

O F F I C E O F G E N E R A L C O U N S E L

Legal Honors Program

2013 - 2014



U.S. Department of Housing and Urban Development
Office of General Counsel



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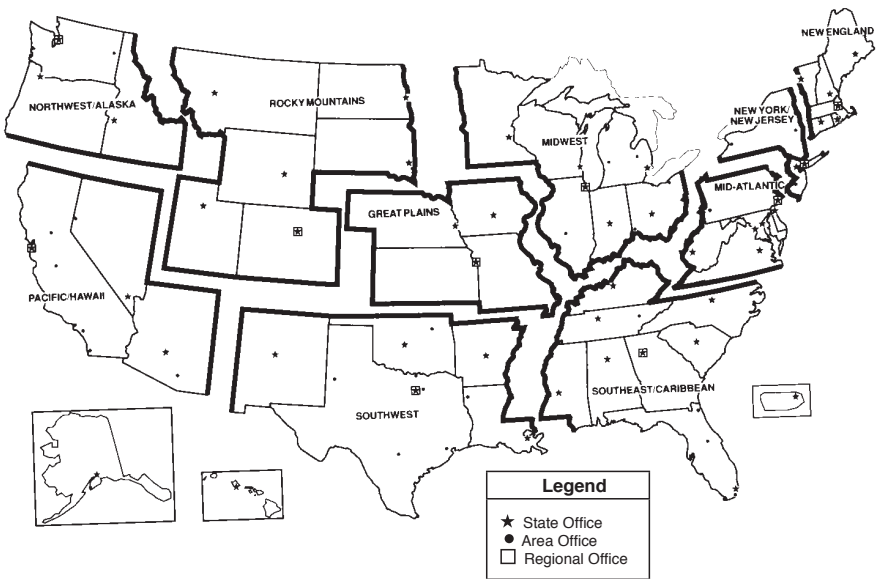
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HUD'S MISSION STATEMENT

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market to 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

Our 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.



THE SECRETARY***U.S. Department Of Housing And Urban Development***

Few issues offer the ability to change people's lives like housing. Indeed, home is the foundation upon which we build our lives, raise our children and plan for the future. It is a tremendous source of stability and the building block with which we forge neighborhoods and communities.

And in the wake of a historic economic crisis, housing has been at the center of the Obama Administration's work not just to help our nation recover, but to create an economy built to last. At HUD and throughout the Federal government, we've worked to keep families in their homes, cutting foreclosures by more than half since the President took office and creating millions of private sector jobs. Along with our partners at the Department of Justice, we settled a \$335 housing discrimination case against Countrywide for illegally steering minority borrowers into risky subprime loans – the largest fair housing settlement in our country's history. And by working with local partners, HUD has helped prevent or end homelessness for more than 1.2 million people through the Recovery Act – and in the last year alone, we were able to save 1-in-5 American veterans from being forced to sleep on our nation's streets.

But for all the critical programs and policies we've worked to advance these last three years, none of it would be possible without the men and women of HUD who have dedicated their careers to lifting up our families, and revitalizing our communities. And in the months and years to come, HUD's need for talented, committed professionals will only grow as we work to build on this progress.

Whether it's breaking down the barriers to using mixed-income, mixed-finance tools to preserve and strengthen our affordable housing stock, working to investigate financial servicers who may have broken the law when they packaged and sold loans to families in the years leading up to the crisis, forging the kinds of cross-sector partnerships necessary to bring fair housing into the 21st century, or any of the other critical priorities we're focused on in the coming years, we need quality professionals who are willing to work hard to get the job done.

Indeed, for talented law students and recent graduates looking to start their careers in public service, it's never been a more exciting time to join HUD's ranks. That's why I'm asking you to join the Legal Honors Program at HUD and become a part of our tireless, smart, dedicated team. Through the Legal Honors Program, I hope that you'll join me in fostering the kind of meaningful change that President Obama has spoken so powerfully about. Together with your talent, ideas, and energy, I know that we can make our shared vision for the future a reality – a future in which everyone gets a fair shot, everyone does their fair share, and everyone plays by the same set of rules.

Shaun Donovan
Secretary

THE GENERAL COUNSEL
U.S. Department Of Housing And Urban Development




It is my pleasure to announce, on behalf of the U.S. Department of Housing and Urban Development's (HUD) Office of General Counsel (OGC), that we are accepting applications for our 2013-2014 Legal Honors Program. The Legal Honors Program is the hiring vehicle for entry-level attorneys for the Office of General Counsel. 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 a nationwide organization comprised of 400 attorneys in headquarters in Washington, D.C.; 10 regional offices; and 36 field offices around the country. OGC attorneys provide advice 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, OGC attorneys 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. Currently, we are actively engaged with attorneys from the Departments of Justice, Energy, Transportation, Treasury and the Environmental Protection Agency, as well as the Office of Management Budget, the Consumer Financial Protection Bureau and many more agencies.

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. 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 and Regional Counsel in the field. Former Legal Honors play significant leadership roles throughout the country within and outside of HUD.

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:

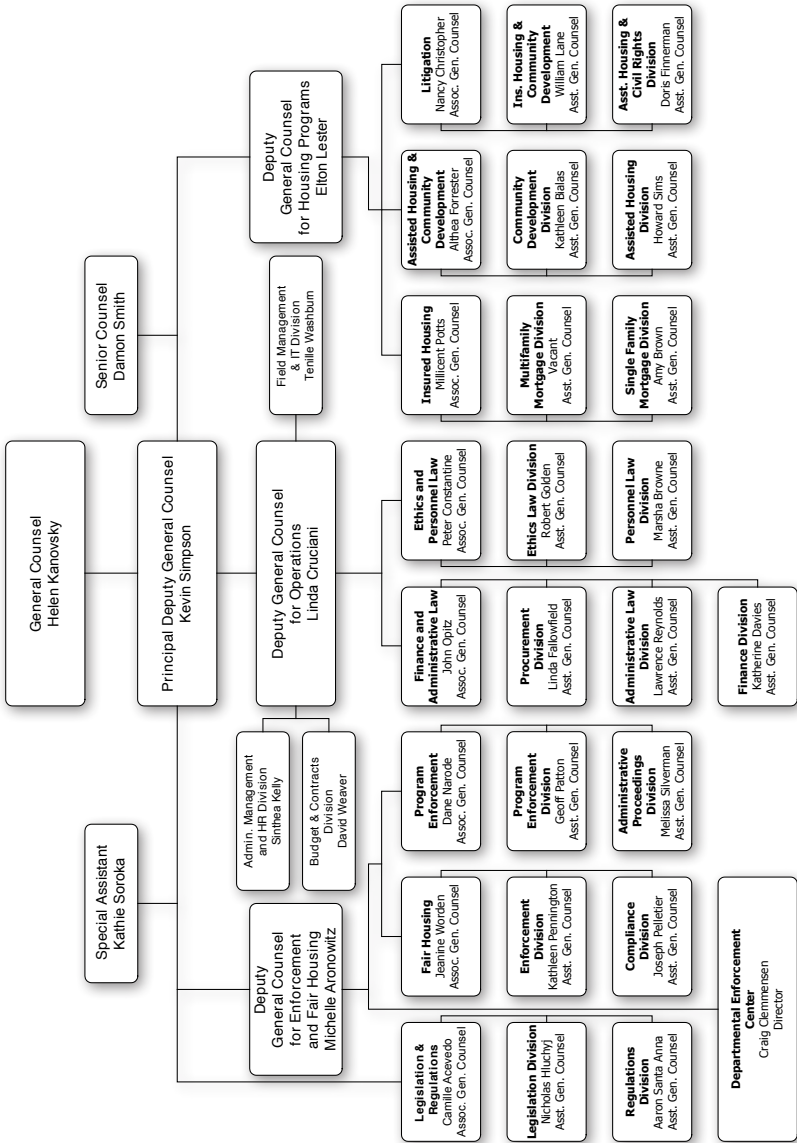
- Playing a leadership role in responding to the current mortgage foreclosure crisis.
- With agency partners, catalyzing the creation/redevelopment of sustainable, inclusive communities across the country.
- Responding to and proactively planning for changes in housing needs as a result of demographic 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.

WHOM DOES HUD SERVE?

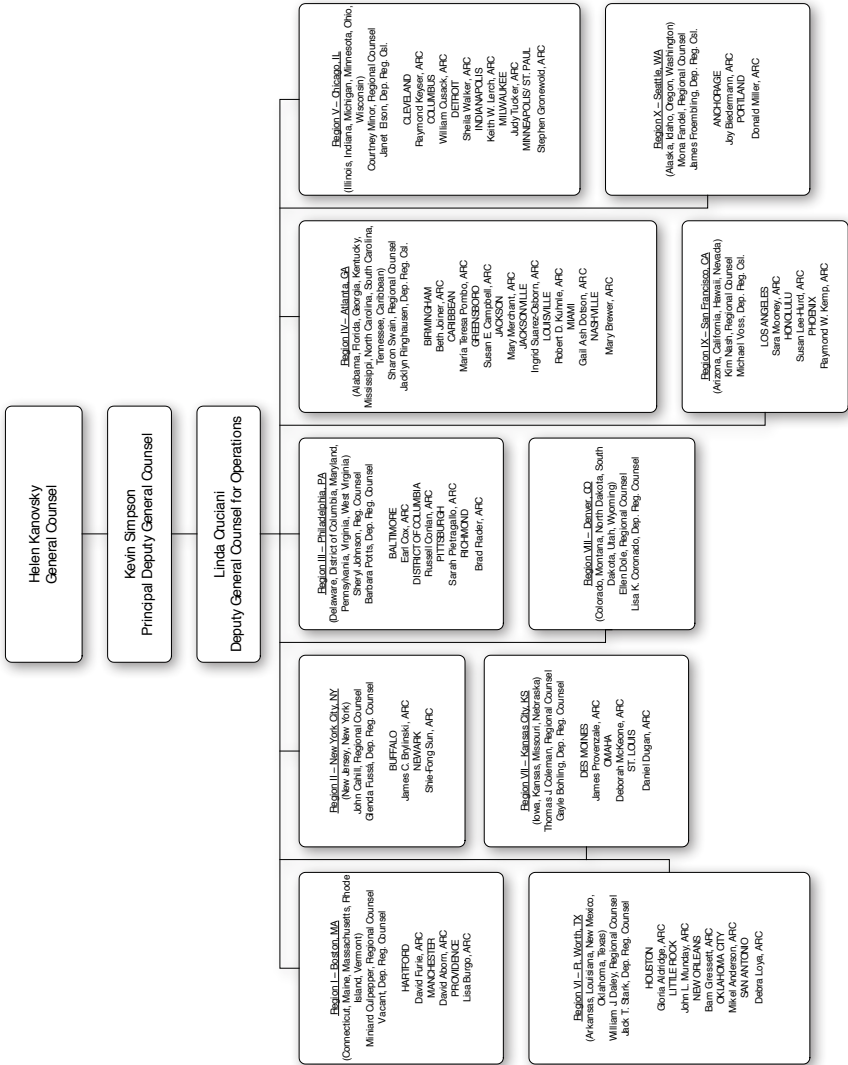
HUD has about 8,000 employees and 80 field offices, with a presence in all 50 states, the nation's capital, and Puerto Rico. Here are a few examples of the people and communities that benefit from HUD's programs:

- 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.

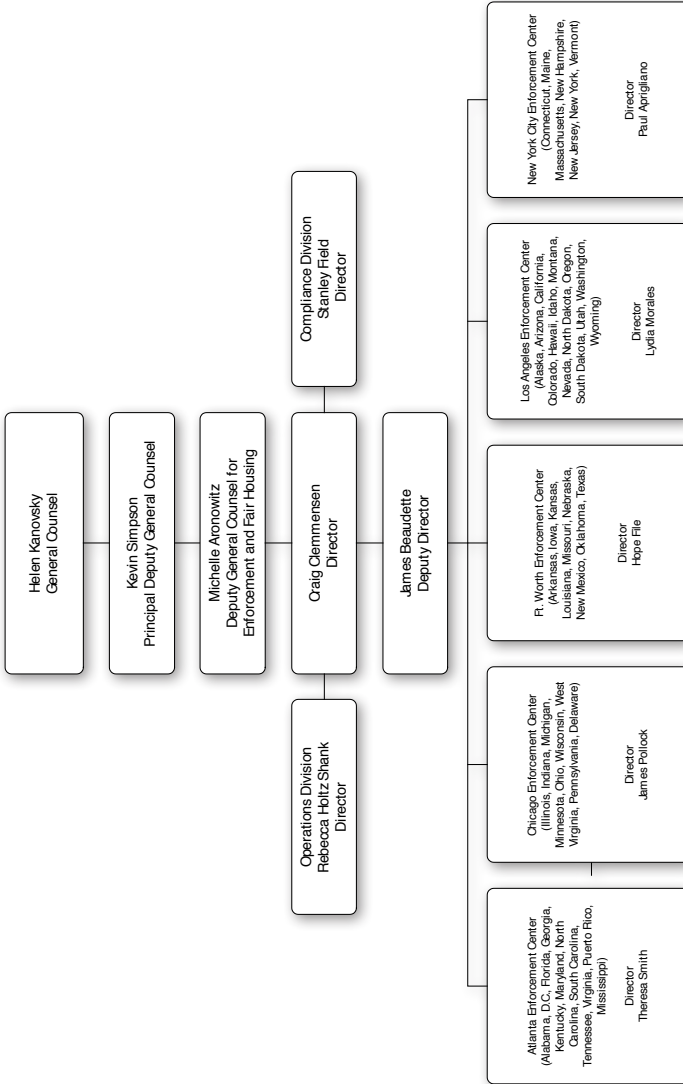
HEADQUARTERS ORGANIZATION



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 for graduating law students, graduate law students, and judicial law clerks serves as the Department's only recruitment 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, national origin, religion, disability, sexual orientation, political affiliation, or familial status.

For more information about applying to the Legal Honors Program, please see pages 24-25.

MENTOR PROGRAM

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 managers and supervisors, including comparable program officials 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 the 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 80 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 36 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, and 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 enacted by the President. In addition, OGC monitors field legal offices in the administration of programs, and interprets departmental policy and practice.

FIELD OFFICES

The 80 field offices are divided into 10 Regions, each served by a Regional Director. The remaining 70 offices are headed by a Field Office Director (see map on inside cover). While program Assistant Secretaries in Headquarters directly manage programs in the field, responsibility and accountability for most operational decision-making is that of the field offices. OGC serves all HUD field offices, but is physically located in the 10 Regional Offices and 36 of the 80 field Offices (see page 6).

OFFICE OF THE SECRETARY

The Secretary of Housing and Urban Development is appointed by the President of the United States subject to confirmation by the Senate. The Secretary is responsible for all HUD programs and offices including those mentioned above and the Government National Mortgage Association (Ginnie Mae).

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 a 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. The 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 ten groups of States headed by a Regional Counsel and 36 offices headed by an Associate Regional Counsel for Housing Finance and Programs (ARC). Field legal staff provides advice and counsel to HUD field program directors.

» 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, section 202/811 housing 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, through legal opinions, oral advice, research, and transactional law on statutory, regulatory, and contract interpretation, proposed policy, and case problems. This advice is provided to HUD program administrators, 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 the Department's environmental and labor law requirements under the National Environmental Policy Act and the Davis-Bacon Act.

The Division also provides legal guidance pertaining to HUD's international programs, the Freedom of Information Act, and the Privacy Act and serves as program counsel to the Department's Office of Sustainability and Office of Healthy Homes and Lead Hazard Control.

» **Office of Ethics 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. It is OGC's principal liaison to the Office of the Chief Human Capital Officer, the Office of Inspector General, and to the Assistant Secretary for Public Affairs on 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 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. Ethics staff also provides counseling, training and legal opinions on political and official travel, the Hatch Act, gift acceptance and post-government employment restrictions.

» **Office of Insured Housing**

The Office of Insured Housing serves as program counsel by providing legal services to the Federal Housing Administration and the Office of Housing on matters such as real estate acquisition and construction financing, affordable housing, homeownership, and landlord/tenant law. The office includes the Single Family Mortgage Division and the Multifamily Mortgage Division.

The Federal Housing Administration (FHA) was created in 1934 and is a government corporation within the Department of HUD that provides insurance to lenders on loans for single-family homes, multifamily rental projects, health care 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 January 2012, FHA's single family insured loan portfolio was valued at \$1 trillion.



Attorneys in the Single Family Mortgage Division help people become

homeowners by providing legal advice and assistance to FHA program staff in developing new housing programs or expanding existing programs. Advice from attorneys in the 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 home equity loans for the elderly. In addition, the 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 non-profit entities. All legal work is focused on helping FHA expand homeownership opportunities by making affordable mortgage financing 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 insurance on mortgage loans secured by multifamily rental projects, health care facilities, and hospitals. The division assists FHA by providing legal review for processing and payment of mortgage insurance claims filed by insured lenders and in the sale of loans and REO projects. In addition, the division provides the primary legal support in restructuring debt secured by Section 8 projects with unit rents that exceed market rates. This debt restructuring helps preserve affordable housing stock while assuring that this housing is decent, safe, and sanitary. Many of the projects securing these loans are located in central cities and help the residents in those areas.

» Office of Legislation and Regulations

This office provides drafting and other legal services in connection with the development, preparation, and presentation of the Department's legislative and regulatory programs. The attorneys in the Legislation Division have principal responsibility for coordination of the Department's legislative agenda. Specifically, the attorneys in the Legislation Division are charged with the development, drafting, and clearance of the Department's legislation; the provision of legal advice in connection with new legislation or the legislative process, or 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 Regulations Division has principal responsibility for coordination of the Department's regulatory agenda. Specifically, the attorneys in the Regulations Division are charged with the development, drafting and clearance of the Department's regulations, notices of policy statements, and other Federal Register documents; the provision of legal advice on the rulemaking process and authorities, such as executive orders or statutes that may impact rulemakings, or questions arising from related regulations in program operations. The attorneys are also responsible for coordination of HUD policy positions on other agency regulations or government-wide policy statements or 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.

The attorneys in both divisions preside at meetings within HUD to develop policy and legal consensus regarding the content of HUD legislation or regarding regulations or other issuances published in the. 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 frequently interact with Congressional staff regarding HUD legislation or regulations.

» Office of Litigation

The Office of Litigation is divided into two divisions, the Insured Housing and Community Development Litigation Division, and the Assisted Housing and Civil Rights Litigation Division.

The Office of Litigation represents the Department in all critical aspects of Federal court cases brought against the Department. The cases handled are the most consequential cases for the Department and frequently involve constitutional, statutory, and regulatory issues affecting HUD programs nationwide, some with potential exposure to the Government for damages that could cost millions of dollars. Attorneys in Litigation represent the Department with attorneys at the Department of Justice and are responsible for, among other things, preparing responsive and dispositive pleadings, arguing motions in court, and propounding and responding to discovery requests.

» Office of Fair Housing

There are two divisions in the Office of Fair Housing – the Enforcement Division and the Compliance Division. 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. It is responsible for litigating Fair Housing Act cases, providing guidance to field fair housing attorneys and FHEO in cases



involving novel and complex fair housing issues, and assisting FHEO in the development of fair housing cases. It is responsible for litigation support to the Regional Counsel and for ensuring consistency in enforcement actions stemming from violations of the federal Fair Housing Act, including legal interpretations of issues arising from fair housing investigations. Enforcement Division attorneys conduct adjudicative hearings before the HUD Administrative Law Judges (ALJ). The Division is responsible for handling appeals from initial decisions of the ALJs to the Secretary. The Enforcement Division coordinates closely with the Department of Justice's Civil Rights Division to ensure the uniformity of the

United States' interpretation of the Fair Housing Act, including on cases pending in the United States Courts of Appeals.

The Compliance Division provides legal advice and guidance to FHEO and other HUD program offices relating to compliance with the Fair Housing Act and other civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, section 3 of the Housing and Urban Development Act of 1968 and Section 109 of the Housing and Community and Development Act of 1974, among others. It is also responsible for providing legal counsel to FHEO relating to compliance by specific recipients with respect to the nondiscrimination requirements applicable to programs or activities that receive Federal financial assistance. The Division's efforts in these areas involve legal support for on-going investigations, provision of legal opinions, drafting and reviewing investigatory determinations, negotiating voluntary resolutions and initiating formal enforcement actions where voluntary efforts are unsuccessful.

» **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 also 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.

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. The Regional Offices handle various areas such as ethics (standards of conduct opinions); litigation (in coordination with the Department of Justice, primarily through the U.S. Attorneys' Offices); foreclosures; multifamily closings; employee and labor relations; bankruptcy; fair housing enforcement and compliance actions; tort claims; and FOIA appeals. The Regional Counsel also plays an advisory and supervisory role to the Associate Regional Counsel for Housing Finance and Programs within the Region.

OGC has attorneys in 36 HUD field offices. (See page 6). These legal offices are headed by an Associate Regional Counsel for Housing Finance and Programs (ARC). The ARCs provide legal support to Field Offices where Multifamily Housing, Fair Housing and Equal Opportunity, Community Planning and Development and/or Public Housing Hubs/Centers are located. Although there may be exceptions, ARCs handle HUD's transactional legal work and provide legal advice to HUD programs. They generally have less involvement in litigation. Multifamily loan closings are an important aspect of the work of the ARCs. In both 2010 and 2011, HUD attorneys closed over \$16 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, Regional and Field Counsel 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, Regional and Field Counsel responsibility for legal issues include matters concerning the legal capacity of participants; other admissions and occupancy matters; and conflicts of interest. Regional and Field Counsel 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. Regional and Field Counsel prepare contracts, amendments, special contract conditions, and sanctions imposed for noncompliance with program requirements. Regional and Field Counsel are also 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 also 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 must 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, architectural and construction contract disputes, and tort claims. 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**

Regional and Field Counsel 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. Regional and Field Counsel 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, Regional and Field Counsel provide legal advice and guidance on Single Family Mortgage Insurance programs. Regional and Field Counsel 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://www.hud.gov/offices/adm/hudclips/handbooks/admh/550.2/index.cfm>

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:**
www.afgecouncil222.com/index.html, or
<http://www.nffe.org/>

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 Region IX, Detroit and Memphis are covered by a local of the National Federation of Federal Employees (NFFE).

- » **Work Schedules:**
<http://www.hud.gov/offices/adm/hudclips/handbooks/admh/600.4/index.cfm>

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.

» **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:**
<http://www.opm.gov/insure/pretax/fsa/index.asp>

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 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 Benefits:**

HUD offers tuition assistance for child care and before- and after-school care for children of HUD employees with a combined family income of less than \$70,000. Children may be enrolled in any licensed child care program. The HUD headquarters building includes a brand new, 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://www.cclc.com/hud>. There are also child care centers in federal office buildings in the Field. Contact Regional or Chief Counsel for more information.

» **Federal Employees' Retirement System (FERS):**
<http://www.opm.gov/retire/index.htm>

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, an employee has 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 your 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. Contact Regional or Chief Counsel for more information.

» **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 also. Contact Regional or Chief Counsel for more information.

» **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.

» **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, contribution to HUD, special act, service, and adopted suggestion are 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 28, 2012. 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, an original and two copies of the following must be submitted:

1. The application form, which is attached to this brochure.
2. A completed 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.
Please do not have your law school forward your transcript separately.
4. A legal writing sample of five to ten pages max (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, (no special binding or staples).

» **Program Application Submission Deadline and Address:**

All application materials, as described above, must be postmarked by September 28, 2012 and submitted to the following address. We regret that we cannot accept applications electronically or by facsimile (fax).

- Return the completed application materials (original and two copies) to:
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

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 and November 2012, 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 to receive 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 2012. 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, 2013; **OR** be a graduate law student or judicial law clerk; **AND**
- Be able to assume the position on or before September 30, 2013; **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.

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. Because of budget constraints within the federal government, the Legal Honors positions could terminate without offer of permanent assignment. 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 Dara Williams in the HUD Office of General Counsel's Administration Management and Human Resources Division, at (202) 708-0290 or by email at legalthonors@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: Kiara Griggs, 202-402-4797, Kiara.B.Griggs@hud.gov, Clevette Williams, 202-402-6720, Clevette.M.Williams@hud.gov, Samuel Pearson-Moore, 202-402-6239, Samuel.F.Pearson-Moore@hud.gov, Erin Reis, 336-851-8066, Erin.D.Reis@hud.gov or Susanna Mitchell, 212-542-7209, Susanna.C.Mitchell@hud.gov.



U.S. Department of Housing and Urban Development
Office of General Counsel

