure the accessibility of the documents on the DOA-DOH website.
 - A8. Review the grant application and make recommendations for project funding.
 - A9. Provide implementation training around the State to successful grant applicants.
 - A10. Schedule multiple visits including monitoring visits with successful grantees (local Governments) to ensure their compliance with federal program requirements.
 - A11. Review applications for revolving loan funds and provide advice relative to business lending.
 - A12. Track and account for revolving loan fund balances at the state and local level relative to CDBG funds.
- 20% B. Monitoring Community Development Block Grant (CDBG) Projects
- B1. Develop and maintain a risk matrix to select grantees for formal monitoring visits.
 - B2. Prepare and review schedule of grant monitoring with Bureau Director.
 - B3. Correspond both orally and in writing with grantees to coordinate receipt of documents for a desk review.
 - B4. Correspond both orally and in writing with grantees to coordinate and schedule on-site monitoring visit.
 - B5. Travel and perform monitoring to ensure compliance with contractual obligations and adherence to HUD Federal Regulations
 - B6. Document compliance and non-compliance issues with grantees.
 - B7. Communicate with grantees disclosing outcomes of the monitoring visit.

- B8. Serve as a resource person to resolve noncompliance/problems determining either by desk review or monitoring visit.

- 35% C. Documentation and Reporting
 - C1. Report at regular intervals project performances to Division Administrator and Bureau Director. Prepare briefing papers when required to detail project summaries.
 - C2. Ensure that quarterly is completed by grantee, collected and coordinated Division submission.
 - C3. Complete set up of grant information in the HUD Database IDIS.
 - C4. Input regular reporting statistics and narrative to document grantees progress in IDIS.
 - C5. Receive and review grantee draw requests and enter the information into IDIS.
 - C6. Receive, review and prepare documentation to sign-off on final close out documentation.
 - C7. Maintain paper and electronic files in a clear and concise manner, ensuring that the project is easily reviewed.

- 5% D. Assist in training and special projects
 - D1. Coordinate with staff the development and presentation of workshops that contribute to better design and implementation of CDBG programs. That includes independently hosting a training site and coordinating the videoconferencing to ensure that training is available through the State widest audience possible.
 - D2. Originate and assist in the presentation of Community Development related publications, including written training materials and web-based information.
 - D3. Assist with special projects and one-time initiatives as requested by the Division Administrator or Bureau Director.
 - D4. Work in coordination with fellow Bureau of Community Development to assist in grant management and provide coverage and assistance when needed.

- 5% E. Other duties as may be assigned.