

## **Housing Subsidy Programs Analyst - (230009OQ)**

### **The Executive Office of Housing and Livable Communities (EOHLC) is hiring a Housing Subsidy Programs Analyst in the Division of Housing Development!**

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

The Housing Subsidy Programs Analyst is a new position in EOHLC's Division of Housing Development. The Housing Development Division's goal is to produce and preserve private sector affordable housing units in communities throughout the Commonwealth. One way the division attains this goal is by providing funding opportunities to developers who build or rehabilitate affordable housing units.

The Housing Subsidy Programs Analyst provides technical assistance to developers before and after funding applications are submitted to EOHLC for state bond programs, federal HOME and other subsidy sources; participates in meetings with developers and community officials to structure projects; conducts site visits; serves as a primary reviewer for all HOME subsidy funding applications; completes all aspects of application review, including highly technical analysis of project feasibility and conformance with federal and state regulations for programs; helps prepare funding recommendations for the subsidy program managers and the director; works, with internal and developers' counsel to track subsidy commitments and expenditures; participates in the implementation of HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) and/or other American Rescue Plan Act of 2021(ARPA) funds; work on various aspects of project funding, including closing meetings, contract set-ups, requisition reviews; participates in various aspects of compliance and asset management of existing projects; participate in refinancing and sales of existing projects. The position will report to the Manager of State Housing Programs. There are 24 staff in the Division of Housing Development.

#### **1) Application Review & Contracting:**

- Serves as primary reviewer and underwriter for subsidy program pre-applications and full applications, including Housing Development Incentive Program (HDIP) applications.
- Help prepare funding recommendations for subsidy program managers, director/undersecretary.
- Coordinate and participate in subsidy program tasks for assigned projects; tasks including but not limited to preparation of vendor code and contracting documents as well as post-closing requisitions.
- Chair/participate in business meetings with other lenders, developers, and their representatives.
- Coordinate MassDocs loan closing with outside counsel and other lenders.
- Assist in implementation of new rental sources available through federal recovery acts of 2021/2022 (ARPA and HOME-ARP).

#### **2) Technical Assistance**

- Provide direct technical assistance to project sponsors/borrowers/other team members (attorneys, architects, Certified Public Accountants, contractors, etc.) through meetings, phone calls, and correspondence.

#### **3) Construction**

- Monitor and/or coordinate construction review with contract architect.
- Track project construction progress and review lender advisor reports on a monthly basis.
- Conduct site visits and on-going project reviews, including project eligibility letter (PEL) requests.

#### **4) Review/Approve:**

- Review/approve project cost certifications and close-out reports.
- Review/analyze refinance or loan modification requests and coordinate EOHLC-related transaction tasks.
- Coordinate/negotiate project workouts.

#### **5) Training & Agency Representation:**

- Represent the division and the agency on inter- and intra-agency working groups.
- Assist in preparing public presentations on agency policies and programs.
- Represent the agency at various housing related events.
- Assist in the training of new junior program staff or new staff.

#### **6) Additional Documentation**

- Maintain current project and program information in division's rental database, shared drives, and file storage.
- Assist in the preparation of detailed reports on the programs, as required by federal and state legislative committees and as needed for federal and state reporting purposes.
- Assist in the drafting of new/revised guidelines, application materials, training materials, and website information.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge of the principles and practices of real estate financing, real estate asset management and/or compliance monitoring.
2. Knowledge of the principles and practices of affordable and market rate housing and factors influencing the housing market.
3. Ability to communicate effectively and timely in written and oral expression, including the ability to make public presentations to different audiences.
4. Ability to work efficiently and effectively, gather information, draw conclusions, and make recommendations related to the program activities/guidelines/policies.
5. Ability to manage a variety of tasks, organize workload and meet required deadlines.
6. Ability to adjust to changing priorities and to carry substantial responsibilities related to the programs and to initiatives within the division.
7. Ability to analyze development and operating pro formas.
8. Ability to analyze development project cost certifications.
9. Knowledge of legal terminology and requirements of the real estate loan closing process.
10. Excellent computer skills, including at least intermediate proficiency using Microsoft Excel, Word, and PowerPoint.

#### **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 experience in real estate management, property management, public housing program management, public housing program development or public housing program administration, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in real estate, public administration, business administration or business management may be substituted for a maximum of one year of the required experience.\*

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

III. A Master's or higher degree with a major in public administration, business administration or business management may be substituted for a maximum of three years of the required experience.\*

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

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License may be required.

### **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!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

**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.

**Official Title:** Housing Program Specialist III

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

**Job:** Community and Social Services

**Agency:** Executive Office of Housing and Livable Communities

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Sep 1, 2023, 1:00:43 PM

**Number of Openings:** 1

**Salary:** \$68,016.52 - \$98,517.12 Biweekly

**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: Jess Molina - 8572480160**

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230009OQ>