



Housing Grant Analyst 2 (Underwriter)

Agency Contact Name: Amy Brenner

Agency Contact Information: abrenner@ohiohome.org

Address: 57 East Main St., Columbus, OH 43215

To Apply-

https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=210006YC&tz=GMT-04%3A00&tzname=America%2FNew_York

The Ohio Housing Finance Agency is looking for a dedicated individual to fill the Housing Grant Analyst 2 position.

The Ohio Housing Finance Agency (OHFA) offers affordable housing opportunities for Ohioans from rental assistance to homeownership. OHFA provides access to financial resources for the development and management of affordable housing. The Agency's programs serve first-time homebuyers, renters, senior citizens and other populations with special needs who otherwise might not be able to afford quality housing. Please see our website at www.ohiohome.org for more information about our mission.

The Office of Multifamily Housing increases and preserves affordable rental housing units in Ohio through a variety of programs that provide financial assistance, such as housing credits, low-interest loans and grants to affordable housing developers. The office administers Ohio's Low-Income Housing Tax Credit program, which is the most widely used financial incentive program for the production of new affordable housing in the state and nation. The office monitors projects during construction and post-construction to ensure regulatory compliance and the ongoing financial viability of multifamily developments.

The Housing Grant Analyst 2 (HGA 2) position underwrites affordable rental housing projects seeking funding from the federal Low Income Housing Credit (LIHTC) program, the nation's foremost affordable housing development resource, in addition to Agency subsidy programs used to fill residual financing gaps. The underwriting process involves an extensive review of rental income, operating expenses, development budgets, and financing sources to ensure that the minimum amount of resources are allocated to ensure financial feasibility. Additionally, the HGA 2 position will review threshold

submission items such as appraisals, market studies, and environmental site assessments, to verify project compliance with Agency guidelines. The process culminates in a firm commitment of resources from the Agency to the affordable housing project which allows the development team to move toward construction commencement.

A full position description can be found at:

<https://www.ohiohome.org/documents/HousingGrantAnalyst2.pdf>

What's in it for you:

The State of Ohio offers an excellent benefits package and work/life balance.

Medical Coverage

- Quality, affordable, and competitive medical benefits are offered through the Ohio Med PPO plan.
- To view complete medical, prescription drug coverage and wellness program coverage click here- <https://das.ohio.gov/Divisions/Human-Resources/Benefits-Administration>

Dental, Vision and Basic Life Insurance

- Dental, vision and basic life insurance premiums are free after one year of continuous service.

Time Away From Work and Work/Life Balance

- Paid time off-vacation leave, personal, and sick leave accruals
- 11 paid holidays per year
- Childbirth/Adoption leave
- Flexible work week

Ohio Public Employees Retirement System

- OPERS is the retirement system for State of Ohio employees. The employee contributes 10% of his/her salary towards his/her retirement. The employer contributes an amount equal to 14% of the employee's salary. OPERS website <https://www.opers.org/>.

Deferred Compensation

- The Ohio Deferred Compensation program is a 457(b) voluntary retirement savings plan. Ohio Deferred Compensation website <https://www.ohio475.org>.

Educational Transcript Requirements

Official educational transcripts may be required for all post-high school educational accomplishments, coursework or degrees claimed on the application. Applicants may be required to submit an official transcript prior to receiving a formal offer of employment. Failure to provide transcripts within 5 working days of being requested may cause the applicant to be eliminated from further consideration.

Application Procedures

All applicants must submit a completed Ohio Civil Service Application using www.careers.ohio.gov. Paper applications will not be considered. Applicants must clearly indicate how they meet the minimum qualifications and/or position specific minimum qualifications. Applicants are also encouraged to document any experience, education and/or training related to the job duties above. An assessment of these criteria may be conducted to determine the applicants who are interviewed. You can check the status of your application online by signing in to your profile on www.careers.ohio.gov.

All external applicants that are selected for an interview will be required to provide at least three professional references at the time of the interview.

ADA

OHFA is committed to providing access and reasonable accommodation in its services, activities, programs, and employment opportunities in accordance with the Americans with Disabilities Act and other applicable laws. To request an accommodation based on a disability, please contact Amy Brenner, abrenner@ohiohome.org.

EEO Statement

The Ohio Housing Finance Agency is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent as those are defined in applicable Ohio law, federal law, and any Executive Order, in admission or access to the operation of its programs, services, activities or its own employment practices. Employment practices are any employment related decisions including, but not limited to hiring, layoff, transfer,

termination, promotion, demotion, discipline, rate of compensation, eligibility for in-service training programs, or terms and conditions of employment.

Qualifications

Completion of undergraduate core program in business administration/public administration, urban planning or political science; 4 courses or 12 mos. exp. performing in financial underwriting of multifamily housing loans or bonds & must be able to provide own transportation.

-Or 36 mos. trg. or 36 mos. exp. in performing financial underwriting of multifamily housing loans or bonds & must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Background Check Information

The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.