



## **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 support 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 affordable housing 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
- 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

*Generous benefits package includes medical, dental, vision and retirement plans, as well as tuition reimbursement.*

**How to Apply:** Please send resume and cover letter with salary requirements to Vice President - Human Resources @ [humanresource@cdcli.org](mailto:humanresource@cdcli.org)

CDCLI is proud to be an equal opportunity organization. We celebrate it, we support it, and we thrive on it for the benefit of our employees, our consumers, and our community.

1-2-2018