

THE COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

United States Department of the Treasury



Information Sessions

on the

FY 2006 CDFI Program and NACA Program (\$25 Million and \$3.5 Million Available Respectively)

Those interested in learning more about the CDFI Fund's programs can do so either by viewing a live satellite broadcast of the Information Session on Tuesday, January 17th at 1:00 p.m. EST, or by attending one of four Information Sessions in select cities across the nation at which CDFI Fund staff will be present to conduct the session.

The broadcast of the Information Session can be viewed at any of the over 80 U.S. Department of Housing and Urban Development's Field Offices across the nation.

The Information Sessions being conducted in-person will be held in the following cities: Chicago, IL (1/6/2006); Los Angeles, CA (1/13/2006); New Orleans, LA (1/11/2006); and New York, NY (1/6/2006).

During the Information Sessions, representatives from the CDFI Fund will provide an overview on a range of topics including: certification as a CDFI; the Notice of Funds Availability (NOFA), which govern the programs; and the application review. Time has also been allotted to ask the presenters questions.

Registration is required to attend, but is not required to submit an application.

Registration Instructions

To register for an Information Session, you must first have a myCDFI Fund account. If you do not already have an account, instructions for creating one are included below.

For those unfamiliar with the "myCDFIFund" system, it is the portal through which the CDFI Fund communicates with its constituents, and vice versa. Through the system you can: register for workshops regarding the Fund's various programs; gain access to any electronic applications, such as the NMTC Allocation Application; update individual and organizational profiles; and electronically submit reports required by the Fund under award agreements.

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To Register for an Information Session...

- 1) Login into your myCDFIFund account. The login screen is located in the lower left hand corner of the Fund's homepage: www.cdfifund.gov.
- 2) At the top right corner of your "Welcome" page, click on the "Workshops" tab.
- 3) Click on the workshop you wish to attend.
- 4) Fill in the requested fields and select the location where you wish to attend.
- 5) Hit the submit button.
- 6) The next page you will see is a confirmation page. If the information shown is correct, please hit the submit button.

NOTE: you will receive a confirmation email within moments after submitting your registration. You will also receive a "reminder" email a few days prior to the workshop, which will include the materials needed for the session. You will need to print these documents and bring them to the workshop with you.

Creating a myCDFI Fund account...

- 1) Go to the CDFI Fund's Home Page at www.cdfifund.gov.
- 2) Click the "New User?" button located below the myCDFI Fund log on in the bottom, left corner of the screen.
- 3) Read the myCDFI Fund Statement of Use and click "I Agree" to continue the registration process.
- 4) Enter your email address and click the "Continue" button.
NOTE TO AOL USERS - For some unknown reason, AOL appears to be blocking e-mails from our on-line registrations system to users with an AOL account. If you have another e-mail address, we recommend that you use it as we try to resolve this problem with AOL.
- 5) Complete the User Profile information and click the "Continue" button.
- 6) Complete the Question page for future account authentication and click the "Continue" button.
- 7) You are now a registered myCDFI Fund User. Please click the "Continue" button to set your password.
- 8) Create a password and enter this password in both spaces provided. Click the "Update" button to set your password and enter the myCDFI Fund User Account Home Page.

For assistance or questions regarding registration for a workshop and/or new users, please contact Lisa Hurley at 202-622-9046 or hurleyl@cdfi.treas.gov