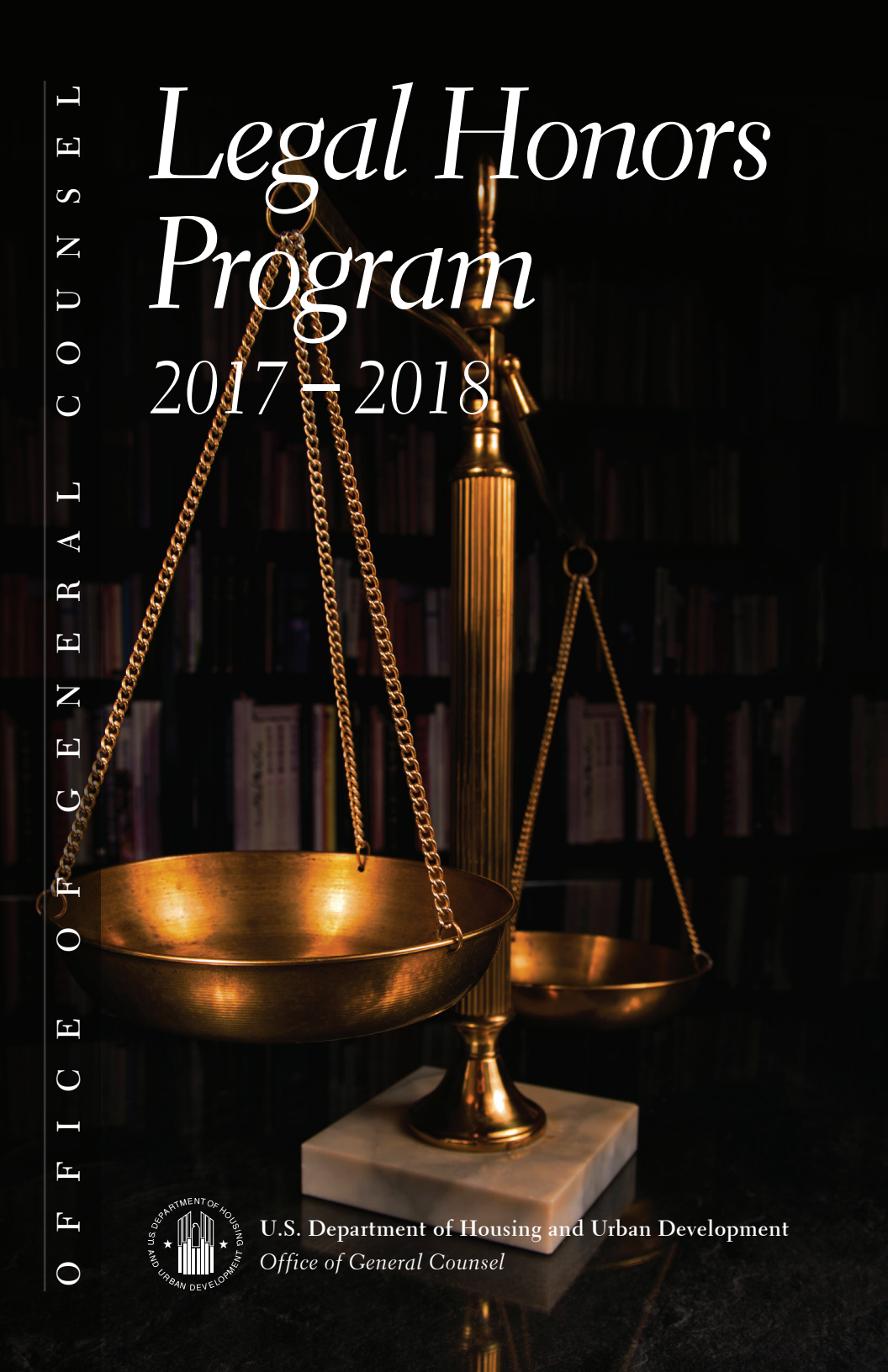
OFFICE OF GENERAL COUNSEL

Legal Honors Program

2017 – 2018



U.S. Department of Housing and Urban Development

Office of General Counsel

CURRENT CLASS OF LEGAL HONORS

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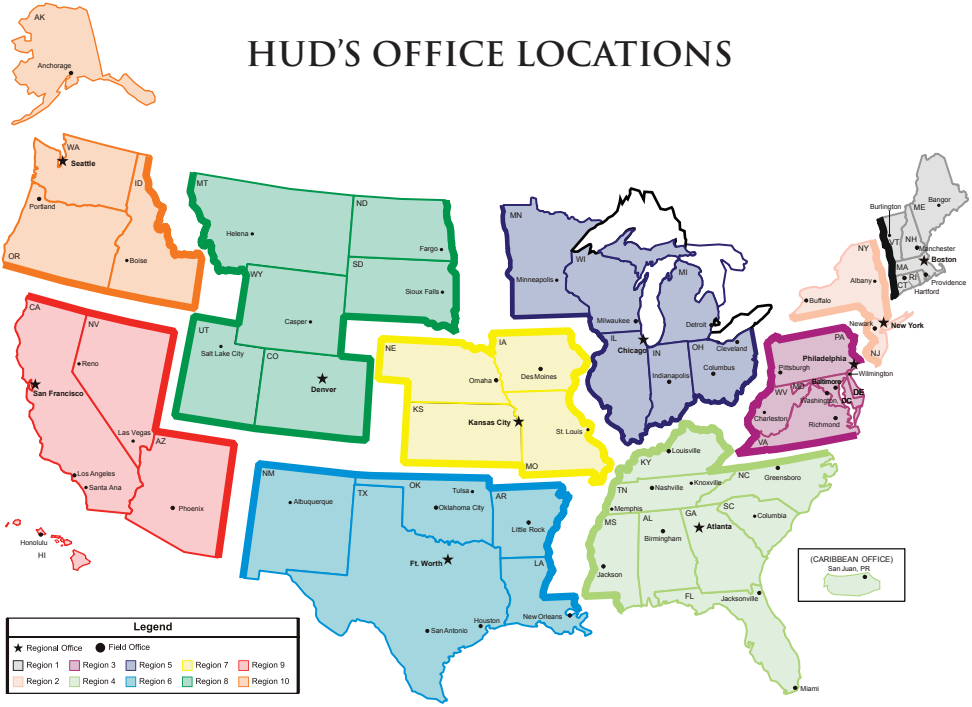
HUD'S MISSION STATEMENT

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market; bolster the economy and protect consumers; meet the need for quality affordable rental homes; utilize housing as a platform for improving quality of life; build inclusive and sustainable communities free from discrimination; and transform the way HUD does business.

OGC'S MISSION STATEMENT

OGC's mission is to provide legal services, based on the highest professional and ethical standards, that support and facilitate the achievement of HUD's mission of creating strong, sustainable, inclusive communities and quality affordable homes. We seek to provide our clients with the highest quality legal services on a daily basis and to exceed our clients' expectations, in a caring, competent, convenient, cost-effective and professional manner.

HUD'S OFFICE LOCATIONS



THE SECRETARY'S ADDRESS

Since 1965, the U.S. Department of Housing and Urban Development has been a source of support and security for families across the nation. Today, we call HUD "The Department of Opportunity" because of the unique impact we make in expanding access to quality housing, strengthening communities and sparking economic development. We're firmly committed to building a future where every American can prosper.

Our Office of General Counsel plays a critical role in this progress. Under the leadership of Helen Kanovsky and Tonya Robinson, the talented OGC team works tirelessly to advance HUD's mission. These dedicated public servants make tremendous contributions every single day, and we want our nation's best, young legal minds to be a part of this important work.

HUD's Legal Honors Program provides recent law school graduates with the chance to earn experience, collaborate closely with senior staff and, ultimately, to make a profound difference on behalf of the people we serve. Past participants have worked on a number of issues — from helping to ensure that the housing market is free from discrimination to closing FHA multifamily deals that are creating much-needed affordable housing opportunities.

As a former practicing attorney, I know how valuable the Legal Honors Program is for those who participate and for our entire organization. If you are eligible and want to learn more, this brochure provides important information about the application process. I encourage you to consider joining our great team and to help us expand opportunity for the American people for generations to come.

Julián Castro
Secretary

THE GENERAL COUNSEL'S ADDRESS

On behalf of the U.S. Department of Housing and Urban Development's (HUD) Office of General Counsel (OGC), it is my pleasure to announce that we are accepting applications for our 2017-2018 Legal Honors Program. The Legal Honors Program is sole the hiring vehicle for entry-level attorneys for the OGC. Through this program, OGC recruits the most talented and committed law school graduates interested in playing a vital role in helping HUD accomplish its mission to "create strong, sustainable, inclusive communities and quality, affordable homes for all."

OGC is comprised of 375 attorneys in headquarters in Washington, D.C., 10 regional offices and 28 field offices around the country. OGC attorneys advise on a range of issues and develop transactional, regulatory and litigation skills. We are involved in the operation of assisted and insured housing programs including the completion of complex mixed financing transactions for residential developments and health care facilities. We draft legislation, regulations and regulatory guidance to create, revise and implement HUD programs and initiatives. We provide program clients with guidance about the statutes and regulations that govern the operation of all HUD programs. We represent HUD in defensive litigation and enforce the Fair Housing Act and relevant anti-fraud laws. We prosecute individuals and organizations that violate the rules of our programs, both administratively and in coordination with the HUD Inspector General and the Department of Justice. In addition, we advise the Government National Mortgage Association (Ginnie Mae) on the issuance of mortgage-backed securities and various related financial, capital market and securitization transactions. We work with other federal agencies to provide legal advice and support for joint initiatives and projects.

HUD's Office of General Counsel offers an exciting and challenging legal career and the opportunity to serve the millions of people who benefit from HUD programs. Legal Honors receive challenging assignments, job-related training, guidance from mentors and a chance to broaden their experiences with rotations within OGC. Former Legal Honors play significant leadership roles throughout the country within and outside of HUD. Many of our past Legal Honors have enjoyed long successful careers in OGC, rising in the ranks to become Assistant, Associate and Deputy General Counsel in Headquarters as well as Associate Regional Counsel, Chief Counsel, Deputy Regional Counsel and Regional Counsel in the field.

As we move forward with HUD's vital mission, OGC attorneys will continue to receive interesting and challenging assignments and take advantage of countless opportunities to make a difference in the lives of millions. We hope you will choose to join us and serve your country in HUD OGC.

Helen Kanovsky
General Counsel

HOW HUD ACHIEVES ITS GOALS

By working closely with other federal agencies and branches, as well as with local governments, community organizations and the private sector, HUD provides a coordinated and comprehensive response to America's housing and community development needs. HUD's strategic goals include:

- With agency partners, catalyzing the creation/redevelopment of sustainable, inclusive communities across the country.
- Responding to and proactively planning for changes in housing needs as a result of demographic shifts as well as the housing needs of special populations.
- Restoring the federal government's role in the promoting the production of, preservation of and access to affordable rental housing.

HUD OPERATIONS

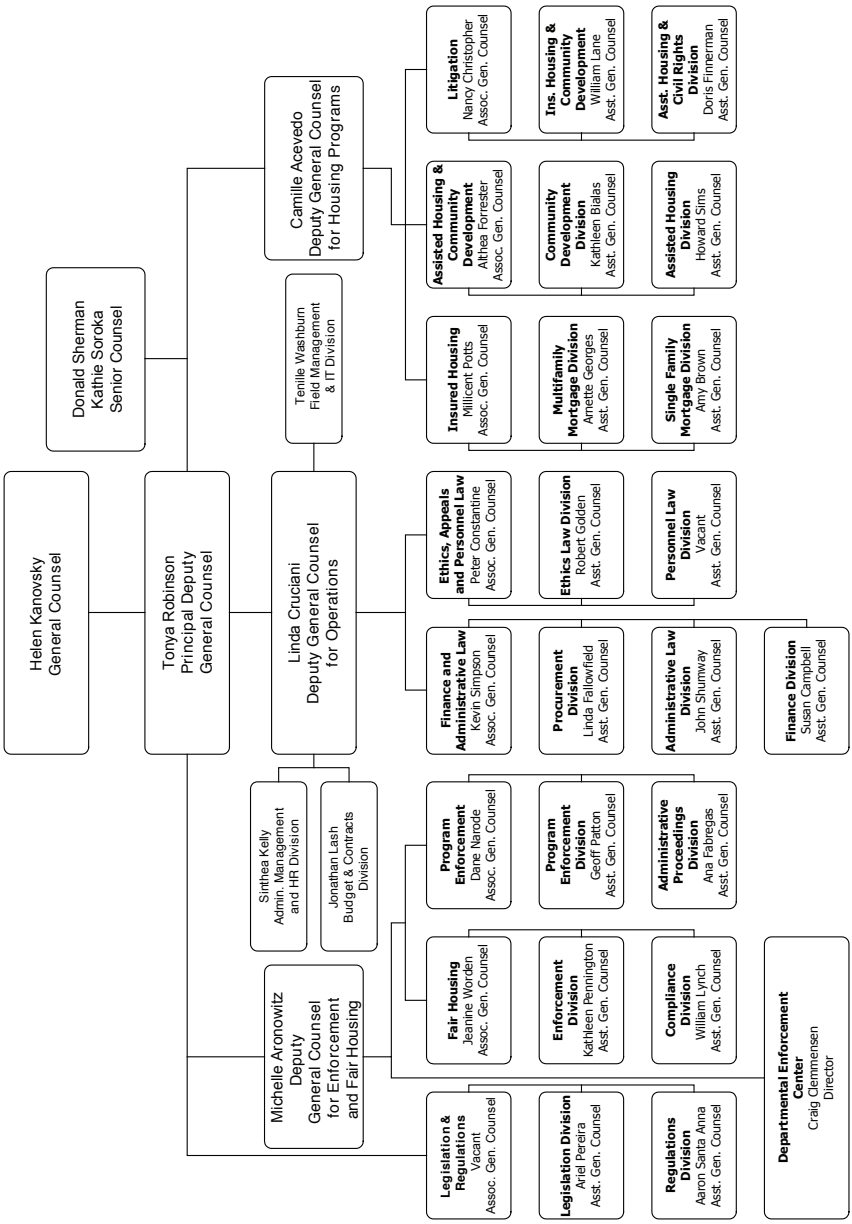
HUD has about 7,600 employees who are deployed in 66 offices, with a presence in all 50 states, the nation's capital, and Puerto Rico. Here are a few examples of the people and communities that benefit from HUD's programs:

- Through the Federal Housing Administration and Government National Mortgage Association (Ginnie Mae), both part of HUD, families that otherwise could not afford homeownership are helped in achieving that part of the American Dream.
- Millions of Americans – those who are low-income, as well as disabled individuals, the elderly, individuals with HIV/AIDS, and people who were once homeless – receive HUD rental or homeowner assistance, enabling them to afford a decent place to live.

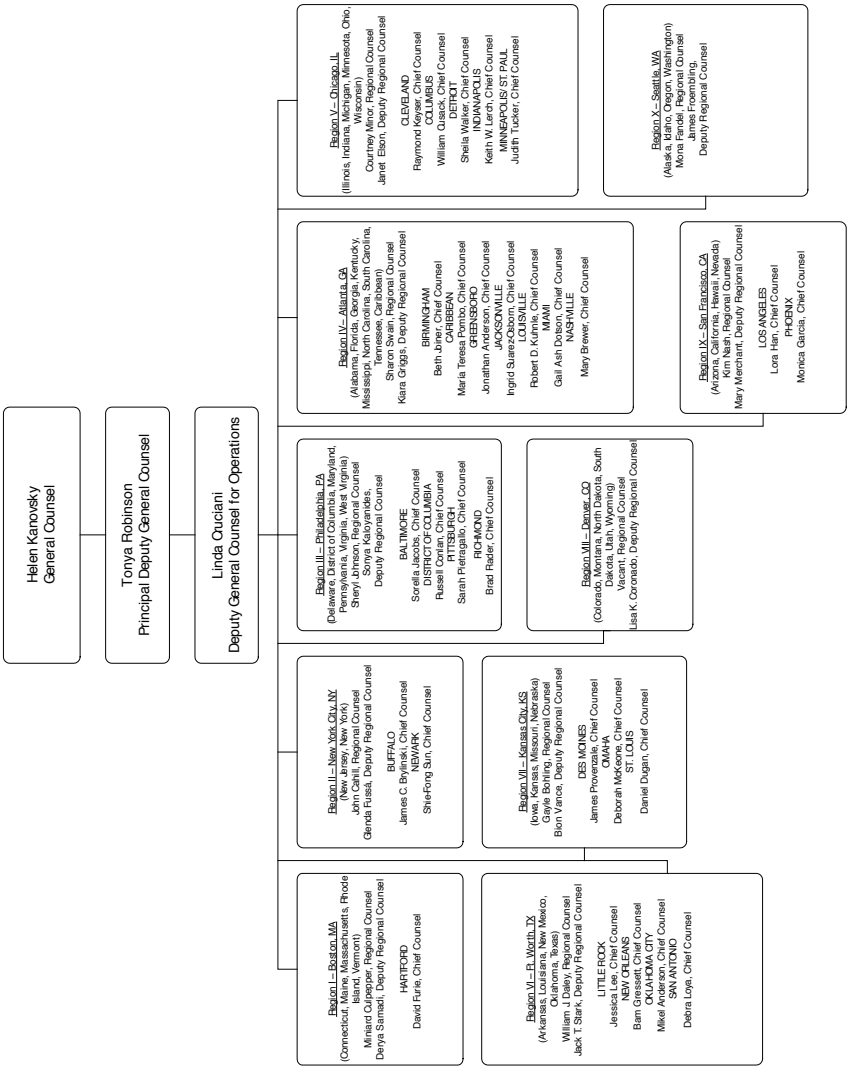
- Every state and more than 1,000 cities receive Community Development Block Grants, and a large portion also participate in the HOME Investment Partnerships and other grant funding, helping them to meet locally defined needs for housing, community development, and basic services.
- To fulfill its mission, HUD works closely with Congress and other federal agencies, and builds partnerships with local governments and community organizations, and the private sector. HUD's Headquarters staff and field offices work with cities, counties, states, lenders, nonprofits, and members of the housing industry.

FORMER CLASS OF LEGAL HONORS

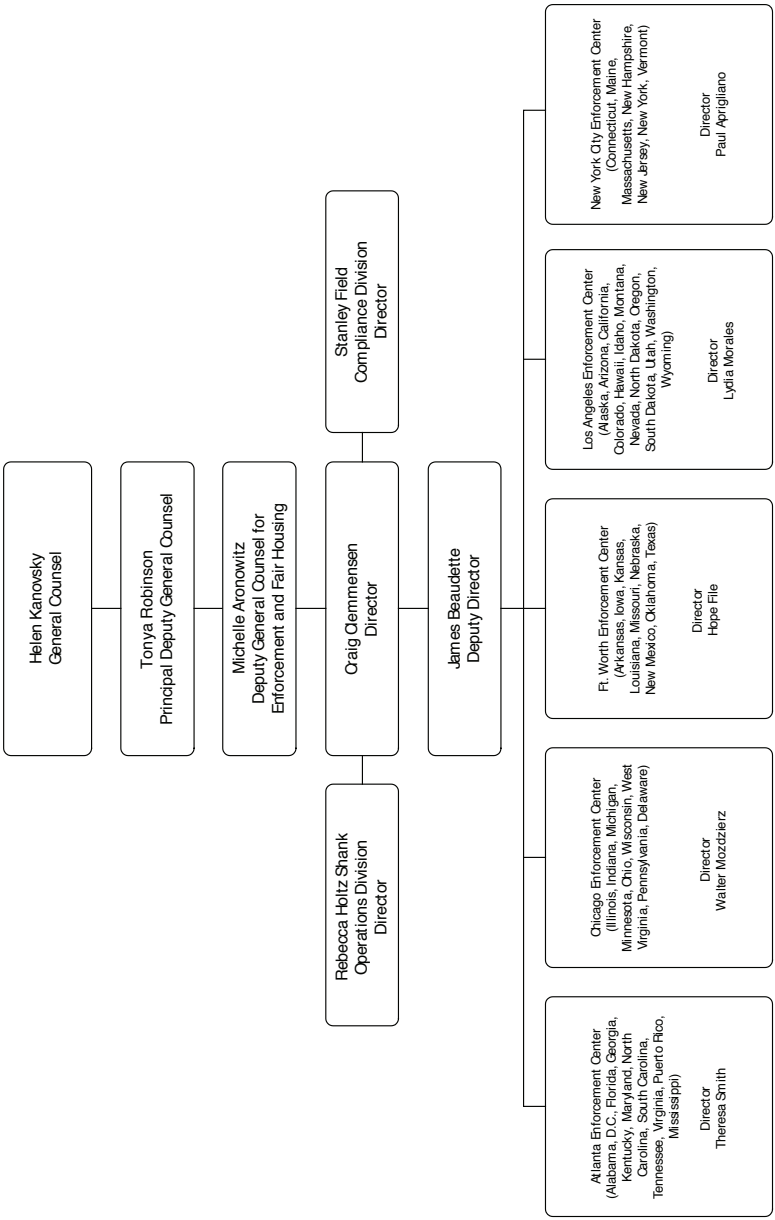
HEADQUARTERS ORGANIZATION



FIELD AND REGIONAL ORGANIZATION



DEPARTMENTAL ENFORCEMENT CENTER ORGANIZATION



Career Opportunities in the Department of Housing and Urban Development's Office of General Counsel Legal Honors Program

LEGAL HONORS PROGRAM

HUD's Legal Honors Program is designed for law students graduating from J.D. and LLM programs, and recent law school graduates completing a judicial clerkship. The Legal Honors Program is HUD's only hiring program for entry-level attorneys. Subject to appropriations, approximately 10-20 legal honor positions are available annually in headquarters and field offices. Successful candidates begin work in August or September and participate in a 14-month appointment that may lead to a permanent position, pending bar admission. During the program, Legal Honors are assigned mentors, are given the opportunity to rotate to other offices within OGC, and participate in additional training and monthly discussions to enhance their program experience and develop their legal abilities.

The program is highly competitive and candidates are selected on the basis of merit. Selection considerations include many factors such as: academic achievement; law review and other publication work; extracurricular activities such as moot court competitions and legal clinics; employment history; and participation in activities related to HUD's mission.

The Department provides reasonable accommodations for applicants and employees with disabilities. It is the policy of the Department of Housing and Urban Development to promote the maximum employment and job advancement for qualified

disabled veterans, similar to its policy, goals and objectives with reference to all persons with disabilities. All applicants for employment with the Department of Housing and Urban Development are judged without regard to their race, age, sex, color, national origin, religion, disability, sexual orientation, gender identity, political affiliation or familial status.

For more information about applying to the Legal Honors Program, please see pages 34-35.

MENTOR PROGRAM

Each Legal Honor is matched with an experienced attorney mentor. Mentors integrate new employees into their positions at HUD. The mentor program provides an identified individual, in addition to the supervisor, to serve as a reliable resource for guidance, advice and information on the practical workings of OGC and HUD and to facilitate a better understanding of the pathways to leadership within OGC. Mentors also encourage and develop a strong commitment and dedication to public service and promote and develop healthy, productive and professional relationships within OGC. Mentors introduce Legal Honors to other HUD employees for the purpose of developing a network of resources and support. Mentors and Legal Honors meet or correspond on an informal basis at least monthly and work together to advance the mentee's short- and long-term career goals.

ROTATIONS

One vital component of the program is the opportunity for the Legal Honors to rotate to other offices within OGC. Rotations help acclimate Legal Honors to OGC as a whole, give them a broader understanding of the legal work of the Department, and help

them form connections across offices. Each Legal Honor will rotate for one or two four-week periods during their 14-month appointment, typically in the third or fourth quarter of the fiscal year.

Each rotational assignment will include at least one meaningful, completed work product. Prior years' Legal Honors identified rotations as one of the highlights of their participation in the program.

HUD OFFICES

HUD administers its programs through a decentralized organizational structure consisting of Headquarters in Washington, D.C., and 65 field offices. Consequently, much of HUD's authority for program implementation and administration has been delegated to the local office level. OGC currently operates in Washington, D.C. headquarters, 10 regional offices and 28 field offices.

HEADQUARTERS

HUD Headquarters in Washington, D.C., is the origination point for departmental policies, priorities and goals. Headquarters is divided into four major program areas: Housing/Federal Housing Administration, Community Planning and Development, Public and Indian Housing, and Fair Housing and Equal Opportunity, each headed by an Assistant Secretary who is appointed by the President, subject to Senate confirmation and is responsible to the Secretary. Headquarters also includes the support organizations of OGC, Administration, Policy Development and Research, Field Policy and Management, Chief Financial Officer, etc. Assistant Secretaries and Primary Organization Heads direct the Department's activities with respect to their program areas.

HUD headquarters interacts with the White House, Congress, the Office of Management and Budget, and other Federal offices in the operation and funding of Federal housing and community development programs. OGC works with program offices to promulgate regulations and to implement legislation passed by Congress and signed by the President. In addition, OGC headquarters monitors field legal offices in the administration of programs and interpretation of departmental policies and practices.

FIELD OFFICES

Each of the field offices report to one of the 10 regions, each headed by a Regional Administrator. The field offices are headed by a Field Office Director (see map on page 1). OGC serves all HUD field offices, but has attorneys physically located in the 10 regional offices and 28 field offices (see page 8).

OFFICE OF THE SECRETARY

The Secretary of Housing and Urban Development is the head of the United States Department of Housing and Urban Development, a member of the President's Cabinet, and thirteenth in the Presidential line of succession. He is appointed by the President of the United States and is subject to confirmation by the Senate. The post was created with the formation of the Department of Housing and Urban Development, on September 9, 1965, when President Lyndon B. Johnson signed the Department of Housing and Urban Development Act (Pub.L. 89-174). The Secretary is responsible for all HUD programs and offices.

OFFICE OF GENERAL COUNSEL

The General Counsel is the chief law officer of the Department and principal legal advisor to the Secretary and staff of HUD. OGC provides legal opinions, advice and services with respect to all departmental programs and activities. OGC has primary responsibility for the development of HUD program regulations and assists in the development of HUD programs and policies. The Office of General Counsel includes the General Counsel, Principal Deputy General Counsel, Deputy General Counsel for Operations, Deputy General Counsel for Housing Programs, and Deputy General Counsel for Enforcement and Fair Housing. OGC is divided into eight functional offices from which legal services are provided to HUD program offices. An Associate General Counsel heads each office. An Assistant General Counsel heads the functional divisions within each office. The Office of General Counsel also includes the Departmental Enforcement Center. Field Legal Services are divided into 10 regions headed by a Regional Counsel and 28 offices headed by a Chief Counsel, who report to the respective Regional Counsel.

Office of Assisted Housing and Community Development

This office consists of program counsel who are experts in the laws governing development and operations grants and loan guarantees for communities, homeless housing assistance, and housing assistance for persons in public and private assisted housing. These program counsel work on the Department's assistance programs targeted for low- and moderate-income families and individuals. Attorneys in this office perform the legal work for all Departmental assisted housing and community development programs, including the programs authorized under the United States Housing Act of 1937 (i.e., section 8, and public housing), title I of the Housing and Community Development Act of 1974 (Community Development Block Grants, or CDBG), title

II of the National Affordable Housing Act (HOME), the McKinney-Vento Homeless Assistance Act, as well as housing programs for the elderly and disabled, and Indian Housing Block Grants for Native American tribes. This office has program counsel responsibility for the Department's disaster recovery grants. The lawyers in this office are also the Department's expert practitioners in the fields of relocation and church/state law. These attorneys provide legal counsel on statutory, regulatory, and contract interpretations, proposed policy and case problems. This advice is provided to HUD program administrators, as well as HUD recipients such as cities, states and public housing authorities.

Office of Finance and Administrative Law

The Office of Finance and Administrative Law is comprised of three divisions: the Finance Division, the Procurement Law Division and the Administrative Law Division. The Finance Division is counsel to the Government National Mortgage Association (Ginnie Mae). The Division provides Ginnie Mae with legal guidance on matters of statutory and regulatory interpretation, and is responsible for working with the Department of Justice on all Ginnie Mae litigation. Attorneys in the Procurement Law Division perform legal work required in connection with the Department's acquisition of goods and services, and serve as the legal advisors to the Department's Chief Procurement Officer. The Division provides legal guidance on contract solicitations and represents the Department in contract claims litigation at the Civilian Board of Contract Appeals and bid protests at the Government Accountability Office. The Administrative Law Division provides legal advice involving general administrative law matters, which includes appropriations, the Freedom of Information Act and the Privacy Act, delegations

of authority, memoranda of understanding, public/private partnership and co-sponsorship agreements, international programs and the Department's environmental and labor law requirements under the National Environmental Policy Act and the Davis-Bacon Act. The Division also serves as program counsel to the Department's Office of Policy Development and Research, the Office of Sustainability Housing and Communities and the Office of Healthy Homes and Lead Hazard Control.

Office of Ethics, Appeals and Personnel Law

This office provides legal services pertaining to the programs and functions relating to personnel and ethics law. This office has crosscutting legal responsibility with all HUD offices in Headquarters and in the Field. This office has responsibility for legal issues relating to labor and employee relations, personnel, adverse actions, EEO and ethics. Attorneys in the Personnel Law Division represent the agency in administrative hearings and litigation filed before the Equal Employment Opportunity Commission (EEOC), the Merit Systems Protection Board (MSPB), the Federal Labor Relations Authority (FLRA) and the Office of Special Counsel (OSC). Issues before these bodies include recruitment, equal employment opportunity, employee discipline, performance evaluations and labor relations. Division attorneys work with Assistant U.S. Attorneys in the Justice Department in judicial actions filed with the Federal courts. The Ethics and Appeals Law Division provides advice and counsel to HUD employees, principal staff and management officials across the nation on extremely confidential and sensitive issues. These issues relate to employee standards of conduct, financial disclosures and the criminal conflicts of interest under Federal law. The staff also provides counseling, training and legal opinions on political and official travel, the Hatch Act, gift acceptance and post-government employment restrictions. The Division also provides advice and guidance to the Secretarial Designee who has the authority to render opinions on appeals of administrative decisions in Fair Housing Act and other cases. Additionally, the office is responsible for handling appeals of FOIA decisions.

Office of Insured Housing

The Office of Insured Housing serves as program counsel for the Office of Housing and the Federal Housing Administration (FHA). The Federal Housing Administration, a government agency within the Department, was created in 1934 to insure mortgages in order to encourage lenders to provide loans for single family homes, multifamily rental projects, healthcare facilities and hospitals. FHA programs reach more underserved households than any other mortgage insurance provider, thereby improving access to decent, affordable housing throughout the country. As of September 30, 2015, FHA's single family insured loan portfolio was valued at $1.27 trillion, covering more than 8,362,051 single family, Title I, and Home Equity Conversion Mortgage (HECM) loans. FHA's multifamily insured loan portfolio was valued at $79.02 billion covering 10,988 multifamily projects, and $32.25 billion covering 3,339 healthcare projects. Combined, FHA's portfolio value was approximately $1.38 trillion.

The Office of Insured Housing is made up of the Single Family Mortgage Division and the Multifamily Mortgage Division. Attorneys in both divisions provide legal services across a broad range of matters including but not limited to real estate acquisition and construction financing, affordable housing, homeownership, disaster assistance, and energy efficiency improvements.

Attorneys in the Single Family Mortgage Division provide legal advice and assistance to FHA program staff in developing new housing programs or expanding existing programs. Advice from attorneys in the Single Family Mortgage Division also enables HUD to implement special housing programs such as pre-purchase, default and credit counseling for homebuyers; housing finance for Native Americans; and reverse mortgages for the elderly. In addition, the Single Family Mortgage Division provides legal advice on the acquisition and the sale by FHA of single family loans and REO (Real Estate Owned) properties, including sales to local governments and nonprofit entities. All legal work is focused on helping FHA expand homeownership opportunities by making

mortgages affordable and available to more people.

Attorneys in the Multifamily Mortgage Division provide legal advice and assistance to FHA in developing new programs as well as in expanding and managing the complex day-to-day operation of existing programs for FHA insurance on mortgage loans secured by multifamily rental projects, healthcare facilities, and hospitals. The Multifamily Mortgage Division serves as program counsel on Risk Sharing mortgage insurance matters impacting multifamily projects. Multifamily attorneys assist FHA by providing legal review for processing and payment of mortgage insurance claims filed by insured lenders, partial payment of claims offered to insured lenders in lieu of full insurance claims, mortgage satisfactions and associated releases, and in the sale of loans and REO projects. This Division also provides legal support, including statutory and regulatory interpretations, at all stages of complex real estate transactions involving HUD-held and FHA-insured mortgages, from origination through asset management and disposition. In addition, Multifamily attorneys provide the primary legal support to restructuring debt secured by Section 8 projects with unit rents that exceed market rates and for projects participating in the second component of the Rental Assistance Demonstration program.

Office of Legislation and Regulations

The attorneys in the OGC Office of Legislation and Regulations are experts on the legal authorities governing the legislative and rulemaking processes. They provide drafting, statutory and regulatory legal analysis, and other legal services to HUD program offices in connection with the development, preparation, and presentation of the Department's legislative and regulatory programs.

The attorneys in the Legislation Division have the principal responsibility for coordinating the Department's legislative agenda with the Office of Congressional and Intergovernmental Relations and the Office of the Chief Financial Officer. Specifically, the attorneys in the Legislation Division work with the Department's

leadership to develop, draft, and clear the Department's legislative proposals across all policy areas; and provide legal advice in connection with new legislation, the legislative process, and questions arising from related laws in program operations. The attorneys also coordinate the development of HUD policy positions on legislation that originates elsewhere in the executive branch or in Congress; attend and monitor Congressional hearings that affect HUD; and provide technical drafting services, legal review and other technical assistance, as requested by members of Congress.

The attorneys in the Regulations Division have the principal responsibility for coordinating the Department's regulatory agenda. The attorneys in the Regulations Division work with the Department's leadership to develop, draft, and clear the Department's regulations, and other policy documents published in the Federal Register or otherwise publicly issued across all policy areas. The attorneys are also primarily responsible for providing; legal advice on the rulemaking process and authorities, and executive orders and statutes that may impact rulemakings, and respond to questions arising from related regulations in program operations. The attorneys are also responsible for coordinating HUD policy positions on other executive agency regulations and government-wide policy statements and circulars that affect HUD. The attorneys determine when regulatory materials are needed to implement new statutory authority and when rulemaking is required under the Administrative Procedure Act.

Attorneys in both divisions have significant interaction with representatives of the Office of Management and Budget, which is responsible for reviewing federal agency legislation and regulations, and also interact with Congressional staff regarding HUD legislation or regulations.

Office of Litigation

The Office of Litigation handles HUD's most consequential and precedential lawsuits. These suits involve constitutional, statutory, regulatory, and contractual challenges to HUD programs nationwide. The suits entail litigation risk that could cost millions of dollars.

The Office of Litigation works with the Department of Justice to handle all aspects of the litigation process. Its attorneys develop litigation strategy, draft briefs, argue motions, negotiate settlements, and gather facts. They assess the litigation risk of proposed HUD actions and propose programmatic improvements.

The Office of Litigation includes the Insured Housing and Community Development Litigation Division and the Assisted Housing and Civil Rights Litigation Division. Its attorneys work on interesting issues and defend the variety of HUD's programs. They also enjoy significant autonomy and develop litigation skills.

Office of Fair Housing

The Office of Fair Housing is responsible for enforcement of the Fair Housing Act and for working to ensure HUD and grantee compliance with fair housing and civil rights requirements. There are two divisions in the Office of Fair Housing – the Enforcement Division and the Compliance Division. Attorneys in both Divisions routinely handle challenging, high profile legal issues.

The Enforcement Division provides legal and policy support to the Office of the Assistant Secretary for Fair Housing and Equal Opportunity (FHEO) in connection with the enforcement of the Fair Housing Act (FHAct), including the issuance of FHAct regulations and guidance. Attorneys in the Enforcement Division develop charges of discrimination, litigate FHAct cases that proceed before HUD's Administrative Law Judges (ALJs), represent HUD in petitions for review of ALJ decisions, and work closely with attorneys in the Civil Rights Division of the U.S. Department of Justice on appeals of Secretarial decisions. Attorneys also provide guidance to field fair housing attorneys and FHEO investigators

and managers in investigations, particularly those involving novel and complex fair housing issues. They are also responsible for litigation support to the Regional Counsel and for ensuring consistency in legal interpretations of the FHAct.

The Compliance Division provides legal advice and policy guidance to FHEO and other HUD program offices relating to grantee and, where applicable, HUD compliance with federal civil rights laws, including the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Section 3 of the Housing and Urban Development Act of 1968, and Section 109 of the Housing and Community and Development Act of 1974. Compliance Division attorneys provide legal advice and support to FHEO investigators and managers in connection with compliance reviews of grantees' programs and activities, review or prepare letters of findings of noncompliance, negotiate and draft voluntary compliance agreements, and prepare referrals to the Civil Rights Division of the U.S. Department of Justice. Compliance Division attorneys also draft and defend civil rights regulations, and assist FHEO in preparing civil rights guidance and training materials, as well as reviewing a wide variety of regulations, Notices of Funding Availability (NOFAs), guidance, and training materials prepared by HUD's administrative and program offices for compliance with federal civil rights requirements.

Office of Program Enforcement

This office provides legal services to HUD's program offices and its Departmental Enforcement Center. The Office performs the legal functions necessary for enforcing the Department's statutory, regulatory and contractual rights against those who participate in HUD programs. This work involves many of HUD's programs, including single and multifamily housing, public housing and community development. Enforcement actions include litigating suspensions or debarments against irresponsible program participants; pursuing penalties or monetary damages under the False Claims Act, Program Fraud Civil Remedies Act and HUD's

civil money penalty authorities; and sanctioning FHA-approved lenders. In addition, attorneys defend the decisions made by the Multifamily Participation Review Committee, denying participation in HUD programs. Attorneys work with the Department of Justice on affirmative cases against persons and entities, who have defrauded the Department, and on defensive actions when participants appeal administrative decisions adverse to them.

Attorneys in the Office of Program Enforcement serve as legal advisors to the Mortgagee Review Board (MRB). The MRB is empowered to take administrative action against FHA approved lenders that are not in compliance with FHA lending requirements. The cases before the MRB typically include cases involving lenders who knowingly and materially violate HUD/FHA program statutes, regulations and handbook requirements. These lenders are subject to administrative sanctions by the MRB. For serious violations, the MRB can withdraw a lender's FHA approval so the lender cannot participate in FHA programs. In less serious cases, the MRB enters into settlement agreements with lenders to bring them into compliance. The MRB can impose civil money penalties, probation and suspension and issue letters of reprimand.

OGC FIELD OFFICES

Attorneys in ten Regional Offices provide the full range of legal services and assistance to Regional Directors, Field Office

Directors, managers and staff in program and administrative offices located within the geographic jurisdiction of a Region. A Regional Counsel, who reports to the Deputy General Counsel for Operations in Headquarters, heads each OGC Regional Office. In addition to the Regional Counsel, each Regional Office includes a Deputy Regional Counsel, an Associate Regional Counsel (ARC) for Housing Finance and Programs, and an ARC for Litigation. The Regional Offices have two main divisions: Litigation and Programs. The litigation functions are carried out in the Regional Offices. The Program functions are carried out in both the Regional and Field Offices under the supervision and guidance of the Regional Counsel. The Regional Offices handle civil litigation (in coordination with the Department of Justice, primarily through the U.S. Attorneys' Offices) and administrative proceedings; foreclosures; multifamily closings; employee and labor relations; bankruptcy; fair housing enforcement and compliance actions; tort claims; and FOIA appeals.

OGC has staff in 28 HUD field offices. (See page 6). These legal offices are headed by a Chief Counsel. The Chief Counsel provide legal support to Field Offices where Multifamily Housing, Fair Housing and Equal Opportunity, Community Planning and Development or Public Housing Hubs/Centers are located. Although there may be exceptions, the Chief Counsel handles HUD's transactional legal work and provides legal advice to HUD programs. Multifamily loan closings are an important aspect of the work of the Chief Counsel. In fiscal year 2015, HUD attorneys closed over $13.1 billion worth of loans for apartments, nursing homes and hospitals. For a list of HUD's Regional and Field Offices, visit: http://www.hud.gov/localoffices.cfm.

Assisted Housing

In the conventional Public Housing program, counsel in Regional and Field Offices are responsible for the review of program matters with legal implications such as the transfer or other disposition of public housing projects; cooperation agreements between housing authorities and general purpose governments; and eminent domain and other takings. With respect to the section 8 programs, counsel in Regional and Field Offices have responsibility for legal issues including matters concerning the legal capacity of participants; other admissions and occupancy matters; and conflicts of interest. Counsel in Regional and Field Offices also review Section 202 and Section 811 capital advance applications for elderly and disabled projects, and conduct initial and final closings of Section 202 and Section 811 projects.

Community Planning and Development

This function includes the provision of legal services required in connection with all CPD programs. Counsel in Regional and Field Offices prepare contracts, amendments, special contract conditions and sanctions imposed for noncompliance with program requirements. Counsel in Regional and Field Offices are responsible for making legal determinations relative to environmental and labor requirements; for rendering decisions in connection with field office consideration of relocation appeals by displaced persons; and for providing legal advice concerning CDBG monitoring activities. They address a wide variety of conflict of interest issues.

Fair Housing and Equal Opportunity Enforcement

This function involves the provision of legal services with respect to the enforcement of civil rights laws and equal opportunity requirements applicable to HUD programs. Regional Counsel have a critical role in HUD's pursuit of fair housing enforcement. Other services provided include legal services related to nondiscrimination in HUD-assisted programs. Regional Counsel are fully involved in Fair Housing enforcement: they review the Final

Investigative Report (FIR) where a determination of reasonable cause or no reasonable cause has been made by the Office of Fair Housing and Equal Opportunity; they represent complainants and the Secretary at hearings held before Federal Administrative Law Judges; they assist the Department of Justice and the U.S. Attorneys in fair housing cases tried in Federal District Court; and they process requests for prompt judicial relief where a unit will be sold or rented before a case can be investigated and litigated or where a complainant is about to be evicted.

Federal Tort Claims Center

The function of this Center is to provide centralized handling of tort claims filed against HUD by the Regional Counsel Office in Region I (Boston). All claims throughout the country are forwarded to the Claims Center, where staff reviews incoming tort claims, determines if additional documentation or investigation is necessary, and decides whether the claim should be denied or settled. If the claimant initiates litigation, the Claims Center is responsible for handling the litigation, including monitoring contract legal services that may be procured for this purpose. This approach ensures that tort claims are dealt with in a systematic, consistent manner.

Litigation

Defensive litigation is a responsibility of the Regional Counsel. It involves working with the U.S. Attorneys in handling cases to which HUD is a party and participation with local government or private attorneys in handling cases involving HUD-assisted local governmental activities. The caseload covers the full range of the Department's program responsibilities, including subsidized and insured housing, property management and disposition, and community development programs, as well as cases involving claims collection, environmental issues, civil rights, landlord-tenant matters, and architectural and construction contract

disputes. Regional Counsel also handle judicial foreclosures of multifamily projects, single family defensive foreclosure actions, and some of the affirmative litigation cases instituted by the Department.

Multifamily Housing Programs

Counsel in Regional and Field Offices provide all legal services required in connection with HUD's insurance of mortgages on multifamily properties, including representing the Department at initial and final loan closings of projects, among which are those financed by tax-exempt bonds. The closing attorney is responsible for assuring the legal sufficiency of all closing documents for full insurance projects. Counsel in Regional and Field Offices provide legal reviews of applicable documents where there is a change in the mortgagor entity, and furnish legal assistance in connection with the non-judicial foreclosure of multifamily projects, the management and disposition of acquired properties, debt collection and bankruptcies. In addition, counsel in Regional and Field Offices provide legal advice and guidance on Single Family Mortgage Insurance programs. Counsel in Regional and Field Offices are assuming greater responsibility for Mortgage Sales Portfolio Reengineering and HOPE VI.

Personnel Law

Legal advice and services to the Department are provided on personnel issues, including misconduct, unsatisfactory performance, labor relations, equal employment opportunity and other employment-related matters. The legal support includes working with the Department of Justice in representing the Department in Federal Court and representing the Department before the Equal Employment Opportunity Commission (EEOC), the Merit Systems Protection Board (MSPB), the Federal Labor Relations Authority (FLRA) and the Office of Special Counsel (OSC).

Procurement and Administrative Law

Legal advice is provided on a variety of administrative law issues, including procurement, contract administration, Freedom of Information Act appeals, Privacy Act, delegations of authority and similar matters. With regard to procurement and contracting issues, attorneys in the Regional Offices provide legal advice and guidance to the Contracting Division managers and staff members.

Single Family Housing

For those Offices in which a Single Family Homeownership Center (HOC) is located, legal staff is dedicated to providing legal support and assistance to the HOC managers and staff. This support includes a wide range of legal issues affecting FHA single-family mortgage insurance programs, from title concerns and land trust matters to administrative sanction review and case preparation.

FEDERAL BENEFITS AND EMPLOYEE SERVICES

Federal Student Loan Repayment Program:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/admh/550.2

The Federal Student Loan Repayment Program permits HUD to assist employees in the repayment of federally insured student loans. The agency may make payments to the loan holder of up to a maximum of $6,000 per calendar year not to exceed an aggregate of $40,000 for any one employee. An employee receiving this benefit must sign a service agreement to remain at HUD for a period of at least 3 years. An employee must reimburse HUD for all benefits received if he or she is separated voluntarily or involuntarily. The operation of this program is contingent upon the availability of funds.

Leave (Annual and Sick):

www.opm.gov/oca/leave/index.htm

Annual Leave is used for vacations, rest and relaxation, and personal business or emergencies. New full-time employees earn 4 hours of annual leave each 2-week pay period. When an employee has 3 years of service, this increases to 6 hours every 2 weeks, and at 15 years it increases to 8 hours every 2 weeks. Most military service counts toward the time required to go into the next higher annual leave category. Most employees may carry over no more than 30 days of annual leave into the next leave year.

Sick Leave is used for personal medical needs; care of a family member; care of a family member with a serious health condition; and adoption related purposes. Full-time employees earn 4 hours of sick leave every 2 weeks. An employee may accrue this leave without limit.

Union Membership:

http://www.afgecouncil222.com/

Most HUD attorneys are in collective bargaining units and may join their local union. Most offices are covered by a local of the American Federation of Government Employees (AFGE). HUD attorneys in San Francisco, Los Angeles, Phoenix and Detroit are covered by locals of the National Federation of Federal Employees (NFFE).

Work Schedules:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/admh/600.4

Attorneys at HUD may participate in the Alternative Work Schedule Programs. The standard work week for a full-time employee is 40 hours per week. There are two types of alternative work schedules which permit employees to vary their daily work

hours. They are: (1) flexible work schedules with credit hours; and (2) compressed work schedules (CWS).

Full-time employees with a flexitime schedule must account for 8 hours each day plus an established lunch period of no less than 30 minutes. Flexitime allows employees to vary their arrival/departure times each day, provided they are on duty during the office's established core hours or on leave. Employees choosing flexitime may arrive as early as 6:00 a.m. and as late as 9:30 a.m. and may leave as early as 2:30 p.m. and no later than 7:30 p.m.

For full-time employees with a compressed work schedule, the compressed work schedule consists of:

- 5-4/9 CWS – a type of compressed work schedule in which an employee meets the 80-hour work requirement by working four 9-hour days and one 8-hour day during one work week, plus four 9-hour days and a day off during the alternate week, in addition to the established lunch period for the office.
- 4-10 CWS – a type of compressed work schedule in which an employee meets the 80-hour work requirement by working four 10-hour days and has a day off each week

The benefit to a CWS schedule is an established day off in a biweekly pay period. These schedules must be approved by supervisors and their availability may vary depending upon the office.

Maxiflex:

Maxiflex Schedule. A flexible work schedule program that allows employees to designate a work schedule involving fewer than 10 workdays in the biweekly pay period, and in which a full-time employee has a basic work requirement of 80 hours biweekly, but can vary the number of hours worked on a given workday between 5 and 11 hours. The work schedule must be pre-designated and approved by management, and employees on maxiflex must work the core hours and may not schedule an

absence for more than 2 days per pay period (non-leave).

Health Insurance:

http://www.opm.gov/insure/health/index.asp

The Federal Employees Health Benefits Program (FEHB) is one of the most valuable benefits of Federal employment, but coverage is not automatic. An employee must select one of the more than 100 available health plans in order to be covered. An employee has 60 days from their entry on duty date to sign-up for a health insurance plan. If an employee does not make an election, an employee is considered to have declined coverage and the employee must wait until the next open season to enroll. Although an employee has 60 days to make their election, it is to the employee's advantage to make this election soon in order to be covered in case of accident or illness. The policy will begin coverage on the effective date and will cover expenses occurring on or after that date, even for conditions occurring before that date.

Flexible Spending Accounts:

https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/

The Federal Flexible Spending Accounts Program (FSAFEDS) allows an employee to pay for certain health and dependent care expenses with pre-tax dollars. An employee may choose to make a voluntary allotment from their salary to their FSAFEDS account(s). An employee will not pay employment or income taxes on their FSA allotments for health and dependent care.

Transportation and Location:

HUD Headquarters is located in downtown Washington, D.C., and is convenient to many popular areas of interest including the Mall, which encompasses the Capital, the Washington Monument and the Smithsonian museums. The building is readily accessible by public transportation and is convenient to residents of Maryland

and Virginia, as well as the District of Columbia. Employees can take the Metro subway system directly to the L'Enfant Plaza Station where HUD Headquarters is located. Public transit subsidy assistance is available to all employees.

Child Care Subsidiary Benefits Program (CCSB):

HUD offers tuition assistance for child care and before- and after-school care for children of HUD employees with a total family income of less than $70,000. Children may be enrolled in any licensed child care program. The HUD headquarters building includes a state-of-the-art child care center for children from six weeks to five years of age. For more information about HUD's Headquarter's child development center, see http://hudatwork.hud.gov/HUD/chco/po/ars/misc/childrenshouse. There are also child care centers in federal office buildings in the field.

Federal Employees'/Retirement System (FERS):

https://www.opm.gov/retirement-services/fers-information/

The Federal Employees' Retirement System is effective for federal employees hired on or after January 1, 1984. Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan: Social Security Benefits, Basic Benefit Plan and Thrift Savings Plan. The FERS plan includes a basic government pension as well as social security coverage, both of which are based on salary and length of service. FERS also features an optional Thrift Savings Plan that allows employees to contribute a percentage of pay, tax-free until retirement.

Thrift Savings Plan (TSP):

http://www.tsp.gov

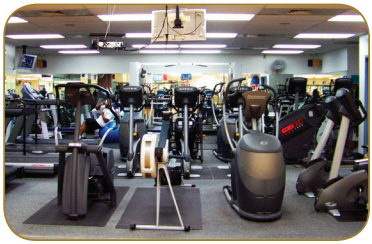
The Thrift Savings Plan (TSP) is a tax-deferred retirement savings and investment plan that offers an employee the same type of savings and tax benefit that many private corporations offer their employees under 401(k) plans. By participating in the TSP, employees have the opportunity to save part of their income for retirement, receive matching agency contributions and reduce their current taxes.

There are six Thrift Savings Plan Investment Funds. The Funds differ in the rate of return and amount of risk involved. Employees may invest any percentage of future contributions to their account in the following Funds: Government Securities Investment (G) Fund, Common Stock Index Investment (C) Fund, Fixed Income Index Investment (F) Fund, Small Capitalization Stock Index (S) Fund, International Fund, Stock Index (I) Fund and Life Cycle (L) Funds. Employee may also transfer any portion of their existing account balance among the six Funds.

HUD Fitness Center:

The HUD headquarters building contains a HUD Fitness Center. Membership in the HUD Fitness Center is open to all full-time, part-time and temporary employees. Annual dues are based on an employee's salary.

The facility includes a fully equipped aerobic center, and provides a wide range of exercise equipment, including exercise bikes, recumbent bikes and stair masters. Locker rooms are equipped with showers and a full-time staff is available to create individualized exercise programs. Special programs such as weight management are also offered. There are fitness centers in many federal offices buildings in the field as well.



The HUD Credit Union:

http://www.hudfcu.org

The HUD Credit Union is located in the main HUD Building. The Credit Union offers a full range of banking services. There are federal employee credit unions in many of the field locations.

The Federal Long Term Care Insurance:

http://www.ltcfeds.com

The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, step-parents, spouses and adult children. If an employee is newly employed in a position that conveys eligibility for FEHB coverage, the employee may apply for long term care insurance, even if an employee do not enroll in the FEHB Program. The cost of the insurance is based on the age when the employee applies.

Telework:

Telework is a flexible workplace benefit where eligible employees work at an alternate worksite for an agreed-upon portion of the work week. There are two types of telework; 1) routine telework in which telework occurs as part of an ongoing, regular schedule and 2) situational telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule. Any employee who wishes to telework (regardless of which type) must first successfully complete an interactive telework training program provided by the agency and must enter into a written agreement with his/her supervisor.

Additional Benefits and Services:

The Department provides an Employees Assistance Program for troubled individuals whose job performance is affected by work-related difficulties, family, marital and relationship crises, child or spouse abuse, HIV-AIDS, mental and emotional distress, or other

personal problems. The Department also has an Incentive Awards Program through which employees' superior job performance may be rewarded by cash, time off or honorary awards.

APPLICATION PROCEDURES

Applications to the Department for the Legal Honors Program must be processed within a very short period of time. In order to process the applications as expeditiously and fairly as possible, certain requirements must be strictly followed. A list of those requirements and specific instructions appear below. Please read each one carefully before you complete the application. **Applications will not be considered unless the documentation requested is postmarked on or before Friday, September 9, 2016.** A copy of the application appears at the end of this brochure. You may also download an application at: www.hud.gov/offices/ogc.

To apply for a Legal Honors position at HUD, the following must be submitted:

1. The application form, which is attached to this brochure.
2. A resume
3. An official law school transcript
   The official transcript (e.g. certified and/or sealed) must be submitted with law school's grading system explanation attached.
4. A legal writing sample of five to ten pages maximum (double-spaced)
5. A list of at least three references (professional or academic)

Attach your resume, transcript (with explanation of grading), writing sample and references behind the Legal Honors Program application. A cover letter is recommended, but not required.

Program Application Submission Deadline and Address:

All application materials, as described above, must be postmarked by **Friday, September 9, 2016** and submitted to the following address.

LEGAL HONORS PROGRAM
Director, Administration Management and HR Division
U.S. Department of Housing and Urban Development
Office of General Counsel
451 7th Street SW, Room 10244
Washington, DC 20410

If you prefer, you may now submit an electronic copy of the Legal Honors application materials.

You may submit the following materials to LegalHonors@hud.gov:

- Legal Honors application form
- Resume
- 5-10 page legal writing sample
- List of 3 professional or academic references

NOTE: If your school has the ability to send the official transcript directly to the Legal Honors mailbox via e-Scrip SAFE, we will accept your transcript electronically. Otherwise you MUST have a hard copy of your official transcript SEALED and mailed to the address provided. Unofficial transcripts (opened, photocopied or online versions) will not be accepted for any reason. Please ensure that your transcript includes grades through fourth semester Spring/Summer 2016.

Electronic applications will be accepted beginning Friday, July 1, 2016, through the deadline date of Friday, September 9, 2016. Mailed applications will be accepted through Friday, September 9, 2016.

While applicants may submit informal copies of their resumes and applications to HUD staff at job fairs and on campus interviews, these copies are not a substitute for the official submission to the address above.

Interviews and Selection

Formal interviews will be conducted in October or November 2016, in HUD headquarters, Regional or Field offices and by telephone. Travel expenses for interviews are the responsibility of the applicant. If an applicant is not selected for an interview, he/she will no longer be under consideration and will be notified by mail. Following interviews, successful candidates will be notified of their selection by telephone and mail. It is anticipated that the first round of offers by the Department will be made in December 2016. Depending on appropriations, subsequent rounds of offers may be made.

Qualifications and Salary Levels

Applicants must meet the following qualifications:

- Be a third-year law student who will receive a J.D. on or before June 30, 2017; **OR** be a graduate law student or judicial law clerk; **AND**
- Be able to start work on or before September 30, 2017; **AND**
- Be able to communicate effectively, both orally and in writing, **AND**
- Must not have been admitted to any State, District of Columbia, Commonwealth of Puerto Rico, or territories of the United States Bar, **AND**

- Meet at least one of the following additional criteria:
  - Have at least a B average; **OR**
  - Be in the top 50% of their class; **OR**
  - Have relevant past work experience (including summer jobs); **OR**
  - Have special training; **OR**
  - Have engaged in significant extracurricular activities, e.g., law review, moot court, or participation in a clinical program.

- Be a United States citizen

Legal Honors are hired at the GS-11 level and receive all government insurance, annual and sick leave, and retirement benefits. Legal Honors receive excepted service appointments not to exceed 14 months and must be admitted to a State, District of Columbia, Commonwealth of Puerto Rico or one of the Territories of the United States Bar during the program year for consideration of permanent assignment on the staff of the General Counsel. If a Legal Honor passes a bar, performs at the fully successful level or above, and appropriations permit, OGC may convert the Legal Honor to a permanent attorney position, GS-905-12/13/14, at the end of the 14 months. Legal Honors are expected to perform at least at a "fully successful" level during the program.

For more information relating to the application and placement process, you may contact Sinthea Kelly or Damasque Blagburn in the HUD Office of General Counsel's Administration Management and Human Resources Division, at (202) 708-0290 or by email at legalhonors@hud.gov. You may also contact the following current participants in or recent graduates of the Legal Honors Program for questions about the experience of participating in the program:

- Elan Cameron, 202-402-5252, Elan.I.Cameron@hud.gov
- Dunia Capdevila, 305-520-5103, Dunia.Capdevila@hud.gov
- Julia Crocker, 817-978-8926, Julia.B.Crocker@hud.gov
- Joshua Gold, 678-732-2359, Joshua.S.Gold@hud.gov
- Brandi Lofton, 202-402-2776, Brandi.M.Lofton@hud.gov
- Terri Montague, 202-402-4666, Terri.Y.Montague@hud.gov
- David Sahli, 202-402-4814, David.A.Sahli@hud.gov

NOTES

U.S. Department of Housing and Urban Development

Office of General Counsel