

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 a position to assist with the administration of the CDFI Bond Guarantee Program. This position 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 CDFI Bond Guarantee Program, Sections 134 and 1703 of the Small Business Jobs Act of 2010, authorizes the CDFI Fund to administer a program that offers a federal guarantee for bonds issued by an Eligible Community Development Financial Institution (Eligible CDFI), or any entity designated to issue notes or bonds on behalf of such community development financial institution (CDFI). Under the program, CDFIs apply to the CDFI Fund for authority to issue a guaranteed bond by submitting a capital distribution plan. Authorized uses of the loans financed may include a variety of financial activities, such as supporting commercial facilities that promote revitalization, community stability, and job creation/retention; community facilities; the provision of basic financial services; housing that is principally affordable to low-income people; businesses that provide jobs for low-income people or are owned by low-income people; and community or economic development in low-income or underserved rural areas. The Treasury Department may guarantee up to 10 bonds per year and the minimum bond issuance allowed is \$100 million. Total bonds issued per year cannot exceed \$1 billion. The program terminates on September 30, 2015.

Application Requirements

Generally, all applicants must be current status eligible employees possessing a minimum of fifty-two (52) weeks of specialized experience in banking and financial services; consumer lending; microenterprise or small business finance; community and economic development finance; or bond finance.

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

POSITION ANNOUNCEMENT: *Financial Analyst (Compliance Manager)*

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

POSITION INFORMATION: Detail, not to exceed 120 days

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Compliance Manager serves as a financial analyst, and will manage Qualified Issuers and Eligible CDFI borrowers under the CDFI Bond Guarantee Program. This includes completing background checks, annual assessing program participants, and monitoring the institutional performance of program borrowers, elevating any potential issues to the attention of senior staff. As a junior analyst, the incumbent will support the Senior Compliance Manager in ensuring: 1) the program complies with legislative and regulatory requirements; 2) program participants comply with contractual terms and agreements; and 3) vendors and others comply with agreements. This position will report to the CDFI Bond Guarantee Program Manager.

Duties

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

- Performing “Do Not Pay” searches of program participants before making loans or disbursements under the program in order to identify ineligible recipients and prevent fraud or errors being made;
- Monitoring the certification and compliance status of CDFI participants under the CDFI Bond Guarantee Program;
- Verifying status of funds with the Treasury’s Office of the Deputy Chief Financial Officer to prevent borrower disbursements in excess of the total Bond Loan amounts;
- Collecting and reviewing borrower reports, checking for participants’ compliance with the Small Business Jobs Act and other applicable laws, bond documents, and other contractual terms. This will be achieved through validation, data analytics, and on-site verification;
- Reviewing Material Events listed by program participants in accordance with corresponding Bond Loan Agreements prior to the disbursement of proceeds to assess the event’s impact on the participant’s ability to perform the duties required under the CDFI Bond Guarantee Program;
- Initiating and completing compliance risk assessment reports for review by senior staff; and
- Maintaining an inventory of reporting requirements needed for rigorous compliance and loan monitoring.

How to Apply

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

April 17, 2015 (Open for 7 days)

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

POSITION INFORMATION: Detail, not to exceed 120 days

DUTY LOCATION: Washington, D.C.

Position Summary

The Origination Manager will support the CDFI Bond Guarantee (BG) Program's origination regime in all phases of program application intake and review. The Origination Manager will assist the Senior Origination Manager in facilitating extensive technical assistance workshops and trainings for entities in the financial services industry that wish to serve as a Qualified Issuer, Servicer, Program Administrator, or borrowing entity under the BG Program. As part of the program's underwriting effort, the Origination Manager will review and evaluate Capital Distribution Plans for refinancing or originating new loans with the purpose of supporting community or economic development lending to CDFIs, charter schools, commercial real estate projects, daycare centers, healthcare facilities, multifamily housing units, municipal infrastructure projects, small businesses, or other proposed activities approved by the CDFI Fund. As a result, the Origination Manager will be integrally involved in providing the Senior Origination Manager with thorough analyses to support the approval or disapproval of Federal guarantee applications. Recommendations will occur based upon a complete consideration and analysis of several quantitative and qualitative evaluation criteria, to include a CDFI's capital adequacy, asset composition, management and oversight structure, performance and earnings, and liquidity.

Duties

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

- Providing support during training/outreach sessions to educate CDFIs on eligibility, usage, and requirements of the BG Program;
- Using a SharePoint solution to coordinate the intake of Qualified Issuer and Guarantee Applications, assigning application numbers, tracking and reporting cycle times;
- Assisting in thorough underwriting reviews and financial analyses to determine an applicant's feasibility of activating and deploying new capital in low-income and/or rural communities;
- Contributing to the analysis of financial statements, operating and project reports, cost data, pricing methods, management practices, capital and reserves, credit condition and other related elements to determine the financial soundness of a CDFI in conjunction with proposed uses of funds submitted through a Capital Distribution Plan;
- Assisting with the review of Capital Distribution Plans for such purposes as evaluating the effectiveness of the proposed activities involved in promoting community or economic development, and determining the effect of the deployed funds on the local economy and on the CDFI participant;
- Maintaining a knowledge of the progress of approved projects or current activities undertaken by program applicants through the review of reports and correspondence, and the analysis of financial statements and operating data;
- Attending site visits with the Senior Origination Manager to evaluate potential borrowers and analyze the effectiveness of the financing and management of its organization, noting trends and problem areas; and
- Conducting preliminary stress tests and other risk assessments to evaluate and determine a potential borrower's creditworthiness for Federal assistance.

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

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

POSITION INFORMATION: Detail, not to exceed 120 days

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Portfolio Management and Loan Monitoring Analyst 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 Analyst 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;
- 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.

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

POSITION ANNOUNCEMENT: *Financial Analyst (Senior Compliance Manager)*

SERIES & GRADE: GS-1160-13/14

POSITION INFORMATION: Detail, not to exceed 120 days

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Financial Analyst (Senior Compliance Manager) will be responsible for independently coordinating the compliance unit under the CDFI Bond Guarantee Program. Compliance is a critical performance and risk management component of the CDFI Bond Guarantee Program, as it ensures Federal capital is deployed to underserved rural and urban areas in a prudent manner. As the senior analyst, the incumbent will assist the Compliance Lead in ensuring: 1) the program and its participants comply with legislative and regulatory requirements; 2) program participants comply with contractual terms and agreements; and 3) vendors and others comply with agreements and adhere to applicable Conflicts of Interest mitigation plans. Occasional travel is required with this position, as the incumbent will conduct pre- and post-award on-site due diligence and desk reviews of program applicants and borrowers. This position will report to the CDFI Bond Guarantee Program Manager.

Duties

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

- Tracking CDFI Bond Guarantee Program participants' compliance with applicable laws, rules, regulations, contractual requirements, etc.;
- Monitoring the health of Qualified Issuers, tracking and evaluating the performance of borrowing entities and servicers to ensure that Treasury's due diligence standards are met and maintained throughout the bond loan lifecycle;
- Conducting and verifying compliance risk assessments;
- Identifying response(s) to compliance requirements such as internal controls, monitoring procedures, testing and or data analytics;
- Initiating and completing risk-based compliance and loan monitoring reviews through program participant reporting, third-party report validation (i.e., call reports), and risk-based on-site verification of borrowers under the CDFI Bond Guarantee Program;
- Updating and maintaining an inventory of reporting requirements needed for rigorous compliance and loan monitoring, and recommending the incorporation of such requirements into appropriate legal agreements;
- Verifying the completion of legal closing items, which entails verifying that all required legal documents inclusive of guarantee documents, security-related documents, certificates, opinions and other legal requirements have been completed and met;
- Coordinating checks of key personnel of program participants to ensure that no financial fraud investigations have been initiated or are ongoing;
- Coordinating the solicitation from a Federal Banking Agency or other regulator for all regulated applicants and participants;
- Verifying accuracy and completeness of requisitions, approval notices, and Advance Request forms from program participants; and
- Confirming receipts of deposits with the program's Master Servicer/Trustee.

*Special Opportunity in the Community Development Financial Institutions (CDFI) Fund -
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Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 level in the Federal service. This position will require some credit experience, hands-on structured finance expertise, and/or credit and risk management knowledge with similar products.

How to Apply

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POSITION ANNOUNCEMENT: *Financial Analyst I (Senior Origination Manager)*

SERIES & GRADE: GS-1160-13/14

POSITION INFORMATION: Detail, not to exceed 120 days

DUTY LOCATION: Washington, D.C.

Position Summary

The Senior Origination Manager will manage the CDFI Bond Guarantee (BG) Program's origination regime in all phases of program application intake and review. The Senior Origination Manager will serve as the initial point of contact between the BG Program and prospective program participants, developing and facilitating extensive technical assistance workshops and trainings for entities in the financial services industry that wish to serve as a Qualified Issuer, Servicer, Program Administrator, or borrowing entity. As part of the BG Program's underwriting effort, the Senior Origination Manager will be responsible for the thorough review and evaluation of Capital Distribution Plans for refinancing or originating new loans with the purpose of supporting community or economic development lending to CDFIs, charter schools, commercial real estate projects, daycare centers, healthcare facilities, multifamily housing units, municipal infrastructure projects, small businesses, or other proposed activities approved by the CDFI Fund. As a result, the Senior Origination Manager will be integrally involved in recommending approval or disapproval of Federal guarantee applications based upon a complete consideration and analysis of several quantitative and qualitative evaluation criteria, to include a CDFI's capital adequacy, asset composition, management and oversight structure, performance and earnings, and liquidity. This position will report to the BG Program Manager.

Duties

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

- Coordinating, facilitating and leading training/outreach sessions to educate CDFIs on eligibility, usage, and requirements of the BG Program;
- Conducting a thorough review and analysis of an entity to determine its financial feasibility of activating and deploying new capital in low-income and/or rural communities;
- Analyzing financial statements, operating and project reports, cost data, pricing methods, management practices, capital and reserves, credit condition and other related elements to determine the financial soundness of a CDFI in conjunction with proposed uses of funds submitted through a Capital Distribution Plan;
- Reviewing Capital Distribution Plans for such purposes as evaluating the effectiveness of the proposed activities involved in promoting community or economic development, and determining the effect of the deployed funds on the local economy and on the CDFI participant;
- Maintaining a knowledge of the progress of approved projects or current activities undertaken by program applicants through the review of reports and correspondence, and the analysis of financial statements and operating data;
- Performing site visits on potential borrowers to evaluate and analyze the effectiveness of the financing and management its organization, noting trends and problem areas; and
- Conducting preliminary stress tests and other risk assessments to evaluate and determine a potential borrower's creditworthiness for Federal assistance.

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Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. The experience may have been gained in either the public or private sector. Note: As contract administration is a critical function of this position, internal candidates should be certified as one of the following: Contracting Officer (CO); Contracting Officer's Representative (COR); or Contracting Officer's Technical Representative (COTR).

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