



# FY 2024 CDFI Program & NACA Program Application Overview Presentation

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Presented By:

CDFI Program & NACA Program Team

COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

[www.cdfifund.gov](http://www.cdfifund.gov)

# Agenda



## CDFI Fund Overview and FY 2024 CDFI & NACA Programs Overview

Preparing your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

Application Review Selection, Process, and Reminders

Note: Capitalized terms not defined herein shall have the meaning specified in the applicable CDFI Program or NACA Program Notice of Funds Availability (together, NOFAs), the Authorizing Statute, the Regulations, this FA Guidance, the Application materials, or the Uniform Requirements.

# Topics We Won't Be Covering Today...



- Reasons why your organization was unsuccessful in prior award years.
- Instructions on how to enter data into an Application in the CDFI Fund's Award Management Information System (AMIS).
- Matching Funds questions specific only to your organization (for FA Applicants only).
- Questions about the revised CDFI Certification Application.

# CDFI Fund Overview



## OUR MISSION

The CDFI Fund's mission is to expand economic opportunity for underserved people and communities by supporting the growth and capacity of a national network of community development lenders, investors, and financial service providers.

# CDFI Fund Overview



## OUR VISION

The vision of the CDFI Fund is an America in which all people and communities have access to the investment capital and financial services they need to prosper.

# CDFI Fund Overview



- The CDFI Fund accomplishes its mission by investing in and supporting CDFIs, Community Development Entities (CDEs), and other community development organizations through the:
  - Bank Enterprise Award Program (BEA Program)
  - Capital Magnet Fund
  - CDFI Bond Guarantee Program (BG Program)
  - CDFI Equitable Recovery Program (CDFI ERP)
  - Community Development Financial Institutions Program (CDFI Program)
  - CDFI Rapid Response Program (CDFI RRP)
  - New Markets Tax Credit Program (NMTC Program)
  - Native American CDFI Assistance Program (NACA Program)
  - Small Dollar Loan Program (SDL Program)

# CDFI Fund Overview



## CDFI Program and NACA Program Purpose:

- To promote economic revitalization and community development through investment in and assistance to CDFIs.
- To build the capacity of for-profit and non-profit community-based lending organizations to serve rural and urban low-income people, and communities across the nation that lack adequate access to affordable financial products and services.



Photo credit: Native Nations Institute

# CDFI Fund Overview



## Types of Certified CDFIs:

- Loan Funds
- Credit Unions (including State-Insured Credit Unions)
- Banks and Depository Institution Holding Companies
- Venture Capital Funds



# Major Changes for FY 2024



- Combined appropriations from two Fiscal Years (FY 2023 and FY 2024)
- Increase in maximum award sizes
- New Title VI Compliance Worksheet requirement
- Pre-approved list of Other Targeted Populations now includes Filipino, Vietnamese, and Persons with Disabilities
- Management letters are no longer submitted as attachments, but all Applicants must answer and attest to management questions instead.

# Major Changes for FY 2024



- Uncertified CDFIs are eligible to apply for FA if they submit a CDFI Certification Application by the deadline in the NOFA and are Certified prior to award announcement (FY 2024 Funding Round only).
- Process by which SECA qualified Applicants select to apply as Core Applicants has changed.
- Simplified FA Objective selection by removing some rarely-used FA Objectives and by limiting Applicants to selecting only one FA Objective.
- Modified FA Objective formulas to account for award size.

# CDFI Program & NACA Program: Types of Awards



- Financial Assistance (FA), which includes:
  - Base Financial Assistance (Base-FA)
  - *Supplemental to the Base-FA\**:
    - Persistent Poverty Counties – Financial Assistance (PPC-FA)
    - Disability Funds – Financial Assistance (DF-FA)
    - Healthy Food Financing Initiative – Financial Assistance (HFFI-FA)
- Technical Assistance (TA)

\*The PPC-FA, DF-FA, and HFFI-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. Supplemental Awards are only provided to organizations that receive Base-FA awards. See the applicable FY 2024 Notice of Funds Availability (NOFA) for more information.

# FY 2024 CDFI Program: Base Financial Assistance (Base-FA)



Eligibility	<ul style="list-style-type: none"> <li>• <b>Certified or Certifiable CDFIs only.</b> To be eligible to apply for FA, a Certifiable CDFI must submit a CDFI Certification Application to the CDFI Fund by the deadline specified in the FY 2024 NOFA and achieve Certification prior to the award announcement date. If the CDFI Certification Application is denied, the Uncertified Applicant will not be eligible to receive an FA award.</li> </ul>
Matching Funds	<ul style="list-style-type: none"> <li>• Matching Funds are <b>required for Core-FA, PPC-FA, and DF-FA Applicants.</b> Awards requiring Matching Funds will be limited to no more than two times the amount of In-Hand or Committed Matching Funds submitted <b><u>at the time of Application.</u></b></li> <li>• <b>Small and/or Emerging CDFI Assistance (SECA) Base-FA and HFFI-FA Applicants are NOT required to submit Matching Funds at the time of Application.</b></li> <li>• <b>Native American CDFIs (Native CDFIs) are not required to submit Matching Funds for Base-FA or any supplemental awards under the CDFI Program NOFA.</b> 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. 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.</li> </ul>
Award Amount	<ul style="list-style-type: none"> <li>• Category I, SECA: Maximum: \$1,400,000, Minimum: \$125,000, Estimated Average: \$667,000</li> <li>• Category II, Core: Maximum: \$2,000,000, Minimum: \$500,000 (or 30% of Portfolio Outstanding if Portfolio Outstanding is less than \$1,666,700), Estimated Average: \$1,136,000</li> </ul>

# FY 2024 CDFI Program: Base Financial Assistance (Base-FA)



<p>Form of Awards</p>	<ul style="list-style-type: none"> <li>• Awards requiring Matching Funds are based upon the type of Matching Funds provided and can be in the form of: (i) Loans; (ii) Grants; (iii) Equity Investments; or (iv) Deposits and Credit Union Shares.</li> <li>• Awards not requiring Matching Funds will be made in the form of grants.</li> </ul>
<p>Eligible Activities</p>	<ul style="list-style-type: none"> <li>• Base-FA awards must be expended for activities in the following five categories: (i) Financial Products; (ii) Financial Services; (iii) Loan Loss Reserves; (iv) Development Services; and (v) Capital Reserves. Note: Only Regulated Institutions may use a Base-FA award for Financial Services and Capital Reserves.</li> </ul>
<p>Eligible Lines of Business</p>	<ul style="list-style-type: none"> <li>• Base-FA awards may be expended for: (i) Commercial Real Estate; (ii) Small Business; (iii) Microenterprise; (iv) Community Facilities; (v) Consumer Financial Products; (vi) Consumer Financial Services; (vii) Commercial Financial Services; (viii) Commercial Financial Products; (ix) Affordable Housing; (x) Intermediary Lending to Non-Profits and CDFIs; (xi) Climate-Centered Financing, and (xii) other lines of business as deemed appropriate by the CDFI Fund.</li> </ul>
<p>Reporting Period</p>	<ul style="list-style-type: none"> <li>• Three (3) years, as specified in each Recipient’s Assistance Agreement.</li> </ul>
<p>Limitations on Awards</p>	<ul style="list-style-type: none"> <li>• Applicants may apply for either FA or for TA under the CDFI Program, but not for both.</li> <li>• The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding DF-FA and HFFI-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2022 and FY 2024 Funding Rounds for Base-FA awards.</li> </ul>

# FY 2024 NACA Program: Base Financial Assistance (Base-FA)



Eligibility	<ul style="list-style-type: none"> <li>• <b>Certified or Certifiable CDFIs only.</b> To be eligible to apply for FA, a Certifiable CDFI must submit a CDFI Certification Application to the CDFI Fund by the deadline specified in the FY 2024 NOFA and achieve Certification prior to the award announcement date. If the CDFI Certification Application is denied, the Uncertified Applicant will not be eligible to receive an FA award.</li> <li>• <b>An Applicant must demonstrate that at least 50% of past activities were in one or more Native Communities and must describe how it will target lending/investing activities to one or more Native Communities.</b></li> </ul>
Target Market	<ul style="list-style-type: none"> <li>• An Applicant’s certification Target Market must have one or more of the following characteristics: (i) an investment area that is <i>also</i> a geographic area of a Federally-designated reservation(s), Hawaiian homelands, Alaska Native Village(s) or U.S. Census Bureau Designated Tribal Statistical Area(s); and/or (ii) an Other Targeted Population (OTP) of Native Americans or American Indians, including Alaska Natives and Native Hawaiians.</li> </ul>
Matching Funds	<ul style="list-style-type: none"> <li>• The Indian Community Economic Enhancement Act of 2020 permanently waived the Matching Funds requirement for Native American CDFIs (Native CDFIs) and as a result, <b>Native American CDFI FA Applicants are not required to provide Matching Funds.</b></li> </ul>
Award Amount	<ul style="list-style-type: none"> <li>• Maximum: \$2,000,000</li> <li>• Minimum: \$150,000</li> <li>• Estimated Average: \$1,826,000.</li> </ul>
Form of Awards	<ul style="list-style-type: none"> <li>• Base-FA awards will be in the form of a grant.</li> </ul>

# FY 2024 NACA Program: Base Financial Assistance (Base-FA)



<p>Eligible Activities</p>	<ul style="list-style-type: none"> <li>• Base-FA awards must be expended for activities in the following five categories: (i) Financial Products; (ii) Financial Services; (iii) Loan Loss Reserves; (iv) Development Services; and (v) Capital Reserves. Note: Only Regulated Institutions may use a Base-FA award for Financial Services and Capital Reserves.</li> </ul>
<p>Eligible Lines of Business</p>	<ul style="list-style-type: none"> <li>• Base-FA awards may be expended for: (i) Commercial Real Estate; (ii) Small Business; (iii) Microenterprise; (iv) Community Facilities; (v) Consumer Financial Products; (vi) Consumer Financial Services; (vii) Commercial Financial Services; (viii) Commercial Financial Products; (ix) Affordable Housing; (x) Intermediary Lending to Non-Profits and CDFIs; (xi) Climate-Centered Financing; and (xii) other lines of business as deemed appropriate by the CDFI Fund.</li> </ul>
<p>Reporting Period</p>	<ul style="list-style-type: none"> <li>• Three (3) years, as specified in each Recipient’s Assistance Agreement.</li> </ul>
<p>Limitations on Awards</p>	<ul style="list-style-type: none"> <li>• Applicants may apply for either FA or for TA under the NACA Program, but not for both.</li> <li>• NACA Applicants may submit Applications under both NACA and CDFI Programs. However, Applicants may only receive one award per funding round.</li> <li>• NACA Applicants that apply under and are selected for an award in both the NACA Program and CDFI Program will be provided the FA Award under the CDFI Program.</li> <li>• The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding DF-FA and HFFI-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2022 and FY 2024 Funding Rounds for Base-FA awards.</li> </ul>

# FY 2024 CDFI Program & NACA Program: Persistent Poverty Counties – Financial Assistance (PPC-FA)



Eligibility	<ul style="list-style-type: none"> <li>• <b>Certified or Certifiable CDFIs that submit a Base-FA Application.</b></li> </ul>
Matching Funds	<ul style="list-style-type: none"> <li>• Awards requiring Matching Funds will be limited to no more than two times the amount of In-Hand or Committed Matching Funds provided at the time of Application.</li> <li>• <b><u>SECA PPC-FA Applicants are NOT required to submit Matching Funds at the time of Application.</u></b></li> <li>• <b><u>PPC-FA Applicants that qualify as Native American CDFIs (Native CDFIs) are not required to submit Matching Funds.</u></b></li> </ul>
Award Amount	<ul style="list-style-type: none"> <li>• Maximum award: \$600,000</li> <li>• Minimum award: \$100,000</li> <li>• Estimated FY 2024 Average award: \$301,000</li> </ul>
Form of Awards	<ul style="list-style-type: none"> <li>• PPC-FA awards requiring Matching Funds are based upon the form of Matching Funds provided and can be in the form of: (i) Loans; (ii) Grants; (iii) Equity Investments; or (iv) Deposits and Credit Union Shares.</li> <li>• PPC-FA awards not requiring Matching Funds will be made in the form of a grant.</li> </ul>
Eligible Activities	<ul style="list-style-type: none"> <li>• PPC-FA awards must be expended for activities in the following five categories: (i) Financial Products; (ii) Financial Services; (iii) Loan Loss Reserves; (iv) Development Services; and (v) Capital Reserves, each in the portion of a Recipient’s approved Target Market that is located in a Persistent Poverty County or an Eligible Market that is located in a Persistent Poverty County. Note: Only Regulated Institutions may use a PPC-FA award for Financial Services and Capital Reserves.</li> </ul>



# FY 2024 CDFI Program & NACA Program: Persistent Poverty Counties – Financial Assistance (PPC-FA)



Eligible Lines of Business	<ul style="list-style-type: none"> <li>• PPC-FA awards may be expended for: (i) Commercial Real Estate; (ii) Small Business; (iii) Microenterprise; (iv) Community Facilities; (v) Consumer Financial Products; (vi) Consumer Financial Services; (vii) Commercial Financial Services; (viii) Commercial Financial Products; (ix) Affordable Housing; (x) Intermediary Lending to Non-Profits and CDFIs; (xi) Climate-Centered Financing; and (xii) other lines of business as deemed appropriate by the CDFI Fund.</li> </ul>
Reporting Period	<ul style="list-style-type: none"> <li>• Three (3) years, as specified in each Recipient’s Assistance Agreement.</li> </ul>
Limitations on Awards	<ul style="list-style-type: none"> <li>• An Applicant must receive a Base-FA award to receive a PPC-FA award.</li> <li>• The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding DF-FA and HFFI-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2022 and FY 2024 Funding Rounds.</li> </ul>

# FY 2024 CDFI Program & NACA Program: Disability Funds – Financial Assistance (DF-FA)



Eligibility	<ul style="list-style-type: none"> <li>• <b>Certified and Certifiable CDFIs that submit a Base-FA Application.</b></li> </ul>
Matching Funds	<ul style="list-style-type: none"> <li>• Awards requiring Matching Funds will be limited to no more than two times the amount of In-Hand or Committed Matching Funds provided at the time of Application.</li> <li>• <b>SECA DF-FA Applicants are NOT required to submit Matching Funds at the time of Application.</b></li> <li>• <b><u>DF-FA Applicants that qualify as Native American CDFIs (Native CDFIs) are not required to submit Matching Funds.</u></b></li> </ul>
Award Amount	<ul style="list-style-type: none"> <li>• Maximum award: \$1,000,000</li> <li>• Minimum award: \$100,000</li> <li>• Estimated FY 2024 Average award: \$1,000,000</li> </ul>
Form of Awards	<ul style="list-style-type: none"> <li>• DF-FA awards requiring Matching Funds are based upon the form of Matching Funds provided and can be in the form of: (i) Loans; (ii) Grants; (iii) Equity Investments; or (iv) Deposits and Credit Union Shares.</li> <li>• DF-FA awards not requiring Matching Funds will be made in the form of a grant.</li> </ul>
Eligible Activities	<ul style="list-style-type: none"> <li>• DF-FA awards must be expended for activities in the following four categories: (i) Financial Products; (ii) Financial Services; (iii) Development Services; and (iv) Loan Loss Reserves. Note: Only Regulated Institutions may use a DF-FA award for Financial Services.</li> </ul>

# FY 2024 CDFI Program & NACA Program: Disability Funds – Financial Assistance (DF-FA)



Eligible Lines of Business	<ul style="list-style-type: none"><li>• DF-FA awards may be expended for: (i) Commercial Real Estate; (ii) Small Business; (iii) Microenterprise; (iv) Community Facilities; (v) Consumer Financial Products; (vi) Consumer Financial Services; (vii) Commercial Financial Services; (viii) Commercial Financial Products; (ix) Affordable Housing; (x) Intermediary Lending to Non-Profits and CDFIs; (xi) Climate-Centered Financing; and (xii) other lines of business as deemed appropriate by the CDFI Fund.</li></ul>
Reporting Period	<ul style="list-style-type: none"><li>• Three (3) years, as specified in each Recipient’s Assistance Agreement.</li></ul>
Limitations on Awards	<ul style="list-style-type: none"><li>• An Applicant must receive a Base-FA award to receive a DF-FA award.</li></ul>

# FY 2024 CDFI Program & NACA Program: Healthy Food Financing Initiative – Financial Assistance (HFFI-FA)



Eligibility	<ul style="list-style-type: none"> <li>• <b>Certified and Certifiable CDFIs that submit a Base-FA Application.</b></li> </ul>
Matching Funds	<ul style="list-style-type: none"> <li>• <b><u>HFFI-FA Applicants are NOT required to submit Matching Funds for their HFFI Award request at the time of Application.</u></b></li> <li>• <b><u>HFFI-FA Applicants that qualify as Native American CDFIs (Native CDFIs) are not required to submit Matching Funds.</u></b></li> </ul>
Award Amount	<ul style="list-style-type: none"> <li>• Maximum award: \$10,000,000</li> <li>• Minimum award: \$500,000</li> <li>• Estimated FY 2024 Average award Size: \$4,800,000</li> </ul>
Form of Awards	<ul style="list-style-type: none"> <li>• HFFI-FA awards will be made in the form of a grant for the FY 2024 Funding Round.</li> </ul>
Eligible Activities	<ul style="list-style-type: none"> <li>• HFFI-FA awards must be expended for activities in the following four categories: (i) Financial Products; (ii) Loan Loss Reserves; (iii) Development Services; and (iv) Capital Reserves. Note: Only Regulated Institutions may use an HFFI-FA award for Capital Reserves.</li> </ul>
Eligible Lines of Business	<ul style="list-style-type: none"> <li>• HFFI-FA awards may be expended for: (i) Commercial Real Estate; (ii) Small Business; (iii) Microenterprise; (iv) Community Facilities; (v) Consumer Financial Products; (vi) Consumer Financial Services; (vii) Commercial Financial Services; (viii) Commercial Financial Products; (ix) Affordable Housing; (x) Intermediary Lending to Non-Profits and CDFIs; (xi) Climate-Centered Financing; and (xii) other lines of business as deemed appropriate by the CDFI Fund.</li> </ul>
Reporting Period	<ul style="list-style-type: none"> <li>• Three (3) years, as specified in each Recipient’s Assistance Agreement.</li> </ul>
Limitations on Awards	<ul style="list-style-type: none"> <li>• An Applicant must receive a Base-FA award to receive an HFFI-FA award.</li> </ul>

# FY 2024 CDFI Program: Technical Assistance (TA)



Eligibility	<ul style="list-style-type: none"> <li>• <b>Emerging CDFIs and Certified CDFIs.</b> Certified CDFIs must meet the SECA eligibility criteria in <b>Table 8 of the FY 2024 CDFI Program Notice of Funds Availability (NOFA)</b> in order to apply for a TA award.</li> </ul>
Matching Funds	<ul style="list-style-type: none"> <li>• Matching Funds are not required for TA Applicants.</li> </ul>
Award Amount	<ul style="list-style-type: none"> <li>• Maximum award amount: \$300,000</li> <li>• Minimum award amount: \$10,000</li> <li>• Estimated FY 2024 Average award: \$300,000</li> </ul>
Form of Awards	<ul style="list-style-type: none"> <li>• All TA awards are provided in the form of a grant.</li> </ul>
Eligible Activities	<ul style="list-style-type: none"> <li>• CDFI Program TA awards must be expended for activities in the following seven categories: (i) Compensation – Personal Services; (ii) Compensation – Fringe Benefits; (iii) Professional Services Costs; (iv) Travel Costs; (v) Training and Education Costs; (vi) Equipment; and (vii) Supplies.</li> </ul>
Reporting Period	<ul style="list-style-type: none"> <li>• Two (2) years for Certified CDFI Recipients and three (3) years for uncertified CDFI Recipients (as specified in each Recipient’s Assistance Agreement).</li> </ul>
Limitations on Awards	<ul style="list-style-type: none"> <li>• Applicants may apply for either FA or for TA under the CDFI Program, but not for both.</li> <li>• Emerging CDFIs are eligible to receive up to three TA awards prior to obtaining CDFI certification.</li> <li>• The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding DF-FA and HFFI-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2022 and FY 2024 Funding Rounds.</li> </ul>

# FY 2024 NACA Program: Technical Assistance (TA)



Eligibility	<ul style="list-style-type: none"> <li>• <b>Emerging CDFIs, Certified CDFIs, and Sponsoring Entities.</b></li> <li>• <b>TA Applicants must demonstrate that the Certified, Emerging CDFI, or the CDFI to be created by a Sponsoring Entity will primarily serve one or more Native Communities.</b></li> </ul>
Matching Funds	<ul style="list-style-type: none"> <li>• Matching Funds are not required for TA Applicants.</li> </ul>
Award Amount	<ul style="list-style-type: none"> <li>• Maximum award amount: \$400,000</li> <li>• Minimum award amount: \$10,000</li> <li>• Estimated FY 2024 Average award: \$400,000</li> </ul>
Form of Awards	<ul style="list-style-type: none"> <li>• All TA awards are provided in the form of a grant.</li> </ul>
Eligible Activities	<ul style="list-style-type: none"> <li>• NACA Program TA awards must be expended for activities in the following eight categories: (i) Compensation – Personal Services; (ii) Compensation – Fringe Benefits; (iii) Professional Services Costs; (iv) Travel Costs; (v) Training and Education Costs; (vi) Equipment; (vii) Supplies; and (viii) Incorporation Costs (Sponsoring Entities only).</li> </ul>

# FY 2024 NACA Program: Technical Assistance (TA)



Reporting Period	<ul style="list-style-type: none"><li>• Two (2) years for Certified CDFI Recipients, three (3) years for uncertified CDFI Recipients, and four (4) years for Sponsoring Entity Recipients (as specified in each Recipient’s Assistance Agreement).</li></ul>
Limitations on Awards	<ul style="list-style-type: none"><li>• Applicants may apply for either FA or for TA under the NACA Program, but not both.</li><li>• NACA-eligible Applicants who apply under and are selected for a TA award under both the CDFI Program and NACA Program will receive a TA Award under the NACA Program.</li><li>• Emerging CDFIs are eligible to receive up to three TA awards prior to obtaining CDFI Certification.</li><li>• A Sponsoring Entity may only apply for an award if (i) it does not have an active prior award or (ii) the certification goal in its active award’s Assistance Agreement has been satisfied and it proposes to create another CDFI that will serve one or more Native Communities.</li><li>• The CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards (excluding DF-FA and HFFI-FA), in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period. This \$5 million cap will be calculated to include funding received during the FY 2022 and FY 2024 Funding Rounds.</li></ul>

# CDFI Program & NACA Program: Certification Categories



## Certification Categories:

- Certified CDFIs
- Certifiable CDFIs
- Emerging CDFIs
- Sponsoring Entities (NACA Program Only)

Note: Please refer to Table 5 of the CDFI Program and/or NACA Program NOFA for the definitions of these Applicant types.



# Certified CDFIs



- A **Certified** CDFI is an entity that the CDFI Fund has officially notified that it meets all CDFI Certification requirements.

The CDFI Fund will consider an Application submitted by an Applicant that has pending noncompliance issues with its Annual Certification and Data Collection Report (ACR) if the CDFI Fund has not yet made a final compliance determination.

If a Certified CDFI loses its certification at any point prior to the award announcement, the Application will be deemed ineligible and no longer be considered by the CDFI Fund.

# Certifiable CDFIs



- A **Certifiable** CDFI is an uncertified FA Applicant that has submitted a CDFI Certification Application to the CDFI Fund demonstrating that it meets the CDFI Certification requirements but has not yet been officially Certified.

To apply for FA under the CDFI or NACA Program, a Certifiable CDFI must submit their CDFI Certification Application by the deadline specified in the applicable NOFA.

The CDFI Fund will make CDFI Certification determinations for all Applicants that are Certifiable CDFIs prior to the award announcement date. If the CDFI Certification Application is denied, the Uncertified Applicant will not be eligible to receive an FA award.

# Emerging CDFIs (CDFI TA and NACA TA Only)



- An Emerging CDFI is an uncertified entity that demonstrates to the CDFI Fund in its Application that it has an acceptable plan to meet certification requirements by the end of its Period of Performance, or another date that the CDFI Fund selects.
- An Emerging CDFI that has prior award(s) will be held to the CDFI certification Performance Goals and Measure(s) stated in its prior Assistance Agreement(s).
- Emerging CDFIs may only apply for TA awards; they are not eligible to apply for FA awards.
- An Emerging CDFI selected to receive a TA grant will be required to become a Certified CDFI by the date specified in the Assistance Agreement.

# Sponsoring Entities (NACA TA only)



- **Sponsoring Entities** include any legal organization that **primarily serves a Native Community**, with “primary” meaning at least 50% of its activities are directed toward the Native Community.
- An organization that receives a TA award as a Sponsoring Entity will be required to create a separate legal organization that will become a Certified CDFI serving Native Communities.
- Sponsoring Entities may **only** apply for a NACA Program TA award; they are not eligible to apply for FA awards.
- Each Sponsoring Entity selected to receive a TA grant will be required to create a CDFI and ensure that this newly created CDFI becomes certified by the dates specified in the Assistance Agreement.

# Agenda



CDFI Fund Overview and FY 2024 CDFI & NACA Programs Overview

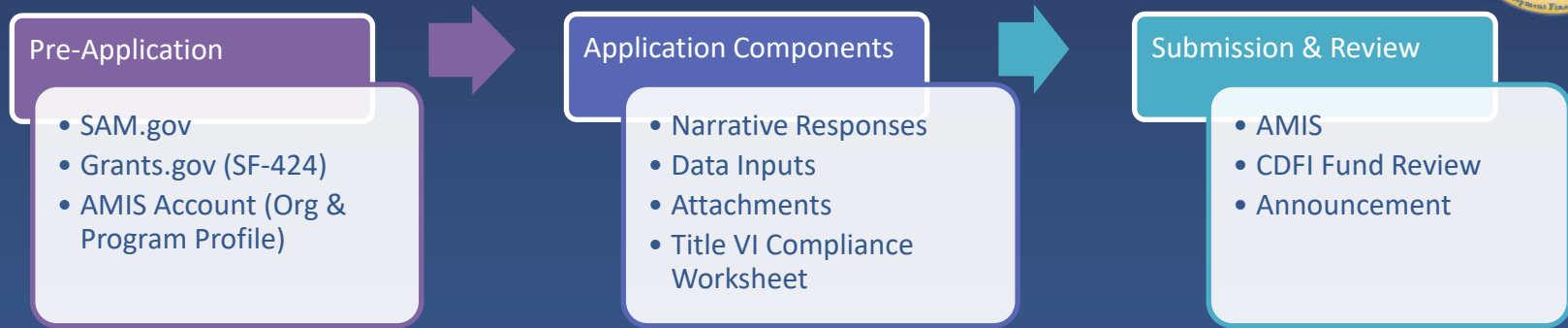
Preparing your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

Application Review Selection, Process, and Reminders

# Framing the Application Process



- Applicants should review all Application Materials on the “Step 2: Application Process” page of the CDFI Program and/or Native Initiatives websites as the material becomes available.

# Critical Deadlines for All Applicants



Description	Deadline	Time Eastern Time (ET)	Submission Method
Last day to create AMIS Account (All Applicants)	January 16, 2024	11:59 p.m. ET	AMIS
Last day to enter Employer Identification Number (EIN) and Unique Entity Identifier (UEI) in AMIS (all Applicants)	January 16, 2024	11:59 p.m. ET	AMIS
Last day to submit SF-424 Mandatory Form (Application for Federal Assistance)	January 16, 2024	11:59 p.m. ET	Electronically via Grants.gov
Last day to contact CDFI Program or NACA Program staff	February 13, 2024	5:00 p.m. ET	Service Request via AMIS (fastest), or CDFI Fund Helpdesk: 202-653-0421
Last day to contact AMIS-IT Help Desk (regarding AMIS technical problems only)	February 15, 2024	5:00 p.m. ET	Service Request via AMIS (fastest), 202-653-0422, or <a href="mailto:AMIS@cdfi.treas.gov">AMIS@cdfi.treas.gov</a>
Last day to submit Title VI Compliance Worksheet (all Applicants)	February 15, 2024	11:59 p.m. ET	AMIS
Last day to submit CDFI Program or NACA Program Application for FA <u>or</u> TA	February 15, 2024	11:59 p.m. ET	AMIS

# Additional Critical Deadlines for Uncertified FA Applicants



Description	Deadline	Time Eastern Time (ET)	Submission Method
Last day to contact Certification, Compliance Monitoring and Evaluation (CCME) Help Desk regarding CDFI Certification Application for uncertified FA Applicants	March 1, 2024	11:59 p.m. ET	Service Request via AMIS
Last day to submit CDFI Certification Applications for uncertified FA Applicants	March 5, 2024	11:59 p.m. ET	AMIS



# Getting Started



- Read the FY 2024 CDFI Program and/or NACA Program NOFAs.
- Obtain an Employer Identification Number (EIN) and Unique Entity Identifier (UEI).
- Register and/or update your accounts in the following systems:
  1. System for Award Management (SAM.gov)
  2. Grants.gov
  3. AMIS
- Download and familiarize yourself with the Application materials found on the CDFI Program and/or Native Initiatives websites.

# EIN and UEI



- An Applicant should ensure the accuracy and uniformity of its EIN and UEI across its SAM.gov and AMIS accounts.
- The CDFI Fund will **reject** an Application submitted with the EIN or UEI of a parent or Affiliate organization.
- Additionally, the EIN and UEI in an Applicant's AMIS account must match the EIN and UEI in an Applicant's SAM.gov accounts.
- The CDFI Fund will **reject** an Application if the EIN and UEI in an Applicant's AMIS account do not match the EIN and UEI in its SAM.gov account.

# 1. SAM.gov (System for Award Management)



- New SAM.gov users should register as soon as possible. Existing users should ensure that their account is active and up-to-date.
- The CDFI Fund will not consider Applications from organizations that fail to register or activate their SAM.gov account and, as a result, are unable to submit a valid SF-424 through Grants.gov by the deadline specified in the NOFA.
- The CDFI Fund does not maintain SAM.gov, so Applicants must contact the Federal Service Desk for technical assistance.

## 2. Grants.gov



- **Only the SF-424 will be submitted via Grants.gov.**
- All Applicants **MUST** submit a valid SF-424 through Grants.gov by the deadline specified in the NOFA.
  - Applicants must then link the validated SF-424 form to their AMIS Application.
  - *Note:* If a valid SF-424 is not successfully submitted in Grants.gov by the deadline listed in the CDFI Program and/or NACA Program NOFA, the CDFI Fund will not review any of the materials submitted in AMIS and the Application will be deemed ineligible.
- New Grants.gov users should register **as soon as possible**. Existing users should ensure that their account is active and up-to-date.
- If the amount of FA or TA requested on the SF-424 is different from the amount an Applicant requests in its Application submitted via AMIS, the CDFI Fund will only consider the amount requested in the Application submitted in AMIS.
- The CDFI Fund **does not** maintain Grants.gov, so Applicants must contact Grants.gov directly for assistance submitting their SF-424.

## 2. Grants.gov



- The SF-424 must be submitted under the correct Program Funding Opportunity Number
  - CDFI Program Applicants should be careful not to select the NACA Program Funding Opportunity Number when submitting their SF-424 for the CDFI Program.
  - NACA Program Applicants should be careful not to select the CDFI Program Funding Opportunity Number when submitting their SF-424 for the NACA Program.
  - Applicants that submit their SF-424 under the incorrect Program Funding Opportunity Number will be deemed ineligible.

### 3. Awards Management Information System (AMIS)



- Each Applicant **must register as an organization in AMIS** and submit all required Application materials via AMIS.
  - The SF-424 is the only required Application document that will not be submitted via AMIS. The SF-424 **MUST** be submitted in Grants.gov.
  - Applicants must link the validated SF-424 form to their AMIS Application.
- New Applicants must create an AMIS Account by the deadline specified in the NOFA.
- ALL Applicants must enter their EIN and UEI in AMIS by the deadline specified in the NOFA.
- An Applicant is required to designate at least one Authorized Representative and Point of Contact in its AMIS account (Authorized Representatives may not be consultants).
- An Applicant that fails to properly register and update its AMIS account may miss important communications from the CDFI Fund and may not be able to successfully submit an Application.

### 3. Awards Management Information System (AMIS)



- Applicants should review Table 10 of the CDFI Program and/or NACA Program NOFA for a list of Required Application Documents that must be submitted via AMIS.
- AMIS will validate that an Applicant has provided each required Application document before an Application can be submitted.
- Applicants should allow for sufficient time to review and complete all required Application documents, confirm that it has attached correct documents, and remedy any validation issues prior to the Application deadline.

### 3. Awards Management Information System (AMIS)



- Applicants must take care to select their desired Application type when launching the Application in AMIS.
- SECA-qualified Applicants that wish to apply under the Core CDFI Program (i.e., to request more than the SECA maximum of \$1,400,00) must select “Core FA Application” upon Application launch in AMIS. Note: this is a different process than in prior years.
- The CDFI Fund will not change the Application type (e.g., Core FA vs. SECA FA) after the Application has been launched by the Applicant
- Upon submission, the Application will be locked and cannot be resubmitted, edited, or modified in any way.
  - **Note:** Applicants may not submit more than one Application per Program.



# New for FY 2024: Title VI Compliance Worksheet



- All Applicants must submit a Title VI Compliance Worksheet in AMIS by the deadline specified in the NOFA.
- The Title VI Compliance Worksheet must be for the calendar year in which the Applicant submits their Application.
  - Thus, Applicants submitting their Application on or prior to December 31, 2023 must complete a 2023 Title VI Compliance Worksheet. Applicants submitting their Application on or after January 1, 2024, must complete a 2024 Title VI Compliance Worksheet.
- The Title VI Compliance Worksheet is completed and submitted 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 Depository Institution Holding Companies (DIHC) that intend to transfer and administer their award through a Subsidiary CDFI Insured Depository Institution, both the DIHC Applicant and the Subsidiary Depository Institution must create and submit a Title VI Compliance Worksheet in AMIS by the deadline specified in the NOFA. Failure to do so may result in the Application being deemed ineligible.

# Review



- **True or False?** The CDFI Fund maintains and runs the SAM.gov and Grants.gov systems.
- **True or False?** All FY 2024 Application components, including the SF-424, must be submitted via AMIS.
- **True or False?** Applicants are encouraged to submit their SF-424 forms as early as possible.
- **True or False?** Applicants can only submit one Application per Program (CDFI and NACA).
- **True or False?** The CDFI Fund will reject Applications that are submitted with the EIN or UEI of a parent or Affiliate organization.

# Answer Key



- The CDFI Fund maintains and runs the SAM.gov and Grants.gov systems. **Answer: False**
- All FY 2024 Application components, including the SF-424, must be submitted via AMIS. **Answer: False**
- Applicants are encouraged to submit their SF-424 forms as early as possible. **Answer: True**
- Applicants can only submit one Application per Program (CDFI and NACA). **Answer: True**
- The CDFI Fund will reject Applications that are submitted with the EIN or UEI of a parent or Affiliate organization. **Answer: True**

# Agenda



CDFI Fund Overview and FY 2024 CDFI & NACA Programs Overview

Preparing your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

Application Review Selection, Process, and Reminders

# Required AMIS Components – FA Applicants



Application Component		Applicant Type
Funding Application Detail - general and administrative information		All FA Applicants
Matching Funds		FA Core Applicants (except Native CDFIs)
Narrative Responses: <ul style="list-style-type: none"> <li>• Mission and Community Needs</li> <li>• Business Strategy</li> <li>• Products and Services Impacts</li> </ul>	<ul style="list-style-type: none"> <li>• Market and Competitive Analysis</li> <li>• Management and Track Record</li> <li>• Financial Position</li> <li>• Growth and Projections</li> </ul>	All FA Applicants
Application Financial Data: <ul style="list-style-type: none"> <li>• Three Historic Fiscal Years</li> <li>• Current Fiscal Year</li> <li>• Three Projected Fiscal Years</li> </ul>		All FA Applicants
FA Objectives (Must select <b>one and only one</b> ): <ul style="list-style-type: none"> <li>• 1-1: Increase Volume of Financial Products</li> <li>• 1-2: Increase Volume of Financial Services</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3: New Geographic Area(s)</li> <li>• 1-4: New Financial Product(s)</li> <li>• 1-7: Serve New Targeted Population(s)</li> </ul>	All FA Applicants

# Required AMIS Components – FA Applicants



Application Component	Applicant Type
PPC-FA Application Components: <ul style="list-style-type: none"><li>Funding Application Detail</li><li>Narratives</li><li>AMIS Charts</li></ul>	PPC-FA Applicants
DF-FA Application Components: <ul style="list-style-type: none"><li>Funding Application Detail</li><li>Narratives</li><li>AMIS Charts</li></ul>	DF-FA Applicants
HFFI-FA Application Components: <ul style="list-style-type: none"><li>Funding Application Detail</li><li>Narratives</li><li>AMIS Charts</li></ul>	HFFI-FA Applicants

# Required AMIS Components – TA Applicants



Application Component	Applicant Type
Funding Application Detail – General and administrative information	All TA Applicants
Narrative Responses: <ul style="list-style-type: none"> <li>• Part I – Demonstration of Certification Qualifications <b>(uncertified Applicants only)</b></li> <li>• Part II – Business Strategy <b>(all Applicants)</b></li> </ul>	All TA Applicants
Application Financial Data: <ul style="list-style-type: none"> <li>• Three Historic Fiscal Years</li> <li>• Current Fiscal Year</li> <li>• Three Projected Fiscal Years</li> </ul>	All TA Applicants
Additional Components: <ul style="list-style-type: none"> <li>• Other Data and Charts included in AMIS</li> </ul>	All TA Applicants

# Required Attachments to the Application



Application Documents	Applicant Type
Key Staff Resumes (PDF or Word Document)	All Applicants
Organizational Chart (PDF)	All Applicants
Completed, final Audited Financial Statements for the Applicant’s Three Most Recent Historic Fiscal Years (PDF). Note: financial statements should only be for the CDFI Applicant itself. If Applicant’s financial statements are consolidated with other entities, also attach the unconsolidated versions or note where in the audit the unconsolidated financials are located.	Non-Regulated FA Applicants and TA Applicants, if available: Loan Funds, Venture Capital Funds, and other non-Regulated Institutions
Unaudited Financial Statements for Applicant’s Three Most Recent Historic Fiscal Years (required if available, and only if Audited Financial Statements are not available) (PDF)	Non-Regulated FA and TA Applicants, if available: Loan funds, Venture Capital Funds, and other non-Regulated Institutions
Current Year to Date – September 30, 2023 Unaudited Financial Statements (PDF)	Non-Regulated FA and TA Applicants: Loan funds, Venture Capital Funds, and other non-Regulated Institutions



# Required Attachments to the Application in AMIS



Application Documents	Applicant Type
Community Partnership Agreement (PDF or Word)	FA Applicants, if applicable
Retained Earnings Calculator Excel Workbook (required only if using retained earnings as Matching Funds) (Excel)	FA Core Applicants using retained earnings as Matching Funds
Call Reports for each fiscal year reported in the Retained Earnings Calculator (PDF)	FA Core Applicants: Regulated Institutions that are using retained earnings as Matching Funds
Equity Investment Matching Funds Documentation (PDF or Word)	FA Core Applicants: for-profit CDFIs that are using In-Hand Equity Investment(s) as Matching Funds
Deposits Matching Funds Documentation (PDF or Word)	FA Core Applicants: Regulated Institutions that are using In-Hand Deposits as Matching Funds

# Base-FA Application Overview



- The Base-FA Application consists of narrative responses, data entry in AMIS, and attachments.
- The Base-FA Application Narrative consists of seven sections:
  - Mission and Community Needs
  - Business Strategy
  - Products and Services Impacts
  - Market and Competitive Analysis
  - Management and Track Record
  - Financial Position
  - Growth and Projections

# Base-FA Application: Use of Award



- FA award (including Base-FA, PPC-FA, DF-FA, and HFFI-FA) can only be used for FA Eligible Activities.
- FA Eligible Activity must occur in an Eligible Market(s) or the Applicant's approved Target Market(s).
- FA Eligible Activities by Institution Type:
  - Financial Products – All Institution Types
  - Financial Services – Regulated Institutions only. Financial Services is **not** an eligible activity category for HFFI-FA awards.
  - Loan Loss Reserves – All Institution Types
  - Development Services\*\* – All Institution Types
  - Capital Reserves – Regulated Institutions only. Capital Reserves is **not** an eligible activity category for DF-FA awards.

\*\*Note: Although some financial education for youth under 18 years old do not fall under the definition of Development Services and thus is not eligible to support 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.

# Base-FA Application: Use of Award



- Applicants must use an FA award in the following Eligible Lines of Business:
  - Commercial Real Estate
  - Small Business
  - Microenterprise
  - Community Facilities
  - Consumer Financial Products
  - Consumer Financial Services
  - Commercial Financial Products
  - Commercial Financial Services
  - Affordable Housing
  - Intermediary Lending to Non-Profits and CDFIs
  - Climate-Centered Financing (new)
  - Other as approved by the CDFI Fund

# Base-FA Application: Use of Award



- With the exception of Depository Institution Holding Company Applicants, awards may not be used to support the activities of, or otherwise be passed through, transferred, or co-awarded to, third-party entities, whether Affiliates, Subsidiaries, or others, unless done pursuant to a merger or acquisition or similar transaction, and with the CDFI Fund's prior written consent.

# Base-FA Application: 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:** The CDFI Fund has eliminated FA Objectives 1-5: New Financial Services(s) and 1-6: New Development Service(s). Applicants may still use their FY 2024 FA award for new Financial Services or new or existing Development Services provided they also select a PG&M to expand lending or financial services, introduce a new product, or serve a new geographic area or population, and explain how these activities support the selected FAO.

# Base-FA Application: FA Objectives



As an Applicant completes its Application and related financial projections for the FA Objectives, it should keep the following tips in mind:

- Applicants must select only one FA Objective.
- FA Objectives will be included as Performance Goals & Measures (PG&Ms) in Assistance Agreements.
- If the Applicant does not receive its full Base-FA award request, the PG&Ms for the FA Objective included in its FY 2024 Assistance Agreement will be adjusted downward based on the percentage of the award request versus the amount awarded.

**Example:** If an Applicant requests a Base-FA award of \$2,000,000 but ultimately receives an award of \$1,000,000, the PG&Ms in the Applicant's Assistance Agreement will be adjusted downward by 50%. In this example, if the Applicant selected FA Objective 1-1: Increase Volume of Financial Products and originally projected \$50,000,000 in Financial Products to be closed in an Eligible Market(s) and/or its approved Target Market(s) over the three-year Period of Performance, its PG&Ms would instead be based on a projected \$25,000,000 in Financial Products to be closed over the Period of Performance.

# Base-FA Application: FA Objectives



- Financial information entered in the Application should be for the Applicant that will expend and carry out the activities of the FA award.
- Off-balance sheet activity cannot be used to meet its PG&Ms. Therefore, Applicants **should not include off-balance sheet** activity for projected financial activity for the FA Objectives in the Application.
- Projected activity (i.e., Financial Products closed and/or Financial Services provided) **must be in Eligible Market(s) and/or the Applicant's approved Target Market(s)**. The only exception is for FA Objective 1-7: New Targeted Population(s).



# Base-FA Application: FA Objectives

## 1-1: Increase Volume of Financial Products



- Three years of projected activity must be greater than the sum of the three years of historic activity levels provided in the Application plus the amount of the Base-FA award.
- Only include on-balance sheet activity in an Eligible Market(s) or approved Target Market(s) for their projected Financial Products to be closed.
- Applicants that select FA Objective 1-1 in FY 2024 and have a FY 2022 award outstanding that included FA Objective 1-1 must exceed the volume of Financial Products projected in their FY 2022 Assistance Agreement for any overlapping years.
- Final PG&M benchmark will be 90% of the sum of the three years of projected Financial Products to be closed in an Eligible Market(s) or approved Target Market(s) PLUS the final Base-FA award (prorated based on the percentage of the request awarded).

# Base-FA Application: FA Objectives

## 1-1: Increase Volume of Financial Products



- If 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** (e.g., natural disaster response and response to COVID-19 public health emergency).
- Anomalous activity is defined as historic on-balance sheet activity that resulted directly from the receipt of one-time or non-recurring emergency funding by the Applicant.
- Other extraordinary occurrences are not considered valid reasons, such as: 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.
- Applicants must provide the dollar amount of the anomalous historic activity and a detailed justification.
- See the FA Application Guidance for more detailed information.

# Base-FA Application: FA Objectives

## 1-2: Increase Volume of Financial Services



- The three years of projected activity must be greater than the sum of the three years of historic activity levels provided in the Application.
- Only include on-balance sheet activity in an Eligible Market(s) and/or approved Target Market(s) for their projected Financial Services provided.
- Applicants that select FA Objective 1-2: Increase Volume of Financial Services in FY 2024 and have a FY 2022 award outstanding that included FA Objective 1-2 must exceed the volume of Financial Services projected in their FY 2022 Assistance Agreement for any overlapping years.
- Final PG&M benchmark will be 100% of the sum of the three years of projected Financial Services to be provided in an Eligible Market(s) or approved Target Market(s) (prorated based on the percentage of the request awarded).

# Base-FA Application: FA Objectives

## 1-3: Serve New Geographic Area(s)



- Projected activity must be on-balance sheet activity in an Eligible Market(s) and/or Approved Target Market(s).
- A New Geographic Area is defined as an area that accounts for five percent or less of the Applicant's outstanding portfolio averaged over its three most recent historic fiscal years.
- Applicants can define a New Geographic Area(s) at the state, U.S. territory, and/or county level.
- Serving a New Geographic Area(s) may or may not impact or change your CDFI's approved Target Market status.

# Base-FA Application: FA Objectives

## 1-3: Serve New Geographic Area(s)



- Corresponding PG&M will be based upon the projected activity over the three-year Period of Performance in the New Geographic Area(s) (prorated based on the percentage of the request awarded) and cannot be less than the Base-FA award.
- The New Geographic Area(s) listed in the Application will be included in the PG&M for this FA Objective in the Assistance Agreement.
- Activity must occur in one or more of the New Geographic Area(s) listed in the Application.

# Base-FA Application: FA Objectives

## 1-4: New Financial Product(s)



- Projected activity must be on-balance sheet activity in an Eligible Market(s) and/or approved Target Market(s).
- To qualify as a New Financial Product, the proposed New Financial Product must constitute five percent or less of the Applicant's outstanding portfolio as of its most recently completed historic fiscal year.
- Corresponding PG&M will be based upon the projected activity over the three-year Period of Performance for the New Financial Product(s) identified in the Application (prorated based on the percentage of the request awarded) and cannot be less than the Base-FA award.

# Base-FA Application: FA Objectives

## 1-4: New Financial Product(s)



- The New Financial Product(s) listed in the Application will be included in the PG&M for this FA Objective in the Assistance Agreement.
- Applicants must close the specified dollar amount of one or more of the New Financial Product(s) listed in the Application to satisfy the PG&M.

# Base-FA Application: FA Objectives

## 1-7: Serve New Targeted Population(s)



- Applicant must propose to serve a New Targeted Population(s) that it is not currently approved to serve.
- Serving a Targeted Population (e.g., Low-Income) that your CDFI is already approved to serve that is in a New Geographic Area is not eligible.
- PG&Ms for this FA Objective will be the submission of a Target Market modification request by the end of year two of the Period of Performance and have the New Targeted Population added to your approved Target Market by the end of the three-year Period of Performance.
- Note for Certifiable Applicants that select FAO 1-7: The New Targeted Population proposed in your Application must be different than the Targeted Population(s) proposed in your organization's pending CDFI Certification Application. Applicants that propose the same Targeted Population may be removed from award consideration as part of the due diligence review.



# PPC-FA Application



- PPC-FA awards will be provided as a supplement to Base-FA awards.
- Submitted as supplemental Application that is evaluated independently from the Base-FA Application and will not affect the Base-FA award evaluation or amount.
- PPC-FA Recipients will be required to close 100% of the PPC-FA award or equivalent funds in Financial Products by the end of the three-year Period of Performance into PPC.

# DF-FA Application



- DF-FA awards will be provided as a supplement to Base-FA awards.
- Submitted as supplemental Application that is evaluated independently from the Base-FA Application and will not affect the Base-FA award evaluation or amount.
- For the purposes of DF-FA, a person with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a record of such an impairment, or being regarded as having such an impairment, as defined by the Americans with Disabilities Act (ADA) at 42 U.S.C. § 12102.
- DF-FA Recipients will be responsible for closing loans, equity investments, and similar financing activities that benefit individuals with disabilities in an amount equal to or greater than 85% of the total DF-FA award.

# HFFI-FA Application



- HFFI-FA awards will be provided as a supplement to Base-FA awards.
- Submitted as supplemental Application that is evaluated independently from the Base-FA Application and will not affect the Base-FA award evaluation or amount.
- HFFI-FA eligible financing includes activities to Healthy Food Retail and Healthy Food Non-Retail Outlets where the majority of the loan or investment is devoted to offering a range of Healthy Food choices.
  - Examples: investments supporting an existing retail store or wholesale operation upgrade to offer an expanded range of Healthy Food choices, or supporting a nonprofit organization that expands the availability of Healthy Foods in underserved areas.

# HFFI-FA Application



- For the purposes of HFFI-FA, definitions such as Healthy Foods and Healthy Food Retail Outlet are drawn from the USDA and are included in the NOFA and HFFI-FA Application Guidance.
- HFFI-FA Recipients must close:
  - Financial Products for Healthy Food Retail Outlets and Healthy Food Non-Retail Outlets in their approved Target Market in an amount equal to or greater than 100% of the total HFFI Financial Assistance provided; AND
  - Financial Products to Healthy Food Retail Outlets located in Food Deserts in their approved Target Market in an amount equal to 75% of the total HFFI Financial Assistance provided. *See NOFA for definition of Food Desert.*

# TA Narrative: Part I



- Part I is required for uncertified Applicants **only**, including:
  - Emerging CDFIs; and
  - Sponsoring Entities (NACA only).
- Uncertified TA Applicants must describe how they currently meet and/or intend to meet **five** of the CDFI Fund's seven CDFI certification requirements within the required timeframe:
  - Primary Mission
  - Financing Entity
  - Target Market
  - Accountability
  - Development Services

# TA Narrative: Part II



- All TA Applicants must describe their business strategy in their responses to the Section II narrative questions. Specifically, Applicants will:
  - Provide an organization overview;
  - Describe their management and staff;
  - Describe their community coordination plan;
  - Discuss their financial performance; and
  - Discuss their organizational impact.
- Organizations applying as a Sponsoring Entity should review the “Tips” in the FY 2024 TA Application Guidance. Applicable narrative questions have a corresponding “Tip” providing specific guidance as to how Sponsoring Entities should respond.

# TA Application: Use of Award



- Applicants must use a TA award in the following Eligible Activity Categories:
  - Compensation – Personal Services
  - Compensation – Fringe Benefits
  - Professional Service Costs
  - Travel Costs
  - Training and Education Costs
  - Equipment
  - Supplies
  - Incorporation Costs (*Sponsoring Entities only*)

# TA Application: Use of Award



- With the exception of Depository Institution Holding Company Applicants, CDFI Program TA awards may not be used to support the activities of, or otherwise be passed through, transferred, or co-awarded to, third-party entities, whether Affiliates, Subsidiaries, or others, unless done pursuant to a merger or acquisition or similar transaction, and with the CDFI Fund's prior written consent.
- A NACA Program Sponsoring Entity award Recipient must create, as a legal entity, the Emerging CDFI no later than the end of the first year of the Period of Performance, whereupon the Sponsoring Entity must request the CDFI Fund to amend the Assistance Agreement and add the Emerging CDFI as a co-Recipient thereto, with the Sponsoring Entity, thereby transferring any and all remaining balances and/or assets derived from the TA award to the Emerging CDFI.



# Agenda



CDFI Fund Overview and FY 2024 CDFI & NACA Programs Overview

Preparing your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

Application Review Selection, Process, and Reminders

# Matching Funds Requirements



- Matching Funds are required for all CDFI Program Core Applicants (except Native American CDFIs) at the time of Application submission for Base-FA, PPC-FA, and DF-FA requests.
- The FA award matches the type of the Matching Funds provided.
  - For example, if an Applicant provides Matching Funds in the form of a grant, its award will be in the form of a grant.
- An Applicant must provide evidence that it has at least 50% of the requested award amount in either In-Hand or Committed Matching Funds at the time of Application submission.

# Matching Funds Requirements



- The Matching Funds Window is from January 1, 2022, to January 15, 2025.
- Matching Funds received between January 1, 2022, and the Application Deadline will be considered as In-Hand. Matching Funds received after the Application deadline and by the end of the Matching Funds Window will be considered as Committed.
- If selected to receive an award, Recipients requiring Matching Funds must provide evidence that 100% of the award Matching Funds are In-Hand before a payment is made.
- If less than 100% of Matching Funds are In-Hand at the time of Application submission, a Recipient must provide the CDFI Fund with evidence of the receipt of In-Hand Matching Funds by January 31, 2025.

# Matching Funds Requirements



- The Matching Funds requirement for SECA FA and HFFI-FA Applicants was waived in the final FY 2023 CDFI Program and NACA Program appropriations, but final FY 2024 appropriations are still pending.
- The Matching Funds requirement was permanently waived for Native American CDFIs applying through the CDFI Program and/or NACA Program through the Indian Community Economic Enhancement Act of 2020.
- SECA FA and HFFI-FA Applicants, as well as Native CDFI Applicants, are not required to submit Matching Funds for their award at the time of Application submission, but the CDFI Fund reserves the right to request Matching Funds from SECA FA and HFFI-FA Applicants if Matching Funds are not waived in the final FY 2024 appropriations.
- Matching Funds are not required for CDFI TA or NACA TA Applicants.

# Matching Funds Types



- Types of Matching Funds include:
  - Grants
  - Loans
  - Retained earnings
  - In-kind contributions
  - Equity investments
  - Deposits
  - Secondary capital
- Matching Funds must be non-federal.
- Applicants should refer to Table 9 in the CDFI Program NOFA and/or NACA Program NOFA and the Matching Funds Guidance for details on eligible and ineligible sources of Matching Funds.

# Matching Funds in the Form of a Loan



- Loans submitted as Matching Funds must have a term of three years or more.
- The following loan options may also be considered eligible as Matching Funds:
  - Lines of Credit; and
  - Loan renewals within the Matching Funds window.
- Applicants selected to receive an award with eligible loan(s) as a Matching Funds source will receive their award as follows:
  - In the form of a loan;
  - In the amount of the loan(s) submitted as Matching Funds; and
  - With terms in accordance with the CDFI Fund's standardized loan terms.
- The CDFI Fund will not permit a Recipient to change the form of an Award if the form of the Award is a loan.

# Standard Loan Product



## Standard Loan Product Terms

Amount	Based on amount of Matching Funds submitted in the form of loan(s)
Rate	4.19% fixed rate
Term	Thirteen (13) years
Principal	Principal amortized payments due in years eleven (11) through thirteen (13)
Interest Payments	Semi-annual
Collateral Requirements	None
Lender Position	Pari-Passu with Senior Lenders

# Retained Earnings



- Retained earnings can be used as a Matching Funds source that the CDFI Fund will match in the form of a grant.
- If an Applicant uses retained earnings as Matching Funds, it must specify that in its Application.
- The CDFI Fund provides a unique calculator for non-regulated financial institutions, banks/Depository Institution Holding Companies, and credit unions (the Retained Earnings Calculator) that will be used to determine the amount of retained earnings available to be used as Matching Funds.



# Retained Earnings



- The calculator adjusts an Applicant's financial statements or call reports for revenue and expenses derived from federal sources and previously used Matching Funds.
- The CDFI Fund will review each Applicant's Retained Earnings Calculator to ensure that all reported figures match the corresponding figures in an Applicant's audited financial statements or call reports.
  - Retained earnings calculated using unaudited financial statements will be considered as Committed.
  - Retained earnings will only be deemed as in-hand once confirmed by audited financial statements or call reports.

# Matching Funds Documentation



- Applicants that use loans and grants (including in-kind Contributions) as Matching Funds are not required to provide documentation at the time of Application submission.
- However, Applicants that use retained earnings, shares/deposits, Equity Investments, or secondary capital as Matching Funds must provide documentation at the time of Application submission.
- All Matching Funds eligibility requirements, as detailed in the CDFI Program NOFA, NACA Program NOFA, and Matching Funds Guidance, remain in effect.

# Matching Funds Section in AMIS



- CDFI Program Core FA Applicants (except Native American CDFIs) applying for Base-FA, PPC-FA, and DF-FA **must** complete the Matching Funds section of the FA Application in AMIS.
- For Applicants that are submitting Matching Funds in the form of grants, in-kind contributions, loans, shares/deposits, Equity Investments, and secondary capital, the Matching Funds information will be incorporated in the Matching Funds section of the FA Application in AMIS.
- Applicants submitting Matching Funds in the form of retained earnings are required to submit a completed Retained Earnings Calculator Excel Workbook as an attachment to their Application.

# Matching Funds Section in AMIS



- The following information is required for each Matching Funds source:
  - Provider Name;
  - Status (In-Hand or Committed);
  - Form of Matching Funds;
  - Contact Name;
  - Contact Information;
  - Amount;
  - Date of Receipt; and
  - Associated Eligible FA Activity.
- An Applicant must make the following attestations for each Matching Funds source:
  - The Matching Funds are non-federal or have lost their federal character;
  - Appropriate documentation of the Matching Funds that meet the CDFI Fund's requirements, as detailed in the CDFI Program and NACA Program NOFA, can be provided upon request; and
  - If the Matching Funds are in the form of a loan, the loan term is three (3) years or greater.

# Matching Funds Documentation



- Although documentation of Matching Funds will not be submitted to the CDFI Fund at the time of Application submission for loans and grants (including in-kind contributions), acceptable documentation of all Matching Funds used for an award must be made available to the CDFI Fund upon request.
  - **Applicants should refer to the FY 2024 CDFI Program and NACA Program NOFA and FY 2024 Matching Funds Guidance for acceptable forms of Matching Funds documentation.**
- The CDFI Fund reserves the right to audit FY 2024 FA Recipients' Matching Funds documentation to ensure compliance with applicable CDFI Program and NACA Program eligibility rules.

# Review



- **True or False?** Applicants are required to enter Matching Funds information directly into AMIS.
- **True or False?** Core FA Applicants that do not qualify as Native American CDFIs must provide evidence that they have at least 50% of their requested award amount in In-Hand or Committed Matching Funds at the time of Application submission.
- **True or False?** Core FA Applicants that do not qualify as Native American CDFIs must submit documentation, such as grant agreements or proof of payment, for grant and loan sources at the time of Application submission.
- **True or False?** Retained earnings must be calculated using the CDFI Fund's institution-type specific calculator.

# Answer Key



- Applicants are required to enter Matching Funds information directly into AMIS. **Answer: True**
- **True or False?** Core FA Applicants that do not qualify as Native American CDFIs must provide evidence that they have at least 50% of their requested award amount in In-Hand or Committed Matching Funds at the time of Application submission. **Answer: True**
- **True or False?** Core FA Applicants that do not qualify as Native American CDFIs must submit documentation, such as grant agreements or proof of payment, for grant and loan sources at the time of Application submission. **Answer: False**
- **True or False?** Retained earnings must be calculated using the CDFI Fund's institution-type specific calculator. **Answer: True**

# Agenda



CDFI Fund Overview and FY 2024 CDFI & NACA Programs Overview

Preparing your Application

Completing the Narrative Responses and Application Data

Overview of Matching Funds and Supplemental Information

**Application Review Selection, Process, and Reminders**



# Application Submission



- The CDFI Fund has a two-step process that requires the submission of Application documents on separate deadlines and different online systems.
  - Step 1: On or before January 16, 2024 at 11:59 p.m. ET, the Applicant must create an AMIS account, submit its SF-424 via Grants.gov, and enter its EIN and UEI in its AMIS account.
  - Step 2: The Applicant must submit a complete CDFI Program or NACA Program FA or TA Application in AMIS, include the Title VI Compliance Worksheet and all Required Application Documents, on or before February 15, 2024 at 11:59 p.m. ET.
  - Note: Uncertified FA Applicants must submit their CDFI Certification Applications by the date specified in the NOFA.

# Base-FA Application: Evaluation Process

## Step 1: Eligibility Review



- The CDFI Fund ensures that each Applicant meets all eligibility requirements, as detailed in the FY 2024 CDFI Program NOFA and NACA Program NOFA (refer to Tables 5, 6, and 8).

# Base-FA Application: Evaluation Process

## Step 2: Financial Analysis Evaluation and Compliance Risk Evaluation



- All Applicants must pass **both** a Financial Analysis Evaluation and a Compliance Risk Evaluation to progress to Step 3: Business Plan Review. Based on scoring from FYs 2020, 2021, and 2022, more than 99% of all Applicants pass Step 2 and move on to Step 3.
- **Financial Analysis Evaluation – Unregulated Entities**  
The CDFI Fund analyzes the financial information provided by the Applicant using an automated tool developed by the CDFI Fund called the Application Assessment Tool (AAT), which produces a score on a scale from 1 to 5. Applicants must score from 1 to 3 to automatically move on to Step 3. Applicants scoring 4 or 5 will be reviewed by CDFI Fund staff, and if determined to be high risk, will not advance to Step 3.

# Base-FA Application: Evaluation Process

## Step 2: Financial Analysis Evaluation and Compliance Risk Evaluation



- **Financial Analysis Evaluation – Regulated Entities**

The CDFI Fund assesses the financial soundness of Regulated Institutions using the Applicant’s CAMELS/CAMEL rating (or equivalent Federal regulator feedback) and Community Reinvestment Act (CRA) rating. Applicants must receive a CAMELS/CAMEL rating (or equivalent) of at least “3” and a CRA rating of at least “Satisfactory” to move on to Step 3: Business Plan Review. For Depository Institution Holding Companies (DIHC) Applicants, this applies to both the DIHC and its Subsidiary intending to carry out the award.

- **Compliance Risk Evaluation – All Applicants**

The CDFI Fund analyzes each Applicant’s responses to the Compliance Evaluation Questions, as well as its reporting history, reporting capacity, and performance risk using the AAT, which produces a score on a scale from 1 to 5. Applicants must score from 1 to 3 to automatically move on to Step 3. Applicants scoring 4 or 5 will be reviewed by CDFI Fund staff, and if determined to be high risk, will not advance to Step 3.

# Base-FA Application: Evaluation Process

## Step 3: Business Plan Review



- The Business Plan Review is conducted by two external community development finance experts.
- The intent of the Business Plan Review is to ensure that an Applicant's comprehensive business plan is sound and achievable.
- The sum of the two reviewers' Business Plan Review scores will be used to calculate a Total Business Plan Score.
- Applications will be ranked based on their Total Business Plan Scores according to their Applicant type, with the highest scoring Applicants in each category advancing to Step 4: Policy Objective Review. The following amounts of Applicants in each category may advance:
  - **CDFI Program Core Applicants:** an amount up to but not exceeding the top 60% of Core Applicant Total Business Plan Review Scores.
  - **CDFI Program SECA Applicants:** an amount up to but not exceeding the top 70% of SECA Applicant Total Business Plan Review Scores.
  - **NACA Program Applicants:** an amount up to but not exceeding the top 70% of NACA Applicant Total Business Plan Review Scores.

# Base-FA Application: Evaluation Process

## Step 3: Business Plan Review



- The Business Plan Review is conducted by two external community development finance experts.
- The intent of the Business Plan Review is to ensure that an Applicant's comprehensive business plan is sound and achievable.
- The sum of the two reviewers' Business Plan Review scores will be used to calculate a Total Business Plan Score.
- Applications will be ranked based on their Total Business Plan Scores according to their Applicant type, with the highest scoring Applicants in each category advancing to Step 4: Policy Objective Review. The following amounts of Applicants in each category may advance:
  - CDFI Program Core Applicants: an amount up to but not exceeding the top 60% of Core Applicant Total Business Plan Review Scores.
  - CDFI Program SECA Applicants: an amount up to but not exceeding the top 70% of SECA Applicant Total Business Plan Review Scores.
  - NACA Program Applicants: an amount up to but not exceeding the top 70% of NACA Applicant Total Business Plan Review Scores.

# Base-FA Application: Evaluation Process

## Step 3: Business Plan Review



### Step 3 Business Plan Reviewer Questions by Application Section

Application Section	Reviewer Question
Business Strategy	Do the Applicant's strategic goals support its overall mission and its selected FA Objective?
	Does the Applicant identify risks and weaknesses that would prevent it from implementing its strategic goals and selected FA Objective? Does the Applicant demonstrate an understanding of these risks and propose feasible contingencies to mitigate the risks and improve the areas of weakness?
Market and Competitive Analysis	How well does the Applicant understand its competitive environment? Does the Applicant demonstrate that it understands the market demand for its products and services?
Products and Services	Do the Applicant's current and/or proposed products and services meet the identified needs of the communities and populations it serves or is proposing to serve?
	Does the Applicant's selected FA Objective address the identified needs of the communities and populations it serves or is proposing to serve?
Management and Track Record	Does the Applicant demonstrate that its management and key staff have the expertise and track record to achieve its strategic goals?
	Does the Applicant have the necessary financial policies, procedures, and controls in place to achieve its strategic goals and selected FA Objective?
Growth and Projections	To what extent does the Applicant demonstrate, through its strategic plan and historic activity, that it can achieve its proposed growth goals and its selected FA Objective?

# Base-FA Application: Evaluation Process

## Step 4: Policy Objective Review



- The Policy Objective Review is conducted by CDFI Fund staff to measure the extent of each Applicant's impact within the communities and populations it serves by evaluating:
  - The extent of economic distress of the communities and populations the Applicant serves;
  - The opportunities created by the Applicant to improve the level of economic distress in these communities and populations; and
  - The extent to which an Applicant is collaborating with partners and engaging with its stakeholders in a meaningful way.
- The CDFI Fund also conducts a due diligence review during Step 4 to assess the Applicant's selected FA Objective; history of performance in managing federal awards (including timeliness of reporting and compliance); reports and findings from audits; and the Applicant's ability to effectively implement federal requirements.
- Some Applicants that advance to Step 4 will not be recommended for an award based upon the due diligence review.



# Base-FA Application: Evaluation Process

## Step 4: Policy Objective Review



- Conducted by CDFI Fund staff to measure the extent of each Applicant's impact within the communities and populations it serves by evaluating:
  - The extent of economic distress of the communities and populations the Applicant serves;
  - The opportunities created by the Applicant to improve the level of economic distress in these communities and populations; and
  - The extent to which an Applicant is collaborating with partners and engaging with its stakeholders in a meaningful way.

# Base-FA Application: Evaluation Process

## Step 4: Policy Objective Review



- A due diligence review is also conducted during Step 4 to assess the Applicant's:
  - Selected FA Objective;
  - History of performance in managing federal awards (including timeliness of reporting and compliance);
  - Reports and findings from audits; and
  - Ability to effectively implement federal requirements.
- Some Applicants that advance to Step 4 will not be recommended for an award based upon the due diligence review.

# Base-FA Application: Evaluation Process

## Step 4: Policy Objective Review



### Step 4: Policy Objective Review Criteria

Policy Objective	General Reviewer Question
<p><b>Economic Distress</b>  <i>12 U.S.C. 4706 (a)(4): the extent of economic distress within the investment areas or the extent of need within the targeted populations, as those factors are measured by objective criteria.</i></p>	<ol style="list-style-type: none"> <li>1. To what extent are the communities and populations being served economically distressed based on beneficiary income data provided in the Application?</li> <li>2. To what extent does the Applicant demonstrate that it serves communities and populations experiencing economic distress, focusing on deeper distress?</li> </ol>
<p><b>Economic Opportunities</b>  <i>12 U.S.C. 4706 (a)(8): the extent to which the proposed activities will expand economic opportunities within the investment areas or the targeted populations.</i></p>	<ol style="list-style-type: none"> <li>3. Does the Applicant demonstrate that the activities related to its selected FA Objective, strategic goals, and other products or services will result in the meaningful and quantifiable expansion of economic opportunities for communities and populations it serves?</li> </ol>
<p><b>Community Collaboration</b>  <i>12 U.S.C. 4706 (a)(12): the extent to which the Applicant will increase its resources through coordination with other institutions or participation in a secondary market.</i>            (Note: This is not an assessment of whether an Applicant has formal Community Partnerships, but an assessment of how the Applicant works with other organizations generally to achieve outcomes.)</p>	<ol style="list-style-type: none"> <li>4. To what extent does the Applicant collaborate and partner with other entities and engage with community stakeholders to achieve impacts in the communities it serves?</li> </ol>

# Base-FA Application: Evaluation Process

## Step 5: Award Amount Determination



- Conducted by CDFI Fund staff.
- Analysis based on Step 4 Policy Objective Review score, funding availability, deployment track record, and other programmatic and financial risk factors.
- Base-FA Awards are limited based on portfolio size (from the most recent historic fiscal year) and minimum award sizes as follows:
  - For Core FA Applicants, the award is capped at 30% of the Applicant's total portfolio outstanding with a targeted minimum award of \$500,000.
  - For SECA FA Applicants, the award is capped at the greater of 75% of the Applicant's total portfolio outstanding or \$125,000.
  - For NACA FA Applicants, the award is capped at the greater of 100% of the Applicant's total portfolio outstanding or \$150,000.

# Base-FA Application: Evaluation Process

## Step 5: Award Amount Determination



- Award amounts may be reduced, and some Applicants may not be funded based upon the analysis conducted in Step 5.
- For more information on the CDFI Program and NACA Program Base-FA Application Evaluation Process, see the FY 2024 Base-FA Application Evaluation Process document on the CDFI Fund's website.

# PPC-FA Application: Evaluation Process



- CDFI Fund staff will evaluate the PPC-FA request of each associated Base-FA Application that progresses to Step 4.
- Evaluated independently from the Base-FA Application and will not affect the Base-FA award evaluation or amount.
- Applicants that fail to receive a Base-FA award will not be considered for a PPC-FA award.

# PPC-FA Application: Evaluation Process



- Although PPC-FA requests are not scored, the CDFI Fund will make a final funding recommendation based upon its review including, but not limited to, an Applicant's:
  - Historical track record of deployment in PPCs,
  - Pipeline of projects in PPCs, and
  - Narrative responses.
- PPC-FA award amounts will be determined based on the total number of eligible Applicants and funding availability, minimum award size, the Applicant's requested amount, and other factors described above.

# DF-FA Application: Evaluation Process



- CDFI Fund staff will evaluate each DF-FA Application associated with a Base-FA Application that progresses to Step 4.
- Evaluated independently from the Base-FA Application and will not affect the Base-FA award evaluation or amount.
- Applicants that fail to receive a Base-FA award will not be considered for a DF-FA award.
- DF-FA award amounts will be determined on the basis of the Total DF-FA Score, the Applicant's requested amount, and on certain factors, including, but not limited to, an Applicant's deployment track record, minimum award size, and funding availability.



# DF-FA Application: Evaluation Process



- DF-FA Applicants will be evaluated based on their ability to increase and/or expand their Financial Product(s), Financial Service(s), and/or Development Service(s) to address the challenges of individuals with disabilities, such as:
  - asset development;
  - affordable, accessible, and safe housing;
  - employment opportunities; and
  - access to assistive products and services that support health and community living.
- Each DF-FA Applicant will be assigned a Total DF-FA Score on a scale of one (1) to three (3), with one (1) being the highest score. After being scored, Applicants will then be grouped according to Total DF-FA Score.

# HFFI-FA Application: Evaluation Process



- CDFI Fund staff will evaluate each HFFI-FA Application associated with a Base-FA Application that progresses to Step 4.
- Evaluated independently from the Base-FA Application and will not affect the Base-FA award evaluation or amount.
- Applicants that fail to receive a Base-FA award will not be considered for a HFFI-FA award.

# HFFI-FA Application: Evaluation Process



- Each HFFI-FA Applicant will be assigned a Total HFFI-FA Score up to a total possible sixty points. After being scored, Applicants will then be grouped according to Total HFFI-FA Score.
- HFFI-FA award amounts will be determined on the basis of the Total HFFI-FA Score, minimum and maximum award size, the Applicant's requested amount, and other factors including, but not limited to, an Applicant's deployment track record and pipeline.

# TA Application: Evaluation Process



- All steps conducted by CDFI Fund staff.
- Step 1: Eligibility Review
  - Eligibility requirements are detailed in the FY 2024 CDFI Program and NACA Program NOFA (refer to Tables 5, 6, and 7).

# TA Application: Evaluation Process



- Step 2: Compliance Risk Evaluation
  - Conduct a Compliance Risk Evaluation using a tool developed by the CDFI Fund called the Application Assessment Tool (AAT) and, in some cases, additional review by CDFI Fund staff.
  - To produce a Total Compliance Composite Score, the AAT uses responses provided in the Application as well as the Applicant’s reporting history, reporting capacity, and performance risk with respect to the CDFI Fund’s PG&Ms.
  - Applications with a Total Compliance Composite Score of 1, 2, or 3 for the Compliance Risk Evaluation will automatically move on to Step 3. Applicants that score a 4 or 5 will be further evaluated by CDFI Fund Staff.
  - Regulated Institutions only: Each TA Applicant must have a CAMELS/CAMEL rating (or equivalent) of at least “4” and a Community Reinvestment Act (CRA) rating of at least “Satisfactory” to be eligible for awards.

# TA Application: Evaluation Process



- Step 3: Business Plan Review
  - Part I Review for uncertified CDFIs and Sponsoring Entities: Emerging CDFI and Sponsoring Entity Applicants must achieve a rating of Low Risk or Medium Risk in Part I of the TA Business Plan Review to progress to Part II of the TA Business Plan Review.
  - Part II Review for All Applicants: All Applicants must receive a rating of Low Risk or Medium Risk in Part II of the TA Business Plan Review to be considered for an award.

# TA Application: Evaluation Process



- Emerging CDFIs or Sponsoring Entities will be evaluated on their demonstrated capability and plan to achieve CDFI certification within three years (or four for Sponsoring Entities), or if prior awardees, their progress toward achieving their certification performance goal and measure stated in their prior Assistance Agreements.
  - Applicant is responsible for reviewing and understanding the process and requirements for obtaining and maintaining the CDFI Certification. For details about the CDFI Certification process, the CDFI Certification Application, and related guidance materials, please visit the [CDFI Certification page](#) on the CDFI Fund website.
- Certified CDFIs will be evaluated on the demonstrated need for TA funding to build the CDFI's capacity, further the Applicant's strategic goals, and achieve impact within the Applicant's Target Market.

# TA Application: Evaluation Process



- Step 4: Final Award Decision
  - Ensures adherence to the CDFI Program’s policies and procedures, as well as applicable federal regulations and other due diligence.
  - All TA Applications that are approved in Step 4 will be funded.
  - Actual award amounts may vary based on Applicant ratings in Part II.
  - Awards may be less than the amount requested, but will be no more than the amount requested.



# Award Payments for All Applicants



- Each Applicant must request the initial payment amount in AMIS it reasonably expects to expend within the first 12 months after the award announcement.
- For FA applicants, initial payment amounts are entered separately in AMIS for each award type (i.e., Base-FA, PPC-FA, DF-FA, and HFFI-FA awards).
- Initial payment amounts will be based upon the initial payment amount entered in the Application, and for Applicants who require Matching Funds, in combination with a determination of eligible Matching Funds for Base-FA, PPC-FA, and DF-FA awards.

# Award Payments for All Applicants



- All Applicants receiving an FA award, including any supplemental awards, will be required to expend:
  - 90% of the initial payment amount within the first 12 months of the Period of Performance
  - 100% of the entire award by the end of the Period of Performance
- All Applicants receiving a TA award will likewise be required to expend:
  - 90% of the initial payment amount within the first 12 months of the Period of Performance
  - 100% of the entire award by the end of the Period of Performance

# Award Payments for All Applicants



- A Recipient will not receive an initial payment until it has 100% Matching Funds in-hand, if applicable.
- An Applicant must state its requested award amount in AMIS. An Applicant that does not include this amount will not be allowed to submit an Application.

# Reminder of Important Deadlines



Description	Deadline	Time Eastern Time (ET)	Submission Method
Last day to create AMIS Account (New Applicants)	January 16, 2024	11:59 p.m. ET	AMIS
Last day to enter EIN and UEI in AMIS (all Applicants)	January 16, 2024	11:59 p.m. ET	AMIS
Last day to submit SF-424 (Application for Federal Assistance)	January 16, 2024	11:59 p.m. ET	Electronically via Grants.gov
Last day to contact CDFI Program or NACA Program staff	February 13, 2024	5:00 p.m. ET	Service Request via AMIS (fastest) CDFI Fund Helpdesk: 202-653-0421
Last day to contact AMIS-IT Help Desk (regarding AMIS technical problems only)	February 15, 2024	5:00 p.m. ET	Service Request via AMIS (fastest), 202-653-0422, or <a href="mailto:AMIS@cdfi.treas.gov">AMIS@cdfi.treas.gov</a>
Last day to submit Title VI Compliance Worksheet (all Applicants)	February 15, 2024	11:59 p.m. ET	AMIS
Last day to submit CDFI Program or NACA Program Application for FA <u>or</u> TA	February 15, 2024	11:59 p.m. ET	AMIS

# Reminder of Important Deadlines for Uncertified FA Applicants



Description	Deadline	Time Eastern Time (ET)	Submission Method
Last day to contact Certification, Compliance Monitoring and Evaluation (CCME) Help Desk regarding CDFI Certification Application for uncertified FA Applicants	March 1, 2024	11:59 p.m. ET	Service Request via AMIS
Last day to submit CDFI Certification Applications for uncertified FA Applicants	March 5, 2024	11:59 p.m. ET	AMIS

# Contact Information for Applicants



- **CDFI/NACA Program and Application Support:**  
Please Submit an AMIS Service Request or e-mail [cdfihelp@cdfi.treas.gov](mailto:cdfihelp@cdfi.treas.gov).
- **Compliance Monitoring and Evaluation Support:**  
Submit an AMIS Service Request or e-mail [ccme@cdfi.treas.gov](mailto:ccme@cdfi.treas.gov).
- **CDFI Certification Support:**  
Submit an AMIS Service Request or e-mail [ocpecert@cdfi.treas.gov](mailto:ocpecert@cdfi.treas.gov).
- **Awards Management Information System (AMIS) Support:**  
Submit an AMIS Service Request or e-mail [AMIS@cdfi.treas.gov](mailto:AMIS@cdfi.treas.gov).
- **Grants.gov support:**  
E-mail [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.
- **SAM.gov:**  
Visit [www.fsd.gov](http://www.fsd.gov) or call 1-866-606-8220.

# Application Materials



- Additional information and all Application Materials for the FY 2024 CDFI Program can be found on the CDFI Fund's website here:  
<https://www.cdfifund.gov/programs-training/Programs/cdfi-program/Pages/apply-step.aspx#step2>
- Additional information and all Application Materials for the FY 2024 NACA Program Application can be found on the CDFI Fund's website here:  
<https://www.cdfifund.gov/programs-training/Programs/native-initiatives/Pages/apply-step.aspx#step2>
- Capitalized terms in this presentation are defined in the Authorizing Statute, the Regulations, the applicable CDFI Program or NACA Program NOFA, the Application, Application materials, or the Uniform Requirements.

Note: Additional Application Materials will be added to the CDFI Fund's website on a rolling basis. Application Materials may be updated from time to time.

# Questions and Answers



...for participating in today's workshop!