

U.S. Department of Housing and Urban Development (HUD), Office of Recapitalization

- **Job Title: Restructuring Analyst (AHP) GS-12**
- **USAJOBS Link:** <https://www.usajobs.gov/job/727906600>
- **Job Location(s):** Washington, DC
- **Salary Range:** \$94,199 - \$122,459 per year
- **Contact:** [hudinquiries@fiscal.treasury.gov](mailto:hudinquiries@fiscal.treasury.gov) or 304-480-7300
- **Closing Date to Apply:** 06-09-2023.

**Job Description Summary:**

The Office of Multifamily Housing is responsible for the overall management, development, direction, and administration of HUD's Multifamily Housing Programs. HUD's Multifamily programs provide mortgage insurance to HUD-approved lenders to facilitate the construction, substantial rehabilitation, purchase and refinancing of multifamily housing projects. MFH is widely responsible for [production](#), [asset management and portfolio oversight](#), and [recapitalization](#) of assisted properties, and field operations. As part of the National Housing Act of 1934, Congress created the Federal Housing Administration (FHA) which later became a part of the Department of Housing and Urban Development's (HUD) Office of Housing in 1965.

The Office of Recapitalization ("Recap") supports the preservation and recapitalization of federally assisted housing and rental assistance for current and future generations. Recap structures, reviews, and implements transactions to ensure long-term physical and financial viability, often through public-private partnerships and the use of tax-incentivized financing. Recap also implements other affordable housing initiatives which leverage this transactional expertise. Programs currently or recently implemented by Recap include the Rental Assistance Demonstration ([RAD](#)), Mark-to-Market ([M2M](#)), [Section 236 Preservation](#), [Pre-1974 Section 202 Direct Loan Preservation](#) (including SPRAC), Section 202 Capital Advance NOFAs, Tenant and Community Engagement Initiatives, and the Green Retrofit Program.

**Position Summary:**

HUD's Office of Recapitalization is seeking an **Underwriter** (aka "**Restructuring Analyst**") (**GS-12**) to be based in the Office's Transaction Division located in Washington, DC. This role will include support for the Department's overall goals and will focus specifically on the underwriting and program compliance of affordable housing transactions under the Rental Assistance Demonstration (RAD) program, a high-profile initiative to significantly improve and preserve deeply affordable housing across the country. Duties may include overseeing and underwriting a portfolio of HUD Multifamily assets or public housing properties undergoing RAD conversions, analyzing and resolving underwriting and policy issues, and providing technical support to various internal and external stakeholders. Applicants with backgrounds in accounting, finance, urban planning, and real estate development are encouraged to apply. Knowledge of affordable housing preservation policy is preferred.

**Job Duties:**

As a RESTRUCTURING ANALYST (AHP), you will:

--Ensure timely submission of Rental Assistance Demonstration (RAD) forms for various actions as required by outstanding RAD directives, train PHAs and owners on proper completion of these forms and make recommendations for action by a Recap Transaction Specialist or supervisor.

- Review documentary submissions from PHAs and owners in response to RAD requirements and make recommendations for action by a Recap Transaction Specialist or supervisor.
- Prepare and write Housing Assistance Program (HAP) contracts for review by a Debt Restructuring Specialist, Recap Transaction Specialist, or supervisor.
- Prepare and write letters of response to owner appeals, ineligibility, etc., and prepare special reports and Transmission Memos for transitioning the M2M-restructured property back to the HUD Field Office, for review by a Debt Restructuring Specialist.
- Ensure the timely submission of PAEs forms for various actions as required by the M2M Operating Procedures Guide; trains PAEs on proper completion of these forms; and make recommendations for action by a Debt Restructuring Specialist.
- Review closing, invoice, and M2M MIS reports to ensure integrity of data; contact PAEs with errors and makes recommendations to a Debt Restructuring Specialist.
- Complete a monthly review of potential PAE defaults on the timing of processes as are required in the Portfolio Restructuring Agreement; coordinate responses from the field office (or in the case of Headquarters, from multiple field offices); and recommend issuance of PAE default letters for review by a Debt Restructuring Specialist.