

2016 APPLICATION

CAPITAL MAGNET FUND

**CAPITAL
MAGNET FUND**
APPLICATION



FY 2016 CMF Application Instructions

OMB Approval No. 1559-0036

Paperwork Reduction Act Notice.

This submission requirements package is provided to Applicants for awards under the Capital Magnet Fund (CMF). Applicants are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The estimated average burden associated with this collection of information is 50 hours per Applicant. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Program Manager, Capital Magnet Fund, Department of the Treasury, Community Development Financial Institutions Fund, 1500 Pennsylvania Avenue, Washington, D.C. 20220.

All materials are available on the CDFI Fund Website: www.cdfifund.gov.

Catalog of Federal Domestic Assistance Number: 21.011

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GENERAL APPLICATION INSTRUCTIONS

The Capital Magnet Fund (CMF) is administered by the Community Development Financial Institutions Fund (CDFI Fund). Through the CMF, the CDFI Fund provides financial assistance grants to Community Development Financial Institutions (CDFIs), and to qualified Nonprofit Organizations that have the development or management of affordable housing as one of their principal purposes.

In order to understand the CMF, including eligible uses of financial assistance grants, potential Applicants should review the Interim Regulations (12 C.F.R. 1807). In addition, potential Applicants should review and become familiar with the FY 2016 CMF Notice of Funds Availability (NOFA) prior to beginning this Application. Capitalized terms not defined in this Application (other than titles) shall have the meanings set forth in the CMF Interim Regulations or the FY 2016 CMF NOFA. Both the CMF Interim Regulations and the FY 2016 CMF NOFA are available on the CDFI Fund's website: www.cdfifund.gov/cmfi.

Applicant Eligibility

At the time that an entity submits its Application, it must be a duly organized and validly existing legal entity under the laws of the jurisdiction (including a Tribal jurisdiction) in which it is incorporated or otherwise established. All Applicants (regardless of entity type) must demonstrate that they have been in existence as a legally formed entity for a period of at least three years prior to the Application due date.

Further, in order to be deemed eligible to apply for a CMF award, an organization must either:

- (1) be certified as a CDFI by the CDFI Fund (as of the release date of the FY 2016 NOFA), or
- (2) be a Nonprofit Organization having as one of its principal purposes the development or management of affordable housing.

In order to be deemed an eligible Nonprofit Organization, the organization must be able to demonstrate all of the following:

- (a) Its articles of incorporation, by-laws, or other board-approved documents evidence that the development or management of affordable housing are among the organization's principal purposes;
- (b) At least 33 and one-third percent of the organization's total assets are dedicated to the development or management of Affordable Housing.

As part of their Application, Nonprofit Organizations (that are not Certified CDFIs) will be requested to submit supporting documentation for these factors.

The CDFI Fund reserves the right to collect additional information from all Applicants (regardless of entity type) in order to verify that they have each satisfied these requirements.

NOTE: The Applicant entity must meet the eligibility requirements on its own behalf and may not rely on any Affiliates or Subsidiaries to meet this requirement.

FOR CERTIFIED CDFI DEPOSITORY INSTITUTION HOLDING COMPANIES ONLY: If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, it must use the financial data of the Certified CDFI Subsidiary Insured Depository Institution that will administer the CMF Award to meet this requirement.

Other Eligibility Criteria: Please note, as outlined in the FY2016 Capital Fund NOFA (Section III), an Applicant will not be eligible to receive a CMF Award if the Applicant fails to demonstrate that its CMF Award would result in Eligible Project Costs that equals at least 10 times the amount of the CMF Award.

For additional information on Applicant eligibility factors, please refer to the FY 2016 Capital Magnet Fund NOFA, particularly Section III.

Application Submission Requirements and Deadlines

All CMF Application documents must be submitted electronically through Grants.gov and the CDFI Fund's web-based Award Management Information System (AMIS). This Application Instruction document serves only as a guide for completing CMF Application materials, and this document is not meant to be submitted via Grants.gov or AMIS. **DO NOT SUBMIT THIS DOCUMENT.**

APPLICATION COMPONENTS

A complete FY 2016 CMF Application must include submission of each part listed in the table below:

Table 1 – Application Components

Application Component	Submission Method	Required?
SF-424 Mandatory Form (Application for Federal Assistance): <ul style="list-style-type: none"> All Applicants are required to have an active System for Award Management (SAM) account. By completing the SF-424, Applicants are certifying their agreement to CMF Assurances and Certifications provided on pages 13-18 of this document. The Assurances and Certifications document are provided for review and reference purposes and do not need to be submitted separately. 	Submit electronically via Grants.gov	Required for All Applicants
CMF Online Application Form <ul style="list-style-type: none"> Includes Assurances and Certifications, Environmental Review Form, and 501(c)4 Questionnaire (if applicable) 	Submit electronically via AMIS	Required for All Applicants
APPLICATION ATTACHMENTS		
IRS Documentation of Organization's EIN	Submit electronically via AMIS	Required for All Applicants
Audited Financial Statements (most recent 3 fiscal years)	Submit electronically via AMIS	Required for All Applicants
State charter or articles of incorporation designating that the Applicant is a nonprofit or not-for-profit entity under the laws of the organization's State of formation	Submit electronically via AMIS	Required only for Applicants that are <u>not</u> Certified CDFIs

Table 1 – Application Components

A certification or determination letter demonstrating tax-exempt status from the IRS	Submit electronically via AMIS	Required only for Applicants that are <u>not</u> Certified CDFIs
Articles of incorporation, by-laws or other document demonstrating the Applicant has a principal purpose of managing or developing affordable housing	Submit electronically via AMIS	Required only for Applicants that are <u>not</u> Certified CDFIs

APPLICATION SUBMISSION DEADLINES

The submission deadlines for the FY 2016 Application components are listed in Table 2 below. Please note the different submission deadlines for materials that must be submitted through Grants.gov and those that must be submitted through AMIS.

Table 2 - FY 2016 CMF Program Funding Round Deadlines

Description	Deadline	Time (Eastern Time)	Submission Method
SF-424 Mandatory Form	March 16, 2016	11:59 p.m. ET	Electronically via Grants.gov
CMF Online Application and Required Attachments	March 30, 2016	11:59 p.m. ET	Electronically via AMIS

SUBMISSION REQUIREMENTS

GRANTS.GOV: An active System for Awards Management (SAM) account is required to submit Applications via Grants.gov. Each Applicant is advised to first make sure its SAM account is active and valid before beginning its preparation of the other Application materials. SAM registration is required before any Application can be successfully submitted via Grants.gov, and Applicants should allow ample time to complete the entire registration and submission process well in advance of the application deadline. The SAM website is: www.SAM.gov.

Please be advised that, in order to submit an application (in Grants.gov, as well as AMIS), an Applicant must have a current and valid Dun and Bradstreet Data Universal Numbering System (DUNS) number and Employer Identification Number (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 unable to submit their Applications via Grants.gov by the deadline due to failure to obtain a DUNS number and/or SAM registration confirmation will not be allowed to submit their Applications after the application deadline has passed.

AMIS: Each Applicant must register as an organization in AMIS and submit the required Application materials through the AMIS portal. In order to apply, the Authorized Representative and Application point(s) of contact **must be included as “Contacts”** in the Applicant’s AMIS account. The Authorized Representative **must also be a “user” in AMIS**, and must electronically sign the application prior to submission through AMIS.

An Applicant that fails to properly register and update its AMIS account may miss important communications from the CDFI Fund or fail to submit an Application successfully. Additional guidance on creating an AMIS account can be found on the AMIS Homepage: <https://amis.cdfifund.gov/s/AMISHome>.

ENSURING THAT THE APPLICATION PACKAGE IS COMPLETE

A complete Application Package is one that includes all required materials listed in the above Table 1, including the specified attachments. If the Applicant fails to submit either the SF-424 Mandatory Form through Grants.gov or the CMF Online Application through AMIS by the required deadlines, the CDFI Fund will not accept the Application.

Contacting the CDFI Fund

The CDFI Fund will respond to Application related questions between the hours of 9:00 a.m. and 5:00 p.m. ET, through March 28, 2016 (two business days before the AMIS Application deadline).

The CDFI Fund will not respond to phone calls or e-mail inquiries that are received after 5:00 p.m. ET on March 28, 2016, until after the AMIS Application deadline.

The CDFI Fund will respond to technical issues related to AMIS through 5:00 p.m. ET, on March 30, 2016.

Please note that these are not toll free numbers.

Table 3 – CDFI Fund Contact Information

Area	Phone	E-mail	Topic
CMF Program	202-653-0421	cmf@cdfi.treas.gov	How to complete Application materials.
CDFI Certification	202-653-0423	ccme@cdfi.treas.gov	Status of CDFI Certification.
Compliance, Monitoring, and Evaluation	202-653-0423	ccme@cdfi.treas.gov	Status of compliance with other awards including outstanding reports.
IT Support	202-653-0422	AMIS Service Requests ¹ or AMIS@cdfi.treas.gov	Technical related to the CDFI Fund's Award Management Information System (AMIS).
Legal Support	If you have any questions or matters that you believe require response by the CDFI Fund's Office of Legal Counsel, please refer to the document titled "How to Request a Legal Review", found on the CDFI Fund's web site at www.cdfifund.gov .		

¹ For Information Technology support, the preferred method of contact is to submit a Service Request (SR) within AMIS. For the SR, select "General Inquiry" for the record type, and select "Cross Program-AMIS technical problem" for the type.

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If an Applicant has any questions related to the registration or submission process in Grants.gov or SAM.gov, it should contact these systems directly. The CDFI Fund does not manage Grants.gov or SAM.gov and is unable to respond to any questions related to these systems.

GRANTS.GOV SUBMISSION INSTRUCTIONS

In accordance with federal regulations, the CDFI Fund requires Applicants to submit their FY 2016 CMF Program Application using the www.Grants.gov portal, the official website for federal grant information and applications. The Grants.gov registration process alone 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 Application via Grants.gov, do not contact the CDFI Fund. Call the Grants.gov help desk instead.

The only component of the CMF Application submitted via Grants.gov is the Standard Form (SF) – 424 Mandatory form. The SF-424 Mandatory Form (SF-424) is required for all Applicants. Electronically signing and submitting the SF-424 Mandatory Form certifies that the Applicant attests that the information in the application is true, complete, and accurate, and also certifies that the Applicant will comply with the Assurances and Certifications, if an Award is made. The Assurances and Certifications have been provided as part of the Grant.gov package. A copy has also been provided on pages 13-18 of this document. Details for completing the SF-424 Mandatory Form are provided below.

STANDARD FORM (SF) - 424 MANDATORY (APPLICATION FOR FEDERAL ASSISTANCE) INSTRUCTIONS

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.**

Please note: Only the fields highlighted in yellow on the SF-424 Mandatory Form are required for submission. These fields are also marked as required in Table 4 below. The Instructions column in Table 4 provides guidance on how CMF Applicants should complete their SF-424 Mandatory Form for submission through Grants.gov. Please note: Applicants’ AMIS record and Grants.gov record are linked by the Employer/Taxpayer Identification Number (Field 7.b.) **and Organizational DUNS (Field 7.c).**

Table 4 – SF-424 Mandatory Form Instructions & Field Descriptions

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.
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	Enter 21.011.
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.

Table 4 – SF-424 Mandatory Form Instructions & Field Descriptions

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.
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 must 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 21.011.
11. Descriptive Title of Applicant's Project	Yes	Indicate whether the Applicant plans to use a CMF Award to finance (i) Affordable Housing Activities, (ii) Economic Development Activities, or (iii) Both Affordable Housing Activities and Economic Development Activities.
12. Areas Affected by Funding	No	Not Applicable—leave blank.
13. Congressional Districts Of: (a) Applicant; and (b) Program/Project	Yes	See www.house.gov to find congressional district where the Applicant is headquartered. Use same district for both boxes.
14. Funding Period: (a) Start Date; and (b) End Date	Yes	Start Date: enter 06/01/2016. End Date: enter 9/30/2021.
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.

Table 4 – SF-424 Mandatory Form Instructions & Field Descriptions

18. Applicant Certification/ Authorized Representative:	Yes	Click the 'I Agree' button. Complete all fields for AR information. AR (name and contact information) must 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.

FORMS AND CERTIFICATIONS

All CMF Applicants must complete the Environmental Review Form and Assurances and Certifications as part of their AMIS online application submission. Any Applicant that is a 501(c)(4) must complete the 501(c)(4) form as part of their AMIS online Application submission.

Environmental Review Form

AMIS TIP: This form must be completed in AMIS by all Applicants. It is available on the AMIS Application main page under the headings “Environmental Review Form Part 1” (for Question 1 below) and “Env. Review Form Part 2 – Any activities proposed in the Application involving:” (for Question 2 below).

Applicant Name: _____

The CDFI Fund’s environmental review requirements are set forth in 12 CFR Part 1815. The Applicant should review such regulations carefully before completing this section. In order to assure compliance with those regulations and other requirements related to the environment, the Applicant shall provide the following information:

	YES	NO
1. Are there any actions proposed in the Application that do not constitute a “categorical exclusion” as defined in 12 CFR 1815.110? If YES, would any of these actions normally require an environmental impact statement (see 12 CFR 1815.108)?	_____	_____
2. Are there any activities proposed in the Application that involve:		
1. Historical or archaeological sites listed on the National Register of Historic Places, or that may be eligible for such listing?	_____	_____
2. Wilderness areas designated or proposed under the Wilderness Act?	_____	_____
3. Wild or scenic rivers proposed or listed under the Wild and Scenic Rivers Act?	_____	_____
4. Critical habitats of endangered or threatened species?	_____	_____
5. Natural landmarks listed on the National Registry of Natural Landmarks?	_____	_____
6. Coastal barrier resource systems?	_____	_____
7. Coastal Zone Management Areas?	_____	_____
8. Sole Source Aquifer Recharge Areas designated by EPA?	_____	_____
9. Wetlands?	_____	_____
10. Flood plains?	_____	_____
11. Prime and unique farmland?	_____	_____
12. Properties listed or under consideration for listing on the Environmental Protection Agency’s List of Violating Facilities?	_____	_____

If YES to any of the above questions, attach a detailed description of each action, clearly identifying the category in which the action falls.

Notification

As stated in 12 CFR 1815.105, if the CDFI Fund determines that the Application proposes actions which require an environmental assessment or an environmental impact statement, any approval and funding of the Application will be contingent upon:

1. The Applicant supplying to the CDFI Fund all information necessary for the CDFI Fund to perform or have performed any required environmental review;
2. The Applicant not using any CDFI Fund Financial Assistance to perform any of the proposed actions in the Application requiring an environmental review until approval is received from the CDFI Fund; and
3. The outcome of the required environmental review.

In addition, as stated in 12 CFR 1815.106, if the CDFI Fund determines that an Application, or any part thereof, is not sufficiently definite to perform a meaningful environmental review prior to approval of the Application, final approval and funding of the Application shall require supplemental environmental review prior to the taking of any action directly using CDFI Fund Financial Assistance for any action that is not a categorical exclusion.

Assurances and Certifications

AMIS TIP: In addition to signing the SF-424, an Applicant must indicate “Yes” that it is certifying the Assurances and Certifications in AMIS. It will do this under the area titled “Assurances and Certifications Form” on the Application main page in AMIS.

By signing the certification on the SF-424, the Applicant is certifying the Assurances and Certifications listed below. Certain of these Assurances and Certifications may not be applicable to the Applicant. An Applicant may not modify any of the Assurances and Certifications.

A. STANDARD FORM 424B: ASSURANCES – NON-CONSTRUCTION PROGRAMS

As the duly authorized representative of the Applicant, I certify that the Applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this Application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work (activities in Application) within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of Ohm’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L.88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.1681-1683, 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C.794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C.6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L.91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C.3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which Application for Federal

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assistance is being made; and (j) the requirements of any other nondiscrimination statutes which may apply to the Application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 & 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

B. ADDITIONAL CERTIFICATIONS

In addition to the assurances and certifications provided by the Applicant pursuant to OMB Standard Form 424, the Applicant hereby assures and certifies that:

1. It is duly organized and validly existing under the laws of the jurisdiction in which it was incorporated or otherwise established, and is (or within 30 days will be) authorized to do business in any jurisdiction in which it proposes to undertake activities specified in this Application;
2. Its Board of Directors (or similar governing body) has by proper resolution or similar action authorized the filing of this Application, including all understandings and assurances contained herein, and directed and authorized the person identified as the authorized representative of the Applicant to act in connection with this Application and to provide such additional information as may be required;
3. It will comply with all applicable requirements of the Community Development Banking and Financial Institutions Act of 1994 (the Act) [12 U.S.C. 4701 et seq.], regulations implementing the Act and all other applicable Department of the Treasury regulations and implementing procedures (and any regulations or procedures which are later promulgated to supplement or replace them);
4. It will comply, as applicable and appropriate, with the requirements of OMB Circulars (e.g., A-110 and A-133) and any regulations and circulars which are later promulgated to supplement or replace them, including standards for fund control and accountability;
5. It has not knowingly and willfully made or used a document or writing containing any false, fictitious or fraudulent statement or entry as part of this Application or any related document, correspondence or communication. (The Applicant and its authorized representative should be aware that, under 18 U.S.C. 1001, whoever knowingly and willfully makes or uses such document or writing shall be fined or imprisoned for not more than five years, or both); and
6. The information in this Application, and in these assurances and certifications in support of the Application, is true and correct to the best of the Applicant's knowledge and belief and the filing of this Application has been duly authorized.

C. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS: INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this Application, the prospective primary participant (the Applicant) is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in the denial of participation in this covered transaction. The prospective Applicant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation

will be considered in connection with the CDFI Fund's determination whether to enter into this transaction (approval and funding of the Application). However, failure of the Applicant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. This certification is a material representation of fact upon which reliance is placed when the CDFI Fund determines to enter into this transaction. If it is later determined that the Applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the CDFI Fund may terminate this transaction for cause or default.
4. The Applicant shall provide immediate written notice to the CDFI Fund if at any time the Applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transactions," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal", and "voluntarily excluded," as used in this clause (certification), have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the CDFI Fund for assistance in obtaining a copy of those regulations (31 CFR part 19).
6. The Applicant agrees by submitting this Application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the CDFI Fund.
7. The Applicant further agrees by submitting this Application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," to be provided by the CDFI Fund, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions (see 31 CFR part 19, Appendix B).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the No procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the CDFI Fund may terminate this transaction for cause or default.

D. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS

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1. The prospective primary participant (the Applicant) certifies to the best of its knowledge and belief, that it and its principals:
 - a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) have not within a three-year period preceding this Application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this Application had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the Applicant is unable to certify to any of the statements in this certification, such Applicant shall attach an explanation to this proposal.

E. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

1. The Applicant certifies that it will provide a drug-free workplace by:
 - a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employee for violations of such prohibition;
 - b) establishing a drug-free awareness program to inform employees about:
 - (i) the dangers of drug abuse in the workplace;
 - (ii) the Applicant's policy of maintaining a drug-free workplace;
 - (iii) any available drug counseling, rehabilitation, and employee assistance program;
 - (iv) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by subparagraph (a);
 - d) notifying the employee in the statement required by subparagraph (a) that, as a condition of employment in such grant, the employee will:
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug use statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;

- e) notifying the granting agency in writing, within ten calendar days after receiving notice of a conviction under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction;
 - f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted:
 - (i) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (ii) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
 - g) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f).
2. The Applicant may insert in the space provided below the site(s) for the performance of work (activities carried out by the Applicant) to be done in connection with the award (Place of Performance (Street Address, City, County, State and zip Code)): Not Applicable.

F. CERTIFICATION REGARDING LOBBYING

1. The Applicant certifies, to the best of its knowledge and belief, that:
- (i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
 - (ii) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Application, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions; and
 - (iii) The Applicant shall require that the language of this certification be included in the award documents for all sub-awards of all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.
2. This certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

501(C)(4) Questionnaire

AMIS TIP: An Applicant must only complete this form in AMIS if it is recognized as a 501(c)(4) entity. No other Applicants should complete this form. The form is located on the AMIS Application main page, under "501(c)(4) Questionnaire (for 501(c)(4) Entities only)."

This questionnaire is necessary for the CDFI Fund to determine whether an Applicant with a 501(c)(4) designation from the IRS is eligible to receive an award from the Fund (see 2 U.S.C. 1601, et al.). Please read all definitions before responding to the questions and continue to refer to such definitions in responding to this questionnaire. If the answer to any question is yes, please describe in detail on a separate sheet(s) of paper the facts and circumstances, including: subject matter; date(s); names and titles of all individuals and their employers and their organizations. The CDFI Fund reserves the right to seek follow-up responses from an Applicant. Failure to complete this questionnaire and, if applicable, respond timely to follow-up questions, will delay the CDFI Fund's processing of the Application, and may result in the disqualification of the Application from further consideration. After submitting responses to this questionnaire, the Applicant is under a continuing obligation to: (1) supplement its responses upon a change in circumstances; and (2) revise or modify its responses within 10 business days of having actual or constructive knowledge that the responses previously submitted and certified are no longer complete, accurate, or true. You may contact the CDFI Fund's Office of Legal Counsel at (202) 653-0300 if you have any questions about this form.

Scope: The scope of this questionnaire is limited to activities on or after January 1, 1996.

QUESTIONS

1. Has any officer, employee, director, partner, proprietor, or board member contacted ⁱ a Covered Executive Branch Official ⁱⁱ with regard to the formulation, modification, or adoption of Federal legislation (including legislative proposals)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has any officer, employee, director, partner, proprietor, or board member contacted a Covered Executive Branch Official with regard to the formulation, modification, or adoption of a Federal rule, regulation, Executive Order, or any other program, policy, or position of the United States Government?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has any officer, employee, director, partner, proprietor, or Board member contacted a Covered Executive Branch Official with regard to the administration or execution of a Federal program or policy (including the negotiation, award, or administration or a Federal contract, grant, loan, permit, or license)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Has any officer, employee, director, partner, proprietor, or Board member contacted a Covered Executive Branch Official with regard to the nomination or confirmation of a person for a position subject to confirmation by the United States Senate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Has any officer, employee, director, partner, proprietor, or Board member engaged in efforts supporting and coordinating the contact by others of a Covered Executive Branch Official including preparation and planning activities, research and other background work that was intended, at the time performed, for a purpose described in Questions 1-4?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Has any officer, employee, director, partner, proprietor, or Board member contacted a Covered Legislative Branch Official ⁱⁱⁱ with regard to the formulation, modification, or adoption of Federal legislation (including legislative proposals)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Has any officer, employee, director, partner, proprietor, or Board member contacted a Covered Legislative Branch Official with regard to the formulation, modification, or adoption of a Federal rule, regulation, Executive Order, or any other program, policy, or position of the United States Government?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Has any officer employee, director, partner, proprietor, or Board member contacted a Covered Legislative Branch Official with regard to the administration or execution of a Federal program or	<input type="checkbox"/> Yes

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policy (including the negotiation, award, or administration of a Federal contract, grant, loan, permit, or license)?	<input type="checkbox"/> No
9. Has any officer, employee, director, partner, proprietor, or Board member contacted a Covered Legislative Branch Official with regard to the nomination or confirmation of a person for a position subject to confirmation by the United States Senate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Has any officer, employee, director, partner, proprietor, or Board member engaged in efforts supporting and coordinating the contact by others of a Covered Legislative Branch Official including preparation and planning activities, research and other background work that was intended, at the time performed, for a purpose described in Questions 6-9?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SIGNATURE

Signing the certification on SF-424 certifies that the answers to the 501(c)(4) Questionnaire and the written explanations attached thereto are true, accurate, and complete to the best of its information, knowledge, and belief and that, since January 1, 1996, the Applicant has not engaged in Lobbying Activities as defined in Section 3 (7) of the Lobbying Disclosure Act of 1995, P.L. 104-65, as amended.

ⁱ “Contacted” (or “contacted”) means any oral or written communication, including an electronic communication.

ⁱⁱ “Covered Executive Branch Official” means: (a) the President; (b) the Vice President; (c) any officer or employee, or any other individual functioning in the capacity of such an officer or employee, in the Executive Office of the President; (d) any officer or employee serving in an Executive Level I-V position, a “Schedule C” position, or any official in a Senior Executive Service position; (e) any member of the uniformed services serving at grade O-7 or above; or (f) any officer or employee serving in a position of a confidential, policy-determining, policy-making, or policy-advocating character described in section 7511(b)(2) of title 5, United States Code.

ⁱⁱⁱ “Covered Legislative Branch Official” means: (a) a member of Congress; (b) an elected officer of either House of Congress; (c) any employee of the House or Senate, including employees of Members, committees, leadership and working groups or caucuses organized to provide legislative services or other assistance to Members of Congress; and (d) any other legislative branch employee serving in a position described under section 109(13) of the Ethics in Government Act of 1978 (5 U.S.C. App.).

AMIS APPLICATION QUESTION TEXT AND GUIDANCE

AMIS Application Instructions

The remainder of this document provides the full question text and related guidance for the information that should be entered into the CMF Online Application in AMIS. For technical details on how to use and navigate AMIS, see the “CMF Program Application Submission” manual at <https://amis.cdfifund.gov/s/Training>.

Owing to system limitations in AMIS, the layout of the Application questions in this document may not map directly to the display in AMIS in all cases. In order to facilitate the crosswalk between the online AMIS Application and this Question Text/Guidance document, here are a few tips:

- Prior to starting the AMIS Application, review these two AMIS Training Manuals: “Getting Started – Navigating AMIS” and “CMF Program Application Submission.” These resources are located on the AMIS Training page of the CDFI Fund’s website: <https://amis.cdfifund.gov/s/Training>.
- Prepare narrative responses to questions in a word document. Once your narratives are finalized, you can copy and paste the final versions into the appropriate fields in AMIS.
- The AMIS online Application form will have a short question label for each field where Applicants should enter data. For clarity, the data labels in AMIS will generally appear in the guidance text below at the front of each question and sub-question (either underlined or bolded).
- To assist Applicants in cross referencing between the AMIS Application form and this guidance document, various “AMIS TIPS” have been added to this document.
- Prior to submitting the Application and required attachments through AMIS, be sure that the information is correct. The CDFI Fund will not accept any revisions or amendments to the CMF Application once they have been submitted.

Please be sure that all data entered into AMIS is accurate and complete. As part of the CMF Application review process, information entered in AMIS will be used to score and rank the Applicants (as outlined in the FY 2016 NOFA). Applicants will not be able to revise information entered into AMIS after Application submission. Failure to provide complete and accurate information may negatively impact the evaluation of an Applicant’s FY 2016 CMF Application. The CDFI Fund reserves the right to reject an Application if information submitted through AMIS is determined to be inaccurate.

Applicant Information Questions

AMIS TIP: Questions in this section appear on the "Funding Application Detail" page in AMIS. Certain information in these questions may be pre-populated in AMIS based on data from the Applicant's organizational profile.

1. Organization Information:

- a. Name: _____
- b. Mailing Address:
Street 1: _____
Street 2: _____
City: _____
State: _____
Zip Code: _____
- c. Employer Identification Number (EIN): _____
- d. DUNS: _____
- e. Applicant's date of incorporation: _____

NOTE: As specified in the FY 2016 CMF NOFA, only Applicants that have been in existence as a legal entity for at least three years prior to the Application deadline are eligible to apply for funding. In order to be eligible to apply for a CMF award in the FY 2016 round, the Applicant must have been in existence as a legal entity prior to March 30, 2016.

- f. Applicant's fiscal year end (day/month): _____
- g. Type of Organization (select all that apply):
 - ___ Tribal Entity
 - ___ Public Housing Authority (PHA)
 - ___ State Housing Finance Agency (HFA)
 - ___ Community Housing Development Organization (CHDO)
 - ___ USDA Grant Recipient
 - ___ Government Controlled Entity
 - ___ Faith Based Institution
 - ___ Minority-Owned or Controlled
 - ___ Credit Union
 - ___ Thrift or Bank
 - ___ Bank Holding Company (Depository Institution Holding Company)
 - ___ 501(c)(4)

NOTE: If the Applicant is a 501(c)(4), it must complete the 501(c)(4) Questionnaire in AMIS. For Certified CDFI Depository Institution Holding Companies Only: If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, it must identify the name and CDFI Certification Number of this Certified CDFI Subsidiary Insured Depository Institution in both the Executive Summary (Question 8) **and** Proposed Financing Activities in the Business Strategy section (Question 10b). If selected to receive a CMF Award, the Applicant may only utilize the Certified CDFI Subsidiary Insured Depository Institution identified in Question 8 and Question 10(b) of the Application to carry out the activities of the CMF Award, and this restriction will be set forth in its Assistance Agreement.

2. Application Contacts:

AMIS TIP: In AMIS, Applicants will select the Authorized Representative and Contact Person from the organization's AMIS contacts list. The Authorized Representative must also be a "user" in AMIS.

- a. Authorized Representative:
Name: _____
Email: _____
Phone: _____
- b. Contact Person:
Name: _____
Email: _____
Phone: _____

3. **Applicant Profile:** This narrative will be made public in the event the Applicant is selected to receive an award. Be sure to include the Applicant's name, the year the organization was established, the proposed products and services offered, and the target geographies served.

Narrative - 1,000-character limit

SAMPLE PROFILE TEMPLATE: Local Housing Corporation (LHC) is a certified CDFI established in 1973. LHC provides loans to affordable housing developers in Washington, DC. It will use its 2016 CMF Award to capitalize a loan fund that supports construction loans for mixed-income, multi-family housing projects located in areas of high housing need. LHC will ensure that at least 75% of the units developed with the CMF award are targeted to Low-Income Families, and that at least 25% of the units will be targeted towards Very Low-Income Families. LHC will also use 20% of its CMF award to finance the development of child-care centers on-site at affordable housing developments.

4. Applicant Eligibility Criteria:

- a. Certified CDFI: Is the Applicant a Certified CDFI as of the date of the NOFA publication?
___ Yes ___ No If Yes, CDFI Certification Number: _____

AMIS TIP: The Applicant's CDFI Certification status should pre-populate in the electronic Application form in AMIS. If it does not, please contact the CDFI Fund as soon as possible to resolve the issue.

- b. Nonprofit Organization: Is the Applicant a Nonprofit Organization? ___ Yes ___ No

AMIS TIP: The Applicant's nonprofit status should prepopulate based on the Applicant's organizational profile in AMIS. If it does not, please contact the CDFI Fund as soon as possible to resolve the issue.

If the Applicant is relying on its status as a Nonprofit Organization for eligibility, it must submit the following documentation:

- State charter or articles of incorporation stating the Applicant is a nonprofit;
- A certificate or determination letter demonstrating tax exempt status from the IRS;
- Articles of incorporation, by-laws, or other board-approved document demonstrating the Applicant has a principal purpose of managing or developing affordable housing.

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33 1/3% of Assets are for Affordable Housing: Additionally, are at least 33 and 1/3 percent of the Applicant's total assets (loan portfolio & investments) dedicated to the development or management of affordable housing?

Yes No If 33 1/3 % are Affordable Housing, enter %: _____

NOTE: The Applicant must answer "Yes" to either Question #4(a) or both Questions in #4(b) to be eligible to apply for a CMF Award. For more information on eligibility requirements, see the FY 2016 NOFA. The CDFI Fund reserves the right to collect additional information to verify that the Applicant properly satisfies the necessary requirements.

- c. Affiliates Applying for a FY 2016 CMF Award: Does the Applicant have any Affiliates that are applying for a FY 2016 CMF Award? Yes No

NOTE: The answer to Question #4(c) must be "No." Per the FY 2016 NOFA, an Applicant and its Affiliates may collectively submit only one Application under this CMF round. If separate Applications are received from multiple Affiliated entities, the CDFI Fund will reject all such Applications. See the CMF Interim Regulations (12 C.F.R. 1807) for the definition of Affiliate.

5. Service Area:

- a. Service Area Type: Identify the type of service area that the Applicant will service with this award:

NOTE: An Applicant that proposes a Service Area that includes individual counties in multiple states (e.g., the Philadelphia or Washington, DC metropolitan areas) should check "Multi-state Service Area."

- National service area
 Multi-state service area
 Statewide (or territory-wide) service area
 Local service area (e.g., neighborhoods, cities, a county or contiguous counties, or metropolitan areas) within a state or territory

- b. Application Geographic Areas: Identify the particular geographical areas that the Applicant will serve with this award.

AMIS TIP: Applicants will need to enter their proposed geographic areas in the area titled "Application Geographic Areas" on the main page of the Application in AMIS. This area is located below the "Applicant Signature" block.

State(s): _____
County(ies): _____

NOTE: For geographic areas, Applicants with a national service area should select up to seven states where they intend to focus their CMF activities. If an Applicant with a national service area is selected to receive a CMF Award, the Applicant may be required to make investments in certain of the selected states if necessary to achieve geographic diversity among CMF Award Recipients.

6. Requested Award Amount:

- a. CMF Award Amount Requested: What is the total dollar amount of award requested in this Application? \$ _____

NOTE: Applicants should request an amount that they can use to finance eligible activities with total Eligible Project Costs at least 10 times the amount of the CMF Award. Applicants should also request an award amount that they are confident can be Committed for use within two years of the Effective Date of the Assistance Agreement, and achieve Project Completion within five years of the Effective Date of the Assistance Agreement. However, if the Applicant intends to reinvest funds, the Assistance Agreement as set forth by the CDFI Fund will specify deadlines for Project Completion. If selected to receive a CMF Award, Applicants will be required by their Assistance Agreements to meet of these conditions.

The CDFI Fund reserves the right to make awards smaller than the Applicant's request in Question 6(a), but the CDFI Fund will not make an award less than the Applicant's minimum request in Question 6(c) below.

- b. Is There An Absolute Minimum Amount: Is there an absolute minimum amount below which the Applicant would be unwilling to accept a CMF award? ___ Yes ___ No
- c. If Yes, Enter Absolute Minimum Amount: If yes to Question #6(b), provide the amount: \$ _____
- d. If Yes, how was amount determined: If yes to Question #6(b), describe how this amount was determined:

Narrative – 2,000-character limit

NOTE: The answers to Questions #6(b) – 6(d) will not affect the scoring of the Application. At the conclusion of the CDFI Fund's review process, if the Applicant is recommended to receive less than the minimum amount identified in Question #6(c), the CDFI Fund will not provide a CMF Award to the Applicant. An Applicant with a minimum award request will need to demonstrate that it can deploy the minimum amount of capital requested in a timely manner, that it will likely achieve its proposed impacts, and that it could not successfully implement its business strategy without this minimum award amount.

7. **Hours to Complete**: Estimate the number of hours required to complete the entire Application package: _____ hours

NOTE: For the purpose of estimating Application completion hours, Applicants should focus only on the amount of time it took to complete and populate the questions asked in the Application materials. Other activities that are carried out in the normal course of business and are only indirectly related to the completion of this Application (e.g., developing a business strategy or marketing plan, etc.) should not be included in this estimation.

8. **Executive Summary**: Summarize the key elements of the CMF Proposal, including:

- Service Area and primary markets or populations that will be served;
- Proposed uses of the CMF Award;
- Strategy for leveraging the CMF Award and amount of capital anticipated to be leveraged;
- Key products and services that will be offered;
- Types of Projects to be financed; and
- Anticipated outcomes.

Narrative – 3,000-character limit

NOTE: If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, it must identify the name and CDFI Certification Number of this Certified CDFI Subsidiary depository institution in the Executive Summary (in addition to in Question 10b).

Part 1: Business Strategy

Total Maximum Points for Business Strategy: 25 Points

An Applicant will generally be scored more favorably in this section to the extent that it: clearly identifies market gaps and proposes eligible activities to address those gaps through the use of its CMF Award; describes effective plans to provide financing that would not otherwise be available to finance and support Affordable Housing Activities and (if applicable) Economic Development Activities; proposes activities that are consistent with the Applicant's track record; and provides a detailed and viable pipeline of potential eligible Affordable Housing Activities and (if applicable) Economic Development Activities.

9. Proposed Uses of CMF Award:

NOTE: As a condition of their Assistance Agreement, Applicants will be required to use their CMF Award for the eligible activities selected in the categories in Q. 9(a), 9(b) and 9(c) below.

- a. Eligible Activities: Please estimate the percentage of CMF award dollars (including leveraged funds) that will be used for each of the CMF eligible uses (numbers must add up to 100%):

NOTE: The Applicant may use no more than 5% of its CMF Award for Direct Administrative Expenses.

- i. ____ % Capitalize Loan Loss Reserves
 - ii. ____ % Capitalize a Revolving Loan Fund
 - iii. ____ % Capitalize an Affordable Housing Fund
 - iv. ____ % Capitalize a fund to support Economic Development Activities
 - v. ____ % To make Risk-Sharing Loans
 - vi. ____ % To provide Loan Guarantees
 - vii. ____ % For Direct Administrative Expenses (may be no greater than 5%)
- b. Financing Types: Please estimate the percentage of CMF Award dollars (excluding any portion to be retained for Direct Administrative Expenses) and leveraged funds that will be used for each of the following types of financing (numbers must add up to 100%):
- i. ____ % Predevelopment financing
 - ii. ____ % Acquisition and site development financing
 - iii. ____ % Construction financing
 - iv. ____ % Bridge loans or similar short term financing
 - v. ____ % Permanent financing (1st lien)
 - vi. ____ % Permanent financing (2nd lien or lower)
 - vii. ____ % Refinancing
 - viii. ____ % Loan Guarantees

- c. Activity Types: Please estimate the percentage of CMF Award dollars (excluding any portion to be retained for Direct Administrative Expenses) and leveraged funds that will be directed towards each of the following types of activities (numbers must add up to 100%):

NOTE: No more than 30% of the CMF Award may be used for Economic Development Activities. In addition, no costs attributable to units of Housing for Families whose annual income exceeds 120% of area median income can be financed with the CMF Award or counted toward Eligible Project Costs.

- i. ____ % Home Ownership (Development)
- ii. ____ % Home Ownership (Rehabilitation)
- iii. ____ % Home Ownership (mortgage finance)
- iv. ____ % Home Ownership (Purchase assistance)
- v. ____ % Rental Housing (Development)
- vi. ____ % Rental Housing (Rehabilitation)
- vii. ____ % Rental Housing (Preservation)
- viii. ____ % Economic Development Activities (including Community Service Facilities)

10. Market Gaps and Proposed Activities:

- a. Market Gaps: Considering the Applicant's selections in Question 9, identify and describe the key market gaps for Affordable Housing Activities and/or Economic Development Activities in the Applicant's Service Area that the Applicant will be able to fill with a CMF Award. Support your analysis with relevant data.

Narrative – 4,000-character limit

- b. Proposed Financing Activities: Considering the Applicant's selections in Q. 9(a) and Q. 9(b), describe how the Applicant will use its CMF Award to offer financing that fills market gaps in its Service Area. Be sure to discuss:
- The specific financing that will be offered by the Applicant, including: the dollar range, rates, and terms of these offerings; and the extent to which the Applicant will use its CMF Award to offer financing that is not typically or widely available to support or facilitate Affordable Housing Activities and (if applicable) Economic Development Activities (e.g., more favorable interest rates; flexible underwriting criteria, nontraditional forms of collateral, low down payment requirements, closing cost assistance, etc.)
 - How this financing will be used for the activities selected in Question 9(c).

Narrative – 5,000-character limit

NOTE: Applicants will be evaluated more favorably to the extent their proposed financing activities in Question #10(b) address the market gaps identified in Question #10(a).

NOTE: If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, it must identify the name and CDFI Certification Number of this Certified CDFI Subsidiary depository institution in Q. 10b (in addition to in Question 8).

- c. Multifamily Rental Projects?: Based on gaps identified above in (a), does the Applicant plan to use the CMF Award to support financing specifically for small (5- to 49-unit) Multi-family housing rental Projects?

___ Yes ___ No If Yes, what percentage? ___%

NOTE: The information collected in Question 10(c) is being collected and will be tracked for informational purposes. The Applicant will not be held to the commitments made in Question 10(c), nor will the information provided in Question 10(c) affect the scoring of the Application.

11. Track Record:

- a. Complete Tables [A1](#) and [A2](#).

AMIS Tip: Data for Tables A1 and A2 will be entered by year in the “Financing Track Record” in the “Track Record and Projections” related list.

- b. Describe Applicant’s Track Record: Describe the Applicant’s financing track record relevant to its proposed activities described in Questions 9 and 10. Be sure to discuss:

- The Applicant’s experience serving its proposed Service Area;
- The Applicant’s experience providing financing similar to what it proposes to provide with its CMF Award; and
- The Applicant’s experience financing the Affordable Housing Activities and Economic Development Activities selected in Question 9(c).

Narrative – 5,000-character limit

12. Projected Performance and Pipeline:

- a. Complete Tables [B1](#), [B2](#) and [B3](#).

AMIS Tip: Data for Table B1 will be entered in the “Proposed CMF Commitment Schedule” in the “Track Record and Projections” related list. Data for Tables B2 and B3 will be entered by year in the “Projected Performance and Financing” records in the “Track Record and Projections” related list.

- b. Describe Projections: Briefly describe how the Applicant determined the projections entered in Tables B1, B2 and B3. Be sure to indicate the data used to develop the projections, along with any key assumptions made. Discuss how these projections are feasible given the Applicant’s track record and capacity. To the extent the Applicant is proposing a significant increase in activities compared with its track record, be sure to describe why this increase is reasonable and achievable.

Narrative – 5,000-character limit

NOTE: Applicants will score more favorably to the extent their projected activity is reasonable in light of their past activity, both in terms of dollar amount of capital deployed and number of units produced.

- c. Based on the Applicant’s projected activities selected in Q. 9, describe the Applicant’s Project pipeline. Specifically, indicate:

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- i. Pipeline: # of Projects Identified: Total number of Projects/transactions identified: _____
- ii. Pipeline: \$s of Projects Identified: Total dollar amount of Projects/transactions identified: \$ _____
- iii. Pipeline: # Completed Underwriting: Total number of Projects/transactions for which underwriting is completed and financing sources secured: _____
- iv. Pipeline: # Underwriting Underway: Total number of Projects/transactions for which underwriting is underway and financing sources identified: _____
- v. Complete the following Table with information on five Projects from the Applicant's pipeline:

AMIS Tip: Please note that data for the following Table will be entered as a related list at the bottom of the "Business Strategy Narratives" record type. Each line item from the table below should be entered as a "New Applicant Pipeline Project."

Project/Transaction Description	Need for CMF Financing	Projected Financing Closing Date	\$ CMF Financing Needed	Total Eligible Project Cost	Other Financing Sources	Status of Other Financing
750-character limit	500-character limit				500-character limit	500-character limit

NOTE: An Applicant will score more favorably to the extent that it can provide a pipeline that includes Projects with secured sources of financing and/or transactions that are highly likely to close within the next two years and that have a clear and well-justified need for CMF-assisted financing. If the Applicant is planning to provide predevelopment financing, it should provide the projected closing date of the predevelopment financing, not the projected closing date of later stages of project financing.

- d. Identifying Additional Projects: If Projects in the Applicant's current pipeline are delayed or prove unfeasible, describe the Applicant's strategy for identifying additional Projects, including the extent to which the Applicant has utilized or will be utilizing community alliances or strategic partners (including banks, credit unions, CDFIs, local governmental or tribal agencies, etc.) to identify activities. Address both Affordable Housing Activities and Economic Development Activities (if applicable).

Narrative – 3,000-character limit

- 13. **Potential Adjustments:** If the Applicant receives less than its proposed award request, how will it adjust its business strategy (e.g., what activities will be prioritized, etc.)?

Narrative – 2,000-character limit

Part 2: Leveraging Strategy

Total Maximum Points for Leveraging Strategy: 25 Points

The CDFI Fund will evaluate the Applicant’s ability to leverage its CMF Award. The Applicant will generally score more favorably to the extent that: a higher percentage of leveraged funds come from private/3rd party sources; it utilizes strategies for leveraging funds at the Applicant level (pre-investment stage and reinvestment), as opposed to solely at the Project level; and the Applicant demonstrates a track record of leveraging funds in a similar manner. Applicants will **not** score more favorably for projecting leverage above the required leverage multiplier of 10.

NOTE: To determine the amount leveraged by the Applicant, the CDFI Fund will evaluate the dollar amount of the CMF Award compared with the Eligible Project Costs (which include the CMF Award amount and the resulting Leverage Costs). For example, if an Applicant requests a CMF Award of \$5 million and commits to financing Eligible Project Costs totaling at least \$50 million, then it will have a leverage multiplier of 10, meeting the statutory requirements.

- 14. Leveraging Chart:** In the chart below, quantify the Applicant’s model for using a CMF Award to achieve leverage in its activities and indicate the dollar amount of leverage that will come from public sources and the dollar amount that will come from private sources.

CMF Award Request (\$) _____

Strategy	Related Public (\$)	3 rd -Party Public (\$)	Related Private (\$)	3 rd -Party Private (\$)	Total Amount	Multiplier
Pre-investment stage					Auto-calc	Auto-calc
Reinvestments					Auto-calc	Auto-calc
Applicant level sub-total	Auto-calc	Auto-calc	Auto-calc	Auto-calc	Auto-calc	Auto-calc
Project level (cost)					Auto-calc	Auto-calc
Total Projected Eligible Project Cost	Auto-calc	Auto-calc	Auto-calc	Auto-calc	Auto-calc	Auto-calc

NOTE: In the Leveraging Chart, indicate the total amount of capital that the Applicant anticipates it will be able to secure under each type of leveraging strategy, expressed in terms of total dollars. For definitions of “public”, “private”, “related” and “3rd-party” leverage, please see the CMF Application FAQ document.

The pre-investment stage includes all funds raised prior to investment in specific Projects, and does not include the CMF Award. It may include the Applicant’s existing capital if that capital is committed and is being pooled with a CMF Award prior to making any investments in Projects.

Reinvestments include Program Income in the form of repaid principal from loans and equity repayments that are redeployed after the original deployment of the CMF Award and invested in eligible activities that are completed within the timeframe specified in the Assistance Agreement. The amount entered in the Reinvestment line items may not include any funds counted toward the Pre-Investment Stage or the Project-level stage. If the Applicant does not anticipate revolving or redeploying funds within the 5-year Investment Period, the amount should be zero.

The Project-level leverage is the difference between the financing provided by the Applicant (sourced from their CMF Award and/or pre-investment or reinvestment sources) and the total Eligible Project Costs for all projected activities. For examples of how to complete the leverage chart in Question 14, please see the Application FAQ.

15. Private Leverage Strategy

- a. Indicate the minimum percentage of leverage the Applicant will commit to raising from private sources if it receives a CMF Award (as a percentage of total projected Leverage Costs across all strategies, excluding CMF Awards amount). _____%

NOTE: The Applicant will be held to the commitment made in Question #15(a) as a condition in its Assistance Agreement.

- a. Describe efforts that the Applicant has undertaken, or will undertake, to attract private sector capital in support of its activities – either at the pre-investment stage or at the project level.

Narrative – 3,000-character limit

16. Pre-Investment Leverage (if applicable):

- a. Pre-investment Strategy: For the pre-investment stage, discuss the Applicant’s strategy for using the CMF Award to attract capital, including public and private capital. Indicate to what extent the capital will be raised from third-parties.

Narrative – 3,000-character.

- b. Pre-investment Sources: Complete the table below for the projected sources of pre-investment leverage:

Name of Investor	Previous Investor?	Related to Applicant?	Type of Financing ²	Dollar Amount Sought	Status of Request ³	Est. Date of Receipt of Funds
	Yes/No	Yes/No				

AMIS Tip: Please note that the data for the Pre-investment Sources table will be entered as a related list at the bottom of the “Leveraging Strategy” record type. Each line item from the table should be entered as a “New Pre-Investment Source.”

- c. Pre-investment Track Record: Discuss the Applicant’s prior relevant experience in raising funds in this manner.

Narrative – 2,000-character limit

17. Reinvestment Leverage (if applicable):

- a. Indicate the Applicant’s projected schedule for reinvestments:

Year	Dollar Amount
2016	\$
2017	\$

² Options are “debt”, “equity”, or “grant.”

³ Options are “funds received”, “legal commitment”, “term sheet”, “letter of interest”, “application pending”, or “estimate.”

Year	Dollar Amount
2018	\$
2019	\$
2020	\$

- b. Reinvestment Strategy: If the Applicant plans to use reinvestments to leverage its CMF Award, describe the Applicant’s strategy for reinvesting Program Income from the original deployment of its CMF Award in eligible activities that are completed within the 5-year Investment Period. Be sure to explain the rationale behind the above timeline for reinvestment.

Narrative – 3,000-character limit

- c. Reinvestment Track Record: If the Applicant plans to use the reinvestment of Program Income to leverage its CMF Award, please describe the Applicant’s prior experience reinvesting funds in the manner described in Q. 17(b).

Narrative – 2,000-character limit

18. Project Level Leverage (if applicable):

- a. Indicate the minimum and maximum size of investments the Applicant plans to make in a single Project (both in terms of dollars and as a percentage of total projected Eligible Project Costs).

Min \$ investment (for a single project): _____	Min % of Eligible Project Cost (for a single project): _____
Max \$ investment (for a single project): _____	Max % of Eligible Project Cost (for a single project): _____
Avg. \$ investment (for all projects): _____	Avg. % of Eligible Project Cost (for all projects): _____

- b. Project-level Strategy: If the Applicant plans to leverage its CMF Award at the Project level, please discuss the Applicant’s strategy for doing so, referencing the information in Q. 18(a), as well as potential sources of funding and the status of those sources.

Narrative – 3,000-character limit

- c. Project-level Track Record: If the Applicant plans to leverage its CMF Award at the Project level, describe the Applicant’s prior experience leveraging project-level funds, as described in Q. 18(b).

Narrative – 2,000-character limit

Part 3: Community Impact

Total Maximum Points for Community Impact: 25 Points

The CDFI Fund will review the extent to which the Applicant's strategy will have positive community development impacts. The Applicant will generally be scored more favorably to the extent that it: commits to use its CMF Award to finance and/or support, beyond the 20%-per-project minimum, for a greater proportion of total rental Housing units for Very Low-Income and/or Extremely Low-Income Families or a greater proportion of its total Homeownership units for Low-Income Families; will use a higher portion of its CMF Award to finance and/or support Affordable Housing in areas of High Housing Need; will produce other community and economic development outcomes, including alignment with broader place-based strategies.

19. Complete Table [C1](#) on the Applicant's track record of financing and production.

AMIS Tip: Data for Table C1 will be entered by year in the "Financing Track Record" records in the "Track Record and Projections" related list.

20. **Communities Served:** Describe the persons and communities that the Applicant intends to serve. Be sure to discuss:

- The nature and extent of Affordable Housing and, if applicable, economic development/ community service needs among those persons and communities, particularly Low-Income, Very Low-Income, or Extremely Low-Income Families;
- How the Applicant's business strategy relates to meeting these needs;
- The Applicant's track record of providing financing and support to Affordable Housing Activities or Economic Development Activities to those persons and communities.

Narrative – 5,000-character limit

21. **High-Housing Need:**

NOTE: Areas of High Housing Need are census tracts that either (1) have Very Low-Income renters paying more than half their income for rent, (2) are high poverty neighborhoods with high vacancy, or (3) are Underserved Rural Areas as defined in §1807.104. Applicants are able to find census tracts that qualify as areas of High Housing Need by referencing the data set on the CDFI Fund's website.

The CDFI Fund will use the information obtained from Question #21 to help ensure that the CMF Program achieves its statutory goal of funding activities in geographically diverse areas of economic distress, including Metropolitan and Underserved Rural Areas. The CDFI Fund plans to achieve the goal of promoting investment in areas of economic distress by holding Applicants to their minimum commitment to produce units in Areas of High Housing Need (which includes Underserved Rural Areas) as stated in Question #21(b).

- a. **Min % of Dollars for High Housing Need:** What's the minimum percentage of CMF Award (by percentage of dollars) that the Applicant will use to finance Housing in areas of High Housing Need? _____ %
- b. **Min % of Units for High Housing Need:** What is the minimum percentage of the Applicant's total CMF-financed housing units that will be located in areas of High Housing Need? _____ %

NOTE: If the Applicant is selected to receive a CMF Award, it will be required to produce the percentage of housing units listed in Q. 21(b) in Areas of High Housing Need as a condition of its Assistance Agreement.

22. Activities Targeting LI, VLI, and ELI Populations:

- a. Complete Table [C2](#).

AMIS Tip: Data for Table C2 will be entered by year in the “Projected Performance and Financing” records in the “Track Record and Projections” related list.

Also, indicate the number of additional housing units that a CMF Award will allow the Applicant to be able to produce in each income category over the next five years (compared with what it would be able to produce without a CMF Award):

- Units Available to 0-30% AMI: _____
- Units Available to 31-50% AMI: _____
- Units Available to 51-80% AMI: _____
- Units Available to 81-120% AMI: _____

- b. LI, VLI, and ELI Narrative: Quantify and discuss the extent to which a CMF Award will enable the Applicant to finance and support Affordable Housing Activities targeted to Eligible-Income, Low-Income, Very Low-Income, and Extremely Low-Income Families that it otherwise would not have been able to finance without a CMF Award.

Narrative – 3,000-character limit

- c. If selected for a CMF Award, of your Eligible Project Costs, indicate the minimum percentage of *the total dollar amount* attributable to Affordable Housing financing and the minimum percentage of the *total number* of Affordable Housing *units* that the Applicant will commit to financing for:

Type	% of Dollars for All Affordable Housing Activities	% of Units for Rental Housing	% of Units for Home Ownership
Low-Income Families (51-80% of area median income)	<u>% of Dollars for LI Families</u>	<u>% of Units for LI Families (Rental)</u>	<u>% of Units for LI Families (Ownership)</u>
Very Low-Income Families (31-50% of area median income)	<u>% of Dollars for VLI Families</u>	<u>% of Units for VLI Families (Rental)</u>	<u>% of Units for VLI Families (Ownership)</u>
Extremely Low-Income Families (30% or less of area median income)	<u>% of Dollars for ELI Families</u>	<u>% of Units for ELI Families (Rental)</u>	<u>% of Units for ELI Families (Ownership)</u>

NOTE: Please refer to the definitions for Affordable Housing Activities and Affordable Housing laid out in section 1807.104 of the Interim Regulations (12 C.F.R. 1807).

The Applicant will be required to satisfy the obligations in Question #22(c) as a part of its Assistance Agreement with the CDFI Fund. Note that greater than 50% of the total Eligible Project Costs (CMF Award plus Leveraged Costs) must be attributable to housing units that meet the CMF affordability qualifications for Low-Income, Very Low-Income, or Extremely Low-Income

Families. Additionally, per the FY 2016 NOFA, a minimum of 20% of housing units in each rental Project must be targeted to Very Low-Income or Extremely Low-Income Families, or a minimum of 20% of each Homeownership Project must be targeted to Low-Income Families.

Applicants will generally be scored more favorably to the extent they commit to produce a greater portion of total Rental units available to Very Low-Income and Extremely Low-Income Families and/or a greater portion of total Homeownership units available to Low-Income, Very Low-Income and Extremely Low-Income. Applicants will be held to achieving this commitment as a condition of their Assistance Agreement.

23. Additional Outcomes:

- a. Housing Outcomes: Describe how the Applicant will work to: (i) ensure that Affordable Housing funded by CMF Awards exists in mixed-income developments or communities; (ii) reduce geographic concentrations of poverty; and (iii) ensure that any residents dislocated from housing as a result of the Applicant's activities are provided with alternative housing solutions.

Narrative – 5,000-character limit

- b. Economic Development Activities (if applicable): If the Applicant will use its CMF Award to finance Economic Development Activities, describe the Applicant's proposed Economic Development Activities and describe how the Applicant will ensure that these activities benefit the residents of the surrounding Affordable Housing.

Narrative – 5,000-character limit

NOTE: By definition, Economic Development Activities must be implemented In Conjunction With Affordable Housing Activities to implement a Concerted Strategy to stabilize or revitalize a Low-Income Area or Underserved Rural Area. Applicants intending to use a CMF Award to finance and support Economic Development Activities must meet these criteria. Please refer to Question #23 in the CMF Application FAQ document for the definition and additional information on Low-Income Areas.

- c. Economic Development Activity Commitment: Will the Applicant commit that it will use its CMF Award to finance Economic Development Activities located only in Low-Income Areas?
 Yes No Not Applicable (Applicant will not finance any Economic Development Activities)

NOTE: If the Applicant proposes to finance Economic Development Activities, it will score more favorably to the extent it selects "Yes" in Question #23(c). This commitment will become a condition of the Applicant's Assistance Agreement.

24. Alignment with Place-Based Strategies:

- a. Does the Applicant plan on making investments to support any of the following place-based strategies (select all that apply)?
- Promise Zones
 - Neighborhood Revitalization Strategy Areas (CDBG-approved)
 - Choice Neighborhoods

___ Other Place-Based Strategies: _____

NOTE: Place-based strategies are defined as policies that leverage investments by focusing resources in targeted places and drawing on the compounding effect of well-coordinated action. Such policies can also streamline otherwise redundant and disconnected programs.⁴

An Applicant **will not** be negatively impacted in the Application review process if does not plan to use its CMF Award to support any place-based strategies.

- b. **Place-Based Strategy Alignment:** If the Applicant selected any item in Question #24(a), please discuss how its proposed financing of Affordable Housing Activities and Economic Development Activities (if applicable) will align with the selected place-based strategy(ies).

Narrative – 3,000-character limit

- c. **Concerted Strategy Alignment (EDA):** If the Applicant intends to finance Economic Development Activities, describe how the Applicant will ensure that its activities are certified as being part of a Concerted Strategy by a government agency, HOME Program Participating Jurisdiction, or other relevant entity.

Narrative – 3,000-character limit

25. Non-Metropolitan Areas

NOTE: The answers to Question #25 will not affect the scoring of the Application. The CDFI Fund will use the information collected in Question #25 to ensure that it achieves the appropriate geographic diversity between Metropolitan and Non-Metropolitan Areas. Applicants are therefore required to provide two target estimates: the minimum percentage of dollars that it would commit to invest in Non-Metropolitan Areas and the maximum percentage that the Applicant is willing to commit to invest in Non-Metropolitan Areas. Non-Metropolitan Areas are counties not contained within a Metropolitan Statistical Area, as such term is defined in OMB Bulletin No. 10-02 (Update of Statistical Area Definitions and Guidance on Their Uses) and applied to the 2010 census tracts.

If the Applicant's response to either Question #25(a) or #25(b) is greater than zero, the Applicant will be held to using a required percentage of CMF Award dollars in Non-Metropolitan Areas as a condition of its Assistance Agreement. This required percentage will be no less than the percentage listed in #25(a) and no greater than the percentage listed in #25(b).

Indicate the minimum and maximum percentage of CMF Award dollars that the Applicant is willing to commit to deploy in Non-Metropolitan Areas:

- a. ___% minimum CMF Award dollars in Non-Metropolitan Areas
b. ___% maximum CMF Award dollars in Non-Metropolitan Areas

- 26. Non-Metropolitan Areas Track Record:** If the responses to Question #25 (a) or (b) are greater than zero percent, please provide the following information on the Applicant's track record in Non-Metropolitan Areas:

⁴ https://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_fy2009/m09-28.pdf

FY 2016 CMF Application Instructions

Activity Type	Total Non-Metro (2011-2015)	
	Costs(\$)	Units
Total Housing Costs		
0 – 30% AMI		
31 – 50% AMI		
51 – 80% AMI		
81 – 120% AMI		
Above 120% AMI		
Affordable Housing Activity in Areas of High Housing Need		

Non-Metro Track Record Narrative: Also, briefly describe the Applicant’s track record of serving Non-Metropolitan Areas. Be sure to indicate, both in real dollars and as a percentage of the Applicant’s overall activities, the amount of loans, investments or related activities the Applicant has undertaken in Non-Metropolitan Areas.

Narrative – 3,500-character limit

Part 4: Organization Capacity

Total Maximum Points for Organization Capacity: 25 Points

The CDFI Fund will evaluate the Applicant’s ability and capacity to successfully undertake its proposed CMF activities, and maintain compliance with its Assistance Agreement. The Applicant will generally be scored more favorably to the extent that it: demonstrates that its staff, Board members and other personnel have the requisite skills and experience to administer the CMF Award and maintain compliance with its Assistance Agreement; involves Low-Income persons or Low-Income community representatives in its decision-making process; and demonstrates a strong portfolio and financial health.

27. Management Team and Key Staff:

- a. Complete Table D (Key Personnel): Fill out the Table for up to 10 persons related to the Applicant’s affordable housing activities (from the management team, the governing board, staff, consultants, or contractors) who are integral to implementation of the Applicant’s proposal.

AMIS Tip: Data for Table D will be entered in the “Key Personnel” related list.

- b. Management Team and Key Staff: Describe the roles and responsibilities that key personnel will play in support of your CMF activities. Be sure to address:
- Key personnel’s relevant experience and skills for their role supporting CMF activities.
 - Each person’s time commitment (e.g., hours per week) with respect to carrying out these activities.
 - For any vacancies or new positions, describe the status of filling the position(s) and the strategy for doing so, as well as the expected date of filling the position(s).

Narrative – 5,000-character limit

28. Governing Board or Advisory Board: Describe the role of the governing board or any advisory boards in advising the Applicant’s strategy, identifying and approving investments, and/or overseeing the Applicant’s loan and/or investment portfolio.

Narrative – 3,000-character limit

29. Low-Income Feedback Strategy: Describe the Applicant’s strategy for soliciting feedback from Low-Income, Very Low-Income or Extremely Low-Income community representatives during the process of identifying and approving investments.

Narrative – 3,000-character limit

30. Previous Awards:

- a. Previous Awards (if applicable): Complete the table below for all Federal government awards that the Applicant and/or any Affiliates have received over the past three years.

Name of award	Awarding agency	Award \$ amount	Award date	Control/Award number (if applicable)

b. Previous Awards Narrative (if applicable):

- Describe the extent to which the Applicant has been successful in administering these awards, including monitoring housing with affordability requirements, and how this will likely translate into success in administering a CMF Award. If the Applicant failed to meet a performance measure or financial requirement with respect to any such award, describe what caused the failure and whether issues leading to the failure have been addressed or resolved.
- Discuss any other experience that the Applicant has in administering awards from other entities (e.g., state or local governments, foundations), particularly large monetary awards with substantial compliance requirements.

Narrative – 4,000-character limit

31. Loan Portfolio:

a. Complete [Table E](#) (Loan Portfolio)

AMIS Tip: Data for Table E will be entered in the “Application Financial Data” related list.

b. Discuss Applicant’s Loan Portfolio: Discuss the quality of the Applicant’s loan portfolio, referring to Table E. Explain any weaknesses, especially those related to delinquencies or net loan loss ratios, and discuss how the Applicant is trying to improve in those areas.

Narrative – 3,000-character limit

32. Financial Health: Have any of the Applicant’s completed audits within the past three years (or, if shorter, for the period from inception) indicated any of the following:

- a. Negative net income (or negative change in net assets)? ___ Yes ___ No
- b. An opinion other than **un**qualified? ___ Yes ___ No
- c. A going-concern paragraph? ___ Yes ___ No
- d. Repeated findings of reportable conditions? ___ Yes ___ No
- e. Material weaknesses in internal control? ___ Yes ___ No
- f. If yes, enter FY occurred & action taken: If yes to any of the above, indicate the fiscal years of the occurrence, and describe the circumstances and corrective action taken.

Narrative – 2,000-character limit

g. Financial Health Narrative:

- Has the Applicant ever filed for bankruptcy or otherwise defaulted on financial obligations to a third party?
- If yes, please explain the circumstances, indicate the fiscal year in which they occurred, and describe the corrective action being taken.
- Acknowledge any other areas of significant weakness in the Applicant’s financial health and viability capacity, and discuss how the Applicant is trying to improve in those areas.

Narrative – 3,000-character limit

FY 2016 CMF Application Instructions

- h. Complete [Table F](#) for Financial Information and attached audited financial statements for the last three fiscal years.

AMIS Tip: Data for Table F will be entered in the “Application Financial Data” related list.

NOTE: The CDFI Fund reserves the right to contact other governmental organizations to review the Applicant’s award status and reserves the right to obtain additional audited financial statements from an Applicant to review its financial condition, prior to making a final award determination. Failure on the part of the Applicant to acknowledge issues related to the financial health of the organization in Question #32 above or elsewhere in the Application could result in the Application being dismissed from a subsequent stage of review, or in termination of an award.

Exhibit 1: Track Record and Projections

Instructions for Tables A1, A2, and C1: Please provide the requested information on the Applicant’s track record of deployment and production track record in Tables A1, A2, and C1. Tables A1, A2, and C1 should be completed based solely on activities undertaken by the Applicant, not any Subsidiary entities or Affiliates. FOR CERTIFIED CDFI DEPOSITORY INSTITUTION HOLDING COMPANIES ONLY: If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, it must provide track record information only for its Certified CDFI Subsidiary Insured Depository Institution that will administer the CMF Award. *In AMIS, data for these tables will be entered by year in the “Financing Track Record” records in the “Track Record and Projections” related list.*

Instructions for Table A1: Data entered in Table A1 should be based on the date the transaction closed. For example, if a construction loan was closed on 2/13/2012, the total dollar amount of the construction financing provided by the Applicant would be included in the column for 2012.

Table A1: Track Record of Financing by Financing Type

Financing Type	2011	2012	2013	2014	2015	Total (2011 - 2015)
Predevelopment	\$	\$	\$	\$	\$	Auto-Calculated
Acquisition and Site Development	\$	\$	\$	\$	\$	Auto-Calculated
Construction	\$	\$	\$	\$	\$	Auto-Calculated
Bridge Loans or Similar	\$	\$	\$	\$	\$	Auto-Calculated
Permanent Financing (1st)	\$	\$	\$	\$	\$	Auto-Calculated
Permanent Financing (2nd or lower)	\$	\$	\$	\$	\$	Auto-Calculated
Refinancing	\$	\$	\$	\$	\$	Auto-Calculated
Loan Guarantees	\$	\$	\$	\$	\$	Auto-Calculated
Total Financing by Awardee	Auto-Calc	Auto-Calc	Auto-Calc	Auto-Calc	Auto-Calc	Auto-Calculated

Instructions for Table A2: Data entered in Table A2 should be based on the date the project was placed into service. For example, if a Development loan was closed in 2011, and the building was completed and placed into service in 2013, then the Applicant should put the total dollars of financing provided and units produced under the record for 2013. Under the column amount for dollars (\$), the Applicant should enter the total Project cost (inclusive of the Applicant’s financing and financing from other entities) as of the date the Project was placed into service.

Under the column for units, for Affordable Housing Activities, only list the total number of units produced in each category. For Economic Development Activities, enter the total number of facilities produced.

Table A2: Track Record of Financing by Activity Type

Calendar Year	2011		2012		2013		2014		2015		Total (2011 - 2015)	
	\$	Units	\$	Units								
Total Home Ownership	Auto	Auto	Auto	Auto								
Development											Auto	Auto
Rehabilitation											Auto	Auto
Homebuyer Mortgage Finance											Auto	Auto
Purchase Assistance											Auto	Auto
Total Rental Housing	Auto	Auto	Auto	Auto								
Development											Auto	Auto
Rehabilitation											Auto	Auto
Preservation											Auto	Auto
Total Econ. Dev. Activities	Auto	Auto	Auto	Auto								
Community Service Facilities											Auto	Auto
Other Econ. Dev. Activities											Auto	Auto
Total All Activities	Auto	Auto	Auto	Auto								

Instructions for Table C1: Data entered in Table C1 should be based on the date the project was placed into service. In the Costs(\$) column, Applicants should enter the total project cost (inclusive of the Applicant's financing and financing from other entities).

NOTE: As defined in part 1807.104 of the Interim Regulations (12 C.F.R. 1807), Affordable Housing Activities means the Development, Preservation, Rehabilitation, and/or Purchase of Affordable Housing, meaning that they comply with the affordability qualifications set forth for Eligible-Income Families.

Table C1: Track Record of Financing and Production

Calendar Year	2011		2012		2013		2014		2015		Total (2011 - 2015)	
	Costs(\$)	Units	Costs(\$)	Units								
Total Housing Costs	Auto	Auto	Auto	Auto								
0-30% AMI Units											Auto	Auto
31-50% AMI Units											Auto	Auto
51-80% AMI Units											Auto	Auto
81-120% AMI Units											Auto	Auto
Above 120% AMI Units											Auto	Auto
Affordable Housing Activity in Areas of High Housing Need											Auto	Auto

Instructions for Table B1: Project the Applicant’s schedule for Committing its CMF Award Funds. Under Year 1, enter the amount of CMF Award dollars the Applicant plans to Commit in the first 12 months after receiving a CMF Award. Under Year 2, enter the amount of CMF Award dollars the Applicant plans to Commit in months 13 through 24. Only enter the dollar amount of the CMF Award. Do not include any leveraged funds in Table B1.

AMIS TIP: Enter the data for Table B1 in AMIS in the item “Proposed CMF Commitment Schedule” in the “Track Record and Projections” related list.

Table B1: Projected CMF Commitment Schedule

Projected Financing	Total \$ amount of CMF award to be committed in Year 1	Total \$ amount of CMF award to be committed in Year 2
Total Home Ownership	Auto	Auto
Development		
Rehabilitation		
Homebuyer Mortgage Finance		
Purchase Assistance		
Total Rental Housing	Auto	Auto
Development		
Rehabilitation		
Preservation		
Total Econ. Dev. Activities	Auto	Auto
Community Service Facilities		
Other Economic Development Activities		
Direct Administrative Expenses		
Total All	Auto	Auto

Instructions for Tables B2, B3, and C2: Please provide the information requested in Tables B2, B3, and C2 about the Applicant’s projected deployment and production. Tables B2, B3, and C2 should only contain data for activities undertaken as a result of the Applicant’s requested CMF Award. Do not include data on activities unrelated to the Applicant’s requested CMF Award. *In AMIS, data for these tables will be entered by year in the “Projected Performance and Financing” records in the “Track Record and Projections” related list.*

Instructions for Table B2: Data entered in Table B2 should be based on the date the transaction will close. For example, if a construction loan is projected to close on 2/13/2017, the total dollar amount of the construction financing provided by the Applicant would be included in the column for 2017. In Table B2, only include data on capital that will be directly deployed by the Applicant. This may include any pre-investment or reinvestment leverage raised by the Applicant and directly deployed by the Applicant. However, it may not include any funds that will be directly provided to the projects by third parties, Affiliates or Subsidiaries of the Applicant.

FOR CERTIFIED CDFI DEPOSITORY INSTITUTION HOLDING COMPANIES ONLY: If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, it should include data on projected capital to be deployed by the Certified CDFI Subsidiary Insured Depository Institution that will administer the CMF Award in Table B2.

Table B2: Projected CMF Financing Activity

Financing Type	2016	2017	2018	2019	2020	Total (2016 - 2020)
Predevelopment	\$	\$	\$	\$	\$	Auto-Calculated
Acquisition and Site Development	\$	\$	\$	\$	\$	Auto-Calculated
Construction	\$	\$	\$	\$	\$	Auto-Calculated
Bridge Loans or Similar	\$	\$	\$	\$	\$	Auto-Calculated
Permanent Financing (1st)	\$	\$	\$	\$	\$	Auto-Calculated
Permanent Financing (2nd or lower)	\$	\$	\$	\$	\$	Auto-Calculated
Refinancing	\$	\$	\$	\$	\$	Auto-Calculated
Loan Guarantees	\$	\$	\$	\$	\$	Auto-Calculated
Total Financing by Awardee	Auto	Auto	Auto	Auto	Auto	Auto-Calculated

Instructions for Table B3: Data entered in Table B3 should be based on the date the project was placed into service. For example, if a Development loan will be closed in 2016, and the building will be completed and placed into service in 2018, then the Applicant should put the total dollars of financing provided and units produced under the record for 2018.

In the column for dollars (\$), the Applicant must enter the projected total Eligible Project Costs (inclusive of financing by the Applicant and any other entities) as of the date the Project is projected to be placed into service.

In the column for units, for Affordable Housing Activities, only list the number of units that qualify as Affordable Housing under the CMF Program. For Economic Development Activities, enter the projected number of facilities to be financed.

Table B3: Projected Activity Type

Calendar Year	2016		2017		2018		2019		2020		Total (2016 - 2020)	
	\$	Units	\$	Units								
Total Home Ownership	Auto	Auto	Auto	Auto								
New Development											Auto	Auto
Rehabilitation											Auto	Auto
Homebuyer Mortgage Finance											Auto	Auto
Purchase Assistance											Auto	Auto
Total Rental Housing	Auto	Auto	Auto	Auto								
New Development											Auto	Auto
Rehabilitation											Auto	Auto
Preservation											Auto	Auto
Total Econ. Dev. Activities	Auto	Auto	Auto	Auto								
Community Service Facilities											Auto	Auto
Other Econ. Dev. Activities											Auto	Auto
Total	Auto	Auto	Auto	Auto								

Instructions for Table C2: Data entered in Table C2 should be based on the date the project will be placed into service. In the Costs(\$) column, Applicants should enter the projected total Eligible Project Costs (inclusive of financing by the Applicant and any other entities).

NOTE: As defined in part 1807.104 of the Interim Regulations (12 C.F.R. 1807), Affordable Housing Activities means the Development, Preservation, Rehabilitation, and/or Purchase of Affordable Housing, meaning that they comply with the affordability qualifications set forth for Eligible-Income Families.

Table C2: Projections of Financing and Production

Calendar Year	2016		2017		2018		2019		2020		Total (2016 - 2020)	
Activity Type	Costs(\$)	Units	Costs(\$)	Units								
Total Housing Costs	Auto	Auto	Auto	Auto								
0-30% AMI Units											Auto	Auto
31-50% AMI Units											Auto	Auto
51-80% AMI Units											Auto	Auto
81-120% AMI Units											Auto	Auto
Affordable Housing Activity in Areas of High Housing Need											Auto	Auto

Exhibit 2: Key Personnel

Instructions for Key Personnel: *Please provide information on the Applicant's key personnel via the Key Personnel related list in AMIS.*

Applicants may enter up to 10 persons related to the Applicant's affordable housing activities (from the management team, the governing board, staff, consultants, or contractors) who are integral to implementation of the Applicant's proposal. The CDFI Fund will only evaluate the initial 10 individuals entered in Table D.

Please note that Table D allows the Applicant to identify key personnel that have experience in multiple management areas. Be sure to discuss key personnel's experience relevant to the activities the Applicant is proposing to pursue with its CMF Award.

FOR CERTIFIED CDFI DEPOSITORY INSTITUTION HOLDING COMPANIES ONLY: If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, be sure to include information on key personnel of the Certified CDFI Subsidiary Insured Depository Institution that will administer the CMF Award.

Table D: Key Personnel

Name: _____ Firm: _____
 Title: _____ # of Yrs Working with Applicant: _____

Positions Held with Applicant (check all that apply):

- GB Member (Loan/Invest.) ED or Equivalent Loan/Invest. Officer or Equivalent
- GB Member (other) CFO or Equivalent Compliance Officer
- Advisory Board Member Other Key Management Contracted Consultant
- Other (Specify): _____

Duties to be Provided for Applicant (check all that apply):

- Capital Raising Loan Servicing Development Services
- Sourcing/Loan Underwriting Program Compliance Legal Services
- Asset Management Community Outreach Other (Specify): _____

Brief Description of Key Personnel qualifications (2,000-character limit):

Exhibit 3: Application Financial Data

Instructions for Application Financial Data:

- An Applicant must provide data for the three most recently completed fiscal years for which the Applicant has audited financials. The Applicant must also provide unaudited financial data as of the end of the most recently completed fiscal year quarter. FOR CERTIFIED CDFI DEPOSITORY INSTITUTION HOLDING COMPANIES ONLY Call Reports may be submitted in lieu of financial statements.
- The fiscal years listed in the table below are for illustrative purposes and may not apply to all Applicants. For example, if the Applicant has a fiscal year end of 12/31, it will likely provide audited financials for 2012, 2013, and 2014, as well as unaudited financials as of the end of the 4th quarter of 2015.
- Financial data provided must be for the Applicant entity only. Applicants should present any activities carried out by Subsidiaries that do not appear on the Applicant's balance sheet (or other financial statements) in the categories marked "off-balance sheet."
- FOR CERTIFIED CDFI DEPOSITORY INSTITUTION HOLDING COMPANIES ONLY: If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, it must enter the financial data for the Certified CDFI Subsidiary Insured Depository Institution that will administer the CMF Award in Tables E and F.
- Definitions for the relevant terms are listed in Tables E and F below.
- For any items where a timing dependent valuation is required, that valuation should be based on the appropriate fiscal year (or quarter) end date.

AMIS TIP: Please enter the Applicant's financial data via the Application Financial Data related list in AMIS. As AMIS does not support the creation of tables, you will need to enter the financial data in Table E and Table F by year. To do so, click "New Application Financial Data" to get to the data entry screen. The Applicant should select the appropriate fiscal year from the drop down menu and give the financial data the appropriate name. The name should describe the time period covered by the financials; for example, "FY 2013 year end" or "FY 2016 – 2nd quarter."

Instructions for Table E: The data entered in items (a) – (h) in Table E must be for the loan/investment portfolio maintained on the balance sheet of the Applicant entity. If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, it should provide data on the loan/investment portfolio maintained on the balance sheet of its Certified CDFI Subsidiary Insured Depository Institution that will administer the CMF Award. Data on loans held only on the balance sheet of any Subsidiaries of the Applicant should be included in rows (i) and (j) only, along with data on any other loans that meet the definition for those items.

Table E: Aggregate Loan Portfolio Quality

Loan Portfolio	Definitions	2013		2014		2015		Most Recent Quarter	
		\$	#	\$	#	\$	#	\$	#
a) Total On-Balance Sheet Portfolio Outstanding	Total principal value of loans outstanding on the Applicant's balance sheet or statement of financial position.								
b) Total Loans Charged-Off	The dollar amount of a receivable, primarily a Loan, that has been determined to be a loss or non-recoverable during the repayment cycle and that has been taken off the balance sheet as a loss.								
c) Troubled Debt Restructuring (TDR)	A Loan or other Debt instrument, restructured for economic or legal reasons, in which a lender grants a concession to the borrower.								
d) Recoveries	Amounts received in the corresponding reporting period in satisfaction of Loans and leases previously Charged-Off.								
e) Total Delinquent Loans (Over 90 Days)	Loans with any portion of principal or interest payments more than 90 days past due, including all loans with nonaccrual status. In the \$ fields, please input the entire value of the loan.								
f) Total Loans Delinquent 1 to 30 days	Loans with any portion of principal or interest payments 1 to 30 days past due. In the \$ fields, please input the entire value of the loan.								
g) Total Loans Delinquent 31 to 60 days	Loans with any portion of principal or interest payments 31 to 60 days past due. In the \$ fields, please input the entire value of the loan.								
h) Total Loans Delinquent 61 to 90 days	Loans with any portion of principal or interest payments 61 to 90 days past due. In the \$ fields, please input the entire value of the loan.								
i) Total Off-Balance Sheet Loans Managed	Total principal of loans outstanding that are managed by Applicant but not included on the Applicant's balance sheet.								
j) Total Off-Balance Sheet (OB) Loans Delinquent (Over 90 Days)	Loans managed by the Applicant but not included on the Applicant's balance sheet with any portion of principal or								

	interest payments more than 90 days past due including all loans with a nonaccrual status. In the \$ fields, please input the entire value of the loan.								
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Table F: Financial Data

Assets	Definitions	2013	2014	2015	Most Recent Quarter
a) Cash and cash equivalents	The value of Assets that are cash or can be converted into cash within 3 months, such as bank accounts, marketable securities and Treasury bills.				
b) Unrestricted Cash and Cash Equivalents (\$)	The value of unencumbered Assets that are cash or can be converted into cash within 3 months, such as bank accounts or marketable securities.				
c) Total Investments (\$)	The gross value of all Investments included in the financing portfolio.				
d) Current Gross Loans Receivable	The portion of the Total On-Balance sheet Outstanding Gross Loan Portfolio due within 12 months.				
e) Total Commitments	Intent to provide a loan or equity investment to a borrower evidenced with a legally binding document (e.g., a note or commitment letter). A commitment has not been disbursed.				
f) Total Current Assets	The value of all Assets that are reasonably expected to be converted into Cash within 12 months in the normal course of business and that face no restrictions which would prevent an organization from doing so. Current assets include cash, accounts receivable, marketable securities, prepaid expenses, and other liquid assets that can be readily converted to cash.				
g) Noncurrent Gross Loans Receivables	The portion of the Total Outstanding Gross Loan Portfolio due beyond 12 months. Does not deduct for Loan Loss Reserves.				
h) Less: Loan Loss Reserve	The cumulative allowance set aside as a reserve to offset future losses on outstanding loans and any off-balance sheet credit instruments. Enter as a positive number.				
i) Total Outstanding Equity Investment Portfolio	The market value of any equity investments considered part of the Applicant's financing portfolio as of the fiscal year (or quarter) end. This does not include any Unrealized Losses/Gains.				

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j) Less: Net Unrealized Loss (Gains)	The difference between the market value as of the fiscal year (or quarter) end and the original value of the equity investments.				
k) Total Net Loans Receivable	Current Gross Loans Receivables + Noncurrent Gross Loans Receivables - Loan Loss Reserves				
l) Total Net Assets Available for Financing	Total Net Assets Available for Financing include all Unrestricted Net Assets and if available, the portion of Temporarily and Permanently Restricted Net Assets that are allowed for lending and equity investment opportunities.				
m) Total Assets	The total value of the sum of all Assets (current and non-current). Must be equal to Total Liabilities + Total Net Assets.				
n) Total Off-Balance Sheet Assets for Financing	Loan or other financial resources under the management by Applicant not recognized as an asset on the Applicant's balance sheet. These assets are typically committed by third party funders to support financing activities (e.g., loan packaging; co-investing). Report all available assets, regardless of whether deployed or not.				
Liabilities	Definitions	2013	2014	2015	Most Recent Quarter
o) Total Current Liabilities	The total value of Debts, obligations and payables due within 12 months. Current liabilities include, but are not limited to, short-term debt, accounts payable, accrued liabilities and other debts.				
p) Total Notes Payable	Debt to support operations and financing activities.				
q) Total Adjusted Notes Payable	Notes payable that may be used to support lending activities. Adjusted Notes Payable is calculated by deducting from Total Notes Payable, all notes payable that are specifically used for non-financing activities (such as operations).				
r) Non-Current Liabilities Due (Debt & Equity)	Loans payable/debt due to investors beyond 12 months.				
s) Senior Debt	Part of Total Notes Payable. Senior Debt would be repaid first (before other debts) in the event of liquidation.				
t) Subordinated Debt/EQ2	Unsecured investment that is fully subordinate to all other investments. EQ2 (equity equivalent investment) or subordinate investors would be repaid last in the event of liquidation.				
u) Total Liabilities	The total value of short-term and long-term outstanding Debts, obligations, and payables.				

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v) Total Off-Balance Sheet Liabilities	Value of all contingent liabilities that do not appear on the balance sheet. The information would be reported only if the contingency is probable and the amount of the liability can be estimated. Contingent liabilities represent financial obligations that may be incurred dependent upon the outcome of one or more future events or the actions of another party. Examples include: agreements to lend money if a borrower cannot obtain alternative financing; sale and repurchase agreements; and financial futures and forward contracts.				
Net Assets (Net Worth)	Definitions	2013	2014	2015	Most Recent Quarter
w) Unrestricted Net Assets	Excess or deficiency of Assets compared to Liabilities, which are not subject to externally imposed restrictions. Board designated unrestricted Net Assets should be considered Unrestricted Net Assets for the purposes of this application.				
x) Total Net Assets	Equal to Total Assets minus Total Liabilities as reported in an organization's balance sheet.				
y) Net Worth (Credit Union Applicants Only)	As defined by the appropriate federal regulating agency.				
z) Tier 1 Capital (Bank Applicants Only)	In general, this term is used by financial institution regulators to compute an organization's Capital adequacy and may include common Equity, noncumulative perpetual preferred stock, minority interests in consolidated subsidiaries, less goodwill and other ineligible, intangible Assets.				
Income & Expenses	Definitions	2013	2014	2015	Most Recent Quarter
aa) Total Interest Income	Gross Revenue generated by interest-earning Assets.				
ab) Total Fee Income	Income generated from fees collected for services that are associated with an organization's mission.				
ac) Total Earned Income	Income generated by Assets and activities, excluding Grants and Contributions.				
ad) Total Grants and Contributions	Total dollar amount of the following: Contribution: A transfer of money or property to, or for the use of, a qualified charitable organization under the Internal Revenue Code (e.g., section 501(c)(3), 501(c)(4)), without expectation of repayment. Grants: Financial assistance provided by a Federal awarding agency to carry out a public purpose authorized by law, not including subsidies, Loans, Loan Guarantees, or insurance.				

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ae) Total Income	Gross revenue, including Total Earned Revenue, Total Grants and Contributions, and unrealized net gains.				
af) Total Interest Expense	Total Expenses generated by interest-bearing Liabilities, such as loans payable (e.g., cost of debt).				
ag) Total Operating Expense	Expenses related to everyday business operations, such as interest Expense, staff salaries, professional fees, depreciation, and Provision for Loan Losses, among others.				
ah) Provision for Loan Loss Reserve (Bad Debt) Expense	An Expense recorded in order to maintain the Allowance for Loan and Lease Losses account in the corresponding reporting period.				
ai) Total Expenses	The total value of Expenses incurred.				

AMIS Application Attachments

The following documents must be submitted as attachments to the AMIS Application. You are able to add an attachment in AMIS by clicking “New Related Attachment” in the Related Attachment list at the bottom of the Application screen. Please be sure to select the correct type of document for your attachment.

Also, please note that different Applicant types have different required attachments. Be sure to attach all required documents for your Applicant type or AMIS may prevent you from submitting the Application.

AMIS APPLICATION ATTACHMENTS	
IRS Documentation of Organization’s EIN	Required for All Applicants
Audited Financial Statements (most recent 3 fiscal years) <ul style="list-style-type: none"> • Be sure to include all notes and management letters associated with the audited financial statements. • Data in the audited financial statements should correspond with the data entered in Tables E and F. • <u>FOR CERTIFIED CDFI DEPOSITORY INSTITUTION HOLDING COMPANIES ONLY:</u> If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Insured Depository Institution, it must submit call reports for the Certified CDFI Subsidiary Insured Depository Institution that will administer the CMF Award. 	Required for All Applicants
State charter or articles of incorporation designating that the Applicant is a nonprofit or not-for-profit entity under the laws of the organization’s State of formation	Required only for Applicants that are <u>not</u> Certified CDFIs
A certification or determination letter demonstrating tax-exempt status from the IRS	Required only for Applicants that are <u>not</u> Certified CDFIs
Articles of incorporation, by-laws or other document demonstrating the Applicant has a principal purpose of managing or developing affordable housing	Required only for Applicants that are <u>not</u> Certified CDFIs