



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Administrative Division

m e m o r a n d u m

TO: Urbana Civil Service Commission

FROM: Elizabeth H. Tyler, Ph.D., FAICP, Community Development Services Director

Cc: Todd Rent
Elizabeth Borman

DATE: June 8, 2015

SUBJECT: Revision of HOME and CDBG Grants Coordinator Positions to Community Development Specialist/Coordinator and Grants Compliance Specialist Positions

Introduction

The Community Development Services Department is requesting a revision of the current HOME Grants Coordinator I/II and CDBG/SHP Grants Coordinator I/II positions to Community Development Specialist/Coordinator and Grants Compliance Specialist positions. This restructuring will better serve the Grants Management Division and the City of Urbana by reflecting the current needs of the division, current duties of staff, and the changing expectations of grant funders, particularly under the revised rules for the HOME Consortium program.

Background

Attached to this memorandum are the proposed job descriptions for the Community Development Specialist, Community Development Coordinator, and the Grants Compliance Specialist positions, as well as the existing descriptions for the Grants Coordinator (CDBG/SHP) and HOME Grants Coordinator positions. Most recently, the division has been staffed by a Grants Coordinator II for the HOME program and by a non-Civil Service part-time Community Development Associate for the CDBG and Supportive Housing Programs. With both of these positions now vacant and in light of monitoring requests from HUD, it is an opportune time to revise the position descriptions to better reflect the current needs of the positions and to strengthen the financial and programmatic capabilities of the Division.

Discussion

Currently, the job descriptions for the Division include the HOME Grants Coordinator and the Grants Coordinator (CDBG/SHP). These positions are filled at either the Grants Coordinator I or Grants Coordinator II position. Each is responsible for the specific grants assigned to them and

there is little overlap or opportunity for collaboration. Under this current staffing organization, it is difficult to meet all the requirements for each grant, as additional expectations are being placed on staff from Federal and state agencies, particularly with respect to the HOME program. At the same time, grant allocations have been declining each year and the Division has been diversifying its revenue sources by seeking and obtaining new grants and interagency funding sources for programs such as Blight Reduction and neighborhood improvements. Revising the job descriptions will assist in providing a more optimal structure within the Division and Department to administer the Federal and State grants in a climate of increasing expectations.

Under the proposed structure, the Community Development Specialist/Coordinator (which may be filled at either level, depending upon experience, similar to the previous Grants Coordinator I/II distinction) would take primary responsibility for day-to-day grants administration in terms of program delivery, working with subrecipients, executing affordable housing and social service outcomes, and reporting activities to the Community Development Commission and City Council. This position would work on all relevant grants, including HOME, CDBG, Supportive Housing, etc., rather than just focusing on HOME or CDBG, as is currently the case. The position would have a background in community development, housing and/or urban planning.

The Grants Compliance Specialist position would also work on all grants, but from the perspective of financial accounting and reporting. This position would have a background in finance and accounting and would be responsible for working within the grantor accounting systems (e.g., IDIS) and for monitoring the financial performance of the HOME Consortium as a whole, working closely with HUD and with the Urbana Finance Department.

Fiscal Impact

Both the Community Development Specialist and the Grants Financial Specialist will continue to be funded by recurring grants from the federal Department of Housing and Urban Development (HUD). There would be no negative fiscal impact upon the City.

Recommendation

Staff recommends that the Civil Service Commission approve the revised job descriptions.

Attached:

Proposed Community Development Specialist job description
Proposed Community Development Coordinator job description
Proposed Grants Compliance Specialist job description
Grants Coordinator (CDBG/SHP) job description
HOME Grant Coordinator job description



CITY OF URBANA
Human Resources Division

COMMUNITY DEVELOPMENT COORDINATOR (CDBG/HOME/SUPPORTIVE HOUSING PROGRAMS)

JOB DESCRIPTION

Division: Grants Management
Department: Community Development Services
Reports To: Manager, Grants Management Division
FLSA Status: Non-Exempt; Non-Union; Civil Service

JOB SUMMARY

Performs general administrative functions related to the Community Development Block Grant, HOME Investment Partnership, and supportive housing programs. Functions include program management and planning, monitoring of grant recipients/Community Housing Development Organizations (CHDO)/Consortium members, completion of grant reports, preparation of supportive services grant applications, review of CHDO applications, coordination of the Consolidated Social Service Funding application process, administration of homebuyer assistance programs, maintenance of the environmental review record and general administrative functions related to the Urbana HOME Consortium involving Urbana, Champaign, and Champaign County.

ESSENTIAL FUNCTIONS

HOME PROGRAM

Administers the Urbana HOME Consortium through:

- Oversight and enforcement of HOME Consortium agreement and Intergovernmental Agreement regarding the HOME Consortium.
- Interpretation of the HOME contract and regulations.
- Serving as liaison between Dept of Housing and Urban Development (HUD) and HOME Consortium members in matters pertaining to HOME contract and regulatory interpretations.

- Submitting documentation to HUD and Illinois Housing Development Authority (IHDA) to ensure the renewal of the Urbana HOME Consortium.
- Collecting and disseminating information pertaining to HOME Program administration to HOME Consortium members:
 - Procures updates, manuals, and documents provided by HUD through the Internet and otherwise as necessary.
 - Updates Urbana HOME Consortium Policies and Procedures Manual, as needed.
 - Ensures that project files are complete, accurate, and meet HUD guidelines and standards.
 - Ensures project data is captured and reported correctly.
 - Updates forms as needed.

Administers Community Housing Development Organizations:

- Responsible for taking applications from Community Housing Development Organizations (CHDO), which include CHDO set-aside funds for projects and CHDO operating funds;
- Reviews CHDO applications and presentation of same to the Community Development Commission, City Council, and/or the Mayor.
- Conducts trainings with CHDOs and non-profits regarding applications and the selection process.
- Responsible for providing technical assistance to non-profit organizations interested in CHDO designation.
- Responsible for recommending CHDO certifications to supervisor; ensures that all documentation is submitted by CHDOs with regard to their recertification.
- Manages all concerns related to CHDO programs and projects.

Administers homebuyer assistance programs such as Urbana Dream Downpayment, in conjunction with the Housing Rehabilitation Coordinator:

- Disseminates information regarding available programs to the general public, prospective homebuyers, realtors, and bankers on a regular basis;
- Coordinates press events designed to promote available programs;

- Serves as liaison between the bond underwriter and participating lenders, realtors, and homebuyers as related to program guidelines and regulations.
- Responsible for obtaining information to complete income verifications on potential homebuyers.

CDBG PROGRAM

Administers Community Development Block Grant Program through:

- Preparation of sub-recipient agreements for review by the Community Development Commission, City Council, and/or Mayor;
- Enforcement and oversight of subrecipient agreements;
- Serves as liaison between HUD and subrecipients in matters pertaining to contract and regulatory interpretation;
- Maintains compliance procedures and documents for City infrastructure and CDBG public facilities grant projects, subject to the Davis Bacon Act, in conjunction with the Housing Rehabilitation Coordinator and Public Works Department.

Coordinates Consolidated Social Service Fund application process through:

- Preparation of application documents;
- Notification to social service agencies regarding fund availability;
- providing technical assistance training of application to agencies;
- Transmittal of applications to City Council;
- Coordination of annual social service hearing.

SUPPORTIVE HOUSING PROGRAM

Administers grants for Supportive Housing Programs, including but not limited to grants through the HUD Supportive Housing grant and similar programs, through:

- Oversight and enforcement of subrecipient contracts;
- Preparation of subrecipient agreements for review by the Community Development Commission, City Council, and/or Mayor;

- Preparation of supportive housing grant applications and presentation of same to the Community Development Commission and City Council;
- Timely submission of grantee reports to funding agencies;
- Interpretation of Program contract and regulations;
- Preparation of annual Continuum of Care narrative for the Notice of Funding Availability (NOFA);

ALL PROGRAMS

Maintains the Environmental Review Record for all Grants Management Division activities through:

- Completion of environmental review checklists;
- Completion of annual environmental review memorandum.
- Preparation of legal notices;
- Submission of requests for release of funds to HUD prior to project payments, in conjunction with Grants Compliance Specialist and Grants Management Division Manager;
- Maintenance of environmental review files.

Monitoring and Reporting:

- Responsible for ensuring that Subrecipients, Consortium members, and CHDOs, including projects funded with CHDO set-aside funds, are monitored regularly.
- Assists Grants Management Division Manager with preparation and submission of the narrative related to the City of Urbana and Urbana HOME Consortium with regard to the Consolidated Plan (Con Plan), Annual Action Plan (AAP), and Consolidated Annual Performance and Evaluation Review (CAPER);
- Prepares and submits other reporting as required by HUD.
- Assists Manager in submitting documentation to the State of Illinois with regard to the City's Bond Cap allocation.
- Attends trainings and workshops sponsored by HUD and other entities that involve community development and affordable housing issues.

Performs other duties as assigned.

JOB REQUIREMENTS

GENERAL

Desire and ability to deal effectively with the general public, with governmental employees, contractors, and representatives of non-profit organizations.

Proficiency with Microsoft Office Suite, including ability to develop and modify spreadsheets in Excel.

Must possess, or obtain within fifteen (15) days, and maintain a current State of Illinois Class D Driver's License.

KNOWLEDGE & EXPERIENCE

Knowledge typically acquired through completion of a bachelor's degree in public administration, urban planning, community development, or equivalent experience directly related to the previous degrees, plus two years of related professional experience.

Knowledge of business English, punctuation, grammar, spelling, and business math.

Familiarity with HUD grant programs, including CDBG, HOME, and McKinney-Vento (HEARTH) Act is highly desirable.

Familiarity with environmental review guidelines is desirable.

ABILITY TO

Draft and interpret contracts and agreements.

Cross reference and interpret title and credit reports.

Work with and maintain confidential information.

Periodically attend meetings before or after normal working hours.

CONTACTS:

- Daily contact with the general public.
- Regular contact with Federal, State, and Local officials.

- Periodic contact with non-profit agency representatives and contractors.

WORK ENVIRONMENT:

- Standard office setting.
 - Periodic inspection of construction and program sites.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: _____

Signature Date

Approved By: _____

Department Head Date

Approved By: _____

Human Resources Manager Date

Reviewed By: _____

Human Relations Officer Date

Approved By: _____

Civil Service Commission Date



CITY OF URBANA
Human Resources Division

COMMUNITY DEVELOPMENT SPECIALIST (CDBG/HOME/SUPPORTIVE HOUSING PROGRAMS)

JOB DESCRIPTION

Division: Grants Management
Department: Community Development Services
Reports To: Manager, Grants Management Division
FLSA Status: Non-Exempt; Non-Union; Civil Service

JOB SUMMARY

Performs general administrative functions related to the Community Development Block Grant, HOME Investment Partnership, and supportive housing programs. Functions include program management and planning, monitoring of grant recipients/Community Housing Development Organizations (CHDO)/Consortium members, completion of grant reports, preparation of supportive services grant applications, review of CHDO applications, coordination of the Consolidated Social Service Funding application process, administration of homebuyer assistance programs, maintenance of the environmental review record and general administrative functions related to the Community Development Block Grant, and the Urbana HOME Consortium involving Urbana, Champaign, and Champaign County.

ESSENTIAL FUNCTIONS

HOME PROGRAM

- Implements the Urbana HOME Consortium through:
 - Oversight of intergovernmental agreements governing the HOME Consortium;
 - Interpretation of HOME contracts and regulations;
 - Serves as liaison between HUD and HOME Consortium partners in matters pertaining to HOME contract and regulatory interpretations;

- Preparation of subrecipient agreements and community housing development organizations (CHDOs) agreements for review by the Community Development Commission, City Council, and/or Mayor.
- Timely submission of grantee reports to funding agencies and HOME Consortium partners;
- Coordination of technical assistance for non-profit organizations participating in or interested in the HOME program;
- Review of applications from non-profit organizations for community housing development organization status and recommendation of actions regarding same to supervisor;
- Collection and dissemination of information pertaining to HOME Program administration to HOME Consortium members and partners;
- Preparation of the HOME component of the Consolidated Plan, Annual Action Plan, and the Comprehensive Annual Performance and Evaluation Report;

Coordinates homebuyer assistance programs through:

- Dissemination of information regarding available programs to the general public, prospective homebuyers, realtors, and bankers;
- Preparation of bond ordinances and agreements in conjunction with bond underwriters for review by the Community Development Commission and City Council;
- Preparation and dissemination of promotional materials and coordination of press events.

Assists the Grants Management Division Manager in representing the City on the Champaign County Community Reinvestment Group.

Performs other duties as assigned.

CDBG PROGRAM

- Implements Community Development Block Grant Program through:
 - Preparation of the Community Development Block Grant component of the Consolidated Plan, Annual Action Plan, and Comprehensive Annual Performance and Evaluation Report;

- Preparation of subrecipient agreements for review by the Community Development Commission, City Council, and/or Mayor;
- Enforcement and oversight of subrecipient agreements;
- Serves as liaison between HUD and subrecipient in matters pertaining to contract and regulatory interpretation;
- Coordinates Consolidated Social Service Fund application process through:
 - Preparation of application documents.
 - Notification to social service agencies regarding fund availability.
 - Provides technical assistance training to applying agencies.
 - Transmittal of applications to City Council.
 - Coordination of annual social service presentations.

SUPPORTIVE HOUSING PROGRAM

- Implements grants for supportive housing programs, including but not limited to grants through the Supportive Housing Program and Emergency Shelter Program, through:
 - Oversight and enforcement of subrecipient contracts;
 - Preparation of subrecipient agreements for review by the Community Development Commission, City Council, and/or Mayor.
 - Preparation of grant applications and presentation of same to the Community Development Commission and City Council;
 - Timely submission of grantee reports to funding agencies;
 - Interpretation of program contract and regulations.
 - Preparation of annual Continuum of Care narrative.
 - Preparation of applications for supportive housing funding for city-administered projects and presentation of same to the Community Development Commission and City Council.

- Assists Grants Management Division Manager in representing the City on Urbana-Champaign Continuum of Care, Council of Service Providers to the Homeless, and Human Service Council.
- Implements grants for Supportive Housing Programs, including but not limited to grants through the HUD Supportive Housing grant and similar programs, through:
 - Oversight and enforcement of subrecipient contracts;
 - Preparation of subrecipient agreements for review by the Community Development Commission, City Council, and/or Mayor;
 - Preparation of supportive housing grant applications and presentation of same to the Community Development Commission and City Council;
 - Timely submission of grantee reports to funding agencies;
 - Interpretation of Program contract and regulations;
 - Preparation of annual Continuum of Care narrative report;

ALL PROGRAMS

Maintains the Environmental Review Record for all Grants Management Division activities through:

- Completion of environmental review checklists;
- Completion of annual environmental review memorandum.
- Preparation of legal notices;
- Submission of requests for release of funds to HUD prior to project payments, in conjunction with Grants Compliance Specialist and Grants Management Division Manager;
- Maintenance of environmental review files.

Monitoring and Reporting:

- Responsible for ensuring that Subrecipients, Consortium members, and CHDOs, including projects funded with CHDO set-aside funds, are monitored regularly.
- Assists Grants Management Division Manager with preparation and submission of the narrative report related to the City of Urbana and Urbana HOME Consortium

with regard to the Consolidated Plan (Con Plan), Annual Action Plan (AAP), and Consolidated Annual Performance and Evaluation Review (CAPER);

- Prepares and submits other reporting as required by HUD.
- Assists Manager in submitting documentation to the State of Illinois with regard to the City's Bond Cap allocation.
- Attends trainings and workshops sponsored by HUD and other entities that involve community development and affordable housing issues.

Performs other duties as assigned.

JOB REQUIREMENTS

GENERAL

Desire and ability to deal effectively with the general public, with governmental employees, contractors, and representatives of non-profit organizations.

Use Microsoft Office Suite proficiently, including ability to develop and utilize spreadsheets such as Excel.

Must possess, or obtain within fifteen (15) days, and maintain a current State of Illinois Class D Driver's License.

KNOWLEDGE & EXPERIENCE

Knowledge typically acquired through completion of a bachelor's degree in public administration, urban planning, community development, or equivalent experience directly related to the previous degrees, plus one year of related professional experience.

Knowledge of business English, punctuation, grammar, spelling, and business math.

Familiarity with HUD grant programs, including CDBG, HOME, and McKinney-Vento (HEARTH) Act, is highly desirable.

Familiarity with environmental review guidelines is desirable.

ABILITY TO

Draft and interpret contracts and agreements.

Cross reference and interpret title and credit reports.

Work with and maintain confidential information.

Periodically attend meetings before or after normal working hours.

CONTACTS

Daily contact with the general public.

Regular contact with Federal, State, and Local officials.

Periodic contact with non-profit agency representatives and contractors.

WORK ENVIRONMENT

Standard office setting

Periodic inspection of construction and program sites.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: _____

Signature

Date

Approved By: _____

Department Head

Date

Approved By: _____

Human Resources Manager

Date

Reviewed By: _____

Human Relations Officer

Date

Approved By: _____

Civil Service Commission

Date



CITY OF URBANA
Human Resources Division

GRANTS COMPLIANCE SPECIALIST

Division: Grants Management
Department: Community Development
Reports To: Grants Management Division Manager
FLSA Status: Non-exempt; non-union; Civil Service

JOB SUMMARY

Provides financial support to the administration of the City's Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Supportive Housing grant programs; applies accounting and financial management practices to establish and maintain a variety of reporting systems; maintains complex accounting and financial records for state and federal grants; monitors expenditures and ensures that expenditures conform to regulations of the funding agency; reconciles monthly financial reports.

ESSENTIAL JOB FUNCTIONS

Budgets

- Assists the Grants Management Division Manager in the development and implementation of the annual budgets for the CDBG, HOME, Supportive Housing and other related programs;
- Maintenance of internal CDBG, HOME, and Supportive Housing Program grant ledgers and reconciliation of same with City accounting ledgers;
- Preparation of pay requests for submittal to Manager, Grants Management Division, and review by Department Head, Finance Department and CAO.
- Maintains records of all housing assistance activities and clients, including project set-up and payment disbursement information, project status, client demographics, account balances, and project close-out;
- Prepares performance and monitoring reports required by federal and state agencies under various grant and loan programs, with regard to financial information;

- Prepares files and information to assist independent auditors conducting audits on the grants and loan programs;
- Reviews pay requests from HOME Consortium members, CHDOs, and Subrecipients for appropriateness and eligibility for payment, and recommendations of payment to GMD Manager;
- Assists in the preparation of the Consolidated Plans, Annual Action Plans, and Consolidated Performance and Evaluation Reports (CAPER), in relation to the budget and program activities.

Integrated Disbursement and Information System (IDIS) & eLOCCS system:

- Oversees the federal grant drawdown and reconciliation process for CDBG, HOME, Supportive Housing and other related program grants;
- Assists in setting up accounts in HUD's IDIS system and eLOCCS system;
- Processes requests for CDBG and HOME funding draws, processes requests for Supportive Housing Program funding draws through eLOCCS system;
- Processes and records all program income realized by HOME Consortium members, Community Housing Development Organizations (CHDO, and other organizations,
- Processes and records all program income realized through the Transitional Housing Program;
- Maintains HOME and CDBG database in IDIS.
- Maintains SHP eLOCCS financial system.
- Maintains all IDIS reporting requirements for review and approval by Grants Management Division Manager
- Maintains records of all housing assistance activities and clients, including project set-up and payment disbursement information, project status, client demographics, account balances, and project close-out;
- Prepares performance and monitoring reports required by federal and state agencies for CDBG, HOME, and other various grant and loan programs;
- Prepares files and information to assist independent auditors conducting audits on the Federal and state grants;

- Processes loan payment/repayment collections for housing programs, maintains loan payment/repayment records, and manages collection process.

JOB REQUIREMENTS

General

- Desire and ability to deal effectively with the general public, bankers, realtors, accountants, auditors, and governmental officials.
- Considerable experience and skills with spreadsheet programs, demonstrating an advanced skill level.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge typically acquired through completion of an Associate degree in accounting, business, finance, or equivalent experience directly related to the previous degrees; Bachelor's degree preferred.
- One year of responsible professional-level government finance and/or grants accounting experience is preferred.
- Familiarity with advanced accounting terminology and principles.
- Experience with complex financial systems, preferably in a government environment.
- Ability to read and understand financial reports.
- Ability to understand and comply with complex requirements to ensure compliance with conditions of grants.
- Familiarity with HUD grant programs including the CDBG, HOME, and Supportive Housing programs preferred;
- Familiarity with IDIS and eLOCCS systems preferred.

Contacts:

- Daily contact with the general public, office staff, and other City departments, such as the Finance Dept.
- Regular contact with Federal, state and local officials.

- Periodic contact with non-profit agency representatives, community housing development organizations, and Consortium members.

Work Environment:

- Standard office setting.

Special Effort Required:

- Works with confidential information.
- Must possess a valid State of Illinois Class D driver's license.
- Requires attendance at meetings before or after normal working hours.

-Continued-

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: _____
Signature Date

Approved By: _____
Department Head Date

Approved By: _____
Human Resources Manager Date

Reviewed By: _____
Human Relations Officer Date

Approved By: _____
Civil Service Commission Date