

DIVISION OF HOUSING
COMMUNITY DEVELOPMENT BLOCK GRANT BUREAU
GRANTS SPECIALIST ADVANCED
POSITION DESCRIPTION

This position is a statewide Grants Specialist based in Madison, and includes travel throughout the state in representing the Department in the provision of technical assistance and program implementation assistance. A primary function of the position is to provide technical assistance to local governments in the area of Community Development Block Grants (CDBG) in the areas of Economic Development, Public Facilities, Public Facilities Economic Development and Revolving Loan Funds. The position is also the primary contact for federal HUD staff when they are monitoring and ensuring state compliance with CDBG review requirements. Included with the CDBG 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 also involves the review of applications for completeness and ensuring that Housing and Urban Development (HUD) national objectives are met. This position is also responsible for the independent review of project proposals for Community Development Block Grant (CDBG) funds, independently formulating funding recommendations, negotiating and drafting contracts, and monitoring assisted projects for compliance with contract terms and conditions and with the wide range of complex federal regulations that accompany the CDBG program.

15. GOALS AND WORKER ACTIVITIES OF THIS POSITION

TIME % GOALS AND WORKER ACTIVITIES

- 40% A. Administer Complex Federal Grant Programs
- A1. Function as a Grant Specialist Advanced and a Division expert providing specialized technical assistance to local governments in the area of Community Development Block Grants (CDBG) in the areas of Economic Development, Public Facilities, Public Facilities Economic Development and Revolving Loan Funds.
 - 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 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 local governments for assistance during the formal application process.
 - A5. Review applications for completeness and ensure that a Housing and Urban Development (HUD) national objective is met.

- A6. Communicate with local communities either orally or in writing throughout the grant applicants contracting and closeout 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 ensure the accessibility of the documents on the DOA-DOH website.
- A8. Review the grant application and make recommendations for project funding.
- A9. Negotiate the grant contract with local governments.
- A10. Proactively and consistently bring tasks to successful completion, implementation of financial packages within the established budget and timeline.
- A11. Provide financial and project cost analysis along with project feasibility review for projects.
- A12. Provide implementation training around the State to successful grant applicants.
- A13. Schedule multiple visits including monitoring visits with successful grantees (local Governments) to ensure their compliance with federal program requirements.
- A14. Assist in the creation and maintenance of program applications, implementation manuals and guides.

40%

B. Monitoring Community Development Block Grant-Economic Development (CDBG-ED)

- 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. Review financial assistance contracts, loan documents and other documentation.
- B7. Document compliance and non-compliance issues with grantees.
- B8. Communicate with grantees disclosing outcomes of the monitoring visit.
- B9. Serve as a resource person to resolve noncompliance/problems determining either by desk review or monitoring visit.

10% C. Documentation and Reporting

- C1. Report at regular intervals project performance to Division Administrator, Deputy and Bureau Director. Prepare briefing papers when required to detail project summaries.
- C2. Ensure that quarterly reporting is completed by grantee, collected and coordinate 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.

10% 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.

Knowledge, skills, and abilities

1. Knowledge of program oversight and assessment techniques.
2. Contract development, negotiation and monitoring.
3. Ability to understand and apply complex rules, regulations, and policies.
4. Considerable knowledge of quality control procedures.
5. Knowledge of office computer software.
6. Effective oral and written communication skills.
7. Ability to work as a team member.
8. Ability to provide technical assistance.
9. Well qualified applicants will have skill with Community Development Block Grant Programs in the areas of Economic Development, Public Facilities and Revolving Loan Funds or similar programs.