

UNITED STATES
DEPARTMENT OF
THE TREASURY



Community Development Financial Institutions (CDFI) Fund

FY 2007 CDFI Program Training Presentation

Updated 9/20/2006

Agenda



- ***CDFI Fund Organization Overview***
- FY 2007 CDFI Program
 - Overview
 - Applicant Eligibility Factors
- Comprehensive Business Plan
 - Matching Funds
 - Technical Assistance Proposal
 - Executive Summary
 - Questions 1 thru 30
 - Application Charts
- Submitting the Application
- Application Review & Awardee Selection
- Reporting and Compliance
- Reminders
- Questions and Answers

CDFI Fund Mission



The mission of the CDFI Fund (the Fund) is to expand the capacity of financial institutions to provide credit, capital, and financial services to underserved populations and communities in the United States.

Programs and Initiatives



- The Fund achieves its mission by directly investing in and supporting Community Development Financial Institutions (CDFIs), Community Development Entities (CDEs), and other financial institutions through the following programs and initiatives:
 - CDFI Program (Financial Assistance (FA) and Technical Assistance (TA)).
 - Native Initiatives.
 - Bank Enterprise Award (BEA) Program.
 - New Markets Tax Credit (NMTC) Program.

Agenda



- CDFI Fund Organization Overview
- FY 2007 CDFI Program
 - **Overview**
 - ♦ Applicant Eligibility Factors
 - ♦ Comprehensive Business Plan
 - ♦ Matching Funds
 - ♦ Technical Assistance Proposal
 - ♦ Executive Summary
 - ♦ Questions 1 thru 30
 - ♦ Application Charts
 - ♦ Submitting the Application
 - ♦ Application Review & Awardee Selection
- Reporting and Compliance
- Reminders
- Questions and Answers

CDFI Program: Purpose



- Promote economic revitalization and community development through investment in and assistance to CDFIs.
- Help build the capacity of CDFIs to serve eligible Target Markets (e.g., low-income people, economically distressed areas, communities lacking adequate access to affordable financial products and services).
- Leverage CDFI Fund resources through the provision of a range of investment types (i.e. loans, deposits, grants).

FA Awards



- The Fund provides capital to certified CDFIs demonstrating the financial and managerial capacity to serve Target Markets, be viable financial institutions, and effectively use and leverage Fund awards.
- Applicant must demonstrate non-federal matching funds.
- Maximum award:
 - Category I (SECA) - \$500,000
 - Category II (Core) - \$2 million

TA Awards



- A TA grant allows a CDFI or an entity proposing to become a CDFI to build its capacity to serve its Target Market.
- TA does not require Matching Funds.
- TA can be requested to help become certified as a CDFI.
- Maximum TA Award: \$100,000.

Award Request Budget (Use of Funds)



- Financial Assistance Award Uses

- Financing Capital
- Loan Loss Reserves
- Capital Reserves
- Operations

- Technical Assistance Award Uses

- A. Personnel (Salary)
- B. Personnel (Fringe Benefits)
- C. Training
- D. Travel
- E. Professional Services
- F. Materials / Supplies
- G. Equipment and Other Capital Expenditures
- H. Other Costs

Applicant Categories



- Category I: Small & Emerging CDFI Assistance (SECA)
 - Must have received <\$500,000 in FA prior to 11/14/06; **AND**
 - Must meet an asset test or an age test as follows:
 - Began operations on or after January 1, 2003; **OR**
 - Has Total Assets as of 09/30/06 as follows:
 - Insured Depository Institution/Holding Company: up to \$250 million
 - Credit Union or Venture Capital Fund: up to \$10 million
 - Other CDFIs (Loan Funds): up to \$5 million
 - Award Caps: \$500,000 (FA) and \$100,000 (TA).

Applicant Categories



- Category II: Core
 - Meets all the eligibility criteria described in NOFA.
 - An applicant that requests more than \$500,000 in FA regardless of size, years in operation, or prior Fund awards.
 - Award Caps: up to \$2 million maximum in FA plus up to \$100,000 in TA. Total maximum is \$2.1 million.

Updates for 2007 Round: General



- Retained Earnings Chart.
 - The Matching Funds Chart for Retained Earnings requires Applicants to identify and back out any funds that are federal in origin.
- Financial Assistance (FA) Budget.
 - Applicants will need to fill out an itemized proposed uses of requested FA budget.
- Technical Assistance (TA) Categories.
 - The TA Budget Proposal (Chart C) categories have been revised.

FA Budget Chart



This chart can be found in the Charts Workbook.
See “Data Form” worksheet.

Financial Assistance Budget						
Intended Use of Funds	Form of Award					Total Request
	Loan	Grant	Equity	Shares/ Deposits	Secondary Capital	
Financing Capital						\$0
Loan Loss Reserve						\$0
Capital Reserves						\$0
Operations	\$0	\$0	\$0	\$0	\$0	\$0

(Operations line items are same as TA categories)

Updates for 2007 Round: Technical Assistance



FY 2007 Use of TA Category	FY 2006 Use of TA Category	Explanation of Differences
Professional Services (Consulting And Contracting)	Consulting	Applicant must identify tasks performed by Consultants with a Statement of Work
Training	Training	Same as FY 2006, but travel associated with training must now be reported under Travel category.

Updates for 2007 Round: Technical Assistance (con'td)



FY 2007 Use of TA Category	FY 2006 Use of TA Category	Explanation of Differences
Travel	None	Previously, travel expenses for staff were requested under Training (if it related to attending a training event) or Operating Expenses (for other staff travel).
Equipment and Other Capital Expenditures	Technology	Technology uses remain the same.
Personnel (Salary) Personnel (Benefits) Materials & Supplies Other Expenses	Operating Expenses	In FY 2006, this category included any uses not under Consulting, Training, and Technology.

Agenda



- CDFI Fund Organization Overview
- FY 2007 CDFI Program
 - Overview
 - ♦ ***Applicant Eligibility Factors***
 - ♦ Comprehensive Business Plan
 - ♦ Matching Funds
 - ♦ Technical Assistance Proposal
 - ♦ Executive Summary
 - ♦ Questions 1 thru 30
 - ♦ Application Charts
- ♦ Submitting the Application
- ♦ Application Review & Awardee Selection
- Reporting and Compliance
- Reminders
- Questions and Answers

Applicant Eligibility Factors



- FA awards are available to:
 - **Certified CDFIs:** certification by the Fund has not expired nor has been terminated by the Fund.
 - **Certifiable CDFIs:** entities that are not certified, but currently meet all six certification requirements.
 - Must submit Certification Application by Wednesday, October 11, 2006 and be certified before entering into an Assistance Agreement.

Applicant Eligibility Factors



- TA Awards are available to:
 - Certified CDFIs;
 - Certifiable CDFIs; and
 - Emerging CDFIs
 - Entities that do not currently meet all six certification requirements, but demonstrate a reasonable plan to become certified by December 31, 2009.
 - Must submit Emerging CDFI Eligibility Questionnaire with Application.

Applicant Eligibility Factors



- Certification Status – Required Forms:
 - Certified CDFIs or Applicants with pending CDFI Certification Applications must submit a Certification of Material Event Form by October 11, 2006.
 - Available on the Fund’s website at www.cdfifund.gov
 - Certifiable CDFIs seeking FA must submit a CDFI Certification Application by October 11, 2006.
 - Available on the Fund’s website at www.cdfifund.gov
 - A Certifiable CDFI seeking TA-Only may either submit the Emerging CDFI Eligibility Questionnaire or a CDFI Certification Application.

CDFI Certification: Criteria



- An entity must meet all of the following requirements to be certified as a CDFI:
 - Legally existing entity.
 - Has a **Primary Mission** of promoting community development.
 - Is a **Financing Entity**.
 - Serves principally an eligible **Target Market**.
 - Provides **Development Services** in conjunction with its financing activities.
 - Maintains **Accountability** to its defined Target Market.
 - Is a **Non-Governmental Entity**, and is not controlled by one or more governmental entities.

Applicant Eligibility Factors



- Emerging CDFI Eligibility Questionnaire:
 - **Emerging CDFIs** must submit the Emerging CDFI Eligibility Questionnaire by November 14, 2006 (through Grants.gov submission with other Application documents).
 - The Fund will assess the reasonableness of the plan to become certified within 24 months – taking into account any requested TA.

Applicant Eligibility Factors



- Compliance:
 - To be eligible to apply, a prior Awardee / Allocatee:
 - Must have all reports current as of November 14, 2006.
 - Must not have been barred from applying.
 - Must not be in default of a prior Agreement.
 - Must not have terminated in default of an Agreement with a final reporting period end date in CY 2006.
 - Must have no undisbursed balances > 5% of applicable prior awards. (See NOFA for additional parameters regarding undisbursed balances.)
 - Applies to the Applicant as well as any Affiliates.

Applicant Eligibility Factors



- Pending Resolution of Noncompliance:
 - If an Applicant (or its Affiliate) has submitted a complete and timely report to the Fund demonstrating noncompliance with a previous Agreement.
 - The Fund has yet to make a final determination as to whether the entity is in default.
 - The Fund will consider the Application pending full resolution of the noncompliance.

Applicant Eligibility Factors



- Calculating Ineligible Undisbursed Funding Balance:
 - Prior CDFI or Native Program Awardees:
 - Award dollars that are undisbursed more than 2 years after the end of the calendar year of the date of the Assistance Agreement.
 - Prior BEA Awardees:
 - Award dollars that are undisbursed more than 3 years after the end of the calendar year of the date of the Assistance Agreement.
 - All Awardees:
 - Applies to the Applicant and any Affiliates.
 - Submit disbursement requests to Grants Management at least 10 business days prior to the application deadline.

Applicant Eligibility Factors



- For Applicants located in or primarily serving a county within a “major disaster area” as declared by FEMA as a result of Hurricanes Katrina or Rita, the Fund is waiving two Eligibility requirements:
 - Reporting requirements; and
 - Undisbursed balances.

Agenda



- CDFI Fund Organization Overview
- FY 2007 CDFI Program
 - Overview
 - Applicant Eligibility Factors
- ***Comprehensive Business Plan***
 - Matching Funds
 - Technical Assistance Proposal
 - Executive Summary
 - Questions 1 thru 30
 - Application Charts
- Submitting the Application
- Application Review & Awardee Selection
- Reporting and Compliance
- Reminders
- Questions and Answers

Comprehensive Business Plan



- Matching Funds (FA Applicants Only)
- TA Proposal
- Executive Summary
- Market Analysis
- Business Strategy
- Community Development Performance and Effective Use
- Management
- Financial Health and Viability
- Application Charts

Comprehensive Business Plan: Overall



- The Applicant should be concise – answering each question completely.
- The Applicant is responsible for ensuring that all applicable CBP questions and the Application Charts are answered completely – at the time of submission.
- The Fund will not provide the Applicant an opportunity to provide supplemental or “corrected” information for the CBP or the Application charts.
- The CBP template includes guidance on the expected length of each narrative based on the applicant type.

Comprehensive Business Plan



	TA Only Applicants	Category I/SECA	Category II/Core
Market Analysis	25 points	25 points	20 points
Business Strategy	25 points	25 points	20 points
Community Development Performance and Effective Use	20 points	20 points	20 points
Management	20 points	20 points	20 points
Financial Health and Viability	10 points	10 points	20 points
Technical Assistance Proposal	Not Scored	Not Scored	Not Scored

Matching Funds

Matching Funds



- Matching Funds are required for all FA awards.
- Eligible Matching Funds window begins January 1, 2005.
- All Matching Funds must be In-Hand by March 14, 2008.
- Three categories of Matching Funds:
 1. In-Hand;
 2. Firmly Committed; and
 3. To Be Raised.

Matching Funds



- Category I / SECA Applicants:
 - 25% of requested Matching Funds In-Hand and/or Firmly Committed from January 1, 2005 to November 14, 2006.
- Category II / Core Applicant:
 - 100% of Matching Funds In-Hand and/or Firmly Committed from January 1, 2005 to November 14, 2006.
- All applicants:
 - Commitments may be contingent upon receipt of Fund award (and other reasonable contingencies).

Matching Funds



- Must be comparable in form: grant to grant, loan to loan.
 - Fund does not match in-kind contributions.
 - Fund can match Retained Earnings with grant.
- Must be comparable in value: \$1 to \$1.
- Must be from non-Federal sources.
- Must not have been used to match another Federal program.
- Must be disbursed or committed to the Applicant (not an affiliate).

Matching Funds



- Documentation and Other Requirements:
 - Matching Funds Data Chart.
 - Chart A in the Application Charts Excel Workbook.
 - Documentation.
 - **In-Hand**: copy of executed documentation showing (i) the form of match, and (ii) that the match was disbursed.
 - **Firmly Committed**: written documentation evidencing that the Applicant has entered into or received a legally binding commitment.
 - **To Be Raised**: letters of interest or documentation demonstrating the likelihood of raising match by March 14, 2008.

Matching Funds



- Using Retained Earnings As Matching Funds:
 - For any Applicant – including a for-profit entity: The Fund will match Retained Earnings with a grant.
 - For an Applicant other than an ICU: formula for calculating Retained Earnings.
 - The increase in operating income minus operating expenses less any dividend payments that has occurred over the Applicant's most recent fiscal year; or
 - The annual average of such increases that occurred over the Applicant's three most recent fiscal years.
 - Complete the Retained Earnings Chart
 - Charts B1, B2, or B3 in the Application Charts Excel Workbook.



Technical Assistance Proposal

TA Award Request



- All uses of TA must support one of the key sections of the CBP or the Applicant's ability to meet a certification requirement (if applicable).
- TA Award Ceiling: \$100,000.
 - The Fund will not make a TA award over this amount.
- Generally, all TA funds awarded must be used within 24 months of the date of the Assistance Agreement.

TA Award Request



- Eligible TA Uses
 - A. Personnel (Salary)
 - B. Personnel (Fringe)
 - C. Training
 - D. Travel
 - E. Professional service costs
 - F. Materials and Supplies
 - G. Equipment and other capital expenditures
 - H. Other

(What can be requested has not changed...only the way you insert it on the chart.)

Eligible TA Uses: H. Other



- An Applicant may request TA to cover other direct expenses if the Applicant can clearly link the expenses to the achievement of a capacity building objective and, when applicable, with the Fund's approval.
- For further information on allowable expenses, please refer to the following government codes:
 1. 2 CFR 230 (Cost Principles for Non-Profit Organizations...formerly OMB Circular A-122); and
 2. 48 CFR 31.2 (Cost Principles for For-Profit Organizations)

Ineligible TA Uses



- Preparing funding proposals or other fundraising activities.
- Construction costs, including renovation or rehabilitation.
- Costs incurred prior to receipt of a Notice of Award even if the activity is otherwise eligible. Applicants may assume a Notice of Award date no earlier than June 30, 2007.

TA Award Request



- Three Components of a TA Request:
 - Any Applicant applying for TA, either alone or in conjunction with FA, must submit the following components:
 1. Completed TA Budget (Chart C)
 2. Technical Assistance Proposal (First box in CBP template)
 3. CBP TA Questions #4, 9, 15, 24, and/or 30 -- connect every TA request to at least one CBP component
 - TAP Narrative: Explains how aggregate TA request helps overall business plan and strategy; vs
 - CBP Question Narrative: Links individual TA requests to CBP section.

TA Award Request



- TA Budget Proposal: Budget Chart
 - Each TA request category requires unique information.
 - The Applicant should use the narrative to further describe the request and calculation.
 - The Applicant should justify its need based on how it will improve capacity.

(See completed sample of the chart on pages 36-38 in the Application.)

TA Award Request



- TA Proposal: Narrative
 - A summary of the organizational improvements needed to achieve the CBP and how the requested TA will address such; and
 - A description of each requested TA use on the TA Budget Chart (Chart C). Each description must include:
 - A description of the requested use,
 - How the use will improve the Applicant's capacity to serve its Target Market or become certified as a CDFI and therefore, achieve the objectives of the CBP,
 - How each requested amount was calculated, and
 - A timeline of when the activity/purchase will be completed (Should not be scheduled before the Notice of Award – Applicants may assume a Notice of Award date of June 30, 2007).

TA Award Request



- TA Proposal: Narrative (cont'd)
 - If the Applicant is an Emerging CDFI, it should explain how the requested TA will assist in meeting any certification requirements to allow the Applicant to become certified by December 31, 2009.
 - If the Applicant is a prior Awardee, it should:
 - Describe how it used the previous TA award.
 - Explain the need for additional Fund dollars over and above such prior assistance.
 - Describe the additional benefits that would accrue to its capacity or to the Target Market if it receives another award.

Executive Summary

Questions 1 – 30

Application Charts

Executive Summary



- Three Key Components:
 1. Narrative describing the Applicant's Mission
 2. A paragraph on how Financial Assistance will be used
 3. An Emerging CDFI should also discuss its Certification Status and, if applicable, its plans to become certified.

TA-Only Applicants



- If an Applicant is seeking TA Only, it must answer the same questions as an Applicant seeking FA.
- However, the Fund expects that the response from a TA-Only Applicant will be shorter (e.g., 1-2 paragraphs versus 1-2 pages) and have less detail than for an FA Applicant.

Market Analysis



- Charts and Attachments Used to Evaluate this Section:
 - Activities Level Chart
 - Chart D in the Application Charts Excel Workbook

(See a description of the Activities Level Chart Categories see page 39 of the Application.)

Market Analysis



- Narrative:
 1. Briefly describe the Applicant's current or proposed Target Market.
 2. Describe the need for the CDFI by providing a sense of the financial marketplace currently available to the community.
 3. Discuss the demand for the Applicant's Financial Products, Development Services, and/or Financial Services within the Target Market.
 4. TA Request Narrative.

Business Strategy



- Charts and Attachments Used to Evaluate this Section:
 - Activities Level Chart
 - Chart D in the Application Charts Excel Workbook

Business Strategy



- Narrative:
 5. Describe the Applicant's Financial Products and Financial Services.
 6. Describe the Applicant's Development Services.
 7. Describe the Applicant's marketing, outreach, and delivery strategy.
 8. Discuss the Applicant's collaboration, coordination, and partnerships.
 9. TA Request Narrative.

CD Performance / Effective Use



- Charts and Attachments Used to Evaluate this Section:
 - Activities Level Chart
 - Chart D in the Application Charts Excel Workbook
 - Community Development Impacts Chart
 - Chart E in the Application Charts Excel Workbook

CD Performance / Effective Use



- Narrative:
 10. Describe the Applicant's community development objectives and how progress toward those objectives is measured.
 11. Describe the Applicant's track record in providing Financial Products, Development Services, and/or Financial Services.

CD Performance / Effective Use



- Narrative (continued):
 12. Discuss how the requested award will enable the Applicant to build its capacity as a CDFI.
 13. Discuss why the Applicant should receive a Fund award given the Fund's limited resources.
 14. Prior Awardees.
 15. TA Request Narrative.

Management



- Attachments Used to Evaluate this Section:
 - Organizational Chart
 - Up-to-date resumes of key board members (e.g., Board chair, advisory board, key committees, etc.), management, and key staff
 - Statements of Work
 - Contractor and Consultant Resumes/Profiles

Management



- Narrative:
 16. Describe the capacity, skills, size and experience of the Applicant's current and/or proposed governing board.
 17. Describe the capacity, skills, and experience of the Applicant's current and/or proposed management team and key staff.
 18. Describe the Applicant's underwriting policies and procedures.
 19. Describe the Applicant's portfolio monitoring policies and procedures.

Management



- Narrative (continued):
 20. Describe the Applicant's financial and risk management policies and procedures.
 21. Describe the Applicant's MIS.
 22. Discuss the extent to which the Applicant has in place the systems and procedures to ensure ongoing compliance.
 23. Describe any plans in place or being developed for the Applicant to merge with, acquire, or be acquired by another entity.
 24. TA Request Narrative.

Financial Health and Viability



- Charts and Attachments Used to Evaluate this Section:
 - Financial Data Input Chart (F1, F2, or F3)
 - Complete appropriate chart type in Excel workbook.
 - Financial Statements for the 3 most recently completed fiscal years.
 - Loan Portfolio Quality Chart.
 - Chart G in the Application Charts Excel Workbook.
 - Equity Investment Portfolio Valuation Chart.
 - Chart H in the Application Charts Excel Workbook.

Financial Health and Viability



- Narrative:
 25. Explain which Financial Statements were included with the Application, audited, reviewed, internally prepared. Explain major discrepancies from chart entries.
 26. Provide key assumptions underlying the projections for the projected three years (FY 2007-FY 2009) identified in the Financial Data Input Chart.

Financial Health and Viability



- Narrative (continued):
 27. Financial Ratios:
Capital, Asset-Liability Management, Deployment, Self-Sufficiency, Operating Liquidity, Earnings
 28. Portfolio Management Ratios:
Portfolio-at-Risk, Loan Loss, Loss Reserve
 29. Equity Investor Financial Health.
(Only Applicable to Venture Capital Funds)
 30. TA Request Narrative.

Financial Health and Viability



All Applicants should provide narrative for each ratio even if the Fund does not require a Minimum Prudent Standard (MPS).

Application Charts



- Data Form (includes FA Budget)
 - A. Matching Funds Data Chart
 - B. Retained Earnings Calculators (3 versions)
 - C. TA Request Summary Chart
 - D. Activities Level Chart
 - E. Community Development Impact Chart
 - F. Financial Data Input Chart (3 versions)
 - G. Loan Portfolio Quality Chart
 - H. Equity Investment Portfolio Valuation Chart

Agenda



- CDFI Fund Organization Overview
- FY 2007 CDFI Program
 - Overview
 - Applicant Eligibility Factors
- Comprehensive Business Plan
 - Matching Funds
 - Technical Assistance Proposal
 - Executive Summary
 - Questions 1 thru 30
 - Application Charts
- ***Submitting the Application***
- Application Review & Awardee Selection
- Reporting and Compliance
- Reminders
- Questions and Answers

- In compliance with federal requirements, all applications must be submitted through www.Grants.gov, the official website for federal grant information and applications.
- Review the CDFI Fund 2007 Grants.gov guidance for 'Registering, Accessing, and Submitting a Complete Application with Grants.gov' found on www.cdfifund.gov

- **Please start your registration early, submit your application early, and verify the submission is received.**
- Call the Grants.gov support staff for questions about the process. Grants.gov help desk: Via phone 1-800-518-4726 or via email at support@grants.gov.
- The Grants.gov Contact Center hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Central Standard Time.

As always, you may contact the
CDFI Program helpdesk at 202-622-6355.

Grants.gov Homepage



Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Tab

Address <http://www.grants.gov/> Go Links >>



Contact Us SiteMap Help

FOR APPLICANTS

- About Federal Grants
- Get Registered
- Find Grant Opportunities
- Apply for Grants
- Track My Application
- Applicant Help

ABOUT GRANTS.GOV

FOR AGENCIES

RESOURCES

HELP

CONTACT US

SITE MAP



Find. Apply. Succeed.

Grants.gov allows organizations to electronically find and apply for more than \$400 billion in Federal grants. Grants.gov is THE single access point for over 1,000 grant programs offered by all Federal grant making agencies. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community.

- ▶ [Read our Spring 2006 "Succeed" Newsletter](#)
- ▶ [Read about Grants.gov in the news](#)
- ▶ [Check out our Webcast: "Get Started with Grants.gov"](#)
- ▶ [View Grant Opportunities for the last 7 days](#)

Sign up for our newsletter

submit >>

Quick Links

- [Grant Search](#)
- [Grant Email Alerts](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC Login](#)
- [Agency Login](#)



Steps Covered in the Instructions



- **Step 1: Install the PureEdge Viewer.**
- **Step 2: Register Applicant Organization with Grants.gov.**
- **Step 3: Access and Save Application Materials.**
- **Step 4: Create and Save the PureEdge “Grant Application Package” File.**
- **Step 5: Complete the SF-424.**
- **Step 6: Upload Application Attachments for Final Submission.**
- **Step 7: Submit the Final Application Package.**

Registering with Grants.gov



- Before you can apply for a CDFI Fund grant via Grants.gov, your organization must register with Grants.gov.
- The 1-time registration process takes several days.
- It is recommended to download Grants.gov's 2-page version of the instructions for "Get Started Now..."
- You can also go directly to the "Get Registered" screen from the Grants.Gov home page to access registration instructions.

Registering with Grants.gov (cont'd)



- **Step A:** Obtain a Dunn & Bradstreet Universal Number (DUNS).
- **Step B:** Register your organization with the Central Contractor Registry (CCR).
- **Step C:** Register with Grants.gov's Credential Provider: Operational Research Consultants (ORC).
- **Step D:** Register with Grants.gov.

Obtaining Application Materials

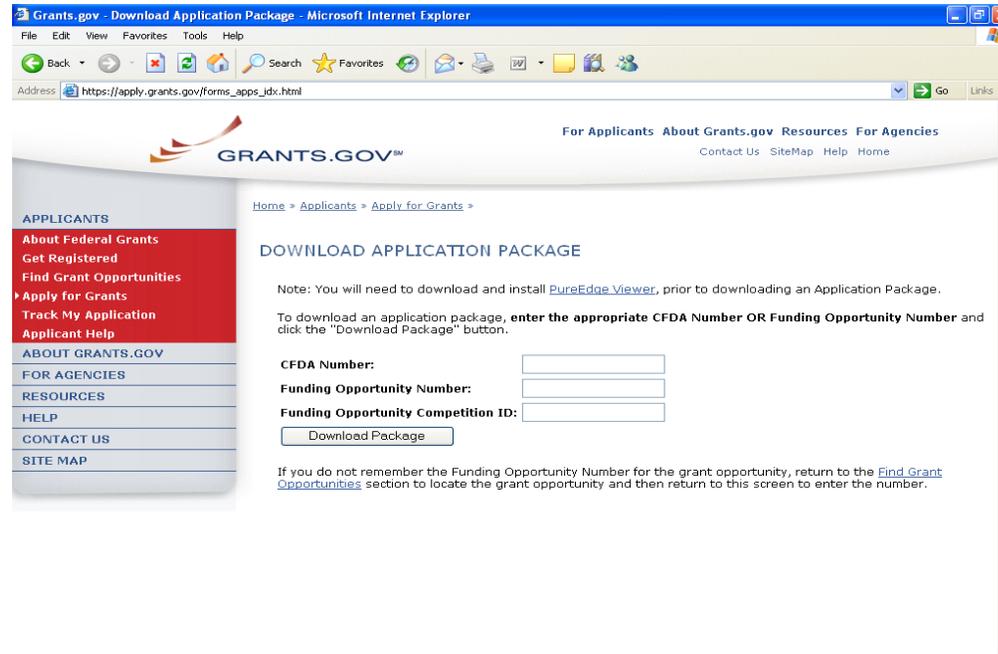


- You will need to access the Application materials and save them to your computer after downloading the PureEdge Viewer and completing the registration process with Grants.gov.
- You will have the option of entering the CFDA Number or the Funding Opportunity Number to call up the CDFI Program 2007 Application Package. You must complete at least one of these fields to download an application. Enter either number in the box provided.
 - CFDA Number: **21.020**
 - Funding Opportunity Number: **CDFI-FATA-07**

Starting Point for Downloading Application



- To start completing the 2007 CDFI Program Application, you must access the Application Package and save it to your computer.
- Go to www.grants.gov and look under the 'For Applicants' tab along the left side of your screen for the link **Apply for Grants**.
- After you have accessed the **Apply for Grants** screen, select the link next to Step 1: **Download a Grant Application Package and Instructions** (which leads to the page Pictured below).



Download the Application Instructions



At the bottom of the Selected Grant Applications for Download screen, you will see the box pictured to the right →

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
21.020	CDFI-FATA-06	CDFI-FATA-06	CDFI-FATA-06	DOT CDFI	download

Click **Download** under **Instructions and Application...** which will take you to the **Download Opportunity Instructions and Application** screen →

Click **Download Application Instructions** to download the Application Materials (i.e., the templates) and save to your computer.

Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 21.020: Community Development Financial Institutions Program
Opportunity Number: CDFIFA05: CDFI FA 05 Grant
Competition ID: CDFIFA05
Competition Title: CDFI FA 05 Grants
Agency: DOT CDFI
Opening Date: 12/07/2005
Closing Date: 01/31/2008

If you would like to be notified of any changes to this opportunity please enter your e-mail address to be e-mailed in the event this opportunity is changed and republished on Grants.gov before its close.

Download the instructions and application by selecting the download links below. While the instruction files may open directly, you may save the files to your computer for future reference and use. You will need internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

Download the Application Package



- Return to the Download Opportunity Instructions and Application page.
- Click option 2, Download Application Package.

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: CDFI FA 05 Grant
Offering Agency: DOT CDFI
CFDA Number:
CFDA Description:
Opportunity Number: CDFIFA05
Competition ID: CDFIFA05
Opportunity Open Date: 12/06/2005
Opportunity Close Date: 01/31/2006
Agency Contact: David Lanning
Agency S2S Tester
E-mail: lanningd@cdfi.treas.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Redacted]

Mandatory Documents

Application for Federal Assistance (SF-424)
Attachments

Mandatory Completed Documents for Submission

Open Form

Open Form

This opens a file in the PureEdge software ↑ where you will complete the SF-424 and upload the Application materials (referred to here as the **Attachments**) completed offline.

Completing the SF-424



- You can enter data on the SF-424 at any time.
- Click Close Form to save and return to the Grant Application Package screen.

SF424 Page 1

Close Form Next Print Page About

OMB Number: 4040-0004
Expiration Date: 07/31/2006

Application for Federal Assistance SF-424 Version 02

* 1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	<input type="text"/> * Other (Specify) <input type="text"/>
* 3. Date Received: <input type="text"/> Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: / / <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>	
d. Address:		
* Street1: <input type="text"/>		

Microsoft Office

Start | Inbox - Microsoft Outlook | Instructions for Submitt... | training guide - Microso... | SF424 Page 1 | 6:16 PM

Uploading Application Attachments



- Return to the Grant Application Package screen.
- Under Mandatory Documents: **select Attachments then click on Open Form.**
- **A table will open → allowing you to upload each of the documents you've completed.**

Close Form		Print Page	
ATTACHMENTS FORM			
<p>Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.</p> <p>Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.</p>			
1) Please attach Attachment 1	<input type="text" value="Application CBP Template.doc"/>	Add Attachment	Delete Attachment View Attachment
2) Please attach Attachment 2	<input type="text" value="501 (c) (4) Template.dot"/>	Add Attachment	Delete Attachment View Attachment
3) Please attach Attachment 3	<input type="text" value="Charts Workbook - Final 12-2-05.xls"/>	Add Attachment	Delete Attachment View Attachment
4) Please attach Attachment 4	<input type="text" value="Emerging CDFI Eligibility Questionnaire Te"/>	Add Attachment	Delete Attachment View Attachment
5) Please attach Attachment 5	<input type="text" value="Environmental Review Form Template.dot"/>	Add Attachment	Delete Attachment View Attachment
6) Please attach Attachment 6	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
7) Please attach Attachment 7	<input type="text"/>	Add Attachment	Delete Attachment View Attachment

Submitting the Final Application Package



Click on the arrow button between the two boxes to move Mandatory Documents from the box on the left to the box on the right labeled Mandatory Documents Completed for Submission.

Submit Save Print Cancel Check Package for Errors

Grant Application Package

Opportunity Title: CDFI FA 05 Grant
Offering Agency: DOT CDFI
CFDA Number:
CFDA Description:
Opportunity Number: CDFIFA05
Competition ID: CDFIFA05
Opportunity Open Date: 12/06/2005
Opportunity Close Date: 01/31/2006
Agency Contact: David Lanning
Agency S2S Tester
E-mail: lanningd@cdfi.treas.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

Application for Federal Assistance (SF-424)
Attachments

Mandatory Completed Documents for Submission

Move Form to Submission List =>
Move Form to Documents List <=

Open Form Open Form

Click Submit to send the SF-424 plus the Attachments to the Fund as your final Application submission.

Don't Forget the Paper Attachments



- Send Paper Attachments to BPD with SF-424 as Cover:
 - Matching Funds Documentation (as applicable).
 - Financial Statements* .
 - Org Chart and Resumes* .
 - IRS Documentation of EIN* .
 - Scope of Work Statements* .
- * You are required to send the originals and four copies of these documents.

(You can print the SF-424 once you have completed it, but before you have submitted it.)

Submitting Funding Application Deadlines



- **SF-424 and Attachments via Grants.gov:** must be received by **November 14, 2006, 5:00pm ET.**
- **Paper Applications and all Paper Attachments:** Complete paper applications, the paper SF-424, Matching Funds Documents, Financial Statements, Organization Chart, resumes, and documentation of EIN must be received at the following address by 5:00 pm **November 17, 2006.**

CDFI Fund Grants Manager
CDFI Program
Bureau of Public Debt (BPD)
200 Third Street
Parkersburg, WV 26101-5312
(304) 480-6088 (Note: Not a toll free number.)

(Applicants are strongly advised to allow at least 3 business days (i.e., not Saturday or Sunday) for overnight delivery to BPD's offices in West Virginia.)

No Appeals for Lateness



- No exceptions or waivers for late submission via Grants.gov or delivery of attachments to BPD.
 - This includes late delivery caused by third parties such as the US Postal Service, couriers, or overnight delivery services.
- Allow at least 3 business days for overnight delivery to BPD's offices in West Virginia. Allow even longer if using first class postal mail delivery.
 - Saturday and Sunday are not business days!

Application Checklist



Application Component	Prepare In...	Submit via...	TA Only Applicants vs. FA Applicants
Standard Form (SF) 424	Grants.gov Online Form	Grants.gov and Mail to BPD	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Complete form online and send hard copy to BPD as cover page to paper attachments.
Documentation of EIN	Paper	Mail to BPD	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Documentation from the IRS that they have their own unique EIN.
Environmental Review Form 501 (c)(4) Certification Assurances and Certifications	MS Word Templates	Grants.gov upload under Attachments	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Environmental Review Form and the 501(c)(4) Certification (if applicable): <ul style="list-style-type: none"> Complete MS Word Templates. Assurances and Certifications: Electronic Signature on the SF 424 certifies this form – it is not necessary to submit a separate copy.
Emerging CDFI Certification Eligibility Application	MS Word	Grants.gov upload under Attachments	FA Applicants: <ul style="list-style-type: none"> <input type="checkbox"/> Not Applicable – FA Applicants must already be certified or submit a certification application by 10/11/06. TA Only Applicants: <ul style="list-style-type: none"> If not certified as a CDFI: Complete in MS Word.
Comprehensive Business Plan (Narrative)	MS Word	Grants.gov upload under Attachments	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Complete MS Word template.
Application Charts	MS Excel	Grants.gov upload under Attachments	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Complete all applicable charts in the Excel Workbook.

...cont'd

Application Checklist (cont'd)



Application Component	Prepare In...	Submit via...	TA Only Applicants vs. FA Applicants
Matching Funds Documentation	Paper	Mail to BPD	TA Only Applicants: •Not Applicable – TA awards do not require Matching Funds. FA Applicants: •Mail original and four copies of Matching Funds documentation to BPD address above.
Financial Statements	Paper	Mail to BPD	Both TA Only Applicants and FA Applicants: •Mail originals and four copies to BPD address above.
Organizational Chart & Resumes	Paper	Mail to BPD	Both TA Only Applicants and FA Applicants: •Mail originals and four copies to BPD address above.
Scope of Work Statements	Paper	Mail to BPD	TA Applicants (Professional Service Costs Only): •Mail originals and four copies to BPD address above.

Important Deadlines

Certification Application: Received at the Fund by **October 11, 2006**

Certification of Material Events Form: Received at the Fund by **October 11, 2006**

Electronic Attachments: Grants.Gov submission by 5:00pm ET, Tuesday, **November 14, 2006**

Paper Attachments: Received at BPD offices by Friday, **November 17, 2006**.

Incomplete Applications: Applications received after the submission deadlines noted above and/or missing any of the items listed below will be considered incomplete and immediately rejected from consideration for an award without an opportunity to rectify:

- SF 424
- EIN
- Incomplete CBP section of the Application

myCDFIFund Account



- The Fund's primary mode of communication with awardees.
- Applicants are **REQUIRED** to create a myCDFIFund account.
- Applicants who already have myCDFI accounts must update their accounts prior to submitting an Application.

Agenda



- CDFI Fund Organization Overview
- FY 2007 CDFI Program
 - Overview
 - Applicant Eligibility Factors
- Comprehensive Business Plan
 - Matching Funds
 - Technical Assistance Proposal
 - Executive Summary
 - Questions 1 thru 30
 - Application Charts
- Submitting the Application
- ***Application Review & Awardee Selection***
- Reporting and Compliance
- Reminders
- Questions and Answers

Review Process



- Completeness Review.
- Eligibility Review.
- Two-part Substantive Review.
 - FA and FA/TA Applications: Team of three readers score based on evaluation criteria.
 - TA-Only Applications: One reader scores based on evaluation criteria.
 - Fund staff follow up on issues, perform compliance scoring, review Matching Funds, make final recommendations to Selecting Official.
- Selecting Official Award Decisions.
- Grants Management Review.
- Financial Management Award Obligation.
- Award notifications.

Scoring: Compliance



- Prior Awardees or Allocatees applying for FA and/or TA:

Assessment of ability to carry out CBP includes evaluation and possible point deductions for:

- Noncompliance with any active award or award that terminated in calendar year 2006.
- Failure to make timely loan payments to the Fund during two complete fiscal years prior to 11/14/2006.
- Overall performance on a prior Agreement.
- Deobligated Funds >\$200,000 and within the timeframe outlined in the NOFA.

Scoring: Compliance



- Last 2 years (generally FY 2005 and FY 2006) of active or recently terminated awards will be evaluated.
 - See NOFA for specifics or contact CME.
- Points will be deducted from overall score, not from a specific section.
- For TA Only Applicants, scoring deductions happen after the Follow-up Review.

Ranking and Awardee Selection



- TA-Only Applicants and Category I/SECA Applicants:
 - Must receive minimum number of points in each category.
 - Ranked from highest to lowest, based on each Applicant's scores for all five criteria categories added together.
 - The Fund selects Awardees from the top of the ranking list until it runs out of available funds.

Ranking and Awardee Selection



- Category II/Core Applicants:
 - Must receive minimum scores in Management and Financial Health and Viability.
 - Ranked from highest to lowest based on the combined scores in Market Analysis, Business Strategy, and Community Development Performance and Effective Use, Management, and Financial Health and Viability.
 - The Fund selects Awardees from the top of the ranking list until it runs out of available funds.

Awardee Notification



- The Fund notifies an Applicant of its award decision via e-mail to the designated Authorized Representative.
- If selected for an award, an Applicant must go to its myCDFIFund account to download and print its Notice of Award.
- Only the Applicant's Account Administrator can access the Notice of Award.
- If an Applicant's e-mail system has a spam blocker function, please ensure that the Fund's main email addresses are listed as acceptable sources. Otherwise, the award notification email may never be received.

Unsuccessful Applicants



- Applications are rejected or declined at 1 of 3 phases:
 1. Application deadline: will reject an Application if it is received late.
 - Will be notified via email, usually within a month.
 2. Completeness and eligibility review: will reject an Application if it is found incomplete or ineligible.
 - Will be notified via email, usually within a month.
 3. Application review and scoring: may decline an Applicant for substantive reasons.
 - Will be notified via email shortly after awards are announced (expected by approximately late September 2007).

Closing and Disbursement



- Upon notification, the Awardee must print, sign, and return the Notice of Award.
- The Fund will contact the Awardee to begin the closing process, which includes entering into an Assistance Agreement.
 - FA Awardees: 3-year Assistance Agreement.
 - TA-Only Awardees: 2-year Assistance Agreement.
- Once the Assistance Agreement has been signed, the Fund will authorize the award disbursement.
 - FA awards disbursed based on Matching Funds in hand at the time of award closing.
 - TA awards disbursed in one lump sum upon closing.

Agenda



- CDFI Fund Organization Overview
- FY 2007 CDFI Program
 - Overview
 - Applicant Eligibility Factors
- Comprehensive Business Plan
 - Matching Funds
 - Technical Assistance Proposal
 - Executive Summary
 - Questions 1 thru 30
 - Application Charts
- Submitting the Application
- Application Review & Awardee Selection
- ***Reporting and Compliance***
- Reminders
- Questions and Answers

Key Reporting Requirements



- Annual Report:
 - Institution Level Report.
 - Transaction Level Report.
 - Financial Report.
 - Use of FA and Matching Funds.
 - Use of TA.
 - Other requirements as applicable.

(If an Awardee has subsidiaries, it must submit consolidated financial statements so the Fund can clearly see the activities of the Awardee and, if applicable, subsidiaries that are helping to carry out the CBP.)

Performance Expectations



- Expected Performance Goals
 - Operating Liquidity Ratio of 1:1.
 - Maximum Portfolio at Risk of 15%.
 - Maintain CAMEL rating of 3 or better (regulated CDFIs).
 - Use 85% of dollars funded for activities in Target Market over 3 years.
 - Non-certified Awardees: become certified as CDFIs.

Agenda



- CDFI Fund Organization Overview
- FY 2007 CDFI Program
 - Overview
 - Applicant Eligibility Factors
- Comprehensive Business Plan
 - Matching Funds
 - Technical Assistance Proposal
 - Executive Summary
 - Questions 1 thru 30
 - Application Charts
- Submitting the Application
- Application Review & Awardee Selection
- Reporting and Compliance
- ***Reminders***
- Questions and Answers

Deadlines



- Certification of Material Event Form:
 - » October 11, 2006
- CDFI Certification Application:
 - » October 11, 2006
- Request paper application:
 - » October 11, 2006
- Application Submission via Grants.gov:
 - » November 14, 2006
- Paper Attachments due to BPD:
 - » November 17, 2006

Contacting Grants.gov



- Application Materials and Submission:

www.grants.gov

- Grants.gov Contact Center:

Support@grants.gov or 1.800.518.4726

Contacting the Fund



- Programmatic Support:

cdfihelp@cdfi.treas.gov or 202.622.6355

- Grants Management Support:

grantsmanagement@cdfi.treas.gov or 202.622.8226

- Compliance Support:

cme@cdfi.treas.gov or 202.622.8226

- Technical Support:

ithelpdesk@cdfi.treas.gov or 202.622.2455

- Legal Counsel Support:

See “How to Request a Legal Review” at

www.cdfifund.gov

Additional Questions



- Satellite Broadcast via HUD: October 4, 2006, 1:00pm ET
- Conference Calls: October 23 – 25, 2006
- Call or E-mail: Until November 10, 2006, 5:00pm ET
- See www.cdfifund.gov for additional information.



Questions and Answers

***Thank you for attending today's
information session!***