



EMPLOYMENT OPPORTUNITY

TAX CREDIT AND HOUSING COMPLIANCE COORDINATOR

ABOUT OUR COMPANY

CDCLI was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. That strong tri-sector support continues today. CDCLI is a regional and national leader in affordable housing and community development, with high standards of performance and a desire to identify and implement creative ways to solve problems and empower residents in the community. CDCLI programs are complex, multi-partnered and diverse. CDCLI is committed to making dreams of long term economic stability come true. As a chartered member of NeighborWorks®, CDCLI is certified to meet a high standard of fiscal integrity and service performance to assist local residents in achieving their dreams, and is recognized by NeighborWorks® as an “exemplary organization.” With the mission to “invest in the housing and economic aspirations of individuals and families by providing solutions that foster and maintain vibrant, equitable, and sustainable communities,” CDCLI is a significant force for revitalizing and building strong communities because home matters for all people.

THIS OPPORTUNITY

One of the pillars of CDCLI’s recently adopted 2018-2020 Strategic Plan is “Community Development and Housing for All.” At CDCLI, we recognize that simply building affordable housing is not enough. To make a lasting positive impact on lives, the housing must (1) be physically maintained and fiscally operated at optimal levels (Property Management); (2) be sustained, by ensuring regulatory compliance, particularly as it relates to Low Income Housing Tax Credits (Regulatory/LIHTC Compliance); and (3) address the social and human needs of the low to moderate income residents through integration of service programs designed to improve their health, well-being and financial independence (Resident Services). This position is responsible for the Regulatory/LIHTC compliance component of CDCLI’s three pronged approach to provide “Community Development and Housing for All” by ensuring all properties are in rigorous compliance with applicable regulations and CDCLI policies.

CDCLI’s current portfolio consists of 46 single family rental units as well as 1219 multi-family rental units developed in partnership with nationally recognized entities utilizing Low Income Housing Tax Credits as well as other federal, state and local subsidies. An additional 402 units are currently in development. CDCLI is also engaged to provide Tax Credit Compliance and Resident Services to a number of developments outside of CDCLI’s portfolio but located on Long Island.

This is an exciting opportunity to join a growing, award winning company that is at the forefront of the sustainable housing community on Long Island. The position is ideal for a forward-thinking, innovative and proven leader with experience in affordable housing compliance, and the ability to work collaboratively across all departments to achieve desired outcomes.



GENERAL STATEMENT OF DUTIES

This position is responsible for the Regulatory/LIHTC compliance component of CDCLI's multi-family and single family affordable properties ensuring that they are in full compliance with all regulatory and company policies. It is also expected that this position will assist CDCLI with identifying new opportunities to provide affordable housing compliance services to outside entities and will work to expand this service line. This position provides support at each of CDCLI's communities with on-site visits, from initial marketing and tenant selection and certification through annual recertifications and audit. Knowledge of local, state and federal laws and regulations relevant to affordable multi-family and single family housing development, including Low Income Housing Tax Credits, HUD programs, such as Section 8 Housing Choice Voucher, HOME and CDBG, programs made available through New York State Homes and Community renewal (HCR) and Fair Housing and Affirmative Fair Housing Marketing laws, is required to evaluate projects and provide assistance to ensure properties are compliant. This position reports directly to the Vice President-Resident Services and Asset Management.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Reviews and approves all tax credit move-in files for accuracy and compliance with gross rent, utility allowances, income limitations, and all other regulatory requirements, partnership agreements, and public program requirements.
- Ensures that tenant selection process abides by guidelines and regulations governing all units
- Facilitates marketing and lease-up activities of sites as required in compliance with Affirmative Fair Marketing Laws
- Request and review initial verification documents of applicants' housing, income and assets to determine initial eligibility.
- Provide compliance-related consultative services to managers, owners and their administrative staff.
- Work closely with on-site property management team to ensure they are up to date and trained on all compliance and regulatory policies.
- Identify trends in non-compliance and recommends corrective action through changes in policies and procedures and training.
- Contact applicants to collect updated documents needed for recertification process.
- Schedule interviews with applicants who have not submitted required documentation.
- Process HUD Section 8 and LIHTC initial, interim and annual certifications, move-ins and unit transfers.
- Send eligible and ineligible letters to applicants.
- Prepare investor reporting documents and audit files as required.
- Perform other related duties and participate in special projects as assigned
- Plan and conduct quarterly on-site reviews of projects whose funding sources consists of Tax Credit, HUD project based Section 8, Tax Exempt Bonds, HCR, and other private and public sources



SPECIFIC DUTIES AND RESPONSIBILITIES -- continued:

- Verify compliance with rules and regulations of various funding sources, Fair Housing standards and CDCLI Policies and Procedures.
- Identify resident needs and work with Resident Services Coordinator and related CDCLI departments to coordinate provision of Resident Services to tenants
- Collect, summarize and distribute income limits and maximum rent limits for applicable counties
- Create tracking charts and reports as needed
- Market CDCLI's portfolio of services to key partners and stakeholders within the community to ensure safe, affordable, comprehensive residential services for Long Island residents

QUALIFICATIONS:

- Knowledge of property management compliance practice and procedures related to affordable housing
- Knowledge of tax credit compliance, practice and procedures
- Certification in low-income housing tax credit compliance
- Knowledge of Fair Housing Laws and Affirmative Fair Housing Marketing
- Knowledge of data review and analysis
- Strong verbal and written skills
- Proficient in Microsoft Word, Excel, Power Point and Sales Force applications; Yardi experience preferable
- Bilingual/Spanish is desirable

EDUCATION/CERTIFICATIONS:

Preferred: Bachelor's degree in Business, Finance, Real Estate, Business Administration, Urban Planning or related field and a minimum of three years experience in affordable housing and tax credit compliance. Required: Tax Credit Specialist/Site Compliance Specialist or related Certification from accredited institute

CDCLI is committed to maintaining a professional staff, and to offering enriching employment opportunities in the community development, economic development and housing fields. Our employees and applicants have equal opportunity for employment, training and promotion without regard to race, color, religion, sex, age, familial status, national origin, genetic information, disability or veteran status, and are selected on the basis of their qualifications. CDCLI is an Equal Employment Opportunity employer.

1-2-2018



Community Development Corporation of Long Island
2100 Middle Country Road, Centereach, NY 11720
631.471.1215 • www.cdcli.org



EMPLOYMENT OPPORTUNITY

Vice President – Resident Services and Asset Management

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GENERAL STATEMENT OF DUTIES

Major responsibilities include oversight and development of the Resident Services and Asset Management Department's strategy and procedures, annual budget development and fiscal review, forecasting on-going physical property and resident needs, compliance with multiple agencies and government regulations, including compliance with Low Income Housing Tax Credits. The position is also responsible for the ongoing supervision of department staff, grievance procedures with both staff and clients and oversight of department's Annual Plan and performance indicators. Position also expected to work with CDCLI's Marketing and Development Team to bring new grant and financial opportunities and to expand CDCLI's resident services and asset management into new communities.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Property Management

- Development of Asset Management Plan, including record retention protocols, performance standards and risk ratings
- Review/prepare monthly property summaries including variance reports on income statements, operating budgets, vacancies
- Analyze property operations and financial reports to assess performance and ensure long term viability
- Monitor project revenues, operating expenses, capital replacements, capital needs and reserve accounts
- Ensure homes are improved as necessary within budget
- Monitor all construction and home improvement contracts
- Ensure execution of proper lease documentation and timely lease-up
- Supervise Property Manager

Regulatory/LIHTC Compliance

- Keep current on Section 42, HOME, state and local and HUD programs and regulations
- Review partnership agreement, regulatory agreements, financing documents, and other sources to determine financing structures and compliance requirements
- Ensure tenants meet applicable regulatory income and occupancy requirements
- Supervise Compliance staff to ensure all processes and procedures are complied with in accordance with regulatory and contractual requirements

Resident Services

- Create and implement programs that provide assistance to residents who have health, educational, economic or other issues that limit their housing options including appropriate referrals to internal and external resources to help residents improve their quality of life.
- Develop/assist with existing and new resident programming at all owned, managed or contracted developments and communities
- Identify, investigate and implement new programming based on resident and staff feedback
- Establish and put in place protocols to track, measure and analyze outcomes consistent with company and funder objectives
- Analyze data and make recommendations for additional funding or program direction based findings
- Supervise Resident Services Coordinator



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QUALIFICATIONS:

- Knowledge of property management practice and procedures related to affordable housing
- Knowledge of property maintenance
- Knowledge of tax credit compliance, practice and procedures
- Knowledge of the intersection of Resident Services with low to moderate income residents
- Knowledge of Fair Housing Laws and Affirmative Fair Housing Marketing
- Knowledge of data review and analysis
- Experience supervising staff
- Experience with fiscal and budget development and management and the ability to analyze profit and loss statements as well as operating budgets
- Strong verbal and written skills and the ability to speak in public
- Proficient in Microsoft Word, Excel, Power Point and Sales Force applications
- Bilingual/Spanish is desirable

EDUCATION/CERTIFICATIONS:

Preferred: Masters degree. Required: Bachelor's degree in Business, Finance, Real Estate, Business Administration, Urban Planning or related field and a minimum of five years experience in property management and resident services.

Required: Supervisor Level Certification in Tax Credit Compliance from accredited institute

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