

Special Opportunity in the Community Development Financial Institutions (CDFI) Fund - Bond Guarantee Program (BGP)

Overview

The Community Development Financial Institutions (CDFI) Fund is currently seeking to fill multiple detail assignments to assist with the administration of the CDFI Bond Guarantee Program. The detail assignments will have a minimum term of 120 days.

About the CDFI Fund

The CDFI Fund works to promote economic revitalization and community development primarily through investment in and assistance to Community Development Financial Institutions (CDFIs) and Community Development Entities (CDEs), by encouraging those entities to increase financial services and products in distressed communities throughout the United States. Among other things, the CDFI Fund provides grants, loans, deposits, equity investments, technical assistance, and tax credits to organizations engaged in community development finance.

About the CDFI Bond Guarantee Program

The purpose of the Community Development Financial Institutions CDFI Bond Guarantee (BG) Program is to support CDFI lending by providing Federal Guarantees for Bonds issued by Qualified Issuers as part of a Bond Issue for Eligible Community or Economic Development Purposes, as authorized by sections 1134 and 1703 of the Small Business Jobs Act of 2010 (Pub. L. 111-240; 12 U.S.C. § 4713a). The CDFI Fund administers the BG Program. Under the program, a Qualified Issuer is a Certified CDFI or an entity designated by a Certified CDFI to issue Bonds on its behalf. Authorized uses for the Bonds issued by Qualified Issuers include financing and refinancing loans to CDFIs for the development and support of community facilities that promote revitalization, community stability, job creation or retention in low-income or underserved rural areas; other Economic or Community Development purposes described in 12 U.S.C. 4707 (b); and other Eligible Purposes as determined by the CDFI Fund. The Secretary of the Treasury may Guarantee up to 10 bonds per year and the minimum Bond issuance allowed is \$100 million. For FY2016, the Guarantee authority is \$750 million; effectively, a maximum of seven guarantee available in FY2016.

How to Apply

Interested individuals should apply by submitting the following information by email to:

bgp@cdfi.treas.gov:

1. Current resume or OF-612 that includes a description of work experience and education.
2. A brief cover letter that specifies your interest in the position and your relevant job experience.

Application Deadline

Positions will remain open until filled.

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POSITION ANNOUNCEMENT: *Financial Analyst III (Portfolio Management and Loan Monitoring Officer)*

SERIES & GRADE: GS-1160-9/11/12

POSITION INFORMATION: Detail assignment, not to exceed 120 days

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Financial Analyst III (Portfolio Management and Loan Monitoring Officer) will support all levels of management and oversight of borrowers, entities and their affiliates under the CDFI Bond Guarantee (BG) Program. The BG Program's Portfolio Management and Loan Monitoring regime will monitor several key performance metrics to determine the financial health and condition of an Eligible CDFI. These metrics for monitoring an Eligible CDFI under the BG Program include:

- Credit Reporting;
- Core financial ratios such as an operating liquidity ratio;
- Financial statement analysis;
- Portfolio at risk/aging reports;
- Stress testing;
- Trend analysis;
- Market valuation; and
- Market comparisons.

The Portfolio Management and Loan Monitoring Officer will monitor and analyze a portfolio of loans through a series of reports from financial institutions (Eligible CDFIs), market participants, and other third parties such as regulators' call reports. In addition, the incumbent will assist the BG Program's portfolio management and loan monitoring effort in ensuring the Agency's due diligence standards are maintained by monitoring the health of Qualified Issuers, as well as tracking and evaluating the performance of borrowing entities and servicers.

Duties

The major duties of this position include, but are not limited to the following:

- Assisting with monitoring Qualified Issuers and borrowers under the BG Program to ensure participants and recipients of Federal assistance adhere to terms set forth in applicable loan and servicing agreements;
- Assisting with monitoring a portfolio at the entity level and loan level, eligibility and compliance to Bond Loan and Secondary Loan Requirements, collateral surveillance, as well as other qualitative aspects such as news feeds;
- Supporting the Portfolio Management and Loan Monitoring Lead by conducting thorough analyses and assessments of transactions and/or other business developments, as well as conducting financial analyses leading to the negotiation and documentation of investment/divestment terms;
- Providing analytical assistance using spreadsheets and maintaining database information that pertains to borrowers;
- Reviewing monthly operating reports to clarify any discrepancies with management;
- Assisting with collateral surveillance, which may include collateral valuation, collateral eligibility, and others;

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- Reviewing and analyzing information that reflects terms and conditions of approved loans, payment history, including occurrences of delinquencies and defaults, and any subsequent loan actions which result in payment deferrals, refinancing, or rescheduling; and
- Performing pre and post award site visits to evaluate and analyze the effectiveness of the financing and management of Eligible CDFIs, noting trends and problem areas.