

Joshua Narvaez

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EDUCATION

University of Utah, David Eccles School of Business Salt Lake City, UT
Masters of Real Estate Development/Urban Planning May 2022

- Relevant Coursework: Excel for Finance Professional, Real Estate Development Life Cycle, Real Estate Finance, Community and Regional Analysis, Construction for Real Estate Development, Real Estate Appraisal & Investment, Land Law Use, Site Development
- MRED Mentor Program for academic year 2020- 2022

University of Utah, David Eccles School of Business Salt Lake City, UT
Bachelor of Science, Management May 2019

- Dean's List Fall of 2016, Dean's List Spring of 2017

EXPERIENCE

Salt Lake County – Office of Regional Development Salt Lake City, UT
Housing Trust Fund Manager Dec. 2022-Present

- Responsible for the day-to-day operations of the SLCo Housing Trust Fund Program
- Working with the Advisory Board, SLCo Contracts & Procurement, and the SLCo District Attorney's (DA) office, to write, publish and manage Requests for Applications
- Manage application intake and, in coordination with senior ORD staff and the Advisory Board, assess applicant pool regarding applicant qualifications, project feasibility, and funding recommendations
- Provide grant/loan applicant support including technical assistance
- Manage key terms and conditions related to grant or loan underwriting to support the development of affordable housing
- Track and process preclosing documentation with the DA's through recording of legal documents, disbursement of funds, and required reporting
- Actively manage grant or loan contracts for compliance with applicable program, county, state, and/or federal regulations/requirements
- Oversee data collection, program outcomes & indicators, regular reporting, and analysis to fulfill County and Federal (where appropriate) reporting requirements
- Work closely with municipalities and local developers (for-profit & non-profit) to support development of affordable and special needs housing
- Develop strong relationships with municipal redevelopment agencies to support the use of statutorily required housing set-aside funds
- Seek opportunities to secure additional revenue sources for the Housing Trust Fund

Arive Homes Spanish Fork, UT
Land Development Project Manager Dec. 2021-July 2022

- Manage budgets and spending to minimize variance and deliver lots at projected costs
- Project contractor schedules and manage the job so that lots are available when needed for sales
- Coordinate with subs, utilities and municipalities to complete necessary work and inspections
- Manage job sites to ensure compliance with all local and federal regulations
- Coordinate financing with different lending institutions and track bonds
- Coordinate with civil engineers & review plan sets

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J Fisher Companies

Real Estate Development Associate

Centerville, UT

July 2021-Nov 2021

- Reviewing legal documentation, operating agreements, and utilizing asset management tools to assess property risk and health
- Researching development activity and policy in Intermountain west
- Preparing paperwork required for financing applications
- Attending construction meetings and writing progress reports

Housing Connect

Real Estate Project Development Associate

Salt Lake City, UT

Oct. 2020-Aug 2021

- Management of multifamily residential (Affordable Housing) assets; supporting financial and administrative functioning of these facilities
- Working with property management teams, consultants, and partner organizations to troubleshoot asset maintenance, fiscal integrity, and community services offerings
- Maintaining project schedules, budgets, and files
- Prepare and manage OAC meeting with consultants, team members and partners

ADDITIONAL

- Skills: Microsoft Office, Excel, networking, strong communication skills both verbal and written
- Leadership: Pi Kappa Alpha Fraternity – Alpha Tau and University of Utah Mens D1 Hockey