



Getting Acquainted with Your FY 2018 Technical Assistance Award Assistance Agreement

CDFI Program and NACA Program

Presentation Purpose



- The purpose of this presentation is to help FY 2018 CDFI and NACA Program Recipients understand the requirements, terms, and conditions of the Assistance Agreement for their Technical Assistance (TA) award.
- References to TA awards in this presentation include both CDFI and NACA TA Program Recipients, unless otherwise stated.
- This information is for educational purposes only.

Presentation Objectives



- Describe the Assistance Agreement and its purpose.
- Show what the Assistance Agreement looks like.
- Explain what the Assistance Agreement contains.
- Provide instructions on what to do with your Assistance Agreement.
- Provide information about modifying or amending your Assistance Agreement.

Presentation Topics



Assistance Agreement Overview

Assistance Agreement Availability

Assistance Agreement Components

Other Important Assistance Agreement Information

Authorized Technical Assistance Activities

Making Changes to an Assistance Agreement

Assistance Agreement Overview



- The Assistance Agreement is a legally binding contract between the CDFI Fund and the Recipient.
- The terms of the Assistance Agreement are based on the Recipient's institution type, award type, information submitted in the application, and other factors, such as matching funds.
- All CDFI and NACA Program Award Recipients must execute an Assistance Agreement prior to receiving their initial payment.

Assistance Agreement Overview



- The Assistance Agreement contains the following key components:
 - Annual Reporting requirements and associated deadlines;
 - Performance Goals & Measures (PG&Ms);
 - Eligible Activities for award funds; and
 - General Award Terms and Conditions.

Assistance Agreement Overview



- Recipients should read the entire Assistance Agreement.
 - Recipients with awards from multiple funding rounds should read each agreement closely, as terms and conditions change from year to year.
 - Recipients must adhere to reporting requirements, PG&Ms, and associated deadlines.
- Recipients should keep a copy of their Assistance Agreement on file.
 - A copy of the Assistance Agreement may be found in your organization's 2018 TA award record, which is stored in the CDFI Fund Awards Management Information System (AMIS).
- Recipients should create a calendar reminder with due dates for reports. You may use the reporting schedule in AMIS to find the report due dates.

Assistance Agreement Overview



- The Assistance Agreement must be signed by an Authorized Representative listed in the Recipient's AMIS account.
- The Authorized Representative must have the legal authority to enter into the Assistance Agreement on behalf of the Recipient's organization.
- Consultants cannot sign the Assistance Agreement on behalf of the Recipient's organization.

Assistance Agreement Overview



- The CDFI Fund urges Recipients to review the Assistance Agreement very carefully before signing the document as the CDFI Fund expects Recipients to fulfill all terms and conditions and meet deadlines therein.
- The CDFI Fund will contact the Authorized Representative if additional information regarding the Assistance Agreement is needed.

Assistance Agreement Overview



- Throughout the Period of Performance of the Assistance Agreement, Recipients are required to report on their progress toward meeting the Performance Goal and Measure (PG&M) benchmarks.
 - Recipients that meet all terms and conditions of the Assistance Agreement are considered to be compliant.
 - Recipients that fail to meet the terms and conditions of the Assistance Agreement are considered to be noncompliant.

Assistance Agreement Overview



- Performance Goals and Measures (PG&Ms) for TA awards are determined by:
 - the Recipient’s CDFI certification status; and/or
 - if the Recipient is a Sponsoring Entity (NACA Program Only).

Presentation Topics



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Assistance Agreement Notification



- An e-mail notification is sent when the Assistance Agreement is available in each Recipient's AMIS account.
 - The e-mail will be sent to the Authorized Representative and Point(s) of Contact listed in the Recipient's FY 2018 TA Application as well as those listed as Authorized Representatives in a Recipient's Organization Profile.
 - The e-mail will contain three attachments – the *Transmittal Letter*, *Instructions for Accessing and Signing the Assistance Agreements in AMIS*, and *Certificate of Good Standing Instructions* – that provide detailed instructions regarding the award closing process.

Assistance Agreement Notification

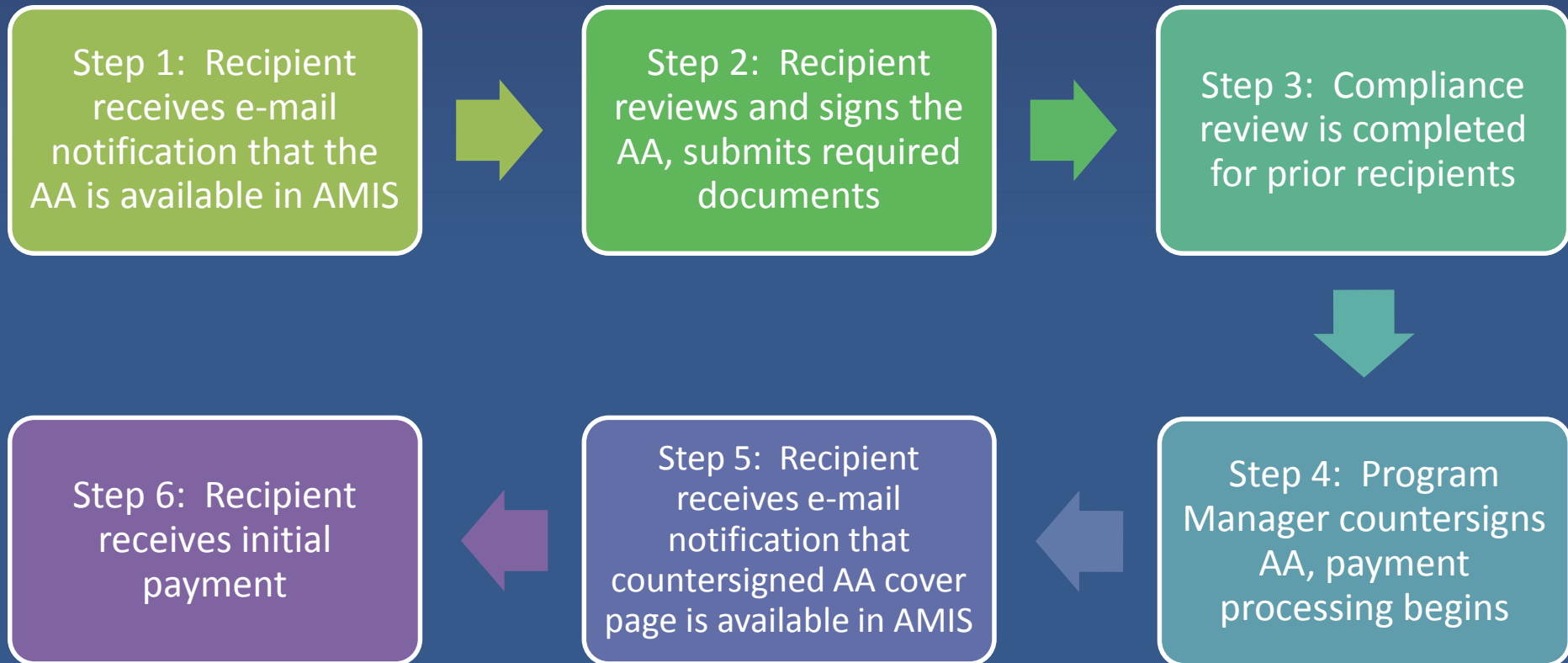


- The Assistance Agreement will be available in the Notes & Attachments section of the Recipient's award record in AMIS.
- To ensure you receive e-mail communications, AMIS@cdfi.treas.gov should be listed as a safe sender by your e-mail system.

Assistance Agreement Process



- This slide highlights the steps to finalize the Assistance Agreement (AA) and receive award payment.



Presentation Topics



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Assistance Agreement Components



- This section discusses key components to the Assistance Agreement, such as:
 - Annual Reporting Requirements;
 - PG&Ms;
 - Screenshots of relevant and frequently referenced pages and Schedules.
- Note: Screenshots are provided to familiarize and orient Recipients with the Assistance Agreement. Please note that your customized Assistance Agreement may differ in format and content.

Assistance Agreement Cover Page



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND ASSISTANCE AGREEMENT

Recipient: [2]	CDFI Fund Award Number: [1] DUNS Number: Employer Identification Number:
Address:	
Applicable Program: [CDFI/NACA] Program CFDA Number: Date of Applicable NOFA: 2/1/2018	Announcement Date (Period of Performance Start Date):
By signing this Assistance Agreement and in consideration of the mutual covenants, conditions and agreements hereinafter set forth, the parties hereto, by their respective Authorized Representatives, agree to the following: (i) the award of Assistance hereunder shall be administered pursuant to the General Award Terms and Conditions, attached hereto as Schedule 3, and made a material part hereof; and (ii) the award of Assistance shall be further subject to the terms, conditions, requirements, certifications and representations set forth in all such additional schedules that are attached hereto and constitute a material part hereof. In witness whereof, the parties hereto do hereby execute and enter into this Assistance Agreement.	
Community Development Financial Institutions Fund	[2]
By: [?] _____ Authorized Representative: Title: Federal Award Date*: Date:	By: [?] _____ Authorized Representative: Title:

(1) CDFI Fund Award Number can be found in the upper right corner of the Cover Page.

(2) Announcement Date is located here. It is the Period of Performance Start Date and Beginning of Year 1 of the Period of Performance Schedule (found in Schedule 1-C).

Assistance Agreement Cover Page

TA Details



Recipient Information			
Entity Type: [Regulated/Non-regulated/Sponsoring Entity]			
Depository Institution Holding Company: [Y/N]			
Subsidiary Depository Institution (if applicable):		Subsidiary Depository Institution Employer Identification Number (if applicable):	
CDFI Certification Status as of Announcement Date: [Certified/Not Certified]			
Technical Assistance			
Total Technical Assistance (TA) Award:		Initial TA Payment:	
* The Federal Award Date shall be the date in the CDFI Fund's signature block above.			

Total TA Award Amount

Note Initial Payment

Annual Reporting Requirements (Schedule 1-A)



Report

Description

Single Audit Report

Non-profit Recipients must complete an annual Single Audit pursuant to the Uniform Requirements (2 C.F.R. 200.500) if they expend \$750,000 or more in Federal awards in an FY, or such other dollar threshold established by OMB pursuant to 2 C.F.R. 200.500. If a Single Audit is required, it must be submitted electronically to the Federal Audit Clearinghouse. The Recipient may also submit the Single Audit via its AMIS account, but this does not eliminate the requirement to submit the Single Audit to the Federal Audit Clearinghouse.

Financial Statement Audit Report

(Non-profit Recipients including Insured Credit Unions)

Non-profit Recipients (including Insured Credit Unions) must submit a Financial Statement Audit (FSA) report, along with the Recipient's statement of financial condition audited or reviewed by an independent certified public accountant, if any are prepared. Under no circumstances should this be construed as the CDFI Fund requiring the Recipient to conduct or arrange for additional audits not otherwise required under Uniform Requirements or otherwise prepared at the request of the Recipient or parties other than the CDFI Fund. The FSA report is submitted through the Recipient's AMIS account.

Financial Statement Audit Report

(For-profit Recipient)

For-profit Recipients must submit a FSA report, along with the Recipient's statement of financial condition audited or reviewed by an independent certified public accountant. The FSA report is submitted through the Recipient's AMIS account.

Annual Reporting Requirements (Schedule 1-A) (Continued)



Report	Description
Financial Statement Audit Report (Depository Institution Holding Company (DIHC) and Insured Depository Institution)	If the Recipient is a DIHC or an Insured Depository Institution, it must submit a FSA report in AMIS.
Financial Statement Audit Report (Sponsoring Entities)	A Sponsoring Entity must submit a FSA report in AMIS, along with a statement of financial condition audited or reviewed by an independent certified public accountant, if any are prepared. Under no circumstances should this be construed as the CDFI Fund requiring the Sponsoring Entity to conduct or arrange for additional audits not otherwise required under Uniform Requirements or otherwise prepared at the request of the Sponsoring Entity or parties other than the CDFI Fund. The FSA report is submitted through the Recipient's AMIS account.
Performance Progress Report (PPR)	All Recipients must submit the PPR. The PPR Report is submitted through the Recipient's AMIS account.
Uses of Award Report	All Recipients must submit the Uses of Award Report. The Uses of Award Report is submitted through the Recipient's AMIS account.
Federal Financial Report/ OMB Standard Form 425	All Recipients must submit the SF-425. The SF-425 is submitted through the Recipient's AMIS account.

Annual Report Submission Deadlines (Schedule 1-B)



Report	Due
Single Audit Report	Nine (9) months after the end of each year of the Period of Performance
Financial Statements Audit Report	Six (6) months after the end of each year of the Period of Performance
PPR	Three (3) months after the end of each year of the Period of Performance
Uses of Award Report	Three (3) months after the end of each year of the Period of Performance
Federal Financial Report/OMB Standard Form 425	Three (3) months after the end of each year of the Period of Performance

Performance Goals & Measures (Schedule 1-C)



- PG&Ms are performance benchmarks that a Recipient must meet in order to remain in compliance with the Assistance Agreement.
 - PG&Ms for all institution and award types will be visible in the Assistance Agreement.
- Note: In addition to the PG&Ms, compliance is also dependent upon timely report submissions and, if applicable, an unqualified audit opinion and an absence of material weakness findings in the Single Audit.

Performance Goals & Measures (Schedule 1-C)



- The following information is an overview of Technical Assistance PG&Ms. Each Assistance Agreement will specify which PG&Ms are applicable to your organization.
 - Goal 1, Measures 1, 2, or 3: The Recipient must expend the Technical Assistance for the purposes set forth in the Technical Assistance Budget.
 - Goal 2, Measure 1: A Sponsoring Entity Recipient must establish a legal entity that will be certified as a CDFI and add it as a co-Recipient to its Assistance Agreement.
 - Goal 3, Measures 1 or 2: The Recipient (or legal entity created by the Recipient in the case of a Sponsoring Entity Recipient) must submit its CDFI certification application to the CDFI Fund and obtain certification as a CDFI by the end of the Period of Performance.

Performance Goals & Measures (Schedule 1-C)



Goal and Measure Numbers	Goal 1 Measure									
1-1 1-2 1-3 [Certified TA, NACA TA, NACA Sponsoring Entities, Uncertified] TA, NACA TA] [Applicable/Not Applicable]	<p>Build capacity through Technical Assistance: The Recipient must expend the Technical Assistance for the purpose of the Assistance Agreement (Technical Assistance Budget) and complete those activities no later than [MM/DD/YY]. The Recipient must report on its use of the Technical Assistance using the Uses of Award Report.</p> <p>The Recipient must expend the Technical Assistance in an amount equal to or greater than the amounts specified below in accordance with the following schedule:</p> <table border="1" data-bbox="320 858 1240 1105"> <thead> <tr> <th></th> <th>% of Total TA Award</th> <th>Dollar Amount of TA to be expended (\$)</th> </tr> </thead> <tbody> <tr> <td>Period of Performance, Year 1</td> <td>90% of Initial TA Payment</td> <td>\$XXXX</td> </tr> <tr> <td>Period of Performance End Date</td> <td>100% of Total TA Award</td> <td>\$XXXX</td> </tr> </tbody> </table>		% of Total TA Award	Dollar Amount of TA to be expended (\$)	Period of Performance, Year 1	90% of Initial TA Payment	\$XXXX	Period of Performance End Date	100% of Total TA Award	\$XXXX
	% of Total TA Award	Dollar Amount of TA to be expended (\$)								
Period of Performance, Year 1	90% of Initial TA Payment	\$XXXX								
Period of Performance End Date	100% of Total TA Award	\$XXXX								

PG&M Number. PG&Ms that apply to your Assistance Agreement will show "Applicable" below.

Description of PG&M

Applicable Benchmarks

Authorized Technical Assistance Activities (Schedule 2)



- Schedule 2 lists all authorized Technical Assistance Activities.
- TA funds can be expended for any authorized TA Activity, at the Recipient's discretion, without prior approval from the CDFI Fund.
- Further guidance related to allowable uses and permissible modifications to Authorized TA Activities and amounts are found in Sections 3.8 and 7.9 of the Assistance Agreement.

Authorized Technical Assistance Activities (Schedule 2)



TECHNICAL ASSISTANCE BUDGET

The Recipient shall use the Technical Assistance for the following activities*:

TOTAL TA AWARD:		
ACTIVITY	AMOUNT	COMMENTS
Compensation (Personal Services)	\$	
Compensation (Fringe Benefits)	\$	
Training and Education Costs	\$	
Travel Costs	\$	
Professional Service Costs	\$	
Equipment	\$	
Supplies	\$	
Total TA	\$	

Approved TA Activity items and their amounts are listed in Schedule 2.

* The Recipient should refer to Section 3.8 and 7.9 of this Assistance Agreement for further guidance on Authorized Technical Assistance Activities as well as permissible modifications to Budget activities and amounts per category.

Presentation Topics



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General Award Terms & Conditions (Schedule 3): Receiving Payments



- To receive award payments, Recipients must:
 - Electronically sign the Assistance Agreement and upload all required documentation into AMIS (e.g. Certificate of Good Standing).
 - Maintain compliance with terms & conditions of any prior award from the CDFI Fund.
 - Maintain accurate banking information in the System for Award Management (SAM). **SAM information must be updated every 6 months!**
 - If the entire amount of the award is not disbursed in the initial payment, Recipients must submit a Subsequent Payment Request at least 30 days prior to the end of the Period of Performance.

Application Vs. Authorized Award Activities



- Even though a Recipient may have included certain TA activities in their Application, those activities may not be Authorized Activities.
- The Recipient is responsible for ensuring that activities performed with CDFI Fund dollars are (1) allowable, (2) allocable, and (3) necessary, as defined on the following slide.

Application Vs. Authorized Award Activities



- **Allowable**: Allowed by CDFI Fund and OMB Uniform Administrative Requirements found at 2 C.F.R. 200;
- **Allocable**: Incurred specifically for this award;
- **Necessary**: Required to achieve the organization's strategic goals, implement its comprehensive business plan, and/or build the organization's capacity to serve or expand service in its Target Market.

Material Events



- You must advise the CDFI Fund of certain Material Events that occur during the Period of Performance of your Assistance Agreement.
 - If a Material Event occurs, your organization must notify the CDFI Fund by submitting a Material Event Form via a Service Request initiated in your organization's AMIS account.
 - The form must be submitted within 30 days of the occurrence of a material event.
 - Please review section 5.8 of the General Terms and Conditions of your Assistance Agreement for additional information.

Presentation Topics



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Technical Assistance Budget (Schedule 2)



- Schedule 2 lists all authorized Technical Assistance Activities, which is based on requested items in the Recipient's TA Application.
- Schedule 2 is the TA budget.
- TA award funds can be expended on activities different than those requested in the TA Application without prior approval from the CDFI Fund.
 - Refer to the “Making Changes to an Assistance Agreement” section of this presentation for more detail.

General Award Terms & Conditions (Schedule 3): Authorized TA Activities



- Award funds can be spent on the following Authorized Activities outlined in the General Terms & Conditions (GT&C) section of the Assistance Agreement:
 - Compensation (Salary and Fringe Benefits),
 - Travel,
 - Training and Education,
 - Professional Services,
 - Supplies,
 - Equipment,
 - and Incorporation Costs (for NACA Program Sponsoring Entity Recipients only).

General Award Terms & Conditions (Schedule 3): Authorized Activities



- The CDFI Fund reserves the right to require the Recipient to repay all or a portion of the award if the Recipient expends funds for an unallowable activity.

TA Authorized Activities



Activity

Direct Expense

Compensation (Personnel Services)

TA paid to cover salaries of the Applicant's personnel that are paid currently or accrued by the Applicant for work performed directly related to carrying out the purpose of the TA grant (including activities related to becoming certified as a CDFI).

Compensation (Fringe Benefits)

TA paid to cover costs of the Applicant's personnel employment (other than the employees' salaries). The costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity and consistently applied organizational policies.

Training and Education

TA used to pay the cost of training and education provided for employee development. TA can only be used to pay for training costs incurred by the Applicant's personnel (does not include consultants or board members).

Travel

TA used to pay expenses for transportation, lodging, subsistence, and related items incurred by the Applicant's personnel (does not include consultants or board members) who are on travel status on business related to the TA grant. Any payments for travel expenses incurred by the Applicant's personnel but unrelated to carrying out the purpose of the TA grant would be deemed unallowable. As such, documentation must be maintained that justifies the travel as necessary to the TA grant.

TA Authorized Activities



Activity

Direct Expense

Professional Services

TA used to pay for professional and consultant services (e.g. such as strategic and marketing plan development), rendered by persons who are members of a particular profession or possess a special skill (e.g. credit analysis, portfolio management), and who are not officers or employees of the Recipient. Payment for a consultant's services may not exceed the current maximum of the daily equivalent rate paid to an Executive Schedule Level IV Federal employee. Professional and consultant services must build the capacity of the CDFI.

Equipment

TA used to pay for tangible personal property, having a useful life of more than one year and a per-unit acquisition cost of at least \$5,000. For example, items such as office furnishings and information technology systems are allowable as Equipment costs. The Recipient must comply, as applicable, with the Buy American Act of 1933, 41 USC 8301-8303 with respect to the purchase of Equipment.

Supplies

TA used to pay for tangible personal property with a per unit acquisition cost of less than \$5,000. For example, a desktop computer costing \$1,000 is allowable as a Supply cost. The Recipient must comply, as applicable, with the Buy American Act of 1933, 41 USC 8301-8303 with respect to the purchase of Supplies.

Incorporation Costs

TA Recipients that are Sponsoring Entities (NACA only) may use TA to pay for incorporation costs related to creating an emerging CDFI.

General Award Terms & Conditions (Schedule 3): Authorized Activities



- Indirect Costs as described in section 2 C.F.R. 200.56 of the Uniform Requirements are **not allowable**.
 - Costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a specific sponsored project.
 - Indirect costs typically include salaries of staff not directly tied to the provision of Financial Products, depreciation expenses, interest to pay off debt, equipment and capital improvement, and maintenance expenses.
 - For example, the salary for maintenance staff in the building where loans are provided is an indirect expense, and not allowable.

Indirect Cost Example



- A TA applicant requested and received a \$100,000 award.
- In the application, the applicant requested \$15,000 to pay rent for the organization. Rent expenses are defined as indirect costs.
- Indirect costs are not allowable under the CDFI Program and NACA Program.
- The TA Recipient must use this \$15,000 for an eligible, authorized TA Activity instead of the proposed rent expenses.

Authorized Activity Questions



- If you are considering expending TA award funds on something that does not fit neatly into the TA Authorized Activities categories, or if you are unsure, first consult the Uniform Requirements at 2 C.F.R. 200.
 - Cost principles are found in Subpart E.
- Contact the CDFI Fund **BEFORE** expending funds if you have questions (contact information is available at the end of the presentation).
 - Recipients are responsible for funds expended on unallowable activities.

Presentation Topics



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Making Changes to an Assistance Agreement



- Before an Assistance Agreement has been executed, Recipients have the opportunity to request a modification to their Assistance Agreement.
 - Modifications must be requested by submitting a Service Request and completing the Request Change form in AMIS.
- In accordance with Section 7.9 of the Assistance Agreement, a Recipient may request an Amendment after their Assistance Agreement has been executed.
 - Amendments requests must be submitted via a Service Request in AMIS.
- The CDFI Fund will approve modification and/or amendment requests on a limited basis at its own discretion. Recipients should not assume that all modification and/or amendment requests that are submitted will be approved.

Making Changes to an Assistance Agreement



- In accordance with Section 3.8 of Schedule 3 of the Assistance Agreement, a recipient may undertake the following modifications to Schedule 2 without the prior approval of the CDFI Fund:
 - Transfer funds between cost categories;
 - Use cost savings from one authorized TA for a new TA activity; or
 - Eliminate a TA activity or task...
 - As long as the modified budget items are:
 - Allowable under the Uniform Requirements; and
 - Are enumerated in Section 3.8(a) of Schedule 3 of the Assistance Agreement.

Making Changes without needing an Amendment: Example



- A TA applicant requested and received a \$100,000 TA award.
- Schedule 2 in the Assistance Agreement indicates that \$75,000 of the TA award is allocated to Compensation (Salary and Fringe Benefits) and \$25,000 is allocated to Equipment.
- The Recipient planned to use TA funds to pay a portion of the salary of a Loan Officer and to purchase a new copy machine. However, a few months into their performance period, the Recipient realizes that the TA funds for the copier would be better spent on an underwriting training for the Loan Officer.
- The Recipient can spend the funds on the training because it is *allowable*, *allocable*, and *necessary*. The Recipient does not need approval from the CDFI Fund to make this change.

Additional Information



- Continue to monitor the CDFI Program and Native Initiatives sections of www.cdfifund.gov in order to access additional guidance and webinars regarding the FY 2018 CDFI and NACA Program Assistance Agreements.
- These materials will be posted to the [Step 4: Closing and Disbursement](#) page of both the CDFI Program and Native Initiatives sites.

Contact Information



- For questions regarding general terms and conditions of an award, reporting requirements, or allowable uses of funds, please submit a Service Request in AMIS.

Thank You



This concludes the presentation.

Thank you for viewing!