

Summary of Submission Requirements for the FY 2004 Financial Assistance Component Application

I've completed my application – now what?

Check the Error Check tab to make sure there are no remaining errors or missing information. When the application is complete and free of errors, the Error Tab becomes the **submit page**.

Make sure you have attached all necessary and optional attachments:

- Attachments may be provided in electronic form (attached to the electronic application via the **Attachments tab**), or in paper form.
- You may submit some attachments electronically and some in paper form.

Electronic Attachments:

- Recommended formats are: Microsoft Word (.doc), Rich Text Format (RTF), or Excel (.xls).
- If you scan documents to upload as attachments, we recommend that you save them as JPEG (JPG) images rather than using TIFF files to conserve bandwidth and disk space.
- Imaged documents (including scanned documents) may take a very long time to upload. Text documents upload more quickly.

For Paper Attachments:

- Paper attachments must be submitted as an original and three copies.
- For ease of use, the Fund strongly encourages applicants to submit these in the form of one unbound original and three complete packets, secured together.
- The Fund encourages separating documents within the packet with tabs or dividers, and marking each document with the full name of the applicant organization.

The following attachments are required of all applicants:

- Letter or other documentation from the Internal Revenue Service confirming the applicant's Employer Identification Number is the one listed in the application
- Matching Funds documents. See page 2 of the Matching Funds Guidance for a complete list of documents
- Organizational Chart
- List of Board of Directors, Advisory Board, and Loan/Investment Committee members (see Management & Underwriting guidance)
- Resumes for Management Team and Key Staff.
- Resumes for all members of the Board's Executive, Audit, and Loan/Investment Committees not included above. If applicant does not have ongoing committees, attach a resume for all Board members.
- Financial Statements used in completing the Financial Data Input Chart or NCUA 5300 Call Report, Financial Performance Report and FPR Ratios for the last three completed Fiscal Years. State Insured Credit Unions are to provide reports comparable to the NCUA reports noted above.

The following documents may be required for your particular application:

- Community Partner Agreement
- Responses to questions in Legal Documents section
- Narrative of Capital Need (if not provided in narrative section).
- Narrative explanation of Minimum Prudent Standards failure for Loan Portfolio Quality (if Loan Portfolio Quality Charts not provided)

The following attachments are optional:

- Financial Projections
- Resumes of Advisory Board members, if more than half of its members are drawn from outside of the Board of Directors.

Application Submission

- Once you have completed all sections (as indicated by the status on the sidebar) and have cleared all errors from the Error Check tab, you will see a message and a button prompting you to submit the application to the Fund. Before doing so, you should print the application and review your answers.
- Once the application is submitted, it cannot be altered. (It may be viewed, but not edited.)
- Next, you will also be asked how many hours it took to complete the application. This information is not used to evaluate your application, but rather provides the Fund with feedback on the application process.
- Next you will be presented with a Signature Page – you must complete this page, print it, have it signed by the applicant’s Authorized Representative and date it. **The Fund must receive a complete, signed paper copy of the Signature Page and paper attachments by 5pm ET on May 5, 2004**, in order for your application to be considered completed.
- We strongly recommend that you expedite sending the Signature Page and paper attachments by using overnight or express delivery service with tracking capability AND allow at least three days for shipping. Send the signed, completed Signature Page and paper attachments to the following address:

**CDFI Fund Awards Manager- Financial Assistance Component
Bureau of Public Debt- Franchising
200 Third Street
PCB, Room 10
Parkersburg, WV 26101-5312**

- You may use the following telephone number **(304) 480-5450** in conjunction with overnight or express delivery.
- Once your signature page is received, you will receive e-mail confirmation. **Please do not call to verify receipt of your application.**