

Compliance Specialist

(Seattle, WA)

Who We Are: Redwood Communities, Inc. ("Redwood Communities"), an affiliate of Redwood Housing, is a multifamily property management organization that manages affordable housing communities throughout the country. To date, Redwood Communities has assembled a best-in-class team that currently manages a growing portfolio of properties and has built strong working relationships with government agencies and leading non-profit organizations to raise the standard of living for our communities.

Responsibilities

- Oversee initial eligibility of applicants for a portfolio of properties, according to funder and owner requirements, including preparation of the Household Eligibility Certification (HEC).
- Assist with monitoring HUD program oversight, including wait lists and income targeting.
- Complete annual funder reporting in State Agency Tax Credit Reporting Systems (i.e. WBARS) combined funder reporting system, ensuring parity of information between RealPage OneSite and compliance income and unit set aside restrictions.
- Input resident file submissions and supplemental reporting materials.
- Prepare and review resident eligibility files for audits by external funders.
- Assist Compliance Manager in drafting audit responses.
- Contribute to and participate as a member of the Property Management team to troubleshoot problems as they arise and suggest/initiate procedural changes as needed.
- Review and enforce policy and procedures for determining household eligibility for federal and state funded affordable housing programs.
- Assist with conversion to software, inputting files if necessary and providing on site and phone support. Train field staff on use of software and proper data entry procedures.
- Review information in software for accuracy. Alert field staff of any corrections which need to be made in software in order to properly pull reports.
- Review rents, utility allowances, household income, maximum program income and rents to ensure compliance regulations are met. Notify compliance department leadership of suspected or confirmed instances of noncompliance.
- Compile and assist supervisor to distribute data monthly to property owners, site staff, syndicators, state housing entities, reviewing agencies, etc. Review all data for accuracy and any noncompliance issues.
- Prepare for and attend annual management reviews conducted by state housing agency representatives, designated owner representatives and compliance monitoring agencies.
- Conduct on-site in-house file audits documenting discrepancies or inconsistencies in applying policy and/or regulations. Explain discrepancies and/or inconsistencies to staff. Direct site staff on how discrepancies can be corrected within policy guidelines.
- Provide phone support for all on-site employees interpreting and explaining program regulations and answering questions relating to program compliance issues.
- Assist with initial lease-up of Housing Credit communities by reviewing applications, determining eligibility of household and ensuring that all required documentation is provided and placed in file prior to a household moving in.

- Track and gather copies of Original Resident files on new lease-ups including all required documentation. Review files for accuracy, informing field staff of any necessary corrections. Ensure that corrections are made, and any changes are copied and included in copies of the original resident files. Keep detailed list of all files received including building number, unit number, move-in date and name of head of household.
- Review and approve applications for residency prior to move in.
- Review and approve move-in, annual, interim, initial, transfer, and move-out certifications for both HUD project-based Section 8 and LIHTC programs.
- Assist with management takeovers ensuring existing residents meet eligibility requirements and files are properly documented and all re-certifications are current.
- Assist with monthly TRACS submission.
- Monitor EIV reports (monthly, quarterly).
- Maintain a good working knowledge of Low-Income Housing Tax Credit rules, project-based and tenant-based Section 8 federal regulations including HUD Handbook 4350.3 REV-1, CHG-4; HUD Handbook 4350.1; HUD's Rent and Income Determination Quality Control Monitoring Guide; form HUD-9834 Management Review for Multifamily Housing Projects; HUD Housing Notices, in particular the current Enterprise Income Verification (EIV) Notice; HUD Memos; and HUD Listserv announcements.

Qualification

- High school diploma or GED.
- 5 years prior affordable housing occupancy compliance experience that demonstrates knowledge of initial and annual certification process, including calculating household income for eligibility, and knowledge of annual funder reporting.
- Proficient in compliance activities required by Section 42 Tax Credits, HUD and public funding, with the following certifications: Certified Occupancy Specialist (COS), Spectrum Certified Credit Compliance Professional (C3P), or equivalent...may obtain within 6 months of hire.
- Familiarity with EIV policies and procedures.
- Experience in RealPage OneSite software preferred.
- Familiarity with or actual experience completing TRACS billing in property management software.
- Experience applying fair housing laws and local landlord/tenant laws.

What We Offer

- Competitive salary range: \$65,000 to \$80,000.
- Incentive bonuses based on individual and Company performance.
- Top tier health, dental, and vision benefits.
- 401(k) with Company matching.
- Life and disability insurance.
- Paid time off.