



COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

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 to 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.

3. **New Markets Tax Credit Program:** The NMTC Program attracts private capital into low-income communities by permitting individual and corporate investors to receive a tax credit against their federal income tax in exchange for making equity investments in specialized financial intermediaries called Community Development Entities (CDEs). The credit totals 39 percent of the original investment amount and is claimed over a period of seven years.

Positions Available:

- Associate Program Manager – GS14
- 2 Financial Analyst – GS13
- Management & Program Analyst – GS12

Desired Experience and Duties & Responsibilities:

Associate Program Manager, GS14 – Stimulus Funding Programs

Desired Experience:

- Evaluating community development financial institutions (CDFIs) based on analysis of financial statements;
- Evaluating funding applications related to community development, CDFIs, and/or CDEs.
- Proposing and implementing organizational efficiencies (e.g. improvement(s) in operational processes, customer service experience, decision making protocols, and policy and procedures).

Duties & Responsibilities:

1. Performs award reviews and provides funding concurrence and or recommendations for award justifications based on considerations such as quality, consistency and adherence to policies, procedures and applicable OMB and other Federal regulations.
2. Establishes, promulgating or evaluating policies, guidelines, procedures and methodologies that guide the operations, implementation and management of assigned area of program responsibility.
3. Designs, directing, leading and or conducting quality assurance and performance monitoring studies, assessments and other program evaluation and analysis functions in order to ensure program effectiveness and compliance.
4. Improves the CDFI Fund program administration and operations. This includes researching, developing and recommending policy and program changes to ensure the efficiency of agency processes and decisions. It also includes identifying and analyzing trends, and creating and contributing to reports on Program operations, efficiency and effectiveness.

Financial Analyst, GS13 – Stimulus Funding Programs and New Markets Tax Credit Program

Desired Experience:

- Performing financial analysis, compliance and/or evaluation work within the fields of corporate (for-profit or non-profit) finance or any specialized fields of finance. Examples may include: theory and principles of finance, lending and investing, federal grants management policies, development services, and the evaluation of financial soundness and capability of organizations;
- Providing recommendations and/or guidance regarding grant or tax credit programs;
- 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;

- Working on projects or programs that utilize the New Markets Tax Credit, Low Income Housing Tax Credit, or similar tax credits to finance businesses or real estate.

Duties & Responsibilities:

1. Processes the most difficult and complicated applications and awards. This includes considerations that are new, unique and without precedent that require a departure from policy and or the development of new work methods, procedures or policies.
2. Performs award reviews and provides funding concurrence and or recommendations for award justifications based on considerations such as quality, consistency and adherence to policies, procedures and applicable OMB and other Federal regulations.
3. Improves the CDFI Fund program administration and operations. This includes researching, developing and recommending policy and program changes to ensure the efficiency of agency processes and decisions. It also includes identifying and analyzing trends, and creating and contributing to reports on Program operations, efficiency and effectiveness.

Management & Program Analyst, GS12 – Stimulus Funding Programs

Desired Experience:

- Evaluating and documenting financial performance of community development financial institutions (CDFIs), community development entities (CDE), or affordable housing organizations based on analysis of financial statements;
- Working at a CDFI, CDE, or affordable housing/community economic development organization;
- Underwriting or performing financial modeling for community development businesses/projects;
- Conducting grant/award application reviews for community development or affordable housing projects;
- Conducting feasibility analyses (e.g. market analyses, financial product development, or real estate development) or strategic planning for community development, economic development, or affordable housing projects.

Duties & Responsibilities:

1. Analyzes financial capacity and history, business plan, management capacity, community development goals, and other elements to determine qualifications and risks associated with an applicant and/or awardee's ability to effectively use a community development award.
2. Performs application/award reviews and provides funding concurrence and/or recommendations for award justifications based on considerations such as quality, consistency, financial stability, management capacity, community development impact, other eligibility criteria, and adherence to policies, procedures and applicable OMB and other Federal regulations.
3. Prepare executive-level memoranda, reports, and presentations on the Program for senior management and officials by collecting, analyzing, and summarizing information from key participants of the Program area.

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@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.