



FY 2019 CDFI Program & NACA Program Application Overview Presentation

Presented By

CDFI Program & NACA Program Team

COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

www.cdfifund.gov

Agenda



CDFI Fund Overview and FY 2019 CDFI & NACA Programs Overview

Preparing and Beginning your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

Application Review Selection, Process, and Reminders

Note: Capitalized terms not defined herein shall have the meaning specified in the applicable CDFI Program or NACA Program FY 2019 Notice of Funds Availability (together, NOFAs).

Topics We Won't Be Covering Today...



- Reasons why your organization was unsuccessful in prior award rounds.
- Instructions on how to enter data into an Application in the CDFI Fund's Award Management Information System (AMIS).
- Matching funds questions specific only to your organization (for FA Applicants only).

CDFI Fund Overview



OUR MISSION

The CDFI Fund's mission is to expand economic opportunity for underserved people and communities by supporting the growth and capacity of a national network of community development lenders, investors, and financial service providers.

CDFI Fund Overview



OUR VISION

The vision of the CDFI Fund is an America in which all people and communities have access to the investment capital and financial services they need to prosper.

CDFI Fund Overview



- The CDFI Fund accomplishes its mission by investing in and supporting CDFIs, Community Development Entities (CDEs), and other community development organizations through the:
- CDFI Program and Native American CDFI Assistance (NACA) Program
- Bank Enterprise Award (BEA) Program
- New Markets Tax Credit (NMTC) Program
- CDFI Bond Guarantee Program (BGP)
- Capital Magnet Fund (CMF)

CDFI Fund Overview



CDFI Program and NACA Program Purpose:

- To promote economic revitalization and community development through investment in and assistance to CDFIs.
- To build the capacity of for-profit and non-profit community based lending organizations to serve rural and urban low-income people, and communities across the nation that lack adequate access to affordable financial products and services.



Photo credit: Native Nations Institute

CDFI Fund Overview



Types of Certified CDFIs:

- Loan Funds
- Credit Unions
- Banks and Depository Institution Holding Companies
- Venture Capital Funds

FY 2019 CDFI Program & NACA Program: Types of Awards



- Financial Assistance* (FA), which includes:
 - Base Financial Assistance (Base-FA)
 - Healthy Food Financing Initiative – Financial Assistance (HFFI-FA)
 - Persistent Poverty Counties – Financial Assistance (PPC-FA)
 - Disability Funds Financial Assistance (DF-FA)
- Technical Assistance (TA)

*Financial Assistance award types include the Base Financial Assistance (Base-FA) award and the following awards that are provided as a supplement to the Base-FA award: Persistent Poverty Counties-FA (PPC-FA), Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) and Disability Funds-Financial Assistance (DF-FA). The PPC-FA, HFFI-FA, and DF-FA Applications will be evaluated independently from the Base-FA Application, and will not affect the Base-FA Application evaluation or Base-FA award amount. See the applicable FY 2019 Notice of Funds Availability (NOFA) for more information.

FY 2019 CDFI Program: Financial Assistance



CDFI Program Base Financial Assistance (Base-FA)

Eligibility	<ul style="list-style-type: none"> • Certifiable & Certified CDFIs.
Matching Funds	<ul style="list-style-type: none"> • Core Base-FA awards will be limited to no more than two times the amount of In-Hand or Committed matching funds provided at the time of Application. The matching funds requirement for Small and/or Emerging CDFI Assistance (SECA) Base-FA Applicants was waived in the final FY 2019 appropriations. Therefore, SECA Base-FA Applicants are NOT required to submit matching funds for the FY 2019 Funding Round.
Award Amount	<ul style="list-style-type: none"> • Category I/Small and/or Emerging CDFI Assistance (SECA), Maximum: \$700,000, Minimum: \$200,000. • Category II/Core, Maximum: \$1,000,000, Minimum: \$500,000. • Estimated FY 2019 Average award Size: Core: \$735,000, SECA: \$475,000.
Form of Awards	<ul style="list-style-type: none"> • Core Base-FA awards are based upon the form of matching funds provided and can be in the form of: (i) Loans; (ii) Grants; (iii) Equity Investments; or (iv) Deposits and Credit Union Shares. • SECA Base-FA awards will be made in the form of grants for the FY 2019 Funding Round.
Eligible Activities	<ul style="list-style-type: none"> • Base-FA awards must be expended for activities in the following five categories: (i) Financial Products; (ii) Financial Services; (iii) Loan Loss Reserves; (iv) Development Services; and (v) Capital Reserves. Note: Only Insured Depository Institutions may use a Base-FA award for Financial Services and Capital Reserves.

FY 2019 CDFI Program: Financial Assistance



CDFI Program Base Financial Assistance (Base-FA)

Eligible Lines of Business	<ul style="list-style-type: none">• Base-FA awards may be expended for: (i) Commercial Real Estate; (ii) Small Business; (iii) Microenterprise; (iv) Community Facilities; (v) Consumer Financial Products; (vi) Consumer Financial Services; (vii) Commercial Financial Services; (viii) Commercial Financial Products; (ix) Affordable Housing; (x) Intermediary Lending to Non-Profits and CDFIs; and (xi) other lines of business as deemed appropriate by the CDFI Fund.
Reporting Period	<ul style="list-style-type: none">• Three (3) years, as specified in each Recipient's Assistance Agreement.
Limitations on Awards	<ul style="list-style-type: none">• Applicants may apply for either FA or for TA under the CDFI Program, but not for both.• The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding HFFI-FA and DF-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2017, FY 2018, and FY 2019 Funding Rounds for Base-FA awards.

FY 2019 NACA Program: Financial Assistance



NACA Program Base Financial Assistance (Base-FA)

Eligibility	<ul style="list-style-type: none"> • Certifiable & Certified CDFIs. • An Applicant must demonstrate that at least 50 percent of past activities were in one or more Native Communities and must describe how it will target lending/investing activities to one or more Native Communities.
Target Market	<ul style="list-style-type: none"> • An Applicant’s certification Target Market must have one or more of the following characteristics: (i) an investment area that is <i>also</i> a geographic area of a Federally-designated reservation(s), Hawaiian homelands, Alaska Native Village(s) or U.S. Census Bureau Designated Tribal Statistical Area(s); and/or (ii) an Other Targeted Population (OTP) of Native Americans or American Indians, including Alaska Natives living in Alaska and Native Hawaiians living in Hawaii.
Matching Funds	<ul style="list-style-type: none"> • The matching funds requirement for NACA Base-FA Applicants was waived in final FY 2019 appropriations. Therefore, NACA Base-FA Applicants are NOT required to submit matching funds for the FY 2019 Funding Round.
Award Amount	<ul style="list-style-type: none"> • Maximum: \$1,000,000, Minimum: \$150,000. Estimated FY 2019 Average award Size: \$453,500.
Form of Awards	<ul style="list-style-type: none"> • NACA Base-FA awards will be made in the form of grants for the FY 2019 Funding Round.
Eligible Activities	<ul style="list-style-type: none"> • Base-FA awards must be expended for activities in the following five categories: (i) Financial Products; (ii) Financial Services; (iii) Loan Loss Reserves; (iv) Development Services; and (v) Capital Reserves. Note: Only Insured Depository Institutions may use a Base-FA award for Financial Services and Capital Reserves.

FY 2019 NACA Program: Financial Assistance (cont.)



NACA Program Base Financial Assistance (Base-FA)

<p>Eligible Lines of Business</p>	<ul style="list-style-type: none"> • Base-FA awards may be expended for: (i) Commercial Real Estate; (ii) Small Business; (iii) Microenterprise; (iv) Community Facilities; (v) Consumer Financial Products; (vi) Consumer Financial Services; (vii) Commercial Financial Services; (viii) Commercial Financial Products; (ix) Affordable Housing; (x) Intermediary Lending to Non-Profits and CDFIs; and (xi) other lines of business as deemed appropriate by the CDFI Fund.
<p>Reporting Period</p>	<ul style="list-style-type: none"> • Three (3) years, as specified in each Recipient's Assistance Agreement.
<p>Limitations on Awards</p>	<ul style="list-style-type: none"> • Applicants may apply for either FA or for TA under the NACA Program, but not for both. • NACA Applicants may submit Applications under both NACA and CDFI Programs. However, Applicants may only receive one award per funding round. • The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding HFFI-FA and DF-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2017, FY 2018, and FY 2019 Funding Rounds for Base-FA awards.

FY 2019 CDFI Program & NACA Program: Healthy Food Financing Initiative – Financial Assistance



Healthy Food Financing Initiative – Financial Assistance (HFFI-FA)

Eligibility	<ul style="list-style-type: none"> • Certifiable & Certified CDFIs that submit a Base-FA Application.
Matching Funds	<ul style="list-style-type: none"> • The matching funds requirement for HFFI-FA Applicants was waived final FY 2019. Therefore, HFFI-FA Applicants are NOT required to submit matching funds for the FY 2019 Funding Round.
Award Amount	<ul style="list-style-type: none"> • Maximum award: \$5,000,000. • Minimum award: \$500,000. • Estimated FY 2019 Average award Size: \$2,200,000.
Form of Awards	<ul style="list-style-type: none"> • HFFI-FA awards will be made in the form of a grant for the FY 2019 Funding Round.
Eligible Activities	<ul style="list-style-type: none"> • HFFI-FA awards must be expended for activities in the following five categories: (i) Financial Products; (ii) Loan Loss Reserves; (iii) Development Services; and (iv) Capital Reserves. Note: Only Insured Depository Institutions may use an HFFI-FA award for Capital Reserves.
Reporting Period	<ul style="list-style-type: none"> • Three (3) years, as specified in each Recipient’s Assistance Agreement.
Limitations on Awards	<ul style="list-style-type: none"> • An Applicant must receive a Base-FA award in order to receive an HFFI-FA award.

FY 2019 CDFI Program & NACA Program: Persistent Poverty Counties – Financial Assistance



Persistent Poverty Counties – Financial Assistance (PPC-FA)

Eligibility	<ul style="list-style-type: none"> • Certifiable & Certified CDFIs that submit a Base-FA Application.
Matching Funds	<ul style="list-style-type: none"> • Core PPC-FA awards will be limited to no more than two times the amount of In-Hand or Committed matching funds provided at the time of Application. The matching funds requirement for SECA and NACA PPC-FA Applicants was waived in the final FY 2019 appropriations. Therefore, SECA and NACA PPC-FA Applicants are NOT required to submit matching funds for the FY 2019 Funding Round.
Award Amount	<ul style="list-style-type: none"> • Maximum award: \$300,000. • Minimum award: \$100,000. • Estimated FY 2019 Average award Size: \$184,000.
Form of Awards	<ul style="list-style-type: none"> • PPC-FA awards are based upon the form of matching funds provided and can be in the form of: (i) Loans; (ii) Grants; (iii) Equity Investments; or (iv) Deposits and Credit Union Shares. • All PPC-FA awards made to SECA and NACA Recipients will be made in the form of a grant for the FY 2019 Funding Round.
Eligible Activities	<ul style="list-style-type: none"> • PPC-FA awards must be expended for activities in the following five categories: (i) Financial Products; (ii) Financial Services; (iii) Loan Loss Reserves; (iv) Development Services; and (v) Capital Reserves, each in the portion of a Recipient’s approved Target Market that is located in a Persistent Poverty County or an Eligible Market that is located in a Persistent Poverty County. Note: Only Insured Depository Institutions may use a PPC-FA award for Financial Services and Capital Reserves.

FY 2019 CDFI Program & NACA Program: Persistent Poverty Counties – Financial Assistance (cont.)



Persistent Poverty Counties – Financial Assistance (PPC-FA)

<p>Eligible Lines of Business</p>	<ul style="list-style-type: none"> • PPC-FA awards may be expended for: (i) Commercial Real Estate; (ii) Small Business; (iii) Microenterprise; (iv) Community Facilities; (v) Consumer Financial Products; (vi) Consumer Financial Services; (vii) Commercial Financial Services; (viii) Commercial Financial Products; (ix) Affordable Housing; (x) Intermediary Lending to Non-Profits and CDFIs; and (xi) other lines of business as deemed appropriate by the CDFI Fund.
<p>Reporting Period</p>	<ul style="list-style-type: none"> • Three (3) years, as specified in each Recipient’s Assistance Agreement.
<p>Limitations on Awards</p>	<ul style="list-style-type: none"> • An Applicant must receive a Base-FA award in order to receive an PPC-FA award. • The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding HFFI-FA and DF-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2017, FY 2018, and FY 2019 Funding Rounds.

FY 2019 CDFI Program & NACA Program: Disability Funds – Financial Assistance



Disability Funds – Financial Assistance (DF-FA)

Eligibility	<ul style="list-style-type: none"> • Certifiable & Certified CDFIs that submit a Base-FA Application.
Matching Funds	<ul style="list-style-type: none"> • Core DF-FA awards will be limited to no more than two times the amount of In-Hand or Committed matching funds provided at the time of Application. The matching funds for SECA and NACA DF-FA Applicants was waived in the final FY 2019 appropriations. Therefore, SECA and NACA DF-FA Applicants are NOT required to submit matching funds for the FY 2019 Funding Round.
Award Amount	<ul style="list-style-type: none"> • Maximum award: \$500,000. • Minimum award: \$100,000. • Estimated FY 2019 Average award Size: \$250,000.
Form of Awards	<ul style="list-style-type: none"> • DF-FA awards are based upon the form of matching funds provided and can be in the form of: (i) Loans; (ii) Grants; (iii) Equity Investments; or (iv) Deposits and Credit Union Shares. • DF-FA awards made to SECA and NACA Recipients will be made in the form of a grant for the FY 2019 Funding Round.
Eligible Activities	<ul style="list-style-type: none"> • DF-FA awards must be expended for activities in the following four categories: (i) Financial Products; (ii) Financial Services; (iii) Development Services; and (iv) Loan Loss Reserves. Note: Only Insured Depository Institutions may use an DF-FA award for Financial Services.

FY 2019 CDFI Program & NACA Program: Disability Funds – Financial Assistance



Disability Funds – Financial Assistance (DF-FA)

Eligible Lines of Business	<ul style="list-style-type: none">• DF-FA awards may be expended for: (i) Commercial Real Estate; (ii) Small Business; (iii) Microenterprise; (iv) Community Facilities; (v) Consumer Financial Products; (vi) Consumer Financial Services; (vii) Commercial Financial Services; (viii) Commercial Financial Products; (ix) Affordable Housing; (x) Intermediary Lending to Non-Profits and CDFIs; and (xi) other lines of business as deemed appropriate by the CDFI Fund.
Reporting Period	<ul style="list-style-type: none">• Three (3) years, as specified in each Recipient's Assistance Agreement.
Limitations on Awards	<ul style="list-style-type: none">• An Applicant must receive a Base-FA award in order to receive an DF-FA award.

FY 2019 CDFI Program: Technical Assistance



CDFI Program Technical Assistance (TA)

Eligibility	<ul style="list-style-type: none"> Emerging, Certifiable, and Certified CDFIs. Certified CDFIs must meet the SECA eligibility criteria in Table 8 of the FY 2019 CDFI Program Notice of Funds Availability (NOFA) in order to apply for a TA award.
Matching Funds	<ul style="list-style-type: none"> Matching funds are not required for TA Applicants.
Award Amount	<ul style="list-style-type: none"> Up to \$125,000 for capacity building activities and to achieve CDFI certification. Minimum award amount: \$10,000. Estimated FY 2019 Average award Size: \$114,000.
Form of Awards	<ul style="list-style-type: none"> All TA awards are provided in the form of a grant.
Eligible Activities	<ul style="list-style-type: none"> CDFI Program TA awards must be expended for activities in the following seven categories: (i) Compensation – Personal Services; (ii) Compensation – fringe benefits; (iii) Professional Services Costs; (iv) Travel Costs; (v) Training and Education Costs; (vi) Equipment; and (vii) Supplies.
Reporting Period	<ul style="list-style-type: none"> Two (2) years for Certified CDFI Recipients and three (3) years for non-Certified CDFI Recipients (as specified in each Recipient’s Assistance Agreement).
Limitations on Awards	<ul style="list-style-type: none"> Applicants may apply for either FA or for TA under the CDFI Program, but not for both. Emerging CDFIs are eligible to receive up to three TA awards prior to obtaining CDFI certification. The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding HFFI-FA and DF-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2016, FY 2017, FY 2018, and FY 2019 Funding Rounds

FY 2019 NACA Program: Technical Assistance



NACA Program Technical Assistance (TA)

Eligibility	<ul style="list-style-type: none"> • Emerging, Certifiable, Certified CDFIs, and Sponsoring Entities. • TA Applicants must demonstrate that the Certified, Certifiable, Emerging CDFI, or the CDFI to be created by a Sponsoring Entity will primarily serve one or more Native Communities.
Matching Funds	<ul style="list-style-type: none"> • Matching funds are not required for TA Applicants.
Award Amount	<ul style="list-style-type: none"> • Up to \$150,000 for capacity building activities and to achieve CDFI certification. • Minimum award amount: \$10,000. • Estimated FY 2019 Average award Size: \$142,000.
Form of Awards	<ul style="list-style-type: none"> • All TA awards are provided in the form of a grant.
Eligible Activities	<ul style="list-style-type: none"> • NACA Program TA awards must be expended for activities in the following eight categories: (i) Compensation – personal services; (ii) Compensation – fringe benefits; (iii) Professional Services Costs; (iv) Travel Costs; (v) Training and Education Costs; (vi) Equipment; (vii) Supplies; and (viii) Incorporation Costs (Sponsoring Entities only).

FY 2019 NACA Program: Technical Assistance



NACA Program Technical Assistance (TA)

Reporting Period	<ul style="list-style-type: none">• Two (2) years for Certified CDFI Recipients, three (3) years for non-Certified CDFI Recipients, and four (4) years for Sponsoring Entity Recipients (as specified in each Recipient’s Assistance Agreement).
Limitations on Awards	<ul style="list-style-type: none">• Applicants may apply for either FA or for TA under the NACA Program, but not both.• Emerging CDFIs are eligible to receive up to three TA awards prior to obtaining CDFI certification.• A Sponsoring Entity may only apply for an award if (i) it does not have an active prior award or (ii) the certification goal in its active award’s Assistance Agreement has been satisfied and it proposes to create another CDFI that will serve one or more Native Communities.• The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding HFFI-FA and DF-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2016, FY 2017, FY 2018, and FY 2019 Funding Rounds.

FY 2019 CDFI Program & NACA Program: Certification Categories



Certification Categories:

- Certified CDFIs
- Certifiable CDFIs
- Emerging CDFIs
- Sponsoring Entities (NACA Program Only)

Note: Please refer to Table 5 of the CDFI Program and/or NACA Program NOFA for the definitions of these Applicant types.

Certified & Certifiable CDFIs



- A **Certified** CDFI is an entity that the CDFI Fund has officially notified that it meets all CDFI certification requirements.
- A **Certifiable** CDFI is an entity that has submitted a CDFI Certification Application to the CDFI Fund but has not been officially notified that it meets all CDFI certification requirements.

Note: Certification Applications are due by May 3, 2019, at 11:59 p.m. Eastern Time (ET).

Emerging CDFIs (CDFI TA and NACA TA Only)



- An Emerging CDFI is a non-Certified entity that has not submitted a CDFI certification Application but demonstrates to the CDFI Fund in its Application that it has an acceptable plan to meet certification requirements by the end of its Period of Performance, or another date that the CDFI Fund selects.
- An Emerging CDFI that has prior award(s) will be held to the CDFI certification performance goals and measure(s) stated in its prior Assistance Agreement(s).
- Emerging CDFIs may only apply for TA awards; they are not eligible to apply for FA awards.

Sponsoring Entities (NACA TA only)



- **Sponsoring Entities** include any legal organization that **primarily serves a Native Community** with “primary” meaning, at least 50 percent of its activities are directed toward the Native Community.
- An organization that receives a TA award as a Sponsoring Entity will be required to create a separate legal organization that will become a Certified CDFI serving Native Communities.
- Sponsoring Entities may **only** apply for a NACA Program TA award; they are not eligible to apply for FA awards.
- Each Sponsoring Entity selected to receive a TA award will be required to create and certify an Emerging CDFI by the dates specified in the Assistance Agreement.

Agenda



CDFI Fund Overview and FY 2019 CDFI & NACA Programs Overview

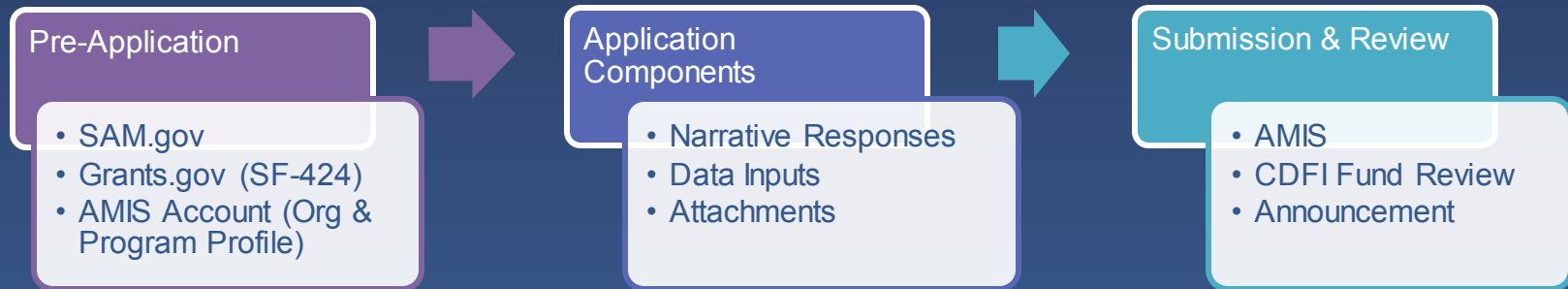
Preparing and Beginning your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

Application Review Selection, Process, and Reminders

Framing the Application Process



- For details on completing the Application Process:
 - In the Pre-Application phase – review the Pre-Application Guidance document.
 - In the Application Components phase - review the FA or TA Application Guidance, Application guidance documents, and the FA or TA AMIS Training Manual for the FY 2019 Application.
 - In the Submission & Review phase – review the FA or TA AMIS Training Manual and the FA or TA Application Evaluation Process document.
 - Applicants should review all Application Materials on the “Step 2: Application Process” page of the CDFI Program and/or Native Initiatives websites.

Critical Deadlines for Applicants



Description	Deadline	Time Eastern Time (ET)	Submission Method
Last day to contact Certification, Compliance Monitoring and Evaluation (CCME) staff regarding CDFI Certification	May 1, 2019	11:59 p.m. ET	Service Request via AMIS
CDFI Certification Applications Due	May 3, 2019	11:59 p.m. ET	Electronically via AMIS
Create AMIS Account (New Applicants)	May 3, 2019	11:59 p.m. ET	AMIS
SF-424 (Application for Federal Assistance)	May 3, 2019	11:59 p.m. ET	Electronically via Grants.gov
Last day to contact CDFI Program or NACA Program staff	June 4, 2019	5:00 p.m. ET	Service Request via AMIS Or CDFI Fund Helpdesk: 202-653-0421
Last day to contact AMIS-IT Help Desk (regarding AMIS technical problems only)	June 6, 2019	5:00 p.m. ET	Service Request via AMIS Or 202-653-0422 Or AMIS@cdfi.treas.gov
CDFI Program or NACA Program Application for FA <u>or</u> TA due in AMIS	June 6, 2019	11:59 p.m. ET	Electronically via AMIS

Getting Started



- Read the FY 2019 CDFI Program and/or NACA Program NOFAs.
- Obtain an Employer Identification Number (EIN) and Dun & Bradstreet (DUNS) number.
- Register and/or update your accounts in the following systems:
 - System for Award Management (SAM.gov)
 - Grants.gov
 - AMIS
- Download and familiarize yourself with the Application Materials found on the CDFI Program and/or Native Initiatives websites.

Getting Started



- An Applicant should ensure the accuracy and uniformity of its EIN and DUNS number across its SAM.gov, Grants.gov, and AMIS accounts.
- The CDFI Fund will reject an Application submitted with the EIN or DUNS of a parent or affiliate organization.
- Additionally, the EIN and DUNS in an Applicant's AMIS account must match the EIN and DUNS in an Applicant's Grants.gov and SAM.gov accounts.
- The CDFI Fund will reject an Application if the EIN and DUNS number in an Applicant's AMIS account do not match the EIN and DUNS number in its Grants.gov and SAM.gov accounts.

SAM.gov (System for Award Management)



- New SAM.gov users should register as soon as possible. Existing users should ensure that their account is active and up-to-date.
- The CDFI Fund will not consider Applications from organizations that fail to register or activate their SAM.gov account and, as a result, are unable to submit their SF-424 through Grants.gov by May 3, 2019, at 11:59 p.m. ET.
- The CDFI Fund does not maintain SAM.gov, so Applicants must contact the Federal Service Desk for technical assistance.



- **Only the SF-424 will be submitted via Grants.gov.**
- All Applicants **MUST** submit their SF-424 through Grants.gov by May 3, 2019, at 11:59 p.m. ET.
 - *Note:* If the SF-424 is not successfully accepted in Grants.gov by the deadline listed in the CDFI Program and/or NACA Program NOFA, the CDFI Fund will not review any of the materials submitted in AMIS and the Application will be deemed ineligible.
- New Grants.gov users should register **as soon as possible**. Existing users should ensure that their account is active and up-to-date.
- If the amount of FA or TA requested on the SF-424 is different from the amount an Applicant requests in its Application submitted via AMIS, the CDFI Fund will only consider the amount requested in the Application submitted in AMIS.
- The CDFI Fund **does not** maintain Grants.gov, so Applicants must contact Grants.gov directly for assistance submitting their SF-424.



- The SF-424 must be submitted under the correct Program Funding Opportunity Number
 - CDFI Program Applicants should be careful not to select the NACA Program Funding Opportunity Number when submitting their SF-424 for the CDFI Program.
 - NACA Program Applicants should be careful not to select the CDFI Program Funding Opportunity Number when submitting their SF-424 for the NACA Program.
 - Applicants that submit their SF-424 under the incorrect Program Funding Opportunity Number will be deemed ineligible.

Awards Management Information System (AMIS)



- Each Applicant **must register as an organization in AMIS** and submit all required Application materials via AMIS.
 - The SF-424 is the only required Application document that will not be submitted via AMIS. The SF-424 **MUST** be submitted in Grants.gov.
- New Applicants must create an AMIS Account by May 3, 2019 at 11:59 p.m. ET.
- An Applicant is required to designate at least one Authorized Representative and Point of Contact in its AMIS account.
- An Applicant that fails to properly register and update its AMIS account may miss important communications from the CDFI Fund and may not be able to successfully submit an Application.

Awards Management Information System (AMIS)



- Applicants should review Table 10 of the CDFI Program and/or NACA Program NOFA for a list of Required Application Documents that must be submitted via AMIS.
- AMIS will validate that an Applicant has provided each Required Application Document before an Application may be submitted.
- Applicants should allow for sufficient time to review and complete all Required Application Documents, confirm that it has attached correct documents, and remedy any validation issues prior to the Application deadline.
- Upon submission, the Application will be locked and cannot be resubmitted, edited, or modified in any way.
 - **Note:** Applicants may not submit more than one Application per Program.

Review



- **True or False?** The CDFI Fund maintains and runs the SAM.gov and Grants.gov systems.
- **True or False?** All FY 2019 Application components, including the SF-424, must be submitted via AMIS.
- **True or False?** Applicants are encouraged to submit their SF-424 forms as early as possible.
- **True or False?** Applicants can only submit one Application per Program (CDFI and NACA).
- **True or False?** The CDFI Fund will reject an Application if the EIN and DUNS number in an Applicant's AMIS account do not match the EIN and DUNS number in its Grants.gov and SAM.gov accounts.

Agenda



CDFI Fund Overview and FY 2019 CDFI & NACA Programs Overview

Preparing and Beginning your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

Application Review Selection, Process, and Reminders

Required AMIS Components – FA Applicants



Application Component		Applicant Type
Funding Application Detail - general and administrative information		All FA Applicants
Matching Funds		FA Core Applicants
Narrative Responses: <ul style="list-style-type: none"> • Executive Summary • Business Strategy • Products and Services Impacts 	<ul style="list-style-type: none"> • Market and Competitive Analysis • Management and Track Record • Financial Position • Growth and Projections 	All FA Applicants
Application Financial Data: <ul style="list-style-type: none"> • Three Historic Fiscal Years • Current Fiscal Year • Three Projected Fiscal Years 		All FA Applicants
FA Objectives (Must select at least one; can select up to seven): <ul style="list-style-type: none"> • 1-1: Increase Volume of Financial Products • 1-2: Increase Volume of Financial Services 	<ul style="list-style-type: none"> • 1-3: New Geographic Area(s) • 1-4: New Financial Product(s) • 1-5: New Financial Service(s) • 1-6: New Development Service(s) • 1-7: Serve New Targeted Population(s) 	All FA Applicants

Required AMIS Components – FA Applicants



Application Component	Applicant Type
<p>HFFI-FA Application Components*:</p> <ul style="list-style-type: none"> • Requested HFFI-FA Amount • Narratives • Data charts <p>*HFFI-FA Application, including narratives and data charts, will be provided after FA Application submission if an Applicant makes an HFFI-FA funding request in AMIS. Applicants that successfully submit a Base-FA Application and make an HFFI-FA funding request will receive supplemental instructions on how to apply for HFFI-FA after the FY 2019 FA Application submission deadline.</p>	HFFI-FA Applicants
<p>DF-FA Application Components:</p> <ul style="list-style-type: none"> • Funding Application Detail • Narratives • AMIS Charts 	DF-FA Applicants
<p>PPC-FA Application Components:</p> <ul style="list-style-type: none"> • Funding Application Detail • Narratives • AMIS Charts 	PPC-FA Applicants

Required AMIS Components – TA Applicants



Application Component	Applicant Type
Funding Application Detail – General and administrative information	All TA Applicants
Narrative Responses: <ul style="list-style-type: none"> • Section I – Demonstration of Certification Qualifications (non-Certified Applicants only) • Section II – Business Strategy (all Applicants) 	All TA Applicants
Application Financial Data: <ul style="list-style-type: none"> • Three Historic Fiscal Years • Current Fiscal Year • Three Projected Fiscal Years 	All TA Applicants
Additional Components: <ul style="list-style-type: none"> • Other Data and Charts included in AMIS 	All TA Applicants

Required Attachments to the Application



Application Documents	Applicant Type
Key Staff Resumes (PDF or Word Document)	All Applicants
Organizational Chart (PDF)	All Applicants
<p>Audited Financial Statements for the Applicant’s Three Most Recent Historic Fiscal Years (PDF). <i>Note: financial statements should only be for the CDFI Applicant itself. If Applicant’s financial statements are consolidated with other entities, also attach the unconsolidated versions or note where in the audit the unconsolidated financials are located.</i></p>	<p>FA Applicants: loan Funds, venture capital funds, and other non-Insured Depository Institutions</p> <p>TA Applicants, if available: loan Funds, venture capital funds, and other non-Insured Depository Institutions</p>
<p>Management Letters for the Applicant’s Most Recent Historic Fiscal Year (PDF) See Table 10 of the FY 2019 NOFA for description</p>	<p>FA Applicants: loan Funds, venture capital funds, and other non-Insured Depository Institutions</p> <p>TA Applicants, if Audited Financial Statements are available: loan Funds, venture capital funds, and other non-Insured Depository Institutions</p>

Required Attachments to the Application



Application Documents	Applicant Type
Statement(s) in Lieu of Management Letter for Applicant's Most Recent Historic Fiscal Year Issued by the Board Treasurer or other Board member using the template provided in the Application Materials (required only if Management Letters are not available for Audited Financial Statements) (PDF)	<p>FA Applicants: loan Funds, venture capital funds, and other non-Insured Depository Institutions</p> <p>TA Applicants, if Audited Financial Statements ARE available but the Management Letters are NOT available: loan funds, venture capital funds, and other non-Insured Depository Institutions</p>
Unaudited Financial Statements for Applicant's Three Most Recent Historic Fiscal Years (required only if Audited Financial Statements are not available) (PDF)	TA Applicants: loan funds, venture capital funds, and other non-Insured Depository Institutions
Current Year to Date – December 31, 2018 Unaudited Financial Statements (PDF)	FA and TA Applicants: loan funds, venture capital funds, and other non-Insured Depository Institutions
Community Partnership Agreement	FA Applicants, if applicable

Required Attachments to the Application in AMIS



Application Documents	Applicant Type
Retained Earnings Calculator Excel Workbook (required only if using retained earnings as matching funds) (Excel)	FA Core Applicants, if applicable
Call Reports for each fiscal year reported in the Retained Earnings Calculator (PDF)	FA Core Applicants: Insured Depository Institutions that are using retained earnings as matching funds
Equity Investment Matching Funds Documentation (PDF or Word)	FA Core Applicants: for-profit CDFIs that are using In-Hand Equity Investment(s) as matching funds
Deposits Matching Funds Documentation (PDF or Word)	FA Core Applicants: Insured Depository Institutions that are using In-Hand Deposits as matching funds

Base-FA Application Overview



- The Base-FA Application consists of narrative responses, data entry in AMIS, and attachments.
- The Base-FA Application Narrative consists of seven sections:
 - Executive Summary
 - Business Strategy
 - Products and Services Impacts
 - Market and Competitive Analysis
 - Management and Track Record
 - Financial Position
 - Growth and Projections

Base-FA Application: Use of Award



- Applicants must use an FA award (including Base-FA, PPC-FA, DF-FA, and HFFI-FA) only for FA Eligible Activities.
- An FA Eligible Activity must occur in an Eligible Market(s)* or the Applicant's approved Target Market(s).
- FA Eligible Activities by Institution Type:
 - Financial Products – All Institution Types
 - Financial Services – Insured Depository Institutions and Depository Institution Holding Companies only. Financial Services is not an eligible activity category for HFFI-FA awards.
 - Loan Loss Reserves – All Institution Types
 - Development Services – All Institution Types
 - Capital Reserves – Insured Depository Institutions and Depository Institution Holding Companies only. Capital Reserves is not an eligible activity category for DF-FA awards.

* Eligible Market is defined as (i) a geographic area meeting the requirements set forth in 12 C.F.R. § 1805.201(b)(3)(ii), or (ii) individuals that are Low-Income, African American, Hispanic, Native American, Native Hawaiians residing in Hawaii, Alaska Natives residing in Alaska, or Other Pacific Islanders residing in American Samoa, Guam or the Northern Mariana Islands.

Base-FA Application: Use of Award



- Applicants must use an FA award in the following Eligible Lines of Business:
 - Commercial Real Estate
 - Small Business
 - Microenterprise
 - Community Facilities
 - Consumer Financial Products
 - Consumer Financial Services
 - Commercial Financial Products
 - Commercial Financial Services
 - Affordable Housing
 - Intermediary Lending to Non-Profits and CDFIs

Base-FA Application: Use of Award



- With the exception of Depository Institution Holding Company Applicants, awards may not be used to support the activities of, or otherwise be passed through, transferred, or co-awarded to, third-party entities, whether Affiliates, Subsidiaries, or others, unless done pursuant to a merger or acquisition or similar transaction, and with the CDFI Fund's prior written consent.

Base-FA Application: FA Objectives



- 1-1: Increase Volume of Financial Products
- 1-2: Increase Volume of Financial Services
- 1-3: New Geographic Area(s)
- 1-4: New Financial Product(s)
- 1-5: New Financial Service(s)
- 1-6: New Development Service(s)
- 1-7: Serve New Targeted Population(s)

Base-FA Application: FA Objectives



As an Applicant completes its Application and related financial projections for the FA Objectives, it should keep the following tips in mind:

- Applicants may select more than one FA Objective, but Applicants that select multiple FA Objectives will not be more competitive.
- FA Objectives will be included as Performance Goals & Measures (PG&Ms) in Assistance Agreements.
- The PG&Ms for the FA Objectives included in your FY 2019 Assistance Agreement will reflect the same projected activity levels entered in the Application. The CDFI Fund **will not automatically conduct a pro rata reduction** if your organization does not receive your full Base-FA award request.

For example, if an Applicant requests a \$1,000,000 Base-FA award, selects the FA Objective 1-1: Increase Volume of Financial Products, and projects \$50,000,000 in Financial Products Closed over its three projected years of financial data, the PG&Ms in its Assistance Agreement will be based on the projected \$50,000,000 in Financial Products closed in an Eligible Market(s) and/or its approved Target Market over the Period of Performance, even if the Applicant receives a \$500,000 Base-FA award.

Base-FA Application: FA Objectives



- Off-balance sheet activity cannot be used to meet your PG&Ms. Therefore, Applicants **should not include off-balance sheet** activity in its projected financial activity for the FA Objectives in the Application.
- For the FA Objectives of: Increase Volume of Financial Products, Increase Volume of Financial Services, New Geographic Area(s), New Financial Product(s), New Financial Service(s), and New Development Service(s), projected activity (i.e., Financial Products closed, Financial Services provided, and/ or Development Services provided) **must be in Eligible Market(s) and/or the Applicant's approved Target Market(s).**

Base-FA Application: FA Objectives



- 1-1: Increase Volume of Financial Products and 1-2: Increase Volume of Financial Services
 - The corresponding PG&M will be the sum of the three years of projected Financial Products closed or Financial Services provided in an Eligible Market(s) or approved Target Market(s) set forth in the Application.
 - The three years of projected activity must be greater than the sum of the three years of historic activity levels provided in the Application (plus the amount of the Base-FA award for Increase Volume of Financial Products.)
 - Applicants should only include on-balance sheet activity in its projected Financial Products closed or projected Financial Services provided.
 - Applicants that select FA Objective 1-1: Increase Volume of Financial Products in FY 2019 and have a FY 2017 and/or FY 2018 award outstanding that included FA Objective 1-1 must exceed the volume of Financial Products projected in their FY 2017 and/or FY 2018 Assistance Agreements for any overlapping years.
 - Applicants that select FA Objective 1-2: Increase Volume of Financial Services in FY 2019 and have a FY 2017 and/or FY 2018 award outstanding that included FA Objective 1-2 must exceed the volume of Financial Services projected in their FY 2017 and/or FY 2018 Assistance Agreements for any overlapping years.

Base-FA Application: FA Objectives



- 1-3: Serve New Geographic Area(s)
 - Projected activity must be in an Eligible Market(s).
 - A New Geographic Area is defined as an area that accounts for five percent or less of the Applicant's outstanding portfolio averaged over its three most recent historic fiscal years.
 - Applicants can define a New Geographic Area(s) at the state, U.S. territory, and/or county level.
 - The PG&M that corresponds to this FA Objective will be based upon the projected activity over the three year Period of Performance in the New Geographic Area(s). Applicants should only include on-balance activity.
 - Serving a New Geographic Area(s) may or may not impact or change your CDFI's approved Target Market(s).
 - The New Geographic Area(s) listed in the Application will be included in the PG&M for this FA Objective in the Assistance Agreement.
 - Activity must occur in one or more of the New Geographic Area(s) listed in the Application.

Base-FA Application: FA Objectives



- 1-4: New Financial Product(s), 1-5: New Financial Service(s), and/or 1-6: New Development Service
 - Projected activity must be in an Eligible Market(s) and/or approved Target Market(s).
 - To qualify as a New Financial Product or New Financial Service, the proposed New Financial Product or New Financial Service must constitute five percent or less of the Applicant's outstanding portfolio as of its most recently completed historic fiscal year.
 - To qualify as a New Development Service, the proposed New Development Service must constitute five percent or less of the total clients that the Applicant served through its Development Services for its most recently completed historic fiscal year.
 - The PG&M that corresponds to this FA Objective will be based upon the projected activity over the three year Period of Performance for the New Financial Product(s), New Financial Service(s), and/or New Development Service(s) identified in the Application. Applicants should only include on-balance sheet activity.
 - The New Financial Product(s), New Financial Service(s), and/or or New Development Service(s) listed in the Application will be included in the PG&M for this FA Objective in the Assistance Agreement.
 - Applicants must close or provide one or more of the New Financial Product(s), New Financial Service(s), or New Development Service(s) listed in the Application to satisfy the PG&M.

Base-FA Application: FA Objectives



- 1-7: Serve New Targeted Population(s)
 - In order to select this FA Objective, the Applicant must propose to serve a New Targeted Population(s) that it is not certified to serve and has not submitted an Application to become certified to serve as of the Application deadline.
 - Serving a Targeted Population (e.g., Low-Income) that your CDFI is already certified to serve that is in a new geographic area is not considered a New Targeted Population.
 - The PG&M that corresponds to this FA Objective will be to submit a Service Request through AMIS to modify your CDFI's approved Target Market to include at least one of the New Targeted Population(s) selected in the Application by the end of year two of the Period of Performance and have at least one of the New Targeted Population(s) selected in the Application added to your approved Target Market by the end of the three year Period of Performance.

DF-FA Application



- DF-FA awards will be provided as a supplement to Base-FA awards. The DF-FA Application is evaluated independently from the Base-FA Application and will not affect the Base-FA award evaluation or amount.
- Applicants must include their requested award amount for DF-FA funding in their Base-FA Application.
- The DF-FA Application will be available in AMIS as a supplemental Application to be completed and submitted at the same time as the Base-FA Application.

DF-FA Application



- Successful DF-FA Applicants will demonstrate that they will increase and/or expand their Financial Product(s), Financial Service(s), and/or Development Service(s) to address the challenges of individuals with disabilities, such as: asset development; affordable, accessible, and safe housing; employment opportunities; and access to assistive products and services that support health and community living.
- For the purposes of DF-FA, a person with a Disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment, as defined by the American Disabilities Act (ADA) at <https://www.ada.gov/cguide.htm>.
- DF-FA Recipients will be responsible for closing loans, equity investments, and similar financing activities that benefit individuals with disabilities in an amount equal to or greater than 85 percent of the total DF-FA award.

PPC-FA Application



- PPC-FA awards will be provided as a supplement to Base-FA awards. The PPC-FA award is evaluated independently from the Base-FA Application and will not affect the Base-FA award evaluation or amount.
- PPC-FA requests are not scored. PPC-FA award amounts will be determined based on the total number of eligible Applicants and funding availability, the Applicant's requested amount, and on certain factors, including but not limited to an Applicant's:
 - Overall portfolio size;
 - Historical track record of deployment in PPC;
 - Pipeline of projects in PPC;
 - Minimum award size; and
 - Funding availability.

PPC-FA Application



- PPC-FA Recipients will be required to close 100 percent of the PPC-FA award or equivalent funds in Financial Products by the end of the three year Period of Performance into PPC.
- There will also be interim goals to close five percent of the PPC-FA award or equivalent funds into PPC by the end of year one of the Period of Performance and 50 percent by year two of the Period of Performance.

TA Narrative: Section I



- Five questions in Section I are required for non-Certified Applicants only, including:
 - Certifiable CDFIs;
 - Emerging CDFIs; and
 - Sponsoring Entities (NACA only).
- Non-Certified TA Applicants must describe how they currently meet and/or intend to meet **five** of the CDFI Fund's seven CDFI certification requirements within the required timeframe:
 - Primary Mission
 - Financing Entity
 - Target Market
 - Accountability
 - Development Services

TA Narrative: Section II



- All TA Applicants must describe their business strategy in their responses to the Section II narrative questions. Specifically, Applicants will:
 - Provide an organization overview;
 - Describe its management and staff;
 - Describe its community coordination plan;
 - Discuss its financial performance; and
 - Discuss its organizational impact.
- Organizations applying as a **Sponsoring Entity** should review the “Tips” in the FY 2019 TA Application Guidance. Each narrative question has a corresponding “Tip” providing specific guidance as to how Sponsoring Entities should respond.

TA Application: Use of Award



- Applicants must use a TA award in the following Eligible Activity Categories:
 - Compensation – Personal Services
 - Compensation – fringe benefits
 - Professional service costs
 - Travel costs
 - Training and education costs
 - Equipment
 - Supplies
 - Incorporation Costs (*Sponsoring Entities only*)

TA Application: Use of Award



- With the exception of Depository Institution Holding Company Applicants, CDFI Program TA awards may not be used to support the activities of, or otherwise be passed through, transferred, or co-awarded to, third-party entities, whether Affiliates, Subsidiaries, or others, unless done pursuant to a merger or acquisition or similar transaction, and with the CDFI Fund's prior written consent.
- A NACA Program Sponsoring Entity award Recipient must create, as a legal entity, the Emerging CDFI no later than the end of the first year of the Period of Performance, whereupon the Sponsoring Entity must request the CDFI Fund to amend the Assistance Agreement and add the Emerging CDFI as a co-Recipient thereto, with the Sponsoring Entity, thereby transferring any and all remaining balances and/or assets derived from the TA award to the Emerging CDFI.

Agenda



CDFI Fund Overview and FY 2019 CDFI & NACA Programs Overview

Preparing and Beginning your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

Application Review Selection, Process, and Reminders

Matching Funds Requirements



- Matching funds are required for all CDFI Program Core Applicants, including for Base-FA, DF-FA, and PPC-FA Applicants.
- The FA award matches the form of the matching funds provided.
 - For example, if an Applicant provides matching funds in the form of a grant, its award will be in the form of a grant.
- An Applicant must provide evidence that it has at least 50 percent of the requested award amount in either In-Hand or Committed matching funds at the time of Application submission.

Matching Funds Requirements



- Matching funds received between January 1, 2017 and January 15, 2020 are considered “In-Hand.”
- If selected to receive an award, Core FA Recipients must provide evidence that 100 percent of the award matching funds are In-Hand before a payment will be made.
 - A Recipient must provide the CDFI Fund with all documentation demonstrating the receipt of In-Hand matching funds by January 31, 2020.

Matching Funds Requirements



- The matching funds requirement for SECA FA, NACA FA, and HFFI-FA Applicants was waived in the final FY 2019 CDFI Program and NACA Program appropriations.
- SECA FA, NACA FA, and HFFI-FA Applicants are not required to submit matching funds for their award.

Matching Funds Types



- **Forms of matching funds include:**
 - Grants
 - Loans
 - Retained earnings
 - In-kind contributions
 - Equity investments
 - Deposits
 - Secondary capital
- Matching funds must be non-federal.
- Applicants should refer to Table 9 in the CDFI Program NOFA and/or NACA Program NOFA and the FY 2019 Matching Funds Guidance for details on eligible and ineligible sources of matching funds.

Matching Funds in the Form of a Loan



- Loans submitted as matching funds must have a term of three years or more.
- The following loan options may also be considered eligible to be used as matching funds:
 - Lines of Credit; and
 - Loan renewals within the matching funds window.
- Applicants selected to receive an award with eligible loan(s) as a matching funds source will receive their award as follows:
 - In the form of a loan;
 - In the amount of the loan(s) submitted as matching funds; and
 - With terms in accordance with the CDFI Fund's standardized loan terms.
- The CDFI Fund will not permit a Recipient to change the form of award from loan to grant.

Standard Loan Product



Standard Loan Product Terms

Amount	Based on amount of matching funds submitted in the form of loan(s)
Rate	3.00 percent fixed rate
Term	Thirteen (13) years
Principal	Principal amortized payments due in years eleven (11) through thirteen (13)
Interest Payments	Semi-annual
Collateral Requirements	None
Lender Position	Pari-Passu with Senior Lenders

Retained Earnings



- Retained earnings can be used as a matching funds source that the CDFI Fund will match in the form of a grant.
- If an Applicant uses retained earnings as matching funds, it must specify that in its Application.
- The CDFI Fund provides a unique calculator for non-regulated financial institutions, banks, and credit unions (Retained Earnings Calculator) that will be used to determine the amount of retained earnings available to be used as matching funds.

Retained Earnings



- The calculator adjusts an Applicant's financial statements or call reports for revenue and expenses derived from federal sources and previously used matching funds.
- The CDFI Fund will review each Applicant's Retained Earnings Calculator to ensure that all reported figures match the corresponding figures in an Applicant's audited financial statements or call reports.
 - Retained earnings calculated using unaudited financial statements will be considered as Committed.
 - Retained earnings will only be considered as In-Hand once confirmed by audited financial statements or call reports.

Matching Funds Documentation



- The CDFI Fund no longer requires Applicants and Recipients to provide documentation of matching funds at the time of Application (e.g. grant agreements, copies of checks, etc.) for matching funds in the form of grants, in-kind Contributions, loans, shares/deposits, and secondary capital.
- However, Applicants and Recipients that use retained earnings, Equity Investments, or deposits as matching funds must provide documentation at the time of Application.
 - An Applicant that uses retained earnings as matching funds must provide supporting documentation of In-Hand and/or Committed matching funds at the time of Application submission.
 - An Applicant that represents that it has Equity Investments and/or deposits matching funds In-Hand at the time of Application submission must provide documentation of such as part of the Application.
- All matching funds eligibility requirements, as detailed in the FY 2019 CDFI Program NOFA and NACA Program NOFA and FY 2019 Matching Funds Guidance, remain in effect.

Matching Funds Section in AMIS



- CDFI Program Core FA Applicants applying for Base-FA, DF-FA, and PPC-FA complete the Matching Funds section of the FA Application in AMIS.
- Applicants that are submitting matching funds in the form of grants, in-kind contributions, loans, shares/deposits, Equity Investments, and secondary capital will no longer submit matching funds documentation as an Excel Workbook attached to their Application. The Matching Funds information will be incorporated in the Matching Funds section of the FA Application in AMIS.
- Applicants submitting matching funds in the form of retained earnings will still be required to submit a completed Retained Earnings Calculator Excel Workbook as an attachment to their Application.

Matching Funds Section in AMIS



- The following information is required for each matching funds source:
 - Provider Name;
 - Status (In-Hand or Committed);
 - Form of matching funds;
 - Contact Name;
 - Contact Information;
 - Amount;
 - Date of Receipt; and
 - Associated Eligible FA Activity.
- An Applicant must make the following attestations for each matching funds source:
 - The matching funds are non-federal or have lost their federal character;
 - Appropriate documentation of the matching funds that meet the CDFI Fund's requirements, as detailed in the FY 2019 CDFI Program and NACA Program NOFA, can be provided upon request; and
 - If the matching funds are in the form of a loan, the loan term is three (3) years or greater.

Matching Funds Documentation



- Although documentation of matching funds will not be submitted to the CDFI Fund at the time of Application (except for those using retained earnings, shares/deposits, or equity investments as matching funds), acceptable documentation of all matching funds used for an award must be made available to the CDFI Fund upon request.
 - **Applicants should refer to the FY 2019 CDFI Program and NACA Program NOFA and FY 2019 Matching Funds Guidance for acceptable forms of matching funds documentation.**
- The CDFI Fund reserves the right to audit FY 2019 FA Recipients' matching funds documentation in order to ensure compliance with applicable CDFI Program and NACA Program eligibility rules.

Review



- **True or False?** Applicants are required to enter matching funds information directly into AMIS.
- **True or False?** Core FA Applicants must provide evidence that they have at least 50 percent of their requested award amount in in-hand or committed matching funds at the time of Application submission.
- **True or False?** Core FA Applicants must submit documentation, such as grant agreements or proof of payment, for grant and loan sources at the time of Application submission.
- **True or False?** Retained earnings must be calculated using the CDFI Fund's institution-type specific calculator.

Agenda



CDFI Fund Overview and FY 2019 CDFI & NACA Programs Overview

Preparing and Beginning your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

Application Review Selection, Process, and Reminders

Application Submission



- The CDFI Fund has a two-step process that requires the submission of Application documents on separate deadlines and different online systems.
 - Step 1: On or before May 3, 2019 at 11:59 p.m. ET, the Applicant must create an AMIS account and submit its SF-424 via Grants.gov.
 - Step 2: The Applicant must submit a complete CDFI Program or NACA Program FA or TA Application, including all Required Application Documents, on or before June 6, 2019 at 11:59 p.m. ET.

Base-FA Application: Evaluation Process



- Step 1: Eligibility Review
 - The CDFI Fund ensures that each Applicant meets all eligibility requirements as detailed in the FY 2019 CDFI Program NOFA and NACA Program NOFA (refer to Tables 5, 6, and 8).

Base-FA Application: Evaluation Process



- Step 2: Financial Analysis and Compliance Risk Evaluation
 - Conducted by the CDFI Fund to assess financial health and evaluate compliance risk.
 - The CDFI Fund evaluates the financial and compliance information provided in the Application using a tool developed by the CDFI Fund called the Application Assessment Tool (AAT) and in some cases additional review by CDFI Fund staff.
 - For the Compliance Risk Evaluation, the AAT uses responses provided in the Application as well as the Applicant's reporting history, reporting capacity, and performance risk with respect to the CDFI Fund's PG&Ms
 - Applications that score a 1, 2, or 3 for the Financial Analysis and for the Compliance Risk Evaluation will move on to Step 3. Applicants that score a 4 or 5 will be further evaluated by CDFI Fund Staff.
 - The Financial Analysis for Insured Depository Institutions will be based upon regulator feedback and CAMEL(S) scores. FA Applicants must have a CAMEL(S) rating of at least "3" and/or no significant materials concerns from its regulator.
 - More than 99 percent of Applicants advanced from Step 2 to Step 3 in FY 2018.

Base-FA Application: Evaluation Process



- Step 3: Business Plan Review
 - The Business Plan Review is conducted by two external community development finance experts.
 - The intent of the Business Plan Review is to ensure that an Applicant's comprehensive business plan is sound and achievable.
 - The sum of the two reviewers' Business Plan Review scores will be used to calculate a Total Business Plan Review Score.
 - Applications with a Total Business Plan Review Score that meet the following thresholds will advance to Step 4:
 - CDFI Program Core Applicants in the top 60 percent of Core Applicant Total Business Plan Review Scores.
 - CDFI Program SECA Applicants in the top 70 percent of SECA Applicant Total Business Plan Review Scores.
 - NACA Program Applicants in the top 70 percent of NACA Applicant Total Business Plan Review Scores.
 - Additionally, all Applicants that receive a Total Business Plan Review Score equivalent of "good" will advance to Step 4.

Base-FA Application: Evaluation Process



Step 3 Business Plan Reviewer Questions by Application Section

Application Section	Reviewer Question
Business Strategy	Do the Applicant's strategic goals support its overall mission and its FA objective(s)?
	Does the Applicant identify risks and weaknesses that would prevent it from implementing its strategic goals and FA Objective(s)? Does the Applicant demonstrate an understanding of these risks and propose feasible contingencies to mitigate the risks and improve the areas of weakness?
Market and Competitive Analysis	How well does the Applicant understand its competitive environment? Does the Applicant demonstrate that it understands the market demand for its products and services?
Products and Services	Do the Applicant's current and/or proposed products and services meet the identified needs of the communities and populations it serves or is proposing to serve?
	Does the Applicant's FA Objective(s) address the identified needs of the communities and populations it serves or is proposing to serve?
Management and Track Record	Does the Applicant demonstrate that its management and key staff have the expertise and track record to achieve its strategic goals?
	Does the Applicant have the necessary financial policies, procedures, and controls in place to achieve its strategic goals and FA Objective(s)?
Growth and Projections	To what extent does the Applicant demonstrate, through its strategic plan and historic activity, that it can achieve its proposed growth goals and its FA Objective(s)?

Base-FA Application: Evaluation Process



- Step 4: Policy Objective Review
 - The Policy Objective Review is conducted by CDFI Fund staff in order to determine the Applicant's ability to meet the following key policy objectives of the CDFI Fund's authorizing statute:
 - The extent of economic distress and need within the communities and/or populations an Applicant serves;
 - The extent to which an Applicant's proposed activities will expand economic opportunities within the communities and/or populations the Applicant serves; and
 - The extent to which an Applicant increases its resources through formal and informal collaborations and partnerships, including investments in designated Qualified Opportunity Zones.
 - The CDFI Fund also conducts a due diligence review during Step 4 and evaluates the reasonableness of an Applicant's FA Objective(s).
 - Some Applicants that advance to Step 4 will not be recommended for an award based upon the due diligence review.

Base-FA Application: Evaluation Process



Step 4: Policy Objective Review Criteria

Policy Objective	General Reviewer Guidance
<p>Economic Distress <i>12 U.S.C. § 4706 (a)(4): the extent of economic distress within the investment areas or the extent of need within the targeted populations, as those factors are measured by objective criteria.</i></p>	<ol style="list-style-type: none"> 1. To what extent are the communities and populations being served economically distressed based on beneficiary income data provided in the application? 2. To what extent does the Applicant demonstrate that it serves communities and populations experiencing economic distress?
<p>Economic Opportunities <i>12 U.S.C. § 4706 (a)(8): the extent to which the proposed activities will expand economic opportunities within the investment areas or the targeted populations.</i></p>	<ol style="list-style-type: none"> 3. Does the Applicant demonstrate that the activities related to its FA Objective(s), strategic goals, and other products or services will result in the meaningful and quantifiable expansion of economic opportunities for communities and populations it serves?
<p>Community Collaboration <i>12 U.S.C. § 4706 (a)(12): the extent to which the Applicant will increase its resources through coordination with other institutions or participation in a secondary market.</i> (Note: This is not an assessment of whether or not an Applicant has formal Community Partnerships, but an assessment of how the Applicant works with other organizations generally to achieve outcomes.)</p>	<ol style="list-style-type: none"> 4. To what extent does the Applicant collaborate and partner with other entities to achieve impacts in the communities it serves? 5. On the basis of data provided in the application financial data records and narrative response, to what extent is the Applicant intentionally operating and/or investing in designated Qualified Opportunity Zones?

Base-FA Application: Evaluation Process



- Step 5: Award Amount Determination
 - Conducted by CDFI Fund staff
 - Analysis based on Step 4 Policy Objective Review score, funding availability, deployment track record, and other programmatic and financial risk factors.
 - Award amounts may be reduced based upon the analysis conducted in Step 5.
- For more information on the CDFI Program and NACA Program Base FA Application Evaluation Process, see the FY 2019 Base-FA Application Evaluation Process document on the CDFI Fund's website.

PPC-FA Application: Evaluation Process



- A CDFI Fund internal reviewer will evaluate the PPC-FA request of each associated Base-FA Application that progresses to Step 4 of the Base-FA Application review process.
- Applicants that fail to receive a Base-FA award will not be considered for a PPC-FA award.
- PPC-FA requests are not scored.
- PPC-FA award amounts will be determined based on the total number of eligible Applicants and funding availability, the Applicant's requested amount, and on certain factors, including but not limited to, an Applicant's overall portfolio size, historical track record of deployment in PPC, pipeline of projects in PPC, and minimum award size.

DF-FA Application: Evaluation Process



- A CDFI Fund internal reviewer will evaluate each DF-FA Application associated with a Base-FA Application that progresses to Step 4 of the Base-FA Application review process.
- Applicants that fail to receive a Base-FA award will not be considered for a DF-FA award.
- Each DF-FA Applicant will be assigned a Total DF-FA Score on a scale of one (1) to three (3), with one (1) being the highest score. After being scored, Applicants will then be grouped according to Total DF-FA Score.
- DF-FA award amounts will be determined on the basis of the Total DF-FA Score, the Applicant's requested amount, and on certain factors, including, but not limited to, an Applicant's deployment track record, minimum award size, and funding availability.

TA Application: Evaluation Process



- All steps of the TA Application Evaluation Process will be conducted by CDFI Fund staff.
- Step 1: Eligibility Review
 - Eligibility requirements are detailed in the FY 2019 CDFI Program and NACA Program NOFA (refer to Tables 5, 6, and 7).
- Step 2: Compliance Risk Evaluation
 - The CDFI Fund conducts a Compliance Risk Evaluation using a tool developed by the CDFI Fund called the Application Assessment Tool (AAT) and in some cases additional review by CDFI Fund staff.
 - To produce a Total Compliance Composite Score, the AAT uses responses provided in the Application as well as the Applicant's reporting history, reporting capacity, and performance risk with respect to the CDFI Fund's PG&Ms
 - Applications with a Total Compliance Composite Score of 1, 2, or 3 for the Compliance Risk Evaluation will move on to Step 3. Applicants that score a 4 or 5 will be further evaluated by CDFI Fund Staff.

TA Application: Evaluation Process



- Step 3: Business Plan Review
 - Section I Review for non-Certified CDFIs and Sponsoring Entities
 - Emerging CDFI, Certifiable CDFI, and Sponsoring Entity Applicants must achieve a rating of Low Risk or Medium Risk in Section I of the TA Business Plan Review in order to progress to Section II of the TA Business Plan Review.
 - Section II Review for All Applicants
 - All Applicants must receive a rating of Low Risk or Medium Risk in Section II of the TA Business Plan Review to be considered for an award.
- Step 4: Final Award Decision
 - Ensures adherence to the CDFI Program's policies and procedures as well as applicable Federal regulations and other due diligence.

TA Application: Evaluation Process



- An Applicant that is a Certified CDFI will be evaluated on the demonstrated need for TA funding to build the CDFI's capacity, further the Applicant's strategic goals, and achieve impact within the Applicant's Target Market.
- Emerging CDFIs, Certifiable CDFIs, or Sponsoring Entities will be evaluated on their demonstrated capability and plan to achieve CDFI certification within three years, or if prior awardees, the certification performance goal and measure stated in their prior Assistance Agreements.

Award Payments for All Applicants



- Each Applicant must indicate the initial payment amount in AMIS, or the total award request it reasonably expects to expend within the first 12 months after the award announcement.
- For FA applicants, initial payment amounts are entered separately in AMIS for each award type (i.e., Base-FA, HFFI-FA, PPC-FA and DF-FA awards).
- Initial payment amounts will be based upon the initial payment amount entered in the Application, and for Core Applicants, in combination with a determination of eligible matching funds for Base-FA, DF-FA, and PPC-FA awards.

Award Payments for All Applicants



- A Recipient will not receive an initial payment until it has 100 percent matching funds In-Hand, if applicable.
- An Applicant must state its requested award amount in AMIS. An Applicant that does not include this amount will not be allowed to submit an Application.

Reminder of Important Deadlines



Description	Deadline	Time Eastern Time (ET)	Submission Method
Last day to contact Certification, Compliance Monitoring and Evaluation (CCME) staff regarding CDFI Certification	May 1, 2019	11:59 p.m. ET	Service Request via AMIS
CDFI Certification Applications Due	May 3, 2019	11:59 p.m. ET	Electronically via AMIS
Create AMIS Account (New Applicants)	May 3, 2019	11:59 p.m. ET	AMIS
SF-424 (Application for Federal Assistance)	May 3, 2019	11:59 p.m. ET	Electronically via Grants.gov
Last day to contact CDFI Program or NACA Program staff	June 4, 2019	5:00 p.m. ET	Service Request via AMIS Or CDFI Fund Helpdesk: 202-653-0421
Last day to contact AMIS-IT Help Desk (regarding AMIS technical problems only)	June 6, 2019	5:00 p.m. ET	Service Request via AMIS Or 202-653-0422 Or AMIS@cdfi.treas.gov
CDFI Program or NACA Program Application for FA <u>or</u> TA due in AMIS	June 6, 2019	11:59 p.m. ET	Electronically via AMIS

Contact Information for Applicants



- CDFI/NACA Program and Application Support:
Please Submit an AMIS Service Request or e-mail cdfihelp@cdfi.treas.gov.
- Certification, Compliance Monitoring and Evaluation (CCME) Support:
Submit an AMIS Service Request or e-mail ccme@cdfi.treas.gov.
- Awards Management Information System (AMIS) Support:
Submit an AMIS Service Request or e-mail AMIS@cdfi.treas.gov.
- Grants.gov support:
E-mail support@grants.gov or call 1-800-518-4726.
- SAM.gov:
Visit www.fsd.gov or call 1-866-606-8220.

Application Materials



- Additional information and all Application Materials for the FY 2019 CDFI Program can be found on the CDFI Fund's website here:
<https://www.cdfifund.gov/programs-training/Programs/cdfi-program/Pages/apply-step.aspx#step22>
- Additional information and all Application Materials for the FY 2019 NACA Program Application can be found on the CDFI Fund's website here:
<https://www.cdfifund.gov/programs-training/Programs/native-initiatives/Pages/default.aspx>

Note: Additional Application Materials will be added to the CDFI Fund's website on a rolling basis. Application Materials may be updated from time to time.

We are Finished!



...for participating in today's workshop!