

FY 2025 FINANCIAL ASSISTANCE (FA) APPLICATION GUIDANCE



CDFI PROGRAM & NACA PROGRAM



SF-424,
BASE-FA APPLICATION,
& SUPPLEMENTAL FA
APPLICATIONS
GUIDANCE

WWW.CDFIFUND.GOV/CDFI
WWW.CDFIFUND.GOV/NATIVE

The CDFI Fund is an equal opportunity provider.

OMB Approval No. 1559-0021

Paperwork Reduction Act Notice.

This submission requirements package is provided to Applicants for awards under the Community Development Financial Institutions Program (CDFI Program) and Native American CDFI Assistance Program (NACA Program). 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 per Applicant is 120 hours for the Base Financial Assistance (Base-FA) Application (including the Housing Production-Financial Assistance (HP-FA) Application), 0.5 hours for the supplemental Persistent Poverty Counties-Financial Assistance (PPC-FA) Application, 20 hours for the supplemental Disability Funds-Financial Assistance (DF-FA) Application, and 20 hours for the supplemental Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) Application. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Program Manager, CDFI Program and NACA Program, 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: CDFI 21.020; NACA 21.012

TABLE OF CONTENTS

Note for FY 2025 Housing Production-Financial Assistance (HP-FA) Applicants:	5
Getting Started	6
FA Award Types	6
How to Use this Guidance	6
Deciding What to Apply For	7
How the FA Application is Organized	8
Application Materials	9
Application Submission Requirements and Deadlines	9
Ensuring a Complete Application Package	13
Contacting the CDFI Fund, SAM.gov, and Grants.gov	15
Grants.gov (SF-424 Mandatory Form) Instructions.....	16
Setting Up AN AMIS Profile and Application	20
Registering an Organization in AMIS.....	20
Updating an Organization Profile in AMIS.....	20
Defining Contacts as Authorized Representatives and Points of Contact.....	22
Completing the Program Profile in AMIS	23
Completing NACA Eligibility in AMIS	24
Applicants Applying under both CDFI Program and NACA Program.....	25
CDFI Certification Requirements	25
Eligibility Category: SECA versus Core (CDFI-FA only)	25
Financial Assistance Application Instructions.....	26
AMIS Application Overview	26
Section 1: Application Instructions.....	27
Section 2: Application Resources	28
Section 3: Applicant Level Information	28
HP-FA and Base-FA	33
Section 4: Financial Assistance Request Details (Base-FA).....	34
Section 5: Not Applicable to FA.....	36
Section 6: Application Financial Data	36
Section 7: Current Financial Products	43
Section 8: Current Development Services.....	44

Section 9: Key Personnel	45
Section 10: Not Applicable to FA	45
Section 11: Compliance Evaluation Questions	45
Section 12: Beneficiary Snapshot	45
Section 13: Introduction to FA Objectives.....	48
Section 14: FA Objective 1-1: Increase Volume of Financial Products	54
Section 15: FA Objective 1-2: Increase Volume of Financial Services	58
Section 16: FA Objective 1-3: New Geographic Area(s)	60
Section 17: FA Objective 1-4: New Financial Product(s)	63
Section 18: FA Objective 1-7: New Targeted Population(s)	66
Section 19: Financial Assistance Narratives (Base-FA Application).....	68
Narrative Responses in Context of Evaluation Process	68
Applicants Applying as a Community Partnership	68
Base-FA Application Narrative Questions	69
Section 20: Supplemental FA Applications.....	81
Subsection A: Supplemental FA Application Selection.....	81
Subsection B: Persistent Poverty Counties-Financial Assistance Award Supplemental Application	82
Subsections C-K: Disability Funds-Financial Assistance Award Supplemental Application.....	85
Subsections L-O: Healthy Food Financing Initiative-Financial Assistance Award Supplemental Application	86
Section 21: Matching Funds	87
Section 22: Not Applicable to FA	87
Section 23: Attestation and Submission.....	88
Appendix A: Application Financial Data Inputs	89
Overview.....	89
Financial Data Inputs for Unregulated Applicants.....	90
Financial Data Inputs for Credit Union Applicants	102
Financial Data Inputs for Bank and Bank Holding Company Applicants	109
Financial Data Inputs for Cooperativa Applicants	120
Appendix B: Glossary of Terms.....	126
Current Financial Product Type Lines of Business.....	126
Financial Institution Designation.....	127
Appendix C: Compliance Evaluation Questions.....	128
Appendix D: Calculations In FA Objectives Sections	134

Appendix E: Sample Calculations for FA Objective 1-1	139
--	-----

Note for FY 2025 Housing Production-Financial Assistance (HP-FA) Applicants:

For FY 2025, HP-FA awards are available for Applicants interested in financing the production of affordable housing for low-and moderate-income families. Applicants interested in HP-FA may apply for an HP-FA award either as a supplemental award to a Base-FA award or by itself without a Base-FA award request.

Here are some things to understand before applying for an HP-FA award. If your organization is not interested in HP-FA, skip to the next page.

Applying for HP-FA as a supplemental award to a Base-FA Award:

- Applicants may apply for HP-FA as a supplemental award to either a CDFI Program Base-FA award or a NACA Program Base-FA award. These Applicants should follow the normal instructions in this guidance for how to submit a complete Application package under those programs.
- Similar to Persistent Poverty Counties-FA (PPC-FA), Disability Funds-FA (DF-FA), and Healthy Foods Financing Initiative-FA (HFFI-FA), Applicants will need to be selected for a Base-FA Award in order to receive a HP-FA Award.
- All HP-FA Applicants must submit the Excel HP-FA Application as an attachment to an AMIS Service Request. The Excel HP-FA Application component and related guidance will be released after the other Application components and will be due on the date outlined in the NOFA. Applicants will be provided at least 30 days to complete the Excel HP-FA Application.

Applying for HP-FA Only (with No Base-FA Award Request):

- Applicants may apply for only HP-FA (with no Base-FA award request) under either a CDFI Program or NACA Program Application. These Applicants will still complete a Base-FA Application as outlined in this guidance. Certain questions, such as those specific to selecting an FA Objective, will not be applicable. Other questions, such as the Financial Assistance Narratives, may have slightly different guidance on how to complete. This adjusted guidance will be noted in each relevant section of this document under the heading **For HP-FA Only Applications**. If a section does not contain special instructions for HP-FA only Applicants, Applicants should follow the regular instructions to complete that section of the Application.
- If an Applicant chooses to apply only for an HP-FA Award with no Base-FA award request, it will be ineligible to receive a Base-FA, PPC-FA, DF-FA, or HFFI-FA award.
- All HP-FA Applicants must submit the Excel HP-FA Application as an attachment to an AMIS Service Request. The Excel HP-FA Application component and related guidance will be released after the other Application components and will be due on the date outlined in the NOFA. Applicants will be provided at least 30 days to complete the Excel HP-FA Application.

GETTING STARTED

The Community Development Financial Institutions Program (CDFI Program) and Native American CDFI Assistance Program (NACA Program) both provide Financial Assistance (FA) awards to Certified Community Development Financial Institutions (CDFIs) to build their financial capacity to lend to their communities. CDFIs serve rural and urban low-income people and communities across the nation that lack adequate access to affordable Financial Products and Financial Services.

While both programs provide FA awards after a competitive application process, the NACA Program specifically targets awards to CDFIs that primarily serve Native American, Alaska Native, and Native Hawaiian people and communities.

FA Award Types

For both programs, FA awards include the Base Financial Assistance (Base-FA) award and the following awards that are provided as a supplement to the Base-FA award:

- Persistent Poverty Counties-Financial Assistance (PPC-FA),
- Disability Funds-Financial Assistance (DF-FA), and
- Healthy Food Financing Initiative-Financial Assistance (HFFI-FA).

In addition, Housing Production-Financial Assistance (HP-FA) awards are available for the FY 2025 funding round. Applicants can apply for an HP-FA award either as a supplemental award to a Base-FA award or by itself without a Base-FA award request. If an Applicant chooses to apply only for an HP-FA Award (with no Base-FA award), it will be ineligible to receive a Base-FA, PPC-FA, DF-FA, or HFFI-FA award.

How to Use this Guidance

This guidance document provides Applicants with instructions and tips on how to respond to the narrative questions, data inputs, and required attachments for the CDFI Program and NACA Program FA Applications. This guidance is intended to be used in conjunction with additional Application materials, all of which are available on the CDFI Fund's website. CDFI Program Application materials can be found [here](#) and NACA Program Application materials can be found [here](#).

This document contains instructions for how to complete and submit:

- the CDFI Program and NACA Program Base-FA Applications
- the CDFI Program and NACA Program Base-FA Applications if applying for an HP-FA award with no Base-FA award request
- the supplemental PPC-FA Application

Refer to additional materials on the CDFI Fund's website for instructions on how to complete and submit:

- the supplemental DF-FA Application
- the supplemental HFFI-FA Application
- the Excel HP-FA Application for both Applicants applying for HP-FA as a supplement to a Base-FA award and Applicants applying for only HP-FA without a Base-FA award request
- Matching Funds documentation, if applicable

The CDFI Fund may, upon request, provide the Applications, including the attachments and any supplemental information thereto to an appropriate federal, state, tribal, local, international, or foreign law enforcement agency or other appropriate authority charged with investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order.

Capitalized terms not defined herein shall have the meaning specified in the applicable CDFI Program or NACA Program FY 2025 Notice of Funds Availability (together, NOFAs), the Authorizing Statute, the Regulations, this FA Guidance, the Application materials, or the Uniform Administrative Requirements (2 C.F.R. Part 200).

Note about the Awards Management Information System (AMIS): AMIS is the CDFI Fund’s web-based system that all Applicants must use to create, complete, and submit required Application Documents. **This guidance document does not contain detailed instructions for entering Application information into AMIS. For technical instructions on how to use AMIS, please refer to [FY 2025 AMIS Training Manual for CDFI Program and NACA Program: FA Applicants](#) found in the Application materials on the CDFI Fund’s website, linked [here](#) for the CDFI Program and linked [here](#) for the NACA Program.**

This document is a reference tool only, and Applicants must enter their responses to the narrative questions and data entry fields in AMIS. All attachments must also be attached in the AMIS Application.

Deciding What to Apply For

Applicants should start by reading the CDFI Program and/or NACA Program NOFAs to determine which of those programs and which of the additional award types (PPC-FA, DF-FA, HFFI-FA, and/or HP-FA) they are eligible to apply for and the dollar amount they may request under each funding category.

CDFI Program and NACA Program Financial Assistance awards are flexible tools that can help your organization grow and expand Financial Products and Financial Services to your community. It’s helpful to have a clear idea of what you would like to use your award for before beginning the Application. As part of the Application, you will need to provide the CDFI Fund with a clear narrative of how your selected award types will benefit your organization and your community.

You also will need to select a Financial Assistance Objective (FA Objective) as part of your Base-FA Application¹. The FA Objective you select will illustrate your organization’s goals for your Base-FA award (such as increasing the total volume of Financial Products or expanding into a new geographic area). If you are selected to receive a Base-FA award, you will need to meet annual goals for your chosen FA Objective to remain compliant with your award. Reviewing the *Introduction to FA Objectives* in this guidance may help as you think through your Application.

CDFI Program Base-FA

CDFI Program Base-FA Applicants can apply under one of two categories:

- FA Category I (SECA, or “Small and Emerging CDFI Applicant”)

¹ HP-FA only Applications with no Base-FA award request will not select an FA Objective.

- FA Category II (Core)

These categories of Applicants have different definitions, eligibility requirements, and Matching Funds requirements. Applicants should review Table 8 in the CDFI Program NOFA for additional information.

NACA Program Base-FA

NACA Program Base-FA Applicants must meet their own eligibility requirements, including the percentage of their activities targeted toward Native Communities. Applicants should review Table 8 in the NACA Program NOFA for additional information.

PPC-FA, DF-FA, and HFFI-FA Supplemental FA Awards

Both CDFI Program and NACA Program Base-FA Applicants are eligible to apply for the Supplemental FA awards.

No Base-FA Application will be disqualified from consideration or otherwise adversely affected if the Applicant does not also apply for Supplemental FA funding. Applications for PPC-FA, DF-FA, and HFFI-FA awards will be evaluated independently from the Base-FA Application and will not affect the Base-FA Application evaluation or Base-FA award amount.

HP-FA Awards

Both CDFI Program and NACA Program Base-FA Applicants may apply for HP-FA as a supplemental award to a Base-FA award. Supplemental HP-FA Applications will be evaluated independently from the Base-FA Application and will not affect the Base-FA Application evaluation or Base-FA award amount. Alternatively, both CDFI Program and NACA Program Applicants may apply for an HP-FA award without a Base-FA award request.

Additional information about all of the award types can be found in the CDFI Program and NACA Program NOFAs.

Note: Does your organization not fit the above categories? You do not have to be a Certified CDFI to apply for a CDFI Program or NACA Program Technical Assistance award. Review the NOFAs and the **FY 2025 Technical Assistance Application Guidance** on the CDFI Fund's website to learn more.

How the FA Application is Organized

There are four major parts to the FA Application:

1. The **Standard Form-424** (SF-424) (*submitted through Grants.gov*). This form starts your Application and contains important fields about your organization's tax and payment information.
2. The **Title VI Compliance Worksheet** (*submitted through AMIS*). The Title VI Compliance Worksheet is a CDFI Fund requirement and must be submitted via AMIS by the applicable deadline in the NOFA.
3. The **Base-FA Application** (*submitted through AMIS*). The Base-FA Application will ask for information about your organization, such as your organization's financial data; the Financial Products, Financial Services, and Development Services you currently provide; the low-income people and communities your organization serves; and your organization's objectives for your Base-FA award.

4. The **PPC-FA, DF-FA, HFFI-FA, and HP-FA Applications** (*PPC-FA, DF-FA, and HFFI-FA will be submitted through the AMIS Application; HP-FA will be an Excel spreadsheet submitted as an attachment to an AMIS Service Request by the date listed in the NOFA*). These Applications will ask you about how you would specifically use one or more of these award types if you are selected to receive one. These Applications are optional.

View **Application Submission Requirements and Deadlines**, below, for an outline of all the required Application components and documents.

Application Materials

Applicants are **strongly** encouraged to review all the FA Application materials on the CDFI Fund's website. Applicants should read the applicable NOFA for the eligibility and other requirements for FA Applicants and key deadlines. The CDFI Fund will be adding Application materials to the website on a rolling basis. Please note that some Application materials will be posted after the release date of the NOFAs and Applications. This includes the guidance and instructions for applying for an HP-FA award.

Application Submission Requirements and Deadlines

The submission deadlines for the FY 2025 Application are published in the NOFAs. Please note the different submission deadlines for materials that must be submitted through Grants.gov and those that must be submitted through AMIS.

Only Applicants that are Certified CDFIs as of the publication date of the NOFA in the Federal Register may apply for FA Awards. Applicants that are not Certified CDFIs on the date of the NOFA publication may be eligible to apply for TA Awards. Review the NOFAs and the **Technical Assistance Application Guidance** on the CDFI Fund's website to learn more.

Table 1 summarizes the required Application components and documents. A complete Application must include submission of each relevant component and document as outlined in Table 1. Applicants can use the last column as a checklist to track completion of the required Application components and attachments.

Table 1 – Required Application Components and Documents

FA Application Components/Documents	Applicant Type	Submission Format	Complete? (Y/N/NA)
Active AMIS Account	All Applicants	AMIS	
OMB Standard Form-424 (SF-424)	All Applicants	Fillable PDF in Grants.gov	
Title VI Compliance Worksheet ²	All Applicants	AMIS	

² This requirement also applies to Subsidiary Insured Depository Institutions that will carry out award activities on behalf of Depository Institution Holding Company Applicants.

FA Application Components/Documents	Applicant Type	Submission Format	Complete? (Y/N/NA)
Base-FA Application Components: <ul style="list-style-type: none"> Funding Application Detail Data, Charts, and Narrative sections as listed in AMIS and outlined in Application materials Matching Funds (FA Core Applicants only, except Native American CDFIs)³ 	All Applicants <i>(Applicants applying for HP-FA with no Base-FA award request will complete this component per the specialized instructions in this document)</i>	AMIS	
PPC-FA Application Components: <ul style="list-style-type: none"> Funding Application Detail Narratives AMIS Charts Matching Funds (FA Core Applicants only, except Native American CDFIs) 	PPC-FA Applicants	AMIS	
DF-FA Application Components: <ul style="list-style-type: none"> Funding Application Detail Narratives AMIS Charts Matching Funds (FA Core Applicants only, except Native American CDFIs) 	DF-FA Applicants	AMIS	
HFFI-FA Application Components: <ul style="list-style-type: none"> Funding Application Detail Narratives AMIS Charts 	HFFI-FA Applicants	AMIS	
HP-FA Application Components: While Applicants interested in applying for an HP-FA award must indicate their intent to apply in their Base-FA Application in AMIS, the Excel HP-FA Application will not be completed as part of the AMIS Application. The HP-FA Application is anticipated to be released at a later date and will be due at a later date, as noted in Table 1 of the NOFA. Applicants will be provided at least 30 days to complete the HP-FA Application. It will be an Excel spreadsheet that contains two components: <ul style="list-style-type: none"> Narratives Tables 	HP-FA Applicants	Attachment to AMIS Service Request	

³ SECA FA Applicants and HFFI-FA Applicants should review the FY 2025 CDFI Program NOFA regarding Matching Funds requirements.

FA Application Components/Documents	Applicant Type	Submission Format	Complete? (Y/N/NA)
ATTACHMENTS TO THE APPLICATION:			
Key Staff Resumes	All Applicants	PDF or Word document in AMIS	
Organizational Chart	All Applicants	PDF in AMIS	
Complete, Final Audited Financial Statements for the Applicant's Three Most Recent Historic Fiscal Years ⁴	All unregulated FA Applicants (Loan funds, venture capital funds, and other non-Regulated Institutions)	PDF in AMIS	
Community Partnership Agreement	All Applicants, if applicable	PDF or Word document in AMIS	
Retained Earnings Calculator Excel Workbook	All FA Core Applicants using retained earnings as Matching Funds	Excel Workbook in AMIS. Applicants must submit CDFI Fund-provided template in the original format (.xlsm)	
Year-end Call Reports for each fiscal year reported in the Retained Earnings Calculator	All FA Core Applicants that are Regulated Institutions using retained earnings as Matching Funds	PDF in AMIS	
Equity Investment Matching Funds Documentation	All FA Core Applicants that are For-profit CDFIs using In-Hand Equity Investment(s) as Matching Funds	PDF or Word document in AMIS	

⁴ For any years where neither audited nor unaudited financial statements are available because the Applicant is newly formed and does not have financial history for the full historic period, an Applicant may submit a letter signed by an authorized representative stating that the organization was recently founded and does not have sufficient financial history to submit financial statements for the full three-year historic period. If audited financial statements are not available but unaudited financial statements are available for the Applicant's three most recent historic fiscal years because a) the Applicant is or was too small to warrant the creation of audited financial statements and/or b) the Applicant is or was newly formed, the Applicant may submit unaudited financial statements along with a letter signed by an authorized representative stating that audited financial statements were not created for the applicable financial year(s). The letter should include detailed information about the size of the organization and/or the organization's lack of financial history that led to the decision to not create audited financial statements.

FA Application Components/Documents	Applicant Type	Submission Format	Complete? (Y/N/NA)
Deposits Matching Funds Documentation	All FA Core Applicants that are Regulated Institutions using In-Hand Deposits as Matching Funds	PDF or Word document in AMIS	

Ensuring a Complete Application Package

A complete Application Package is one that includes all required materials listed in Table 1, including the specified attachments. If the Applicant fails to submit either the SF-424 Mandatory Form through Grants.gov, submit the Title VI Compliance Worksheet through AMIS, register their organization in AMIS, enter their EIN and UEI in AMIS, or submit the Financial Assistance Application through AMIS by the required deadlines, the CDFI Fund will not accept the Application.

GRANTS.GOV AND SAM.GOV: The SF-424 for the Application must be submitted and validated through Grants.gov before the rest of the Application may be submitted through AMIS. Applicants must first have an active System for Awards Management (SAM) account to submit the SF-424 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. The SAM website is: www.SAM.gov.

1. Please be advised that in order to register in SAM.gov, an Applicant must have a valid Employer Identification Number (EIN). **The CDFI Fund advises Applicants to allow sufficient time to obtain this information.** Additionally, when accessing SAM.gov, users will be asked to create a login.gov user account (if they don't already have one). Going forward, users will use their login.gov username and password every time when logging into SAM.gov.
2. The Unique Entity Identifier (UEI), generated in SAM.gov, has become the official identifier for doing business with the federal government. This allows the federal government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government. If an entity is registered in SAM.gov today, its UEI has already been assigned and is viewable in SAM.gov, including inactive registrations. New registrants will be assigned a UEI as part of their SAM registration.
3. All entities registered in SAM.gov must have an authorized entity administrator. SAM.gov requires that new registrants, and existing registrants that do not have an entity administrator, mail an original signed notarized letter identifying the authorized entity administrator for the entity to the Federal Service Desk. Existing entities with registered entity administrators do not need to submit an annual notarized letter. It may take **three weeks or more** to register with SAM or reactivate a SAM registration, so Applicants should allow ample time to **complete the entire registration and submission process well in advance** of the SF-424 submission deadline.
4. A UEI and active SAM registration is required for Grants.gov submission. Applicants unable to submit their SF-424 and have it validated via Grants.gov by the deadline due to failure to obtain a UEI and/or SAM registration confirmation **will not be allowed** to submit the SF-424 after the deadline has passed.

If the SF-424 is not successfully submitted to and validated by Grants.gov by the deadline in Table 1 of the NOFA, the Applicant will not be able to submit materials in AMIS, and the Application will be deemed ineligible. Thus, Applicants are **strongly encouraged** to submit the SF-424 **as early as possible** in the Grants.gov system, since submission problems may impact the timeline for SF-424 validation and the Applicant's ability to submit the overall Application.

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 (see Table 3 under [Contacting the CDFI Fund, SAM.gov, and Grants.gov](#) in this document). **The CDFI Fund does not manage Grants.gov or SAM.gov and is unable to respond to any questions related to these systems.**

Note: The SF-424 must be successfully submitted and validated by the deadline in order to submit an AMIS Application. However, the SF-424 is only one part of the Application package. If an Applicant does not submit the required materials in AMIS by the AMIS Application deadline, their FA Application will be deemed incomplete, and the Applicant will not be considered for a CDFI Program or NACA Program award.

TITLE VI COMPLIANCE WORKSHEET (AMIS): The Title VI Compliance Worksheet is a CDFI Fund requirement and must be submitted via AMIS by the deadline in Table 1 of the NOFA. Applicants must be compliant with federal civil rights requirements to be eligible to receive federal financial assistance from the CDFI Fund. This requirement also applies to Subsidiary Insured Depository Institutions that will carry out award activities on behalf of Depository Institution Holding Company Applicants. The CDFI Title VI Compliance Worksheet Training Manual and additional information regarding this requirement is available on the CDFI Fund website: [Title VI Compliance Worksheet Training Manual](#).

Please note that an Applicant's Title VI Compliance Worksheet must be for the calendar year in which the Applicant submits its Application. For the FY 2025 Funding Round, all Applications will be submitted in calendar year 2025. Therefore, all Applicants must use a 2025 Title VI Compliance Worksheet.

After the Title VI Compliance Worksheet is completed in AMIS, the Applicant must **then link** the Title VI Compliance Worksheet to its CDFI Program or NACA Program Application. Please see [Section 3: Applicant Level Information, Subsection M: Associated Title VI Worksheet Record](#) of this document for additional information on linking the Title VI Compliance Worksheet to your AMIS Application, including specific instructions for Depository Institution Holding Companies and their Subsidiary Insured Depository Institutions.

AWARDS MANAGEMENT INFORMATION SYSTEM (AMIS): Each Applicant must register as an organization in AMIS by the deadline in Table 1 of the NOFA. Applicants who fail to register as an organization in AMIS by the appropriate deadline will be deemed ineligible. Additional guidance on creating an AMIS account can be found on the AMIS Homepage: <https://amis.cdfifund.gov/s/AMISHome>. Each Applicant must enter their EIN and UEI in AMIS by the deadline in Table 1 of the NOFA. Applicants who fail to enter this information in AMIS by the deadline will be deemed ineligible.

Each Applicant must also submit the required Application materials through AMIS by the deadline in Table 1 of the NOFA. In order to submit the required Application materials, 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" for the Applicant 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. For instructions, see [Defining Contacts as Authorized Representatives and Points of Contact](#) in this document.

Contacting the CDFI Fund, SAM.gov, and Grants.gov

See Table 2 for CDFI Fund contact information.

Table 2 – CDFI Fund Contact Information

Area	Topic	Phone	Online (preferred)
CDFI Program NACA Program	How to complete Application materials.	202-653-0421	Submit a Service Request in AMIS (preferred) or email cdfihelp@cdfi.treas.gov
Compliance Monitoring and Evaluation	Status of compliance with other awards, including outstanding reports, and Title VI Compliance Worksheet questions.	202-653-0423	Submit a Service Request in AMIS (preferred) or email ccme@cdfi.treas.gov
IT Support	Technical issues related to the CDFI Fund's Award Management Information System (AMIS).	202-653-0422	Submit a Service Request in AMIS (preferred) or email AMIS@cdfi.treas.gov
CDFI Certification	Status of CDFI Certification.	202-653-0423	Submit a Service Request in AMIS (preferred) or email OCPECert@cdfi.treas.gov

Service Requests

A Service Request is the preferred way to contact the CDFI Fund about your Application. To submit a Service Request, you need an AMIS user account. Service Requests contain a “program” multi-pick list. For a CDFI Program or NACA Program Application question, select “CDFI Program” or “NACA Program” for the program. For a CDFI Certification question, select “Certification.” For a Compliance question, select “Compliance & Reporting.” For Information Technology, select “Technical Issues.” Failure to select the appropriate program for the Service Request could result in a delayed response to your question.

SAM.gov and Grants.gov

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. Contact information can be found on their websites. The CDFI Fund does **not** manage Grants.gov or SAM.gov and is unable to respond to any questions related to these systems.

Table 3 – Contacting SAM and Grants.gov

System	Website
System for Awards Management (SAM)	https://www.sam.gov
Grants.gov	https://www.grants.gov

GRANTS.GOV (SF-424 MANDATORY FORM) INSTRUCTIONS

In accordance with federal regulations, the CDFI Fund requires Applicants to submit the initial component of their FY 2025 CDFI Program or NACA Program Application using the [Grants.gov](https://www.grants.gov) system, the official website for federal grant information and applications. The Grants.gov registration process alone can take several days to complete. Contact 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; contact the Grants.gov help desk directly.

The only component of the 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 information in an Applicant's CDFI Program or NACA Program Application is true, complete, and accurate, including the Application Assurances and Certifications, and also certifies that the Applicant will comply with the Assurances and Certifications, if selected for an Award (refer to **Forms, Assurances, and Certifications Guidance** on the CDFI Fund's website). Details for completing the SF-424 Mandatory Form are provided in this section.

Please note that after the SF-424 Mandatory Form is completed and validated, Applicants **must link** the validated SF-424 Mandatory form to their AMIS Application. See [Section 3: Applicant Level Information, Subsection J: Associated SF-424 Record](#) for additional information on linking the SF-424 Mandatory Form from Grants.gov to the AMIS Application.

Standard Form (SF)-424 Mandatory Form (Application for Federal Assistance) Instructions

The SF-424 Mandatory Form is located in the 'Mandatory Documents' box of the downloaded Grant Application Package in Grants.gov. To access the form, select 'SF-424 Mandatory,' then select the 'Move Form to Complete' button. The SF-424 Mandatory Form will move to the 'Mandatory Documents for Submission' box. Select the 'Open Form' button to open the form.

Use the Correct Grants.gov Funding Opportunity Number: There are different Grants.gov Funding Opportunity Numbers for the FY 2025 CDFI Program Application and the FY 2025 NACA Program Application. CDFI Program Applicants **must** submit the SF-424 under the CDFI Program Funding Opportunity Number of CDFI-2025-FATA. NACA Program Applicants **must** submit the SF-424 under the NACA Program Funding Opportunity Number of CDFI-2025-NACA.

Applicants that submit an SF-424 under the wrong Opportunity Number **will be deemed ineligible** for award contention.

Match your UEI and EIN: Applicants' AMIS record and Grants.gov record are linked by the Organizational UEI (Field 7.c) and Employer/Taxpayer Identification Number (Field 7.b). Please ensure these fields match in both systems to ensure that AMIS will be able to retrieve the SF-424 from Grants.gov.

Please note: Only the fields highlighted in yellow on the form in Grants.gov are required for submission. These fields are also marked as “Required” in Table 4. The Instructions column in Table 4 provides guidance on how Applicants should complete their SF-424 Mandatory Form for submission through Grants.gov.

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

Field	Required	Instructions
1.a. Type of Submission:	Yes	<p>‘Application’ is automatically selected. Applicants should take care to ensure they have submitted the correct SF-424 under the correct Program Funding Opportunity Number.</p> <ul style="list-style-type: none"> The FY 2025 CDFI Program Funding Opportunity Number is CDFI-2025-FATA. CDFI Program Applicants that submit their SF-424 for the CDFI Program Application under the NACA Program Funding Opportunity Number will be deemed ineligible for the CDFI Program Application and removed from award consideration. The FY 2025 NACA Program Funding Opportunity Number is CDFI-2025-NACA. NACA Program Applicants that submit their SF-424 for the NACA Program Application under the CDFI Program Funding Opportunity Number will be deemed ineligible for the NACA Program Application and removed from award consideration.
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	Not Applicable—leave blank.
5. Date Received by State	No	State use only: Not Applicable—leave blank.
6. State Application Identifier	No	State use only: Not Applicable—leave blank.
7.a. Applicant Information: Legal Name	Yes	Enter the legal name of the Applicant.
7.b. Employer/Taxpayer Identification Number (EIN/TIN)	Yes	Enter the Applicant’s EIN/TIN. Must match what is in the Applicant’s AMIS organization profile. Do not use the EIN of an Affiliate or Subsidiary.
7.c. Organizational UEI	Yes	Enter the Applicant’s UEI. Must match what’s in the Applicant’s AMIS organization profile. Do not use the UEI of an Affiliate or Subsidiary.
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.

Field	Required	Instructions
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 identified in the Applicant's AMIS account. Organizational Affiliation: leave blank.
8.a. Type of Applicant	Yes	Select the most appropriate description from the list of dropdown options.
8.b. Additional Description	No	Not Applicable—leave blank.
9. Name of Federal Agency	Yes	Pre-filled—no entry necessary.
10. Catalog of Federal Domestic Assistance Number / CFDA Title	No	Pre-filled—no entries necessary. If not, enter 21.020 for CDFI Program, or 21.012 for Native Initiatives Program.
11. Descriptive Title of Applicant's Project	Yes	Enter a brief description of how you plan to use a CDFI Program or NACA Program Award.
12. Areas Affected by Funding	No	Not Applicable—leave blank.
13. Congressional Districts Of: (a) Applicant; and (b) Program/Project	Yes	See www.house.gov to find the congressional district where the Applicant is headquartered. Use same district for both boxes.
14. Funding Period: (a) Start Date; and (b) End Date	Yes	TA Applicants <u>Certified CDFI Applicants:</u> Start Date: 8/1/2025; End Date: 9/30/2027. <u>Uncertified CDFI Applicants:</u> Start Date: 8/1/2025; End Date: 9/30/2028. <u>Sponsoring Entity Applicants (NACA TA Only):</u> Start Date: 8/1/2025; End Date: 9/30/2029. Base-FA Applicants Start Date: 8/1/2025; End Date: 9/30/2028. <i>Note: These dates are estimates only. If awarded, Recipients will have specific dates set forth in their Assistance Agreements.</i>
15. Estimated Funding	Yes	Enter total Base-FA or TA Award request in the Federal (\$) field; enter zeroes in the Match (\$) field. <i>Note: Applicants may revise their award request in the AMIS Application after submitting the SF-424. The amount entered in the AMIS Application is considered the official award request.</i>
16. Is Submission Subject to Review by State:	Yes	Select option C.
17. Is the Applicant Delinquent on Any Federal Debt:	Yes	Select "Yes" or "No" as appropriate and provide Explanation if 'Yes' is selected.
18. Applicant Certification/ Authorized Representative	Yes	Read and click the 'I Agree' button. Complete all fields for Authorized Representative information. The name and contact information should match the Authorized Representative's information in the Applicant's AMIS account.

Field	Required	Instructions
Worksheet: Consolidated Application/Plan/Funding Request Explanation	No	Not Applicable-leave blank.
Worksheet: Applicant Federal Debt Delinquent Explanation	No	Complete if applicable.

Grants.gov Submission Confirmation

Applicants will receive an email from Grants.gov immediately after submitting the SF-424 confirming that the submission was recorded in the Grants.gov system. This email will contain a tracking number for the submitted SF-424. **After the submission is processed, the Applicant will receive a second email indicating if the submitted SF-424 was either successfully validated or rejected with errors.** However, Applicants should not rely on the email notification from Grants.gov to confirm that their SF-424 was validated. Applicants are strongly encouraged to use the tracking number provided in the first email to closely monitor the status of their SF-424 by checking Grants.gov directly. The SF-424 will not be officially accepted by the CDFI Fund **until Grants.gov has validated the SF-424.** Please note that in the Grants.gov Workspace function, the Application package has not been submitted if you have not received a tracking number.

Please Note: Per the NOFAs, the CDFI Fund will not extend the SF-424 Mandatory Form deadline for any Applicant. This includes Applicants that have started the Grants.gov registration process but did not complete it by the deadline in Table 1. The only exception to this will be in the case of a federal government administrative or technological error that directly resulted in a late submission or validation of the SF-424.

The SF-424 must be successfully submitted and validated in Grants.gov by the deadline in Table 1 of the NOFA. If the SF-424 is not accepted and validated by Grants.gov by the deadline, the CDFI Fund will not review any material submitted in AMIS, and the Application will be deemed ineligible.

Applicants are strongly encouraged to submit their SF-424 as early as possible in Grants.gov. Contact Grants.gov directly if you experience any technical difficulties and/or have any questions about the process or your submission. **Reminder:** The CDFI Fund **CANNOT** provide any help or guidance related to Grants.gov.

SETTING UP AN AMIS PROFILE AND APPLICATION

Registering an Organization in AMIS

All CDFI Program and NACA Program Applicants must ensure that their organization is registered in AMIS by the deadline in Table 1 of the NOFA. Each Applicant must also enter their EIN and UEI in AMIS by the deadline in Table 1 of the NOFA. Please remember that **the Applicant organization registered in AMIS must be the same one that submitted the SF-424 through Grants.gov, and the EIN and UEI on the SF-424 must match the EIN and UEI in the organizational information in AMIS.** Organizations who have previously applied for CDFI Fund program awards through AMIS likely already meet this requirement but should verify that their information is accurate in AMIS prior to the deadline.

Instructions for registering an organization in AMIS and on how to navigate AMIS can be found in the “Getting Started – Navigating AMIS” Training Manual on the CDFI Fund’s AMIS Website:

<https://amis.cdfifund.gov/s/Training>.

Detailed instructions on how to launch and complete the FA Application in AMIS are provided in the FY 2025 **AMIS Training Manual for CDFI Program and NACA Program: FA Applicants**, found on the CDFI Fund’s website where Application materials are located, [linked here](#) for the CDFI Program and [linked here](#) for the NACA Program.

Please Note: Per the NOFAs, the CDFI Fund will not extend the AMIS registration deadline for any Applicant that did not register by the deadline in Table 1 of the NOFA. The only exception will be in the case of a federal government administrative or technological error that precluded an Applicant from registering in AMIS by the applicable deadline.

Updating an Organization Profile in AMIS

All Applicants must complete (or review and update, as necessary) their Organization Profile page before working on their Program Profile or launching an Application in AMIS. Information from the Organization Profile page will be used for the Applicant’s Program Profile and its Application while other information will be validated later in the submission process.

If an Applicant has not previously submitted an Application for a CDFI Fund program via AMIS or does not have an existing AMIS account, it must ensure that all necessary information is provided under the Organization Profile. Be sure to double check that the **bolded fields** marked with an asterisk (*) are accurate when entered into AMIS. Bolded fields with an asterisk indicate which fields populate at the Program Profile and Application level.

Note that the **Total Asset Size** field on the Organization Profile page must be updated by the Applicant. For CDFI Program Applicants, AMIS will analyze this field to determine whether an Applicant is eligible to apply under the Core or SECA eligibility category. Note: Additional instructions for SECA-eligible organizations wishing to apply as Core are provided in this document under [Creating a New Financial Assistance Funding Application](#).

All Applicants must manually update the Total Asset Size field with the dollar amount of their Total Assets.

- Use the Total Assets as of the date of the Applicant’s most recent historic fiscal year end (as defined in Table 12 of this document).

Total Assets as of the Most Recent Historic Fiscal Year End

Example: Pine Tree Mountain Loan Fund is a CDFI with a fiscal year end date of 12/31. It references Table 12 and sees that, for the purposes of this Application, it should treat FY 2024 as its “Current Year” and FY 2023 as its “Most Recent Historic Fiscal Year,” even though its FY 2024 audit is already complete when it begins its FA Application.

Pine Tree Mountain Loan Fund looks back to its FY 2023 audit, which shows Total Assets of \$4,325,325 as of 12/31/2023. It enters this value on its AMIS Organizational Profile page prior to launching its Application.

Table 5 – AMIS Organization Detail Fields

Field Name	Data Type
<i>Organization Detail</i>	
Organization Name	data entry
Parent Relationship	pull-down
Phone	data entry
Website	data entry
EIN/TIN*	data entry
UEI ⁵	data entry
<i>Organizational Type</i>	
Financial Institution Type*	pull-down (select one: bank or thrift-state chartered / loan fund / credit union / bank holding / bank or thrift / VC / sponsoring entity)
Organization Structure*	pull-down
Date of Incorporation	data entry
Financial Activities Start Date*	data entry
Total Asset Size* ⁶	data entry
Fiscal Year End Day*	pull-down
Fiscal Year End Month*	pull-down
<i>Address Information</i>	
Mailing Country	pull-down
Mailing Street	data entry
Mailing City	data entry

⁵ Applicants should ensure that the UEI is correctly entered on their Organization Profile **prior to** launching an Application. If the UEI is entered incorrectly in your Organization Profile, you must submit a Service Request to have it updated.

⁶ Please note that CDFI Program Applicants **must** update their Total Asset Size as of their organization’s most recent historic fiscal year end (see Table 12 of this document for more information on determining the most recent historic fiscal year) **prior to** launching an Application, as this field helps to determine whether an Applicant is applying under the SECA or Core category.

Field Name	Data Type
Mailing State/Province	pull-down
Mailing Zip+4 / Postal Code	data entry
Congressional District	data entry
Shipping Country	pull-down
Shipping Street	data entry
Shipping City	data entry
Shipping State/Province	pull-down
Shipping Zip/Postal Code	data entry
<i>Regulator Information (if applicable)</i>	
Regulator	data entry
FDIC Cert. # / NCUA Charter # / COSSEC # / State or Federal Charter # / Control #	data entry

Defining Contacts as Authorized Representatives and Points of Contact

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

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

All Applicants must designate at least one Contact as an Authorized Representative. Please note that an Authorized Representative is an individual who has been authorized by his or her organization to sign an Application, and in doing so, certifies that the information in the Application is true, complete, and accurate on behalf of the organization. The Authorized Representative must be authorized to sign legal documents on behalf of the organization and bind the organization accordingly. **Please do not designate contacts that do not have the appropriate authority to sign an Application or other legal documents as Authorized Representatives (such as consultants).** Only Contacts designated as Authorized Representatives can sign an Application. A Contact with "Consultant" in their title cannot be an Authorized Representative. AMIS will not allow a Contact with a title of "Consultant" to be an Authorized Representative Contact type in AMIS.

The CDFI Fund recommends that an Applicant also designate at least one additional Contact as a Point of Contact who is different from the Authorized Representative. Having multiple individuals associated with the Organization and Application in AMIS ensures the Applicant will receive communications and critical updates about its Application. Once an Application has been signed by an Authorized Representative, Contacts designated as either an Authorized Representative or a Point of Contact may submit an Application.

Table 6 – AMIS Contacts

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

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

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

Completing the Program Profile in AMIS

The CDFI-NACA Program Profile is automatically generated upon creation of an organization’s AMIS account. The CDFI-NACA Program Profile contains program-specific information and is where Applicants provide information on NACA Program Eligibility (if applicable) and/or create a new funding Application.

As with the Organization Profile, some information in the Program Profile will automatically populate the Application. All Applicants must complete (or review and update, as necessary) their CDFI-NACA Program Profile information before starting an Application, paying special attention to the items highlighted in Table 8.

Table 7 – AMIS Program Profile Fields

Field Name	Data Type
<i>Organization Data</i>	
Organization	pre-populated
EIN/TIN	pre-populated
UEI	pre-populated
Program	pull-down (select one: CDFI or NACA) Note: Applicants that meet NACA eligibility requirements and intend to apply for an award under the NACA Program should select NACA. You must also complete the NACA Eligibility section below to launch a NACA Application.
Program Profile Name	system generated
Record Type	pre-populated
Eligibility Category	pre-populated
<i>Geographic Markets and Target Areas</i>	

Field Name	Data Type
Primary Geographic Market (this field is required)	pull-down (select one: major urban / minor urban / micropolitan / rural)
Special Targeted Areas	multi-pick list (select all that apply: Appalachia / Colonias / Native Communities / Gulf Opportunity (GO) Zone / Mississippi Delta)

Completing NACA Eligibility in AMIS

This section should only be completed by prospective NACA Program Applicants. NACA Program Applicants **must** complete the NACA Eligibility section **before** creating an Application in AMIS. Failure to do so will result in a denial of access to all NACA Program Applications.

The NACA Eligibility section is used to determine if an Applicant is eligible to apply for the NACA Program. Applicants should **first** refer to the FY 2025 NACA Program NOFA to review the definitions of the different Applicant types to determine the appropriate category. Only Certified CDFIs are eligible to apply for a NACA Program FA award. Certified CDFIs, Emerging CDFIs, and Sponsoring Entities are eligible to apply for TA awards under the NACA Program.

Note about NACA Eligibility Record Types: Applicants should be careful to select the correct record type. They will not be able to delete a NACA Eligibility record once it is created.

To complete the NACA Eligibility section, start by clicking the New NACA Eligibility button on the Program Profile page, and complete the data fields outlined in Table 8.

Table 8 – NACA Eligibility Fields for Certified CDFIs

Field Name and Text	Data Type
<i>NACA Eligibility – Screen 1</i>	
Record Type of new record	pull-down (select one, if applicable): Certified CDFI / Emerging CDFI / Sponsoring Entity (NACA TA Applicants Only)
<i>NACA Eligibility – Screen 2</i>	
Program Profile	pre-populated
Funding Round Fiscal Year	pull-down
Native Community/OTP: Have you identified a Native Community and/or Native Population (OTP) as your Target Markets?	pull-down: Yes/No
50% activities were in Native Community: Can you demonstrate that at least 50% of your past activities were in Native Communities?	pull-down: Yes/No
Lending Activities Description: Will you describe in the NACA Program Application how you will target your lending/investing activities to one or more Native Communities or populations?	pull-down: Yes/No

Field Name and Text	Data Type
Eligibility Status	pre-populated, based on responses

Applicants Applying under both CDFI Program and NACA Program

Please note that NACA Program Applicants that also intend to apply for a CDFI Program award must apply for the same award type (FA or TA) under both programs. Applicants should decide whether they intend to apply for FA or TA before launching either a NACA Program Application or a CDFI Program Application in AMIS.

NACA qualified HP-FA Applicants:

- NACA qualified Applicants can apply for an HP-FA award as a supplement to a NACA Program Base-FA award request and/or a CDFI Program Base-FA award request.
- NACA qualified Applicants that wish to apply for HP-FA without a Base-FA award request may do so either through the CDFI Program Application or the NACA Program Application. If a NACA qualified Applicant seeks to apply for HP-FA award only, they should apply through either the CDFI Program or the NACA Program, but not both. If a NACA qualified Applicant submits an eligible HP-FA only Application under one program and an eligible Application with a Base-FA award request under the other program, only the Application with the Base-FA award request will be reviewed. The HP-FA only Application will be deemed ineligible.

CDFI Certification Requirements

Only Applicants that are Certified CDFIs as of the publication date of the NOFA in the Federal Register may apply for FA awards. In the case of Bank Holding Company Applicants that intend to carry out the activities of an award through their Subsidiary Insured Depository Institution, the Subsidiary Insured Depository Institution must also be a Certified CDFI as of the publication date of the NOFA.

Eligibility Category: SECA versus Core (CDFI-FA only)

Per the NOFA, CDFI Program FA Applicants are eligible for the SECA category based on asset size and/or the start date of financing activities. If an Applicant is eligible under the SECA category but wishes to apply under the Core category (that is, to request more than the SECA maximum of \$700,000), it **must** elect this by selecting the 'Core FA Application' type upon Application launch in AMIS. If an Applicant chooses to apply under the Core FA Program, it will be required to submit Matching Funds (unless the Applicant is a Native CDFI) for its award request, and its Application will be evaluated based on the Core FA Process outlined in the NOFA and associated Evaluation Process document. **The CDFI Fund will not change the Application type (Core FA or SECA FA) after an Applicant has launched the Application.** Therefore, an Applicant must decide whether it wants to proceed as a SECA FA or Core FA Applicant before launching the Application. If an Applicant doesn't see the option to select its desired Application type, it must contact the CDFI Fund for assistance prior to launching your Application.

STOP: If an Applicant hasn't completed all the steps outlined in the sections above, it must go back and finish them before starting the next section "Financial Assistance Application Instructions" which outlines how to create and complete a new funding Application in AMIS. The information in the above sections is necessary to create and complete an FA Application!

FINANCIAL ASSISTANCE APPLICATION INSTRUCTIONS

AMIS Application Overview

The remainder of this document provides the question text and related guidance for the information that must be entered into the Application in AMIS.

In order to facilitate the crosswalk between the online AMIS Application and this question text/guidance document, here are a few tips:

- Prepare narrative responses to questions outside of AMIS. Once your narratives are finalized, you can copy and paste the final versions into the appropriate fields in AMIS.
- Verify that all information is accurate and complete prior to submitting the Application and required attachments through AMIS. Applicants will **not** be able to revise information entered into AMIS after Application submission.
- The FA Application in AMIS is organized by labeled/numbered sections and their respective subsections (for example, “Section 1: Application Instructions, Subsection A. Organizational Level Information”). For ease of reference, this document will reference the AMIS Application sections and their respective subsections when providing guidance and tips for entering your information in the Application. Please note that not all sections and/or subsections in AMIS will be visible to all FA Applicants. The contents of each section and their respective subsections are discussed below.

As part of the Application review process, information entered in AMIS will be used to score and rank the Applicants (as outlined in the FY 2025 NOFAs). Failure to provide complete and accurate information may negatively impact the evaluation of an Applicant’s FY 2025 Application. The CDFI Fund reserves the right to reject an Application if information submitted through AMIS is determined to be inaccurate.

The Application is organized in AMIS as follows. Keep in mind, many of the sections have subsections. Sections of the Application that are not applicable to the FA Application (i.e., sections specific to the TA Application only) are clearly labeled as such. You may also select the hyperlinks for quick navigation to each Application section.

For HP-FA Only Applications: *Some AMIS Application sections do not apply to HP-FA only Applicants. These sections will be hidden after selecting to apply for HP-FA without a Base-FA award requests. Sections that are not relevant to HP-FA only Applicants are marked below with an asterisk *.*

[Section 1: Application Instructions](#)

[Section 2: Application Resources](#)

[Section 3: Applicant Level Information](#)

[HP-FA and Base-FA](#)

[Section 4: Financial Assistance Request Details *](#)

Section 5: Not Applicable to FA

[Section 6: Application Financial Data](#)

[Section 7: Current Financial Products](#)

[Section 8: Current Development Services](#)

[Section 9: Key Personnel](#)

Section 10: Not Applicable to FA

[Section 11: Compliance Evaluation Questions](#)

[Section 12: Beneficiary Snapshot](#)

[Section 13: Introduction to FA Objectives *](#)

[Section 14: FA Objective 1-1: Increase Volume of Financial Products *](#)

[Section 15: FA Objective 1-2: Increase Volume of Financial Services *](#)

[Section 16: FA Objective 1-3: New Geographic Area\(s\) *](#)

[Section 17: FA Objective 1-4: New Financial Product\(s\) *](#)

[Section 18: FA Objective 1-7: Serve New Targeted Population\(s\) *](#)

[Section 19: Financial Assistance Narratives \(Base-FA Application\)](#)

[Section 20: Supplemental FA Applications *](#)

- [A: Supplemental FA Application Selection](#)
- [B: Persistent Poverty Counties-Financial Assistance \(PPC-FA\)](#)
- [C-K: Disability Funds-Financial Assistance \(DF-FA\)](#)
- [L-O: Healthy Food Financing Initiative-Financial Assistance \(HFFI-FA\)](#)

[Section 21: Matching Funds \(Core CDFI Program Applicants Only, except Native American CDFIs\) *](#)

Section 22: Not Applicable to FA

[Section 23: Attestation and Submission](#)

Each section contains fields where Applicants input requested information. Please note that some fields in the Application in AMIS will be automatically populated based on other data inputs. Please see the FY 2025 **AMIS Training Manual for CDFI Program and NACA Program: FA Applicants** for technical details on how to use and navigate AMIS.

Note about character limits in AMIS: Pay close attention to the character limits for each entry field in the Application in AMIS. The character limitations in AMIS include spaces, special characters, and punctuation, and are not always exactly the same as character counts in word processing applications. If you are using Word or similar software to initially organize your narrative responses, please ensure that your entire response is copied correctly into AMIS, as any characters beyond the AMIS limit count will be cut off from your response.

Section 1: Application Instructions

This section provides general instructions for completing the FA Application as well as key dates and deadlines related to the FA Application.

Also refer to Table 1 in the NOFAs for a comprehensive list of critical deadlines for Applicants.

Section 2: Application Resources

This section provides a link to FA Application materials and resources available on the CDFI Fund's website.

Section 3: Applicant Level Information

This section contains the following subsections:

Table 9 – Section 3: Applicant Level Information

Section 3 Subsection	Description	Notes/Guidance
A: Organization Level Information	Displays key information about the Applicant's Organization Profile.	Applicants must attach their Organizational Chart in this subsection.
B: Native CDFI Designation	Applicants specify whether they are designated as a Native CDFI.	A Native American CDFI (Native CDFI) is one that Primarily Serves a Native Community. Primarily Serves is defined as 50% or more of an Applicant's activities being directed to one or more Native Communities. Per the FY 2025 CDFI Program NOFA and the FY 2025 NACA Program NOFA, a Native Community is defined as Native American, Alaska Native, or Native Hawaiian populations or Native American areas defined as federally-designated reservations, Hawaiian homelands, Alaska Native Villages and U.S. Census Bureau-designated Tribal Statistical Areas.
C-D: Bank Holding Companies	Only applies to Bank Holding Company Applicants who intend to carry out the activities of an award through their Subsidiary Insured Depository Institutions.	The Applicant should enter the name and EIN of the Subsidiary Insured Depository Institution that will carry out the activities of the award. The Subsidiary Insured Depository Institution's EIN is not the same as the Bank Holding Company EIN. (Please note that for Bank Holding Company Applicants, the EIN in the Applicant's SF-424 and AMIS profile should still be that of the Applicant Bank Holding Company, not the EIN of the Subsidiary Insured Depository Institution.) The Applicant should also enter the mailing address, Regulator name, and Regulator ID # of the Subsidiary Insured Depository Institution. Note: View additional guidance below .
E: Applicant Contact Details	Applicants designate Application Points of Contact.	The Application Point of Contact will receive all communications from the CDFI Fund regarding this Application and if successful, the associated award. The CDFI Fund recommends designating at least two Points of Contact.

Section 3 Subsection	Description	Notes/Guidance
F: Applicant Verification	Auto-populated fields regarding the Applicant's program eligibility.	<p>All fields in this subsection should be pre-populated based on information provided by the Applicant in its Organization Profile in AMIS. Applicants should verify information in the Organizational Profile prior to starting the Application in AMIS. If any information is incorrect, you must return to your Organization Profile in AMIS to edit it.</p> <p>Note that for item 3, the Total Asset Size (\$) field is a "static" field that captures the value that was entered into the Total Asset Size field on your Organization Profile page at the time the Application was launched. It is used to validate that a CDFI-FA Applicant has correctly launched either a SECA or Core Application, per the Total Asset Size thresholds published in Table 8 of the CDFI Program NOFA. Applicants are instructed to update the Total Asset Size prior to launching an Application in this guidance document in the section "Organization Profile." Some Applicants miss this step. However, as long as your change in Total Asset Size does not impact whether your organization is eligible to apply under SECA versus under Core, it is not a problem that your previous Total Asset Size is displaying on the Application Verification page of the FA Application—no corrective action is needed. If the change would impact your eligibility in terms of SECA versus Core, you must correct the Total Asset Size before launching a new Application.</p> <p>Note for SECA-eligible Applicants: If your organization is eligible for CDFI-FA in the SECA category, but wishes to apply under the Core category (i.e., to request more than the SECA maximum of \$700,000), you must elect this by selecting the 'Core FA Application' type upon Application launch in AMIS. If you don't see the option to select your desired Application type, you must contact the CDFI Fund for assistance prior to launching your Application. The CDFI Fund will not change the Application type (Core FA or SECA FA) after you have launched the Application.</p>
G: Applicant Verification (Confirm Regulator) – <i>Regulated Applicants Only</i>	Auto-populated fields regarding the Applicant's Regulator.	All fields in this subsection should be pre-populated based on information provided by the Applicant in its Organization Profile in AMIS. Applicants should verify information in the Organizational Profile prior to starting the Application in AMIS. If any information is incorrect, Applicants must return to their Organization Profile in AMIS to edit it.
H: Environmental Review Criteria	All Applicants to the CDFI Program or NACA Program must complete the Environmental Review Form and Assurances and Certifications as part of their AMIS online Application submission.	This subsection contains questions regarding the CDFI Fund's environmental review requirements as set forth in 12 CFR part 1815 in order to assure compliance with those regulations and other requirements related to the environment.

Section 3 Subsection	Description	Notes/Guidance
		<p>Review the Forms, Assurances, and Certifications Guidance document (found in the Application materials on the CDFI Fund's website) for instructions and guidance on completing the Environmental Review Form.</p> <p>If an Applicant is unable to respond "Yes" to all Assurances and Certifications, it must attach a statement that contains an explanation.</p>
I: 501(c)(4) Questionnaire	Only applicable to Applicants that have a Nonprofit-501(c)(4) designation from the IRS.	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 CDFI Fund (see 2 U.S.C. 1601, et al.). A full list of instructions can be found in the Forms, Assurances, and Certifications Guidance (found in the Application materials on the CDFI Fund's website) for instructions on completing the 501(c)(4) Questionnaire, as well as full question text.
J: Associated SF-424 Record	To attach the SF-424 Mandatory Form to the Application.	<p>After the SF-424 Mandatory Form is accepted in Grants.gov, a copy of the form will automatically be transferred into the Applicant's Organization Profile in AMIS. The Applicant must then link the SF-424 to its CDFI Program or NACA Program Application.</p> <p>Applicants' AMIS record and Grants.gov record are linked by the Organizational UEI (Field 7.c). Please ensure these numbers match in both systems to ensure that AMIS will be able to retrieve the SF-424 from Grants.gov.</p> <p>Applicants are strongly encouraged to link their SF-424 Form in the AMIS Application prior to proceeding with other sections of the Applications. For detailed instructions on how to do this, please refer to the AMIS Training Manual for CDFI Program and NACA Program: FA Applicants (found in the Application materials on the CDFI Fund's website).</p>
K: Community Partnership	Applicants indicate whether or not they are applying with a Community Partner, and, if so, the name of the Community Partner.	<p>Applicants applying with a Community Partner must attach their Community Partnership Agreement in this subsection.</p> <p>Note: View additional guidance below.</p>
L: Total Time to Complete Application (Estimate)	The total number of hours spent to complete the Application, including time spent gathering and compiling the information as well as entering it into AMIS.	<p>Please note that other activities 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 estimate.</p> <p>Applicants should complete this field once they are ready to submit their Application so that the hours accurately reflect the time spent on the Application. This information helps the</p>

Section 3 Subsection	Description	Notes/Guidance
		CDFI Fund understand the Application process and further refine the guidance materials.
M: Associated Title VI Worksheet	To attach the required Title VI Compliance Worksheet to the Application.	<p>The Title VI Compliance Worksheet is a CDFI Fund requirement and must be submitted via AMIS by the applicable deadline in the NOFA.</p> <p>For instructions on how to complete the Title VI Compliance Worksheet, the CDFI Fund Title VI Compliance Worksheet Training Manual can be found here: Title VI Compliance Worksheet Training Manual. Additionally, the CDFI Fund Title VI FAQ is available here.</p> <p>After the Title VI Compliance Worksheet is completed in the Applicant's Organization Profile in AMIS, the Applicant must then link the Title VI Compliance Worksheet to its CDFI Program or NACA Program Application. For details, please refer to the instructions in the Application in AMIS (Section 3, Subsection M).</p> <p>Please note that the Title VI Worksheet you link here must be for the calendar year 2025.</p> <p>Important note for DIHC Applicants: Per the NOFA, the Subsidiary Insured Depository Institution through which the Applicant intends to carry out this award must also submit a Title VI Worksheet. Note, the Applicant will only be able to link the Title VI Compliance Worksheet for the DIHC Applicant to the CDFI Program or NACA Program Application. The Subsidiary Insured Depository Institution must create a Title VI Worksheet in AMIS for the calendar year 2025 by the deadline specified in the NOFA. Although the Subsidiary Insured Depository Institution's worksheet cannot be attached directly to this Application, it is still an eligibility requirement and must be submitted in AMIS by the date specified in the NOFAs. After the submission deadline, the CDFI Fund will verify whether the Title VI Compliance Worksheet was submitted for the Subsidiary Insured Depository Institution as well.</p>

Additional Guidance on Bank Holding Companies: A Depository Institution Holding Company (DIHC) is defined as a Bank Holding Company or a Savings and Loan Holding Company. For the purposes of this Application, any DIHC should consider themselves a Bank Holding Company and follow instructions for Bank Holding Companies.

Additional Guidance on Community Partners:

- ***For HP-FA Only Applications:*** Applicants for an HP-FA award with no Base-FA award request are not eligible to apply with a Community Partner.
- Applicants should review the eligibility criteria for FA Applicants with Community Partners outlined in Table 8 of the applicable NOFA.
- Applying with a Community Partner is optional for FA Applicants. **Applicants will not receive any preference in the Application evaluation process if they are applying with a Community Partner.**

A **Community Partner** is a non-CDFI organization that provides loans, Equity Investments, or Development Services, and enters into a Community Partnership (defined below) with a CDFI Applicant. A Community Partner may include a Regulated Institution, a nonprofit or for-profit organization, State or local government agency, a quasi-governmental entity, or an investment company authorized to operate pursuant to the Small Business Investment Act of 1958. A Community Partner may not apply for its own award under the FY 2025 CDFI Program and/or NACA Program funding rounds or apply as a Community Partner for more than one Application submitted under the FY 2025 CDFI Program and/or NACA Program funding rounds. However, a NACA Program FA Applicant that also submits a CDFI Program FA Application can use the same Community Partner in each Application.

A **Community Partnership** is a formal arrangement, as evidenced by a written partnership agreement (e.g., Memorandum of Understanding), between an FA Applicant and non-CDFI Community Partner organization. The Community Partnership must be designed to accomplish one or more of the strategic goals discussed in the Business Strategy section of the FA Applicant's Application and be integral to the successful completion of the FA Applicant's strategic goal(s). The Community Partnership should be such that the FA Applicant's strategic goal(s) and ultimately, the selected FA Objective, would not be achievable without the direct input and/or assistance of the Community Partner.

An FA Applicant that collaborates or coordinates with a non-CDFI organization to achieve the strategic goals detailed in the Application is **not** required to apply as a Community Partnership. Applicants that apply with a Community Partnership will be evaluated based on the same criteria as Applicants that apply without a Community Partnership. Applicants are advised to only apply as a Community Partnership if they believe that the partnership is integral to accomplishing their strategic goals and will enhance their Application.

If selected to receive a Base-FA award, the CDFI Recipient will be solely responsible for carrying out the activities described in its Application and complying with the terms and conditions of the Assistance Agreement. The Community Partner will not be a co-Recipient of the award. As such, the CDFI Recipient will be prohibited from using the Base-FA award to fund any activity carried out directly by the Community Partner or an Affiliate or Subsidiary thereof. Community Partners may not be compensated using the 15% of funds that may be used for direct administrative expenses, as these expenses must be incurred by the CDFI Applicant to directly support an FA eligible activity. Please see the applicable NOFA for definitions of FA eligible activities. In addition, a Community Partner may not be considered a Contractor for the purposes of receiving compensation for any Development Services it may provide to customers to achieve the selected FA Objective.

Applying as a Community Partnership

Example 1: East Coast CDFI has a strategic goal of increasing its small business lending by 20% over three years. East Coast CDFI has a partnership agreement in place with a local non-CDFI bank that will refer to the CDFI all small business loan candidates that do not meet the bank's criteria for approval. East Coast CDFI chooses to apply as a Community Partnership with the local bank as its Community Partner. East Coast CDFI will explain in its narrative how the referrals from the local bank Community Partner will ensure that its strategic goal of increasing small business lending is achieved.

Example 2: West Coast CDFI has a strategic goal to provide a new mortgage loan product. West Coast CDFI has a partnership agreement in place with a non-CDFI nonprofit organization that will provide free homeownership counseling services to the CDFI's mortgage loan Applicants. West Coast CDFI chooses to apply as a Community Partnership with the nonprofit organization as its Community Partner. West Coast CDFI will explain in its narrative how the homeownership counseling provided to potential borrowers and borrowers will support the growth of the new mortgage loan product.

The Financial Assistance Narratives section of this document contains additional guidance on how Applicants applying with a Community Partner should address the Community Partnership in the narrative questions of the Application.

HP-FA and Base-FA

Completing this section is mandatory for all Applicants, not just Applicants interested in an HP-FA award.

This section determines how you will complete the rest of the Base-FA Application: either as an Applicant applying for a Base-FA award (with or without an HP-FA supplemental award request) or as an Applicant applying for HP-FA only without a Base-FA award request.

All Applicants must respond "Yes" to at least one question in this section to submit a complete FA Application.

If you are applying for:

- A Base-FA award (with or without other supplemental award requests), and you do not want to apply for HP-FA:
 - Reply "Yes" to Question 1 and "No" to Question 2
- A Base-FA award, and you want to apply for HP-FA as a supplemental award:
 - Reply "Yes" to both Question 1 and Question 2
 - Enter your HP-FA award request amount in the 2.1 field
- Only HP-FA with no Base-FA award request:
 - Reply "No" to Question 1 and "Yes" to Question 2
 - Enter your HP-FA award request amount in the 2.1 field

After making your selection, click "Save" and proceed with the rest of the Application.

WARNING: Check your work! Answering “No” to Question 1 in this section will hide sections of the AMIS Application that are not relevant to HP-FA only Applicants, but which Base-FA Applicants need to complete. Applicants should check that they made the correct selections in this section to ensure they are completing the right version of the Application.

If you accidentally save the wrong response in this section, you can go back to edit the responses to display the version of the Application you wish to complete. **You will not be able to edit your selection after submitting the AMIS Application to the CDFI Fund.**

For All HP-FA Applicants: In addition to completing the AMIS FA Application, all HP-FA Applicants will also need to submit the Excel HP-FA Application component as an attachment to an AMIS Service Request by the deadline in the NOFA. Guidance on completing the Excel component of the HP-FA Application will be shared at a later date on the CDFI Fund's website.

Section 4: Financial Assistance Request Details (Base-FA)

For HP-FA Only Applications: This section will not appear for Applicants requesting only an HP-FA award with no Base-FA award request.

This section contains the following subsections:

Table 10 – Section 4: Financial Assistance Request Details (Base-FA)

Section 4 Subsection	Description	Notes/Guidance
A: Calculate Maximum Award Request	Calculates the Applicant’s maximum possible Base-FA award request, taking into consideration the three-year, \$5 million funding cap for the CDFI and NACA Programs.	<p>As detailed in the applicable NOFA, the CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards, in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period.</p> <p>This subsection contains a field that automatically calculates the total amount of FA and TA award funds received by the Applicant (excluding award funds received by Affiliates and Subsidiaries and excluding DF-FA and HFFI-FA awards) in the last funding round (FY 2024). The CDFI Fund did not conduct a funding round in FY 2023.</p> <p>Applicants must enter the total amount of FA and TA award funds received by their Affiliates and Subsidiaries in the last funding round (FY 2024).</p>

Section 4 Subsection	Description	Notes/Guidance
		This information is used to determine the Applicant's maximum Base-FA award request amount.
B: Financial Assistance Request (Base-FA)	<p>The official amount being requested for Base-FA. Applicants enter:</p> <ul style="list-style-type: none"> Base-FA Request Amount 	<p>Award amount requests must be in multiples of \$1,000. For example, Applicants can request \$572,000, but not \$572,316.</p> <p>AMIS will run a validation on the Base-FA Request Amount, after the Applicant completes its Application Financial Data (see next section). This validation will utilize the Applicant's "Total Portfolio Outstanding as of the most recent fiscal year end audit" and the Applicant's type (Core, SECA, or NACA) to generate a maximum award amount. See Table 8 of the NOFA and the FY 2025 AMIS Training Manual for CDFI Program and NACA Program: FA Applicants for calculations and more information.</p> <p>Note that the amount that the Applicant enters also becomes a value in Performance Goal and Measure (PG&M) 5-1, which states that the Applicant must spend 100% of their Base-FA Request Amount on eligible activities prior to the end of the Period of Performance.</p> <p>Please note that this PG&M 5-1 looks at the actual spending of the award money of a Base-FA award, not the total volume of Financial Products closed that are measured in FA Objective PG&Ms of 1-1, 1-3, and 1-4 (if you selected one of these FA Objectives).</p>
B: Financial Assistance Request (Base-FA) (cont.)	<p>The official amount being requested for Base-FA. Applicants enter:</p> <ul style="list-style-type: none"> Base-FA First Payment Amount Request 	<p>The anticipated first payment amount is the estimated amount of the requested Base-FA award that the Applicant expects to expend on eligible activities and eligible line(s) of business during the first 12 months of the Period of Performance.⁷ The award announcement signifies the commencement of the Period of Performance. The first payment amount will determine the initial payment of Base-FA award funds for FA award Recipients. First payment amounts must be greater than zero and in multiples of \$1,000.</p> <p>Applicants should not include HFFI-FA, DF-FA, PPC-FA, or HP-FA awards in the Base-FA first payment amount. Applicants can apply for Supplemental FA awards of HFFI-FA, DF-FA, and/or PPC-FA by entering request amounts in Section 20: Supplemental FA Applications of the Application. Applicants can apply for HP-FA by entering their request amount in the "HP-FA and Base-FA" section of the Application. Please refer to</p>

⁷ See the applicable NOFA for definitions of FA eligible activities and list of eligible lines of business.

Section 4 Subsection	Description	Notes/Guidance
		<p>the applicable NOFA for more information on minimum and maximum request amounts for each funding category.</p> <p>Note that the amount the Applicant enters is used to calculate a value for PG&M 5-1, which states that the Applicant must spend 90% of its Base-FA first payment amount on eligible activities by the end of the first year of the Period of Performance.</p> <p>Please note that this PG&M 5-1 looks at the actual spending of the award money of a Base-FA award, not total volume of <u>Financial Products closed that are measured in FA Objective PG&Ms of 1-1, 1-3, and 1-4 (if you selected one of these FA Objectives)</u>.</p>

Section 5: Not Applicable to FA

Please proceed to the next section.

Section 6: Application Financial Data

This section contains the following subsections:

Table 11 – Section 6: Application Financial Data

Section 6 Subsection	Description	Notes/Guidance
A: Verify Financial Institution Category	Applicants verify their financial institution category.	Pre-populated field. If this information is not correct, the Applicants must edit or update the information directly on their Organization Profile page in AMIS before continuing with the Application.

Section 6 Subsection	Description	Notes/Guidance
B: Financial Attachments (Unregulated Applicants Only)	Unregulated Applicants (loan funds, venture capital funds, and other non-Regulated Institutions) should attach the required attachments in the Application Financial Data section of the Application in AMIS.	<p>Required Attachment:</p> <p><i>Complete, Final Audited Financial Statements for the Applicant's Three Most Recent Historic Fiscal Years:</i> The financial statements should be for the CDFI Applicant itself. If the Applicant's financial statements are consolidated with other entities, then you must either (1) attach the unconsolidated versions, or (2) note within the attachment where in the financial statements the unconsolidated information is located.</p> <ul style="list-style-type: none"> • <i>For any years where neither audited nor unaudited financial statements are available</i> because the Applicant is newly formed and does not have financial history for the full historic period, an Applicant may submit a letter signed by an authorized representative stating that the organization was recently founded and does not have sufficient financial history to submit financial statements for the full three-year historic period. • <i>For any years where audited financial statements are not available but unaudited financial statements are available</i> because a) the Applicant is or was too small to warrant the creation of audited financial statements and/or b) the Applicant is or was newly formed, the Applicant may submit unaudited financial statements along with a letter signed by an authorized representative stating that audited financial statements were not created for the applicable financial year(s). The letter should include detailed explanation about the size of the organization and/or the organization's lack of financial history that led to the decision to not create audited financial statements.

Section 6 Subsection	Description	Notes/Guidance
C: Management Letter Attestation (Q1) (Unregulated Applicants Only; Conditionally Required)	Will display for Unregulated Applicants	<p>This subsection contains components needed to provide the Management Letter Attestation within AMIS.</p> <p>Please read the three options below and select the option that describes the Applicant from the drop-down box. None of these selections require an attachment. (You do not need to upload your Management Letter if you have one.)</p> <p>1A. Applicant is a new and/or nascent CDFI without Audited Financial Statements or a Management Letter.</p> <p>1B. Applicant has a Management Letter.*</p> <p>1C. Applicant does not have a Management Letter.</p> <p><i>*Note on Management Letters:</i> The Management Letter is prepared by the Applicant’s auditor and is a communication on internal control over financial reporting, compliance, and other matters. The Management Letter contains the auditor’s findings regarding the Applicant’s accounting policies and procedures, internal controls, and operating policies, including any material weaknesses, significant deficiencies, and other matters identified during an audit. The Management Letter may include suggestions for improving identified weaknesses and deficiencies and/or best practice suggestions for items that may not be deemed weaknesses or deficiencies. The Management Letter may also include items that are not required to be disclosed in the annual audited financial statements. The Management Letter is different than the auditor’s Opinion Letter, which is required by Generally Accepted Accounting Principles (GAAP). Management Letters are not required by GAAP and are sometimes provided by the auditor as a separate letter from the Audit itself. The Management Letter is NOT a letter from the Applicant to its auditor, nor is it an introductory letter from an auditor.</p>

Section 6 Subsection	Description	Notes/Guidance
D: Management Letter Attestation (Q2&Q3)	Will display for Unregulated Applicants that select 1B or 1C in the previous subsection, C: <i>Management Letter Attestation</i> .	<p><u>Audit Opinion and Findings</u>: Please read the two options and select the option that describes the Applicant from the drop-down box.</p> <p>2A. Applicant with Unqualified Opinion and no audit findings.</p> <p>2B. Applicant with Qualified Opinion and/or audit findings.</p> <p><u>Additional Items</u>: Please read the two options and select the option that describes the Applicant from the drop-down box.</p> <p>3A. Applicant with no additional items to report.</p> <p>3B. Applicant with additional items to report.</p>
E: Management Letter – Items to Report (Unregulated Applicants Only; Conditionally Required)	Will display for Unregulated Applicants that select “3B” in the previous subsection, D: <i>Management Letter Attestation (Q2&Q3)</i>	Add a new row for each issue to report, entering a name for the issue, selecting a type of issue from the drop-down menu, and writing narratives for both the description of the issue and the steps the Applicant is taking to address the concern.
F: Application Financial Data	Applicants will enter financial data for three most recent historic fiscal years, the current fiscal year, and three projected fiscal years. Applicants need to manually enter the numbers in the Application in AMIS.	<p>Applicants should complete the Application Financial Data section prior to completing the FA Objectives sections.</p> <p>The data entered should reflect the financial position of the Applicant, excluding Affiliates or Subsidiaries. In the case of Bank Holding Company Applicants that intend to carry out the activities of an award through their Subsidiary Insured Depository Institution, the Subsidiary Insured Depository Institution’s financial information should be used.</p> <p>Note: See Additional Guidance on Application Financial Data below for additional guidance on this subsection, including fiscal-year specific financial information and important notes. Applicants should also refer to the information in Appendix A: Application Financial Data Inputs for definitions and further guidance for completing the Application Financial Data section.</p>
G: NACA Investment Activities (NACA Applicants Only)	NACA Applicants must enter on-balance sheet loans closed in Native Communities for the three historic fiscal years, current fiscal year, and three projected fiscal years of financial data.	For NACA Program Applicants only.

Section 6 Subsection	Description	Notes/Guidance
H: Financial Data Certification	Applicants must certify that the financial data provided in the Application Financial Data section is complete and accurate before proceeding to the next section of the Application.	Your financial inputs in the Application Financial Data section will impact calculations made in subsequent sections of the Application. Omitting or modifying any of this data later may impact these calculations.

Additional Guidance on Application Financial Data

*The following provides additional guidance on the Application Financial Data subsection. Applicants should also refer to **Appendix A: Application Financial Data Inputs** for definitions and further guidance for completing the Application Financial Data section.*

Required Financial Information

Table 12 can be used as a guide in determining the financial information that is required based on the Applicant's fiscal year end date.

Table 12 – Required Financial Information by Fiscal Year End

Fiscal Year End	Required Financial Information
On or after 1/1 and prior to 9/30 or 9/30 (with final FY 2024 Audited Information)	<ul style="list-style-type: none"> FY 2022, FY 2023, and FY 2024 audited financial information entered as historic years. Thus FY 2024 is the "most recent historic year," also called Historic Year 1 in AMIS. FY 2025 financial information, as of December 31, 2024, entered as the current year. FY 2026, FY 2027, and FY 2028 financial information as projected years.
9/30 (without final FY 2024 Audited Information) or On or after 10/1 through 12/31	<ul style="list-style-type: none"> FY 2021, FY 2022, and FY 2023 audited financial information entered as historic years. Thus FY 2023 is the "most recent historic year," also called Historic Year 1 in AMIS. FY 2024 financial information, (as of September 30, 2024 for Applicants with 9/30 FYE and as of December 31, 2024 for Applicants with a FYE on or after 10/1), entered as the current year. FY 2025, FY 2026, and FY 2027 financial information as projected years.

Note about Current Year Financial Statements: If available, provide audited financial statements for your organization's current year. If audited financial statements are not available for your current year, provide unaudited financial statements.

Note for Applicants without Three Years of Historic Financial Information: Applicants that do not have three full years of historical financial information should enter zero (0) for any field without data. Applicants will not be able to submit their Application without the data fields for all seven years of Application Financial Data completed.

Note for Unregulated Applicants with Consolidated Financial Statements: Unregulated Applicants with consolidated statements should use the unconsolidated information of the Applicant that will expend and carry out the activities of the FA award when completing the Application Financial Data section. The data entered should reflect the financial position of the Applicant, excluding Affiliates or Subsidiaries.

Note for Regulated Applicants: Regulated Applicants should not use information from audited financial statements. Instead, Regulated Applicants should use information from their respective Call Reports to complete the historic year financial data records. See [Appendix A: Application Financial Data Inputs](#) for further guidance.

Note for Bank Holding Company Applicants: Bank Holding Company Applicants that *intend to carry out the activities of an award through their Subsidiary Insured Depository Institution* should use the financial information of the Subsidiary Insured Depository Institution when completing the Application Financial Data section.

Note about On-Balance Sheet Loans: Loans that an Applicant may have originated, but then sold or participated out (i.e., "sold but serviced") are not to be counted in the "total on-balance sheet loans." Only the amount of the Applicant's capital that is at risk is to be included in the On-Balance Sheet Loan entry.

Note about Loan Portfolio and Equity Investment Information in Eligible Market(s) and/or approved Target Market(s): The following guidance only applies to Loan Portfolio and Equity Investment information in Eligible Market(s) and approved Target Market(s), specifically the following Application Financial Data input fields in AMIS (item numbers from [Appendix A: Application Financial Data Inputs](#) are included after each field for ease of reference): Total On-Balance Sheet Loan Portfolio in an Eligible Market and/or Target Market (23); On-Balance Sheet Loans Closed in Eligible Market and/or Target Market (27); On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (38); Total On-Balance Sheet Loan Guarantees Outstanding in an Eligible Market and/or Target Market (40); Total Equity Investments Portfolio in an Eligible Market and/or Target Market (47); and Total Equity Investments Closed in Eligible Market and/or Target Market (49):

- Applicants should only include on-balance sheet activity and should only include FA eligible activities, as defined in the NOFA, in the above Application Financial Data input fields. For example, Applicants should not include Individual Development Accounts (IDAs).
- Further, Applicants should not include loan portfolio or investment activity related to PPC-FA, DF-FA, HFFI-FA, and/or HP-FA supplemental awards in any of the seven years of financial input data (i.e., historic, current, and projected fiscal years) in the above fields. These fields will be used to calculate FA Objective PG&Ms, and activity counted toward PPC-FA, DF-FA, HFFI-FA, and/or HP-FA PG&Ms cannot be counted toward FA Objective PG&Ms and vice versa. Applicants should keep in mind that the PG&M requirements for PPC-FA, HFFI-FA, DF-FA, and HP-FA are equivalent to their respective award sizes. Therefore, Applicants should only exclude the amount of their PPC-FA, HFFI-FA, DF-FA, and/or HP-FA award requests from the Loan Portfolio and Equity Investment Application Financial Input data input fields specified above.

Entering Loan Portfolio or Investment Activity Intended for PPC-FA in Application Financial Data

Example: Mountain Community CDFI projects it will close \$10 million in loans in on-balance sheet Eligible and/or Target Markets over the award period, of which \$5 million in loans occurs in Persistent Poverty Counties (PPCs). Mountain Community CDFI is requesting a \$300,000 PPC-FA award, so it will exclude \$300,000 from its Base-FA projections. Its total projections would be \$9.7 million for the financial data field "On-Balance Sheet Loans Closed in an Eligible and/or Target Market" (line 27 in Appendix A), under the "Loan Portfolio" header.

Please note that all other Application Financial Data input fields in the Loan Portfolio and Equity Portfolio groupings of the Application Financial Data inputs should reflect the Applicant's entire Loan Portfolio and Equity Portfolio.

Note about On-Balance Sheet Financial Products Closed in PPCs: The Application Financial Data inputs asks for information related to on-balance sheet Financial Products (loans, Equity Investments, and loan guarantees) closed or projected to be closed in PPCs. For these fields, Applicants should only include on-balance sheet Financial Products in PPCs serving Eligible Market(s) and/or approved Target Market(s). This PPC information should be included within the Loan Portfolio and Equity Investment information in Eligible Market(s) and/or approved Target Market(s) above. However, Applicants should also include their PPC-FA requests in these PPC fields. These fields will not be used to calculate PPC-FA PG&Ms in the Assistance Agreement but will be used by the CDFI Fund to assess historical and projected activity as a part of the PPC-FA Application evaluation.

Entering Loan Portfolio or Investment Activity in Application Financial Data: PPCs

Example: Continuing the above example of Mountain Community, its total projections closed in PPCs for this section would be \$5 million, which includes its \$300,000 PPC-FA award request. (Applicants do NOT need to subtract out their PPC-FA request here like they do above.) The \$5 million amount would be entered in the financial data field "On-Balance Sheet Loans Closed in PPCs Serving an Eligible Market and/or Target Market" (line 50 in Appendix A), under the "Persistent Poverty County Activities" header.

Note for Capital Magnet Fund (CMF) Recipients: CMF Recipients should only include on-balance sheet CMF loans in Eligible Markets and/or Approved Target Markets in the financial data inputs if they intend to count these loans toward PG&Ms for an FA award.

Note for CDFI Rapid Response (CDFI RRP), CDFI Equitable Recovery Program (CDFI ERP), and Small Dollar Loan Program (SDL Program) Recipients: CDFI RRP, CDFI ERP, and SDL Program Recipients may not count transactions used to meet their PG&Ms under the CDFI RRP, CDFI ERP, and/or SDL Program toward any of their PG&Ms for an FA award under the CDFI Program and/or the NACA Program. Therefore, Applicants should not include loan portfolio or investment activity intended for CDFI RRP, CDFI ERP, and/or SDL Program PG&Ms in any of the seven years of Application Financial Data (i.e., historic, current, and projected fiscal years) in the following financial input fields (item numbers from [Appendix A: Application Financial Data Inputs](#) are included after each field for ease of reference). Including transactions intended for CDFI RRP, CDFI ERP, and/or SDL Program PG&Ms in the following fields could cause the Applicant's historic activity (which is used for FA Objective floor calculations) and/or projected activity (which is used for PG&M calculations) to be inflated.

- Total On-Balance Sheet Loan Portfolio in Eligible Market(s) and/or Approved Target Market (Item 23);
- On-Balance Sheet Loans Closed in Eligible Market(s) and/or Approved Target Market (Item 27);
- On-Balance Sheet Loan Guarantees Made in Eligible Market(s) and/or Approved Target Market (Item 38);
- Total On-Balance Sheet Loan Guarantees Outstanding in Eligible Market(s) and/or Approved Target Market (Item 40);

- Total Equity Investments Portfolio in Eligible Market(s) and/or Approved Target Market (Item 47); and
- Total Equity Investments Closed in Eligible Market(s) and/or Approved Target Market (Item 49).

Please note that all other Application Financial Data fields in the Loan Portfolio and Equity Portfolio groupings should reflect the Applicant's entire Loan Portfolio and Equity Portfolio.

Section 7: Current Financial Products

In this section, Applicants will identify the type of Financial Products they provided as of their most recent historic fiscal year by line of business.

The most recent historic fiscal year should be the same year as the most recent historic fiscal year in your financial data inputs in AMIS. This information helps the CDFI Fund understand the business model and types of access to credit/capital the Applicant is providing to the populations and communities it serves.

For each line of business, Applicants should provide a description of the Financial Products offered within that line of business and the amount of the portfolio outstanding in that line of business as of the most recent historic fiscal year. Applicants should provide this information about as many lines of business as applicable to their organization. **There should only be one entry for each line of business.**

Financial Product Lines of Business
<ul style="list-style-type: none"> • Commercial Real Estate • Small Business • Microenterprise • Community Facilities • Consumer Financial Products • Affordable Housing • Intermediary Lending to Nonprofits and CDFIs • Climate-Focused Financing • Other

When completing the *Current Financial Products* information, Applicants should only input **on-balance sheet activity in their approved Target Market(s) and/or Eligible Markets**. Applicants that do not track activity levels by Eligible Market should include information in their approved Target Market(s) only.

For the field *Current Financial Product Type*, Applicants should select the lines of business for the Financial Product being entered. Applicants can use the definitions in **Appendix B: Financial Assistance Glossary of Terms** for guidance on lines of business. The definitions apply to the FA Application only and should be used to assist Applicants in understanding the terms used within the Application.

Entering Current Financial Product Types by Lines of Business

Example: East Coast CDFI's total portfolio outstanding in Eligible Market(s) and its approved Target Market as of its most recent historic fiscal year is \$4,560,000. The portfolio is made up of the following: \$1,000,000 in first mortgage affordable housing loans, \$200,000 in second mortgage affordable housing loans, \$2,000,000 in loans to childcare facilities, \$250,000 in loans to health care facilities, and \$1,110,000 in loans to small businesses.

When completing the *Current Financial Products* section of the Application, East Coast CDFI would enter information for three lines of business: Affordable Housing, Community Facilities, and Small Business. East Coast CDFI would enter \$1,200,000 under Affordable Housing (first and second mortgages), \$2,250,000 under Community Facilities (childcare and health care), and \$1,110,000 under Small Business.

Section 8: Current Development Services

In this section, if applicable, Applicants will identify the types of Development Services they provided as of their most recent historic fiscal year by type of Development Service. This information helps the CDFI Fund understand each Applicant's business model and the technical assistance provided to improve access to credit and capital in the communities and populations the Applicant serves.

The most recent historic fiscal year should be the same year as the most recent historic fiscal year in the Applicant's financial data inputs in AMIS. **There should only be one entry for each type of Development Service.**

Development Services
<ul style="list-style-type: none">• Credit Counseling• Financial Education**• Homeownership Counseling• Business Technical Assistance• Real Estate Technical Assistance• Other

**** Note:** Although some financial education for youth under 18 years old does not fall under the definition of Development Services and thus is not eligible to support CDFI Certification, the CDFI Fund allows FA award funds to be used to provide such financial education. Financial education for youth means education designed to prepare youth to engage with the financial system. This includes accessing Financial Products when they are legally able to and accessing Financial Services offered by the Applicant or a third party. For more information on Development Services related to CDFI Certification, see the guidance materials on the CDFI Certification page on the CDFI Fund website.

Section 9: Key Personnel

In this section, Applicants will identify and discuss their key staff members, their board members, and any committees used by their CDFI.

If the Applicant has more than the maximum allowed key staff persons, board members, and/or committees, it should identify the key staff, board members, and committees that will be most critical to implementing the FA objective and strategic goals. This section contains the four subsections outlined in Table 13.

Table 13 – Section 9: Key Personnel

Section 9 Subsection	Maximum # Allowed	Notes/Guidance
A: Key Staff	Up to ten (10) Key Staff.	For each key staff person, Applicants should describe the key staff person's capacity, skills, and experience as it relates to his or her role in implementing the Applicant's selected FA Objective and strategic goals. Applicants must also attach key staff resumes in this section.
C: Board Members	Up to seven (7) Board Members.	For each board member, Applicants should describe the accountability of the board member to the CDFI's Target Market, the role of the board member, current source of accountability, and the expertise that the board member provides to the CDFI.
D: Committees	N/A	Select "Yes" if you have committees to enter. Select "No" if you do not have committees to enter.
E: Committees – Detail	Up to five (5) committees.	For each committee, Applicants should describe the committee's purpose and how it relates to the performance of the CDFI. Note that this subsection will not appear if you select "No" in subsection D above.

Section 10: Not Applicable to FA

Please proceed to the next section.

Section 11: Compliance Evaluation Questions

This section contains questions that are used to calculate an Applicant's Total Compliance Composite Score.

In order to ensure Applicants do not have major internal management or compliance deficiencies, the CDFI Fund will conduct a compliance risk evaluation for all Applicants. Please see [Appendix C: Compliance Evaluation Questions](#) for the specific questions and additional information.

Section 12: Beneficiary Snapshot

This section contains the two subsections outlined in Table 14.

Table 14 – Section 12: Beneficiary Snapshot

Section 12 Subsection	Description	Notes/Guidance
A: Beneficiary Snapshot Entry	Applicants provide demographic information about the populations they serve.	<p>Applicants will provide demographic information for clients and beneficiaries. This information helps the CDFI Fund understand the populations the Applicant is serving on a day-to-day basis and will be used to evaluate the level of distress in the areas where the Applicant is lending and/or investing.</p> <p>All information should be based on activities that occurred in the Applicant's most recent historic fiscal year. The most recent historic fiscal year should be the same year as the most recent historic fiscal year in the financial data inputs in AMIS.</p> <p>Also see Note about Demographic Data below.</p>
<p>Note about Demographic Data: Actual demographic data on the Applicant's clients and beneficiaries is preferred. However, income, racial/ethnic, and gender data may be estimated using proxies if actual figures are not available, or if due to regulatory reasons, your institution cannot collect certain data.</p> <p>As part of their response to narrative Question 2, Applicants are required to affirmatively state whether: 1) the data used in their Application represents actual demographic data on their clients and beneficiaries OR 2) whether the demographic data used represents proxy data. Applicants using proxy data must also provide a detailed explanation.</p> <p>For more information on using proxy data, see the notes and guidance in Table 25 - Section 19: Base-FA Application Narrative Questions, Question 2.</p> <p>When providing client and beneficiary data, keep in mind that the "client" is the direct Recipient of the Applicant's Financial Product, Financial Service, and/or Development Services; and the "beneficiary" is the end user benefiting from the Financial Product, Financial Services, or Development Service. Any member of the Applicant's Target Market and/or an Eligible Market should be counted as a beneficiary. Examples of beneficiaries include residents of affordable housing units and employees of small businesses that are either Low-Income, underserved, or meet Eligible Market criteria. Please refer to the examples below.</p> <p>Applicants should use the following income ranges for entering income characteristics of beneficiaries:</p>		
Beneficiary Type		Income Range
Above Moderate Income		Above 120% of Area Median Income (AMI)
Moderate Income		Above 80% up to and including 120% of AMI
Low-Income		Above 50% up to and including 80% of AMI
Very Low-Income		Above 30% up to and including 50% of AMI
Extremely Low-Income		Up to and including 30% of AMI
<p>Income Characteristics of Total Beneficiaries: Cumulatively, these five types must total the number of beneficiaries you report.</p> <p>Race/Ethnicity Characteristics of Total Beneficiaries:</p>		

Cumulatively, the race/ethnicity types listed in AMIS must total the number of beneficiaries you report. Any beneficiary whose race/ethnicity that is not listed should be counted in the category “Other.”

Other Characteristics of Total Beneficiaries:

These four categories will NOT necessarily add up to the total beneficiaries you report, since they are not mutually exclusive. In other words, a beneficiary could have more than one of these characteristics and thus be included in multiple fields. You may use the “Other Characteristics” category and description to highlight any additional populations you wish to highlight (optional).

Determining Clients and Beneficiaries

Example 1: East Coast CDFI made a loan to a health care center and the health care center served 500 patients as a result of the loan. For this transaction, there is one client and 500 beneficiaries.

Example 2: East Coast CDFI provided credit counseling to 250 potential homeowners who were both the direct recipient and beneficiary of a Development Service. In this case, there are 250 clients and 250 beneficiaries (each of the clients is also a beneficiary).

Example 3: One of East Coast CDFI’s borrowers has a second mortgage loan, a credit builder loan, and participated in a first-time homebuyer training. In this scenario, there are a total of three clients and three beneficiaries (two Financial Products and one Development Service).

Example 4: East Coast CDFI made a loan to a small business with 10 employees. Of the 10 employees, two are African American, two are Hispanic, and two are White; these six employees have incomes that would qualify as Low-Income. The other four employees are not members of East Coast CDFI’s Target Market or an Eligible Market (i.e., they are not members of an OTP, do not have incomes that qualify as Low-Income, and do not reside in an Investment Area). Therefore, only six of the 10 employees can be considered end users qualifying as beneficiaries. In this scenario, there is one client and a total of six beneficiaries.

Example 5: East Coast CDFI has a relocation assistance loan available to refugees in its Target Market. Last year East Coast CDFI had 21 individuals access this Financial Product. In this example, East Coast CDFI might enter “Refugees” in Other Characteristics Description and enter “21” in the number of beneficiaries with this “Other” characteristic that it specified.

Section 13: Introduction to FA Objectives

For HP-FA Only Applications: This section will not appear for Applicants requesting only an HP-FA award with no Base-FA award request.

In the FA Objectives section, the Applicant now begins discussing the future: how, if selected to receive a Base-FA award, the Applicant will use that award to expand or diversify how it operates. The CDFI Program and NACA Program NOFAs state that:

Base-FA award funds may be expended for activities serving:	Base-FA awards may be expended in the following five categories:
<ul style="list-style-type: none">• Commercial Real Estate• Small Business• Microenterprise• Community Facilities• Consumer Financial Products• Consumer Financial Services• Affordable Housing• Intermediary Lending to Nonprofits and CDFIs• Climate-Focused Financing• Other lines of business as deemed appropriate by the CDFI Fund	<ul style="list-style-type: none">• Financial Products• Financial Services• Loan Loss Reserves• Development Services• Capital Reserves

Financial Assistance Objectives, referred to as FA Objectives, are the goals the Applicant must meet if it receives a Base-FA award.

The Applicant must select only one of the FA Objectives listed in Table 15 as part of its Application. The FA Objective selected will shape how the Applicant will use its Base-FA award, and the Applicant will need to discuss how it plans to achieve its selected FA Objective in the *Financial Assistance Narratives* section of the Application. The specific FA Objective the Applicant selects will not make its Application more or less competitive. The Applicant should select the FA Objective that has achievable goals aligned with its business plan and strategic goals. The FA Objective will be evaluated as part of the Step 3: Business Plan Review and the Step 4: Policy Objective and Due Diligence Review.

Please note that the CDFI Fund has eliminated FA Objectives 1-5: New Financial Service(s) and 1-6: New Development Service(s). Regulated Applicants that want to add a new Financial Service may select FA Objective 1-2 if the new Financial Service will contribute to increased volume of Financial Services overall. Applicants that want to introduce new Development Services will still be able to use their FY 2025 FA award for new or existing Development Services; however, they must also select a PG&M to expand lending, introduce a new product, or serve a new geographic area or population, and explain how the Development Services support those objectives.

There are five different FA Objectives to choose from, as outlined in Table 15.

Table 15 – FA Objectives

FA Objectives
1-1: Increase Volume of Financial Products
1-2: Increase Volume of Financial Services**
1-3: New Geographic Area(s)
1-4: New Financial Product(s)
1-7: Serve New Targeted Population(s)

**Note: FA Objective 1-2: Increase Volume of Financial Services only applies to Regulated Applicants. Unregulated Applicants may not select this FA Objective.

FA Objectives in Practice

As Applicants prepare their business plans, they'll want to consider whether their goal with the FA award is to increase their current offerings or begin something new. The following are some examples of how the different FA Objectives might apply to an organization.

Increasing Financial Products or Financial Services: FA Objectives 1-1 and 1-2

For example, **FA Objective 1-1** is "Increase the Volume of Financial Products." Perhaps the Applicant provides loans to small businesses and has determined that increasing its loan loss reserves would allow it to make more loans. Or the Applicant originates first mortgage affordable housing loans to first-time homebuyers where demand has grown significantly, and it needs an infusion of lending capital to make more loans. These examples show how a Base-FA award could be used to leverage the Applicant's current offerings and increase the volume of its Financial Products.

Similarly, **FA Objective 1-2** is "Increase the Volume of Financial Services." For example, a credit union is looking to increase its membership and aims to provide 5,000 more checking and savings accounts by marketing its services to Low-Income, underbanked individuals in its community. Alternatively, a bank wants to add a new type of checking account product for first-time account holders in underserved communities looking to build or repair their credit score. This new Financial Service is projected to increase the overall volume of accounts, as it is targeted to people who currently don't have a banking account. These examples show how a Base-FA award could be used to increase the volume of a Regulated CDFI's Financial Services.

Expanding Products and Services: FA Objectives 1-3, 1-4, and 1-7

Many CDFIs also decide to apply for a Base-FA award to do something new, such as expanding to a new geographic area, providing a new Financial Product, or serving a new Targeted Population. If an Applicant's business goals and strategic plans sound more like the following examples, it should explore these FA Objectives.

FA Objective 1-3 is "New Geographic Area(s)." Perhaps the Applicant's Target Market is a large county. As it has grown and word of its success has spread, it has received inquiries and applications from clients in the

neighboring county. After planning and evaluation, the Applicant decides to seek a Base-FA award to intentionally expand into the new geographic area.

FA Objective 1-4 is “New Financial Product(s).” Maybe the Applicant has been providing small business loans for several years but is seeing a new need for smaller loan amounts and wants to start a microenterprise loan product. Or maybe the Applicant has historically provided first mortgages but finds client demand is growing for loans to renovate and rehabilitate older housing stock, so it would like to create a new product. Both of these examples would fit FA Objective 1-4.

Finally, **FA Objective 1-7** is “New Targeted Populations.” If the Applicant is not currently approved to serve qualifying populations, it might consider this FA Objective. The qualifying list is Low-Income Targeted Populations and the Other Targeted Populations (OTP) of African American, Hispanic, Native American, Native Hawaiian, Alaska Native, Other Pacific Islander, Filipino, Vietnamese, or Persons with Disabilities.

Selecting an FA Objective

The Applicant’s goals and business plans may fall under multiple objectives. For example, launching a new Financial Product (FA Objective 1-4) is also likely to increase the Applicant’s volume of Financial Products (FA Objective 1-1). An Applicant is only permitted to select one FA Objective, and no FA Objective is considered more competitive than another. If the Applicant receives an award, it will be held to Performance Goals and Measures for the FA Objective that it selects. An Applicant should carefully consider how it will describe its plans in the *Financial Assistance Narratives* section of the Application and select the FA Objective that makes the most sense and reflects how the Applicant intends to measure its progress.

Each FA Objective has specific metrics and considerations, discussed in more detail in their individual sections that follow.

Performance Goals and Measures

How will an Applicant know if it is achieving its objective? Each FA Objective translates into a Performance Goal and Measure (PG&M). If an Applicant is selected for a Base-FA award, the PG&M for the FA Objective selected will become part of the award’s Assistance Agreement. Typically, the PG&M will be broken down for each of the three years of the compliance period for the award (known as the Period of Performance). PG&Ms are calculated based on the Application Financial Data that the Applicant provides.

An important concept for all PG&Ms is the “floor,” which is the minimum amount needed to achieve the FA Objective. The floor(s) for the award will be calculated based on the historical Financial Data and amounts received from any CDFI Base-FA awards in the last two fiscal years (for FY 2025, this will only include Base-FA awards from the FY 2024 Funding Round since there was no funding round in FY 2023).

Calculating the Floor for PG&M 1-1				
Example: Harper Funds CDFI is applying for a Base-FA award for the first time and wants to select “FA Objective 1-1: Increase Volume of Financial Products.” Their historic Financial Data shows:				
<i>Financial Data Field</i>	<i>Historic Year 3</i>	<i>Historic Year 2</i>	<i>Historic Year 1</i>	<i>Total Historic</i>
Total On-Balance Sheet Financial Products Closed in Eligible Market and/or Target Market (\$)	\$5,000,000	\$6,000,000	\$7,000,000	\$18,000,000

Over the past three years, Harper Funds CDFI has closed \$18 million in “Total On-Balance Sheet Financial Products Closed in Eligible Market and/or Target Market.” They decide to apply for a \$1,000,000 Base-FA award. Adding these two figures together gives a floor of \$19 million.

The reasoning: Harper Funds CDFI closed \$18 million in the Financial Products measured for this FA Objective over its last three fiscal years. For the next three projected years, it should be able to close at least \$18 million by continuing their existing activities. If it receives a \$1 million award, it would also be expected to expend at least another \$1 million. So as Harper Funds CDFI makes its financial projections for the next three years, any sum over their floor (\$19M), would be considered an **increase** in volume, and therefore meet FA Objective 1-1.

Note: This is one example for illustrative purposes; floor calculations will differ based on the FA Objective selected and whether the Applicant received any Base-FA awards in its last two fiscal years. [Appendix D](#) of this Guidance document shows the calculations for floors and other relevant items for all five PG&Ms.

Completing the FA Objectives Section of the AMIS Application

Here is key information Applicants should keep in mind when selecting the FA Objective and completing the Application:

- Projected activity includes projected Financial Products closed for FAO 1-1 or projected Financial Services provided for FAO 1-2 during the three-year Period-of-Performance.
- Projected activity to meet PG&Ms **must be in Eligible Market(s) and/or the Applicant’s approved Target Market(s)**. However, this requirement does not apply to FA Objective 1-7: New Targeted Population(s) because the PG&Ms for FAO 1-7 are not based on projected activity.
 - Applicants that don’t track activity in Eligible Markets should only enter activity in their approved Target Market(s).
 - Please keep in mind that in order to maintain CDFI Certification status, an Applicant must continue to meet the required annual CDFI Certification benchmarks for financing activity to its approved Target Market(s). Applicants should review Certification requirements (available on the CDFI Fund’s website) for further information.
- The Applicant’s award may be **less than** the full requested Base-FA amount. The CDFI Fund will prorate the FA Objective PG&Ms in the Assistance Agreement based on the percentage of the award request versus the amount awarded. Note that the PG&Ms for FA Objective 1-1 are calculated slightly differently than the PG&Ms for FA Objective 1-2, 1-3, and 1-4, as illustrated in the following examples.

PG&Ms Are Reduced for Awards Less Than the Requested Amount for Base-FA

Example for FA Objective 1-1: Western CDFI requests a \$1,000,000 Base-FA award and selects “FA Objective 1-1: Increase Volume of Financial Products”. It projects \$30 million in “Financial Products closed in an Eligible Market(s) and/or its approved Target Market” over the three-year Period of Performance. Western CDFI is selected to receive a \$500,000 Base-FA award (or 50% of the requested

amount). Therefore, the PG&Ms in the Assistance Agreement for Western CDFI will be based on 50% of the projected \$30 million in Financial Products closed over the Period of Performance, or \$15 million. For FA Objective 1-1, the PG&M for the final year of the Period of Performance is calculated at **90%** of this adjusted benchmark, so Western CDFI will be required to close a total of \$13.5 million in Financial Products over the Period of Performance.

Example for FA Objectives 1-2, 1-3, and 1-4: Eastern CDFI requests a \$1,600,000 Base-FA award and selects “FA Objective 1-3: New Geographic Area.” It projects \$20 million in “Financial Products closed in the New Geographic Area” over the three-year Period of Performance. Eastern CDFI is selected to receive a \$1,200,000 Base-FA award (or 75% of the requested amount). Therefore, the PG&Ms in the Assistance Agreement for Eastern CDFI will be based on 75% of the projected \$20 million in Financial Products closed over the Period of Performance, or \$15 million. For FA Objectives 1-2, 1-3, and 1-4, the PG&M for the final year of the Period of Performance is calculated at **100%** of this adjusted benchmark, so Eastern CDFI will be required to close a total of \$15 million in Financial Products over the Period of Performance.

- Off-balance sheet activity cannot be used to meet PG&Ms. Therefore, Applicants **should not include off-balance sheet** activity in their projected financial activity for the FA Objectives in the Application.
- Activity counted toward FA Objectives PG&Ms **cannot** count toward the supplemental PPC-FA PG&Ms, HFFI-FA PG&Ms, DF-FA PG&Ms, and/or HP-FA PG&Ms, and vice versa.
- As part of the evaluation process, the CDFI Fund will evaluate the reasonableness of the projected activity levels for the selected FA Objective, taking into consideration the size of the award request and business plan (as outlined in the narrative response), which could impact the size of the award amount.

Introduction to FA Objectives Section in AMIS Application

*This section contains three subsections. Please note that if the subsections are not visible in your Application, you haven’t completed and validated the necessary fields in the preceding sections. **As detailed in the FY 2025 AMIS Training Manual for CDFI Program and NACA Program: FA Applicants and in the Application in AMIS, Applicants will need to complete and validate certain information in preceding sections prior to starting the FA Objectives sections.***

Table 16 – Section 13: Introduction to FA Objectives⁸

Section 13 Subsection	Description	Notes/Guidance
A: Base-FA Request Amount Verification	Certify the Base-FA Request Amount, as inputted in the previous corresponding AMIS section, is complete and accurate.	The data for the Base-FA Request Amount and Financial Data will be used to validate the selected FA Objective and to complete calculations based on the projected activity in the FA Objective. Because the following sections rely on data you have already entered in the Application, it is

⁸ For HP-FA Only Applications: This section will not appear for Applicants requesting an HP-FA award with no Base-FA award request.

Section 13 Subsection	Description	Notes/Guidance
		important that you complete all preceding sections before you start the individual FA Objective section.
B: FA Objective Selection	Applicants must select “Yes” for their chosen FA Objective and “No” for the remaining options.	
C: Application Financial Data Verification	Certify the financial data, as inputted in the previous corresponding AMIS section, is complete and accurate.	

In the following Application sections labeled for each FA Objective, Applicants should indicate whether or not their organization is selecting the FA Objective. For the FA Objective selected, you will be asked to provide additional information or review previously entered information in the Application, as applicable.

Applicants must complete the corresponding narrative question for the selected FA Objective in the *Financial Assistance Narratives* section of the Application. Applicants that do not complete the corresponding narrative question for their selected FA Objective may have their award size reduced or may be removed from award consideration as part of the due diligence review.

Note: Sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective will translate into PG&Ms in your award’s Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreement will have the final PG&Ms and all related terms and conditions.

Section 14: FA Objective 1-1: Increase Volume of Financial Products

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields. **For HP-FA Only Applications: This section will not appear for Applicants requesting only an HP-FA award with no Base-FA award request.**

Applicants that select this FA Objective must provide a narrative response to Question 4(a), Increase Volume of Activities, in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the Due Diligence review.**

Calculations appear on-screen in the AMIS Application. See also [Appendix D](#) for the formulas used in subsections.

Table 17 – Section 14: FA Objective 1-1: Increase Volume of Financial Products

Section 14 Subsection	Description	Notes/Guidance
A: FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-1: Increase Volume of Financial Products.</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p> <p>IF YES: Choose Yes/No, regarding whether you received an FA Award in the FY 2024 Funding Round with FAO 1-1 selected.</p>	<p>Applicants can select this FA Objective (FAO) if they plan on increasing the total amount of Financial Products closed over the three-year Period of Performance.</p> <p>To select this FA Objective, the Applicant must meet the related floor(s), showing that their planned financial activities are truly an increase. The following subsections go through those calculations.</p> <p>If the Applicant received a Base-FA Award in the FY 2024 Funding Round in which they had also selected FAO 1-1 to increase volume, an additional floor calculation applies.</p> <hr/> <p><i>Note for Depository Institution Holding Company Applicants that received an FA award under FAO 1-1 in the FY 2024 Funding Round: Only answer 'Yes' to this question if you applied for and received an FA award in the FY 2024 Funding Round on behalf of the same Subsidiary Insured Depository Institution that will carry out the activities of the FY 2025 award. If the Applicant received an FY 2024 award that was carried out by a different Subsidiary Insured Depository Institution than the FY 2025 Application, answer 'No' to this question.</i></p>
B: Calculate Total Financial Products Closed in Eligible/Target Market	<p>Data is displayed and calculated based on your inputs to the "Application Financial Data" section.</p>	<p>Note: <i>If an Applicant wants to make edits to any of the financial data displayed in these calculations, it must return to the "Application Financial Data" section, make edits there, and afterward, re-validate the data.</i></p>

Section 14 Subsection	Description	Notes/Guidance
<p>C: Past FA Award and New Net Increase Validation (Floor 2)</p> <p>Conditionally Required – may not be visible to all Applicants</p>	<p>Data is displayed and calculated to determine if you meet Floor 2 – that you have a “New Net Increase of Financial Products”.</p>	<p>This subsection applies if the Applicant received a Base-FA Award in FY 2024 Funding Round and selected FAO 1-1 to “Increase Volume of Financial Products”. For that award, the Applicant already has an Assistance Agreement in place with PG&Ms on increasing volume. Depending on your organization’s Fiscal Year End date, certain year (or years) of that award overlap with the Period of Performance of this Application. To meet the intent of this FA Objective, increasing volume, the proposed financial activity must exceed the amount the Applicant is already held to. In other words, you must have a positive number for your New Net Increase.</p> <p>If the Application does not pass this validation, the Applicant may not proceed with FAO 1-1. The Applicant must revise the projections in the Application Financial Data sections or choose a new FA Objective. See Appendix E for a sample calculation.</p>
<p>D: Verify Increase in Volume of Financial Products (Floor 1)</p>	<p>Data is displayed and calculated to determine if the Applicant meets Floor 1 – that there is an “Increase in Volume”.</p>	<p>This subsection verifies that the proposed activities meet the intent of the objective, namely an increase in volume.</p> <p>The floor is the minimum amount of Financial Products the Applicant would be expected to close. AMIS sums the Financial Product activity from the three historic years to get a “Historic Total Activity.” You’d be expected to close at least that much over the three projected years, plus the amount of the Base-FA award you’re requesting.</p> <p>If the calculated “Increase in Volume” is zero or a negative number, the Applicant may still proceed with FAO 1-1, but must provide a detailed justification as outlined in Section 14, Subsection E.</p>

Section 14 Subsection	Description	Notes/Guidance
<p>E: Anomalies in Historic Activity Due to Emergency Funding</p> <p>Conditionally Required – may not be visible to all Applicants</p>	<p>(1) Please enter the dollar amount of the On-Balance Sheet Historic Total Financial Products Closed in an Eligible Market/Target Market that represents activity directly tied to one-time emergency response funding. This amount cannot exceed the “Historic Total Activity of On-Balance Sheet Financial Products Closed in Eligible/Target Markets” in Section 14, Subsection D.</p> <p>(2) If the calculated “Increase in Volume” is zero or a negative number due to one-time emergency response funding, but you believe that your CDFI can justify that it meets the intent of this FA Objective absent the anomalous activity, then provide a written justification here. The justification should directly reference the amount entered. Please note that the CDFI Fund will analyze the justification to ensure it complies with internal policies and reserves the right to deem the Applicant ineligible for this FA Objective, which would impact the award recommendation.</p>	<p>Applicants whose projections do not exceed historic lending due to unusually high and anomalous historic activity can select FA Objective 1-1 only if the anomalous historic activity is tied to one-time funding related to emergency response (including natural disaster response and response to the COVID-19 public health emergency). However, Applicants must provide the dollar amount of historic activity that is related to the one-time emergency funding and a detailed justification.</p> <p>One-time funding related to emergency response refers to unexpected and limited or non-recurring funding received in response to an emergency or disaster declared by a federal, state, local, or tribal government agency or official. This includes, but is not limited to, a Presidentially declared emergency or major disaster.</p> <p>Anomalous activity, as defined by the CDFI Fund for this question, is historic on-balance sheet activity that resulted directly from the receipt of one-time or non-recurring emergency funding by the Applicant. For these Applicants, projections do not exceed their unusually high historic activity attributable to the anomalous emergency funding.</p> <p>For example, during the COVID-19 pandemic, some CDFIs received one-time funding through the Paycheck Protection Program (PPP) and therefore showed a higher volume of historic on-balance sheet lending because of their participation in the program that could not be sustained in future years.</p> <p>The following are examples of other extraordinary occurrences that are <u>not</u> considered valid anomalous historic activity and should not be included in the dollar amount entered in Question 1 or in the narrative response in Question 2 in this subsection: increased charge-offs and/or loan modifications, decreased demand, rising interest rates, operational or strategic changes, branch closures, supply chain disruptions, and/or economic downturn or general changes in the economic environment.</p>

Section 14 Subsection	Description	Notes/Guidance
<p>E: Anomalies in Historic Activity Due to Emergency Funding</p> <p>Conditionally Required – may not be visible to all Applicants (continued)</p>	<p>(continued)</p>	<p>Please Note: CDFI RRP and CDFI ERP Recipients should not include lending or equity investment activity attributable to CDFI RRP and CDFI ERP award funds in the “Anomalies in Historic Activity due to Emergency Funding” dollar amount or justification. As instructed in Additional Guidance on Application Financial Data, Applicants should not include transactions intended to count toward CDFI RRP and CDFI ERP PG&Ms in their historic activity or projections. Therefore, any unusually high and anomalous historic lending attributable to CDFI RRP and CDFI ERP award funds should already be excluded from the FAO 1-1 floor calculations.</p> <p>Unlike in prior funding rounds, the CDFI Fund will only consider anomalous historic activity due to one-time funding as a valid explanation and will not make exceptions to Floor 1 based on other related impacts of an emergency, disaster or for other reasons. Applicants who determine they are unable to meet Floor 1 due for reasons that are not directly tied to anomalous historic activity as described above should select a different FA Objective.</p> <p>Applicants must provide a detailed written narrative that clearly identifies the type of emergency, the geographic area impacted, and the entity that declared the emergency. The Applicant must also identify the specific funding received and clearly describe its connection to the emergency and the Applicant’s historic lending activity. Applicants should directly address the amount specified in Subsection E above in their response.</p> <p>Please Note: Inadequate justifications will jeopardize an Applicant’s ability to receive an FA award.</p>
<p>F: PG&M Calculation</p>	<p>Calculated values, not editable, displayed for your information and review.</p>	<p>Sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective will translate into PG&Ms in your Assistance Agreement. The sample PG&Ms are calculated based on your requested Base-FA amount. If the Applicant is awarded less than the full requested Base-FA amount, the CDFI Fund will prorate the FA Objective PG&Ms in the Assistance Agreement based on the percentage of the award request versus the amount awarded. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.</p>

Section 15: FA Objective 1-2: Increase Volume of Financial Services

Per the definition of Financial Services in the NOFA, only regulated Applicants are eligible to select this FA Objective.

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields. For HP-FA Only Applications: This section will not appear for Applicants requesting only an HP-FA award with no Base-FA award request.

Applicants that select this FA Objective must provide a narrative response to Question 4(a), Increase Volume of Activities, in the Financial Assistance Narratives section of the Application. Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the due diligence review.

Calculations appear on-screen in the AMIS Application. See also Appendix D for the formulas used in subsections.

Table 18 – Section 15: FA Objective 1-2: Increase Volume of Financial Services

Section 15: Subsection	Description	Notes/Guidance
A: FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-2: Increase Volume of Financial Services.</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p> <p>IF YES: Choose Yes/No, regarding whether you received an FA award in the last FY 2024 Funding Round with FAO 1-2 selected.</p>	<p>Applicants can select this FA Objective (FAO) if they plan on increasing the total number of Financial Services provided over the three-year Period of Performance. Applicants that want to add a new Financial Service can also select FA Objective 1-2 if the new Financial Service will contribute to increased volume of Financial Services overall.</p> <p>To select this objective, the Applicant must meet the related floor(s), demonstrating that their planned financial activities are truly an increase. The following subsections go through those calculations.</p> <p>If the Applicant received a Base-FA award in the FY 2024 Funding Round in which it selected FAO 1-2 to increase volume, an additional floor calculation applies.</p>

Section 15: Subsection	Description	Notes/Guidance
B: Verify Increase in Volume of Financial Services (Floor 1)	Data is displayed and calculated to determine if you meet Floor 1 – that you have an “Increase in Volume”.	<p>This subsection verifies that the proposed activities meet the intent of the objective, namely an increase in volume.</p> <p>The floor is the minimum amount of Financial Services the Applicant would be expected to provide. AMIS sums the Financial Service activity from the Applicant’s three historic years to get a “Historic Total Financial Services Provided”. The Applicant would be expected to provide at least that much over the three projected years.</p> <p>If the Application does not pass this validation, the Applicant may not proceed with FAO 1-2. The Applicant must revise the projections in the Application Financial Data sections or choose a new FA Objective.</p>
C: Past FA Award and New Net Increase Validation (Floor 2) Conditionally Required – may not be visible to all Applicants	Data is displayed and calculated to determine if you meet Floor 2 – that you have a “New Net Increase of Financial Services”.	<p>This subsection applies if the Applicant received a Base-FA award in FY 2024 Funding Round and selected FAO 1-2 to “Increase Volume of Financial Services”. For that award, the Applicant already has an Assistance Agreement in place with PG&Ms on increasing volume. Depending on the Applicant’s Fiscal Year End date, certain year (or years) of that award overlap with the Period of Performance of this Application. To meet the intent of this objective, increasing volume, the proposed financial service activity must exceed the amount the Applicant is already held to. In other words, the Applicant must have a positive number for the New Net Increase.</p> <p>If the Application does not pass this validation, the Applicant may not proceed with FAO 1-2. The Applicant must revise the projections in the Application Financial Data sections or choose a new FA Objective.</p>
D: PG&M Calculation	Calculated values, not editable, displayed for your information and review.	<p>Sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective will translate into PG&Ms in the Applicant’s Assistance Agreement. The sample PG&Ms are calculated based on the requested Base-FA amount. If the Applicant is awarded less than the full requested Base-FA amount, the CDFI Fund will prorate the FA Objective PG&Ms in the Assistance Agreement based on the percentage of the award request versus the amount awarded. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.</p>

Section 16: FA Objective 1-3: New Geographic Area(s)

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields. **For HP-FA Only Applications: This section will not appear for Applicants requesting only an HP-FA award with no Base-FA award request.**

Applicants that select this FA Objective must provide a narrative response to Question 4(b), Expand into New Geographic Area(s), in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the due diligence review.**

Calculations appear on-screen in the AMIS Application. See also [Appendix D](#) for the formulas used in subsections.

Table 19 – Section 16: FA Objective 1-3: New Geographic Area(s)

Section 16 Subsection	Description	Notes/Guidance
A: FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-3: New Geographic Area(s).</p> <p><i>Note: If No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p>	<p>Applicants can select this FA Objective (FAO) if they plan on serving one or more New Geographic Areas over the three-year Period of Performance.</p> <p>A New Geographic Area is an area that accounts for 5% or less of your total portfolio outstanding averaged over the three most recent historical fiscal years, as detailed below.</p> <p>If the Applicant received a Base-FA award in the FY 2024 Funding Round and selected FAO 1-3 for “New Geographic Area(s),” the Applicant cannot propose the same New Geographic Area(s) listed in the FY 2024 award. Applicants may select this FAO if the proposed New Geographic Area(s) is different than geographic areas selected in the FY 2024 award.</p>
B: Calculate Total Portfolio Outstanding (Three-Year Historic Average Activity)	<p>Data is displayed and calculated based on inputs to the “Application Financial Data” section.</p>	<p>Note: If the Applicant wants to make edits to any of the financial data displayed in these calculations, it must return to the “Application Financial Data” section, make edits there, and afterward, re-validate the data.</p>

Section 16 Subsection	Description	Notes/Guidance
C: New Geographic Area(s) <i>(Input the following data into the table for each New Geographic Area)</i>	<ul style="list-style-type: none"> New Geographic Area Name Select County or State of New Geographic Area 	<p>The New Geographic Area(s) must be a county, a state, or a U.S. territory. Applicants cannot select a smaller unit of geography than a county.</p> <p>Applicants can select multiple New Geographic Areas in their Application and must select a new entry for each county, state, or U.S. territory.</p> <p>The New Geographic Area can be within or outside of the Applicant's approved Target Market(s). Activity must be in an Eligible Market(s) in the New Geographic Area(s).</p> <p>Note: Adding a "New Geographic Area(s)" may or may not necessarily impact or change your CDFI's approved Target Market status.</p> <p>Note: See additional guidance below this table.</p>
	<ul style="list-style-type: none"> Projected Activity in the New Geographic Area over the next three Fiscal Years 	<p>This amount should only include on-balance sheet Financial Products projected to close in Eligible Markets and/or approved Target Market(s) in the New Geographic Area. This amount cannot be less than the Base-FA award. The dollar amount the Applicant provides will become a PG&M in the Assistance Agreement if the Applicant is selected for an award. This PG&M will include the <u>total dollar</u> amount of Financial Products projected to be closed by your CDFI in the New Geographic Area, not just the Base-FA award portion.</p>
	<ul style="list-style-type: none"> Portfolio Outstanding in Eligible/ Target Markets for the New Geographic Area (Three-Year Historic Average Activity) 	<p>Average the portfolio outstanding in the New Geographic Area(s), for the Applicant's three most recent historic fiscal years, in Eligible Markets and/or approved Target Market(s).</p>
	<ul style="list-style-type: none"> Total Portfolio Outstanding (Three-Year Historic Average Activity) Percentage of Portfolio Outstanding for the New Geographic Area 	<p>These fields will be pre-populated/calculated for each New Geographic Area.</p> <p>The <i>Percentage of Portfolio Outstanding for the New Geographic Area</i> cannot be more than 5%.</p>

Section 16 Subsection	Description	Notes/Guidance
D: Validate Projected Activity for New Geographic Area	Data is displayed and calculated to verify that the projected activity is greater than your Base-FA award request.	<p>This subsection verifies that the proposed activities meet the intent of this objective.</p> <p>If the calculated verification dollar amount is a negative number, the Applicant may not proceed with FAO 1-3. The Applicant must revise the projections or choose a new FA Objective.</p>
E: PG&M Calculation	Calculated values, not editable, displayed for your information and review.	<p>Sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective will translate into PG&Ms in the Assistance Agreement. The sample PG&Ms are calculated based on the requested Base-FA amount. If the Applicant is awarded less than the full requested Base-FA amount, the CDFI Fund will prorate the FA Objective PG&Ms in the Assistance Agreement based on the percentage of the award request versus the amount awarded. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.</p>

Additional Guidance on New Geographic Areas:

- As noted in Table 19, Applicants cannot select a smaller unit of geography than a county. However, if an Applicant wants to serve a smaller unit of geography as its New Geographic Area (for example, a city or cluster of census tracts), it can select the county that contains the New Geographic Area if the county represents 5% or less of its Three-Year Historic Average Activity.
- The Eligible Market(s) in the New Geographic Area(s) are based on either (i) a geographic area meeting the requirements set forth in 12 CFR 1805.201(b)(3)(ii); or (ii) individuals that are Low-Income, African American, Hispanic, Native American, Native Hawaiian, Alaska Native, Other Pacific Islander, Filipino, Vietnamese, or Persons with Disabilities. In other words, if the New Geographic Area(s) the Applicant selects does not meet required distress criteria (for example, unemployment, poverty, or median family income), it can still meet the Eligible Market criteria by serving qualified individuals (for example, Low-Income persons or the Other Targeted Populations specified above) within that New Geographic Area.
- For Applicants that select FA Objective 1-3: New Geographic Area(s), adding a “New Geographic Area(s)” may or may not necessarily impact or change your CDFI’s approved Target Market status. Applicants should review the CDFI Fund’s Certification and compliance requirements (available on the CDFI Fund’s website) to understand how an expansion into a “New Geographic Area” may impact the Applicant’s CDFI’s Certification status. Upon expansion in the new area, any needed modification to an Applicant’s Approved Target Market(s) will be determined on a case-by-case basis. Applicants are responsible for determining if modification to their Approved Target Market(s) is needed upon expansion into the “New Geographic Area(s).” Please keep in mind, to maintain CDFI Certification

status the Applicant must continue to meet the required annual CDFI Certification benchmarks for financing activity to its approved Target Market(s).

Section 17: FA Objective 1-4: New Financial Product(s)

Please note that if the below subsections are not visible in the Application, you have not completed one or more required fields. **For HP-FA Only Applications: This section will not appear for Applicants requesting only an HP-FA award with no Base-FA award request.**

Applicants that select this FA Objective must provide a narrative response to Question 4c, Provide New Product or Service, in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the due diligence review.**

Calculations appear on-screen in the AMIS Application. See also [Appendix D](#) for the formulas used in subsections.

Table 20 – Section 17: FA Objective 1-4: New Financial Product(s)

Section 17 Subsection	Description	Notes/Guidance
A: FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-4: New Financial Product(s).</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p>	<p>Applicants can select this FA Objective (FAO) if they plan to offer one or more new Financial Products over the three-year Period of Performance. A New Financial Product is a Financial Product that accounts for 5% or less of your total portfolio, as detailed in this table.</p> <p>If the Applicant received a Base-FA award in the FY 2024 Funding Round and selected FAO 1-4 for “New Financial Product(s)”, the Applicant cannot propose the same New Financial Product listed in the FY 2024 award. An Applicant may select this FAO if the proposed New Financial Product is different than financial products selected in the FY 2024 award.</p>

Section 17 Subsection	Description	Notes/Guidance
B: Calculate Total Portfolio Outstanding (Most Recent Historic Year)	Data is displayed and calculated based on your inputs to the “Application Financial Data” section.	Note: If the Applicant wants to make edits to any of the financial data displayed in these calculations, it must return to the “Application Financial Data” section, make edits there, and afterward, re-validate the data.
C: New Financial Products (Input the following data into the table for each New Financial Product)	<ul style="list-style-type: none"> Product Name 	The Product Name will be used as part of the identifier in the PG&Ms for this FA Objective in the Assistance Agreement.
	<ul style="list-style-type: none"> Product Line of Business 	Select the line of business in which the New Financial Product falls from the multi-pick list. Applicants should use the definitions in Appendix B: Financial Assistance Glossary of Terms for guidance on the following lines of business: Commercial Real Estate, Small Business, Microenterprise, Community Facilities, Consumer Financial Products, Affordable Housing, Intermediary Lending to Nonprofits and CDFIs, Climate-Centered Financing, or Other.
	<ul style="list-style-type: none"> Product Sub-Category 	If the Applicant does not see the exact sub-category required, please choose the closest option. This information will help the CDFI Fund understand use of the New Financial Product and will also be used as part of the identifier for the PG&Ms for this FA Objective in the Assistance Agreement.
	<ul style="list-style-type: none"> Product Description 	The description should help the CDFI Fund understand the New Financial Product and how it differs from current Financial Products offered by the Applicant.

Section 17 Subsection	Description	Notes/Guidance
	<ul style="list-style-type: none"> Product Activity as of the Most Recent Historical Fiscal Year 	This amount is the total on-balance sheet portfolio outstanding in Eligible Market(s) and/or the approved Target Market that is attributed to this New Financial Product as of the Applicant's most recently completed historic fiscal year. In order for a Financial Product to be new, it may not account for more than 5% of the Applicant's total portfolio outstanding as of the Applicant's most recent historic fiscal year.
	<ul style="list-style-type: none"> Total Projected Activity for this New Financial Product over the next three Fiscal Years 	This amount should include only include on-balance sheet Financial Products projected to close in Eligible Markets and/or your approved Target Market in the New Financial Product. This amount cannot be less than your Base-FA award. The dollar amount the Applicant provides will become a PG&M in the Assistance Agreement. This PG&M will apply to the <u>total</u> dollar amount of Financial Products projected to be closed by the Applicant for this New Financial Product, not just the Base-FA award portion.
	<ul style="list-style-type: none"> Total Portfolio Outstanding Percentage of Portfolio Outstanding 	<p>These fields will be pre-populated/calculated for each New Financial Product.</p> <p><i>The Percentage of Portfolio Outstanding cannot be more than 5%.</i></p>
D: Validate Projected Activity for New Financial Products	Data is displayed and calculated to verify that your projected activity is greater than your Base-FA award request.	<p>This subsection verifies that the proposed activities meet the intent of this objective.</p> <p>If the calculated verification dollar amount is a negative number, you may not proceed with FAO 1-4. You must revise your projections or choose a new FA Objective.</p>
E: PG&M Calculations	Calculated values, not editable, displayed for your information and review.	Sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective will translate into PG&Ms in the Assistance Agreement. The sample PG&Ms are calculated based on the requested Base-FA amount. If the Applicant is awarded less than the full requested Base-FA amount, the CDFI Fund will prorate the FA Objective PG&Ms in the Assistance Agreement based on the percentage of the award request versus the amount awarded. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.

Section 18: FA Objective 1-7: New Targeted Population(s)

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields. **For HP-FA Only Applications: This section will not appear for Applicants requesting only an HP-FA award with no Base-FA award request.**

Applicants that select this FA Objective must provide a narrative response to Question 4(d), *Serve a New Targeted Population*, in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the due diligence review.**

Calculations appear on-screen in the AMIS Application. See also **Appendix D** for the formulas used in subsections.

Table 21 – Section 18: FA Objective 1-7: New Targeted Population(s)

Section 18 Subsection	Description	Notes/Guidance
A: FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-7: New Targeted Population(s).</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next section.</i></p>	<p>Applicant can select this FA Objective (FAO) if it plans on using the Base-FA award to modify its CDFI's Approved Target Market to include New Targeted Population(s) within the three-year Period of Performance.</p> <p>The eligible New Targeted Population(s) must be from the following list:</p> <ul style="list-style-type: none"> • Low-Income Targeted Populations; and/or • One or more of the following Other Targeted Populations (OTP): African American, Hispanic, Native American, Native Hawaiian, Alaska Native, Other Pacific Islander, Filipino, Vietnamese, or Persons with Disabilities. <p>A New Targeted Population is an eligible Targeted Population that your CDFI 1) is not currently approved to serve, and 2) has not requested approval to serve as of the FA Application deadline. If, as of the FA Application deadline, your CDFI has a pending CDFI Certification Application or Target Market change form, the New Targeted Population(s) selected for this FAO <u>must be different</u> than the Targeted Population(s) proposed in the pending CDFI Certification Application or Target Market change form.</p> <p>Please note that serving a Targeted Population that your CDFI is already approved to serve that is in a new geographic Target Market is not considered a New Targeted Population.</p>

Section 18 Subsection	Description	Notes/Guidance
B: Projected Activity to New Targeted Population(s) <i>(Input the following data into the table for each New Targeted Population)</i>	<ul style="list-style-type: none"> New Targeted Population Type 	Select the New Targeted Population from the multi-pick list.
	<ul style="list-style-type: none"> Projected Activity to New Targeted Population over the three-year performance period Percentage of Total Projected Portfolio Activities Serving New Targeted Population(s) over the three-year performance period 	Applicants enter both the projected dollar amount and the projected total percentage. Although these numbers are not included within the PG&Ms in the Assistance Agreement, the CDFI Fund will evaluate the reasonableness of the projected activity levels to the New Targeted Population(s). This information will be taken into consideration given the size of the Base-FA award request and in context of the Applicant's business plan (as outlined in the narrative response) and could impact the size of the Base-FA award amount.
C: PG&M Calculations	Calculated values, not editable, displayed for your information and review.	<p>Applicants selected to receive an award must submit a Service Request through their AMIS account to modify their approved Target Market to include at least one of the New Targeted Populations selected in the Application by the end of Year 2 of the Period of Performance. These Applicants must also have at least one of the Targeted Population(s) selected in the Application added to their approved Target Market by the end of Year 3 of the Period of Performance.</p> <p>Sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective will translate into PG&Ms in the Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.</p>

Section 19: Financial Assistance Narratives (Base-FA Application)

In this section of the Application, Applicants will provide responses to narrative questions about their Base-FA Application.

In many instances, the narrative responses will be used to describe or expand further on data and information already entered into the Application.

For HP-FA Only Applications: Provide a response to all narrative questions, following the guidance for how to respond to specific questions is in Table 22 below. If there are not specific instructions outlining how HP-FA only Applicants should respond to the question, respond to the question by following the general Application guidance.

Narrative Responses in Context of Evaluation Process

Application reviewers use Application information, including the narrative responses, to assess and score Base-FA Applications for parts of the evaluation process, specifically Step 3: Business Plan Review and the Step 4: Policy Objective and Due Diligence Review. Please see the FY 2025 **Financial Assistance Application Evaluation Process** guidance document for more detailed information on the evaluation process.

Applicants Applying as a Community Partnership

Applicants applying as a Community Partnership must explain how the CDFI Applicant, in conjunction with their non-CDFI Community Partner, will accomplish their strategic goals. Per the CDFI Fund's statute, the Applicant's narrative responses must address: (i) how the CDFI Applicant and its Community Partner will participate in carrying out the Community Partnership, (ii) how the Community Partnership will enhance activities serving the Investment Area and/or Targeted Population; and (iii) how the Community Partnership activities are consistent with the strategic goals submitted in the Application.

The Applicant's responses to the narrative questions that are marked "**Yes**" in Table 22 for "Must Include Community Partnership?" will be evaluated on the strength and merit of **both the CDFI Applicant and the Community Partner**. Therefore, it is important that the roles of both parties are thoroughly discussed in the responses to these questions. All other narrative responses should be based on the CDFI Applicant only.

Base-FA Application Narrative Questions

Table 22 – Section 19: Base-FA Application Narrative Questions

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
A: Mission and Community Needs (Questions 1-3) <i>The Applicant’s responses to questions in the Mission and Community Needs section are intended to help the CDFI Fund better understand the Applicant I, the extent of economic distress of the communities and populations it serves, and opportunities created by the Applicant to improve the level of economic distress in the communities it serves.</i>			
1. Provide the board-approved mission statement of your CDFI.	500 character limit	<ul style="list-style-type: none">If the board-approved mission statement is longer than the allowed character limit, please provide an abbreviated version that captures the essence and important parts of the mission statement.	

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>2. Discuss the extent of economic distress of the communities and populations your CDFI serves. Your response should address the extent to which your CDFI invests in and serves the following communities and populations experiencing deeper distress.</p> <p>Indicators of deeper distress include:</p> <ul style="list-style-type: none"> • Very Low-Income populations (defined as above 30% up to and including 50% of Area Median Income or AMI) • Extremely Low-Income populations (defined as up to and including 30% of AMI) • High Poverty Areas (census tracts with poverty rates of at least 20%) • Persistent Poverty Counties • Other Targeted Populations • Native Communities (as defined in the NOFA) • U.S. Territories 	<p>3,250 character limit</p>	<ul style="list-style-type: none"> • Use this narrative question to describe the economic distress of the communities and populations your CDFI serves. Your response should address the extent to which your CDFI invests, lends, and serves communities and populations of deeper distress. • Applicants should use specific and clearly defined quantifiable information that demonstrates the extent of economic distress of the actual clients and beneficiaries they serve, rather than using general data on the characteristics of the communities/populations in their Target Market and Eligible Markets. Actual demographic data on clients and beneficiaries served by the Application is preferred. • Applicants must affirmatively state whether the data presented in the Beneficiary Snapshot and/or in their narrative to this question represents actual beneficiary data or proxy beneficiary data. If an Applicant uses proxy beneficiary data they must also: 1) provide an explanation of the source and/or method they used to develop this proxy data; 2) explain how the proxy data is an accurate representation of their beneficiaries; and 3) describe the actual regulatory constraints or other reasons which prevent them from collecting this data. • Applicants that lend primarily to business borrowers should speak to the income characteristics of the business owners and their employees, as well as the geographic distress indicators related to business location. <p><i>(Notes/Guidance for Question 2 continued on next page)</i></p>	

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
2. Continued		<ul style="list-style-type: none"> Applicants can also use this question to clarify and expand on data provided in the Beneficiary Snapshot subsection. Not all indicators of deeper distress are captured by the Beneficiary Snapshot, so Applicants are encouraged to use this narrative question to highlight their work in these areas. For example, an Applicant may choose to discuss its work in High Poverty Areas, Persistent Poverty Counties, or Native Communities. Using specific, local data on its communities and beneficiaries will allow it to demonstrate economic distress most effectively. The Applicant should address all of the communities and beneficiaries in Eligible Market(s) and approved Target Market(s) that it serves when responding to this question. Applicants can provide specific information or examples for illustrative purposes, but the CDFI Fund would like an understanding of the communities and beneficiaries served throughout the Applicant's entire portfolio rather than communities or beneficiaries served in one particular line of business. Also, as noted earlier, the Applicant should discuss its investments, lending, and Development Services in High Poverty Areas⁹ to illustrate the extent of economic distress in the communities it serves. Applicants can access the list of all High Poverty Areas on the CDFI's website in the "Step 2: Apply" webpage where Application materials are located. 	

⁹ For the purpose of this question, the final FY 2024 CDFI-FA Congressional Appropriations language defines "High Poverty Areas" as: "Any census tract with a poverty rate of at least 20% as measured by the 2016–2020 5-year data series available from the American Community Survey of the Bureau of the Census for all States and Puerto Rico, or with a poverty rate of at least 20% as measured by the 2010 Island Areas Decennial Census data for any other territory or possession of the United States." (Pub. L. 117-328). Although final FY 2025 appropriations are still pending, for the purposes of preparing their FY 2025 Applications, Applicants should use the definition of High Poverty Areas provided above unless otherwise directed.

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
3. Provide quantitative data about the types of interventions needed to address and improve the levels of economic distress of the communities your CDFI serves, using the information in the Narrative Question 2, Beneficiary Snapshot, and supplemental statistical data.	3,250 character limit	<ul style="list-style-type: none"> Use this narrative question to discuss the types of interventions needed to address and improve the levels of economic distress in the communities and populations your organization serves. Your organization should make direct correlations between the characteristics of the populations and communities you serve (referencing the <i>Beneficiary Snapshot</i> section; the information provided in response to narrative Question 2; and other supplemental statistical data or information) and your identification of the major challenges and needs of the communities and populations your CDFI serves. This section can also be used to clarify and supplement any information provided in the <i>Beneficiary Snapshot</i> section. 	
B: Business Strategy (Questions 4-8) <i>The responses to the narrative questions in the Business Strategy section will help the CDFI Fund assess whether the Applicant's comprehensive business plan is sound and achievable. Your responses to the following questions are also intended to help the CDFI Fund better understand how your CDFI will use a Base-FA award to accomplish your selected FA Objective and your CDFI's strategic goals.</i>			
4. Broadly, how will your CDFI use a Base-FA award to achieve the selected Financial Assistance (FA) Objective?	3,250 character limit	<ul style="list-style-type: none"> Applicants should provide clearly describe the specific FA Objective selected and use of the Base-FA award to achieve the selected FA Objective. For example, if your CDFI selected to expand operations into a New Geographic Area, your narrative response should address how your Base-FA award would be used to aid in the expansion. Please provide clear, concise information that demonstrates a well-thought-out plan. <i>For HP-FA Only Applications: Enter "Not Applicable" as the response to Narrative Question 4 in the AMIS FA Application, because HP-FA Only Applications will not have an FA Objective.</i> 	Yes

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>4a-d. Please answer the following question based on the FA Objective your organization chose in Section 13 Subsection B:</p> <p>4a: If you selected FA Objective 1-1: Increase Volume of Financial Products or FA Objective 1-2: Increase Volume of Financial Services: Discuss the planned increases.</p> <p>4b: If you selected FA Objective 1-3: New Geographic Area(s): Identify and provide information about the New Geographic Area(s) you will be serving over the three-year award Period of Performance. Acceptable identification formats include state, U.S. territory, or county location.</p> <p>4c: If you selected FA Objective 1-4: New Financial Products: Provide information about the new product(s) you will be providing.</p> <p>4d: If you selected FA Objective 1-7: Serve New Targeted Population(s): Provide information about the New Targeted Populations you intend to serve within the three-year Period of Performance.</p>	<p>6,000 character limit (or enter N/A)</p>	<ul style="list-style-type: none"> The Applicant's narrative response should be detailed and include fact-based and quantifiable information to demonstrate its ability to achieve its selected FA Objective. The Applicant's narrative response should also directly tie to the information provided in the applicable FA Objective section of the Application (Sections 14-18). Please describe the demand in terms of number of potential clients, growth prospects, areas covered, types of Financial Products, Financial Services, and/or Development Services offered, etc. that justify the Applicant's plan and capacity to achieve its selected FA Objective. <i>For HP-FA Only Applications: Enter "Not Applicable" as the response to Narrative Question 4 in the AMIS FA Application, because HP-FA Only Applications will not have an FA Objective.</i> 	

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
5. Discuss your CDFI's strategic goals for the next five years and how your strategic goals clearly align with the selected FA Objective.	5,000 character limit	<ul style="list-style-type: none"> The Applicant should discuss how its plans to achieve the stated strategic goals and how the strategic goals clearly align with the selected FA Objective. The Applicant should address all of its CDFI's strategic goals when responding to this question. Applicants can provide specific information or examples for illustrative purposes, but the CDFI Fund would like an understanding of the Applicant's entire portfolio rather than one particular line of business. Only on-balance sheet activity in Eligible Market(s) and/or the Applicant's approved Target Market can satisfy the PG&Ms in the Assistance Agreement and should be provided in the financial data section. However, Applicants can discuss off-balance sheet activities in this narrative response if this information is part of your CDFI's implementation of its strategic goals. For HP-FA Only Applications: Discuss how your strategic goals clearly align with your HP-FA strategy, rather than the selected FA Objective. 	Yes
6. Previous award Recipients must provide an explanation of how a new award differs from past requests.	3,250 character limit	<ul style="list-style-type: none"> Previous FA award Recipients should provide information on how this Base-FA award request will create additional and/or different impacts beyond prior Base-FA awards going back two funding rounds (FY 2022 and FY 2024). For HP-FA Only Applications: Enter "Not Applicable" as the response to Narrative Question 6 in the AMIS FA Application, because HP-FA Only Applications will not receive a Base-FA Award. 	Yes

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
7. Identify and discuss any risks that may inhibit your CDFI from achieving its FA Objectives and strategic goals for the next five years. Discuss how your CDFI will mitigate these risks.	5,000 character limit	<ul style="list-style-type: none"> Applicants should discuss risks and needed areas of improvement. Applicants should provide a mitigation plan that clearly demonstrates how Applicants plan to address and mitigate each risk, including proposed contingencies, and address any areas of needed improvement. Areas of risks and mitigation strategies may include such things as organizational risks, product- or service-related risks, regulatory risks, market risks, key person and management risks, and macroeconomic risks, among others. <i>For HP-FA Only Applications: Only discuss risks related to achieving your strategic goals in the response to Narrative Question 7 in the AMIS FA Application, because HP-FA Only Applications will not have an FA Objective.</i> 	Yes

<p>8. Describe any formal or informal partnerships your CDFI has established or plans to establish for the purposes of i) accomplishing your strategic goals and ii) engaging with community stakeholders to identify the needs of your approved Target Market(s) and other Eligible Markets your CDFI serves and/or developing your products and services.</p>	<p><i>2,000 character limit</i></p>	<ul style="list-style-type: none"> • The CDFI Fund wants to understand how the Applicant is increasing its impact and resources directed to the communities it serves through formal or informal partnerships. Partnerships can include partners from city, state, federal, community, national organizations, trade groups, corporations, or other groups. Applicants should also discuss how their work is connected to other organizations, communities, or efforts as part of larger community development plans and initiatives. Partnerships should be listed for the purposes of accomplishing your strategic goals, FA Objective, or supporting the needs of your Target Market(s), Eligible Markets, and the populations/communities you serve. You should discuss each of these relationships in the context of how the Applicant will increase its impact for one or more of these purposes. • The Applicant should provide detailed and quantifiable information on the impacts of partnership efforts in the communities and populations it serves. Rather than just listing the Applicant's formal and/or informal partnerships, Applicants should provide detailed qualitative information and quantitative data on the impacts of those efforts to beneficiaries, clients, and members of the communities and populations it serves. The Applicant should be able to demonstrate that the partnership will result in additional benefits to the community outside of each individual organization working in isolation. • The Applicant should describe its process for community engagement with stakeholders to determine if their products and services align with Low-Income community priorities. Applicants should address how the community engagement process affects investment decisions, including deployment of the FA award funds and achieving its selected FA Objective. Applicants should also discuss how input is received through community engagement and how this input has shaped the products and services offered by the Applicant and its strategic goals. • When responding to this question, Applicants should be comprehensive in discussing its formal or informal partnerships to give the CDFI Fund an understanding of its entire portfolio rather than just focusing on one particular effort or line of business. 	<p>Yes</p>
---	---	---	-------------------

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
C: Products and Services Impacts (Question 9) <i>Your response to the following question is intended to help the CDFI Fund better understand how your CDFI's product and service offerings are designed to achieve impacts in the communities your CDFI serves.</i>			
9. Identify how your organization's Financial Products and Financial Services create short-term and long-term positive outcomes and create economic opportunities in the community or communities you serve. These outcomes should be evidence-based and factual.	6,000 <i>character limit</i>	<ul style="list-style-type: none"> Describe the extent to which your organization is creating economic opportunities within the communities and populations you serve. Make connections between the community needs and challenges identified earlier and how the products and services your CDFI provides specifically address those needs to create opportunities in your communities. This question is not asking simply for outputs of your CDFI's work. It is asking you to evaluate the broader impacts of your CDFI's work on individuals and the community. The Applicant should provide fact-based information and robust examples that clearly demonstrate the impacts of their work. Applicants should speak not only to the quantity but also the quality of the impacts and interventions. Applicants should address both short- and long-term impacts and opportunities created in the communities and populations they serve. 	Yes

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
D: Market and Competitive Analysis (Question 10) <i>Your response to the following question is intended to help the CDFI Fund better understand your CDFI's awareness of, and positioning within, its markets; determine whether these markets support growth in the future; and whether or not your CDFI is coordinating with other entities.</i>			
10. Describe any trends you are witnessing and/or primary competitors who are emerging in the market(s) you serve as they relate to the purpose of your Base-FA request. Please discuss any data sources and analysis that inform your assessment.	2,000 character limit	<ul style="list-style-type: none"> Identify competitors and discuss how your products and/or services differ from that of the competition. You should also include any niches or voids in the market that you believe you are filling. should demonstrate that you understand the demand of the communities you serve both for your products and services, and your competitive environment. For HP-FA Only Applications: Respond in the context of your HP-FA request. 	
E: Management and Track Record (Question 11) <i>Your response to the following question is intended to help the CDFI Fund better understand your CDFI's management and staffing to determine the relative likelihood and viability of executing Applicant's FA Objective and strategic goals.</i>			
11. Describe what policies and procedures are currently in place to achieve your strategic goals, and/or what changes to your policies and procedures would be needed to achieve your strategic goals. Please describe these policies and the timeframe for updating them.	2,000 character limit	<ul style="list-style-type: none"> You should be able to convey that you have strong management with a demonstrated ability and track record to execute on your strategic goals. Applicants should provide specific information on how your CDFI will manage any policies and procedures and other organizational changes to meet the strategic goals and selected FA Objectives. For example, will your CDFI need to draft new policies to manage an increased volume of lending or to underwrite a New Financial Product? These examples are for illustrative purposes only and may differ for your CDFI. 	Yes

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
F: Financial Position (Question 12) <i>Your response to the following question is intended to help the CDFI Fund better understand your CDFI's financial health and soundness. Note: In general, this information is used in Step 2: Financial Analysis and Step 4: Policy Objective and Due Diligence Review as part of the CDFI Fund's due diligence review and may be reviewed as part of Step 3: Business Plan Review to assess if the Applicant has strong financial policies and procedures to ensure that there are appropriate financial controls in place.</i>			
12. Describe how you view your current financial position and explain any large fluctuations or trends.	4,000 character limit	<ul style="list-style-type: none"> Please use this as the opportunity to describe your organization's finances. Discuss any differences between the financial information entered into the FA Application as compared to the audited financial statements or regulator performance reports provided. The Applicant may refer to information included in its audit that is not covered in the financial inputs section. 	
G: Growth and Projections (Questions 13-15) <i>Your responses to the following questions are intended to help the CDFI Fund better understand the feasibility of your CDFI's FA Objectives and the intended deployment of a Base-FA award.</i>			
13. Based on your strategic goals and selected FA Objective, describe how the requested Base-FA award will assist your organization in meeting its growth goals and/or projections. Previous Base-FA award Recipients should explain how another award will quantifiably increase or augment the organization's ability to achieve the identified strategic goals.	2,000 character limit	<ul style="list-style-type: none"> If your organization has previously received a Base-FA award, the Applicant should include an explanation of how another Base-FA award will quantifiably increase or augment your organization's ability to achieve the identified strategic goals. For HP-FA Only Applications: Respond in the context of your HP-FA request. Previous Base-FA Award Recipients should also include an explanation of how the HP-FA award will quantifiably increase or augment your organization's ability to achieve the identified strategic goals. 	Yes

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
14. Describe how your current staff will be expected to reach increased production goals either for new products, more products, or larger service areas. If you plan to create new positions, hire additional staff in your organization, utilize subcontractors, and/or utilize staff from affiliate, parent, or partner organizations to help execute your strategic plan, describe how new staffing needs will be met.	2,000 character limit	<ul style="list-style-type: none"> Applicant should ensure this description is in line with the current staffing structure in the attached Organizational Chart. The Applicant should explain any differences from the Organizational Chart due to new positions or additional staff it plans to hire to help execute its strategic plan. 	
15. Explain the rationale behind the projected figures included in your Balance Sheet and Income Statement Projected Financial Inputs (Assets, Liabilities, Equity, Income, Expenses).	4,000 character limit	<ul style="list-style-type: none"> Applicants should include a discussion of financing activities when responding to this question. The Applicant should demonstrate that proposed growth goals and FA objectives are feasible and achievable. 	

Section 20: Supplemental FA Applications

For HP-FA Only Applications: *This section will not appear for Applicants requesting only an HP-FA award with no Base-FA award request.*

For All Other Applications: The following awards are provided as a supplement to the Base-FA award: Persistent Poverty Counties-Financial Assistance (PPC-FA), Disability Funds-Financial Assistance (DF-FA), and Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) (collectively, Supplemental FA). Applicants may also request an HP-FA award as a supplement to a Base-FA award.

Supplemental FA Applications for PPC-FA, DF-FA, HFFI-FA, and HP-FA awards will be evaluated independently from the Base-FA Application and **will not affect** the Base-FA Application evaluation or Base-FA award amount.

Subsection A: Supplemental FA Application Selection

Applicants can apply for PPC-FA, DF-FA, and HFFI-FA awards by entering their requested amounts and completing the required information in each of the subsections of the Application. Further guidance about these supplemental applications is available below.

Note: Applicants that do not wish to apply for a PPC-FA, DF-FA, and HFFI-FA Supplemental FA awards should enter \$0 in each applicable section.

Note: Applicants that wish to apply for an HP-FA award as a supplement to a Base-FA award must provide their supplemental HP-FA award request in the “HP-FA and Base-FA” part of the Application. All other Supplemental FA award requests should be completed in this section.

An Authorized Representative must sign each Supplemental FA award Application they submit by checking the box located in the *Supplemental FA Application* section. The Authorized Representative must be logged in to AMIS to complete this action. The attestation language is displayed to inform the Authorized Representative what he or she is attesting to by signing the Supplemental FA Application. **Please read this attestation before signing the Application.**

Applicants must ensure that the Authorized Representative is an employee or officer of the Applicant and is authorized to sign legal documents on behalf of the organization and bind the organization accordingly. **Consultants working on behalf of the organization cannot be designated as Authorized Representatives and may not sign the Application.**

Subsection B: Persistent Poverty Counties-Financial Assistance Award Supplemental Application

Persistent Poverty Counties-Financial Assistance (PPC-FA) awards are provided as a supplement to CDFI Program and NACA Program Base-FA awards. Only those Applicants selected to receive a Base-FA award will be eligible to receive a PPC-FA award. Applicants should review the PPC-FA requirements described in the CDFI Program and NACA Program NOFAs. Applicants that wish to proceed with applying for PPC-FA funding should review and follow the steps outlined in this section.

PPC-FA award funds can be used for any of the eligible FA activities as specified in the NOFAs. In addition, Recipients are required to deploy 100% of the PPC-FA award amount or equivalent funds in Financial Products by the end of the Period of Performance into Persistent Poverty Counties (PPCs). Therefore, Applicants are urged to request only an amount that it can reasonably deploy during the three-year Period of Performance of the award.

PPCs do not need to be located in the Recipient's approved Target Market but must be in an Eligible Market (see Note under Table 3 in the CDFI Program or NACA Program NOFA for the definition of Eligible Market).

STEP 1: PPC Location and Past Support of PPCs

Applicants should first identify which PPC(s) it currently serves and/or proposes to serve and then evaluate the extent to which it expects to continue/start to lend and invest in those counties. PPC(s) are defined as any county, including county equivalent areas in Puerto Rico, that has had more than 20% or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the 2016-2020 five year data series available from the American Community Survey of the Bureau of the Census or any other territory of possession of the United States that has had 20% or more of its population living in poverty over the past 30 years, as measured by the 1990, 2000, and 2010 Island Areas Decennial Censuses.

Identify PPC Location(s)

Follow the below steps to access the list of counties that meet the criteria for "Persistent Poverty":

- 1) Go to the [CDFI Fund's website](#);
- 2) Click on "Programs and Training" (at the top of the page);
- 3) Under "Programs" click on "CDFI Program" or "Native Initiatives" as appropriate;
- 4) Scroll to the "How to Apply" section and click "Step 2: Apply"; and
- 5) Under "Financial Assistance Application materials," select resource titled, "Persistent Poverty Counties (PPCs) (2016-2020 ACS and Island Areas Decennial Census)."

Evaluate Support of PPCs

Review the PPC list and determine your organization's current level of FA Financial Products in those PPCs. Consider if your organization will continue providing FA Financial Products to those PPCs or additional PPCs. FA Financial Products can be made in PPCs located in your organization's approved Target Market or outside your organization's current approved Target Market, but it must be in an Eligible Market.

Note for Past FA Award Recipients: FA award Recipients (including Base-FA, PPC-FA, DF-FA, and HFFI-FA award Recipients) are required to submit the Transaction Level Report (TLR) as one component of their award reporting requirements. Applicants may use past TLR submissions to determine its past FA Financial Products deployment in PPCs.

STEP 2: Applying for PPC-FA

There are several parts of the FA Application where a PPC-FA Applicant needs to enter supplemental information.

1. Applicants should enter the total amount of requested PPC-FA in the *Supplemental FA Applications* section in the FA Application in AMIS. **Applicants that do not include a PPC-FA award request amount will not be eligible to apply for a PPC-FA award.** PPC-FA request amounts are included in the three-year, \$5 million funding cap calculation. Please see Table 2 in the NOFAs for the minimum and maximum PPC-FA funding request amounts.

Applicants must also complete the PPC-FA first payment amount, or the estimated amount of the requested PPC-FA award that it expects to expend on eligible activities and eligible line(s) of business during the first 12 months of its Period of Performance. First payment amounts must be greater than zero and in multiples of \$1,000.

2. PPC-FA Applicants must provide PPC-specific financial data in the *Application Financial Data* section of the FA Application in order to demonstrate historical deployment of Financial Products in PPCs.
3. PPC-FA Applicants must discuss PPC-FA in the *Supplemental FA Applications* section of the Application. Specifically, in the *PPC-FA Award* subsection, PPC-FA Applicants should describe its ability to deploy the requested PPC-FA award amount into an Eligible Market(s) in PPCs. Applicants should discuss their pipeline and track record of closing Financial Products in PPCs in quantitative terms. The information provided in this question, in conjunction with the PPC financial data entered in the Application Financial Data section, should present a holistic picture of the Applicant's PPC track record and ability to deploy its PPC-FA award request in PPCs.

STEP 3: PPC-FA Matching Funds Requirement

PPC-FA awards are subject to Matching Funds requirements for certain Applicant types. See Table 9 of the CDFI Program NOFA for PPC-FA Matching Funds requirements and whether your organization must provide evidence of acceptable Matching Funds for PPC-FA at the time of Application.

Please note that the Matching Funds requirements were permanently waived for Native American CDFIs¹⁰. Therefore, Native American CDFIs are not required to submit evidence of Matching Funds for their PPC-FA award request.

¹⁰ A Native American CDFI (Native CDFI) is one that Primarily Serves a Native Community. Primarily Serves is defined as 50% or more of an Applicant's activities being directed to a Native Community. Per the FY 2025 CDFI Program NOFA and the FY

STEP 4: PPC-FA Request Review and Award Size

The CDFI Fund will review the PPC-FA request and determine award sizes based on the methodology outlined in this section.

PPC-FA Request Review

If your Base-FA Application advances to Step 4 of the CDFI Fund's Application review process, the CDFI Fund will review your PPC-FA award request. Although PPC-FA award requests are not scored, the CDFI Fund will make a final funding recommendation based upon its review, including: deployment track record in PPCs, narrative responses, TLR data for previous PPC-FA Recipients, and PPC-specific financial data fields. Award sizes may be adjusted as a result of the PPC deployment analysis.

PPC-FA Award Size

- The PPC-FA award size may be more or less than the estimated amount in the NOFA depending upon Applicant demand, due diligence review findings, and funding availability.
- The PPC-FA award size will not exceed the amount requested by the Applicant.
- PPC-FA and Base-FA awards are subject to the \$5 million award cap to any one Applicant and its Subsidiaries and Affiliates during any three-year period.

STEP 5: Post Award Deployment Requirements

If awarded, PPC-FA Recipients will be required to meet minimum deployment goals and reporting requirements as specified in the Assistance Agreement.

PPC-FA Performance Goals and Measures (PG&Ms)

The PPC-FA PG&Ms will require Recipients to deploy the PPC-FA award or an equivalent amount in Financial Products in the Recipient's approved Target Market and/or Eligible Market(s) in PPCs by the end of the Period of Performance of the FA award (exclusive of Base-FA, DF-FA, HFFI-FA, and/or HP-FA). Amounts reported for the PPC-FA PG&M may not be reported under the Base-FA Objectives PG&M(s), DF-FA PG&M, HFFI-FA, or HP-FA PG&Ms.

Applicants will be able to preview sample PG&Ms in the AMIS Application. The PG&Ms presented in the AMIS Application and in this section are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.

2025 NACA Program NOFA, a Native Community is defined as Native American, Alaska Native, or Native Hawaiian populations or Native American areas defined as federally-designated reservations, Hawaiian homelands, Alaska Native Villages and U.S. Census Bureau-designated Tribal Statistical Areas.

Sample PPC-FA PG&Ms Template

Persistent Poverty Counties: At the end of the applicable year of the Period of Performance, the Recipient must have closed Financial Products in Persistent Poverty Counties (PPCs) in an amount equal to or greater than: 5% of the total PPC Financial Assistance (exclusive of Base-FA, DF-FA, HFFI-FA, or HP-FA) by the end of Year 1 of the Period of Performance, 50% of the total PPC-FA (exclusive of Base-FA, DF-FA, HFFI-FA, or HP-FA) by the end of Year 2 of the Period of Performance, and 100% of the total PPC Financial Assistance (exclusive of Base-FA, DF-FA, HFFI-FA, or HP-FA) by the end of Year 3 of the Period of Performance. The Recipient may satisfy this goal using the PPC Financial Assistance or other available funds on its balance sheet. The PPC does not need to be located in the Recipient's approved Target Market but must be in an Eligible Market. Financial Products reported for Performance Goal 2-1 may not be reported for any other Performance Goal. Financial Products reported under any Performance Goal for a CDFI Rapid Response Program (CDFI RRP), CDFI Equitable Recovery Program (CDFI ERP), or Small Dollar Loan Program (SDL Program) award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI RRP or CDFI ERP award.

	Dollar Amount (\$)	% To PPC
Total dollar amount of PPC-FA:		N/A
Period of Performance, Year 1 benchmark (5%):		5%
Period of Performance, Year 2 benchmark (50%):		50%
Period of Performance, Year 3 benchmark (100%):		100%

Subsections C-K: Disability Funds-Financial Assistance Award Supplemental Application

Disability Funds-Financial Assistance (DF-FA) awards are provided as a supplement to CDFI Program and NACA Program Base-FA awards. Only those Applicants selected to receive a Base-FA award will be eligible to receive a DF-FA award. Applicants should review the DF-FA requirements described in the CDFI Program and NACA Program NOFAs. Applicants that wish to proceed in applying for DF-FA funding should review the guidance outlined in this section.

STEP 1: Review Supplemental Guidance

Applicants should first review the **Disability Funds-Financial Assistance (DF-FA) Application Guidance** on the CDFI Fund's website for detailed guidance about the DF-FA Application, narrative questions, and data tables.

STEP 2: AMIS Application

1. Applicants should enter the total amount of requested DF-FA in the *DF-FA Supplemental FA Application* section of the FA Application in AMIS. **Applicants that do not include a DF-FA award request amount will not be eligible to apply for a DF-FA award.** DF-FA request amounts are excluded from the three-year, \$5 million funding cap calculation.

DF-FA Applicants must also complete the DF-FA first payment amount, or the estimated amount of the requested DF-FA award that they expect to expend on eligible activities during the first 12 months of their Period of Performance. First payment amounts must be greater than zero and in multiples of \$1,000.

2. Applicants must also respond to the narrative questions and data tables in the *DF-FA Supplemental FA Application* section within the FA Application in AMIS. **Applicants that do not complete the supplemental application will not be eligible to apply for a DF-FA award.** Review the **Disability Funds Financing Initiative-Financial Assistance (DF-FA) Application Guidance** for additional information.

Subsections L-O: Healthy Food Financing Initiative-Financial Assistance Award Supplemental Application

Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) awards are provided as a supplement to CDFI Program and NACA Program Base-FA awards. Only those Applicants selected to receive a Base-FA award will be eligible to receive a HFFI-FA award. Applicants should review the HFFI-FA requirements described in the CDFI Program and NACA Program NOFAs. Applicants that wish to proceed in applying for HFFI-FA funding should review the guidance outlined in this section.

STEP 1: Review Supplemental Guidance

Applicants should first review the **Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) Application Guidance** on the CDFI Fund's website for detailed guidance about the HFFI-FA Supplemental Application, narrative questions, and data tables.

STEP 2: AMIS Application

Applicants should enter the total amount of requested HFFI-FA in the *Supplemental FA Applications* section in the FA Application in AMIS. **Applicants that do not include a HFFI-FA award request amount will not be eligible to apply for a HFFI-FA award.** HFFI-FA request amounts are excluded from the three-year, \$5 million funding cap calculation.

HFFI-FA Applicants must also complete the HFFI-FA first payment amount, or the estimated amount of the requested HFFI-FA award that they expect to expend on eligible activities during the first 12 months of their Period of Performance. First payment amounts must be greater than zero and in multiples of \$1,000.

STEP 3: Supplemental Narrative Application

Applicants must also complete an additional supplemental application for HFFI-FA. View the **Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) Application Guidance** on the CDFI Fund's website for additional guidance, narrative questions, and application submission instructions. **Applicants that do not submit the supplemental application will not be eligible to apply for a HFFI-FA award.**

Section 21: Matching Funds

For HP-FA Only Applications: This section will not appear for Applicants requesting only an HP-FA award with no Base-FA award request.

See Table 9 of the CDFI Program NOFA for Matching Funds requirements and whether your organization must provide evidence of acceptable Matching Funds at the time of Application. If applicable, please see FY 2025 **Matching Funds Guidance** document for more information on Matching Funds and completing this section of the Application.

Please note that the Matching Funds requirements were permanently waived for Native American CDFIs.¹¹ Therefore, Native American CDFIs are not required to provide Matching Funds.

Applicants using retained earnings as Matching Funds must attach their **Retained Earnings Calculator** in this section of the Application. In addition, Regulated Institutions that are using retained earnings as Matching Funds must attach Year-end Call Reports for each fiscal year reported in the Retained Earnings Calculator.

Section 22: Not Applicable to FA

Please proceed to the next section.

¹¹ A Native American CDFI (Native CDFI) is one that Primarily Serves a Native Community. Primarily Serves is defined as 50% or more of an Applicant's activities being directed to a Native Community. Per the FY 2025 CDFI Program NOFA and the FY 2025 NACA Program NOFA, a Native Community is defined as Native American, Alaska Native, or Native Hawaiian populations or Native American areas defined as federally-designated reservations, Hawaiian homelands, Alaska Native Villages and U.S. Census Bureau-designated Tribal Statistical Areas.

Section 23: Attestation and Submission

STOP: Before you submit your Application, the CDFI Fund recommends that you closely review the Application. Once submitted, the Application will be locked, and responses cannot be altered.

Before proceeding to this section, make sure that the Application is complete, all the narrative and table information has been entered, and that all required attachments have been uploaded and attached to the Application.

For All HP-FA Applicants: Per the NOFAs, the submission deadline for the Excel HP-FA Application component is after the submission deadline for the Base-FA Application component in AMIS. Applicants must complete and submit the Base-FA component of the Application per the deadline in the NOFA to be considered for an award, even if the Excel HP-FA Application component of their Application is still in progress at that time. Guidance on how to complete and submit the Excel HP-FA Application component will be provided on the CDFI Fund's website.

For All Applicants:

Each Application, including Supplemental FA Applications, if applicable, must be signed by a designated Authorized Representative in AMIS before it can be submitted. (Supplemental FA Applications, if applicable, are signed in the Supplemental FA Applications section as described in [Section 20: Supplemental FA Applications](#) of this document.) Applicants must ensure that an Authorized Representative is an employee or officer of the Applicant and is authorized to sign legal documents on behalf of the organization and bind the organization accordingly. **Consultants working on behalf of the organization cannot be designated as Authorized Representatives and may not sign the Application.**

An Authorized Representative signs the Application by checking the box located in this section. The Authorized Representative must be logged in to AMIS to complete this action. Please read the attestation before signing the Application. The name of the Authorized Representative who signs the Application and the date and time the individual signed the Application will automatically appear after the signature attestation box is checked. **Please note that an Authorized Representative can sign the Application at any time prior to submitting the Application. Signing the Application does not submit the Application.**

Note about Submission: Only a designated Authorized Representative or Application Point of Contact, as designated in the Application, may submit the Application in AMIS. Be aware of the difference between these two roles: only the Authorized Representative may **sign** the Application, and either the Authorized Representative or Application Points of Contact may **submit** the Application.

APPENDIX A: APPLICATION FINANCIAL DATA INPUTS

Overview

The following Appendix provides a list of all required Application Financial Data input fields organized by Institution Type: (i) Unregulated Applicants, (ii) Credit Union Applicants, (iii) Bank and Bank Holding Company Applicants, and (iv) Cooperativa Applicants. For convenience, the CDFI Fund has also provided a blank Excel workbook entitled “Application Financial Data Inputs Workbook” that can be used by Applicants to gather all required Application Financial Data offline before entering it into AMIS.

Note that each Application Financial Data input field is required in AMIS, and you will not be able complete the Application Financial Data subsection until all fields are populated with a numeric value greater than or equal to zero (“ ≥ 0 ”).

Note: For any item that is listed where your organization has no data, you must enter the number zero (“0”). AMIS will return a red error message if the required response to a field is not provided.

All numbers related to an Applicant’s equity and loan portfolios must be entered as a positive whole integer, greater or equal to zero (“ ≥ 0 ”). This includes the line item for “Allowance for Loan and Lease Losses” (ALLL) listed under the “Assets” grouping on the Application Financial Data Input page. Auditors commonly express ALLL as a contra asset and present it as a negative number on audited financial statements. In such instances, where ALLL is a negative number on an Applicant’s financial statements, the Applicant must convert this number to its absolute value (a positive number) and enter this positive number in the Application Financial Data inputs subsection for the ALLL line item.

In instances other than line items related to the Applicant’s equity and loan portfolios where the Applicant has a negative value expressed on its Audit or internal financial statements, Applicants are to enter a zero (“0”) on the corresponding line item on the Application Financial Data inputs page. Applicants who need to enter a “0” instead of a negative number(s) are to provide an explanation of each of these entries in the “Application Narrative” subsection under the “Financial Position” question response box.

Financial Data Inputs for Unregulated Applicants

Background

The following table provides guidance and definitions for entering required Application Financial Data inputs into AMIS for Unregulated Applicants. To ease the use of this appendix, line items are organized in groups (Assets, Liabilities, Net Assets, Income/Revenue, Expenses, Loan Portfolio, Equity Portfolio, and Persistent Poverty County Activities), and appear in the same order as they appear online in the AMIS Application Financial Data inputs page (as opposed to being organized alphabetically).

In instances where the required Application Financial Data inputs have a corresponding definition within Generally Accepted Accounting Principles (GAAP), the definitions are drawn directly from GAAP. In instances where there is no corresponding concept defined in GAAP, the CDFI Fund has provided definitions to aid Applicants in entering the correct Application Financial Data inputs in AMIS.

Table 23 – Financial Data Inputs for Unregulated Applicants

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Assets					
Unrestricted Cash and Cash Equivalents (\$)	The value of unencumbered assets that are cash or can be converted into cash within 3 months.	N/A	✓	✓	✓
Cash Restricted for Operations (\$)	The dollar amount of cash, if any, restricted by a CDFI to fund its operations. Restricted cash appears noted on a CDFI's balance sheet as either "Restricted Cash" or as "Other Assets" restricted for operations.	Restricted Cash: Operations. Restricted Operating Cash. Restricted Cash (Operations).	✓	✓	
Other Real Estate Owned (OREO) (\$)	In general, real estate, including capitalized and operating leases, that is acquired through any means, in full or partial satisfaction of a debt previously contracted. It consists of real property held for reasons other than to conduct a financial institution's regular business.	Other Property. Other Real Property. Distinct from Property, Plant and Equipment (PP&E).	✓	✓	

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Current Assets (\$)	Cash and other assets or resources commonly identified as those which are reasonably expected to be realized in cash or sold or consumed during the normal operating cycle of the business (or one year whichever is longer).	Total Current Assets.	✓	✓	
Allowance for Loan and Lease Losses (\$)	Account value for unidentified loan or investment losses, inclusive of depository loss reserve as of the reporting period end. This appears as a contra asset on the balance sheet.	Allowance for Loan Losses (ALL). Loan Loss Reserves (LLR).	✓	✓	
Total Assets (\$)	The total value of the sum of all assets.	Total Current and Long-Term Assets.	✓	✓	✓
Liabilities					
Total Current Liabilities (\$)	The value of debts, obligations, or payables due within 12 months.	Current Liabilities.	✓	✓	
Net Assets					
Unrestricted Net Assets (\$)	Unrestricted Net Assets are the part of net assets of a nonprofit organization that is neither “Permanently Restricted” nor “Temporarily Restricted” by donor-imposed stipulations.	UNA. Unrestricted Net Assets and Equity.	✓	✓	✓
Available Financing Capital (\$)	Assets that can be used for financing activities that have not already been committed, disbursed, or restricted for other purposes. Capital can include debt, grants, net assets, retained earnings, deposits, and secondary capital.	Capital Available for Financing. Capital Available (Financing). Total Capital Available: Financing.	✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Total Financing Capital (\$)	All capital either currently available or currently in use for financing activities. Capital can include debt, grants, net assets, retained earnings, deposits, and secondary capital. <i>Note: This data point includes "Available Financing Capital (\$)" and therefore should be equal to or greater than the value entered for "Available Financing Capital (\$)" above.</i>	Total Capital: Financing.	✓	✓	✓
Total Net Assets or Equity (\$)	The residual interest in the assets of an entity that remains after deducting its Liabilities. Liabilities include all "Unrestricted", "Temporarily Restricted" and "Permanently Restricted" net assets.	Total Equity Capital. Net Assets. Net Worth. Total Net Worth.	✓	✓	
Income/Revenue					
Interest Revenue (\$)	A financial measure calculated as the sum of money the institution earns in interest on its assets (commercial loans, personal mortgages, etc.). This figure is calculated by adding up the amount of interest earned on assets.	Total Interest Revenue. Interest Income. Total Interest Income.	✓	✓	
Earned Revenue (\$)	Revenue generated by assets and activities, excluding grants and contributions. <i>Note: For CDFIs earned revenue typically includes interest revenue and payment received for providing programs and services.</i>	Total Earned Revenue.	✓	✓	
Operating Revenue (\$)	Revenue generated by assets and activities, including grants and contributions.	Total Operating Revenue.	✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Government Grants (\$)	Financial assistance provided by Federal, State and Local Agencies to carry out a public purpose authorized by law, not including subsidies, loans, loan guarantees, or insurance.		✓	✓	✓
Total Revenue (\$)	The total value of income from all sources within the current operating cycle.	Total Income.	✓	✓	✓
Expenses					
Interest Expense (\$)	The cost incurred by an entity for borrowed funds. Interest Expense is an expense shown on the Income statement. It is essentially calculated as the interest rate times the outstanding principal amount of the debt.	Total Interest Expenses.	✓	✓	
Operating Expense (\$)	Expenses related to everyday business operations, such as interest expense, staff salaries, professional fees, depreciation, and provision for loan losses, among others.	Total Operating Expenses. Op. Ex.	✓	✓	✓
Non-Cash Expenses (\$)	Non-Cash Expenses are “Paper” expenses and do not involve an outflow of cash. Such non-cash expenses include depreciation expense and allowance for loan and lease losses expense on the Income statement.		✓	✓	
Total Expenses (\$)	The total value of all operational and non-operational expenses (including Interest, financing cost, depreciation, amortization, and loan loss provision) incurred during the current reporting period, not including provision for income tax.		✓	✓	✓
Loan Portfolio					

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Total On-Balance Sheet Loan Portfolio (\$)	The gross dollar amount (\$) of loans receivable as reported in the organization's statement of financial condition or balance sheet. Gross Loans Receivable are the principal amount of loans receivable held by an organization that represents the amount still owed to the organization by its borrowers without giving effect to any allowance for the collectability thereof (i.e., before loan loss reserves are calculated). In contrast to "On-Balance Sheet Loans Closed (\$)", this entry reflects the amount outstanding at a specific date in time at the end of the reporting period.	On-Balance Sheet Loan Portfolio. Total Loan Portfolio. Total Outstanding Loan Portfolio.	✓	✓	✓
Total On-Balance Sheet Loan Portfolio (#)	The total number (#) of loans receivable as reported in the organization's statement of financial condition or balance sheet.		✓	✓	✓
Total On-Balance Sheet Loan Portfolio in an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of loans receivable in an Eligible Market ¹² and/or Target Market ¹³ , as reported in the organization's statement of financial condition or balance sheet. <i>See above for definition of "Total On-Balance Sheet Loan Portfolio (\$)"</i> .		✓		

¹² "Eligible Market" as defined by the CDFI Fund is (i) a geographic area meeting the requirements set forth in 12 CFR 1805.201(b)(3)(ii), or (ii) individuals that are Low-Income, African American, Hispanic, Native American, Native Hawaiian, Alaska Native, Other Pacific Islander, Filipino, Vietnamese, or Persons with Disabilities.

¹³ "Target Market" as defined by the CDFI Fund is an "Investment Area(s)" and/or a "Targeted Population(s)". "Investment Area" as defined by the CDFI Fund is the geographic area meeting the requirements set forth in 12 CFR 1805.201(b)(3)(ii) designated in the Recipient's most recently approved CDFI Certification documentation. "Targeted Population" as defined by the CDFI Fund are the individuals or identifiable group of individuals meeting the requirements of 12 CFR 1805.201(b)(3)(iii) of the CDFI Program Regulations as designated in the Recipient's most recently approved CDFI Certification documentation.

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Commitments (\$)	The total dollar amount (\$) of loan and equity investment commitments made by a CDFI to borrowers or investees that has not yet been disbursed, but for which the CDFI has reserved cash, cash equivalents, or other assets to fund at a later date (e.g., a loan that is closed but not yet disbursed; a loan that has been provisionally approved, but will not be closed or disbursed until a borrower meets certain terms and conditions; a loan that has been approved by a loan committee, but not yet closed).		✓	✓	✓
On-Balance Sheet Loans Closed (\$)	The gross dollar amount (\$) of loans closed during the reporting period. In contrast to the “Total On-Balance Sheet Loan Portfolio (\$)” this entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period.		✓	✓	✓
On-Balance Sheet Loans Closed (#)	The total number (#) of loans closed during the reporting period. In contrast to the “Total On-Balance Sheet Loan Portfolio (#)” this entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period.		✓	✓	✓
On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of loans closed in an Eligible Market and/or Target Market during the reporting period. <i>See above for definition of “On-Balance Sheet Loans Closed (\$)”.</i>		✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Charge-offs (\$)	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 during the reporting period. This is a direct reduction of the carrying amount of a financial asset measured at amortized cost resulting from uncollectibility. A financial asset is considered uncollectible if the entity has no reasonable expectation of recovery.	Charge-off. Write-off. Bad Debt Expense.	✓	✓	
Charge-offs (#)	The total number (#) of receivables, primarily loans, that have been determined to be a loss or non-recoverable during the repayment cycle and that have been taken off the balance sheet as a loss during the reporting period.	Charge-Off. Write-Off. Bad Debt Expense.	✓	✓	
Troubled Debt Restructuring (\$)	The total dollar amount (\$) of all debt restructured during the reporting period by a creditor for economic or legal reasons related to the debtor's financial difficulties and/or inability to pay and perform as agreed.	TDR	✓	✓	
Recoveries (\$)	The total dollar amount (\$) of all gross recoveries on charged-off loans, less any related expenses, collected during the current reporting period.	Recoveries on Previously Charged Off Loans	✓	✓	
Recoveries (#)	The total number (#) of loans with gross recoveries collected on during the current reporting period. This is the count (#) of loans included in the Recoveries (\$) line item above.	Recoveries on Previously Charged Off Loans	✓	✓	
Loans 90 Days (or more) Past Due (\$)	The total dollar amount (\$) of all loans 90 or more days past due. Loans should be considered past due if any part of the payment is past due.	Total Loans 90+ Days Past Due. PAR 90.	✓	✓	

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Loans 90 Days (or more) Past Due (#)	The total number (#) of all loans 90 or more days past due. Loans should be considered past due if any part of the payment is past due.	Total Loans 90+ days Past Due. PAR 90.	✓	✓	
Loans Delinquent 61 to 90 days (\$)	The total dollar amount (\$) of all loans 61 to 90 days past due. Loans should be considered past due if any part of the payment is past due.		✓	✓	
Loans Delinquent 61 to 90 days (#)	The total number (#) of all loans 61 to 90 days past due. Loans should be considered past due if any part of the payment is past due.		✓	✓	
On-Balance Sheet Loan Guarantees Made (\$)	Total on-balance sheet capital put at risk by the organization for loan guarantees made during the reporting period. Capital put at risk includes cash or investments set aside to collateralize loan guarantees. In contrast to “Total On-Balance Sheet Loan Guarantees Outstanding (\$)” this entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period.		✓	✓	✓
On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (\$)	Total on-balance sheet capital put at risk by the organization for loan guarantees made in an Eligible Market and/or Target Market during the reporting period. <i>See above definition of “On-Balance Sheet Loan Guarantees Made (\$)”.</i>		✓	✓	✓
Total On-Balance Sheet Loan Guarantees Outstanding (\$)	Total on-balance sheet capital put at risk for loans guaranteed by the organization. Capital put at risk includes cash or investments set aside to collateralize the guaranty. In contrast to “On-Balance Sheet Loan Guarantees Made (\$)” this entry reflects the amount of capital put at risk for loan guarantees at a specific date in time at the end of the reporting period.		✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Total On-Balance Sheet Loan Guarantees Outstanding in an Eligible Market and/or Target Market (\$)	Total on-balance sheet capital put at risk for loans guaranteed by the organization in an Eligible Market and/or Target Market. <i>See above definition of "Total On-Balance Sheet Loan Guarantees Outstanding (\$)"</i> .		✓	✓	✓
Equity Portfolio					
Equity Investments Exited this Year (\$)	The total dollar amount (\$) of equity investments exited during the reporting period.		✓	✓	
Equity Investments Exited this Year (#)	The total number (#) of equity investments exited during the reporting period.		✓	✓	
Investments Written-Off this Year (\$)	The total dollar amount (\$) of equity investments determined to be a loss during the reporting period.		✓	✓	
Investments Written-Off this Year (#)	The total number (#) of equity investments determined to be a loss during the reporting period.		✓	✓	
Total Equity Investments Portfolio (\$)	The total dollar amount (\$) of equity investments held by an organization in companies in which it owns stock or other forms of ownership interest as reported in the organization's statement of financial condition or balance sheet. Total Outstanding Equity Investment Portfolio should reflect the valuation of the organization's interests after making adjustments for any investment gains or losses. In contrast to "Total Equity Investments Closed (\$)" this entry reflects the valuation of equity investments at a specific date in time at the end of the reporting period.	Equity Investments. Outstanding Equity Investment Portfolio.	✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Total Equity Investments Portfolio (#)	The total number (#) of equity investments held by an organization in portfolio companies in which it owns stock or other forms of ownership interest as reported in the organization's statement of financial condition or balance sheet. In contrast to "Total Equity Investments Closed (#)" this entry reflects the number of equity investments at a specific date in time at the end of the reporting period.	Equity Investments.	✓	✓	✓
Total Equity Investments Portfolio in an Eligible Market and/or Target Market (\$)	The total dollar amount (\$) of equity investments held by an organization in companies in an Eligible Market and/or Target Market in which it owns stock or other forms of ownership interest. <i>See above definition of "Total Equity Investments Portfolio (\$)"</i> .		✓		
Total Equity Investments Closed (\$)	The gross dollar amount (\$) of equity investments closed during the reporting period. In contrast to the "Total Equity Investments Portfolio (\$)" this entry reflects activities over the reporting period, as opposed to the valuation of the organization's equity investments at a specific date in time at the end of the reporting period.		✓	✓	✓
Total Equity Investments Closed in an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of equity investments closed in an Eligible Market and/or Target Market during the reporting period. <i>See above for definition of "Total Equity Investments Closed (\$)"</i> .		✓	✓	✓
% of Financial Products Closed in an Eligible Market and/or Target Market	Calculated value (no data entry): "On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$)" divided by "On-Balance Sheet Loans Closed (\$)".		✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Persistent Poverty County Activities					
On-Balance Sheet loans closed in PPCs serving an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of loans closed in PPCs serving an Eligible Market and/or Target Market during the reporting period. This entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period. <i>See above definition of "On-Balance Sheet Loans Closed (\$)"</i> .		✓	✓	✓
Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of equity investments closed in PPCs serving an Eligible Market and/or Target Market during the reporting period. This entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period. <i>See above definition of "Total Equity Investments Closed (\$)"</i> .		✓	✓	✓
Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)	Total on-balance sheet capital put at risk by the organization for loan guarantees made in PPCs serving an Eligible Market and/or Target Market during the reporting period. Capital put at risk includes cash or investments set aside to collateralize loan guarantees. This entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period. <i>See above definition of "On-Balance Sheet Loan Guarantees Made (\$)"</i> .		✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)	Calculated value (no data entry): <i>“On-Balance Sheet loans closed in PPCs serving an Eligible Market and/or Target Market (\$)” + “Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)” + “Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)”.</i>		✓	✓	✓

Financial Data Inputs for Credit Union Applicants

Credit Union Applicants should use information from their National Credit Union Administration’s (NCUA) Call Report Form 5300 (5300) and the Financial Performance Report (FPR) to complete the Application Financial Data subsection in AMIS. Credit Union Applicants should **not** use information from audited financial statements as terms and definitions may vary.

Credit Union Applicants are advised to use their best efforts to provide data for the financial inputs that have no corresponding Call Report references by using the guidance provided below. **Note that a Credit Union Applicant will not be penalized if it is unable to provide the data requested.** The CDFI Fund will continue to work with federal regulators to refine financial data points and improve the application process.

Note: For any item that is listed where your organization has no data, you must enter the number zero (“0”). AMIS will return a red error message if the required response to a field is not provided.

Table 24 – Financial Data Inputs for Credit Union Applicants

AMIS Inputs	Equivalent 5300 or FPR Data Location		
Assets	5300 Account Number	FPR Reference	5300 Table Number
Allowance for Loan and Lease Losses or Allowance for Credit Losses on Loans & Leases (\$)	719 or AS0048; Statement of Financial Condition, Loans and Leases section	Summary Financial Information, Page 1 (Allowance for Loans & Leases or Allowance for Credit Losses on Loans & Leases)	FS220 for 719; FS220N for AS0048
Total Assets (\$)	010; Statement of Financial Condition, Other Assets section	Summary Financial Information, Page 1 (Total Assets)	FS220
Liabilities	5300 Account Number	FPR Reference	5300 Table Number
Total Borrowings (\$)	860C; Statement of Financial Condition, Liabilities section	Liquidity – Borrowing Arrangements Contingent Liabilities and Sources of Funds, Page 26, Borrowing Maturity Distribution section, Total	FS220

AMIS Inputs	Equivalent 5300 or FPR Data Location		
Shares/Deposits	5300 Account Number	FPR Reference	5300 Table Number
Total Shares and Deposits (\$)	018; Statement of Financial Condition, Shares/Deposits section	Summary Financial Information, Page 1 (Total Shares & Deposits)	FS220
Net Worth	5300 Account Number	FPR Reference	5300 Table Number
Total Net Worth (\$)	997; Schedule G, Capital Adequacy Worksheet	Liabilities, Shares & Equity, Page 6 (Total Net Worth)	FS220A
Income/Revenue	5300 Account Number	FPR Reference	5300 Table Number
Total Interest Income (\$)	115; Statement of Income and Expense, Interest Income Year-to-Date section	Income Statement, Page 7 (Total Interest Income)	FS220A
Net Income (\$)	661A; Statement of Income and Expense, Net Income Year-to-Date section	Income Statement, Page 7 (Net Income)	FS220A
Expenses	5300 Account Number	FPR Reference	5300 Table Number
Total Interest Expense (\$)	350; Statement of Income and Expense, Interest Expense Year-to-Date section	Income Statement, Page 7 (Total Interest Expense)	FS220A
Loan Portfolio	5300 Account Number	FPR Reference	5300 Table Number
Total On-Balance Sheet Loan Portfolio (\$)	025B; Statement of Financial Condition, Loans and Leases section	Assets, Page 5 (Total Loans & Leases)	FS220
Total On-Balance Sheet Loan Portfolio (#)	025A; Statement of Financial Condition, Loans and Leases section	There is no corresponding FPR reference. <i>Use corresponding term defined for Unregulated Applicants above.</i>	FS220
Total On-Balance Sheet Loan Portfolio in an Eligible Market and/or Target Market (\$)	There is no corresponding FPR reference. This exact classification is not directly defined in 5300 accounts. <i>Use corresponding term defined for Unregulated Applicants above.</i>		

AMIS Inputs	Equivalent 5300 or FPR Data Location		
On-Balance Sheet Loans Closed (\$)	031B; Schedule A - Loans, Supplemental Information, Section 1, Loans Granted section	Loans, Page 8, Loans Granted (Amount of Loans Granted Year-to-Date)	FS220
On-Balance Sheet Loans Closed (#)	031A; Schedule A - Loans, Supplemental Information, Section 1, Loans Granted section	Loans, Page 8, Loans Granted (Number of Loans Granted Year-to-Date)	FS220
On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Charge-offs (\$)	550; Schedule A – Loans, Supplemental Information, Section 3, Loan Charge Offs and Recoveries section	Loan Losses, Page 14, Loan Loss Summary (Total Loans Charged Off Year-to-Date)	FS220
Troubled Debt Restructuring (\$)	1001F; Schedule A – Section 2, Delinquent Loans & Leases section (includes Modifications to Borrowers Experiencing Financial Difficulties)	Delinquent Loan Information, Page 10, (Outstanding Troubled Debt Restructured loans)	FS220H
Recoveries (\$)	551; Schedule A – Loans, Supplemental Information, Section 3, Loan Charge Offs and Recoveries section	Loan Losses, Page 14, Loan Loss Summary (Total Loans Recovered Year-to-Date)	FS220
Loans 60 Days (or more) Past Due (\$)	041B; Schedule A – Section 2, Delinquent Loans & Leases section, Total Amount of Loans Delinquent 60+ Days	Delinquent Loan Information, Page 9, Delinquency Summary – All Loan Types (Total Delinquent Loans - All Types (> = 60 Days))	FS220

AMIS Inputs	Equivalent 5300 or FPR Data Location		
Loans 60 Days (or more) Past Due (#)	041A; Schedule A – Section 2, Delinquent Loans & Leases section, Total Number of Loans Delinquent 60+ Days	<p>There is no corresponding FPR reference.</p> <p>CDFI Fund Staff Program Staff Comments:</p> <p>The total number (#) of loans 60 or more days past due. Loans should be considered past due if any part of the payment is past due.</p>	FS220A
Total Loans Delinquent 31 to 60 Days (\$)	020B; Schedule A – Section 2, Delinquent Loans & Leases section, 30 – 59 days column	Delinquent Loan Information, Page 9, Delinquency Summary – All Loan Types (30 to 59 Days Delinquent)	FS220
Total Loans Delinquent 31 to 60 Days (#)	There is no corresponding Call Report reference.	<p>There is no corresponding FPR reference.</p> <p>CDFI Fund Staff Program Staff Comments:</p> <p>The total number (#) of all loans 31 to 60 days past due. Loans should be considered past due if any part of the payment is past due.</p>	
On-Balance Sheet Loan Guarantees Made (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		
On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		
Total On-Balance Sheet Loan Guarantees Outstanding (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		
Total On-Balance Sheet Loan Guarantees Outstanding in an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		

AMIS Inputs	Equivalent 5300 or FPR Data Location		
Equity Portfolio	5300 Account Number	FPR Reference	5300 Table Number
Equity Investments Exited this Year (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Equity Investments Exited this Year (#)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Investments Written-Off this Year (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Investments Written-Off this Year (#)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Total Equity Investments Portfolio (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Total Equity Investments Portfolio (#)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Total Equity Investments Portfolio in an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		

AMIS Inputs	Equivalent 5300 or FPR Data Location		
Total Equity Investments Closed (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Total Equity Investments Closed in an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
% of Financial Products Closed in an Eligible Market and/or Target Market	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Calculated value (no data entry): On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$) + On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (\$) + Total Equity Investments Closed in an Eligible Market and/or Target Market (\$) / (On-Balance Sheet Loans Closed + On-Balance Sheet Loan Guarantees Made + Total Equity Investments Closed</p>		
Membership	5300 Account Number	FPR Reference	5300 Table Number
Total Membership (#)	083; Schedule D – Shares, Supplemental Information, Section 1 – Number of Members	Share and Membership Information, Page 27, Membership (Number of Current Members)	FS220
Total Field of Membership (#)	084; Schedule D – Shares, Supplemental Information, Section 1 – Number of Potential Members	Share and Membership Information, Page 27, Membership (Number of Potential Members)	FS220
Total Members (%)	There is no corresponding Call Report reference.	Share and Membership Information, Page 27, Membership (% Current Members to Potential Members)	
Total Financial Services Provided in an Eligible Market and/or Target Market (#)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Aggregate number of Financial Services provided in an Eligible Market and/or Target Market including number of checking, savings accounts, check cashing, money orders, certified checks, automated teller machines, deposit taking, safe deposit box services, and other similar services, over the 12-month reporting period.</i></p>		

AMIS Inputs	Equivalent 5300 or FPR Data Location		
On-Balance Sheet Financial Products Closed in Persistent Poverty Counties	5300 Account Number	FPR Reference	5300 Table Number
On-Balance Sheet Loans closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Calculated value - no data entry.</p>		

Financial Data Inputs for Bank and Bank Holding Company Applicants

Bank and Bank Holding Company Applicants should use information from their respective Call Reports to complete the Application Financial Data subsection in AMIS. Bank and Bank Holding Company Applicants should not use information from audited financial statements as terms and definitions may vary.

Bank and Bank Holding Company Applicants are advised to make their best efforts to provide data for the financial inputs that have no corresponding Call Report references by using the guidance provided, however Bank and Bank Holding Company Applicants will not be penalized if they are unable able to provide the data requested. The CDFI Fund will continue to work with federal regulators to refine financial data points and improve the application process.

In instances where there is no corresponding Uniform Bank Performance Report (UBPR) Concept Description provided in the crosswalk table, the comments provided by the CDFI Fund will aid Applicants in completing the Application Financial Data subsection in AMIS.

Note for Bank Holding Company Applicants: Bank Holding Company Applicants with a Subsidiary Insured Depository Institution that will make use of the FA Award funds should use the financial information of the Subsidiary Insured Depository Institution when completing the Application Financial Data section.

Note: For any item that is listed where your organization has no data, you must enter the number zero (“0”). AMIS will return a red error message if the required response to a field is not provided.

Table 25 – Financial Data Inputs for Bank/Bank Holding Company Applicants

AMIS Inputs	Equivalent UBPR Data Location			
Assets	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Unrestricted Cash & Cash Equivalents (\$)	UBPR0081	Page 4 - Noninterest-Bearing Cash and Due From Bank	Schedule RC items 1a (RCFD 0081 = Non-Interest Bearing Balances and Coin and Currency) plus RC item 1b (RCFD 0071 = Interest-bearing balances)	UBPR0081 DESCRIPTION: Noninterest-Bearing Cash and Due From Banks NARRATIVE: Total currency, coin, and noninterest-bearing balances due from depository institutions. FORMULA: ExistingOf(cc:RCFD0081[P0], cc:RCON0081[P0])

AMIS Inputs	Equivalent UBPR Data Location			
Allowance for Loan and Lease Losses (\$)	UBPR3123	Page 4 - Loans and Leases Allowance	Schedule RC item 4c (RCFD 3123)	<p>UBPR3123</p> <p>DESCRIPTION: Loan and Lease Allowance</p> <p>NARRATIVE: The allowance for loan and lease losses.</p> <p>FORMULA: IF(uc:UBPRC752[P0] = 31,cc:RCFD3123[P0],IF(uc:UBPRC752[P0] = 41,cc:RCON3123[P0], NULL))</p>
Average Assets (\$)	UBPRE878	Page 4 - Average Assets During Quarter	Schedule RC-K item 9 (RCFD 3368)	<p>UBPRE878</p> <p>DESCRIPTION: Average Assets During Quarter</p> <p>NARRATIVE: Average assets for one quarter from Call Report Schedule RC-K.</p> <p>FORMULA: IF(uc:UBPR3368[P0] > 0,uc:UBPR3368[P0],IF(uc:UBPR3368[P0] < 1,uc:UBPR2170[P0], NULL))</p>
Earning Assets (\$)	UBPRE123	Page 4 - Total Earning Assets	Schedule RC items 2a, plus 2b, plus 4d (a. Held-to-maturity securities (from Schedule RC-B, column A) RCFD 1754 -- b. Available-for-sale securities (from Schedule RC-B, column D) RCFD 1773) -- plus d. Loans and leases held for investment, net of allowance (item 4.b minus 4.c) RCFD B529	<p>UBPRE123</p> <p>DESCRIPTION: Total Earning Assets</p> <p>NARRATIVE: Sum of Net Loans and Leases and Total Investments. RCK item 9 (Average Total Asset) can be used when UBPRE123 (Average Earning Assets) is not available.</p> <p>FORMULA: uc:UBPRE119[P0] + uc:UBPRE122[P0] + UBPR0071 + UBPRD493 + UBPR3545</p>
Total Assets (\$)	UBPR2170	Page 4 - Total Assets	Schedule RC item 12 -RCFD 2170	<p>UBPR2170</p> <p>DESCRIPTION: Total Assets</p> <p>NARRATIVE: Total Assets from Call Report Schedule RC.</p> <p>FORMULA: IF(uc:UBPRC752[P0] = 31,cc:RCFD2170[P0], IF(uc:UBPRC752[P0] = 41,cc:RCON2170[P0], NULL))</p>

AMIS Inputs		Equivalent UBPR Data Location		
Liabilities	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Total Liabilities (\$)	UBPRD662	Page 4 - Total Liabilities (Including Mortgages)	21. Total Liabilities (sum of items 13 through 20) RCFD 2948	UBPRD662 DESCRIPTION: Total Liabilities (Including Mortgages) NARRATIVE: Total Liabilities (excluding notes and debentures subordinated to deposits). FORMULA: uc:UBPR2948[P0]
Net Assets	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Tier 1 Capital (\$)	UBPR8274	Page 11A - Tier 1 Capital Allowable Under the Risk-Based Capital Guidelines	Schedule RC-R item 26. (sum of items 19 and 25) RCFA 8274	UBPR8274 DESCRIPTION: Tier 1 Capital Allowable Under the Risk-Based Capital Guidelines NARRATIVE: Tier 1 Capital Allowable Under the Risk-Based Capital Guidelines FORMULA: if(uc:UBPRC752[P0] = 31 and ExistingOf(cc:RCONN256[P0], false) = true, cc:RCFA8274[P0], if(uc:UBPRC752[P0] = 41 and ExistingOf(cc:RCONN256[P0], false) = true, cc:RCOA8274[P0], if(uc:UBPRC752[P0] = 31 and uc:UBPR9999[P0]>'2015-01-01', cc:RCFA8274[P0], if(uc:UBPRC752[P0] = 41 and uc:UBPR9999[P0]>'2015-01-01', cc:RCOA8274[P0], if(uc:UBPRC752[P0] = 31, cc:RCFD8274[P0], if(uc:UBPRC752[P0] = 41,cc:RCON8274[P0], NULL))))))

AMIS Inputs		Equivalent UBPR Data Location		
Income/ Revenue	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Total Interest Income (\$)	UBPR4107	Page 2 - Total Interest Income (TE)	Schedule RI item <u>1</u> h. = Total interest income (sum of items 1.a.(3) through 1.g) RIAD 4107	UBPR4107 DESCRIPTION: Total Interest Income (TE) NARRATIVE: Sum of income on loans and leases on a tax equivalent basis + investment income on a tax equivalent basis + interest on interest bearing bank balances + interest on federal funds sold and security resales + interest on trading account assets. FORMULA: uc:UBPR4010[P0] + cc:RIAD4065[P0] + cc:RIAD4115[P0] + uc:UBPRD398[P0] + ExistingOf(cc:RIAD4069[P0], '0') + cc:RIAD4020[P0] + cc:RIAD4518[P0] + uc:UBPRD405[P0]
Net Income (\$)	UBPR4340	Page 2 - Net Income	Net income (loss) attributable to bank, RIAD 4340, NETINC	UBPR4340 DESCRIPTION: Net Income NARRATIVE: Net Income from Call Report Schedule RI. FORMULA: cc:RIAD4340[P0]
Expenses	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Interest Expense (\$)	RIAD4073	Page 2 - Total Interest Expense	Schedule RI item 2 e. Total interest expense (sum of items 2.a through 2.d) RIAD 4073	23 Total Interest Expense 23.1 RIAD4073

AMIS Inputs	Equivalent UBPR Data Location			
Loan Portfolio	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Total On-Balance Sheet Loan Portfolio (\$)	UBPRE386	Page 7 - Average Total Loans and Leases	RC-K items 6.a.1. Thru b. (RCON 3360) (2) Loans secured by real estate: (a) Loans secured by 1-4 family residential properties RCON 3465 (b) All other loans secured by real estate RCON 3466 3) Loans to finance agricultural production and other loans to farmers RCON 3386 (4) Commercial and industrial loans RCON 3387 (5) Loans to individuals for household, family, and other personal expenditures: a) Credit cards RCON B561 (b) Other (includes revolving credit plans other than credit cards, automobile loans, and other consumer loans) RCON B562 b. Total loans in foreign offices, Edge and agreement subsidiaries, and IBFs RCFN 3360	UBPRE386 DESCRIPTION: Average Total Loans & Leases NARRATIVE: Average total loans and average lease financing receivables for the first reporting period of the year and for each subsequent reporting period divided by the number of reporting periods, from Call Report Schedule RC-K. FORMULA: uc:UBPRD151[P0] + uc:UBPRD272[P0]
Total On-Balance Sheet Loan Portfolio (#)	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			

AMIS Inputs	Equivalent UBPR Data Location			
Total On-Balance Sheet Loan Portfolio in Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
On-Balance Sheet Loans Closed (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
On-Balance Sheet Loans Closed (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
On-Balance Sheet Loans Closed in Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Charge-offs (\$)	UBPR4635	Page 7 - Gross Credit Losses	Schedule RI-B Charge-offs and Recoveries and Changes in Allowances for Credit Losses RIAD 4635	<p>UBPR4635</p> <p>DESCRIPTION: Gross Loan Losses</p> <p>NARRATIVE: Gross amount of loan and lease losses year-to-date. Note that gross loan losses includes the writedown taken on loans held for sale. This item is added back to allow reconciliation with loan loss data by type of loan as reported on Call Report Schedule RI-B, Section a.</p> <p>FORMULA: IF(uc:UBPR9999[P0] > '2002-01-01',cc:RIADC079[P0] + cc:RIAD5523[P0],IF(uc:UBPR9999[P0] < '2002-01-01' AND uc:UBPR9999[P0] > '2001-04-01',cc:RIADC079[P0] + uc:UBPRD582[P0],IF(uc:UBPR9999[P0] < '2001-04-01' AND uc:UBPR9999[P0] > '2001-01-01',cc:RIAD4635[P0],NULL)))</p>

AMIS Inputs	Equivalent UBPR Data Location			
Recoveries (\$)	RIAD4605	Page 7 – Line 9 of Schedule RI-B, Part I. Charge-offs and Recoveries on Loans and Leases	Schedule RI-B Charge-offs and Recoveries and Changes in Allowances for Credit Losses RIAD 4605	Refer to Call Report RIAD4605
Loans 90 Days (or more) Past Due (\$)	UBPR1400	Page 8 - Total Non-Current LN&LS	Schedule RC-N item 9. Total loans and leases (sum of items 1 through 8.b) Column B RCFD 1407	UBPR1400 DESCRIPTION: Total Non-Current LN&LS NARRATIVE: The sum of loans and leases past due over 90 days and still accruing interest and loans on nonaccrual. FORMULA: uc:UBPRD667[P0] + uc:UBPRD669[P0]
Loans 90 Days (or more) Past Due (#)	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			
Loans Delinquent 61 to 90 days (\$)	UBPRD668	Page 8 –Past Due, Nonaccrual & Restructured	Schedule RC-N item 9 Column A (30 to 89 days and still accruing...). Total loans and leases (sum of items 1 through 8.b).... RCFD 1406	UBPRD668 DESCRIPTION: LN & LS 30-89 Days Past Due. NARRATIVE: Loans and leases past due 30 through 89 days and still accruing interest.
Loans Delinquent 61 to 90 days (#)	N/A	There is no corresponding UBPR concept.	N/A	N/A
On-Balance Sheet Loan Guarantees Made (\$)	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			

AMIS Inputs	Equivalent UBPR Data Location			
On-Balance Sheet Loan Guarantees Made in Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Total On-Balance Sheet Loan Guarantees Outstanding (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Total On-Balance Sheet Loan Guarantees Outstanding in Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Equity Portfolio	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Total Equity Investments Portfolio (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Total Equity Investments Portfolio (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Total Equity Investments Portfolio in Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Equity Investments Exited this Year (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			

AMIS Inputs	Equivalent UBPR Data Location
Equity Investments Exited this Year (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Total Equity Investments Closed (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Total Equity Investments Closed in Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Investments Written-Off this Year (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Investments Written-Off this Year (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Total Financial Services Provided in Eligible Markets (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Aggregate number of Financial Services provided in an Eligible Market and/or Target Market including number of checking, savings accounts, check cashing, money orders, certified checks, automated teller machines, deposit taking, safe deposit box services, and other similar services, over the 12-month reporting period.</i></p>
% of Financial Products Closed in an Eligible Market and/or Target Market	<p>Calculated value - no data entry.</p>

AMIS Inputs	Equivalent UBPR Data Location			
On-Balance Sheet Financial Products Closed in Persistent Poverty Counties	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
On-Balance Sheet loans closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			

AMIS Inputs	Equivalent UBPR Data Location
Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$) 	<p>Calculated value - no data entry.</p>

Financial Data Inputs for Cooperativa Applicants

Cooperativa applicants should use information from their audited financial statements and Automatización de Informe Trimestral y Sistema Actuarial (AITSA) to complete the Application Financial Data subsection in AMIS. Cooperativa applicants are advised to use their best efforts to provide data for the financial inputs that have no corresponding references by using the guidance provided below. **Note that a cooperativa Applicant will not be penalized if it is unable to provide the data requested.** The CDFI Fund will continue to work directly with cooperativas and COSSEC to refine financial data points and improve the application process.

Note: For any item that is listed where your organization has no data, you must enter the number zero (“0”). AMIS will return a red error message if the required response to a field is not provided.

Table 26 – Financial Data Inputs for Cooperativa Applicants

AMIS Inputs	Equivalent Financial Statement Field		
Assets	Audited Financial Statements in Spanish	Reference	AITSA
Allowance for Loan and Lease Losses (\$)	Provisión para Préstamos Incobrables	Loans and Provision for Possible Loan Losses	11000
Total Assets (\$)	Total de Activos	Total Assets	10000
Liabilities	Audited Financial Statements in Spanish	Reference	AITSA
Total Borrowings (\$)	Obligaciones por Pagar	Liabilities-Accounts Payable	21000
Shares/Deposits	Audited Financial Statements in Spanish	Reference	AITSA
Total Shares and Deposits (\$)	Total de Acciones y Depósitos (\$)	Total Shares & Deposits	30500 + 20500
Net Worth	Audited Financial Statements in Spanish	Reference	AITSA
Total Net Worth (\$)	Total de Capital Indivisible	Elements of Undistributed Capital	16530

AMIS Inputs	Equivalent Financial Statement Field		
Income/Revenue	Audited Financial Statements in Spanish	Reference	AITSA
Total Interest Income (\$)	Ingresos de Intereses	Total Interest Income (Interest on Loans+Interest on Savings Accounts & CD+Interest on Investment)	40500 + 41000 + 41500
Net Income (\$)	Economía Neta	Net Income	80000
Expenses	Audited Financial Statements in Spanish	Reference	AITSA
Total Interest Expense (\$)	Total Gasto de Intereses	Total Interest Expense (Interest on Deposits & Borrowed Money)	50500 + 51000
Loan Portfolio	Audited Financial Statements in Spanish	Reference	AITSA
Total On-Balance Sheet Loan Portfolio (\$)	Total (\$) de Préstamos en Cartera	Total Loans & Leases	10500
Total On-Balance Sheet Loan Portfolio (#)	Número de Préstamos en Cartera	Not Available in Audit Financial Statement. Available in Quarterly Call Reports. <i>Use corresponding term defined for Unregulated Applicants above.</i>	Number of total Loans (Loans Schedule Section on Call Report) AITSA 10500
Total On-Balance Sheet Loan Portfolio in an Eligible Market and/or Target Market (\$)	<i>Use corresponding term defined for Unregulated Applicants above.</i>		
On-Balance Sheet Loans Closed (\$)	Total (\$) de Préstamos Originados	Not Available in Audit Financial Statement. Available in Quarterly Call Report <i>Use corresponding term defined for Unregulated Applicants above.</i>	Dollar amount of total loans granted quarterly and in the fiscal year. AITSA 17000
On-Balance Sheet Loans Closed (#)	Número de Préstamos Originados	Not Available in Audit Financial Statement. Available in Quarterly Call Report <i>Use corresponding term defined for Unregulated Applicants above.</i>	Number of total loans granted quarterly and in the fiscal year. AITSA 17000

AMIS Inputs	Equivalent Financial Statement Field		
On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$)	<p>Not Available</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Loan Portfolio	Audited Financial Statements in Spanish	Reference	AITSA
Charge-offs (\$)	Préstamos Cargados Contra la Reserva	Total Loans Charged Off (Loans and Accounts Charged-off)	00060
Troubled Debt Restructuring (\$)	Préstamos Restructurados	Restructured Loans (Total TDR First RE, Other RE, Consumer, and Commercial Loans)	10570
Recoveries (\$)	Recobro de Préstamos Previamente Cargados a Reserva	Net Recoveries (Total Loans Recovered)	00065
Loans 60 Days (or more) Past Due (\$)	Préstamos Morosos (\$) con más de 60 días de atraso	Total Loans - All Types (>60 Days) past due	15000
Loans 60 Days (or more) Past Due (#)	Préstamos Morosos (#) con más de 60 días de atraso	<p>Not Available</p> <p>CDFI Fund Staff Comments: The total number (#) of loans 60 or more days past due. Loans should be considered past due if any part of the payment is past due.</p>	<p>Total Number Delinquent Loans Schedule</p> <p>AITSA 15000</p>
Total Loans Delinquent 31 to 60 Days (\$)	Préstamos Morosos (\$) a 31 a 60 días de atraso	<p>Not Available</p> <p>CDFI Fund Staff Comments: The total amount (\$) of all loans 31 to 60 days past due. Loans should be considered past due if any part of the payment is past due.</p>	
Total Loans Delinquent 31 to 60 Days (#)	Préstamos Morosos (#) con 31 a 60 días de atraso	<p>Not Available</p> <p>CDFI Fund Staff Comments: The total number (#) of all loans 31 to 60 days past due. Loans should be considered past due if any part of the payment is past due.</p>	

AMIS Inputs	Equivalent Financial Statement Field	
On-Balance Sheet Loan Guarantees Made (\$) _	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>	
On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>	
Total On-Balance Sheet Loan Guarantees Outstanding (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>	
Total On-Balance Sheet Loan Guarantees Outstanding in an Eligible Market and/or Target Market (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>	
Equity Portfolio	Audited Financial Statements in Spanish	Reference
Equity Investments Exited this Year (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>	
Equity Investments Exited this Year (#)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>	
Investments Written-Off this Year (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>	
Investments Written-Off this Year (#)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>	
Total Equity Investments Portfolio (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>	

AMIS Inputs	Equivalent Financial Statement Field		
Total Equity Investments Portfolio (#)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
Total Equity Investments Portfolio in an Eligible Market and/or Target Market (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
Total Equity Investments Closed (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
Total Equity Investments Closed in an Eligible Market and/or Target Market (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
% of Financial Products Closed in an Eligible Market and/or Target Market	Not Available Calculated value (no data entry): On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$) + On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (\$) + Total Equity Investments Closed in an Eligible Market and/or Target Market (\$) / (On-Balance Sheet Loans Closed + On-Balance Sheet Loan Guarantees Made + Total Equity Investments Closed)		
Membership	Audited Financial Statements in Spanish	Reference	AITSA
Total Membership (#)	Socios de la Cooperativa	(Num Current Members)	00115
Total Field of Membership (#)	Not Available	Island's Total Population per Census (Num Potential Members)	
Total Members (%)	Not Available	Not Available (% Current Members to Potential Members)	

AMIS Inputs	Equivalent Financial Statement Field	
Total Financial Services Provided in an Eligible Market and/or Target Market (#)	<p>Not Available</p> <p>CDFI Fund Staff Comments:</p> <p>Aggregate number of Financial Services provided in an Eligible Market and/or Target Market including number of checking, savings accounts, check cashing, money orders, certified checks, automated teller machines, deposit taking, safe deposit box services, and other similar services, over the 12-month reporting period.</p>	
On-Balance Sheet Financial Products Closed in Persistent Poverty Counties	Audited Financial Statements in Spanish	Reference
On-Balance Sheet Loans closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p>Not Available</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>	
Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p>Not Available</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>	
Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)	<p>Not Available</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>	
Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)	<p>Not Available</p> <p>Calculated value - no data entry.</p>	

APPENDIX B: GLOSSARY OF TERMS

Current Financial Product Type Lines of Business

- **Affordable Housing Finance** generally means (a) the acquisition, pre-development financing, construction, rehabilitation, permanent and other similar financing, first mortgage financing, and subordinated mortgages for home purchase and rehabilitation, and (b) related development services to promote the supply of housing and/or increase homeownership opportunities. The housing must be the primary residence of a household or family that qualifies as Low-Income, and that household or family must not pay more than 30% of their income on housing.
- **Climate-Focused Financing** generally means financing for projects related to climate resilience; response to or preparation for extreme weather; reduction of emissions; sustainability; energy, water, or location efficiency; or clean energy projects. For more details on the definition of Climate-Focused Financing, please review the Revised Annual Certification and Data Collection Report Form & Instructions available on the CDFI Fund's website [here](#).
- **Commercial Real Estate Finance** generally means financing provided for the purpose of the acquisition or rehabilitation of a building, or the acquisition, construction and/or development of a property for commercial purposes.
- **Community Facilities Finance** generally means financing provided for the purpose of acquisition, construction, renovation, and/or maintenance or improvement of facilities where health care, childcare, educational, cultural, or social services are provided.
- **Consumer Financial Products** generally means loans, Equity Investments, loan purchases, loan guarantees, and similar financing activities provided to individuals and families.
- **Intermediary Lending to Nonprofits and CDFIs** generally means the provision of Financial Products to nonprofit organizations, CDFIs, and/or Emerging CDFIs.
- **Microenterprise Finance** generally means financing to a for-profit or nonprofit enterprise that has five or fewer employees (including the proprietor) in an amount no more than \$50,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
- **Small Business Finance** generally means financing to a for-profit or nonprofit enterprise in an amount greater than \$50,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
- **Other** is any other line of business not meeting any of the above terms.

Financial Institution Designation

- **Minority Depository Institution** means an institution as defined in section 308(b) of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (12 U.S.C. 1463 note), or otherwise considered to be a minority depository institution by the appropriate federal banking agency, as defined in section 3 of the Federal Deposit Insurance Act (12 U.S.C. 1813), or by the National Credit Union Administration, as applicable.

APPENDIX C: COMPLIANCE EVALUATION QUESTIONS

The following questions are used to calculate an Applicant's Total Compliance Composite Score in both Base-FA and TA Applications. To produce a Total Compliance Composite Score, the CDFI Fund's Application Assessment Tool (AAT) uses responses provided by each Applicant in the compliance questions, as well as information in an Applicant's reporting history, reporting capacity, and performance risk with respect to the CDFI Fund's Performance Goals and Measures (PG&Ms). The purpose of this evaluation is to ensure Applicants do not have major internal management or compliance concerns.

In addition to the questions listed in Table 27, information from the Applicant's prior PG&Ms (where applicable) will be used as part of the calculation of a Total Compliance Composite Score.

Please note: Table 27 is provided as a guide for Applicants as you complete the compliance evaluation questions. **The question order will vary for each Applicant** depending upon whether you are a prior or current award Recipient and your answers to certain evaluation questions.

Table 27 – Compliance Evaluation Questions

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
Note: all written justifications for Compliance Questions have a 1,500 character limit, except Questions C5.1, C5.2, C6.1, C7.1, and/or C.16, which have a combined 5,000 character limit and are to be provided in the "Conditionally Required Responses" text box.				
C1	Does the CDFI generate externally reviewed, regulator reviewed, or audited financial statements annually?	1,500 character limit	<ul style="list-style-type: none"> • Annual externally reviewed financial statements; • Annual regulator reviewed financial statements; • Annual audited financial statements; • None of the above 	

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C2	Describe any audit findings for your CDFI or any of its affiliates or parent company from the last three fiscal years and how your CDFI addressed them (this includes material and non-material findings). Regulated Institutions should include all (a) Matters Requiring Attention (MRA), (b) Documents of Resolution (DOR), (c) Enforcement Actions (EA), (d) Letters of Understanding and Agreement (LUA), and (e) similar Regulator cited matters and actions. Applicants that do not identify qualified audit opinions at the time of application and are later determined to have withheld this information from the CDFI Fund either intentionally or inadvertently will be evaluated negatively.	1,500 character limit	<ul style="list-style-type: none"> • Not applicable (N/A); • 0 qualified opinions, adverse opinions, audit findings, or MRAs/DORs/EAs/LUAs, etc.; • 1 qualified opinion; • 2 or more qualified opinions; • 1 audit finding; • 2 or more audit findings; • 1 adverse opinion or MRA/DOR/EA/LUA, etc.; • 2 or more adverse opinions or MRAs/DORs/EAs/LUAs, etc. 	
C3	What kind of accounting system does this CDFI use to manage its portfolio?	1,500 character limit	<ul style="list-style-type: none"> • No system; • Paper-based system; • Microsoft Excel-based system; • Enterprise accounting software; • Other 	
C4	Are externally reviewed financial statements or audited financial statements completed annually within 180 days of the fiscal year end?	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	
C5	Has the CDFI received any federal, state, or local government financial assistance in the last ten fiscal years?	N/A	<ul style="list-style-type: none"> • Yes • No 	

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C5.1	<i>If this CDFI has received federal, state, or local government assistance in the last ten fiscal years, does this CDFI maintain a record of all federal, state, or local government assistance received?</i>	5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required - may not be visible to all Applicants
C5.2	<i>If this CDFI has received federal government assistance that required a Single Audit (A-133) report in the last ten fiscal years, has this CDFI submitted a Single Audit (A-133) to the federal agencies from which it has received financial assistance in the last ten fiscal years?</i>	5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required - may not be visible to all Applicants
C6	Does this CDFI have formal and written policies and procedures for complying with and completing federal, state, or local government financial assistance agreement requirements?	N/A	<ul style="list-style-type: none"> • Yes • No 	
C6.1	<i>If the CDFI has not yet established policies and procedures to comply with federal, state, or local government financial assistance reporting requirements, how long will this CDFI need to do so?</i>	5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)	<ul style="list-style-type: none"> • N/A • 6 months or less; • 1 year or less; or • More than 1 year 	Conditionally Required - may not be visible to all Applicants
C7	Does this CDFI maintain staff whose roles and responsibilities include complying with and completing federal, state, or local government financial assistance requirements?	N/A	<ul style="list-style-type: none"> • Yes • No 	
C7.1	<i>If this CDFI does not maintain staff, is the CDFI prepared to designate these responsibilities to specific staff members, should it receive an award?</i>	5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required - may not be visible to all Applicants

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C8	Has this CDFI defaulted on any federal credit instrument in the last ten fiscal years?	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	
C9	Has the CDFI failed to expend any award funds in a timely manner as required by any of federal, state, or local government agreements, or contracts in the last ten fiscal years?	1,500 character limit	<ul style="list-style-type: none"> • Yes • No • N/A 	
C10	Has the CDFI developed formal and written policies and procedures to oversee the quality of its investments and loan portfolio?	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	
C11	Has the CDFI had a tax lien imposed in the last ten fiscal years, due to delinquent taxes or failure to pay taxes owed by the entity?	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	
C12	Has your CDFI or any of its affiliates or parent company filed bankruptcy over the last ten fiscal years? If so, please describe the circumstances and current status.	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	
C13	<i>If this CDFI is a prior or current Recipient, does it have policies and procedures in place to notify its Board of Directors or governing body of new and existing federal, state, or local government requirements?</i>	1,500 character limit	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required if prior or current CDFI Recipient
C14	<i>If this CDFI is a prior or current Recipient, is the CDFI required to measure and report on progress toward its Performance Goals and Measures (PG&Ms) to the CDFI's Board of Directors or governing body at least annually?</i>	1,500 character limit	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required if prior or current CDFI Recipient

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C15	<i>If this CDFI is a prior or current Recipient, how frequently is the CDFI required by its policies and procedures to self-evaluate and track performance on PG&Ms?</i>	<i>1,500 character limit</i>	<ul style="list-style-type: none"> Annually or more frequently; Less than once per year; Not required 	Conditionally Required if prior or current CDFI Recipient
C16	Does the CDFI have financial covenants or other performance requirements with third-party funders?	N/A	<ul style="list-style-type: none"> CDFI has accepted funding that included financial covenants or performance requirements from 3rd party funders; CDFI has not accepted funding that included financial covenants or performance requirements from 3rd party funders; or CDFI does not have any 3rd party funders 	
C16.1	<i>If the CDFI has financial covenants or requirements with third-party funders, how frequently does the CDFI internally measure and report compliance?</i>	<i>5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)</i>	<ul style="list-style-type: none"> More frequently than annually; Annually; Less frequently than annually; Not internally monitored or reported by the CDFI; N/A 	Conditionally Required - may not be visible to all Applicants

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C17	Indicate if your CDFI has ever formally defaulted on any outstanding debt in the last ten fiscal years. Applicants must verify this information correctly in this application question. Applicants that do not identify defaulted debt at the time of application and are later determined to have withheld this information from the CDFI Fund either intentionally, or inadvertently, will be evaluated negatively. If yes, identify the date when the default occurred, and provide a narrative explaining the situation and how it was remedied.	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	
C18	Does the CDFI's information technology infrastructure support an accounting system?	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	
C19	Does the CDFI have a delinquent loan management policy?	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	
C20	In the last fiscal year, has the CDFI had one or more missed or overdue payments to any of its funders?	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	

APPENDIX D: CALCULATIONS IN FA OBJECTIVES SECTIONS

The following table presents the formulas used in the subsections of the FA Objectives (FAOs). These formulas are auto-calculated in AMIS. If you want to make edits to any of the financial data displayed in these calculations as you complete the Application, you must return to the “Application Financial Data” section, make edits there, and afterward, re-validate the data.

Table 28 – Calculations in FA Objective Sections

FA Objective and Section in AMIS	Subsection in AMIS	Calculation Formula
Section 14: FAO 1-1: Increase Volume of Financial Products	B. Calculate Total Financial Products Closed in Eligible/Target Market (Historic)	<p>“On-Balance Sheet Loans Closed in Eligible Markets and/or Target Markets” for the three historic fiscal years <i>(from Application Financial Data section)</i></p> <p>+ “Loan Guarantees Made in Eligible Markets and/or Target Markets” for the three historic fiscal years <i>(from Application Financial Data section)</i></p> <p>+ “Total Equity Investments Closed in Eligible Markets and/or Target Markets” for the three historic fiscal years <i>(from Application Financial Data section)</i></p> <p>= “Total Historic On-Balance Sheet Financial Products Closed in Eligible Markets and/or Target Markets” for the three historic fiscal years <i>(used in calculations below)</i></p>
Section 14: FAO 1-1: Increase Volume of Financial Products	B. Calculate Total Financial Products Closed in Eligible/Target Market (Projected)	<p>“On-Balance Sheet Loans Closed in Eligible Markets and/or Target Markets” for the three projected fiscal years <i>(from Application Financial Data section)</i></p> <p>+ “Loan Guarantees Made in Eligible Markets and/or Target Markets” for the three projected fiscal years <i>(from Application Financial Data section)</i></p> <p>+ “Total Equity Investments Closed in Eligible Markets and/or Target Markets” for the three projected fiscal years <i>(from Application Financial Data section)</i></p> <p>= “Total Projected On-Balance Sheet Financial Products Closed in Eligible Markets and/or Target Markets” for the three projected fiscal years <i>(used in calculations below)</i></p>

FA Objective and Section in AMIS	Subsection in AMIS	Calculation Formula
Section 14: FAO 1-1: Increase Volume of Financial Products	C. Past FA Award and New Net Increase Validation (Floor 2) Conditionally Required - may not be visible to all Applicants	<p>“Total Projected On-Balance Sheet Financial Products closed in Eligible Markets and/or Target Markets” <i>(calculated in this subsection – see Section 14 Subsection B above for detailed inputs)</i></p> <p>— (“Total \$ Amount of Financial Activity the Applicant is held to from Previous Awards” <i>(sourced from AMIS)</i>) + Base-FA Award Request Amount)</p> <p>= New Net Increase</p>
Section 14: FAO 1-1: Increase Volume of Financial Products	D. Verify Increase in Volume of Financial Products (Floor 1)	<p>“Total Historic On-Balance Sheet Financial Products Closed in Eligible/Target Market” <i>(calculated in previous subsection)”</i></p> <p>+ Base-FA Award Request Amount</p> <p>— “Total Projected On-Balance Sheet Financial Products closed in Eligible Markets and/or Target Markets” <i>(calculated in this subsection- see Section 14 Subsection B above for detailed inputs)</i></p> <p>= Increase in Volume</p>
Section 15: FAO 1-2: Increase Volume of Financial Services	B. Verify Increase in Volume of Financial Services (Floor 1)	<p>“Total # Financial Services Provided in an Eligible/Target Market” for the three projected fiscal years <i>(from Application Financial Data section)</i></p> <p>— “Total Projected Financial Services Provided in an Eligible/Target Market” for the three historic fiscal years <i>(from Application Financial Data section)</i></p> <p>= Increase in Financial Services</p>

FA Objective and Section in AMIS	Subsection in AMIS	Calculation Formula
Section 15: FAO 1-2: Increase Volume of Financial Services	C. Past FA Award and New Net Increase Validation (Floor 2) Conditionally Required - may not be visible to all Applicants	<p>“Total # Financial Services Provided in an Eligible/Target Market” for the three projected fiscal years (<i>from Application Financial Data section</i>)</p> <p>— “Total # Projected Financial Services Provided in an Eligible/Target Market” for the three historic fiscal years (<i>from Application Financial Data section</i>)</p> <p>— Financial Services Floor # from Previous Award(s) (<i>sourced from AMIS</i>)</p> <p>= New Net Increase in Financial Services</p>
Section 16: FAO 1-3: New Geographic Area(s)	B. Portfolio Outstanding for the New Geographic Area (Average Activity over Three-Year Historic Years)	<p>“Portfolio Outstanding for the New Geographic Area” for the three historic fiscal years</p> <p>÷ 3</p> <p>= “Portfolio Outstanding for the New Geographic Area (Average Activity over Three Historic Years)” (<i>becomes numerator</i>)</p>
Section 16: FAO 1-3: New Geographic Area(s)	C. Total Portfolio Outstanding (Average Activity over Three-Year Historic Years)	<p>“Total Portfolio Outstanding in Eligible Markets and/or Target Markets” for the three historic fiscal years</p> <p>÷ 3</p> <p>= “Total Portfolio Outstanding in Eligible/Target Market (Three-Year Historic Average Activity)” (<i>becomes denominator</i>)</p>

FA Objective and Section in AMIS	Subsection in AMIS	Calculation Formula
Section 16: FAO 1-3: New Geographic Area(s)	C. Percentage of Portfolio Outstanding for the New Geographic Area	<p><i>"Portfolio Outstanding for the New Geographic Area (Average Activity over Three Historic Years)" (calculated above)</i></p> <p>\div <i>"Total Portfolio Outstanding in Eligible/Target Market (Three-Year Historic Average Activity)" (calculated above)</i></p> <p>= <i>"Percentage of Portfolio Outstanding for the New Geographic Area"</i></p>
Section 17: FAO 1-4: New Financial Product(s)	B. Calculate Total Portfolio Outstanding (Most Recent Historic Year)	<p><i>"On-Balance Sheet Loans Portfolio in Eligible/Target Markets" for the most recent historical fiscal year (from Application Financial Data section)</i></p> <p>+ <i>"Loan Guarantees Outstanding in Eligible/Target Markets" for the most recent historical fiscal year (from Application Financial Data section)</i></p> <p>+ <i>"Total Equity Investments Portfolio in Eligible/Target Markets" for the most recent historical fiscal year (from Application Financial Data section)</i></p> <p>= <i>"Portfolio Outstanding in Eligible/Target Markets for the Most Recent Historic Fiscal Year" (becomes denominator)</i></p>
Section 17: FAO 1-4: New Financial Product(s)	C. New Financial Product(s)	<p><i>"Product Activity as of the Most Recent Historical Year" (inputted in this subsection)</i></p> <p>\div <i>"Portfolio Outstanding in Eligible/Target Markets for the Most Recent Historic Fiscal Year" (calculated above)</i></p> <p>= <i>Percentage of Portfolio Outstanding (for New Financial Product)</i></p>

FA Objective and Section in AMIS	Subsection in AMIS	Calculation Formula
Section 17: FAO 1-4: New Financial Product(s)	D. Validate Projected Activity for New Financial Product(s)	<p>“Total Projected Product Activity for this New Financial Product over the next three Fiscal Years,” summed for all New Financial Products if you entered more than one (<i>inputted in previous subsection(s)</i>)</p> <p>— Base-FA Award Request Amount</p> <p>= “Award Amount Validation Calculation,” must be greater than zero</p>
Section 18: FAO 1-7: New Targeted Population(s)	(no AMIS calculations)	(all data inputs directly in this section)

APPENDIX E: SAMPLE CALCULATIONS FOR FA OBJECTIVE 1-1

Introduction

For any Financial Assistance Objective (FAO) you select in the AMIS Application interface, AMIS will use your Application Financial Data to review whether the Applicant meets the “floor” – that is, the minimum amount needed to achieve the FA Objective. Historically, the majority of FA Applicants have chosen FAO 1-1, Increase the Volume of Financial Products. FAO 1-1 is unique because for some Applicants with prior awards, there are two floors in consideration. Specifically, Floor 1 applies to all Applicants and compares projections against historic activity. Floor 2 applies only to Applicants with prior awards under FAO 1-1 and compares projections to the amounts held to from prior awards. This Appendix provides a detailed example and sample calculations in the following sections:

- Northern CDFI: How Financial Projections Become PG&Ms
- Sample Floor 2 Calculations
 - Scenario A: Not Eligible: Floor 2 Not Met in FY 2025 Application
 - Scenario B: Eligible: Floor 2 and Floor 1 Met in FY 2025 Application
- PG&Ms in Multiple Assistance Agreements for Overlapping Years

Northern CDFI: How Financial Projections Become PG&Ms

Note: This section of the example first looks back to Northern CDFI’s FY 2024 FA Application and award to illustrate how its FY 2024 FAO 1-1 PG&Ms overlap with its FY 2025 FA Application for the Floor 2 calculations.

Let’s go back in time to January 2024. Northern CDFI decides to apply for an FA award in the FY 2024 Funding Round. After reading the FA Guidance section *Introduction to FA Objectives*, it decides that FA Objective 1-1 “To Increase the Volume of Financial Products” best reflects its business plans. The AMIS Application interface will use the formulas in *Appendix D* to calculate whether Northern CDFI can apply under FAO 1-1. In essence, to have an “Increase in Volume,” an Applicant must close more Financial Products in the future than it did in the past, taking into account the amount of its FA request.¹⁴

[Table 17: FA Objective 1-1: Increase Volume of Financial Products](#) in the main FA Guidance provides an overview of the AMIS subsections pertaining to FAO 1-1. For the purposes of this example, Northern CDFI did NOT receive an FA award in FY 2022 with FAO 1-1. Therefore, for the FY 2024 round, it is not subject to “Floor 2” regarding the amount of Financial Products held to from past awards. Northern CDFI needs to address “Floor 1.” It has a Fiscal Year End (FYE) date of 12/31; thus, for the purposes of its FY 2024 FA Application, FY 2023 is its “Current Year,” with historic and projected fiscal years working backward and forward from that reference point.

¹⁴ Appendix D contains the formulas used in FAO calculations. To evaluate Floor 1, AMIS calculates the “Increase in Volume” as the “Total **Historic** On-Balance Sheet Financial Products Closed in Eligible/Target Market” + Base-FA Award Request Amount – “Total **Projected** On-Balance Sheet Financial Products closed in Eligible Markets and/or Target Markets.” If the “Increase in Volume” is positive, an Applicant can continue. Another unique feature of FAO 1-1 is that if the “Increase in Volume” is actually a negative number, AMIS will allow the Applicant to continue after writing a detailed explanation in the subsection “**Anomalies in Historic Activity due to Emergency Funding.**” See [Table 17: FA Objective 1-1: Increase Volume of Financial Products](#) above for additional information.

Northern CDFI reviews its audited financial statements, projects its future growth, and fills out the Application Financial Data section as follows. *(Note: Round numbers are used here for ease of the example.)*

FY 2024 Application Financial Data: Northern CDFI							
	Historic Year 1 (FY 20)	Historic Year 2 (FY 21)	Historic Year 3 (FY 22)	Current Year (FY 23)	Projected Year 1 (FY 24)	Projected Year 2 (FY 25)	Projected Year 3 (FY 26)
On-Balance Sheet Loans Closed in Eligible Markets and/or Target Markets	\$700,000	\$700,000	\$1,400,000	\$1,400,000	\$2,100,000	\$2,800,000	\$4,000,000
Loan Guarantees Made in Eligible Markets and/or Target Markets	\$200,000	\$200,000	\$400,000	\$400,000	\$600,000	\$800,000	\$1,000,000
Total Equity Investments Closed in Eligible Markets and/or Target Markets	\$100,000	\$100,000	\$200,000	\$200,000	\$300,000	\$400,000	\$500,000
=							
Total On-Balance Sheet Financial Products Closed in Eligible Markets and/or Target Markets	\$1,000,000	\$1,000,000	\$2,000,000	\$2,000,000	\$3,000,000	\$4,000,000	\$5,500,000
	Sum of Three Historic Years				Sum of Three Projected Years		
	\$4,000,000				\$12,500,000		

“Floor 1” is calculated as the “Sum of Three Historic Years” (\$4 million) plus the “Base-FA Request Amount”. Northern CDFI requests a \$1,000,000 FA award, therefore its Floor 1 is \$5 million. The “Sum of Three Projected Years” (\$12.5 million) is greater than Floor 1. The “Increase in Volume of Financial Products” is \$7.5 million, a positive number.

Per the FA Guidance for FY 2024, Applicants’ FA Objective PG&Ms were prorated based on the percentage of the award request compared to the amount awarded. In this example, Northern CDFI requested a \$1,000,000 Base-FA award but ultimately received a \$800,000 Base-FA award (or 80% of its requested amount). Therefore, the PG&Ms in its Assistance Agreement were based on 80% of the projected \$12.5 million in Financial Products closed over the Period of Performance, or \$10 million. The CDFI Fund recognizes that growing Financial Products takes time; therefore, the benchmarks are staggered. Only 25% of the total projection is required by the end of

the PoP Year 1; only 50% of the total projection is required by the end of PoP Year 2; and only 90% of the total projection is required by the end of PoP Year 3. Northern CDFI’s Assistance Agreement would contain this page:

FY 2024 Assistance Agreement Increase Volume of Financial Products PG&M
Northern CDFI

	Dollar Amount (\$)	% of Total Projected Financial Products
Total dollar amount of Projected Financial Products:	10,000,000	
Period of Performance, Year 1:	2,500,000	25%
Period of Performance, Year 2:	5,000,000	50%
Period of Performance, Year 3:	9,000,000	90%

Periods of Performance are determined based on an Applicant’s FYE. Since Northern CDFI had a 12/31 FYE, Year 1 of Northern CDFI’s Period of Performance is actually longer than 12 months. It starts on the day of the FY 2024 award announcement and ends on Northern CDFI’s following FYE, or 12/31/2025. The following table is what appears in Northern CDFI’s FY 2024 Assistance Agreement.

Period of Performance		
	Start Date:	End Date:
Year 1 of Period of Performance	09/26/2024	12/31/2025
Year 2 of Period of Performance	01/01/2026	12/31/2026
Year 3 of Period of Performance	01/01/2027	12/31/2027
Period of Performance End Date		12/31/2027

Looking back at the PG&M values, it is important to note that the values displayed are cumulative and represent the volume of Financial Products Closed from the beginning of the entire Period of Performance. Breaking this down further, when Northern CDFI signs their FY 2024 Assistance Agreement, it is committing to the following:

Financial Products Closed	Dollar Amount (\$) Cumulative	Dollar Amount (\$) since the last year
Period of Performance, Year 1: <i>by 12/31/2025 (i.e., FY 2025)</i>	2,500,000 (25% of total)	2,500,000
Period of Performance, Year 2: <i>by 12/31/2026 (i.e., FY 2026)</i>	5,000,000 (50% of total)	2,500,000

Financial Products Closed

Period of Performance, Year 3:
by 12/31/2027 (i.e., FY 2027)

Dollar Amount (\$) Cumulative	Dollar Amount (\$) since the last year
9,000,000 (90% of total)	4,000,000

Sample Floor 2 Calculations

Time passes, and the CDFI Fund releases its FY 2025 NOFA. Northern CDFI decides to apply again and plans to continue to increase its volume of lending. Therefore, it selects FA Objective 1-1, “Increase Volume of Financial Products” in its FY 2025 Application. The total dollar amount of Financial Products Northern CDFI closes over the three-year Period of Performance (or its projected activity) is compared to two floors. First, its projected activity must be compared to Floor 1—its cumulative three historic fiscal years of Financial Products closed plus its FA award request. Second, its projected activity must be compared against Floor 2—the required amount for this PG&M in its FY 2024 Assistance Agreement for the two overlapping years of projected Financial Products activity, plus its award request. The next sections review two scenarios for FY 2025, one where Northern CDFI **would not be** eligible to apply under FAO 1-1, and another where it **would be** eligible to apply under FAO 1-1.

- **Scenario A: Not Eligible: Floor 2 Not Met in FY 2025 Application**

In its FY 2025 Application, the total amount of the projected Financial Products **must** be greater than or equal to the projected amount for the overlapping years (i.e., Year 2 and Year 3) of Northern CDFI’s FY 2024 PG&Ms, plus its award request from its FY 2022 Application.

As Northern CDFI references its FY 2024 Assistance Agreement, there are two ways to think about the math of the volume of Financial Products that Northern CDFI must comply. The first is to use subtraction to find the dollar amount of products spanning the overlapping years of Year 2 and Year 3.

Thus, from the Financial Products Closed table above: “Benchmark Year 3 (cumulative) – Benchmark Year 1 (cumulative)”

= \$9 million – \$2.5 million = \$6.5 million.

Since the Benchmarks listed in the Assistance Agreement are cumulative, this calculation has the same effect as adding the annual amount needed to achieve the benchmarks, for the overlapping years of Year 2 and Year 3.

Again, from the Financial Products Closed table above:

“Year 2 amount (since-the-last-year) + Year 3 amount (since-the-last-year)”

= \$2.5 million + \$4 million = \$6.5 million.

The last part of the Floor 2 calculation takes into account Northern CDFI’s FY 2025 award request amount. If Northern CDFI requests \$1 million in FY 2025, then its Floor 2 is:

\$6.5 million + \$1 million = \$7.5 million.

The FY 2024 PG&M is adjusted to reflect only Years 2 and 3 (i.e., the overlapping years between the FY 2024 and FY 2025 applications' projected fiscal years activity) plus the FY 2025 award request.

	Dollar Amount (\$) of Projected Financial Products
FY 2024 Assistance Agreement (AA) Period of Performance, Year 3:	9,000,000
Minus FY 2024 AA Period of Performance Year 1:	-2,500,000
Plus FY 2025 Award Request:	+1,000,000
=	
Equals "Floor 2", i.e., Northern CDFI's projected Financial Products in its FY 2025 Application must be equal to or greater than this number.	7,500,000

*Can also be derived by multiplying the total dollar amount of projected Financial Products provided in its FY 2024 PG&M (or \$10,000,000) by 65% (i.e., Year 3 benchmark of 90% minus Year 1 benchmark of 25% = 65%), then adding the FY 2025 Award Request Amount.

Northern CDFI again reviews its audited financial statements, projects its future growth, and fills out the Application Financial Data section as follows. Northern CDFI finds that its projections are not as high as they were when submitting last year's application, as they have reduced their projected volume of Total On-Balance Sheet Financial Products Closed in Eligible Markets and/or Target Markets by an aggregate amount of \$3 million. *(Note: Round numbers are again used here for ease of the example.)*

FY 2025 Application Financial Data: Scenario A: Not Eligible Based on Floor 2							
	Historic Year 1 (FY 21)	Historic Year 2 (FY 22)	Historic Year 3 (FY 23)	Current Year (FY 24)	Projected Year 1 (FY 25)	Projected Year 2 (FY 26)	Projected Year 3 (FY 27)
Total On-Balance Sheet Financial Products Closed in Eligible Markets and/or Target Markets	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$3,000,000
	Sum of Three Historic Years				Sum of Three Projected Years		
	\$5,000,000				\$7,000,000		

In Scenario A, the following projected Total Financial Products Closed **would not be eligible** for FA Objective 1-1 Increase Volume of Financial Products. The three years of projected Financial Products activity (\$7,000,000) is lower than Floor 2 (\$7,500,000). Even though Northern CDFI's projected activity exceeds its historic activity (i.e., Floor 1 is met), it is now projecting to close less in total Financial Products than the required amount from its previous award plus their FY 2025 award request, which fails Floor 2. As a result, Northern CDFI is **not** eligible for FAO 1-1.

Northern CDFI should return to its business plans and consider whether it would like to apply under a different FAO for FY 2025. Additionally, if Northern CDFI is now projecting that it will be unable to meet the benchmarks

in its FY 2024 Assistance Agreement, it should contact the CDFI Fund via Service Request and consider preparing an Amendment Request for its FY 2024 award.¹⁵

• **Scenario B: Eligible: Floor 2 and Floor 1 Met in FY 2025 Application**

Upon reviewing their data, Northern CDFI realizes it forgot to include an entire product line in its calculations for its Projected Years of Total Financial Products Closed. It returns to the Application Financial Data to fix its error, and its data now reads as follows:

FY 2025 Application Financial Data: Scenario B: Eligible Based on Floor 1							
	Historic Year 1 (FY 21)	Historic Year 2 (FY 22)	Historic Year 3 (FY 23)	Current Year (FY 24)	Projected Year 1 (FY 25)	Projected Year 2 (FY 26)	Projected Year 3 (FY 27)
Total On-Balance Sheet Financial Products Closed in Eligible Markets and/or Target Markets	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,500,000	\$2,500,000	\$3,500,000
	Sum of Three Historic Years				Sum of Three Projected Years		
	\$5,000,000				\$8,500,000		

Now, Northern CDFI meets Floor 2. The “Sum of Three Projected Years” (\$8.5 million) is greater than the amount it is held to from its FY 2024 Assistance Agreement, plus its FY 2025 FA award request (\$6.5 million + \$1 million = \$7.5 million, per calculations above in Scenario A). Northern CDFI also meets Floor 1. The “Sum of Three Projected Years” (\$8.5 million) is greater than the “Sum of Three Historic Years” plus its FY 2025 award request (\$5 million + \$1 million = \$6 million).

Northern CDFI receives an FY 2025 award for \$700,000 (less than its requested amount of \$1 million). Therefore, the CDFI Fund will prorate the PG&Ms under FAO 1-1 based on a percentage of the award request versus the amount awarded. In this example, Northern CDFI received 70% of its FA award request, resulting in the adjusted benchmark of \$5,950,000 (or 70% of its \$8,500,000 three-year projected activity). In its FY 2025 Assistance Agreement, Northern CDFI would have the following PG&Ms under FAO 1-1 to Increase Volume of Financial Products:

¹⁵ For more information, see the document “CDFI Program and NACA Program Assistance Agreement Amendment Guide and Intake Form” available on the CDFI’s website [Step 5: Compliance and Reporting](#) section.

FY 2025 Assistance Agreement Increase Volume of Financial Products PG&M Northern CDFI

	Dollar Amount (\$)	% of Total Projected Financial Products
Total dollar amount of Projected Financial Products:	5,950,000	
Period of Performance, Year 1:	1,487,500	25%
Period of Performance, Year 2:	2,945,000	50%
Period of Performance, Year 3:	5,355,000	90%

PG&Ms in Multiple Assistance Agreements for Overlapping Years

Since Northern CDFI received FA awards in both FY 2024 and FY 2025, it now has two Assistance Agreements with overlapping PG&M benchmarks. To comparing the calendar dates, their benchmarks are placed side-by-side to see the overlap in the years of the respective Periods of Performance (PoPs).¹⁶

Dates	FA 2024 Award Dollar Amount (Cumulative)	FA 2025 Award Dollar Amount (Cumulative)
1/1/2025 to 12/31/2025	Year 1	n/a
1/1/2026 to 12/31/2026	Year 2	Year 1
1/1/2027 to 12/31/2027	Year 3	Year 2
1/1/2028 to 12/31/2028	n/a	Year 3

Please note that the PG&M benchmarks for the two overlapping periods of performance from the FY 2024 Assistance Agreement and FY 2025 Assistance Agreement will not be added together (i.e., these are not cumulative). Recipients only need to meet the higher of the two amounts for the two overlapping Periods of Performance to satisfy both PG&M benchmarks, as illustrated here:

Dates	FA 2024 Award Dollar Amount (Cumulative)	FA 2025 Award Dollar Amount (Cumulative)
1/1/2025 to 12/31/2025	\$2,500,000	n/a
1/1/2026 to 12/31/2026	\$5,000,000	\$1,487,500
1/1/2027 to 12/31/2027	\$9,000,000	\$2,945,000
1/1/2028 to 12/31/2028	n/a	\$5,355,000

¹⁶ Note that Year 1 of each award is slightly longer than 12 months because it begins on the date of the award Announcement. For purposes of the annual Performance Progress Report and Transaction Level Report (TLR) data, Recipients will use the exact dates listed on their Assistance Agreements. For purposes of the Floor 2 calculations only, the CDFI Fund considers only Year 2 and Year 3 as overlapping, to simplify the calculation.

In this example, Year 2 and Year 3 of the FY 2024 Assistance Agreement overlap with Year 1 and Year 2 of the FY 2025 Assistance Agreement. In these overlapping years, Northern CDFI would be required to close a total of \$5,000,000 by Year 2 of its FY 2024 award/Year 1 of its FY 2025 award to satisfy both PG&Ms, not \$6,487,500 (or \$5,000,000 plus \$1,487,500). Similarly, it would be required to close a total of \$9,000,000 by Year 3 of its FY 2024 award/Year 2 of its FY 2025 award to satisfy both PG&Ms, not \$11,945,000 (\$9,000,000 plus \$2,945,000). As long as Northern CDFI meets the higher of the two amounts in each of the two overlapping Periods of Performance, it would satisfy the PG&M benchmarks for each Assistance Agreement.

It is also possible for a Recipient to meet the PG&M for one Assistance Agreement but not the other. For example, from the start of its FY 2024 award, Northern CDFI closes a total of \$7 million in Financial Products by 12/31/2027. It would meet the PG&M for its FY 2025 award (end of PoP Year 2) but fall short for its PG&M for its FY 2024 award (end of PoP Year 3). Due to the effects of proration, some Recipients with overlapping FY 2024 and FY 2025 awards may notice, similar to this example, that the PG&Ms for their FY 2025 award are lower than for their FY 2024 award. In other cases, a Recipient's PG&Ms for their FY 2025 award may be higher than for their FY 2024 award.