

**Community  
Development  
Financial  
Institutions  
Program**

**Financial Assistance**

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**Component**

Guidance to Applicants for the FY 2003 Application

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## SECTION 1: INTRODUCTION

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### A. General Guidance

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The CDFI Fund is pleased to offer applicants the opportunity to complete the FY2003 Financial Assistance (FA) Component Application online via the Internet. We believe that you will find this to be the most efficient way to complete your application and we strongly encourage all applicants to complete the electronic application instead of using a paper-based application. Submitting your application electronically enables real-time data validation and error checking, minimizes the possibility of submitting an application that must be rejected for incompleteness, and provides for more expeditious processing.

This document provides applicants guidance and instructions for completing charts, forms and other required information for the FA Component Application. Please read this document whether you are submitting a paper or electronic application. We strongly recommend that you thoroughly read the entire guidance before filling out the electronic application. This guidance document contains tips that should help you save time and make completing the application easier. Please make note of some general comments before getting started:

- **This guidance document follows the organization of the electronic application.** This guidance document is organized in the order that pages appear in the electronic application. The paper application is not organized in the same order as the electronic application; namely, in the paper application, the charts are located in a separate excel file. Despite the differences in organization and format between the electronic and paper applications, they are **identical in content**. Therefore, the substantive guidance in this document applies to both paper and electronic applications.
- Start filling in the electronic application early. The Fund will not grant extensions to individual organizations experiencing technology problems. If you are experiencing a problem regarding the software/technology, please consult **Section 2, Parts A - C** of this guidance document; or contact our Information Technology (IT) support at [ithelpdesk@cdfi.treas.gov](mailto:ithelpdesk@cdfi.treas.gov)<sup>1</sup> or (202) 622-2455.
- You should use this guidance document in conjunction with the Glossary of Terms that offers definitions of key terminology referenced in the application and in this guidance document. Terms in the application that are indicated by *Capitalized Italics* are defined in the Glossary.
- Answer the application questions and attach the required documentation by uploading to the electronic application. To make the best use of your time in the electronic application, you may wish to answer the questions using a Microsoft Word document and then cutting and pasting the responses into the appropriate text box. Note that the electronic application indicates the maximum capacity of characters allowed in each text box, to ensure that your answers are succinct.
- The electronic application has a “time-out” feature. The application will “time-out” within 20 minutes if you do not “Save!” to refresh the screen, requiring you to log in again. If you time out, you will lose changes made in the application if you have not saved the work. Save frequently!

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<sup>1</sup> **Note:** The NOFA indicates that questions should be directed to [cdfihelp@cdfi.treas.gov](mailto:cdfihelp@cdfi.treas.gov). Since the publication of the NOFA, the Fund has established a separate email to respond to IT related questions. Programmatic questions should be directed to the aforementioned email address. All IT related questions should be directed to [ithelpdesk@cdfi.treas.gov](mailto:ithelpdesk@cdfi.treas.gov).

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- Before beginning the application, familiarize yourself with the charts and questions and identify all the documents you need.
- All charts must be complete. Any required accompanying narrative must also be submitted for the application to be considered complete.
- The tables and charts are the Fund's primary tool for application evaluation – be thorough and accurate.
- The formulas/calculations for the financial charts can be found in the document entitled "FY 2003 Financial Assistance Component Application Formulas and Calculations." This document is available on the Fund website at [www.cdfifund.gov](http://www.cdfifund.gov). It contains formulas for both the electronic and paper applications.

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### **B. New in FY2003**

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This section highlights key changes to the FA Component application in FY 2003.

- Applicants will be classified as *Category I* or *Category II*.
  - *Category I*: Organizations with total assets as of December 31, 2002, that range up to \$500 million for *insured depository institutions* and *depository institution holding companies*, up to \$25 million for *insured credit unions*, and up to \$25 million for other CDFIs. *Category I* Applicants may each request FA in the amount of \$1 million or less.
  - *Category II*: (i) Organizations that have total assets greater than listed above; and/or (ii) organizations that can effectively deploy financial assistance in the amount in excess of \$1 million, either to leverage greater private sector investing activities in support of their lending and investing activities (such as through funding a loan loss reserve or credit enhancement), or to develop and effectively provide innovative *Financial Products* and services that address the capital needs of particularly underserved markets. *Category II* Applicants may each request FA in the amount of up to \$2 million.
- All applicants, whether *Category I* or *Category II*, will be evaluated within the same pool using the same underwriting criteria except where otherwise specified in the application. Please note that for FY 2003, the Fund does not have a "small and emerging" or Intermediary category.
- In order to be considered for a FA award, an applicant must have at least the following level of Matching Funds: 25 percent of the requested FA *In-Hand* and 50 percent of the requested FA *Firmly Committed*. Detailed guidance regarding Matching Funds requirements can be found in **Section III, E** of this guidance document.
- The Fund will not consider an application submitted by an applicant that is a previous Fund *Awardee* under any Fund program or component of the CDFI Program if: (i) the applicant has failed to meet its reporting requirements, set forth in the previously executed assistance or award agreement; and/or (ii) has a balance of undisbursed funds under said previous award.
- The Fund will prioritize FA to CDFIs that target financial product/service delivery to (i) *Hot Zones*; and (ii) home ownership opportunities for *Low-Income* and *Other Targeted Populations*.

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**C. TECHNICAL & PROGRAM SUPPORT**

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- The Fund's Technical Support and Program staff are available Monday-Friday, 9:00AM-5:00 PM ET to assist you with technical and programmatic questions you have regarding the FY03 Financial Assistance Component Application. The Fund strongly encourages all applicants to first thoroughly read this guidance document before contacting the Fund.
- The Fund requests that applicants have their questions written before contacting the Fund. Having all of your questions prepared when you call or e-mail will facilitate the Fund's ability to assist you.

**1) Technical Support**

- a. Send e-mail to [ithelpdesk@cdfi.treas.gov](mailto:ithelpdesk@cdfi.treas.gov). A technical support staff person will reply to your question within 24 hours on weekdays.
- b. Phone the CDFI Fund IT Help Line at (202) 622-2455.
- c. If a technical support staff person is not available to immediately assist you, please leave a message and a staff person will return your call within 24 hours on weekdays.
- d. **Note:** Technical Support will accept calls and emails regarding technical difficulties with the electronic application until **April 11, 2003**. The Fund will not respond to email or phone inquiries concerning applications received after **5PM ET, April 11, 2003**.

**2) Programmatic Issues**

- a. Send an email to [cdfihelp@cdfi.treas.gov](mailto:cdfihelp@cdfi.treas.gov). A program staff person will generally provide a reply to your question within 24 hours on weekdays.
- b. Phone the CDFI Fund at (202) 622-6355. If a program staff person is not available to immediately assist you, please leave a message and a staff person will generally return your call within 24 hours on weekdays.
- c. **Note:** Program Staff will accept calls and emails regarding programmatic questions until **April 11, 2003**. The Fund will not respond to email or phone inquiries concerning applications received after **5PM ET, April 11, 2003**.

## **SECTION 2: INFORMATION TECHNOLOGY GUIDANCE FOR COMPLETING ELECTRONIC APPLICATIONS**

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### **A. General Overview, Hardware/Software Requirements**

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#### **1) Required Hardware**

- a. Computer system capable of running the software listed in #2, below.

#### **2) Required Software**

- a. Operating System: Windows 98 or higher (or other system compatible with the Web browser software listed herein).
- b. Internet Connection: A minimum dial-up connection speed of 56 Kbps is required. The Fund recommends a LAN or broadband connection for best results. *Note: Users with only a dial-up connection may notice an extended reaction time to user inputs and submissions, especially when uploading attachments.*
- c. Web Browser: Internet Explorer 5.5 (or higher) or Netscape Navigator 6.0 (or higher) is required. Ensure that JavaScript is enabled, which is the default setting for most systems.
- d. Adobe Acrobat Reader – This software is required to view and print the Portable Document File (PDF) version of the application. It is available free of charge from <http://www.adobe.com/products/acrobat/readstep2.html>.

#### **3) Security**

- a. Computer security is a major concern and one of the Fund's highest priorities.
- b. The FY2003 FA Component Electronic Application resides on a secure Web portal server and requires applicants to connect securely by using Secure Sockets Layer (SSL) 128-bit encryption. The Web browser requirements listed above provide the required 128-bit encryption technology.
- c. All data passing between applicant computers and the Fund's servers will be encrypted for your protection.

#### **4) MyCDFI -- Registration**

- a. Go to the Fund's website and click on MyCDFI or go directly to <https://www.cdfifund.gov/mycdfi>. **Note:** MyCDFI is your organization's personal web portal from which you can manage your account, review important Fund messages and announcements, complete online applications for funding, access the demographic mapping system to develop targeted investment areas, and obtain the status of applications and disbursements.
- b. Registration Help: Click the Registration Help button to launch an online tutorial that will guide you through the registration process.
- c. Log on to MyCDFI by entering your e-mail address: if this is your first time logging on to MyCDFI, the system will search for your e-mail address from the listing of your organization's authorized representatives in the Fund's database. Follow the instructions to confirm your organization's identity and complete the logon process. If you forget your password, click on "Forgot Password". You will be prompted to type in the user ID and then "Send Message". The Fund will send an email with the password to the authorized representative. It is the Applicant's responsibility to ensure that the Fund is notified if the Authorized Representative changes.
- d. After you successfully log on, you will be at the MyCDFI Home page. Note that there are five (5) navigation tabs – Home, Applications, Manage Account, Mapping, and Logout. Explore each as desired, but when ready to proceed with the online application, click on the "Applications" tab.

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## **B. Getting Started with the Electronic Application**

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- 1) **MyCDFI:** Completing the Application. After you register on MyCDFI, you can begin completing your application.
  - a. Log on to MyCDFI and navigate to the **Applications** Tab.
  - b. On the Applications tab, you will note that there are three (3) application areas shown – **Available Applications**, **Current Applications**, and **Submitted Applications**. “Under Available Applications”, click the “Financial Assistance” link to begin the FY2003 FA Component application process.
  - c. On the first page of the FA Component application, you will note that there are five (5) resource documents listed. You should download each by clicking on the link to view and/or print the documents so you can refer to them when gathering your information and completing the application. You must indicate that you have read each of these documents before you can proceed to complete the application. Each of these documents is in Adobe Acrobat Portable Document Format (PDF):
    - i. Notice of Funds Availability (NOFA)
    - ii. Paper Application
    - iii. Assurance and Certifications
    - iv. Glossary
    - v. Guidance to Applicants for FY 2003 Application
  - d. After downloading and reading each of the above-listed documents, click the checkbox and click “Continue” to proceed to the application.
  - e. **Remember** -- First download the PDF version of the application and gather the information required BEFORE attempting to complete the application online. Doing so will enable you to quickly complete the online application with the information needed.

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## **C. GENERAL TIPS**

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### **General Notes for General Tips:**

- The best strategy for filling out the electronic application is to answer the questions in numeric order to ensure accurate responses. Answers to certain questions may affect other parts of the electronic application.
- Based on your responses to certain questions, you may be required to answer additional question or complete exhibits. If you do not, you will be prevented from answering other questions/exhibits based on your responses.

### **1) Save your work!**

- a. The system will “time out” if 20 minutes goes by without the “Save!” button being clicked. You should save each page as you complete it, but you can save as often as you like. Each page has a “Session Condition Timer.”
- b. When you click “Save!”, the page you are working on will re-display, and you can resume where you left off.
- c. Please remember that your data will not be saved UNLESS you click the “Save!” button. If the 20-minute period expires, you will be directed to MyCDFI to log in again.

### **2) Buttons and Page Functions**

- a. **Exit:** You may exit the electronic application and MyCDFI at any time, but save your work first. You may return to MyCDFI and log on again at any time to resume work on your application.

- b. **Navigation:** DO NOT use your browser's forward/backward navigation buttons. The online application contains its own set of navigation buttons and links to select from. Using your browser's buttons may result in navigation errors.
- c. **Header:** The header of each page contains the page title and the Session Countdown Timer. The page title can be used as a cross reference to the paper version of the application. For more detailed information and instructions, look up the page title in the hard-copy version.
- d. **Status Box:** Below the page header is a Status Box. This contains the current status of the page as of the last time "Save!" was clicked, a list of problems with the data, and navigation links and "Save!". The status is either "Complete" or "Incomplete". HINT: the word ("Complete" or "Incomplete") is also a link to the Application Status Summary page. The list of problems shows anything missing, and whether something does not comply with the validation rules. There are "Next Page" (no save) and "Previous Page" (no save) links on either side of "Save!". They are to be used for navigation only; be sure to click "Save!" to save your entries before moving on.
- e. **Page Notes:** Below the Status Box you will find a section of Page Notes. These are brief instructions on completing the current online page (not substantive requirements). They include information on how the page functions and what data validation will occur when you save. For instance, they may note that the entry for zip codes must be all numbers. The Page Notes will not be printed when the application is printed.
- f. **Tab Key:** You may use the Tab key to move from field to field on the page. The Tab key is particularly useful for completing the tables. If you prefer, you can also use the mouse to move from field to field.
- g. **Print This Page:** At the very top left corner of the page, you can click "Print This Page" to print that page of the application – use your browser's print button to send the page to your printer.
  - 1. For best results, set your page margins to 0.4 when printing.
  - 2. Prior to submitting the application, you can print the application and charts by select the "Print This Page" button- this will allow you to print specific charts and pages only. The only time where you can select to print the application in entirety is prior to submitting the application in the "read-only" application materials list.
- h. **Mandatory Fields:** A red asterisk (\*) will indicate that a field or section of the page must be completed.
- i. **Numeric Fields:** For fields that require numbers to be entered, enter numbers only, e.g., do not add dollar signs, percent signs, or commas. For example for 5%, enter 5.
- j. **Data Validation:** When the save button is clicked, the data entered will be validated. If one of the elements does not comply with the expected format or parameter, that element will not be saved. For instance, if an email address is entered without the "@", it will not be saved, and whatever is in the field will be wiped out for re-entry. The item will then appear in the list of problems as a missing item. Re-enter the data and click "Save!" again. For some entries that do not meet required parameters, e.g., if your award request exceeds the maximum eligible amount, you will receive a warning in red text.
- k. **Font:** We recommend that you use Arial font, Size 12, throughout the application.
- l. **Text Boxes:** The text boxes only allow basic text. Any formatting (e.g., italics, bold, tabs) will be simplified to a basic font and you will not be able to check for spelling or grammar errors. Charts and tables cannot be pasted or created in the text boxes. The textboxes generally allow for 2500 characters (approximately ½ page, single spaced ). An error message will occur if you have exceeded the space provided and the system will consider that section incomplete until the narrative is shortened.

### 3) Charts

- a. Use the Tab key to move from field to field and on some charts, you may be given an option to click an "EDIT" button to enter data in a column, row, or on a separate data entry page. Check all your numbers closely to ensure that calculated totals are correct.
- b. Consult **Section 3, E**, of this guidance document for programmatic guidance for completing the charts.

**4) Attachments**

- a. When indicated, you will have to either upload an electronic copy of the attachment (preferred method) or mail a paper copy along with the signature page (paper attachments must be mailed to Bureau of Public Debt (BPD) at the address and deadline identified in the NOFA).
- b. Your application will not be considered complete unless and until all required applicable attachments have been received by BPD.
- c. When uploading electronic copies of attachments, we recommend that you use Microsoft Word (.doc), Rich Text Format (RTF), or Excel (.xls).
- d. If you scan documents to upload as attachments, we recommend that you save them as JPEG (JPG) images rather than using TIFF files to conserve bandwidth and disk space.

**Note on uploading attachments:** Imaged documents (including scanned documents) may take a very long time to upload. Text documents upload more quickly.

**5) Application Submission**

- a. You cannot submit an electronic application after 5pm ET on **April 14, 2003**. The system prevents the submission of an electronic application if it is incomplete, submitted on behalf of an ineligible entity, or past the date/time of the application deadline.
- b. Once you have completed all sections, as indicated by the status on the sidebar, you may Submit the application to the Fund. Before doing so, you should Print the application and review your answers. **Once the application is submitted, it cannot be altered. (It may be viewed, but not edited.)**
- c. Next you will be presented with a Signature Page – you must complete this page, print it, have it signed by an Authorized Representative and date it. **The Fund must receive a complete, signed paper copy of the Signature Page and paper attachments by 5pm ET on April 16, 2003**, in order for your application to be considered complete.
- d. We strongly recommend that you expedite sending the Signature Page and paper attachments by using overnight or express delivery service with tracking capability. Send the signed, completed Signature Page and paper attachments to the following address:

CDFI Fund Awards Manager- Financial Assistance Component  
Bureau of Public Debt- Franchising  
200 Third Street  
PCB, Room 211  
Parkersburg, WV 26101-5312

You may use the following telephone number (304) 480-5450 in conjunction with overnight or express delivery.

## SECTION 3: APPLICATION GUIDANCE

### General Notes to Application Guidance:

- Please note that this guidance document has been organized to mirror the electronic application. This guidance document is organized in the order that pages appear in the electronic application. The paper application does not request information in the same order as the electronic application. The paper application is identical in content to the electronic application, though organized differently.
- Answer all questions unless indicated otherwise. Failure to answer any question will result in an incomplete application. After providing all the information requested, **SAVE** the page by clicking on the “Save!” button. You must save the page before moving forward to the next page.
- The formulas/calculations for the financial charts can be found in the document entitled “FY 2003 Financial Assistance Component Application Formulas and Calculations.” This document is available on the Fund website at [www.cdfifund.gov](http://www.cdfifund.gov).

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### A. Application Information

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- 1) **Organization Identification.** Provide responses to questions in spaces provided.
  - a. **Community Partner Name:** this may be left blank, if not applicable.

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### B. Applicant Information

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- 1) **Organization Address.** Provide responses to questions in spaces provided.
- 2) **Authorized Representative.** Enter the name and contact information for the person that the Applicant’s board of directors or similar body authorized to sign the application on behalf of the applicant. All Fund correspondence related to the application will be directed to the Authorized Representative.
- 3) **Contact Person.** Enter the name and contact information for the person that the Applicant’s chief executive officer has authorized to respond to questions and provide documentation on behalf of the Applicant. The Applicant may want to designate someone other than the Authorized Representative if the Authorized Representative is not available to respond to questions in a timely manner.
- 4) **Organization Characteristics.** For Type of Financial Institution, check the option that best fits the *majority* of your organization’s activities. If you are a CDFI Intermediary, select the option that best fits your organizations activities; that is, if you are an intermediary that primarily provides loans to other CDFIs, then you would select Loan Fund.
  - a. In the electronic application, the percentage of the Applicant’s activities dedicated to *Economic Development* and *Affordable Housing* will be prepopulated based on responses to the Financial Product Description Chart (Chart 10). No additional data entry is required.
  - b. **Affiliates:** Indicate the number of *Affiliates* the Applicant has, if any. Provide the name of the *Affiliate (s)* and the Employer Identification Number (s) in the spaces provided.
- 5) **Markets Served.** Check all market characteristics for activities that make up at least 10 percent of total activities. This information must be based on the Applicant’s activities for FY 2002.
  - a. **Geographic Markets:** Check all that apply.
  - b. **Primary Geographic Market:** Of the markets selected above, check the one geographic market in which the Applicant has the primarily offers its *Financial Products and Financial Services*.

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- c. **Customers Served:** Check all that apply. For entities that do not directly serve these groups, indicate the end-users (the primary customers of your borrowers).
  - d. **Targeted Areas:** Check those areas that make up at least 10 percent of your activities.
  - e. **Demographic Information.** Based on Applicant's activities in FY 2002, indicate the demographic characteristics of people served. Enter only whole numbers (e.g., for 10% enter 10). The sum of percentages for categories under Ethnicity Summary must total 100 percent and the sum of percentages for categories under Race Summary must total 100 percent. Under Gender Summary, indicate the percentage of clients that are female and male. Estimates will be accepted. For entities that do not directly serve individuals, indicate the end-users (the primary customers of your borrowers).
- 6) **States served.** Check all states and U.S. territories in which the Applicant currently provides services and check all states and U.S. territories in which the Applicant proposes using FA.
- 7) **CDFI Certification Status.** Mark the box on the paper application or check the button "Certified" if you have received a letter from the Fund indicating the Applicant is Certified as a CDFI. Check Certification Pending, if you have not received a certification letter, but have submitted an application before **March 7, 2003** and received verification of receipt.
- a. Certified CDFIs with material changes such as changes in ownership, governing board composition, *Target Market* served and financing activities, are required to report the nature and extent of such changes so that the Fund may determine whether they affect the Applicant's status as a certified CDFI. For example, does any one bank hold 25 percent or more of ownership interest in the Applicant? Have changes in the board of directors composition affected the Applicant's ability to be accountable to its designated Target Market? Does the Applicant continue to serve the *Target Market (Investment Area, Low-Income Targeted Population or Other Targeted Population)* for which it was certified? Does the Applicant's predominant business activities continue to be provision of *Financial Products*?
  - b. **Previous Applicants & Awardees** of the CDFI Fund. Provide responses to both questions in spaces provided.

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### C. Request Summary<sup>2</sup> and Proposed Uses of Financial Assistance Chart

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**General Note for Total Request for FA/TA Charts and Proposed Uses of FA Chart:** You must complete the Financial Data Input Chart (Chart 1 or Chart 4), Matching Funds Chart (Chart 8), Capital Need Chart (Chart 3 or Chart 6) and Activity Levels Chart (Chart 7) before completing this chart.

- 1) **Financial Assistance.** Indicate the amount and form of the Financial Assistance requested. While the applicant may indicate an amount, the Fund in making an award will consider, among other factors, the capital need of the applicant as reflected in the Capital Need Chart and the amount and form of *Matching Funds*, including *Matching Funds In-Hand*, *Matching Funds Firmly Committed* and the likelihood of raising *Matching Funds* that are not *In-Hand or Firmly Committed*.
- a) The first section of the chart, Applicant Category, is automatically populated in the electronic format. It does not appear and does not have to be completed in the paper format.
    - i) Note: The "Total Request" cell is automatically populated from data entered in the Matching Funds Chart. Therefore, changes, edits or updates to the request should be made on the Matching Funds Chart

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<sup>2</sup> Note: in the paper application, this chart is titled "Total Request for Financial Assistance and Technical Assistance"

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which will update the Total Request cell on the Request Summary.

- ii) To enter the amount of Financial Assistance you want to request, select “Click to Update” and enter the requested amounts of grants, loans, equity, secondary capital and deposits.
- 2) **Technical Assistance.** In each applicable category, indicate the amount of funds the applicant requests and the proposed uses. The applicant may offer additional details about the nature and scope of the TA requested in the appropriate narrative CBP sections.
  - a) To enter the amount of Technical Assistance you want to request, select “Click to Update”. On the next screen, select “Click to Add One” under each type of TA requested (consulting, technology, training, staff salary and other).
- 3) **Proposed Uses:** For each proposed use, indicate the percentage of FA request that will be allocated to each use.
  - a) “Percentage Total Put Toward Use” will be calculated automatically in the electronic format, no entry needed.
    - i) Example Percentage Total Put Toward Use: You are requesting \$1,000,000 in FA. You are proposing to use \$750,000 of the FA requested as Loan/Investment Capital; you would indicate 75 percent in the Percentage Total Put Toward Use Category for Capital for Loans and Investments. Of the \$750,000, you are proposing using \$375,000 towards Economic Development products and \$375,000 towards Affordable Housing Products; therefore, you would indicate 50% for each line item.
  - b) Under “Percentage of Above Amount to Be Put Toward Use in Hot Zones”, indicate the percentage amount of FA under each product that will be directed to Hot Zones.
    - i) Example: Following the example above, of the \$1,000,000 requested, \$500,000 will be used in the form of Capital for Lending/Investments in Hot Zones; therefore you would indicate, 50%.

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## D. Legal Forms

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- 1) **Environmental Review.** Federal regulations require that you answer all of the questions in this section. Select Yes or No for each question and follow the instructions on the form for saving your responses and providing narrative explanations.
- 2) **Assurances and Certifications.** Provide responses as required.
- 3) **501(C)(4) Questionnaire:** If the Applicant has tax-exempt status under 501(c)(4) of the Internal Revenue Code, respond to all questions by selecting Yes or No. Before answering the questions, read the instructions as well as all the definitions that appear below the Questionnaire. (Note: this does not apply to Applicants with 501(c) (3) status. **Note:** In the electronic format, the 501 c (4) forms will only be made available if you indicate that you are a 501c (4) organization.

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## E. Charts & Attachments

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### General Notes for Part Charts and Attachments:

- You must complete the charts before moving on to the narrative section of the Comprehensive Business Plan (CBP). The narrative is primarily used to elaborate on the information provided in the charts.
- For all charts, reference the **Glossary of Terms** for definitions of terms in the charts.
- Applicants should select Financial Data Input Chart, Other Rate of Growth Chart (Chart 1a) or Financial Data Input Chart, Historic Rate Growth Rate Chart (Chart 1b). Complete only one of these charts.
- **Historic Rate of Growth** Charts should be used by organizations that anticipate a rate of growth in the next three fiscal years comparable to the last three years.
- **Other Rate of Growth** Charts should be used by start up organizations, organizations offering new products, or organizations that have had an anomalous fiscal year in the last three years. For instance, if the organization reports a negative Net Worth position in one year, you may want to choose other rate of growth and project figures based on current financial health and assumptions for the health of the organization moving forward. You will be asked to provide explanation for how the rate of growth was calculated (what assumptions were used to make the projections) in the Comprehensive Business Plan narrative section.
- Please see below for additional requirements about completing charts with Other Rate of Growth parameter.

### 1) Financial Data Input Chart (Chart 1 for Historic Rate of Growth, Chart 4 for Other Rate of Growth)

This chart provides a picture of organizational financial health (historic and projected). The information on this chart provides a picture of growth in assets, liabilities and expenses over the last three fiscal years and will calculate (based on the trend) growth/loss for the projection period. This chart captures the organization's financial position, overall. Provide all information for this chart. Information will be verified based on the audited financial statements provided by the Applicant. **Note:** In previous years, the Fund has accepted FPRs and UBPRs in lieu of the Financial Data Input Chart. This year, **all applicants** must complete the Financial Data Input Chart to be considered complete.

- a. To complete the chart, select the Edit Button (found within in FY column) and complete the cells. To advance to the next cell, press the Tab button.
- b. Round all figures to the nearest dollar value (i.e. \$45,698.78 = \$45,699).
- c. For each year, select if you are using your internal statements or audited statements.
- d. **Note:** for the *Total Assets*, *Total Liabilities*, Total Expenses line items, this information should not be a simple addition of the lines above the totals, but derived directly from audited *Financial Statements* for the corresponding fiscal year.
- e. *Pledges receivables* are grant commitments expected to be received in the current year.
- f. Under the Equity Section, all applicants must indicate *Total Equity Available for Financing*. The calculation for this can be found in the Glossary.
- g. Under Expected Interest or Dividends, if you offer both equity and loans and expect to receive both interest and dividends, then indicate the total expected for both dividend and interest payments.
- h. Under **Income & Expenses, Total Pre-Tax Expenses** line, non-profits should provide Total Expense figures. For-profits should provide pre-tax figures.
- i. If you choose Other Rate of Growth, both historical and projected data must be entered into the chart.

- j. If you are choosing Historical Rate of Growth, you only need to complete data for the past three fiscal years--the chart will automatically calculate projected financial data based on the last three fiscal years.
  - k. **Paper applications:** the Financial Data Input Chart is found under two separate worksheet tabs--“Financial Data Input Chart-HRG”, for Historic Rate of Growth; and “Financial Data Input Chart-ORG, for Other Rate of Growth”. Please make sure that you are using the correct spreadsheet.
- 2) **Key Financial Trends and Ratios Chart (Chart 2 for Historic Rate of Growth and Chart 5 for Other Rate of Growth).** This chart will be automatically populated when the corresponding Financial Data Input Chart is saved and submitted. No additional entry/editing required for either the electronic application or the paper application’s Excel charts.
- a. **Paper applications:** The Key Financial Trends and Ratios charts are located in the same tab as the Financial Data Input Chart. If you select “Financial Data Input Chart-HRG” (Chart 1) tab, you will find the Key Financial Trends and Ratios Chart (Chart 2). Under the “Financial Data Input Chart-ORG” tab (Chart 4) you will find the corresponding Key Financial Trends and Ratios Chart (Chart 5).
- 3) **Activities Level Chart (Chart 7).** This chart assesses your organization’s activity level in your designated *Target Market/ Hot Zone*. Complete this chart for all products for which you are requesting assistance. **Note:** Projections entered should be **based on realistic assumptions of growth and justified market demand**. The projections will be used to develop performance goals if you are awarded FA. However, if the Fund determines that you have under-projected activity, activity levels will be re-adjusted to reflect realistic projections.
- a. To complete the worksheet, select the **Add a Financial Product Button**. You will need to repeat this step for each additional product.
  - b. To complete the cells for historical and projected activity under the *Financial Product*, select the Edit button. On the next screen, select an activity from the **Activity Description Drop Down Menu**. Select the activity that best describes your product. You need to complete cells only for those products in which your organization has activity.
  - c. *Financial Product* definitions: Applicants should choose the Financial Product that best describes its product offerings. Definition of *Economic Development, Affordable Housing and Consumer/Financial Services* can be found in the Glossary. Some general guidance about Financial Products:
    - i. *Economic Development Activities*-This category includes loans for small businesses, microenterprises, commercial real estate and community facilities, as well as equity investments in businesses. Debt w/equity refers to loans made to small businesses that have equity features.
    - ii. *Affordable Housing Activities*- AHD/Permanent/Multi-Family/Purchase, AHD/Permanent/Multi-Family/rental, AHD/Short Term/Multi-Family/Purchase, AHD/Short Term/Multi-Family/Rental, AHD/Permanent/Single-Family/Purchase, AHD/Permanent/Single-Family/Purchase, AHD/Short Term/Single-Family/Purchase, and AHD/Short Term/Single-Family/Purchase refers to Affordable Housing Development and primarily consist of loans or equity targeted to affordable housing developers (non-profit or for-profit). Down payment assistance, first mortgages, subordinate mortgages-purchase and subordinate mortgages repair refer to loans made to individuals for purchase or repair of their own home.
    - iii. *Consumer Loans*- Refers to consumer loans made directly to individuals (i.e. auto loans),

including home equity loans used for purposes other than home repair.

- iv. *Other*- Includes any other type of loans/investments that cannot be categorized above
- d. For loans and *Equity Investments*, use the number and dollar amount closed during the year. For loans purchased, use the amount paid for the loans purchased (not the total principal amount of the loans purchased).
  - i. Include microequity in Equity Investments line item.
- e. For *Development Services*, provide either the number of individuals receiving services or the number of organizations served (if the primary clients are not individuals—such as businesses). For *Development Services* in the *Target Market* and *Hot Zone*, use the number of clients that are members of the *Targeted Population* or are residents of, or are located in, the *TM* or *Hot Zone*-- do NOT use *Development Services* simply provided at locations in an *Investment Area* or *Hot Zone*.
- f. For *Financial Services*, report the total number of accounts opened at the end of each fiscal year. Report on accounts based on the location of the account holder (business or residence address), rather than the branch location.
- g. Complete the *Target Market* information. If you are providing activity in *Hot Zones* and/or *Investment Areas*, select the first part. Be sure to indicate whether the area is a *Hot Zone* or *Investment Area*.
- h. **All Applicants must report on their services provided to Specific Targeted Populations.** You may use estimates if you have not collected this data in the past. For services to individuals, project based on the income or race/ethnicity of the borrower/client. For services to businesses, project based on the ownership of the business. For products serving commercial real estate, community facilities, or multifamily housing, project based on the end beneficiary (such as customers, clients or residents).
  - i) Be sure to enter the appropriate Specific Target Population information. **Editing the Specific Target Population will erase previous information.**
  - ii) **Ownership** is defined as 51% or more of a business owned by a person (self-identified). **Beneficiaries** are defined as the end-user, or person that directly benefits from a transaction.
- j. The Activities Level Chart has “Uses of Funds” under each product category. In the line item Funds to be used for other purposes refers to funds used for the product for other purposes than capitalizing the loan pool (i.e. perhaps some operational costs such as a portion of loan officer’s time).
- k. **Paper applications:** Go to “Activities Level Chart” tab in the excel worksheet.
  - i. The first set of charts requests that you complete the number of investments/loans made in the *Hot Zone* or the *Target Market*. If you scroll down, you will find that there is one blank chart per loan product type (i.e. AHD/Permanent/Multi-Family Rental; AHD/Short-term/Multi-Family Rental, etc). Make sure that one chart is complete per Financial Product that the Applicant offers. Only complete the chart (s) for the products for which you are requesting FA.
  - ii. If you continue to scroll down the worksheet, you will find *Financial Services* charts. You will find that there are separate charts for share accounts and checking/draft accounts. If you are requesting FA for reserve capital, both charts will need to be completed.
  - iii. If you continue to scroll down, the next set of charts in the worksheet are the *Development Services* charts. There are separate charts for the forms of *Development*

*Services* offered- i.e. business plan development, financial literacy and homeownership counseling. You must complete one chart per development service offered. Only complete the chart(s) for the *Development Services* that you offer.

- iv. For all charts, enter data in the YELLOW shaded cells only.

**4) Capital Need (Chart 3 for Historical Rate of Growth and Chart 6 for Other Rate of Growth).**

The purpose of the chart is to help the Fund determine whether the applicant has projected sufficient funds to finance the activities proposed in the *Comprehensive Business Plan* and to determine the applicant's need for capital from the Fund. The Fund will not select for an award any applicant that does not show a capital need on this chart.

- a. For this chart to be complete, both Part A and Part B must be completed. Part A reflects the applicant's total overall capital need; Part B reflects particular loan product capital data. Certain cells will be automatically populated based on previous charts and certain cells will require that you enter data.
- b. To complete Part A, select the Edit button and complete the cells that pertain to your organization. Provide values for beginning of the year FY 2000.
  - i. *Total Capital Available for Financing* will be derived from the Key Trends and Ratios Chart. Note: *Total Capital Available for Financing* will reflect total equity capital available for financing and total adjusted notes payable.
  - ii. For *Total Capital Available for Financing*, principal payments, total expected fees and interest payments/dividends, provide the amount expected for ALL Financial Products.
  - iii. Part A reflects only capital available for financing- loan loss reserves should not be included in part A.
- c. For Total Restricted Capital, include the dollar amount of the percentage of commitments made by the applicant to its borrowers that are likely to be drawn down. To calculate the percentage of commitments that are likely to be drawn down, calculate the average actual disbursements on commitments for the last two fiscal years.
- d. For pledges and grants receivable, include pledges and grants receivable available for financing. Pledges and grants for operations should not be included.
- e. You have to complete several Part B(s)--as many as the number of products you offer or will be offering.
  - i. For FA request to be dedicated to this product, indicate how much of the Total FA Requested will be used towards this product.
  - ii. For Total capital to be used for this product, indicate how much of the Total Financing amount noted in Part A will be made available for each product. Any funds that will be leveraged in addition to Total Financing Capital Available should also be reflected in this cell.
- f. If you chose Other Rate of Growth, complete the Capital Need Chart as described above **and** describe these factors in your response to questions 52-53 (Financial Sustainability).
- g. The level of capital need is calculated in Part B. For each product, the chart will calculate the unmet need, the amount of capital needed to reach projections. To determine if you have a capital need, look to the "Unmet capital need for proposed product" cell--if the amount calculated is shows zero or positive, then there is a capital need for the product. The total capital need (for all products) is calculated in Part C. Look to "Unmet Need for Capital for All Products" cell--if this

cell has a zero or positive dollar value, then you have a capital need.

- h. The Capital Need Chart reflects only direct need for the Fund’s capital; it does not show the impact of leveraged dollars. If your Capital Need Chart shows a low level of need, but you believe that the Fund’s dollars will allow you to leverage more capital, explain in **Question 12**.
- i. **Paper applications:** If you chose Historical Rate of Growth, you must use the “Capital Need-HRG” (Chart 3) and if you chose Other Rate of Growth you must use “Capital Need-ORG” (Chart 6). Please make certain that you are using the correct chart.

5) **Matching Funds (Chart 8).** This table will be used to assess the likelihood of proposed Matching Funds sources and level of financial support for the Applicant. All sections of the Matching Funds Tables must be complete. Note that the Fund allocates specific point scores based on the percent of *Matching Funds In-Hand*, *Matching Funds Firmly Committed* and *Matching Funds* to be raised. *Matching Funds* will be scored as follows, based on documented, eligible Matching Funds presented in the application:

• 10 pts for 100% of <i>Matching Funds In Hand</i>
• 9 pts for 75% of <i>Matching Funds In Hand</i>
• 7 pts for 26-50% <i>Matching Funds In Hand</i> and a 25-49% <i>Matching Funds Firmly Committed</i> -. total of 75% of <i>Matching Funds In-Hand</i> or <i>Matching Funds Firmly Committed</i>
• 5 pts for 25% of <i>Matching Funds In Hand</i> and 50% <i>Matching Funds Firmly Commitment</i> - a total of 75% <i>Matching Funds In Hand</i> or <i>Firmly Committed</i>
• 0 pts for less than 25% <i>In Hand Matching Funds</i> or less than a total of 75% of <i>Matching Funds In Hand</i> or <i>Firmly Committed</i>
• Insured Credit Unions: If planning to use <i>Retained Earnings</i> as <i>Matching Funds</i> , provide a narrative describing your strategy for raising loan volume or <i>Member or Non-Member Shares</i> by April 30, 2004.

- a. You may alter your FA request based on this chart.
- b. To complete the *Matching Funds In-Hand* section, select the *Add In Hand Match* button. Indicate the source, form of *Matching Funds* and previously funded amount, if applicable. You can indicate more than one form of *Matching Funds*. For instance, a local foundation may have awarded your organization both a loan and grant. Indicate the date of receipt of these funds--the date would reflect the date of the check or wire transfer of funds to your organization. For each additional *In-Hand* source and type, repeat the steps above.
- c. To complete the *Matching Funds Firmly Committed* section, select the *Firmly Committed Match* button, and follow the steps and guidance above. The date of receipt is the expected date that funds will be transmitted to your organization. Your commitment letter should reflect an estimated date of receipt of funds.
- d. To complete the *Matching Funds To Be Raised* section, select the *To Be Raised Match* button. And follow the guidance in line b. For *To Be Raised Match*, indicate the month and year that you expect the *Matching Funds* to be received in the “Expected to be Received Date” column.
- e. You must explain how you will obtain the necessary Matching Funds by April 30, 2004 in your response to question 81.
- f. If you have not received all the Matching Funds needed for the amount of FA requested, respond to question 79.
- g. For each source of match, be sure to attach copies of documentation evidencing that the funds were disbursed and received, or legally committed. Acceptable documentation includes: a

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promissory note, loan agreement, grant letter, partnership agreement or similar document as proof of commitment; and a check, or wire transfer verification or similar evidence of disbursement.

- h. If you are using retained earnings for match, you must record it as a Grant or Equity Investment. You must submit the retained earnings table. The table can be downloaded from the Fund's website.
  - i. Note: Retained earnings can only be used as in-hand match.
- i. **Paper applications:** to complete the *Matching Funds* chart, go to the "Matching Funds" tab in the excel file.
  - i. The excel chart has cells for up to three funding sources per section (*In-Hand, Firmly Committed and Matching Funds to be raised*). You can add as many lines as necessary to accommodate the number of sources the Applicant has for *Matching Funds*.
  - ii. To add cells, highlight the last two rows before the total (for example, for *In-Hand* funds, highlight rows 21 and 22. Go to Insert on the menu bar, and select Rows. Follow this step to add as many rows as necessary).

**Note:** Applicants with severe constraints on available sources of *Matching Funds* may request a "severe constraints waiver." In such case, the Fund may reduce the *Matching Funds* requirement by up to 50 percent. If applying for a severe constraints waiver, provide justification, indicating the cause and extent of the constraints on raising *Matching Funds*, efforts to date, results, and projections for raising *Matching Funds*, and a description of the *Matching Funds* expected to be raised. The Fund will grant a severe constraints waiver only in exceptional circumstances when the Applicant demonstrates, to the satisfaction of the Fund, that an *Investment Area(s)* or *Targeted Population(s)* would not be adequately served without the waiver. For more information, see the CDFI Fund Program Regulations at 12CFR 1805.502.

**6) Impact Performance Chart (Chart 9).** This chart demonstrates your organization's activity level and targeting to *Hot Zones* and designated *Target Market (s)*.

- a. The Impact Performance Chart will automatically populate indicators per activity based on the products and services you indicate in the Activities Level Chart. You must provide projections for each Impact related to the products for which you are requesting funding.
  - i. If you are offering several products that are similar, you will find that the indicators may be duplicated or otherwise very similar. You must complete impact data per loan product for which you are requesting FA.
    1. For example, you may be providing AHD/Short-Term/SingleFamily/Rental and AHD/Permanent/Multi Family/Purchase. One possible impact indicator for both of these loan products is Number of AH Units Developed. You will see that this indicator will appear twice on the Impact Performance Chart. If you choose this indicator as a measure of impact for these loan products, **you must provide impact data (the number of units developed) per loan product--make sure that you enter the impact data in the appropriate row (the loan product to which the indicator corresponds with is noted in blue).** You **cannot aggregate** the impact data for the products.
- b. If you are selected to receive a FA award, the performance measures incorporated in the Assistance Agreement will be based on the impact indicators and levels reported on the Impact Performance Chart.
- c. If you have not previously tracked impact in your *Target Market*, including the *Hot Zone(s)*, be sure to indicate this in your narrative.
- d. If you are estimating past or projected impact, be sure to describe your methodology for

calculating such estimates and your tracking mechanism to ensure your ability to report on such estimates, in the narrative section of the *Comprehensive Business Plan*, question 8.

- e. **Paper applications:** You will find the Impact Performance Chart under a tab entitled, “Impact Performance.” You must provide information for the impact indicators appropriate to your financial product. The Impact Performance Chart includes indicators for most *Financial Products*. Scroll down the worksheet and identify the products you offer and complete the chart for the appropriate indicators. Only complete the chart (s) for the products for which you are requesting assistance. Remember to be consistent – select the same *Financial Products* as you indicated in the Activity Levels Chart.

**7) Financial Product Description Chart (Chart 10).** Complete all cells as required. For this chart, provide information for each of your *Financial Products*. For each *Financial Product* you offer, whether or not you are seeking Financial Assistance for that product.

- a. To enter data, select the Edit button under each product type. On the screen that follows, address the following:
  - i. **Average Loan Size:** indicate average loan amount to borrowers (indicate average over last three FYs) for the *Financial Product*.
  - ii. **Uses:** What are the eligible uses of the product? For instance, if you are describing a business loan fund, eligible uses for a business loan might include working capital and purchase of equipment/inventory.
  - iii. **Average Maturity:** Indicate the average maturity (term) in months for this product (example, a product with an average term of five years enter 60 months).
  - iv. **Average Interest Rates:** What is the interest rate charged to borrowers of this product? When entering interest rates, you must include the percentage sign (12%, not just 12).
  - v. **Other Features:** Indicate any other requirements/features of this product (for instance, points, fees, charged, etc.)
  - vi. **Other Financing Typically in Deal:** Will the borrower have additional financing sources in the deal? For instance, the borrower is an affordable housing developer, the total project cost is \$5M. The borrower has been approved for \$1.0M from your CDFI. The remaining amount will be funded by other lenders and equity investors. In this case, the borrower does have additional financing in the deal and would indicate the percentage that the other financing comprises in the cell (in this case, 80% other financing).
  - vii. **Eligibility Requirements:** Who is an eligible borrower? Some requirements may include: must be Low-Income, must be a Resident of an Empowerment Zone, businesses must be located or will locate in a particular city or county. These may or may not correspond with your *Target Market*.
  - viii. **Total number and total dollars of loans closed in FY 2002:** Enter the total number and amount of product transactions disbursed in FY 2002.
  - ix. **Total Outstanding Loan Portfolio as of FY 2002.** Enter the total dollar volume outstanding as of the end of your FY 2002 for this product.
- b. **Paper applications:** The Financial Product Description Chart can be found under the “Product Description” tab in the excel file.
  - i. The worksheet has two blank charts. One chart must be completed per *Financial Product* offered. You may add additional charts if needed. To add a chart: Highlight the chart, select Edit from the menu bar, and select Copy. Scroll down the worksheet. Select Edit from the menu bar, select paste.

- ii. Under the “Check All Features Offered” heading, mark an X in the yellow boxes that pertain to the features of your loan product.

### 8) Loan Portfolio Quality Charts (Economic Development 11a, Housing 11b, and Consumer and Microenterprise 11c)

- a. There are three options of loan portfolio quality charts: business, housing and micro/consumer. Only complete the chart(s) that relate to your organization’s activities. For instance, if your organization provides only business loans, only complete the economic development chart. If your organization provides both business and housing loans, then complete the both the Economic Development Loan Quality Chart and Housing Loan Quality Chart. *Insured Depository Institutions* and *Insured Credit Unions* may submit the following as alternatives to these charts: Uniform Bank Performance Reports or Financial Performance Ratios.
- b. Enter data for each fiscal year. The chart will compute calculations in shaded text boxes.
- c. **Paper applications:** The charts appear as separate worksheets under separate tabs. They are labeled: “Business LPQ” (Chart 11a), “Housing LPQ” (Chart 11b) and “Consumer/micro LPQ” (Chart 11c).

### 9) Equity Investment Valuation Chart (Chart 11d)

- a. Applicants providing *Equity Investments* must complete this chart.
- b. To enter data, select the Edit button and enter information required.
- c. For each fiscal year, provide the percentage of your portfolio, the number of *Equity Investments* and dollar value of *Equity Investments* made to businesses in each business stage identified in the column labeled “Business Stage.”
  - i. “As of date of investment” refers to the number, dollar value and percentage of *Equity Investments* made to companies that were in that particular business stage at the time of initial investment. For instance, you may have an *Equity Investments* in a company that is currently in the “early stage” as of February 2003; however, you made the investment in 2000 when the business was in its seed stage. In this case, you would indicate in the FY 2000 column that an investment was made in a seed stage business.
- d. **Paper applications:** the Equity Investment Valuation Chart is located under the tab entitled “Equity Investment- PPVC” (Chart 11d).

### 10) Management Chart (Chart 12)

- a. Provide the information requesting regarding staff and board.
- b. If you have one person in multiple job functions, then list them in each area. For instance, if you loan payments staff person also is responsible for collections, then you would list them under both.
- c. **Paper applications:** This chart can be found under the tab entitled “Mng’t Chart” (Chart 12). You may add lines to any section as needed by selecting “Insert” from the menu bar and selecting “Row.”

### 11) Leverage Chart (Chart 13)

- a. All applicants must complete this chart. This chart shows the Applicant organization’s leveraging capability. For the projected leverage, provide projections with the assumption of a FA award. That is, provide the dollar value of additional investments that will be leveraged if you receive FA. Only provide funds leveraged for products for which you are requesting FA. Therefore, if you have three financial products but are requesting FA only for one product, then include information on the chart only related to amount leveraged for that specific product.
- b. **Paper applications:** the Leverage Chart appears under a separate tab in the excel file--it is labeled “Leverage Chart”.

### 12) Development Services Chart (Chart 14)

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- d. Provide the information requested regarding *Development Services* provided to clients. Include *Development Services* provided related to ALL *Financial Products* including products that you are not requesting FA for. For instance, if you have three loan products, but are only requesting FA for one, you are required to report *Development Services* provided for all three loan products.
- e. In the "Format" column, indicate the type of format used to deliver financial services- one on one counseling, classroom, etc.
- f. Indicate the provider of the *Development Services*.
- g. In "Estimated % of *Development Services* clients receiving Applicant's services", indicate what percentage of clients that receive development services subsequently borrow funds/investments from the Applicant. For instance, you provide classroom business plan development training. You train an estimated 100 clients per year. Of the 100 estimated *Development Services* clients, what percentage receives a business loan from your organization?

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## **F. Comprehensive Business Plan**

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### **General Notes for Comprehensive Business Plan:**

- The Comprehensive Business Plan will not appear in the electronic application unless all charts are completed and the baseline requirement questions are answered.
- The electronic application indicates the maximum capacity of characters allowed in each text box to ensure that your answers are complete and succinct.
- Please refer to the application for specific/detailed instructions for completion of each question. This following tips/guidance only offers additional clarification or examples for some questions. The guidance is organized by Comprehensive Business Plan Section and question number (as ordered in the electronic application).
- All cells must be completed (have some form of data entered). If a question does not pertain to your organization, then simply enter N/A for not applicable.

### **Comprehensive Business Plan**

The Comprehensive Business Plan comprises a series of questions, divided into the following parts, provide additional information and clarification regarding the Applicant's market, products, services, financial condition, projections and *Matching Funds*. In general, the questions ask the applicant to elaborate on information provided in the charts.

### **BASELINE REQUIREMENTS** (Corresponds with the Baseline Requirements section of the paper application)

The Applicant must demonstrate need for additional capital and having the requirement amount of Matching Funds available. If the Applicant answers no to these questions, the Fund will not consider your application for funding. **Note:** the Capital Need Chart and Matching Funds Chart must be complete for this section.

### **APPLICANT ACTIVITIES AND PRODUCT DESIGN & STRATEGY** (Corresponds with the Market Need & Community Development Performance; and Product Design & Strategy sections of the paper application)

This section, which has the most points available of any section, is used to determine the Applicant's understanding of its market, the level of economic distress in the market served, the demand for the Applicant's products, the applicant's realistic projections for community development impact, and the quality of the Applicant's products and delivery strategy. Most of the questions in this section relate to the activities for which the applicant is requesting funding. **Note:** The Activity Levels Chart, Impact Performance Chart and Financial Product Description Chart must be completed for this section.

### **UNDERWRITING & PORTFOLIO QUALITY AND MANAGEMENT CAPACITY** (Corresponds with the Management and Underwriting; and Management Capacity sections of the paper application)

This section is used to determine that the Applicant can effectively manage a financing portfolio and otherwise manage the business of a CDFI.

In this section, the Fund will review policies and procedures provided with this or a prior application, along with information provided in the charts and narrative. **Note:** The Equity Investment Valuation Chart and/or Loan Portfolio Quality Chart (s), and Management Chart must be completed for this section.

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**FINANCIAL HEALTH**

This section uses the financial data provided in the charts, attached audited financial statements and an optional narrative to assess the Applicant's financial health. **Note:** the Financial Data Input Chart and Key Financial Trends and Ratios must be completed for this section.

**FINANCIAL SUSTAINABILITY AND MATCHING FUNDS**

In this section, Applicants address any issues raised in the charts relating to the organization's likely financial viability and ability to raise Matching Funds. The Fund will also evaluate the documentation of *Matching Funds*. **Note:** The Matching Funds Chart must be completed for this section.