



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

**COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND**

**Special Opportunities in the Office of Community Development Financial Institutions Fund
(CDFI Fund)**

Stimulus Funding Programs:

The CDFI Fund was created for the purpose of promoting economic revitalization and community development through investment in and assistance to Community Development Financial Institutions (CDFIs). The CDFI Fund was established by the Riegle Community Development and Regulatory Improvement Act of 1994, as a bipartisan initiative.

The Consolidated Appropriations Act, 2021 (Section 523 of Division N; Pub. L. No. 116-260) provides \$3 billion in supplemental appropriations for the CDFI Fund to provide emergency support for CDFIs and communities responding to the Covid-19 Pandemic. To do this, the CDFI Fund will be standing up two programs to provide grants and other financial and technical assistance to CDFI loan funds, venture capital funds, banks, credit unions to serve consumers, small businesses, and nonprofits in their communities to respond to the coronavirus pandemic. In addition, the CDFI Fund will award \$5 billion in New Markets Tax Credit (NMTC) allocation authority annually to qualified Community Development Entities (CDEs) through Calendar Year (CY) 2025.

Positions to support this effort will be filled using Treasury's excepted service (Schedule A) hiring authority. Appointments will vary from 1-4 years. Treasury is committed to attracting the widest pool of talent as part of its strategy to recruit a well-qualified diverse workforce to meet the current and emerging mission-related needs of the Department.

1. **Stimulus Funding: Rapid Response Program (RRP)** (expires 9/30/21): This program will use a streamlined, formulaic version of the CDFI Program as a model. The funds shall remain available until September 30, 2021, to support, prepare for, and respond to the economic impact of the coronavirus. The CDFI Fund will provide grants funded under RRP using a formula that takes into account criteria such as certification status, financial and compliance performance, portfolio and balance sheet strength, a diversity of CDFI business model types, and program capacity, of which \$25 million will be for grants to benefit Native American, Native Hawaiian, and Alaska Native communities.
2. **Stimulus Funding: Minority Lending Program (MLP)**: This program will be designed to expand lending, grant making, and investment activity in low- or moderate- income minority communities. As part of the program, financial and technical assistance will be provided a new category of CDFIs, called "Minority Lending Institutions". The funds shall remain available until expended, to provide grants to CDFIs to respond to the economic impact of the COVID-19 pandemic. , The CDFI Fund will make grants to :
 - A. expand lending, grant making, or investment activity in low- or moderate-income minority communities and to minorities that have significant unmet capital or financial services needs;

- B. provide financial assistance, technical assistance, awards, training and outreach programs to recipients that are minority lending institutions.

The following positions will provide administrative support for the Stimulus Funding Programs.

Positions Available:

- Office of Certification, Compliance Monitoring and Evaluation (CCME)
 - 2 Financial Analyst (Compliance & Certification Officer) – GS12
 - 2 Financial Analyst (Senior Compliance & Certification Officer) – GS13
- Financial Strategies and Research (FS&R): Research Analyst – GS13
- Office of the Legal Council (OLC): Attorney Advisor – GS14

Financial Analyst (Compliance and Certification Officer), GS12, CCME

*Clearly state in email whether you are applying for Certification or Compliance

Desired Experience:

- Interpreting financial statements and evaluating the financial condition of banks, credit unions, loan or venture capital funds.
- Documenting official files, ensuring that pre-award and post-award actions are recorded accurately;
- Monitoring grants, loans or investments using data systems to evaluate performance and ensure compliance with federal laws, statutes, regulations and terms and conditions of federal awards

Duties & Responsibilities:

1. Participating in studies, projects and special assignments designed to improve the CDFI Fund programs and operations.
2. Implementing improved controls and safeguards to ensure that award funds are utilized appropriately.
3. Participating in cross-unit information sharing and coordination meetings and work groups.
4. Assisting in the planning, reviewing and revision of operating procedures.

**CERTIFICATION*

1. Performing all aspects of the certification process in order to certify CDFIs and CDEs:
2. Accepting, reviewing and rendering determinations for certification applications
3. Modifying and or recertifying existing certifications
4. Researching and applying guidelines, procedures and regulations related to program eligibility and compliance monitoring.
5. Providing outreach, advice and technical assistance to actual and potential CDFIs and CDEs to encourage participation in CDFI Fund programs and the completion of the certification process.

**COMPLIANCE*

1. Monitoring the compliance of CDFIs and CDEs with allocation and assistance agreements
2. Reviewing interim and final reports to determine awardees compliance with agreements
3. Processing award modification and amendments
4. Researching and applying guidelines, procedures and regulations related to program eligibility and compliance monitoring.
5. Providing outreach, advice and technical assistance to identify and resolve noncompliance issues.

6. Performing award eligibility reviews and providing funding concurrence and/or recommendations to enable closings and disbursements of awards allocations.

Financial Analyst (Senior Compliance and Certification Officer), GS13, CCME

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Desired Experience:

- Using regulations, guidelines, and/or OMB circulars to evaluate compliance with funding assistance agreements;
- Providing recommendations and/or guidance regarding grant or tax credit compliance matters;
- Evaluating applications for specialized certification in federal programs limited to certified entities; and experience analyzing a variety of reports including financial reports, operating reports, project reports and management reports;

Duties & Responsibilities:

The incumbent of this position serves as a senior compliance and certification officer, and subject matter expert (SME) in the Certification and Compliance Monitoring and Evaluation Business Unit (CCME).

1. Leading in studies, projects and special assignments designed to improve the CDFI Fund programs and operations.
2. Recommending, developing and implementing improved controls and safeguards to ensure that award funds are utilized appropriately.
3. Leading and participating in cross-unit information sharing and coordination meetings and work groups.
4. Planning, reviewing and revising operating procedures.

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Research Analyst, GS 13, FS&R

Desired Experience:

- Independently performing detailed financial research and analysis; Managing large scale databases using SAS or STATA software, SQL or comparable software for database development, data manipulation, and statistical analysis;
- Preparing financial data analyses or proposals based on independent research.

Duties & Responsibilities:

1. Develop meaningful performance models and impact measures in order to guide the use of Fund resources.
2. Perform demographic, portfolio, and market analyses to measure the availability of financial services in underserved markets.
3. Work with industry experts and build models for measuring community impact and prepare reports.
4. Writing, publishing, and disseminating data analyses, research summaries, or program specific research reports.
5. Designing and developing surveys, questionnaires, and other qualitative and quantitative data collection methods.
6. Creating and developing empirical, theoretical, and experimental means of researching programs and policies in the areas of community or economic development or development finance.
7. Leading and participating in cross-unit information sharing and coordination meetings and work groups.

Attorney Advisor, GS14, OLC

Desired Experience:

- Providing legal advice on federal financial assistance programs, tax credit programs, or guarantee programs;
- Drafting regulations, contracts, or other legal documents to implement policies or programs;
- Community and economic development;
- Affordable housing programs/development.

This experience may have been gained in either the public or private sector. One year of experience refers to full-time work; part-time work is considered on a prorated basis

Duties & Responsibilities:

1. Assists the Legal Counsel in researching, analyzing and drafting Federal legislation, regulations, and policy relating CDFI Fund programs, requirements and incentives;
2. Assists the Legal Counsel in developing template documents as well as drafting individual agreements to document the terms and conditions of awards provided by the CDFI Fund under its various programs;
3. Assists the Legal Counsel in drafting and/or reviewing contracts, agreements, memoranda of understanding, and other documents on behalf of the CDFI Fund;
4. Assists the Legal Counsel in providing advice to CDFI Fund program staff in review of applications for awards, particularly issues of a legal nature;
5. Assists the Legal Counsel in providing legal advice to the Director, Deputy Directors, managers, and staff of the CDFI Fund as appropriate.

Post of Duty: Washington, DC

Telecommuting Available: Yes, per agency policy.

Opportunity Length: Appointments will vary from 1-4 years.

How to Apply:

Interested applicants should apply by submitting the following information by email at eoicdfi@cdfi.treas.gov:

1. Current SF-50, Notification of Personnel Action (if applicable).
2. Current resume including a description of work experience and education.
3. A cover letter that includes:
 - a. The position you are applying for and program name.
 - b. Your current title, series, grade, and step (if applicable).
 - c. Your interest in the assignment and how your experience is relevant to the position advertised.

Applications will be reviewed and referred on a rolling bases. Interested candidates are suggested to apply as soon as possible.

Application Period Ends: February 28, 2021

Point-of-Contact: Chantel Belk, BelkC@cdfi.treas.gov; Jasmine Lopez, LopezJ@cdfi.treas.gov.

ADDITIONAL INFORMATION

Veterans' Preference Documentation

If you are claiming veterans' preference, please see Treasury's applicant guide for required documentation. In order to be considered for veteran's preference, you must submit all required documentation as outlined in the applicant guide.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

The Treasury Department is an Equal Employment Opportunity Employer.

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining

hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.