NSP2 PROJECT MANAGER – COMPLIANCE

Background

The Community Builders, Inc. (TCB) is a nationally recognized developer and manager of affordable housing. Founded more than 45 years ago, TCB has developed over 20,000 housing units as well as office and retail properties, and manages over 9,000 units of housing. TCB is active in Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Maryland, Virginia, West Virginia, North Carolina, Illinois, Indiana, Ohio, Kentucky, and the District of Columbia. Our core work targets urban neighborhood transition opportunities. TCB is also active in redeveloping and repositioning existing assisted and unassisted multifamily properties.

Position Overview

In January 2010, TCB was awarded approximately $78 million in NSP2 funding. As TCB continues to expand its work as an NSP2 grantee, it is seeking to hire a compliance project manager who will be primarily responsible for overseeing our NSP2 compliance program. The use of federal funds triggers a number of compliance requirements. The Project Manager/Compliance will be responsible for organizing and implementing a system to ensure that Grantee compliance responsibilities are accurately implemented with the appropriate documentation. The Project Manager/Compliance will be a member of the NSP2 grantee staff. The position will report to the NSP2 Program Manager.

Duties shall include the following:

- Monitor and provide reports on the end use of all demolished properties.
- Monitor Section 3 compliance on all NSP2 funds.
- Create, implement and monitor the Section 3 Plan.
- Monitor job reports on projects funded with NSP2 funds to ensure that people whose income is at or less than 51% of AMI fill 51% of new positions created.
- Monitor all Davis Bacon weekly payrolls, wage rates, and maintain appropriate files and documentation to facilitate review by HUD and other government agencies.
- Insure completion of timely construction interviews to validate the information provided by contractors and vendors.
- Monitor Procurement Compliance at the grantee and project levels.
- Monitor the progress on NSP2 statutory requirements.
- Collaborate with other departments (e.g., Development, Property Management, Accounting, and Internal Audit) to direct compliance issues to appropriate channels for investigation and resolution.
- Respond to alleged violation of rules, regulations, policies, and procedures by evaluating or recommending the initiation of investigative procedures to the NSP2
Grant Oversight Committee. Develop and oversee a system for uniform handling of such violations.

- Provide reports on a regular basis to the NSP2 Program Manager and NSP2 Grant Oversight Committee on the operation in progress of compliance efforts.
- Track NSP2 funding commitments and conditions to ensure their incorporation into all loan and equity closing documents.
- Track reporting requirements on an annual basis for insurance, affirmative marketing, and financial statements.
- Perform Contract management.
- Maintain NSP2 project photograph library.

Qualifications

The ideal candidate will have:

- Five or more years of previous experience in an environment requiring federal compliance reporting or an environment responsible for auditing the use of federal funds.
- Knowledge of Federal reporting requirements on Section 3, Procurement, and Davis Bacon requirements.
- Three or more years of experience in a real estate environment.
- Strong written and verbal skills.
- Knowledge of Microsoft Access, Excel, and Word.
- The ability to travel to sites within our corporate geography to test reporting data.
- The ability to work in a complex and changing organization and adapt to changes in structures and work priorities.

Interested candidates should forward a resume and cover letter to resumes@tebinc.org, The Community Builders, Inc., 95 Berkeley Street, Boston, MA 02116

The Community Builders, Inc. is an Equal Opportunity Employer and strongly encourages candidates of all backgrounds to apply for this position.