

Katherine E. Canales

Work Experience

Senior Planning Specialist: *Grant Compliance Manager*

MONTGOMERY COUNTY DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS - Rockville, MD

July 2021 to Present

- Assist in administering funds from a variety of federal, state, and local resources including Community Development Block Grants (CDBG), HOME Investment Partnership Program Grants, and Emergency Solutions Grants (ESG)
- Prepare Montgomery County's federal funding applications and reports and identify and ensure compliance with all program requirements, including preparation and submission of the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report (CAPER) to the Department of Housing and Urban Development (HUD) using the Integrated Disbursement and Information System (IDIS)
- Administer non-profit grant contracts and ensure contract compliance related to specific projects
- Provide technical assistance and monitoring of municipal sub-grantees, nonprofit organizations, businesses, or others that are under contract with Montgomery County to provide a variety of services
- Support the County's Community Development Advisory Committee (CDAC)
- Serve as division liaison with IT for tech, webpage, social media needs, and transition to SharePoint

Housing Education and Financial Empowerment Manager

LATINO ECONOMIC DEVELOPMENT CENTER LEDC - Washington, DC

October 2019 to July 2021

- Managed Housing Education and Financial Empowerment Program across three markets
- Supervised and coordinated about 25 monthly group education workshops provided by department staff such as Homebuyer, Foreclosure Prevention, Rental, and Financial Capability Workshops serving over 150 consumers monthly across all three markets
- Developed and oversaw course curriculum for development for three offices
- Conducted and oversaw a team in community outreach for Housing Counseling Services to Community Partners and spaces
- Developed and further expanded relationships with Community Partners and Stakeholders, reaching over 2000 community members yearly
- Assisted the Department Director with administrative, operational, and technical responsibilities; at about five grant proposals per year and at least three monthly/quarterly reports for funders
- Oversaw and coordinated LEDC's Lending Circles Program across four markets
- Provided quarterly and monthly data quality control; utilizing data to evaluate the Housing Counseling and Education program and its ten team members
- Created marketing materials for programs and new initiatives across three markets
- Quarterly participation and coordination of the department's weekly Financial Capability Radio Show in Spanish

DC Housing Counseling Coordinator

LATINO ECONOMIC DEVELOPMENT CENTER LEDC - Washington, DC

May 2017 to September 2019

- Coordinated ten monthly group education workshops and presentations
- Conducted community outreach for Housing Counseling Services
- Developed and further expanded relationships with Community Partners
- Assisted with administrative, operational, and technical responsibilities; such as grant and report writing to funders
- Tracked data related to Housing Counseling Services utilizing Counselor Max
- Provided data quality control
- Followed up regularly and directly with clients throughout the counseling process

Bilingual Housing Counselor

LATINO ECONOMIC DEVELOPMENT CENTER - Silver Spring, MD
September 2014 to April 2017

- Assessed about 300 consumers' overall financial situation
- Created debt management plans, spending plans, or budgets to assist clients in meeting financial goals
- Negotiated with creditors on clients' behalf to arrange payment adjustments, interest rate reductions, time extensions, or to set up payment plans.
- Referred clients to social services or community resources as needed
- Explained loan information to clients, such as available loan types, eligibility requirements, or loan restrictions
- Taught monthly Housing Counseling Program courses

Education

BA in International Affairs

TRINITY WASHINGTON UNIVERSITY
Washington, DC 2014

Skills

- Advanced in Microsoft Office Suites
- Bilingual in Spanish
- Budgeting
- Curriculum Development
- Multilingual
- Public Speaking
- Interpretation
- Case Management
- Translation
- Administrative Experience
- Time Management

Certifications and Licenses

Certified HUD Housing Counselor- Housing Counselor ID: GTCFH4

Certified Occupancy Specialist

OLA-Multi-Cultural Community Center Trained Interpreter