

Assistant Secretary for Community Planning and Development
Community Planning and Development Division
HUD Field Office
Community Planning and Development Representative, GS-0301-12

I. Introduction

This position is located in the Community Planning and Development Division, HUD Field Office. The incumbent is generally the point of contact between HUD and assigned State(s) and local communities for a variety of Community Planning and Development (CPD) Programs. CPD Programs include: Community Development Block Grant (CDBG) Entitlement and State Programs, HOME, Section 108 Loan Guarantee Programs, Economic Development Initiative (EDI); Homeless Assistance Programs including Emergency Shelter Grants, Housing Opportunities for Persons With AIDS (HOPWA), and Supportive Housing Programs: HOPE III, the Neighborhood Development Program; Empowerment Zone and Enterprise Community Program; and Technical Assistance Programs. The incumbent is responsible for assuring such programs are effectively coordinated through the Consolidated Plan process and further CPD's Continuum of Care and CDBG = JOBS policy objectives.

The incumbent uses knowledge of the Department's legislation, regulations and policy directives to provide general information, advice and guidance to senior level staff in the development of policy and procedures, as well as in monitoring and evaluating program performance in assigned program areas. These responsibilities require the incumbent to possess considerable communication and negotiation skills, a thorough understanding of CPD programs and the ability to translate administration policy goals.

II. Duties and Responsibilities

- A. **Representation.** Through written and oral presentation the CPD Representative responds to telephonic, written or in-person requests from grantees, HUD, state and local and other Federal officials and the public on one or more CPD programs and program initiatives, as well as other HUD programs. Occasionally, the CPD Representative will address State and local government bodies, private not-for-profit agencies, civic groups, or professional organizations on CPD programs or initiatives and Secretarial priorities.
- B. **Technical Assistance and Training.** The CPD Representative provides support and assistance to grantees in meeting their local community development, affordable housing and homeless needs in a comprehensive, consolidated manner. The CPD Representative assists current and potential grantees with meeting application or submission requirements through either direct assistance or referral and coordination with other CPD or HUD staff. He/She undertakes assistance after program approval with regard to Federal requirements for program operation, suggests solutions if difficulties arise and shares information regarding improved management practices. These duties require significant judgement in the application of policy directives, including program regulations,

handbooks and memoranda in order to resolve complex issues and provide alternate solutions to address the identified problems.

The CPD Representative must be prepared to offer varying degrees of technical assistance to program grantees. In some cases, the technical assistance is specific, such as providing an explanation of program regulations or submission requirements. More often, the assistance will require greater understanding and interpretation of program requirements as they relate to the formulation of program options effecting multiple programs. The CPD's Representative's technical assistance activities include the furtherance of the Secretary's Departmental priorities, and the Assistant Secretary's goals as set forth in the Annual Management Plan.

- C. **Document Reviews.** The CPD Representative reviews applications or Final Statement for CPD programs and other special discretionary programs. The CPD Representative reviews plans and reports periodically submitted by grantees. The CPD Representative also coordinates the reviews, as necessary, with other HUD staff to determine grantee performance and capacity which culminates in the annual in-house reviews and risk analyses. The CPD Representative may also be called upon to review applications for housing assistance to determine consistency with the Consolidated Plan. He/she may be responsible for the review of annual IPA Audits, OIG and GAO Audits, and take the lead responsibility for tracking and evaluating findings in accordance with established procedures.
- D. **Monitoring.** The CPD Representative monitors and evaluates recipients of CPD programs and other grants. This process requires planning, scheduling, conducting on-site reviews, analyzing information, coordinating group activities and recommending subsequent actions. The CPD Representative works independently, with a minimum of supervision. The CPD Representative undertakes a risk analysis, participates in the Team's and Division-wide selection process, and prepares a written strategy for monitoring. The CPD Representative is the recognized expert in terms of understanding a grantee's problems and designing alternative appropriate strategies or solutions. He/she is the primary contact with all assigned grantees and thus plays a major role in coordinating the monitoring review with the grantee and other HUD staff and specialists.

He/she may be required, to conduct limited reviews in such areas as environment, labor standards, acquisition/relocation, and rehabilitation. The incumbent analyses sample data, reviews files, and performs inspections of activities funded by CPD program grants. He/she analyses the information obtained and determines whether the grantee has complied with applicable laws and regulations. The CPD Representative conveys the results of the analysis to grantee officials, both in person and in writing. The oral and written notification of this analysis must be clear and accurately stated. Particularly in the case of team visits, the CPD Representative is required to obtain and incorporate the

reviews of other staff members. He/she is responsible for appropriate follow-up actions to assure that all monitoring findings and concerns are resolved.

- E. **Completions and Closeouts.** The CPD Representative effects and coordinates the completion and closeout of assigned projects and grants. He/she is responsible for advising the grantee of the closeout process; reviewing final performance reports and clearing audit findings; and coordinating the closeout process with the appropriate staff.
- G. **Coordination.** The CPD Representative may be called upon to serve in a working group with counterpart HUD staff to devise recommended solutions to complex problems. The information and recommendations developed by the Representative may be used as part of a larger effort to improve program operations or grantee's performance.
- F. **Other Duties As Assigned.** In addition, to those duties carried out within the geographic area of his/her responsibility, the CPD Representative is responsible for meeting the goals established in the Annual Management Plan. He/she may be required to train other staff in the office. He/she may be also called upon to serve on a interdivisional committee(s) or act as the Office Representative on local, state or interagency task forces. He/she may be required to obtain expert skills in at least one CPD program area and in that capacity act as the lead coordinator (e.g. Homeless Coordinator) for various initiatives established by the Assistant Secretary, Secretary's Representative or State Coordinator, Division Director, or Program Manager.

III. Supervision Received

The CPD Representative works under the general supervision of the Program Manager and requires minimum supervision in all aspects of assigned work. Decisions or recommendations are presented and discussed with the supervisor for consistency in the organization. Little direction or technical guidance is necessary, although a Senior CPD Representative, a Program Manager, or CPD Director may be consulted when particularly difficult or controversial issues arise. Guidelines consist of handbooks, agency directives, OMB Circulars and directives, program guidance and accepted grant practices but they have limited applicability or require considerable adaptation to specific grantee problems.

IV. Other Significant Factors:

The CPD Representative must possess the ability to communicate effectively orally and in writing. Considerable tact, diplomacy and persuasion are required to deal effectively with divergent groups. The CPD Representative is expected to have a broad knowledge of the social, economic, and political forces that comprise the grantee's community development and affordable housing needs.