

Affordable Housing Administrative Functions

Affordable Housing Continuing Covenant Enforcement

- Assembles, organizes, and ensures that all documentation is complete in records and project files for a wide variety of projects with deed-restricted units.
- Responds to inquiries and prepares handouts for property owners, tenants and prospective tenants concerning program requirements, eligibility criteria, and application procedures.
- Reviews all loans from low and moderate income housing funds to ensure that the terms of each loan are being met, proper reports are being filed by borrowers, and residual receipts are being properly calculated. Maintains and updates all loan files.
- Assists in the preparation of the waiting list for deed restricted units.
- Prepares and disseminates information to property owners regarding qualified applicants for deed restricted affordable housing.
- Monitors lease-up of vacated and new units to ensure compliance with regulatory restrictions.
- Conducts annual monitoring of deed restricted units, including preparation of letters, certification and related follow-up. Prepares annual monitoring report.
- Prepares correspondence and reports, completes a variety of forms and applications.
- Develops and maintains housing loan record management system.

Completion of Construction of Affordable Housing Developments

- Conducts inspections of property to be rehabilitated to identify possible code violations, hazardous conditions, unsanitary conditions and general repairs, and makes recommendations on the scope of work to correct deficiencies. Prepares detailed scopes of work and cost estimates for the rehabilitation.
- Review construction budgets to ensure sufficient funds and cost reasonableness
- Reviews architectural plans and engineering reports to ensure compliance with building and zoning codes.
- Ensures that projects meet code requirements and are in compliance with Affordable Housing Covenants.
- Inspects and evaluates construction work in progress to ensure compliance with plans, specifications, workmanship and quality of work. Determines percentage of work completed for progress payments to contractors. Reviews all material and labor lien releases and Building and Safety sign-offs.

- Verifies the eligibility and qualifications of contractors. Verifies that all required contractor documentation is in order, including license and insurance forms.
- Reviews and verifies hazardous materials inspection reports to ensure regulatory compliance.
- Coordinates pre-construction meetings with contractor to review the scope of work and provisions of construction contract.
- Prepares and assembles contractor bid packages.
- Works with developers to provide technical assistance in the bidding process. Additional involvement may include analyzing bid prices and reviewing contractor bidding packages for completeness.
- Reviews and recommends approval of change orders.
- Conducts on-site worker interviews to ensure compliance with Federal (Davis Bacon) Section 3 and State prevailing wage requirements.
- Coordinates projects with other City departments and outside regulatory agencies. Provides technical assistance to departmental staff on construction laws, practices and regulations.
- Researches construction issues and makes recommendations/referrals to appropriate agencies.
- Assists in developing construction guidelines, procedures and production standards.
- Develops and maintains construction resource materials such as current building costs, building code requirements, architectural standards and other data related to housing construction and rehabilitation.
- Prepares reports and correspondence.