

## **Housing Subsidy Program Analyst - (2400021C)**

Executive Office of Housing and Livable Communities (EOHLC) is seeking a Housing Subsidy Program Analyst in the Division of Housing Development!

### **AGENCY MISSION:**

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.

### **OVERVIEW OF ROLE:**

Provide technical assistance to developers before and after funding applications are submitted for state bond programs, federal HOME, and other subsidy sources as assigned; participate in meetings with developers to structure projects as assigned; conduct site visits; complete all aspects of application review, including highly technical analysis of project feasibility and conformance with state and federal programs; help prepare funding recommendations for subsidy program managers and the director; work to direct subsidy commitments and expenditures as directed; work on various aspects of project funding, including closing meetings, contract set-up, requisition reviews, compliance and asset management of existing projects.

The focus of this work is to increase the supply of privately-owned affordable housing, both rental and homeownership, through the management of competitive funding rounds for federal and state funds, oversight of the construction process, and monitoring of developments in operation.

### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

#### **1) Application Review:**

- Serve as primary reviewer and underwriter for subsidy program pre-applications and full applications.

#### **2) Financing:**

- Help prepare funding recommendations for subsidy managers, director/undersecretary.
- Chair/participate in business meetings with other lenders, developers and their representatives.
- Coordinate MassDocs loan closing with outside counsel and other lenders.
- Coordinate/negotiate project workouts; review/analyze refinance or loan modification requests.
- Coordinate Executive Office of Housing and Livable Communities (EOHLC) role in HOME/Housing Stabilization Fund(HSF)-assisted homeownership unit sales, refinance requests and foreclosure situations.

#### **3) Construction/Project Management:**

- Monitor and/or coordinate construction oversight with contract architect.
- Track project expenditures and review lender advisor reports on a monthly basis.
- Conduct site visits and on-going project reviews, including project eligibility letter (PEL) requests.
- Review/approve project cost certifications and close out reports.
- Maintain current project and program information in division's rental database, shared drives, and file storage.

#### **4) Technical Assistance**

- Provide technical assistance to project sponsors/borrowers through meetings, phone calls, and correspondence.

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

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

**6) Assisting:**

- Assist in preparing public presentations on agency policies and programs.
- Assist in meeting various federal and state funding requirements such as: preparing environmental reviews, including associated legal notices, assisting in the Community Housing Development Organization (CHDO) (re)certification process, assisting in compliance monitoring, and assist in the development of Program information for submittal to our development partners or to other executive offices and to the legislature.
- 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.
- Assist as directed in implementation of new rental sources available through federal recovery acts of 2021/2022 (ARPA and HOME-ARP).

**PREFERRED QUALIFICATIONS:**

1. Knowledge of the principles and practices of real estate financing.
2. Knowledge of federal, state and local resources to support the development of affordable housing, including permanent, transitional and special needs housing.
3. Ability to understand, explain and apply complex laws, regulations, guidelines and procedures regarding affordable housing programs.
4. Knowledge of principles and practices of affordable and market rate housing and factors influencing the housing market.
5. Ability to analyze development and operating pro forma.
6. Knowledge of legal terminology and requirements of the real estate loan closing process.
7. Ability to analyze and determine the applicability of verbal, written and statistical information to a particular housing issue, policy or program.
8. Ability to communicate effectively in written and oral expression, including the ability to make public presentations to different audiences.
9. Ability to assume a leadership role in a team setting and to facilitate group participation/process.
10. Knowledge of effective techniques for motivating staff and overseeing specific team projects/activities/initiatives.
11. Ability to adjust to changing priorities and to carry substantial responsibilities related to the Programs and to initiatives within the division.
12. Excellent computer skills, including Microsoft Excel, Word, and PowerPoint.
13. Demonstrated sound judgement.

**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

**Functional Title:** Housing Subsidy Program Analyst

**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:** Feb 9, 2024, 3:25:56 PM

**Number of Openings:** 1

**Salary:** \$73,566.74 - \$107,580.72 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

**Potentially Eligible for a Hybrid Work Schedule: Yes**

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160**

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2400021C>