



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

UNITED STATES DEPARTMENT OF THE TREASURY

CDFI Fund • 601 Thirteenth Street, NW • Suite 200, South • Washington, DC 20005 • (202) 622-8662

Registering, Accessing, and Submitting a Complete Application with Grants.gov



Information for FY 2007 NACA Program Applicants

<u>Step #1: Install the PureEdge Viewer.</u>	2
<u>Step #2 Registering with Grants.gov</u>	2
<u>Step #3: Access and Save Application Materials</u>	4
<u>Step #4: Create and Save the PureEdge “Grant Application Package” File</u>	5
<u>Step #5: Completing the SF 424</u>	6
<u>Step #6: Uploading Application Attachments for Final Submission</u>	7
<u>Step #7: Submitting the Final Grant Application Package</u>	8
<u>Frequently Asked Questions</u>	10
<u>Clarification on Fields in the SF-424</u>	11
<u>Application Components and Submission Procedures</u>	12
<u>Application Deadlines</u>	13

In compliance with federal regulations, the CDFI Fund requires applicants to submit the FY 2007 application using the www.Grants.gov portal, the official website for federal grant information and applications. Those who are returning may notice Grants.gov has undergone some website enhancements, which are covered in this guidance. For those who are new to the process, the following instructions provide the basic steps for registering on Grants.gov, accessing the “Application Package,” and submitting the electronic components of the package via Grants.gov.

The registration process alone can take several days to complete! Please start your registration early, submit your application early, and verify the submission is received. Call the Grants.gov support staff if you have any questions about the process or are confused along the way. The Grants.gov help desk can be reached at 1-800-518-4726 or via email at support@grants.gov. The Grants.gov Contact Center hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m., Central Standard Time. As always, you may contact the CDFI Program helpdesk at 202-622-6355.

Not all components of the NACA Program application are submitted via Grants.gov. Applicants should read the 2007 NACA Program Application for completeness and submission requirements.

Step #1: Install the PureEdge Viewer.

In order to register on Grants.gov or access, complete, and submit applications, you must download and install the PureEdge Viewer, a small, free program available on the Grants.gov website. If you have downloaded the software in the past you may want to do it again to make sure you have the latest version.

- From the Grants.gov home page: select the **Apply for Grants** link on the left side of the screen under the **For Applicants** section, and click on the **PureEdge Viewer** link.
- Choose **Save** when the download process begins. This will open the **Save As** window where you can designate where the program should save on your computer. Browse to where you would like the program to save on your computer. Once you have browsed to where you want the PureEdge Viewer to save on your computer, click **Save**. This will download the program. Follow the screen prompts to complete the download process.
 - *Tip:* Make sure that the box next to “Close this dialog box when download completes” is NOT checked on the Download Complete window. If the Download Window closes when the download completes, you will need to locate the downloaded file on your computer and open it. Search for the filename ICSViewer602_grants.exe if you have forgotten where you downloaded it.

Step #2 Registering with Grants.gov

Before you can apply for an award via Grants.gov, your organization must register. See Grants.gov’s overview: <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>.

- Read and follow the instructions to register on Grants.gov from the “Get Registered” page: http://www.grants.gov/applicants/get_registered.jsp.
- Additional CDFI Fund Guidance on Registering. The following are some additional tips from the CDFI Fund of how to begin the registration process if you are a first time Grants.gov user:
 - **Step A: Obtain a Dunn & Bradstreet Universal Numbering System (DUNS) Number.** All institutions applying for federal grants are required to provide a DUNS number. The federal government has adopted use of DUNS numbers to keep track of how federal grant money is disbursed. If your institution does not have a DUNS number, call 1-866-705-5711 or apply on the Dun & Bradstreet website (<https://eupdate.dnb.com/requestoptions.html>) to receive one free of charge.
 - **Step B: Register your organization with the Central Contractor Registry (CCR).** The CCR is the primary vendor database for the U.S. Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. The federal government uses the CCR as a centralized registry for all contractors and grant applicants. CCR registration is also an element of the electronic signature process. A handbook describing CCR and the registration process can be found at the following link: www.ccr.gov/handbook.asp. Online registration with CCR will take about 30 minutes to complete, and can be accessed at <http://www.ccr.gov/> or by phone at 1-888-227-2423. **Your registration should become active with CCR within 3-5 business days, however it is recommended that you start early to allow time for correcting any registration errors.**

When your organization registers with CCR, you must designate:

- **CCR Point of Contact (CCR POC).** This individual is responsible for maintaining the accuracy and timeliness of the information in CCR's registry. Upon successful registration, the CCR POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's CCR information as necessary.
- **An EBiz Point of Contact (Ebiz POC).** This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both the CCR POC and as the EBiz POC.

During registration, you will also be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step D below. **Tip: Record and protect your T-PIN and M-PIN. Also, keep track of the staff designated as Points of Contact.**

- **Step C: Register with Grants.gov's Credential Provider: Operational Research Consultants (ORC).** <http://www.grants.gov/section678/AORRegCheck.pdf> (check list for registering as an AOR). Each person who will be submitting applications on behalf of your organization must first register with Grants.gov's credential provider: Operational Research Consultants (ORC). They must also be designated and registered as Authorized Organization Representatives (AORs). Before starting on this step, your CCR registration (Step B above) must be active. **Grants.gov recommends that you wait one business day between registering with CCR and registering with Grants.gov's credential provider. AORs will receive usernames and passwords the same day they submit their information.**

To register, each AOR must apply for a UserID and password from the credential provider, ORC, at <https://apply.grants.gov/OrcRegister>. AORs will need to know the organization's DUNS number in order to complete the process.

Tip: We recommend that each AOR print out the ORC eAuthentication Account Confirmation and keep it for his/her records. Additionally, the organization should maintain a Grants.gov file identifying all AORs and other points of contacts provided during the registration process. These contacts should be updated as staff changes occur. Once the AOR is registered with ORC, the AOR will receive an ID and password to use when submitting application packages via Grants.gov. Note: Anyone can find, download, and complete applications. **Only AORs can submit applications.**

- **Step D: Register with Grants.gov.** The organization's AOR(s) must register with Grants.gov at: http://www.grants.gov/applicants/organization_registration.jsp

Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf. **Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR, but approval can occur the same day. The system will not accept an application submission until the AOR registration has been approved.**

Step #3: Access and Save Application Materials

- Go to www.grants.gov and look under the 'For Applicants' tab along the left side of your screen for the link **Apply for Grants**.
- After you have accessed the Apply for Grants screen, select the link next to **Step 1: Download a Grant Application Package and Instructions**.
- You will have the option of entering the CFDA Number or the Funding Opportunity Number. You must complete at least one of these fields:
 - CFDA Number: 21.020
 - Funding Opportunity Number: NACA07
- After entering the CFDA Number, Click **Download Package**.
- This will take you to the **Selected Grant Applications for Download** screen.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
21.020	NACA07	CFDI-NACA-07	NACA07	DOT CDFI	download

(If you use the search function under Find Grant Opportunities, you will get multiple options for the CDFI Fund. Be sure to choose the NACA-specific application (NACA07).

- Click **download** under the **Instructions and Application** header (see above) to access the **Download Opportunity Instructions and Application screen** (see below).

Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 21.020: Community Development Financial Institutions Program
Opportunity Number: NACA07: NACA Program 2007
Competition ID: NACA07
Competition Title: NACA Program 2007
Agency: Community Development Financial Institutions
Opening Date: 11/15/2007
Closing Date: 1/30/2007

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. Download Application Instructions

2. Download Application Package

- This will allow you to download an Application Package (which includes the SF-424) and the

Application Instructions (including templates for all the Application Materials). *Tip: See below for instructions on completing the [Download Application Package](#) materials (Step 4).*

- First: Click [Download Application Instructions](#) to download the Application Materials.
- Choose [Save](#) during the download process and then [Open Folder](#) when done. Double-click on the saved Zip file and a list of documents opens up.
- Under [Actions](#), choose [Select All](#) then [Extract](#) to copy all files to your computer.
- You can now work on preparing your documents to be uploaded into Grants.gov. This includes drafting your responses to the CBP and completing the Applicant Charts workbook. See Attachment B at the end of this document for a detailed list of files to upload. This list does not include the SF-424. See Step 4 for instructions on completing and submitting the SF-424.

Step #4: Create and Save the PureEdge “Grant Application Package” File

- From the [Apply for Grants](#) page of Grants.gov, click on [Download Application Package](#) to return to the [Download Opportunity Instructions and Application](#) page.
- Click option 2, [Download Application Package](#). This opens a file (see below) in PureEdge where you will complete the SF-424 and upload the Application Materials that you completed offline (e.g., the Comprehensive Business Plan, Application Charts, etc.). This is where you’ll make your final submission. Do not click the SUBMIT button until all steps are completed.

The screenshot shows the 'Grant Application Package' form on Grants.gov. At the top, there are buttons for 'Submit', 'Save', 'Print', 'Cancel', and 'Check Package for Errors'. The form fields are as follows:

Opportunity Title:	CDFI FA 05 Grant
Offering Agency:	DOT CDFI
CFDA Number:	
CFDA Description:	
Opportunity Number:	CDFIFA05
Competition ID:	CDFIFA05
Opportunity Open Date:	12/06/2005
Opportunity Close Date:	01/31/2006
Agency Contact:	David Lanning Agency S2S Tester E-mail: lanningd@cdfi.treas.gov

A warning message in a blue box states: "This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the 'Cancel' button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply."

Below the form, there is a note: "This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization."

The form also includes sections for "Mandatory Documents" and "Mandatory Completed Documents for Submission". The "Mandatory Documents" section has a button "Open Form" and a "Move Form to Submission List" button. The "Mandatory Completed Documents for Submission" section has a button "Open Form" and a "Move Form to Documents List" button.

- Save this PureEdge file to your computer by Clicking on [Save](#) at the top of the screen. Note: A warning message appears informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click Yes.
 - You are creating a PureEdge file that you will be able to return to later. Therefore, you need to save this file to a readily available directory on your computer. The Fund recommends saving this file to your desktop so that it will be easy to find.

- The Application Package can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process. You can save your application at any time by clicking the "Save" button at the top of your screen. The "Submit" button will not be functional until the application is complete and saved.
- Enter a file name for the Grant Application Package in the **Application Filing Name** field.

Note: Do not click the submit button on the PureEdge Grant Application Package form until you are ready to submit the complete Application Package.

Step #5: Completing the SF 424

- To open the saved **Grant Application Package** file, go to your Desktop (or where you saved it), and double click on the PureEdge icon.
- In the box on the left side of the screen labeled **Mandatory Documents** select **Application for Federal Assistance (SF-424)**, then click on **Open Form** below the box to open the SF-424.

The screenshot shows the Grants.gov Grant Application Package interface. At the top, there are buttons for Submit, Save, Print, Cancel, and Check Package for Errors. The main form area contains the following fields:

- Opportunity Title: CDFI FA 05 Grant
- Offering Agency: DOT CDFI
- CFDA Number: [Empty]
- CFDA Description: [Empty]
- Opportunity Number: CDFIFA05
- Competition ID: CDFIFA05
- Opportunity Open Date: 12/06/2005
- Opportunity Close Date: 01/31/2006
- Agency Contact: David Lanning, Agency S2S Tester, E-mail: lanningd@cdfi.treas.gov

A blue informational box on the right states: "This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the 'Cancel' button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply."

Below the form, a note reads: "This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization." There is a highlighted yellow box for the "Application Filing Name" field.

The "Mandatory Documents" section contains a list with "Application for Federal Assistance (SF-424)" and an "Open Form" button. The "Mandatory Completed Documents for Submission" section is currently empty and also has an "Open Form" button. Navigation buttons include "Move Form to Submission List" (=>) and "Move Form to Documents List" (<=).

- You can enter data on the SF-424 (see below) at various times. Click **Close Form** to save. See notations in Attachment 1 about how to complete the individual SF-424 fields.

SF424 Page 1

Close Form Next Print Page About

OMB Number: 4040-0004
Expiration Date: 07/31/2006

Application for Federal Assistance SF-424 Version 02

* 1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application		* 2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision		<input type="text"/> <input type="text"/>
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>		
5a. Federal Entity Identifier: <input type="text"/>		* 5b. Federal Award Identifier: <input type="text"/>		
State Use Only:				
6. Date Received by State: <input type="text"/> / <input type="text"/> / <input type="text"/>		7. State Application Identifier: <input type="text"/>		
8. APPLICANT INFORMATION:				
* a. Legal Name: <input type="text"/>				
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>		* c. Organizational DUNS: <input type="text"/>		
d. Address:				
* Street1: <input type="text"/>				

- Once you have filled in all of the fields on all three pages, print the completed SF-424 and send the hard copy as the cover sheet with each set of paper attachments. **Verify that all data is correct!** **Note:** The SF 424 is stored within the Grant Application Package document that you save to your computer. It is important to note the location of the document when you initially "Save" the Grant Application Package. That document is a PureEdge Viewer file which includes both the SF-424 and the identification of all the application material (Attachments) to be transmitted when you hit the submit button.

Step #6: Uploading Application Attachments for Final Submission

- After you close out of the SF-424, you return to the **Grant Application Package** screen.
- From the box on the left labeled **Mandatory Documents:** select **Attachments** then click on **Open Form**. A table will open allowing you to upload each of the documents you've completed (see next page).

Close Form		Print Page
ATTACHMENTS FORM		
<p>Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.</p> <p>Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.</p>		
1) Please attach Attachment 1	<input type="text" value="Application CBP Template.doc"/>	Add Attachment Delete Attachment View Attachment
2) Please attach Attachment 2	<input type="text" value="501 (c) (4) Template.dot"/>	Add Attachment Delete Attachment View Attachment
3) Please attach Attachment 3	<input type="text" value="Charts Workbook - Final 12-2-05.xls"/>	Add Attachment Delete Attachment View Attachment
4) Please attach Attachment 4	<input type="text" value="Emerging CDFI Eligibility Questionnaire Te"/>	Add Attachment Delete Attachment View Attachment
5) Please attach Attachment 5	<input type="text" value="Environmental Review Form Template.dot"/>	Add Attachment Delete Attachment View Attachment
6) Please attach Attachment 6	<input type="text"/>	Add Attachment Delete Attachment View Attachment
7) Please attach Attachment 7	<input type="text"/>	Add Attachment Delete Attachment View Attachment

- Use one row per document to upload all required templates for a complete Application. See Attachment 2 for additional details on which forms are required. Click [Close Form](#) at top of screen when all documents have been added. When you close this form, you return to the Grants Application Package screen.
- Make sure that all the required files (i.e., the CBP template, the Application Charts, etc.) are included within the Attachments list. Verify by selecting **Attachments**, then clicking on [Open Form](#). **APPLICANTS WILL NOT HAVE AN OPPORTUNITY TO PROVIDE MISSING ATTACHMENTS.**

Step #7: Submitting the Final Grant Application Package

- From the Grants Application Package screen, select **Application for Federal Assistance (SF-424)** from **Mandatory Documents**. Click on the [arrow button](#) between the two boxes to move the SF-424 to the box on the right labeled **Mandatory Documents Completed for Submission**.
- Follow same procedure to move the **Attachments** to the **Mandatory Documents Completed for Submission** box.
- Click [Check Package for Errors](#) from the top menu. Make changes as necessary based on each error found in the package.
- When you are sure you have corrected all errors and have placed all required documents into the **Mandatory Documents Completed for Submission** box – then you are ready to submit your Application Package. By clicking [Submit](#), you are submitting the SF-424 plus the Attachments.
- After pressing the Submit button, the AOR will be prompted to supply the valid User ID and Password and select [Login](#) in order for the submission process to be completed (see next page).
 - If you are not authorized to submit, or your organization is not fully registered with Grants.gov, you will receive an error message. Only AORs are able to submit applications on Grants.gov.

Address <https://atapply.grants.gov/DownloadControllerFormServlet> Go

GRANTS.GOVSM For Applicants About Grants.gov Resources For Agencies
 Contact Us SiteMap Help Home

Welcome to the section of the site that is dedicated to Federal Government grant applicants.

To submit your application, please enter your Username and Password in the box below and then press the Login button.

To log out of the system, simply close your browser window from the Receipt Confirmation page.

Please enter your Username and Password to login to the Grants.gov system.

Username

Password

Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

- Select **Sign and Submit Application** once you read and agree to the terms (see below).

File Edit View Favorites Tools Help

GRANTS.GOV Grant Application Package

Application Submission Verification and Signature

Opportunity Title:	CDFI-FATA 06
Offering Agency:	DOT CDFI
CFDA Number:	21.020
CFDA Description:	Community Development Financial Institutions Program
Opportunity Number:	CDFIFA05
Competition ID:	
Opportunity Open Date:	02/13/2006
Opportunity Close Date:	09/29/2006
Application Filing Name :	BMCD Loan Fund

Do you wish to sign and submit this Application?

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

If you want to submit the application package for the listed funding opportunity, click on the "Sign and Submit Application" button below to complete the process. You will then see a screen prompting you to enter your user ID and password.

If you do not want to submit the application at this time, click the "Exit Application" button. You will then be returned to the previous page where you can make changes to the required forms and documents or exit the process.

If this is not the application for the funding opportunity for which you wish to apply, you must exit this application package and then download and complete the correct application package.

You have now completed your application submission!

Frequently Asked Questions

The following are just a few frequently asked questions (FAQs) the Fund has received. A more comprehensive list of Grants.gov FAQs can be found at: <http://www.grants.gov/help/faq.jsp>

What if the submit button on the Grant Application Package does not become active?

- The **Submit** button will not become active until the application has been completed and saved.
 - Click on the **Check for Errors** button to run the error check. Address each error that is noted.
 - Check to make sure that there are no remaining yellow fields on any forms. If there are, you will need to complete those fields.
 - Make sure that you have attached all of the required documents.
 - Make sure all mandatory forms have been completed and the forms have been moved to the Mandatory Completed Documents for Submission box. The Save button should be clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission Box.

How do I know that Grants.gov has received my application?

- Upon successful submission, the person registered with Grants.gov as the AOR for you're the organization will receive automated email messages with updates on the progress of the application through the system. Over the next 24 to 48 hours, the AOR should receive two emails. The first will confirm receipt of the application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system and sent to the CDFI Fund, or has been rejected due to errors. If you do not receive these emails, you should call the Grants.gov Help Desk at 1-800-518-4726 to check on the application status.

How can I check a submitted application's status?

- The AOR can monitor the processing status of the submission within Grants.gov by:
 - Go to <https://atapply.grants.gov/ApplicantLoginGetID>
 - Login to the system using the AOR user ID and password.
 - Click on the "Application Status" link at the left of your screen.

Are there different instructions for MAC Users?

- If you do not have a Windows Operating System, you must use a Windows Emulation Program to submit an application using Grants.gov. For more information, read the following http://grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf and contact Grants.gov Customer Support (<http://www.grants.gov/CustomerSupport>).

Who should we contact if we have questions?

- Call Grants.gov with questions about the registration and submission process. The Grants.gov staff can be reached at 1-800-518-4726 or via email at support@grants.gov. The Grants.gov Contact Center is open Monday-Friday, 7 a.m. to 9 p.m., Central Standard Time.

Clarification on Fields in the SF-424

Required fields are prefaced with an asterisk (*).

Field	Instructions
* 1. Type of Submission:	Select Application.
*2. Type of Application:	Select New.
*3. Date Received:	Automatically filled by the system upon submission – no entry necessary.
4. Applicant Identifier:	Automatically filled by the system upon submission – no entry necessary.
5a. Federal Entity Identifier:	Leave blank
*5b. Federal Award Identifier:	Enter 21.020
6. State use only: Date Received by State:	Not Applicable – leave blank.
7. State use only: State Application Identifier:	Not Applicable – leave blank.
*8a. Applicant Information: Legal Name:	Enter the legal name of the Applicant.
*8b. Employer/Taxpayer Identification Number (EIN/TIN):	Enter the Applicant’s EIN/TIN. Use a copy of the SF-424 as the cover page to the paper attachments.
*8c. Organizational DUNS:	Enter the Applicant’s DUNS.
*8d. Address:	Complete all fields with Applicant’s mailing address. Include 9-digit zip.
8e. Organizational Unit:	Organizational Unit – leave both boxes blank.
*8f. Name and contact information of person to be contacted on matters involving this application:	Enter a Contact Person, other than the AOR, who can answer questions about the submission. You can enter the AOR’s info in both sections. Organizational Affiliation: leave blank.
9. Type of Applicant:	Select the most appropriate description from list of dropdown options.
*10. Name of Federal Agency	Pre-filled – no entry necessary.
11. Catalog of Federal Domestic Assistance Number / CFDA Title:	Pre-filled -- no entries necessary.
*12. Funding Opportunity Number / Title:	Number: Pre-filled with NACA07. Title: enter NACA Program 2007.
13. Competition Identification Number:	Leave blank – no entry necessary.
14. Areas affected:	Leave blank
*15. Descriptive Title of Applicant’s Project:	Enter Applicant’s Name and NACA Program Application.
*16. Congressional Districts of Applicant / Program/Project:	See www.house.gov to find congressional district. Use same for both boxes.
*17. Proposed Project	Start Date: Enter 9/1/2007; End Date: Enter 8/31/2010.
*18. Estimated Funding \$:	Enter total award request for Federal and Total, enter zeroes in other boxes.
*19. Is Application Subject to Review by State...:	Select option C.
*20. Is the Applicant Delinquent:	Answer and provide Explanation if Yes selected.
*21. Applicant Certification / Authorized Representative:	Click the “I agree” button. Complete all fields for AOR information.

Application Components and Submission Procedures

Application Component	Prepare In...	Submit via...	TA Only Applicant vs. FA Applicant
Standard Form (SF) 424	grants.gov online Form	grants.gov and mail to BPD	Both TA Only Applicant and FA Applicant: – Complete form online and send hard copy to BPD as cover page to paper attachments.
Documentation of EIN	paper	mail to BPD	Both TA Only Applicant and FA Applicant: – Documentation from the IRS that they have their own unique EIN.
Environmental Review Form 501 (c)(4) Certification Assurances and Certifications	MS Word Template	grants.gov upload under Attachments	Both TA Only Applicant and FA Applicant: – Environmental Review Form and the 501(c)(4) Certification (if applicable): Complete MS Word Templates. – Assurances and Certifications: Electronic Signature on the SF 424 certifies this form – it is not necessary to submit a separate copy.
Applicant Type Questionnaire	MS Word Template	grants.gov upload under Attachments	Both TA Only Applicant and FA Applicant: – Complete MS Word template.
Emerging Native CDFI Eligibility Questionnaire	MS Word Template	grants.gov upload under Attachments	FA Applicant: – Not Applicable – FA Applicants must already be certified or submit a Certification Application by the Application deadline of January 30, 2007. TA Only Applicant: – If not certified as a CDFI: Complete in MS Word.
Certification of Material Events Form	MS Word Template	fax to Grants Manager	FA Applicant: – This form is required for certified Applicants or Applicants submitting a Certification Application. TA Applicant: – Not Applicable – Unless certified or seeking certification.
Comprehensive Business Plan (Narrative)	MS Word Template	grants.gov upload under Attachments	Both TA Only Applicant and FA Applicant: – Complete MS Word template.
Application Charts Excel Workbook	MS Excel Template	grants.gov upload under Attachments	Both TA Only Applicant and FA Applicant: – Complete all applicable charts in the Excel Workbook.
Matching Funds Documentation	paper	mail to BPD	TA Only Applicant: – Not Applicable – TA awards do not require Matching Funds. FA Applicant: – Mail original and four copies of Matching Funds documentation to BPD address above.
Financial Statements	paper	mail to BPD	Both TA Only Applicant and FA Applicant: – Mail originals and four copies to BPD address above.
Organizational Chart & Resumes	paper	mail to BPD	Both TA Only Applicant and FA Applicant: – Mail originals and four copies to BPD address above.
Scope of Work Statements	paper	mail to BPD	TA Applicant (Professional Service Costs Only): – Mail originals and four copies to BPD address above.

Application Deadlines

Deadlines are as follows:

- **SF-424 and Attachments via Grants.gov:** January 30, 2006, 5:00 pm EST.
- **Paper Attachments:** The paper SF-424, Matching Funds Documents, Financial Statements, Organization Chart, resumes, and documentation of EIN must be received by BPD at the address below by 5:00 p.m. **February 2, 2006.**
 - CDFI Fund Grants Manager
 - CDFI Program
 - Bureau of Public Debt (BPD)
 - 200 Third Street
 - Parkersburg, WV 26101-5312
 - (304) 480-6088
- Certification of Material Events Form (required for certified Native CDFIs) and Certification Applications (required for Certifiable Native CDFIs) are due January 30, 2006.
 - Both the **CDFI Certification Application** and the **Certification of Material Events Form** can be found on the CDFI Certification page of the Fund's website at:
http://www.cdfifund.gov/what_we_do/programs_id.asp?programID=9

Applicants are strongly advised to allow at least 3 business days (i.e., not Saturday or Sunday) for overnight delivery to BPD's offices in West Virginia.