



PRE-APPLICATION GUIDE

FY 2018 CDFI Program and NACA Program Application

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CDFI FUND

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OVERVIEW

This Guide provides a quick overview of how to begin preparing your FY 2018 CDFI Program and/or NACA Program Application. It also serves as a guide for other Application Materials (as defined below) available to Applicants. Users of this Guide are encouraged to check the CDFI Fund's website frequently as Application Materials will be added throughout the open application period.

Applicants may begin creating their Applications in AMIS now. However, the AMIS Training Manual is forthcoming and is not available as of the date of the release of this Guide. The AMIS Training Manual for the CDFI Program and NACA Program Financial Assistance (FA), Technical Assistance (TA), and Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) Applications will provide additional detailed guidance on how to complete each application field.

ASSUMPTIONS

This Guide assumes that your organization has an active AMIS account with basic Organizational Profile data points such as Contacts already populated. If your organization does **not** have an active AMIS account or you have **not completed** any Organizational Profile data, you must review the [AMIS Quick Start Guide](#) and the [Getting Started – Navigating AMIS Guide](#) before proceeding. **It is important to note that CDFI Program and NACA Program Applicants must create an AMIS account by Friday, March 2, 2018.** Any organization that does not create an AMIS account by March 2, 2018 will be deemed ineligible for award contention under the FY 2018 CDFI Program and NACA Program funding round.

If you experience problems with resetting your password, please see our [AMIS Change Password Sequence](#) document, which provides step-by-step screen shots of the process.

For new Applicants, first-time users, and those needing a refresher, instructions for logging into AMIS, including resetting your password, are provided in the [Getting Started – Navigating AMIS](#) training manual.

Below is a high-level overview of the FY 2018 application process:

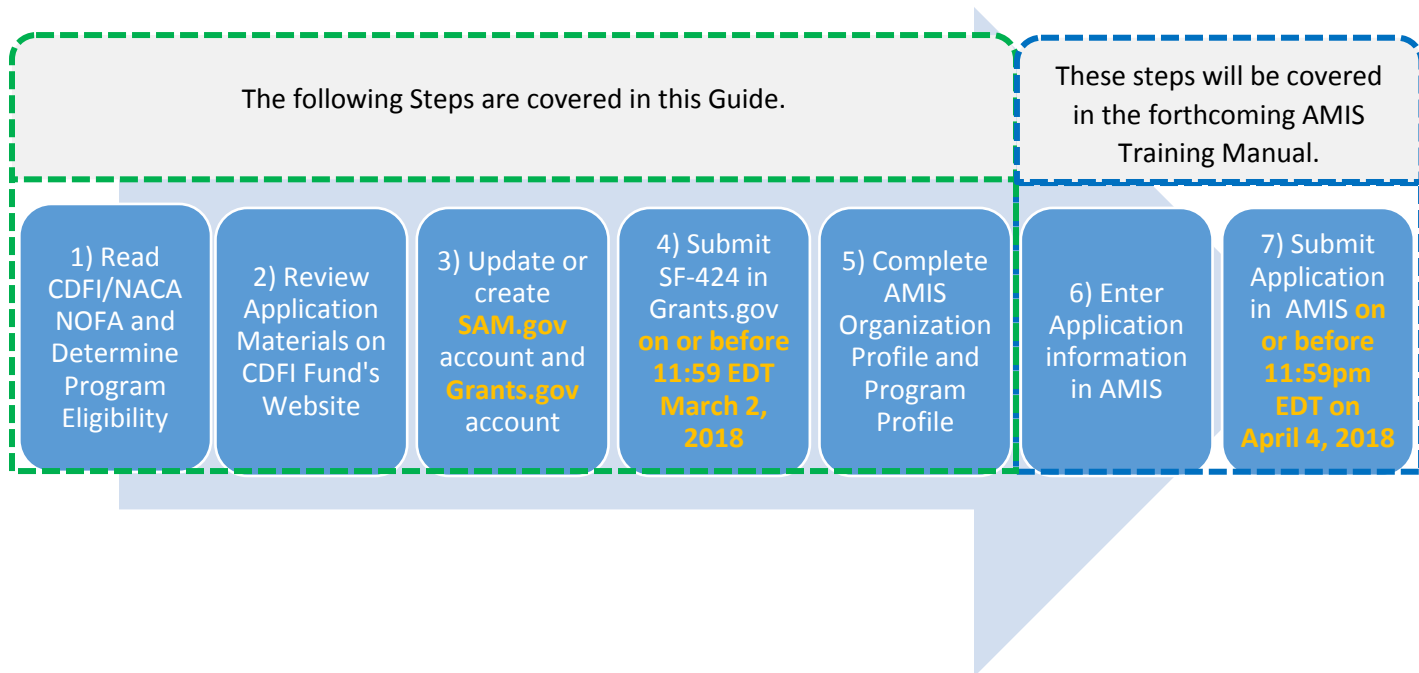


Figure 1: Application Process Overview (FY 2018 CDFI Program & NACA Program)

STEP 1: READ CDFI/NACA NOFA and DETERMINE PROGRAM ELIGIBILITY

NOFA

Potential Applicants should start by reading the CDFI Program and/or NACA Program Notice of Funds Availability (NOFA) to determine which program(s) they are eligible for (e.g. CDFI Program and/or NACA Program), which type of Assistance they are eligible for (e.g. FA, TA, HFFI-FA), and the dollar amount they may request.

STEP 2: REVIEW APPLICATION MATERIALS on CDFI FUND'S WEBSITE

Application Materials

Once Applicants have read the appropriate NOFA, they should review the Application Materials found on the CDFI Program and NACA Program webpages under the "How to Apply, 2) Application Materials" section. Application Materials include the following:

- Application Overview Presentation (forthcoming);
- AMIS Training Manual (forthcoming);
- FA Guidance including Disability Funds-Financial Assistance (DF-FA) Guidance and TA Guidance;
- HFFI-FA Guidance;
- Persistent Poverty Counties (PPC) Guidance
- Community Partnerships Guidance;
- FA and TA Frequently Asked Questions;
- FA Evaluation Process Document and TA Evaluation Process Document;

- FA Excel Inputs Workbook or TA Excel Inputs Workbook;
- Matching Funds Guidance (CDFI Program Category II/Core FA Applicants);
- Matching Funds Breakout Table including Retained Earnings Calculators (CDFI Program Category II/Core FA Applicants);
- Forms, Assurances, and Certifications Guidance;
- AMIS Crosswalks for Regulated CDFI Applicants; and
- Other training materials.

These materials can be found at [CDFI Program Application Materials](#) and [NACA Program Application Materials](#).

Be sure to **read these materials *before* updating any information in AMIS**, to avoid completing certain steps out of order and potentially duplicating work.

STEP 3: UPDATE or CREATE SAM.GOV and GRANTS.GOV ACCOUNTS

SAM.gov and Grants.gov

Applicants should verify that they have an active [SAM.gov](#) and [Grants.gov](#) account. First time Applicants may need to create [SAM.gov](#) and [Grants.gov](#) accounts if they do not have existing accounts. Previous Applicants should ensure these accounts are active and up-to-date. Special attention should be paid to the Dun and Bradstreet Data Universal Numbering System (DUNS), Employer Identification Number (EIN), and bank account information (in SAM.gov). An Applicant’s DUNS and EIN numbers must match in both their SAM.gov and Grants.gov accounts.

- 1) First time Applicants creating [SAM.gov](#) and [Grants.gov](#) accounts must have a valid and current DUNS and EIN.
 - The CDFI Fund advises Applicants to allow sufficient time to obtain this information. A DUNS number is required for SAM registration and for Grants.gov submission.
 - Applicants will not be allowed to submit their Applications in AMIS if they are unable to submit their SF-424 via Grants.gov by the deadline due to a failure to obtain a DUNS number and/or SAM registration confirmation.

STEP 4: SUBMIT SF-424 IN GRANTS.GOV ON OR BEFORE MARCH 2, 2018

Standard Form 424 (SF-424) Instructions

The only component of the CDFI Program and NACA Program Application submitted via Grants.gov is the “Standard Form – 424 Mandatory Form.” The SF-424 is required for all Applicants. This form is located in the ‘Mandatory Documents’ box of the downloaded Grant Application Package. To access the form, click on “SF-424 Mandatory Form” or scroll down.

Note: Only the fields highlighted in yellow on the SF-424 are required for submission. These fields are also marked as required in Table 1 below.

The Instructions column in Table 1 provides guidance on how CDFI Program and NACA Program Applicants should complete their SF-424 for submission through Grants.gov.

Note: Applicants’ AMIS record and Grants.gov record are linked by the Employer/Taxpayer Identification Number (Field 7.b.). If this field does not match your AMIS account, the SF-424 will not populate in your AMIS account and you will not be able to submit the Application in AMIS.

Table 1: SF-424 Fields

SF-424 Field	Required	Instructions
1.a. Type of Submission:	Yes	‘Application’ is automatically selected.
1.b. Frequency	Yes	‘Annual’ is automatically selected.
1.c. Consolidated Application/Plan/Funding Request	Yes	‘No’ is automatically selected.
1.d. Version	Yes	‘Initial’ is automatically selected.
1.b. Frequency	Yes	Select ‘Annual’.
1.c. Consolidated Application/Plan/Fund	Yes	Select ‘No’.
2. Date Received:	Yes	Automatically filled by the system upon submission—no entry necessary.
3. Applicant Identifier	No	Not Applicable—leave blank.
4.a. Federal Entity Identifier	No	Not Applicable—leave blank.
4.b. Federal Award Identifier	No	Not Applicable—leave blank.
5. State use only: Date Received by State	No	Not Applicable—leave blank.
6. State use only: State Application Identifier	No	Not Applicable—leave blank.
7.a. Applicant Information: Legal Name	Yes	Enter the legal name of the Applicant.
7.b. Employer/Taxpayer Identification Number (EIN/TIN)	Yes	Enter the Applicant’s EIN/TIN.
7.c. Organizational DUNS	Yes	Enter the Applicant’s DUNS.
7.d. Address	Yes	Complete all fields with Applicant’s mailing address. Include 9-digit zip.

SF-424 Field	Required	Instructions
7.e. Organizational Unit	No	Not Applicable—leave blank.
7.f. Name and contact information of person to be contacted on matters involving this Application	Yes	Enter a Contact Person who can answer questions about the submission. The Contact Person (name and contact information) identified here should match a User/Contact Person information in the Applicant’s AMIS account. Organizational Affiliation: leave blank.
8.a. Type of Applicant	Yes	Select the most appropriate description from list of dropdown options.
8.b. Additional Description	No	Not Applicable—leave blank.
9. Name of Federal Agency	Yes	Pre-filled—no entry necessary.
10. Catalog of Federal Domestic Assistance Number / CFDA Title	No	Pre-filled—no entries necessary. If not, enter 21.020.
11. Descriptive Title of Applicant’s Project	Yes	Enter a brief description of how you plan to use a CDFI Program or NACA Program Award.
12. Areas Affected by Funding	No	Not Applicable—leave blank.
13. Congressional Districts Of: (a) Applicant; and (b) Program/Project	Yes	See US House of Representatives (www.house.gov) to find the congressional district where the Applicant is headquartered. Use same district for both boxes.
14. Funding Period: (a) Start Date; and (b) End Date	Yes	TA and NACA TA (Non-Sponsoring Entities) Applicants: start date - 8/1/2018, end date – 9/30/2019; NACA TA Sponsoring Entity Applicants: start date – 8/1/2018, end date – 9/30/21; FA, NACA FA, HFFI-FA Applicants: Start date – 8/1/2018, end date – 9/30/2020

SF-424 Field	Required	Instructions
15. Estimated Funding	Yes	Enter total Award request for Federal; enter zeroes in other boxes.
16. Is Submission Subject to Review by State:	Yes	Select option C.
17. Is the Applicant Delinquent on Any Federal Debt:	Yes	Answer, and provide Explanation if 'Yes' selected.
18. Applicant Certification/ Authorized Representative	Yes	Click the 'I Agree' button. Complete all fields for Authorized Representative information. The name and contact information should match the Authorized Representative's information in the Applicant's AMIS account.
Worksheet: Consolidated Application/Plan/Funding Request Explanation	No	Not Applicable—leave blank.
Worksheet: Applicant Federal Debt Delinquent Explanation	No	Complete if applicable.

Note: All Applicants must submit the Standard Form-424 (SF-424) in Grants.gov by no later than March 2, 2018. **Applicants that do not submit an SF-424 electronically through Grants.gov will not be eligible to submit an Application in AMIS.**

Grants.gov Submission

Electronically signing and submitting the SF-424 indicates that the Applicant has attested that the information in the SF-424 and AMIS Application is true, complete, and accurate, and also indicates that the Applicant will comply with the Assurances and Certifications (refer to Forms, Assurances, and Certifications Guidance). The Grants.gov registration process can take several days to complete. Call the Grants.gov support staff if you have any questions about the process. **The Grants.gov help desk can be reached at 1-800-518-4726 or via email at support@grants.gov.** If you experience any technical difficulties submitting the SF-424 via Grants.gov, do not contact the CDFI Fund. Call the Grants.gov help desk instead.

Grants.gov Verification

Grants.gov will send two emails after submission of the SF-424.

Immediately after submitting your SF-424 in Grants.gov, you will receive the first email that indicates that your submission has entered the Grants.gov system. This email will also contain a tracking number for tracking your submission. Applicants should not reply to the e-mail notification from Grants.gov in order to confirm the status of their SF-424 submission. Instead, Applicants are strongly encouraged to closely monitor the status of their SF-424 by using the Grants.gov "Track My Application" feature or by contacting the helpdesk at Grants.gov directly.

You will receive a second email from Grants.gov within 48 hours of receiving the first email. The second email will indicate if your SF-424 was successfully validated or rejected with errors.

If your SF-424 is rejected with errors, fix the identified errors and re-submit the SF-424 by the established SF-424 deadline.

Your SF-424 is not considered to be officially accepted by the CDFI Fund until you receive the email from Grants.gov that confirms that the SF-424 was successfully validated.

STEP 5: AMIS ORGANIZATION PROFILE and PROGRAM PROFILE

Organization Profile

All Applicants must complete or review and update, as necessary, their Organization Profile information before any other section in AMIS, giving special attention to the items in the table below. Certain information from the Organization Profile will be used in your Program Profile (and later your Application) while other information will be validated later in the submission process.

If your organization has not previously submitted an Application for a CDFI Fund program via AMIS or does not have an existing AMIS account, you must ensure that all necessary information is provided under the Organization Profile. Be sure to double check that the **bolded fields** with an asterisk (*) in the table below are accurate. Bolded fields with an asterisk indicate which fields populate at the Program Profile and Application level. Please note that, unlike previous years, "Total Asset Size" is now an Applicant "data entry" field. **Previous Applicants to the CDFI Program and/or NACA Program must manually update the field with the Total Assets amount for their most recently completed fiscal year end for which an audit has been completed.** Applicants that have not updated the Total Assets field on or after December 31, 2017 will not be able to create an Application.

Table 2: AMIS Organization Detail Fields

Field Name	Data Type
<i>Organization Detail</i>	
Organization Name	data entry
Parent Relationship	pull-down

Field Name	Data Type
Phone	data entry
Website	data entry
EIN/TIN*	data entry
DUNS*	data entry
<i>Organizational Type</i>	
Financial Institution Type*	pull-down (select one: bank or thrift-state chartered / loan fund / credit union / bank holding / bank or thrift / VC / sponsoring entity)
Organization Structure*	pull-down
Date of Incorporation	data entry
Financial Activities Start Date*	data entry
Total Asset Size*	data entry
Fiscal Year End Day*	pull-down
Fiscal Year End Month*	pull-down
<i>Address Information</i>	
Mailing Country	pull-down
Mailing Street	data entry
Mailing City	data entry
Mailing State/Province	pull-down
Mailing Zip/Postal Code	data entry
Shipping Country	pull-down
Shipping Street	data entry
Shipping City	data entry
Shipping State/Province	pull-down
Shipping Zip/Postal Code	data entry

Defining Contacts as Authorized Representatives and Points of Contact

There is a list of Contacts for each Organization in AMIS. Each Contact has a Profile associated with it. This Profile, which can be set to Admin User, User, or Viewer, determines the permissions assigned to the Contact. For example, any Contact that is a User or Admin User may create or update a CDFI Program and/or NACA Program Application.

Separate from the Profile, each Contact may be assigned a Type. If assigned, the Type can be set to Authorized Representative or Point of Contact. An organization can have more than one Authorized Representative and Point of Contact.

Your organization must designate at least one Contact as an Authorized Representative. The CDFI Fund recommends that your organization also designate at least one Contact, preferably one that is different than the Authorized Representative. In the Application, you will choose one Contact as the “Authorized Representative” for that Application, and at least one, but not more than three Contacts as “Points of Contact”. When selecting the Authorized

Representative, you will be presented with the list of all Authorized Representatives designated for your organization. When selecting the Points of Contact, you will be presented with the list of all Authorized Representatives AND all Points of Contact designated for your organization.

Please note that an Authorized Representative is an individual who has been authorized by his or her organization to sign an Application, and in doing so, certifies that the information in the Application is true, complete and accurate. The Authorized Representative also agrees to comply with any resulting terms if an award is accepted and must be authorized to sign legal documents on behalf of the organization. **Please do not designate contacts that do not have the appropriate authority to sign an Application or other legal documents (i.e. consultants) as Authorized Representatives.**

Only Contacts designated as Authorized Representatives can **sign** an Application. Please note that AMIS will not allow a Contact with a title of “Consultant” to sign a CDFI Program or NACA Program Application. Once an Application has been signed by an Authorized Representative, Contacts designated as either Authorized Representatives **or** Point of Contact may submit an Application.

Table 3: Contacts in AMIS

Type	Required?	Recommended?	Can Sign an Application?	Can Submit an Application?
Authorized Representative	Yes	N/A	Yes	Yes
Point of Contact	Yes	Yes	No	Yes, once signed by an Authorized Representative

To designate a Contact as an Authorized Representative within the Organization Profile, navigate to the Organization Detail page, select the Edit link to the left of the Contact Name, then set the Type to Authorized Representative (shown below). To designate a Contact as a Point of Contact, follow these same steps, but set the “Type” field to Point of Contact.

The screenshot shows a 'Contact Edit' form with the following fields and values:

- Contact Owner: System Administrator
- First Name: --None-- (dropdown menu)
- Last Name: (text input field)
- Organization Name: (text input field with search icon)
- Title: (text input field)
- Type: Authorized Representative (dropdown menu, highlighted in yellow)
- Profile: User

Figure 2. Editing Contacts in AMIS

If these fields are not complete or accurate before starting an Application, you may receive error messages when trying to save the Application. Depending on the issue, you might need to submit an AMIS Service Request to resolve it, which could delay your Application submission time.

Organization Level Financial Data

In previous funding rounds, Applicants were required to enter their historic financial data in the Organization Profile and enter financial data for their current and projected years directly into their Application. **For FY 2018, all Applicants must enter their required historic, current, and projected financial data directly into their Application in AMIS.** Applicants will no longer have the ability to add new financial data records in the Organization Profile. The historic financial data that currently resides in the Organization Profile will no longer automatically copy into the Application upon its creation.

Financial Statement Audits

The Financial Statement Audits related list is for **post-award Compliance purposes only**. Applicants should **not** attach any audited financial statements that they intend to include in their FY 2018 Application in this section. Audited financial statements for the FY 2018 Application should be attached in the Organization Profile Related Attachments section, as discussed below, or attached directly in the Application.

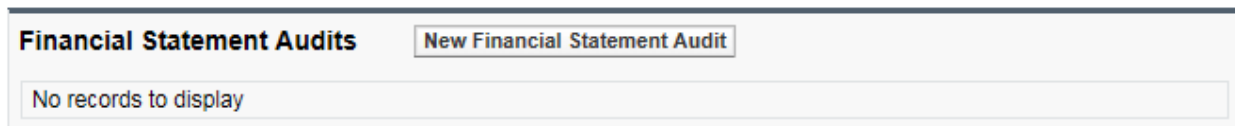


Figure 3: Financial Statement Audit Related List

Organization Profile Related Attachments

The Organization Profile is where you can attach key documents needed for Application submissions for multiple funding rounds and/or for multiple CDFI Fund program Application submissions. Given that the Organization Profile applies to all CDFI Fund programs, you may see document types listed here that are not required for CDFI Program or NACA Program Applicants.

Attaching documents in the Organization Profile Related Attachments related list is completely **optional**. Applicants may attach all required documents directly in the Application if they wish. **For Applicants that choose to store certain documents in the Organization Profile, it is important to the note that these documents must be associated to the applicable Application in order to be considered and reviewed as a part of the Application.** Refer to the AMIS Training Manual for detailed instructions on associating documents that are saved in the Organization Profile Related Attachments related list to a CDFI Program or NACA Program Application.

Program Profile -- Completing Your AMIS Program Profile

The CDFI-NACA Program Profile is automatically generated upon creation of your organization's AMIS account. The CDFI-NACA Program Profile not only contains program-specific information, but is also where you provide information on NACA Program Eligibility (if applicable) and/or create a new funding Application. You will also be able to access PDF versions of previously submitted (FY 2016 and FY 2017) Applications here.

As with the Organization Profile, some information in the Program Profile will be copied into your Application. All Applicants must review and/or complete their CDFI-NACA Program Profile information before starting an Application, paying special attention to the items highlighted in this step.

Table 4: Program Profile Fields

Field Name	Data Type
<i>Organization Data</i>	
Organization	pre-populated
EIN/TIN	pre-populated
DUNS	pre-populated
Program	pull-down
Program Profile Name	system generated
Record Type	pre-populated
Eligibility Category	pre-populated
<i>Geographic Markets and Target Areas</i>	
Primary Geographic Market	pull-down (select one: major urban / minor urban / rural)
Special Targeted Areas	Multi-pick list (select all that apply: Appalachia / Colonias / Native Communities / Gulf Opportunity (GO) Zone / Mississippi delta)

Notes and Attachments

FY 2017/16 CDFI Program and NACA Program Applicants will find a PDF version of their FY 2017/16 Application(s) saved in the Notes and Attachments related list in their CDFI-NACA Program Profile. FY 2017/16 Applicants are also able to access the FY 2017/16 Application from the Funding Applications related list (in the CDFI-NACA Program Profile). Please note that the fields and formatting of the FY 2017/16 Application will reflect the changes that have been made to the FY 2018 Application. In order to view the FY 2017/16 Application information as it was presented at the time of completion and submission, it would be best to refer to the PDF.

NACA Eligibility

The NACA Eligibility section is used to determine if an Applicant is eligible to apply for the NACA Program. **This section should only be completed by NACA Program Applicants** in order to determine eligibility to apply for a NACA FA or NACA TA award.

Note: NACA Program Applicants should be careful to select the correct record type – Certified, Certifiable, Emerging, and Sponsoring Entity as they are not able to delete a NACA Eligibility record once it’s created. To determine the appropriate category for your organization, please refer to the NOFA for definitions of these categories.

NACA Program Applicants must complete the NACA Eligibility section **before** creating an Application in AMIS. Otherwise, you won’t be able to access the NACA Program Applications. To complete the NACA Eligibility section, start by clicking the New NACA Eligibility button on the Program Profile page. You’ll complete the following data fields on the following two screens.

Table 5: NACA Eligibility Fields

Field Name	Data Type
<i>NACA Eligibility – Screen 1</i>	
Record Type of new record	pull-down (select one, if applicable): Certifiable CDFI / Certified CDFI / Emerging CDFI / Sponsoring Entity)

Table 5.1: NACA Eligibility Fields for Certified or Certifiable CDFIs

Field Name	Data Type
<i>NACA Eligibility – Screen 2 if Certifiable CDFI or Certified CDFI is selected:</i>	
Program Profile	pre-populated
Funding Round Fiscal Year	pull-down
Eligibility Status	pre-populated, based on responses
Native Community / OTP	Pull-down
50% activities were in Native Community	Pull-down
Lending Activities Description?	Pull-down

Table 5.2: NACA Eligibility Fields for Emerging CDFIs

Field Name	Data Type
<i>NACA Eligibility – Screen 2 if Emerging CDFI is selected:</i>	
Program Profile	pre-populated
Funding Round Fiscal Year	pull-down
Eligibility Status	pre-populated, based on responses
Native Community / OTP	Pull-down
Received 3 or fewer prior NACA TA awards	Pull-down

Table 5.3: NACA Eligibility Fields for Sponsoring Entities

Field Name	Data Type
<i>NACA Eligibility – Screen 2 if Sponsoring Entity is selected:</i>	
Program Profile	pre-populated
Funding Round Fiscal Year	pull-down
Eligibility Status	pre-populated, based on responses
Sponsoring Entity?	Pull-down
Received prior NACA TA awards	Pull-down

Field Name	Data Type
Met CDFI certification performance goals	Pull-down
Entity will be setup in FY of signing AA	Pull-down

STEP 6: Creating and Completing your Funding Application

Detailed instructions on how to create and complete the Application in its entirety will be provided in the forthcoming AMIS Training Manual for the CDFI Program and NACA Program FA, TA, and HFFI-FA Applications. Please check the Application Material webpages for updates: [CDFI Program Application Materials](#) and [NACA Program Application Materials](#).

Getting Help

For assistance with completing your Application and understanding program requirements contact **CDFI Program and NACA Program Application Support** by submitting a Service Request via your organization’s AMIS account, emailing the CDFI and NACA Helpdesk at cdfihelp@cdfi.treas.gov, or calling 202.653.0421, option #1.

For assistance with questions about CDFI certification, compliance with past awards, or reporting requirements, contact **Certification, Compliance Monitoring, and Evaluation Support** by submitting a Service Request via your organization’s AMIS account, emailing the Compliance Helpdesk at ccme@cdfi.treas.gov, or calling 202.653.0423.

For assistance with AMIS functionality, submit an **AMIS Service Request**. Creating Service Requests is described in the [Getting Started – Navigating AMIS Guide](#). Alternatively, contact **AMIS Support**: AMIS@cdfi.treas.gov or 202-653-0422.

For assistance with the SF-424 or Grants.gov accounts, contact **Grants.gov**: support@grants.gov or 1-800-518-4726.

For assistance updating or creating your SAM.gov account, contact **SAM.gov**: [Federal Service Desk \(www.fsd.gov\)](http://www.fsd.gov) or 1-866-606-8220.