



Request for Qualifications – Subject Matter Expert

Founded in 1995, Capital Access, Inc. is a consulting and operations management firm in housing, community, and economic development (HCED). Our clients include the U.S. Department of Housing and Urban Development and state and local governments across the country. We de-mystify the Rules and utilize Tools to help our clients improve quality of life and cultivate prosperity for communities in need.

Since 2000 Capital Access has served as HUD Technical Assistance Provider. Capital Access provides project, compliance, and financial management services throughout the Lifecycle of HCED grant and loan programs. We approach our work with a sense of urgency, professionalism, and honor to help build capacity and deliver services for more prosperous communities. Our CAPGMS platform (Capital Access Project and Grants Management Services) is a Service that comes with a System to help clients manage the vetting, set-up, production, compliance, and reporting related to HUD grants such as CDBG, HOME and ESG.

Capital Access is expanding its team of affiliate Subject Matter Experts for future work with HUD project and grants management, disaster recovery and beyond. Services provided by Subject Matter Experts include but are not limited to leading and managing technical assistance engagements; attending meetings (virtual and in-person) with clients and Capital Access staff; researching policy questions; developing documents, process maps and other tools; leading or assisting with training and presentations; and monitoring and reporting on progress toward technical assistance goals. Affiliates selected to work with Capital Access must execute a Consulting Agreement.

All relevant expertise will be considered but candidates with expertise in the following areas will be given priority:

- **General HUD Program Experience**
 - Program Design and Implementation
 - Compliance Pathway, e.g. monitoring checklist, issue resolution
 - Underwriting, e.g. award calculation to address unmet need, cost reasonableness
 - Financial Management
 - Previous experience as a HUD grantee or subrecipient is highly sought after
- **Emergency Solutions Grant (ESG) Program**
 - General ESG program administration
 - Continuum of Care
 - Homeless Management Information System (HMIS)
 - Consolidated Planning and Compliance Reporting
- **National Environmental Policy Act of 1970 (NEPA) and Section 106 of the National Historic Preservation Act of 1966**
 - HUD Environmental Review policies and procedures for various types of activities
 - Levels of environmental review (Exempt, CENST, CEST, EA, EIS)
 - Tiered environmental reviews
 - HUD Environmental Review Online System (HEROS)

- **Community Development Block Grant (CDBG) Public Facilities and Infrastructure Activities**
 - Eligibility and National Objective compliance
 - Activity planning and implementation
 - Cost reasonableness
 - Compliance reporting
- **Lead Safe Housing Rule and Other HUD Lead-Based Paint Regulations**
 - Applicability
 - Interim controls and abatement
 - HUD assistance thresholds
- **Disaster Recovery Grant Reporting System (DRGR)**
 - Action Plans and Performance Reporting
 - Drawdowns and financial management
 - Issue/flag resolution
 - Closeout
- **Integrated Disbursement and Information System (IDIS)**
 - Action Plans and Performance Reporting
 - Drawdowns and financial management
 - Issue/flag resolution
 - Closeout

Capital Access welcomes candidates with mid-level and seasoned subject matter expert skills and experience to submit qualifications. We are looking for people who embrace the mission of customer and community service. Bilingual candidates encouraged to submit qualifications.

Please email resume, hourly rate, two references and letter of interest to:

careers@capitalaccessinc.com

Capital Access reserves the right to request more information to help evaluate applicant qualifications and is under no obligation with respect to this request for qualifications. Capital Access is an Equal Opportunity Employer of staff and independent contractors for professional services.

Candidates will be considered regardless of race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (beyond what is required for successful job performance), membership or non-membership in an employee organization, or any other non-merit factor. Qualified minority candidates are encouraged to apply.

Thank you for your interest in Capital Access.