



KATHY HOCHUL
Governor

Homes and
Community Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

Housing
Trust Fund
Corporation

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PBV Project Manager and Compliance Specialist

New York, NY

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing for New Yorkers, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Working under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnauskas, HCR is a vibrant, innovative Agency that integrates and leverages New York State's housing and housing finance resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multi-family housing finance, home improvement, rent control, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, and retirement and family-friendly policies.

HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent, and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

Position Summary

Under the general direction of the Program Manager, the PMCS takes a lead role in guiding projects receiving Section 8 Project Based Voucher assistance to completion and to ensuring ongoing compliance.

RESPONSIBILITIES:

- Provide training to developers on the AHAP and HAP process and requirements; answer questions and serve as a subject matter expert regarding the integration of federal requirements for PBVs with other state and federal funding sources.
- Complete approximately 20-35 AHAPs and HAPS for PBV vouchers granted through the PBV RFP annually.
- Communicate closely with Project Managers in HCR's Multi-family development office re: new construction projects granted PBV vouchers to support the completion of the HAP and AHAP and track new construction progress for projects in the development pipeline. Provide accurate information about the PBV program and process to Project Managers, Underwriters, Project sponsors, and owners;
- Coordinate between developer attorneys and HCR legal staff as necessary.
- Provide administrative and quality assurance support for the PBV RFP process; score and evaluate proposals, and facilitate deliberation and scoring in the Program Manager's absence.
- Ensure developers are following PBV process and procedures through the AHAP/HAP process.
- Communicate with Local Administrators regarding upcoming projects in their region within 180 days of project contract completion; set deadline and facilitate timely completion of the review, inspection and lease-up process.
- Schedule and lead meetings with Developers and/or LAs regarding PBV contracts or issues.
- Process any PBV contract amendments to remove unoccupied units, add units that had previously been temporarily removed, or changes required under the HCVP Administrative Plan within 14 days of change.
- Maintain ongoing tracking of PBV project listing. Submit monthly VMS numbers and provide effective data collection and reporting.
- Initiate PBV Audits and identify compliance risks; Recommend enforcement actions and/or additional training and technical assistance as necessary; Update audit forms, tracking and reporting as necessary; provide audit support for all existing projects.
- Coordinate monitoring and compliance activities with HCR's Asset Management Unit.
- Review monthly reports and quarterly LA reports on PBV vacancies; Make recommendations re: recapture of underutilized PBVs.
- Analyze underwriting to support submission of Subsidy Layering Reviews
- Coordinate process of Environmental Review and remain current on all federal requirements including but not limited to Davis Bacon, NEPA, etc.
- Assist with administrative tasks for project-based vouchers and additional tasks for program directors as needed.

QUALIFICATIONS:

- Bachelor's degree in related field and a minimum of 4 years of related experience required (PBV Experience preferred)
- Proficiency in Microsoft Word and Adobe Acrobat
- Experience in project management
- Excellent communication skills

- Self-starter with ability to meet deadlines
- Strong customer service focus
- HCVP and PBV Certification a plus

This job description is not intended to be all inclusive, and the employee will also perform other reasonably related business duties as assigned.

[TO APPLY, CLICK HERE](#)

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.
- Hybrid telecommuting plan available

New York State is an Equal Opportunity Employer (EOE)