

Grants Analyst

Title: Grants Analyst

Hiring Range: Negotiable up to \$70k

Pay Band: 5

Agency: Dept of Housing & Community Development

Location: Main Street Centre

Agency Website: dhcd.virginia.gov

Recruitment Type: General Public - G

Job Duties

The Virginia Department of Housing and Community Development (DHCD), Division of Economic Development and Community Vitality (EDCV), seeks a knowledgeable and experienced individual for a Grants Analyst position. EDCV was awarded and is administering American Rescue Plan Act (ARPA) funds through the Industrial Revitalization Fund (IRF) and Virginia Main Street (VMS) programs. These programs support catalytic real estate redevelopment projects that create new businesses and jobs as well as building local community and economic development capacity and projects. Funds are supporting grants for construction, planning, organizational development, placemaking, promotional, and economic vitality activities as well as contracting for design and training services provided directly to localities and partner organizations. The selected individual will support the mission of DHCD by acting as the divisional expert in Federal Grant guidelines and reporting, specifically those associated with the ARPA funds allocated to the EDCV Division. This expertise will keep EDCV programs in compliance with applicable federal regulations.

The Grants Analyst is responsible for the compilation, analysis and maintenance of programmatic and financial data for the Industrial Revitalization Fund (IRF) and Virginia Main Street (VMS) programs as assigned. Specifically, financial tracking including fund allocations, grant awards, remittances and balances; responsible for maintaining active project list identifying IRF ARPA and VMS ARPA and keeping the list current; performing data and financial analysis, conducting program evaluation, and preparing required reports, to include compiling data to create monthly and quarterly financial and programmatic reports. This position will provide technical assistance to DHCD staff on programmatic and financial matters, as well as, technical assistance to grantees on the use of Centralized Application and Management System (CAMS), activities, documents, and processes related to remittances. This position will develop and manage the grant closeout process, forms, and templates; coordinate with fiscal and program staff on grant closeout process; provide input on compliance review checklist and grant manuals; and develop and manage monitoring processes and conduct monitoring

activities.

The Virginia Department of Housing and Community Development (DHCD) is committed to creating safe, affordable and prosperous communities to live, work and do business in Virginia.

Minimum Qualifications

- Considerable knowledge of data collection and database management.
- Experience with data and financial analysis, as well as programmatic and financial grants management.
- Knowledge of federal and state regulations.
- Considerable knowledge of and demonstrated ability in the use of computers and associated software.
- Demonstrated ability to develop solutions and recommendations to ensure compliance with state and federal requirements.
- Ability to provide strong interpersonal skills, effective customer service, and strong oral and written communications.
- A valid State Driver's License is required to operate a state vehicle or if operating a personal vehicle while conducting business on behalf of the agency.

Preferred Qualifications:

- Degree in Accounting, Finance, Urban and Regional Planning, Public Administration, or related field.
- Significant experience with federal grants management.

Special Instructions:

The appointment is to a restricted position which is funded by federal funds. The availability of funding is scheduled for review on an annual basis. Continued employment is contingent on the continued availability of grant and non-general funds.

DHCD only accepts online applications. Faxed, emailed, and mailed applications will not be accepted for consideration.

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to "Your Application" in your account to check the status of your application for this position.

For consideration, a completed application or an application with an attached completed resume must be received online by 11:55pm on the "Job Close Date".

Employment is contingent upon satisfactory results of a state and federal criminal history background check, employment reference check and E-Verify. Other financial, credit, driving, or other background checks prior to employment may be required for certain positions.

Equal Opportunity Employer: It is the policy of the Commonwealth and DHCD that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions.

State agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If accommodations are needed with the application and/or interview process, please contact the Human Resources Office at recruitment1@dhcd.virginia.gov.

Contact Information:

Name: Human Resources

Phone: hr@dhcd.virginia.gov

Email: hr@dhcd.virginia.gov

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: [Career Pathways](#) for Individuals with Disabilities, or call DARS at 800-552-5019, or DBVI at 800-622-2155.

Please apply at:

<https://secure.dc4.pageuppeople.com/apply/1125/gateway/Default.aspx?c=apply&sJobIDs=498396&SourceTypeID=796&sLanguage=en-us>