



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded positions:

DISASTER RECOVERY COMPLIANCE & MONITORING SPECIALIST(S)

The Disaster Recovery Compliance & Monitoring Specialist is responsible for supporting the CDBG-DR and MIT Program's compliance unit within the CDBG-DR Division with oversight of all federal and local regulations. The Specialist will support the Compliance & Monitoring Senior Manager in creating and overseeing the implementation of all operational and programmatic compliance and monitoring policies and procedures in keeping with all applicable federal and local rules and regulations. The Compliance & Monitoring Specialist will provide technical assistance and monitoring across a wide range of program staff, subrecipients, grantees, and vendors to ensure ongoing compliance during stand up, implementation, and closeout of the CDBG-DR and MIT Programs. The Compliance and Monitoring Specialist will specialize in federal labor standards including Davis Bacon as well as Section 3, Environmental, Equal Opportunity, and Fair Housing. The Specialist will conduct technical assistance on fair housing, labor laws, and other CDBG-DR and MIT requirements. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Support the senior manager of the overall compliance and monitoring unit, including coordination on development of policies and procedures for programs and operations, development of monitoring plans and schedules for periodic internal compliance reviews of CDBG-DR and MIT program activities, and oversight of subrecipient, grantee and vendor compliance with all applicable federal and local rules and regulations.
- ⇒ Perform and support risk assessments and monitoring of subrecipients' compliance with contractual agreements and federal and local regulations and requirements.
- ⇒ Monitor the implementation of all DR and MIT programs and operations, including conducting program and subrecipient site visits to monitor compliance.
- ⇒ Periodically review and revise monitoring and compliance policies and procedures in light of changes within the organization and/or with laws, policies and procedures of applicable federal and local agencies.
- ⇒ Work closely with Director of CDBG-DR and Compliance and Monitoring Senior Manager to ensure that staff, subrecipients, grantees, and vendors have knowledge of all applicable federal and local requirements.
- ⇒ Support the Compliance & Monitoring activities including development and review of CDBG-DR and MIT policies and procedures for compliance; development of monitoring approach and methodology; creation of monitoring plans; oversight of programmatic, operational, subgrantee, subrecipient and contractor monitoring; and other programmatic reviews.
- ⇒ Address identified risks and deficiencies in programmatic functions and service delivery, including those of vendors and subrecipients.
- ⇒ Assist with the facilitation of external audits and regulatory monitoring visits by HUD, the HUD OIG and the Territory, and respond to state and federal government investigations and queries.
- ⇒ Coordinate and provide ongoing technical assistance and training on HUD and CDBG-DR/MIT requirements to staff and subrecipients.
- ⇒ Coordinate or assist with the coordination of the Authority's Section 3 Program activities.
- ⇒ Perform outreach, training, and assistance to Section 3 business concerns, residents, and other stakeholders.
- ⇒ Determine applicability of the Section 3 requirement for programs and projects.
- ⇒ Serve as a resource to contractors who are required to comply with Section 3, Davis Bacon and other federal cross cutting requirements.
- ⇒ Inform, monitor and review all compliance documentation related to Section 3, Davis Bacon and other federal cross cutting.
- ⇒ Ensure accurate Certified Payroll Records (CPR) in compliance with Prevailing Wage Rate, Federal Davis-Bacon and Related Acts as applicable.
- ⇒ Participate in pre-bid meetings to inform contractors of their labor compliance obligations.
- ⇒ Research on matters of HUD compliance.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree in Business Administration, Auditing, Urban Planning, Public Administration or related field.
- ⇒ **Experience:** 3+ years of in-depth experience working in the monitoring and compliance of a CDBG/CDBG-DR/CDBG-MIT or related federal disaster recovery program. Minimum of 5 years' experience in auditing, compliance, or monitoring. Knowledge of federal or local disaster recovery program implementation, a plus. Knowledge of Section 3 recruitment, employment placement, and Davis Bacon, a plus. Equivalent education or experience. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills & Abilities:** Capable of developing requirements for tracking and assessing compliance risks, including financial risks, and developing metrics to evaluate such risks; Demonstrated leadership qualities including the ability to motivate staff; Demonstrated ability to multi-task, work collaboratively in a team-oriented environment, and problem solve in a fast-paced environment; Computer literate to include Microsoft Word, Excel, PowerPoint, and Outlook; Excellent verbal, interpersonal, and written communication skills; Ability to maintain confidentiality in all assignments; Strong analytical, problem-solving, and decision-making capabilities; Knowledge of Federal rules and regulations as they apply to Section 3 and Davis Bacon; and Valid Driver's License.

SALARY: \$54,080-\$68,640 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Stay at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov. **Deadline for submittal of application package is Friday, July 16, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer