

Federal Grants Compliance Coordinator - (22000EXC)

DHCD is seeking a Federal Grants Compliance Coordinator in the Division of Housing Stabilization!

AGENCY MISSION:

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents.

DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

OVERVIEW OF ROLE:

The Federal Grants Compliance Coordinator provides direct operational oversight of the contract compliance and monitoring for Massachusetts Balance of State (BoS) Continuum of Care (CoC) grant recipients and sub-contractors, manages the Environmental Review process for all CoC-funded projects, and provides application support for the annual Balance of State CoC grant application to the U.S. Department of Housing and Urban Development (HUD). Under the supervision of the Massachusetts Balance of State Continuum of Care Supervisor, this position manages the contract compliance, reporting, and monitoring process with other professional staff for the CoC, as well as with other state agency partners where relevant. Ensures provider compliance with contracted performance measures and outcomes, as well as HUD-mandated Homeless Management Information System (HMIS) data reporting.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Monitoring and Reporting:

- Develops and implements an annual monitoring plan for all CoC-funded projects which reflects DHCD contract and HUD-mandated performance requirements.
- Ensures that annual monitoring plan includes a report that identifies areas of technical assistance needs, concerns or findings of non-compliance and requirements for addressing them.
- Ensures the annual monitoring identifies those recipients who should be categorized as high risk for grant administration due to poor performance.
- Completes environmental review documentation for all CoC-funded projects, including updates as needed for new properties.

2) Compliance and Technical Assistance:

- Works with sub-recipients whose monitoring report reflects findings or concerns to implement corrective action in a specified period.
- Provides CoC application support during the annual Notice of Funding Opportunity (NOFO), and assists in resolving any HUD identified conditions or required adjustments upon award.

3) Investigations and Resolutions:

- In coordination with other unit staff, investigates client complaints and intercedes in resolution process between homeless service providers and clients if needed in relation to Continuum of Care projects.
- Works with program managers, the Director of Individual Homelessness and Federal Grants, Balance of State Continuum of Care Supervisor and the Director of Finance when HUD monitoring reviews result in findings for questioned and/or disallowed costs, or when serious management or regulatory infractions occur, to ensure consistency with sub-recipient contract requirements.

3) CoC Engagement

- Provides CoC Committee support as assigned.

PREFERRED QUALIFICATIONS:

1. Experience in managing contracts related to program implementation and evaluating contract compliance and performance.
2. Familiar with the agency's homeless grant programs, specifically Continuum of Care.
3. Experience or knowledge of grant/contract compliance.
4. Experience in conducting program and/or fiscal audits/monitoring.
5. Experience in preparing financial statements, and budgets.
6. Experience working with non-profit agencies.
7. Excellent written and oral communication skills.
8. Experience in program analysis, program management, program coordination, program planning.
9. At least intermediate proficiency using both Microsoft Word and Excel.
10. Ability to handle multiple priorities.
11. Ability to provide guidance to diverse groups and elicit support and cooperation.
12. Travel across the state will be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

Comprehensive Benefits

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](#)

Official Title: Program Coordinator III

Functional Title: Federal Grants Compliance Coordinator

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Dec 19, 2022, 4:40:43 PM

Number of Openings: 1

Salary: 68,016.52 - 98,517.12 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Hybrid Work Eligible: Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie Lalli - 6175731254

Executive Order #595: As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ft!?job=22000EXC>