

CAPITAL MAGNET FUND

CAPITAL MAGNET FUND

FY 2024 APPLICATION
FREQUENTLY ASKED
QUESTIONS



TABLE OF CONTENTS

1. Questions on Applicant Eligibility	9
1.1 What organizations are eligible to apply for a CMF Award?	9
1.2 Is an entity that previously received a CMF Award or assistance from other CDFI Fund programs eligible to apply for a CMF Award?	10
1.3 If I am relying on my organization’s status as a Nonprofit Organization for eligibility, how do I calculate whether at least 33 and 1/3% of my total assets are dedicated to the development and/or management of affordable housing?	11
1.4 Is a state housing finance agency (HFA) or a local housing authority (LHA) eligible to apply for a CMF Award?	11
2. Questions on Affiliates, Subsidiaries, and Single Purpose Entities	12
2.1 How does the CDFI Fund define Affiliate? What is the difference between Affiliate and Subsidiary?	12
2.2 Is an Affiliate or Subsidiary of my organization eligible to apply for CMF Award in the same funding round?.....	12
2.3 If my organization has Subsidiaries or Affiliates, which entity should apply?	12
2.4 If an Affiliate or Subsidiary of my organization has previously received a CMF Award, financial assistance, allocation, or bond guarantee from a CDFI Fund program, can my organization apply for a CMF Award? May the Affiliate or Subsidiary entity that received the prior award apply under these circumstances?.....	13
2.5 Can a Certified CDFI Depository Institution Holding Company reference the activities of its CDFI Subsidiary Insured Depository Institution when completing the CMF Application?	13
2.6 May a Recipient transfer its responsibilities under the Assistance Agreement to another entity, Affiliate, or Subsidiary?.....	14
2.7 Does a Recipient need pre-approval from the CDFI Fund to make a loan to or an investment in an Affiliate to finance/support Affordable Housing or Economic Development Activities?.....	14
2.8 Can I transfer my CMF Award to a Special Purpose Entity for the purpose of creating an Affordable Housing Fund, Revolving Loan Fund, or Economic Development Activity fund? How can Special Purpose Entities (SPEs) be used in the Capital Magnet Fund?	14
3. Questions on the Process for Applying for a CMF Award	15
3.1 In what form will CMF Awards be provided?	15
3.2 How can my organization apply for a CMF Award?.....	15
3.3 What is the SF-424 field in the AMIS Application asking for, and when must I update this field? .	17
3.4 Does the Award request amount we indicated in the SF-424 commit us to that amount in the CMF Application in AMIS?	17
3.5 When completing the Application, how do I determine if my organization is using a financing Entity Approach or an affordable housing developer/manager approach?	17

3.6	Will the information that I provide in my CMF Application be available to the general public?....	18
3.7	What are the activity limitations with respect to using CMF Awards in conjunction with other CDFI Fund program awards? Can other CDFI Fund program awards be counted as leverage for a CMF Award?	18
3.8	Can a CMF Recipient combine its CMF Award with its CDFI Financial Assistance (FA) Award into one loan pool or one “fund”? Can it combine its CMF Award into a loan pool where other investors participate?.....	19
3.9	In addition to the Application Form, what additional attachments are required as part of the Application?	20
3.10	Is there a limit to the total CMF Award amount that an Applicant may request? Is there a minimum amount that an Applicant may request?	20
3.11	Will there be an Excel template to help us prepare to enter data into AMIS?.....	21
3.12	I missed the CMF Application webinars. Is this information available?.....	21
3.13	Can a consultant sign an Application? If not, who can sign the Application?.....	21
4.	Questions on Service Area.....	22
4.1	How does an Applicant determine a Service Area?.....	22
4.2	Once I identify a Service Area in the Application, am I held to undertaking CMF Activities in all areas included in the Application?	22
4.3	Our organization only serves a specific city. How do I select a Service Area? Will we be disadvantaged for serving an area smaller than a whole state?	22
4.4	Is there a preference for serving economically distressed areas and/or particular geographies? .	22
5.	Questions on CMF Eligible Activities.....	23
5.1	May I apply for more than one type of activity in a single application?.....	23
5.2	What restrictions are there on the use of a CMF Award (and associated Leveraged Costs)?.....	23
5.3	Can an Applicant lend directly to an entity it created to own a property (i.e., a limited liability company (LLC) or a limited partnership (LP) created to own a specific affordable housing property)?	24
5.4	Does a project need to have a minimum investment of CMF Award dollars in order for it to be considered a CMF-financed project?	24
5.5	Can a CMF Award be used for mortgage financing for homeowners?.....	25
5.6	Can CMF Awards be used to finance/support activities other than real estate?	25
5.7	What is the difference between a Revolving Loan Fund and an Affordable Housing Fund?.....	25
5.8	What is the definition of Preservation? Is Preservation assumed to be without Rehabilitation? Or will some of our Rehabilitation and Preservation numbers overlap?	25
5.9	We would like to create a Homeownership Program to provide mortgages to Low-Income Families. The Program will be funded by a CMF Award and investments from other financial institutions. Is it necessary to directly trace the CMF Award dollars to each mortgage loan made to a qualifying Family?.....	26

5.10	Is manufactured housing eligible for Capital Magnet Fund funding?.....	26
5.11	Are Homeownership cooperatives eligible for Capital Magnet Fund funding?.....	26
5.12	May CMF-financed mortgages be sold on the secondary market? May CMF Award be used to purchase mortgages?	27
5.13	Is “land banking” an eligible activity of the Capital Magnet Fund? Can CMF Awards be used to purchase land that will be used for development in the future?	27
5.14	Can the CMF Award be used for transitional or permanent supportive housing?	27
6.	Questions on Leverage Calculations	27
6.1	What is “leverage” and how do I calculate it?.....	27
6.2	What are examples of Eligible Project Costs?	28
6.3	What is "Enterprise-Level" Leverage?	29
6.4	What is “Reinvestment” Leverage?.....	29
6.5	What is “Project-Level” Leverage?	29
6.6	What are public sources of leverage? What are private sources?	29
6.7	Is there a preference for the type of leverage or leveraging strategy?.....	30
6.8	How will CMF Recipients be held to the leverage ratios proposed in their Applications? Is leverage measured for each Project or for the overall portfolio?	30
6.9	What are the Capital Magnet Fund (CMF) reinvestment requirements for CMF Recipients?	30
6.10	Should the Applicant include only Projects that will be completed within the five year Investment Period in the Reinvestment table for Question 16(a)-(e) of the Application?.....	31
6.11	Can we treat a repaid CMF investment as a private source of leverage in a subsequent reinvestment?	31
6.12	Does rental income from a Multi-family rental Project count as Leveraged Costs?	32
6.13	If the CMF Award is used to finance the Development of Homeownership, and the homes are sold to Low-Income Families, are the funds from the sale considered Leveraged Costs?	32
6.14	In our Development Projects, we are leveraging private funds in every phase of the Development. For example, construction financing provided by a bank may be taken out and repaid with permanent financing such as Low Income Housing Tax Credit (LIHTC) equity. How are EPCs calculated so that the full leverage is counted, but the actual Development cost is not overstated?	32
7.	Questions on Community Impact.....	33
7.1	Is there a scoring preference for serving specific income groups in the Application review process?	33
7.2	What is the definition of “Standard High Opportunity Area (HOA) Criteria”?.....	33
7.3	What is the definition of “Expanded CMF HOA Criteria”?.....	34
7.4	What documentation is required in order to qualify an area under the Expanded HOA definition?	35

7.5	In my county, the two largest employers are the health system and the local public school system. Is the access to employment criterion met through the largest employer test if the CMF project is located within a mile of a health clinic that is part of the health system or within one mile of a public school?	35
7.6	How does a Blue Ribbon school demonstrate that it is available to the residents of CMF financed/supported housing?	35
7.7	How is the ¼ mile distance measured for the access to transportation criterion in a Metropolitan Area for the Expanded CMF HOA definition?	35
7.8	As part of the FY 2024 Expanded HOA definitions, the CMF NOFA states “for a Project to qualify as being in a High Opportunity Area under the Expanded CMF HOA Criteria definition,” the location of the project “cannot be located in a Food Desert as identified by the U.S. Department of Agriculture (https://www.ers.usda.gov/data/fooddesert) as of the publication date of this NOFA in the Federal Register.” This link to the USDA’s Food Research Atlas contains a mapping tool with four possible “Low Income & Low Access Layers.” Which ones are considered Food Deserts?	36
7.9	As part of the FY 2024 Expanded HOA definitions, the CMF NOFA references access to financial services. Does an Integrated Teller Machine (ITM) count?	36
7.10	What is an “Area of Economic Distress”?	36
7.11	Is it a requirement that all CMF Activities take place in Areas of Economic Distress or High Opportunity Areas? Is there a preference?	37
7.12	What is the definition of a Rural Area in the CMF Program?	37
7.13	What is the difference between Rural Areas and Non-Metropolitan Areas?	37
7.14	How will the CDFI Fund ensure that the potential Recipient’s proposed activities and Service Areas represent broad geographic coverage and a reasonable allocation of CMF Awards to Rural Areas?	38
7.15	Question 19 in the Application provides a set of Housing and Economic Development impacts for the Applicant to address. How will this be evaluated in the Application review process by the CMF Program?	39
7.16	In Application Questions 21 and 22, how should the percentage of units that will be income-targeted be calculated?	39
8.	Questions about Economic Development Activities.....	40
8.1	What does the requirement to finance economic development “In Conjunction With” Affordable Housing as part of a “Concerted Strategy” to stabilize or revitalize a Low-Income Area or Underserved Rural Area” mean? What information or documentation must be submitted in the Application?	40
8.2	Is a community room in an Affordable Housing Project considered an Economic Development Activity?	41
8.3	What is a Low-Income Area?	41
9.	Questions about Affordable Housing Requirements.....	42
9.1	How is “affordability” measured?	42

9.2	Will performance related to the income targeting under the Assistance Agreement be measured on a project-by-project basis, or on an aggregate basis for all Projects financed or supported with a CMF Award?	43
9.3	Can mixed-income projects be financed with a CMF Award, for example, projects in which a portion of the units may serve those above 120% AMI?	43
9.4	When developing a mixed-income Project with both affordable and market rate housing, does the allocation of Eligible Project Costs need to be prorated?	43
9.5	Where is the data to determine who qualifies as Low-Income, Very Low-Income, and Extremely Low-Income Families?	43
9.6	What is the affordability period for Housing units financed and/or supported with a CMF Award?	44
10.	Questions on Application Tables and Attachments.....	44
10.1	For the Track Record tables in Appendix 2, what dates should the data entered be based on and how should we handle projects under construction?	44
10.2	In Table A1, for Economic Development Activities, should we show only those that are In Conjunction with Affordable Housing Activities, or all Economic Development Activities?.....	45
10.3	How should I capture Economic Development Activity in Table A1 and Table A2?	45
10.4	How should I complete the fields within Tables in Appendix 2 if certain fields are not relevant to the Applicant?	45
10.5	Which audits should I submit with my Application?	45
10.6	Can CDFI Banks (the bank itself, not the holding company) submit Call Reports instead of audited financials?.....	46
10.7	What should I attach to the Application if either or both of my audits (from the two most recent historic fiscal years) did not contain management letters?	46
11.	Questions on the Title VI Compliance Worksheet.....	46
11.1	What is the Title VI Compliance Worksheet and who is required to submit it?	46
11.2	How do I locate my Organization’s Title VI Compliance Worksheet in AMIS?	47
11.3	If I recently applied for another CDFI Fund program like SDLP or CDFI/NACA, do I need to submit a new Title VI Compliance Worksheet for CMF? Or can I use my existing one?	47
12.	Questions on Award Announcement and Assistance Agreement.....	48
12.1	When is the anticipated Award announcement and anticipated start date for the Periods of Performance?	48
12.2	Is there a contract or agreement between the CDFI Fund and the Award Recipient when an Award is made? Where can I get a sense of what this might entail?	48
12.3	What terms and conditions will be placed upon CMF Award Recipients?	48
12.4	What will the Recipient’s responsibility be under the Assistance Agreement related to Loan Loss Reserves and Loan Guarantees?	49

12.5	What is the Recipient’s responsibility under the Assistance Agreement if a Project fails to achieve Project Completion?.....	49
12.6	Are proposed CMF projects subject to environmental review?	49
13.	Questions About Other Program Requirements	50
13.1	Can you clarify the key timeline requirements associated with using CMF Award funds?	50
13.2	The CDFI Fund issued a general waiver of 12 CFR 1807.501(b) as part of the FY 2018 Capital Magnet Fund Notice of Funding Availability (NOFA) to address situations where a Recipient may not be able to meet the counterparty requirements for a Commitment of CMF dollars. Can you explain when this would apply and the actions needed by a Recipient to exercise this waiver? ...	50
13.3	We are providing mortgage assistance to first-time homebuyers, which will be in the form of direct loans. The borrowers meet the counterparty test, but given the short time frame between loan commitment and closing, we are concerned that we may need to both commit and disburse all loans within two years to meet the CMF commitment test. Will the waiver provide relief for this situation?	51
13.4	We are buying homes that we will own initially and during their rehabilitation. They will eventually be sold to qualified homebuyers. Since we are the purchaser and will own the homes initially, we will not have a counterparty for commitment purposes. Is the waiver applicable to this situation?	51
13.5	We are using a financing Entity Approach and will provide loans directly to nonprofit developers for affordable housing. We plan to use the CMF Award to establish a loan loss reserve for our loans. How does the waiver apply to this situation?	52
13.6	For the purposes of documenting commitment of the CMF Award under the waiver, what must be included in the Board of Directors resolution?	52
13.7	We understand that in providing Homeownership Purchase Assistance under the CMF Program, the cost of the home may not exceed 95% of the average purchase price for the area as determined by HUD. Where is this information available?	52
14.	Questions about Consortium Approach.....	53
14.1	To apply using a Consortium Approach, does the Consortium need to be established at the time of Application? May an existing Consortium or partnership be utilized?.....	53
14.2	How do I alert the CDFI Fund that I intend to use a Consortium Approach?	53
14.3	What is the significance of my pro rata share if I am part of a Consortium? How is it calculated?.....	53
14.4	Do I complete my Application as my own organization or as a member of a Consortium? If selected for an Award, will I share an Assistance Agreement with my Consortium members?.....	53
14.5	How will Consortium Approach Applicants be evaluated? What is the benefit of using a Consortium Approach?	54
14.6	Do all members of a Consortium need to apply for a CMF Award? What if one member of the Consortium fails to submit an Application or fails to otherwise be eligible for an Award?.....	55
14.7	Can Consortium members use their CMF Awards to invest in the same Project and the same phase of development of that Project?.....	55

14.8 Can you provide an example of how the CDFI Fund will prorate the Eligible Project Costs, unit production, and leverage among the Consortium member Applications? 56

15. Contact Information..... 58

15.1 Who can I contact if I have more specific questions? 58

15.2 How can I submit a Service Request in AMIS to ask Application-related questions? 58

For detailed information on the Capital Magnet Fund (CMF) and the fiscal year (FY) 2024 CMF Funding Round, Applicants should review the CMF Interim Rule (as amended on February 8, 2016), the FY 2024 Notice of Funds Availability (NOFA), the FY 2024 CMF Application Instructions document, and the FY 2023 CMF Assistance Agreement. Please note that the FY 2024 CMF Assistance Agreement will differ from the FY 2023 CMF Assistance Agreement. However, the FY 2023 version can be viewed as an example. These documents are available on the CDFI Fund's website (www.cdfifund.gov/cmf).

Notes

In these Frequently Asked Questions (FAQs), all capitalized terms are defined in the CMF Interim Rule (12 CFR Part 1807), FY 2024 CMF NOFA, FY 2024 CMF Application Instructions, FY 2023 CMF Assistance Agreement and/or FY 2024 CMF Glossary. All references to the CMF Interim Rule refer to the Interim Rule as amended on February 8, 2016.

1. Questions on Applicant Eligibility

1.1 What organizations are eligible to apply for a CMF Award?

To be eligible to apply for a CMF Award, an organization must be:

- Certified as a Community Development Financial Institution (CDFI) by the CDFI Fund as of the date of publication of the applicable CMF NOFA, or
- A Nonprofit Organization that has as one of its principal purposes the development or management of affordable housing.

All Applicants, regardless of entity type, **must** demonstrate that they have been in existence as a legally formed entity for at least three years prior to the Application deadline. Additionally, an organization must submit audited financial statements (or Call Reports for a Regulated Financial Institution) for the two most recent historic fiscal years as part of their Application.

In order to be eligible as a **Certified CDFI**, the organization must meet the following criteria:

- (a) Has been determined by the CDFI Fund to meet the CDFI certification requirements set forth in 12 CFR 1805.201 and as verified in the CDFI's AMIS account as of the publication date of the NOFA in the Federal Register; and
- (b) Has not been notified in writing by the CDFI Fund that its certification has been terminated since the publication date of the NOFA.
- (c) 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. Post-Award, if a CMF Recipient loses its CDFI Certification, its compliance status with respect to the Assistance Agreement will be reviewed by the Office of Compliance Monitoring and Evaluation (OCME) in accordance with the terms of the Assistance Agreement.
- (d) In cases where the CDFI Fund has provided a Certified CDFI with written notification that it no longer meets one or more certification standards and it has been given an opportunity to cure, the CDFI Fund will continue to consider this Applicant to be a Certified CDFI until it has received a final determination letter that its certification has

been terminated. A Certified CDFI is considered eligible for an Award until a final certification determination has been made, and a final determination letter has been provided to the Applicant by the CDFI Fund.

In order to be eligible as a **Nonprofit Organization**, the organization must meet the following criteria:

- (a) Demonstrate that it is a Nonprofit or not-for-profit under the laws of the organization's State of formation AND designated by the Internal Revenue Service as tax-exempt from Federal taxation; and
- (b) Demonstrate that its articles of incorporation, by-laws, or other board-approved documents evidence that one of the organization's principal purposes is the development or management of affordable housing; and
- (c) Attest that at least 33 1/3% of its total assets (the sum of the value of all of the organization's assets) are dedicated to the development or management of affordable housing.

Nonprofit Organizations are required to submit documentation to demonstrate that they satisfy these criteria at the time of Application submission.

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

Applicants must independently meet the eligibility requirements and may not rely on Affiliates or Subsidiaries to meet this requirement.

Applicants must also demonstrate in their Application that their CMF Award will result in Eligible Project Costs that equal at least 10 times the Award amount. Additional eligibility requirements are contained in the Notice of Funding Availability. For example, an Applicant must not be subject to a CDFI Fund sanction prohibiting it from applying to any CDFI Fund programs.

Applicants applying using a Consortium Approach must meet all eligibility requirements on an individual basis.

1.2 Is an entity that previously received a CMF Award or assistance from other CDFI Fund programs eligible to apply for a CMF Award?

Prior Recipients of awards, allocations, or bond guarantees from any CDFI Fund administered program, including, but not limited to, the New Markets Tax Credit (NMTC) Program, CDFI Program, NACA Program, CDFI Rapid Response Program (CDFI RRP), Bank Enterprise Award (BEA) Program, Bond Guarantee (BG) Program, Small Dollar Loan Program (SDLP), CDFI Equitable Recovery Program (CDFI ERP), or any other CDFI Fund program, are generally eligible to apply for an award under the CMF Program, including Recipients of previous CMF Awards. However, an Applicant may be deemed ineligible if certain circumstances exist with respect to prior awards made to the Applicant or its Affiliates (e.g., previous incidents of noncompliance or

default or failure to meet reporting requirements). Please refer to the NOFA (particularly Section III) for a complete description of this eligibility criterion.

Applicants that are prior Recipients of awards or allocations under any CDFI Fund program are advised to submit all required reports by the deadlines specified in the allocation, award, or Assistance Agreements governing said prior awards or allocations, and comply with the requirements specified in an Assistance Agreement, award agreement, allocation agreement, bond loan agreement, or agreement to guarantee.

Prior Recipients that meet the eligibility requirements should note that as part of the Application review process, the CMF Program considers progress of the Applicant in carrying out its activities and strategy under prior CMF Awards.

In the case where an Applicant intends to use other CDFI Fund awards in conjunction with a CMF Award (including prior CMF Awards) or for the same purpose, the Applicant should clarify in the Application how each of the awards will be used; and in the event it would like to use other CDFI Fund awards with a CMF Award for the same project, the Applicant should be aware of restrictions that limit the use of other CDFI Fund awards with a CMF Award for a project in the same phase of project development (see Section II.C of the FY 2024 NOFA for more information).

1.3 [If I am relying on my organization's status as a Nonprofit Organization for eligibility, how do I calculate whether at least 33 and 1/3% of my total assets are dedicated to the development and/or management of affordable housing?](#)

The percentage of total assets – the sum of the value of all of the organization's assets – dedicated to the management and/or development of affordable housing is determined by dividing assets dedicated to the management and/or development of affordable housing by total assets, based on the Applicant's most recently completed historical fiscal year's audited financial statements. For purposes of this eligibility criterion, affordable housing is defined generally as housing in which at least 20% of the units are affordable to Families whose incomes are at or below 80% of the Area Median Income (AMI).

For example, if an Applicant has \$8 million in total assets and has dedicated \$4 million to affordable housing, 50% of the Applicant's total assets are dedicated to the development or management of affordable housing.

Applicants applying as eligible Nonprofit Organizations (i.e., not Certified CDFIs) must attest that they meet this threshold in the Application.

1.4 [Is a state housing finance agency \(HFA\) or a local housing authority \(LHA\) eligible to apply for a CMF Award?](#)

An HFA or LHA must meet the Applicant eligibility requirements outlined in Section III of the FY 2024 NOFA, including, among other things, meeting the criteria for a qualified Nonprofit Organization and having as a principal purpose the development or management of affordable housing, as defined in the CMF Interim Rule. Since HFAs and LHAs are generally created by state statute, whether they qualify as a Nonprofit Organization depends on the authorizing statute or

charter of the agency or authority. The CDFI Fund requires a legal opinion to confirm the Applicant is not subject to federal taxation before determining the eligibility of a particular HFA or LHA entity. This legal opinion must be submitted as an attachment to the CMF Application as evidence of its non-profit status. If your organization plans to submit a legal opinion, please e-mail the CMF Program or submit a Service Request in AMIS for additional guidance on the structure and content of the legal opinion. A separate, but affiliated, Nonprofit Organization formed by an HFA or LHA may be eligible to apply for a CMF Award, as long as it meets the eligibility requirements outlined in Section III of the FY 2024 NOFA.

2. Questions on Affiliates, Subsidiaries, and Single Purpose Entities

2.1 How does the CDFI Fund define Affiliate? What is the difference between Affiliate and Subsidiary?

Per the CMF Interim Rule (12 CFR Part 1807), “Affiliate” means any entity that Controls, is Controlled by, or is under common Control with, an entity. “Subsidiary” means any company that is owned or Controlled directly or indirectly by another company.

Organizations that are part of the same organizational family as the Applicant are deemed Affiliates, including the Applicant’s parent organization or any other organizations under a common parent. Subsidiaries are only those organizations Controlled by the Applicant.

For reference, pursuant to 12 CFR 1807.104, the CMF Program’s definition of “Control” is as follows: (1) Ownership, control, or power to vote 25% or more of the outstanding shares of any class of Voting Securities of any company, directly or indirectly or acting through one or more other persons; (2) Control in any manner over the election of a majority of the directors, trustees, or general partners (or individuals exercising similar functions) of any company; or (3) The power to exercise, directly or indirectly, a controlling influence over the management, credit or investment decisions, or policies of any company.

2.2 Is an Affiliate or Subsidiary of my organization eligible to apply for CMF Award in the same funding round?

The Applicant entity may be an Affiliate or Subsidiary of the parent organization, but in all cases, the Applicant organization must meet the eligibility requirements itself and may not rely on Affiliates or Subsidiaries to meet these requirements. Affiliated organizations may submit only one Application during the CMF funding round and therefore should carefully select the most appropriate entity as the Applicant, in order to carry out the activities and meet the obligations of the CMF Award.

2.3 If my organization has Subsidiaries or Affiliates, which entity should apply?

You may choose any entity as the Applicant that meets the eligibility criteria outlined in the FY 2024 NOFA. In particular, if you are a Nonprofit Organization, you must be able to certify that the Applicant entity meets the test that at least 33 and 1/3% of its assets are devoted to affordable housing, without relying on the assets of any Affiliates or Subsidiaries.

An Applicant and its Affiliates may not submit separate Applications. If an Applicant and its Affiliate(s) both seek to apply for the CMF Program, only one of the Affiliated entities can submit an Application. If Affiliated entities submit multiple or separate Applications, the CDFI Fund may at its discretion, reject all such Applications received or select only one of the submitted Applications it deems eligible for a review. Furthermore, an Applicant that receives a CMF Award in the FY 2024 funding round may not become an Affiliate of another Applicant that also receives a CMF Award in the FY 2024 funding round, as Affiliates may not receive CMF Awards in the same funding round.

During the Application review process, all Affiliated relationships are subject to review by the CDFI Fund. Applicants are strongly advised to review the definitions of Affiliate, Subsidiary, and Control in the Interim Rule (see 12 CFR 1807.104) in order to determine if their organization is considered an Affiliate under the CMF definition and subject to the restrictions preventing the submission of multiple Applications. In most cases, if an entity has its own independent board of directors or independent board governance, and makes its own investment decisions, it is considered an independent entity and could be an eligible Applicant, rather than an Affiliate or a Subsidiary of an Applicant. However, it is the CDFI Fund's determination of Control that is the deciding factor of whether two entities are Affiliated.

2.4 If an Affiliate or Subsidiary of my organization has previously received a CMF Award, financial assistance, allocation, or bond guarantee from a CDFI Fund program, can my organization apply for a CMF Award? May the Affiliate or Subsidiary entity that received the prior award apply under these circumstances?

Prior Recipients (or their Affiliates) of awards, allocations, or bond guarantees from any component of the CDFI Fund's CMF Program, NMTC Program, CDFI Program, BEA Program, BG Program, SDLP, ERP, or any other CDFI Fund program, are generally eligible to apply for awards under the FY 2024 CMF NOFA, as long as they meet the eligibility criteria outlined in Section 3 of the NOFA.

2.5 Can a Certified CDFI Depository Institution Holding Company reference the activities of its CDFI Subsidiary Insured Depository Institution when completing the CMF Application?

If the Applicant is a Certified CDFI Depository Institution Holding Company that intends to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Depository Institution, the Application submitted by the CDFI Depository Institution Holding Company must reflect the proposed activities, track record, and financial performance of the Applicant's Certified CDFI Subsidiary Depository Institution.

Additionally, the Applicant must list in the Application the name and EIN of the Certified CDFI Subsidiary Depository Institution that will carry out the activities of a CMF Award and complete the Bank Holding Companies Subsidiary Certification Page in AMIS.

2.6 May a Recipient transfer its responsibilities under the Assistance Agreement to another entity, Affiliate, or Subsidiary?

CMF Awards may not 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.

The responsibilities and obligations of a Recipient under the Assistance Agreement must remain the sole responsibility of the Recipient. In certain cases, and with the express and advance approval of the CDFI Fund, Recipients may create an Approved Single Purpose Entity (SPE) to carry out the activities under the Award. However, in all cases, the SPE must be formed for the purposes of CMF; must be wholly owned by the Recipient; and the Recipient maintains all obligations under the Assistance Agreement. Refer to FAQ #2.8 for further clarification on SPE.

EXCEPTION FOR CERTIFIED CDFI DEPOSITORY INSTITUTION HOLDING COMPANIES ONLY: The CDFI Fund will provide written permission to any Certified CDFI Depository Institution Holding Company to carry out the activities of a CMF Award through its Certified CDFI Subsidiary Depository Institution, so long as this Certified CDFI Subsidiary Depository Institution is specifically identified in the Holding Company's CMF Application. See Question 1 (h) and (i) of the Application.

2.7 Does a Recipient need pre-approval from the CDFI Fund to make a loan to or an investment in an Affiliate to finance/support Affordable Housing or Economic Development Activities?

No. Recipients may use its CMF Award for eligible activities such as to lend to or invest in an Affiliate to finance/support Affordable Housing Activities or Economic Development Activities that the Affiliate is undertaking, as long as the Recipient enters into a legally binding commitment agreement with the Affiliate; the Affiliate is a separate legal entity and those activities are authorized in the Recipient's Assistance Agreement.

However, as described in FAQ #2.6, without pre-approval from the CDFI Fund, a Recipient may not allocate all or part of its CMF Award to an Affiliate in order to carry out the Recipient's eligible activities in 12 CFR 1807.301 or CMF Award management responsibilities on behalf of the Recipient, or where the Affiliate solely acts as a pass-through to finance the Affordable Housing or Economic Development Activity.

For example, if a Recipient intends to allocate its CMF Award to an Affiliate and that Affiliate in turn carries out the lending functions of the Recipient, this scenario would constitute a sub-Recipient relationship and would not be allowed, unless such a transfer is pre-approved by the CDFI Fund, as described in FAQ #2.8.

2.8 Can I transfer my CMF Award to a Special Purpose Entity for the purpose of creating an Affordable Housing Fund, Revolving Loan Fund, or Economic Development Activity fund? How can Special Purpose Entities (SPEs) be used in the Capital Magnet Fund?

SPEs may be used under limited circumstances in the CMF Program, but only with the prior written approval of the CDFI Fund. The "Approved SPE" must be a single purpose entity created

to act as an Affordable Housing Fund, a Revolving Loan Fund, or a fund to support Economic Development Activities solely to carry out CMF eligible uses. The CMF Award may be transferred to the Approved SPE in the form of a loan, grant, or investment per a written agreement. The SPE must be wholly owned by the Recipient. Utilization of an SPE to make investments constitutes a Sub-recipient relationship that subjects the Recipient and Sub-recipient to specific requirements as specified in the CMF Assistance Agreement and 2 CFR Part 200. Additional reporting by the Recipient may also be required. If a Recipient creates an SPE, all requirements of the Assistance Agreement still apply to the Recipient and will also apply to the SPE.

Applicants using a Consortium Approach would not be able to form and utilize a joint SPE, given the SPE must be wholly owned by a single Recipient.

3. Questions on the Process for Applying for a CMF Award

3.1 In what form will CMF Awards be provided?

CMF Awards will be awarded as grants. Recipients of CMF Awards can choose between a Lump Sum Payment or a two-payment option (i.e., an Initial Payment and Subsequent Payment), each no more than one year apart, as set forth in the Assistance Agreement. Applicants interested in a two-payment option can indicate their preference in the Application. See 2 CFR Part 200 for more information about federal requirements related to the administration of federal awards.

3.2 How can my organization apply for a CMF Award?

If an organization wants to apply for a CMF Award, it must submit the required Application documents through Grants.gov and the CDFI Fund’s Awards Management Information System (AMIS). The CDFI Fund will not accept Applications via e-mail, mail, facsimile, or other forms of communication, except in extremely rare circumstances that have been pre-approved in advance by the CDFI Fund. Only the Authorized Representative or Application Contact Person designated in AMIS may submit the Application through AMIS.

Application materials must be submitted by the deadlines below:

FY 2024 CMF Deadlines for Applicants

Document	Deadline	Time – Eastern Time (ET)	Submission Method
SF-424 Mandatory Form	March 14, 2024	11:59 pm ET	Electronically via Grants.gov
Create an AMIS Account (if Applicant does not already have one)	March 14, 2024	11:59 pm ET	Electronically via AMIS
Enter or update the EIN and UEI numbers in AMIS	March 14, 2024	11:59pm ET	Electronically via AMIS
Submit Title VI Compliance Worksheet (All Applicants*)	March 14, 2024	11:59pm ET	Electronically via AMIS

Document	Deadline	Time – Eastern Time (ET)	Submission Method
For Applicants using a Consortium Approach only: Applicants are asked to submit a Service Request in AMIS notifying the CMF Program of the organization’s intent apply as a Consortium member using the Consortium Approach	March 14, 2024	11:59 pm ET	Electronically via AMIS Service Request
CMF Application and Required Attachments	April 16, 2024	11:59 pm ET	Electronically via AMIS

* For Depository Institution Holding Company Applicants, the requirement to submit a Title VI Compliance Worksheet also applies to the Applicant’s Subsidiary Depository Institution.

For specific information about the content and form of Application submission, please reference the FY 2024 NOFA and the FY 2024 Application Instructions documents.

Applicants must be registered in the System for Award Management (SAM), the award management system of the U.S. General Services Administration. Registration is a pre-requisite to applying for the CMF program. For more information on SAM registration, see the Application Instructions document and visit SAM.gov. In order to submit an SF-424 in Grants.gov, an Applicant must have a current and valid Unique Entity Identifier (UEI) number and EIN, as well as an active SAM registration.

In addition, if you have not already done so, the CDFI Fund strongly encourages Applicants to start the Grants.gov and AMIS registration processes as soon as possible. For specific guidance on registering in Grants.gov, please visit Grants.gov. For specific guidance on using AMIS, check out the AMIS homepage: <https://amis.cdfifund.gov/s/AMISHome>. Please note the deadlines in the chart above are related to Grants.gov and AMIS.

Please be advised that multiple Applications submitted from one organization (including its Affiliates and Subsidiaries) are not permitted. If an Applicant submits multiple SF-424s in Grants.gov, the CDFI Fund will only review the SF-424 submitted in Grants.gov that is attached to the AMIS application. Applicants may only submit one Application through AMIS. Only those attachments requested by the CDFI Fund will be considered during the Application review process.

Each Applicant will receive an e-mail from Grants.gov immediately after submitting the SF-424 confirming that the submission has entered the Grants.gov system. This e-mail will contain a tracking number for the submitted SF-424. Within 48 hours, the Applicant will receive a second e-mail, which will indicate if the submitted SF-424 was either successfully validated or rejected with errors. However, Applicants should not rely on the e-mail notification from Grants.gov to confirm that their SF-424 were validated. Applicants are strongly encouraged to use the tracking number provided in the first e-mail to closely monitor the status of their SF-424 by checking Grants.gov directly. If an Applicant has any questions related to the registration or submission process in Grants.gov or SAM.gov, it should contact these systems directly. The CDFI Fund does

not manage Grants.gov or SAM.gov and is unable to respond to any questions related to these systems.

3.3 What is the SF-424 field in the AMIS Application asking for, and when must I update this field?

This field links your completed SF-424 to your AMIS Application. Once the Applicant completes the SF-424 Mandatory Form in Grants.gov, AMIS retrieves and stores it locally as a document in the AMIS document library. The identifier on the SF-424 Forms is your Assigned Grant Tracking Number, issued by Grants.gov. You can find and view the SF-424 Forms in the look-up field next to the SF 424 field in the Application Information section. Searching for GRANT* will display the list of SF-424 forms.

Before submitting the AMIS Application, the Applicant must select and link the correct SF-424 document in this field from the AMIS local document library since it is possible that some organizations may have submitted multiple SF-424 forms. In the case of multiple SF-424 submissions, the Applicant should select the most recently submitted SF-424 for CMF. Please ensure that you attach an SF-424 as part of your CMF Application. Failure to attach the appropriate SF-424 could result in the Application being deemed ineligible.

3.4 Does the Award request amount we indicated in the SF-424 commit us to that amount in the CMF Application in AMIS?

No. The Award amount requested submitted in the SF-424 in Grants.gov is an estimate. Ultimately, only the amount submitted in the AMIS CMF Application will be considered.

3.5 When completing the Application, how do I determine if my organization is using a financing Entity Approach or an affordable housing developer/manager approach?

An Applicant using a financing Entity Approach is an entity whose predominant business activity is the provision of arm's length transactions and services to independent, unrelated parties, each acting in its own best interest. When using a financing Entity Approach to carry out CMF activities, such transactions support and promote affordable housing and/or community development through the provision of financial products that serve low income communities, individuals or families with low incomes, or underserved markets or communities.

An Applicant using an affordable housing developer/manager approach is typically a Nonprofit Organization whose primary mission is the construction, development, redevelopment, preservation, or management of affordable housing. When an Applicant proposes to use a CMF Award to finance its own projects, the affordable housing developer/manager approach is being proposed.

A certified CDFI Applicant will most often select a financing Entity Approach; however, certified CDFIs also have the option of selecting affordable housing developer/manager approach as their Entity Approach if their Application strategy will focus on using the CMF Award to act as the developer of affordable housing. Certified CDFIs that select an affordable housing developer/manager approach should keep in mind that their Application and track record will be evaluated as a developer/manager and not as a financing entity. Similarly, Nonprofit

Organizations that are not CDFIs may occasionally propose a financing Entity Approach to execute their Award and should select appropriately.

3.6 Will the information that I provide in my CMF Application be available to the general public?

As a general practice, the CDFI Fund does not publish proprietary or confidential information submitted by Applicants. However, any information submitted by Applicants in Applications is subject to the Freedom of Information Act (FOIA) (5 U.S.C. 552, *et seq.*) and other federal laws and regulations. In general, the FOIA makes federal agency records available to the public, unless the information requested is exempt from disclosure. Trade secrets and commercial or financial information submitted by Applicants may be exempt from disclosure pursuant to the FOIA. Applicants should consult their legal counsel for further guidance on this matter.

Should the Applicant be selected to receive a CMF Award, the CDFI Fund reserves the right to publish the Applicant's responses to select questions in the Applicant Information, Business & Leverage Strategy, and Community Impact sections. This information may include the address of Applicant's headquarters; Contact Person information; Service Area; Application executive summary; proposed uses of the CMF Award; projected number of units to be financed; overall leverage summary information; projected activity in Areas of Economic Distress or High Opportunity Areas; projected income targeting; and projected activities in Rural Areas.

3.7 What are the activity limitations with respect to using CMF Awards in conjunction with other CDFI Fund program awards? Can other CDFI Fund program awards be counted as leverage for a CMF Award?

The limitations on using a CMF Award with other CDFI Fund program awards are listed in Section II.C of the NOFA. Since Affordable Housing and Economic Development Activities result in physical structures, for FY 2024, the activity limitation will be implemented on a property-level basis. A CMF Award Recipient may not use its CMF Award and awards/allocations from its other CDFI Fund programs to finance activities for the same property unless the CMF Award dollars are used to finance/support a different "phase" of development than that funded by the Recipient's other CDFI Fund program awards/allocations. The separate phases of development are considered to be: 1) predevelopment; 2) acquisition; 3) site work (preconstruction); 4) construction/rehabilitation; 5) permanent financing; or 6) bridge financing between two or more phases. For example, financing for construction is a different phase than permanent financing. If the Recipient has received multiple CMF Awards, these awards are not subject to this phasing restriction and may be combined in the same Project phase.

If providing Homeownership assistance, a CMF Award may be used in conjunction with awards/allocations from other CDFI Fund programs only if the Project can be divided into such phases (for example, construction financing for for-sale housing, and permanent mortgage financing) and the CMF Award is used in a different phase from the other CDFI Fund program awards/allocations. However, in the case of Homeownership purchase assistance, a CMF Award cannot be used for a Homeownership property that is permanently financed (or supported) by mortgages funded by both the Recipient's (or any of its Affiliates') CMF Award, and an award/allocation from another CDFI Fund program, or that of another CMF Recipient.

The restrictions described above only apply when a Recipient or any of its Affiliates combines its CMF Award with other CDFI Fund awards/allocations it may have received.

Per the FY 2024 NOFA, CMF Recipients shall not count or report as Leveraged Costs any costs financed and/or supported by a Recipient's awards/allocations from other CDFI Fund programs or awards/allocations from other CMF Recipients, including Awards from prior CMF rounds. While a Recipient may combine its CMF Award with other CMF Awards to finance/support the same Project, each CMF Award must separately meet the program requirements as outlined in the applicable Assistance Agreement and the CMF Interim Rule (12 CFR Part 1807). Housing units resulting from multiple CMF Awards may not be double counted and should be prorated between Awards for performance reporting purposes.

Recipients using a Consortium Approach (see NOFA Section III.E.1) with separate CMF Awards from the FY 2024 round must use their Awards to finance the same Projects. For these Projects, Eligible Project Costs, unit production, and Leveraged Costs will be prorated for the purposes of Application assessment and establishment of related Performance Goals in the Assistance Agreement.

In all cases, the CMF Award remains subject to the following restriction imposed by the CDFI Bond Guarantee Program (BG Program): award funds received under any CDFI Fund award cannot be used by any participant of the BG Program, including Qualified Issuers, Eligible CDFIs, and Secondary Borrowers, to pay principal, interest, fees, administrative costs, or issuance costs (including Bond Issuance Fees) related to the BG Program, or to fund the Risk Share Pool for a Bond Issue (all capitalized terms used in this sentence, other than "CMF Award," shall have the meanings ascribed to them in the BG Program regulations and applicable guidance).

3.8 Can a CMF Recipient combine its CMF Award with its CDFI Financial Assistance (FA) Award into one loan pool or one "fund"? Can it combine its CMF Award into a loan pool where other investors participate?

Although not recommended, CMF Awards may be combined into one loan pool or fund with other CDFI Fund Awards or other funds, but the Recipient must control and be able to separately account for the use of CMF Award dollars from other CDFI Program awards.

Keep in mind that a Recipient's CMF Award and other CDFI Fund program awards may not be used in the same development phase in a property, as described in FAQ #3.7.

If a CMF Recipient uses its Award with other CDFI Fund program awards, funds from these other CDFI awards may not be counted as Leveraged Costs. Funds from other investors may qualify as Leveraged Costs.

CMF Recipients may combine a CMF Award into a loan pool with other participating lenders, but must account for the CMF funds and must control the commitment and expenditure of CMF funds.

3.9 In addition to the Application Form, what additional attachments are required as part of the Application?

All Applicants are required to submit:

- Audited financial statements for the two most recent historic fiscal years as of the date of the NOFA;
- Management Letters related to the submitted audits, if Management Letters were issued.¹ If Management Letters for the two most recent historic fiscal years were not provided, in lieu of attaching a separate statement in AMIS, Applicants will attest that a Management Letter was not provided by their auditor for their most recent historical fiscal year and second most recent historical fiscal year. Please see the footnote on this page for additional guidance, as well as FAQ #10.5.

Additionally, Nonprofit Organization Applicants are required to submit:

- State charter, articles of incorporation, or other establishing documents designating that the Applicant is a nonprofit or not-for-profit entity;
- Articles of incorporation, by-laws, or other documents demonstrating that the Applicant has a principal purpose of developing or managing affordable housing;
- A certification demonstrating tax exempt status from the IRS. For Applicants that are governmental instrumentalities only, and as long as all other eligibility requirements are met, the CDFI Fund will accept a legal opinion from counsel, in form and substance acceptable to the CDFI Fund, opining that the Applicant is exempt from federal taxation.

Additional information may be required or requested by the CDFI Fund. These Application materials are submitted through the AMIS portal within the Application deadline.

3.10 Is there a limit to the total CMF Award amount that an Applicant may request? Is there a minimum amount that an Applicant may request?

Yes. The Applicant should request an amount that can be used to achieve the projected production within five years of the Award. However, the CMF authorizing statute caps the amount that the CDFI Fund can award to one Applicant at 15% of the total amount available for the funding round. For FY 2024, this amount is \$36,975,000 million. CMF Applicants cannot request an amount larger than this statutory cap. Applicants should be aware that the CDFI Fund does not intend to make Awards as large as the statutory cap. For example, in the last three funding rounds, Awards ranged from \$750,000 to \$12,000,000, with an average Award of \$5.2 million.

¹ 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 considered to be 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.

In addition, the CDFI Fund will not consider Applications that request less than \$500,000, based on the administrative and compliance responsibilities for Recipients for such Awards.

The CDFI Fund reserves the right, in its sole discretion, to provide a CMF Award in an amount other than that which the Applicant requests. However, the total CMF Award amount will not exceed the Applicant's Award request as stated in its Application, or be less than \$500,000.

3.11 Will there be an Excel template to help us prepare to enter data into AMIS?

No. Due to the revised, user-friendly AMIS Application, an Excel template is no longer needed to prepare for data entry.

3.12 I missed the CMF Application webinars. Is this information available?

Yes. All PowerPoint presentations from the application webinars conducted by the Capital Magnet Fund team are posted on the CDFI Fund's website within a few days of the webinars. The following materials are also available on the website: FY 2024 CMF Notice of Funding Availability (NOFA); FY 2024 CMF Overview Presentation; six training modules on CMF; CMF Interim Rule (i.e., CMF Regulations); FY 2024 Application Instructions; FY 2024 CMF Evaluation Process; FY 2024 CMF Glossary; and FY 2024 Economic Distress, High Opportunity Area, and Rural and Low Income Areas Dataset. For links to these materials, see the "Step 2: Apply" section of the CMF webpage at www.cdfifund.gov/cmfi.

3.13 Can a consultant sign an Application? If not, who can sign the Application?

No, consultants working on behalf of the Applicant cannot sign the Application. However, the Applicant may include consultants as point(s) of contact in the Application.

Only an Authorized Representative, listed under the organization contacts in AMIS, may sign an Application. An Authorized Representative is an officer, or other individual, who has the authority to legally bind and make representations on behalf of the Applicant. An organization's consultant cannot be an Authorized Representative.

While the Authorized Representative must sign the Application in AMIS before the Application can be submitted, either the Authorized Representative or an Application point of contact can submit the Application in AMIS.

Please note, if an Authorized Representative has several AMIS accounts, it is imperative that the Authorized Representative be logged into the correct account containing the Application to be submitted. An Authorized Representative will not be able to access an Application if signed into the wrong account. In cases where an Authorized Representative is unable to sign into the correct account, submit a Service Request as soon as possible, well in advance of the Application submission deadline. For guidance on submitting a Service Request, see FAQ #15.2.

Please note that the Authorized Representative and/or Application point(s) of contact must be included as "Contacts" in the Applicant's AMIS account. The Authorized Representative must also be a "user" in AMIS. 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. Please refer to the AMIS Navigation Guide for directions on adding contacts and activating users in your organizational profile.

4. Questions on Service Area

4.1 How does an Applicant determine a Service Area?

Applicants are asked in the Application to designate the geographic areas where they intend to undertake their CMF Activities. A Service Area may be statewide (statewide/ territory-wide); or multi-state (more than one state/territory, up to 15). Applicants with a multi-state Service Area may select up to 15 states/territories. CMF will consider the proposed Service Areas of all Applicants in order to ensure geographic diversity and, during the selection process, the CDFI Fund may modify or place restrictions on the Recipient's Service Area requested in the Application in order to further this objective.

4.2 Once I identify a Service Area in the Application, am I held to undertaking CMF Activities in all areas included in the Application?

Recipients are expected to carry out their CMF activities within their Service Area; however, they will be allowed the discretion to use up to 15% of their FY 2024 CMF Award outside their Service Area. A Recipient with a multi-state Service Area is not required to undertake CMF Activities in all states in its Service Area; however, the CDFI Fund may, at its discretion, require that at least one Project be located in a specific state/territory of the Service Area identified in the Application as a way to address the statutory requirement for broad geographic coverage.

4.3 Our organization only serves a specific city. How do I select a Service Area? Will we be disadvantaged for serving an area smaller than a whole state?

The smallest Service Area that your organization can select for FY 2024 is statewide. However, Applicants may focus their CMF strategy on smaller geographies (e.g., a city or county within a state); this will not disadvantage the Application. If the Applicant is planning to focus its CMF activities in a subset of its Service Area, it should clearly describe this geographic area in its response to Question 10 of the Application, and throughout the relevant narrative questions in the Application.

4.4 Is there a preference for serving economically distressed areas and/or particular geographies?

CMF has a statutory objective to ensure that potential Recipients' proposed Service Areas collectively represent broad geographic coverage throughout the United States and economically distressed areas. In alignment with these objectives, the CDFI Fund will provide scoring preferences for the following in FY 2024.

If proposing to use a CMF Award to support rental units, at least 85% of the units (based on the CMF-supported portfolio) must be:

- located in Areas of Economic Distress (AED); and/or
- located in High Opportunity Areas (HOA). See FAQs #7.1, #7.2, #7.3, and #7.10 for definitions.

If proposing to use a CMF Award to support Homeownership 100% of the CMF Homeownership units must:

- serve Low-Income Families (80% of AMI and below); and/or
- be located in Areas of Economic Distress and targeted to Eligible-Income Families (120% of AMI or below).

While Applicants that propose to commit to these percentages will be scored more favorably, Applicants with lower percentages are also encouraged to apply.

In addition, any Applicant that proposes to serve American Samoa, the Northern Mariana Islands, the U.S. Virgin Islands, and Wyoming (states and territories not served by CMF in the past two CMF rounds) will be scored more favorably.

Additionally, CMF has a statutory objective to ensure that Awards serve both Metropolitan and Rural Areas. Applicants that make a commitment to invest at least 10% of the CMF Award in Rural Areas and present a corresponding track record of serving Rural Areas will be scored more favorably. For more information on the Application evaluation and selection process, please review Section 5 of the NOFA.

5. Questions on CMF Eligible Activities

5.1 May I apply for more than one type of activity in a single application?

Yes. Applicants may apply for any of the CMF program’s Eligible Activities and Eligible Uses (listed in Questions 9a and 9c of the Application). If selected for a CMF Award, the Recipient’s approved activities will be specified in the Assistance Agreement.

However, Recipients will not be held to the specific Financing Activities selected in Question 9b of the Application (e.g., predevelopment, construction, permanent financing, etc.), but can engage in other types of Financing Activities if selected for an Award.

5.2 What restrictions are there on the use of a CMF Award (and associated Leveraged Costs)?

Restrictions on the use of a CMF Award and the costs that can be counted as Leveraged Costs are described in detail in the NOFA, Interim Rule, and Assistance Agreement. Applicants should review all of these documents before completing CMF Application materials. Also, please see FAQ #6.1 and #6.2 for more information about what is included in Eligible Project Costs.

As detailed in the Interim Rule and/or NOFA, some notable restrictions include:

- No CMF Award, nor any Leveraged Costs, may be attributable to units of housing unless the units are restricted and affordable to Eligible-Income Families (120% AMI or below).
- Greater than 50% of the Eligible Project Costs (CMF Award plus Leveraged Costs) must be attributable to Affordable Housing that comply with the affordability qualifications for Low-Income, Very Low-Income, or Extremely Low-Income Families.
- No more than 30% of a CMF Award may be used to finance Economic Development Activities (including Community Service Facilities), if requested in the Application and listed as an eligible activity in the Assistance Agreement.
- No more than 5% of a CMF Award may be used to cover the Direct Administrative Expenses, as defined in 12 CFR 1807.104.
- The CMF Award must be Committed for use to Projects within two years of the date designated in the Assistance Agreement. For Recipients requesting the Award in two payments, there will be two Commitment dates, one for each payment. Project Completion must be achieved for the entire Award within five years of the Effective Date of the Assistance Agreement.

5.3 Can an Applicant lend directly to an entity it created to own a property (i.e., a limited liability company (LLC) or a limited partnership (LP) created to own a specific affordable housing property)?

Yes. A CMF Recipient may provide funds to an LLC or LP created to own a specific property if the funds are used for Affordable Housing Activities (see 12 CFR 1807.104 for definition). The Recipient must issue a legally binding, written commitment to the entity and must ensure that the property meets all requirements specified in the CMF Interim Rule and NOFA throughout the Affordability Period and report on the units to the CDFI Fund, as specified in the Assistance Agreement.

5.4 Does a project need to have a minimum investment of CMF Award dollars in order for it to be considered a CMF-financed project?

A CMF-financed project must have been financed or supported with some portion of the CMF Award. However, the CDFI Fund does not specify the level of minimum investment for each Project in the FY 2024 Round.

Note that in situations where the CMF Award will be used for a Loan Loss Reserve or a Loan Guarantee, the CMF Award is considered “expended” on a CMF Project at the time it is allocated as a Reserve for or Guarantee of the loan for the Project. In those cases, there does not need to be an actual draw against the Loan Loss Reserve or Guarantee in order to count those amounts as Eligible Project Costs. Please note that Program Income and reinvestment restrictions apply as set forth in Section 3.8 of the Assistance Agreement.

For Homeownership mortgages and Purchase assistance activity where the Recipient establishes an Affordable Homeownership Program, the CMF Award will be Committed for use to the Homeownership Program, rather than to individual mortgages. Recipients will report the CMF

investment associated with every home financed/supported under the Program; however, it is not necessary to directly trace a minimum investment of CMF dollars in every home financed/supported under the Program. (See FAQ #5.9).

5.5 Can a CMF Award be used for mortgage financing for homeowners?

Yes. Mortgage financing for homeowners is an eligible use of a CMF Award. Down payment and closing cost assistance, first mortgages, and subordinate loans are all allowable uses of a CMF Award and fall under the definition of Purchase.

5.6 Can CMF Awards be used to finance/support activities other than real estate?

No. All CMF Award and Leveraged Costs must be used to finance/support Affordable Housing and/or Economic Development Activities, including Community Service Facilities (i.e., physical structures). Per the CMF Interim Rule, these activities must result in physical structures/facilities. For example, a CMF Award may not be used to pay for services offered at Community Service Facilities or ongoing operating costs at such facilities. Loan Loss Reserves and Loan Guarantees must also support Affordable Housing and/or Economic Development Activities that result in real estate Projects.

5.7 What is the difference between a Revolving Loan Fund and an Affordable Housing Fund?

Both terms are defined in the Interim Rule (see 12 CFR 1807.104). An Affordable Housing Fund applies to a broader range of activities – including a grant fund, an equity investment fund, or any type of loan fund (including one that does not revolve). Capital in an Affordable Housing Fund must only be used to finance/support Affordable Housing Activities. Grants, loans, or investments from an Affordable Housing Fund may be either short- or long-term in nature, and repayment may extend beyond the 10-year CMF Affordability Period.

A Revolving Loan Fund is a pool of funds managed by the Recipient that can be used to make loans for Affordable Housing and/or Economic Development Activities (based on the eligible uses of the CMF Award approved in the Assistance Agreement). Additionally, revolving loans tend to be shorter term in nature and are intended to be repaid so that the funds from the repayment of the loan can be used to provide additional loans. Each property financed or supported with a loan from the Revolving Loan Fund must meet the affordability restrictions and all such properties must be monitored during the 10-year affordability period, regardless of the term of the loan.

5.8 What is the definition of Preservation? Is Preservation assumed to be without Rehabilitation? Or will some of our Rehabilitation and Preservation numbers overlap?

Generally speaking, Preservation refers to the purchase or refinancing of Affordable Housing for the purpose of keeping that housing affordable, particularly if it is at risk for losing its affordability through market forces. Please refer to the full definition of Preservation within the definition section of the Interim Rule (12 CFR 1807.104). As outlined in the definition, Preservation could include activities with or without Rehabilitation. However, for the purposes of reporting the Applicant's Financing Activity by Activity Type (e.g., in Question

9(c), Tables A1 and A2), please report all preservation activities as Preservation, even if it includes Rehabilitation, to prevent overlap or double counting.

5.9 We would like to create a Homeownership Program to provide mortgages to Low-Income Families. The Program will be funded by a CMF Award and investments from other financial institutions. Is it necessary to directly trace the CMF Award dollars to each mortgage loan made to a qualifying Family?

When a Recipient establishes a Homeownership Program for mortgages and other Purchase assistance, the Program may be considered a CMF Project. As a result, a Recipient can meet the two-year Committed for use requirement by providing a commitment to a Homeownership Program that meets the requirements of 12 CFR 1807.501, and the regulatory waiver, as clarified in Section VIII of the FY 2018 NOFA. While Recipients will be required to report the CMF investment associated with every mortgage financed/supported under the CMF Program, in this scenario, the CMF Award needs only to be traced to the Project (the Homeownership Program) and not to each individual mortgage. The Recipient must be able to monitor if each qualifying family remains in the home for the 10-year Affordability Period and whether recoupment and resale strategies must be invoked. Also see FAQs #5.4 and #13.2.

5.10 Is manufactured housing eligible for Capital Magnet Fund funding?

Yes. CMF Award funds may be used to finance/support manufactured housing. For the purposes of CMF, manufactured housing is considered Single-Family housing and generally is a Homeownership activity. Classified as Single-Family housing, the purchase price of the manufactured home may in no event exceed 95% of the median sales price as used in the HOME Program.

No distinction is made between manufactured housing and other owner-occupied housing in terms of income qualification or affordability requirements.

The purchase price limits, as determined by HUD, can be found at:

<https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>

Further, the combined cost of the home and the pad/lot rent should be used to determine affordability at the targeted income level. Additional information can be found in the CMF Interim Rule (see 12 CFR 1807.503(b)(4)).

In the event manufactured housing that is financed with CMF Award is used as rental Affordable Housing, the purchase must comply with 12 CFR 1807.402 and the rental activity must comply with 12 CFR 1807.401.

5.11 Are Homeownership cooperatives eligible for Capital Magnet Fund funding?

Yes. A Recipient may use its CMF Award to finance or support cooperatives, as long as membership in a cooperative constitutes Homeownership under applicable State law and the requirements for Homeownership under the Interim Rule (see 12 CFR 1807.402).

5.12 May CMF-financed mortgages be sold on the secondary market? May CMF Award be used to purchase mortgages?

Mortgages financed with CMF Award may be sold on the secondary market; however, the loans must retain all affordability requirements under 12 CFR 1807.400.

Related to the purchase of mortgages, the CDFI Fund recognizes that some CMF Recipients, due to their business model, may need to work with a third-party originator to originate the CMF loans for mortgage financing. The CMF regulations at 12 CFR 1807.104 defines “Purchase” as “to provide direct financing to a Family for purposes of Homeownership.” In the FY 2024 NOFA, the CDFI Fund clarified that under the definition of “Purchase,” a CMF Recipient may use its CMF Award to purchase CMF eligible loans from a third-party originator within 12 months of origination. The CDFI Fund clarified the CMF Recipient’s purchase of the CMF eligible loans are considered “direct” financing under the definition of “Purchase.” The CMF Recipient must work with the third-party originator to identify eligible income borrowers and ensure the loans and associated Affordable Housing meet all of the requirements of 12 CFR Part 1807.

5.13 Is “land banking” an eligible activity of the Capital Magnet Fund? Can CMF Awards be used to purchase land that will be used for development in the future?

Land Banking, or buying, assembling, and holding land for future development with no clear plan or expectation for a Project that will be completed within the required timeframes in the Assistance Agreement is not an eligible use of the CMF Award.

The acquisition or assembly of land for the Development of Affordable Housing or for Economic Development Activities is allowed, as long as the Project will be completed within the five-year Investment Period (or other Project completion timeframes specified in the Assistance Agreement for reinvestment of CMF Award Program Income).

5.14 Can the CMF Award be used for transitional or permanent supportive housing?

Housing, as defined in the Interim Rule, includes permanent housing for persons with disabilities and/or homeless, transitional housing, single-room occupancy housing, and group homes. Emergency shelters, residential treatment facilities, and halfway houses are not eligible. For a complete list of what is considered Housing under the Capital Magnet Fund, see 12 CFR 1807.104. Also, see 12 CFR 1807.302 for a list of prohibited activities, including political activities, advocacy, lobbying, homebuyer/financial counseling services, travel, tax preparation, emergency shelters, student dormitories, residential treatment facilities, correctional facilities, convalescent homes, and nursing homes.

6. Questions on Leverage Calculations

6.1 What is “leverage” and how do I calculate it?

The term “leverage” refers to using limited public funds to attract capital from other sources. Each CMF Award must result in Eligible Project Costs (CMF Award plus Leveraged Costs) in an

amount that equals at least 10 times the amount of the CMF Award. Sources of capital leveraged by the CMF Award may include loans from banks, investments from foundations, equity through Low Income Housing Tax Credits (LIHTC), or funds contributed by the Applicant or from State or local governments. The combination of the CMF Award and the funds leveraged make up Eligible Project Costs for the CMF program. Please refer to the Interim Rule (at 12 CFR 1807.500) for further details on Eligible Project Costs.

For example, if an Awardee receives a \$5 million CMF Award and it finances several Multi-family housing projects that have aggregate Eligible Project Costs totaling \$50 million, it would be deemed to have leveraged its Award dollars by a factor of 10 (i.e., \$50 million / \$5 million = 10). In this example, \$45 million would be considered Leveraged Costs (\$50 million - \$5 million = \$45 million).

Applicants are asked to categorize the amount of leveraged funds they plan to raise into three categories: (i) Enterprise-Level Leverage, (ii) Reinvestment Leverage, and (iii) Project-Level Leverage. These categories are specifically defined in the Application Instructions. Applicants must ensure that they are not listing the same leverage funds in more than one category.

6.2 What are examples of Eligible Project Costs?

Eligible Project Costs are defined in the Interim Rule as the sum of the CMF Award and the funds leveraged (Leveraged Costs). Leveraged Costs are defined in the Interim Rule as costs for Affordable Housing Activities and Economic Development Activities that exceed the dollar amount of the CMF Award. Leveraged Costs are those costs which are directly attributable to the Affordable Housing Activity and Economic Development Activity being financed. Calculated Eligible Project Costs may not exceed the total development cost for any one Project. Costs that may be deemed as Eligible Project Costs include:

- Development hard costs (including site improvements)
- Financing costs
- Cost of acquisition
- Refinancing
- Land or building acquisition cost
- Related soft costs, associated with financing or development of the Project, which may include:
 - Architectural, engineering, or related professional services
 - Building permits, legal fees, appraisal, builder/developer fees
 - Audits or accounting related to the project
 - Marketing
 - For new construction or rehabilitation, an initial operating deficit reserve
 - Impact fees
 - Environmental Review
- Relocation costs
- Loan Loss Reserves or Loan Guarantees (only when the CMF Award is used for this purpose).

Ineligible costs are those that are not part of the financing of the Affordable Housing Activity and Economic Development Activity, such as Direct Administrative Expenses, general

organization overhead, development of accompanying ineligible housing or real estate and costs associated with the Project after completion. Per the Interim Rule, the Recipient may not use more than 5% of its CMF Award for Direct Administrative Expenses, as described in 2 CFR 200.413 of the Uniform Administrative Requirements. Please note that costs financed/supported by the Recipient's award or allocation from another CDFI Fund program cannot be counted as Leveraged Costs for the CMF Award. (See FAQ #3.7 for more information).

6.3 What is "Enterprise-Level" Leverage?

Enterprise-Level Leverage is capital earned, borrowed, or raised by the Applicant or its Affiliates, which is designated for use and ultimately used to pay for Leveraged Costs but is not initially restricted for use for specific properties at the time it is earned, borrowed, or raised. Enterprise-Level Capital can include, but is not limited to, Program-Related Investments (PRIs), loans from third parties, and the organization's own contributed capital (equity or retained earnings). Enterprise-Level Leverage is comprised of private and/or public capital.

6.4 What is "Reinvestment" Leverage?

Reinvestment-Level Leverage means redeploying funds from the repayment of CMF Award and/or Enterprise-Level Capital Program Income during the five-year Investment Period in Projects that will achieve Project Completion within the Investment Period.

Recipients of a CMF Award in the FY 2024 round will be required to reinvest Program Income in the form of any principal or equity repayments of its CMF Award into CMF eligible activities during the five-year Investment Period.

6.5 What is "Project-Level" Leverage?

Project-Level Leverage is capital raised to finance specific, identified properties. This capital is designated for use and ultimately used to pay for Leveraged Costs and is restricted for use for specific properties at the time it is earned, borrowed, or raised. Project-Level Leverage can, among other things, include mortgages secured by the property, funds from the sale of bonds, equity investment raised through LIHTC, deferred developer fees, loans and grants from local and state government made directly to a specific Project. Project-Level Leverage does not include Enterprise-Level Capital or Reinvestments.

6.6 What are public sources of leverage? What are private sources?

Public sources of leverage are typically grants, loans, or awards made to the Applicant or Projects with funds from federal, State, or local governments. Public funds are appropriated by government and generated by taxes, fees, or other payments imposed by government. Funds from general obligation bonds are considered public; however, funds generated from the issuance of private activity bonds are considered private. Please note that costs financed/supported by the Recipient's award or allocation from another CDFI Fund program cannot be counted as Leveraged Costs for the CMF Award (see FAQ #3.7 for more information).

Private sources of leverage generally refer to investments or loans from private third-party entities or an organization's own equity. Examples include private activity bonds, LIHTC equity or

other tax credit equity, other equity investments, lines of credit, loans, or other investments from private sources, such as banks, private investors, or philanthropic entities that are made to the Applicant or Projects. Deposits of a regulated depository institution are considered private.

6.7 Is there a preference for the type of leverage or leveraging strategy?

As set forth in the authorizing statute, one of the goals of the CMF is to attract private capital to increase investment in eligible activities. Applicants demonstrating that they can use the CMF Award to raise private capital will score more favorably for this criterion in the Business and Leveraging Strategy section of the Application. There is no preference among Enterprise-, Reinvestment-, or Project-Level Leverage.

6.8 How will CMF Recipients be held to the leverage ratios proposed in their Applications? Is leverage measured for each Project or for the overall portfolio?

Leverage is measured at the portfolio-level across all Projects financed with the CMF Award at the end of the five-year Investment Period.

Recipients must meet two benchmarks based on their CMF Application.

- Private-Leverage multiplier: Applicants must achieve the “Private Leverage Multiplier” auto-calculated in Question 14(h) of the Application.
- Total Leverage Multiplier: Applicants will be required to achieve total leverage of at least 10 times the CMF Award amount. This multiplier is auto-calculated in Question 14(d) of the Application.

6.9 What are the Capital Magnet Fund (CMF) reinvestment requirements for CMF Recipients?

During the five-year Investment Period, Recipients must redeploy Program Income earned in the form of principal and equity repayments of the CMF Award as set forth in the Assistance Agreement. The uses of the Program Income must conform to the approved eligible activities and eligible uses that are set forth in the Assistance Agreement.

For Recipients that have indicated in Application Question 16 their intent to reinvest the CMF Award and/or Enterprise-Level Capital as part of their leverage strategy in order to meet their leverage multiplier and other Performance Goals (production targets, geographic/Service Area goals, income targeting, etc.), the redeployed Program Income earned in the form of principal and equity repayments must be used to serve the same targeted incomes and other specific Performance Goals of the Assistance Agreement. For example, if a Recipient has indicated in its Application that it plans to leverage its CMF Award by reinvesting Program Income and has committed to restrict 30% of its rental Affordable Housing units to Very-Low Income Families, then the units financed and/or supported by the Recipient’s Program Income and completed by the end of the five-year Investment Period will be counted towards meeting this Performance

Goal. Reinvestment requirements for Applicants that proposed to reinvest the CMF Award/Enterprise Capital in Application Question 16 will be outlined in Section 3.8(a) of the Assistance Agreement.

Recipients that do not indicate in Question 16 of the Application that they will reinvest the CMF Award and/or Enterprise-Level Capital as part of their leverage strategy in order to meet their Leverage Multiplier and other Performance Goals, will be subject to general Program Income requirements as described in Section 3.8(b) of the Assistance Agreement. In such cases, they are still required to redeploy Program Income as required per the Assistance Agreement in eligible activities and eligible uses.

Please note that for all Homeownership and rental Affordable Housing financed with redeployed Program Income earned during the five-year Investment Period in the form of principal and equity repayments, the Recipient must still meet the requirements of the CMF Interim Rule. For example, units must maintain affordability for at least 10 years, 100% of Eligible Project Costs must be attributable to Eligible-Income Families (at 120% AMI and below), and greater than 50% of the Eligible Project Costs (CMF Award plus Leveraged Costs) across the Recipient's CMF portfolio must be attributable to Affordable Housing serving Low-Income Families.

Program Income earned by any FY 2024 CMF Award Recipient may be used outside the Recipient's approved Service Area, anywhere in the United States.

Program Income earned from interest or in any form other than principal repayment and equity repayments, or their equivalents, during the five-year Investment Period shall be used by the Recipient solely to further the objectives of its mission as a Certified CDFI or Nonprofit Organization. Additionally, any Program Income, including principal and equity repayments, that is earned after the five-year Investment Period shall be used by the Recipient solely to further the objectives of its mission as a Certified CDFI or Nonprofit Organization.

For further guidance on CMF Program Income, please refer to the "General Compliance Resources" section, Step 5: Compliance Resources and Reporting of the CMF Program's webpage: <https://www.cdfifund.gov/programs-training/programs/cmf/compliance-step#5>.

6.10 Should the Applicant include only Projects that will be completed within the five year Investment Period in the Reinvestment table for Question 16(a)-(e) of the Application?

Yes. Only include projected reinvestment for Projects that will be completed within the five-year Investment Period when completing Question 16. Do not include Projects where you simply plan to reinvest and close on the financing but do not expect to complete the Project within the five-year Investment Period.

6.11 Can we treat a repaid CMF investment as a private source of leverage in a subsequent reinvestment?

No. The repayment of CMF Award funds during the Investment Period from the borrower to the Recipient does not change the character of those funds. Repayment of principal and equity is Program Income. CMF Awards retain their federal character for the entire five-year Investment Period. For example, suppose that an initial investment of \$250,000 from your CMF Award was

invested in a Project. Two years later, during the Investment Period, this capital is repaid. The \$250,000 is Program Income and considered CMF Award capital/federal funds and not private capital.

6.12 Does rental income from a Multi-family rental Project count as Leveraged Costs?

No. Rental income is not considered Leveraged Costs.

6.13 If the CMF Award is used to finance the Development of Homeownership, and the homes are sold to Low-Income Families, are the funds from the sale considered Leveraged Costs?

No. The amount of the CMF Award used for Development loans/investments that is repaid and any interest earned is considered Program Income. Please refer to FAQ 6.9.

6.14 In our Development Projects, we are leveraging private funds in every phase of the Development. For example, construction financing provided by a bank may be taken out and repaid with permanent financing such as Low Income Housing Tax Credit (LIHTC) equity. How are EPCs calculated so that the full leverage is counted, but the actual Development cost is not overstated?

Eligible Project Costs (EPCs) is defined in the CMF Interim Rule as Leveraged Costs plus those costs funded directly by a CMF Award. Leveraged Costs is defined as costs for Affordable Housing and Economic Development Activities which exceed the CMF Award. EPCs include all costs (CMF Award plus Leveraged Costs) used to pay for completion of an eligible Project. EPCs are discussed in more detail in FAQ #6.1 and #6.2. In a Project containing 100% restricted Affordable Housing, the EPCs will generally be the same as, but no more than, the final Total Development Costs (TDC). In a Project with market rate units, EPCs will be less than the TDC.

In completing Appendix 3(b) of the Application, Financing sources should be classified as either “Early Stage” and/or “Permanent.”

- “Early Stage” financing that is taken out by “Permanent” financing should be entered in both columns.
- If financing is “Early Stage” but converts to “Permanent,” it should be listed only as “Permanent.”
- “Early Stage” financing will be netted out in the calculations of Net Secured Leverage, Net Anticipated Leverage, and Eligible Project Costs.
- Therefore, only “Permanent” financing is included in Net Secured Leverage, Net Anticipated Leverage, and Eligible Project Costs.

For example, consider a Project that receives a \$1 million construction loan and then gets \$1 million in take-out permanent financing that pays off the construction loan. As both of these sources of financing are paying for the same costs, the \$1 million cost is only counted once in calculating the EPCs. In this example, if either the construction loan or the permanent loan is from private sources, only \$1 million would be counted toward the Applicant’s Private Leverage Multiplier. All sources of private investment during any phase of a Project may be counted towards the Private Leverage Multiplier, but the private (and public) financing used to repay or

take-out other financing over the course of a development is subtracted out of the EPC calculation.

For purposes of calculating EPCs, total Leveraged Costs cannot result in EPCs exceeding the TDCs for a given Project.

7. Questions on Community Impact

7.1 Is there a scoring preference for serving specific income groups in the Application review process?

Yes, if rental housing is proposed:

- Applicants that propose to restrict at least 45% of their CMF rental units for VLI (50% of AMI and below) will be scored more favorably (based on CMF-supported portfolio).

Yes, if Homeownership is proposed:

Applicants that propose to finance/support 100% of Homeownership units will score more favorably if:

- Serving Low-Income Families (80% of AMI and below) and/or
- Targeted to Eligible-Income Families (120% of AMI or below) located in Areas of Economic Distress (based on CMF-supported portfolio).

7.2 What is the definition of “Standard High Opportunity Area (HOA) Criteria”?

High Opportunity Areas (HOA) apply to rental housing only. Applicants not proposing rental housing will not need to reference the HOA definitions or dataset.

The Standard HOA criteria is defined in the FY 2024 CMF NOFA using the criteria established and published by the Federal Housing Finance Agency’s Duty to Serve Rule (12 CFR 1282.1) for this term. HOA are either: 1) an area designated by the Department of Housing and Urban Development (HUD) as a “Difficult Development Area” during any year covered by an Enterprise’s Underserved Markets Plan (Plan) or in the year prior to a Plan’s effective date, whose poverty rate falls below 10% (for Metropolitan areas) or below 15% (for Non-Metropolitan areas); or 2) an area designated by a state or local Qualified Allocation Plan (QAP) as a high opportunity area whose poverty rate falls below 10% (for Metropolitan areas) or 15% (for Non-Metropolitan areas).

The CDFI Fund has provided a data file on its website that indicates which census tracts qualify under the Standard HOA Criteria for the CMF FY 2024 round. Applicants can access that data file here <https://www.cdfifund.gov/programs-training/programs/cmf/apply-step#2>. This data file is the definitive source as to whether a census tract qualifies using the Standard HOA Criteria.

7.3 What is the definition of “Expanded CMF HOA Criteria”?

Newly introduced for FY 2024, the CMF Program will accept an expanded definition of High Opportunity Area for areas that do not meet the Federal Housing Finance Agency definition, but instead meet a set of Expanded CMF HOA Criteria demonstrating the designated area(s) provide access to a combination of at least three of the following four criteria:

- (1) high-quality youth (K-12) education opportunities;
- (2) employment opportunities;
- (3) transportation opportunities; and/or
- (4) financial service opportunities.

For a Project to qualify as being in a High Opportunity Area under the Expanded CMF HOA Criteria definition, the location of the Project must meet at least three of the four Expanded CMF HOA Criteria, and cannot be located in a Food Desert as identified by the U.S. Department of Agriculture (<https://www.ers.usda.gov/data/fooddesert>) as of the publication date of this NOFA in the Federal Register. (Please note the USDA Food Desert data utilizes the 2010 Census Tract Data. All other CDFI Fund provided geographic data sets uses the 2020 Census Tract Data.)

To meet the Expanded CMF HOA definition, the location must meet at least three of the following four CMF HOA Criteria:

(1) *Access to High-Quality Youth (K-12) Education:* To meet the high-quality youth (K-12) education criterion, the CMF-financed/supported rental unit(s) must be:

- (i) located in an area served by a school that, in any of the three years prior to the date of the FY 2024 NOFA, has been either recognized by the U.S. Department of Education as a National Blue Ribbon School, or has received the highest rating available from its State’s education agency; and
- (ii) available to Families living in CMF-financed/supported rental units.

(2) *Access to Employment:* To meet the access to employment criterion, the CMF-financed/supported rental unit(s) must be located within a one-mile radius of one of the 25 largest employers in the applicable county. The largest employers in the county are measured by the number of employees at the location(s) in the applicable county.

(3) *Access to Transportation:* To meet the access to transportation criterion, the CMF-financed/supported rental unit(s) must be within ¼ mile of a multi-modal transit station (includes at least two forms of public transit such as metro, light rail, bus, ferry, or trolley) if located in a Metropolitan Area. The CMF-financed/supported rental unit(s) must be within two miles of “Fixed-route Public Transportation” if located in a rural (“Non-Metropolitan”) area. “Fixed-route Public Transportation” means year-round, regularly scheduled public transportation that operates at least five days per week and provides regular service throughout the day.

(4) *Access to Financial Services:* To meet the access to financial services criterion, the CMF-financed/supported rental unit(s) must be in a census tract with a bank or credit union branch presence (i.e., not simply a standalone ATM).

7.4 What documentation is required in order to qualify an area under the Expanded HOA definition?

An area qualifying under the Expanded CMF HOA definition must be supported by document(s) evidencing that such areas meet the CMF criteria at the time funds were Committed to the Project. Documentation must be maintained in Recipient files and is subject to review and/or audit by the CDFI Fund.

7.5 In my county, the two largest employers are the health system and the local public school system. Is the access to employment criterion met through the largest employer test if the CMF project is located within a mile of a health clinic that is part of the health system or within one mile of a public school?

Yes. However, if the health system or school system operates facilities in more than one county, an Applicant cannot count the employees that are outside of the county in which the potential project is located. In the case where one of the largest employers in a county has ancillary facilities, such as a health clinic that is a part of a larger healthcare system, these facilities may be assumed to meet the CMF criteria if the number of employees at the ancillary facility location results in the ancillary facility ranking among the top 25 employers in the applicable county.

For example, if the range of employees among the top 25 employers in a county was between 200 to 1,000 employees, a local hospital with 750 employees or a high school with 250 employees would meet the location test for the Expanded CMF HOA criterion.

7.6 How does a Blue Ribbon school demonstrate that it is available to the residents of CMF financed/supported housing?

For Blue Ribbon schools that are public schools, the school is assumed to be available to residents of CMF financed/supported housing if the housing is within the geographic boundary for that particular school. For private Blue Ribbon schools, this criterion is met if it can be demonstrated that the school offers assistance such as income-based scholarships or means-tested tuition, or socioeconomic demographics indicate that the school serves Low- or Very-Low Income Families.

7.7 How is the ¼ mile distance measured for the access to transportation criterion in a Metropolitan Area for the Expanded CMF HOA definition?

To meet the access to transportation criterion, the CMF-financed/supported rental unit(s) must be within a 1/4 mile walking distance of a multi-modal transit station (includes at least two forms of public transit such as metro, light rail, bus, ferry, or trolley) as measured from building entrance to building entrance, if located in a Metropolitan Area.

- 7.8 As part of the FY 2024 Expanded HOA definitions, the CMF NOFA states “for a Project to qualify as being in a High Opportunity Area under the Expanded CMF HOA Criteria definition,” the location of the project “cannot be located in a Food Desert as identified by the U.S. Department of Agriculture (<https://www.ers.usda.gov/data/fooddesert>) as of the publication date of this NOFA in the Federal Register.”

This link to the USDA’s Food Research Atlas contains a mapping tool with four possible “Low Income & Low Access Layers.” Which ones are considered Food Deserts?

If a geographic location falls into any one of the four layers in the USDA mapping tool, it would be deemed in a Food Desert. Per the CMF NOFA, the location of the project cannot be located in a Food Desert as identified by the USDA.

Note that the CDFI Fund’s CIMS mapping tool (<https://www.cdfifund.gov/cims3>) currently has USDA Food Desert data available under the “CMF” program tab, which could be a helpful reference tool for Applicants looking at identifying Projects as being in a HOA under the Expanded CMF definition in FY 2024. (Please note the USDA Food Desert data utilizes the 2010 Census Tract Data. All other CDFI Fund provided geographic data sets uses the 2020 Census Tract Data.)

- 7.9 As part of the FY 2024 Expanded HOA definitions, the CMF NOFA references access to financial services. Does an Integrated Teller Machine (ITM) count?

No. The CMF NOFA states that financial services include a branch presence of a bank or credit union “that is staffed to provide walk-in banking or credit union financial services (i.e., not simply a standalone, unstaffed, automated teller machine (ATM).” Integrated Teller Machines (ITMs) do not count as providing access to financial services under the Expanded HOA definition since they are not staffed.

- 7.10 What is an “Area of Economic Distress”?

As defined in the FY 2024 CMF NOFA, Areas of Economic Distress are census tracts meeting one or more of the following:

- (a) where at least 20% of households that are Very Low-Income (50% of AMI or below) spend more than half of their income on housing; or
- (b) that are Low-Income Housing Tax Credit Qualified Census Tracts; or
- (c) where greater than 20% of households have incomes below the poverty rate and the rental vacancy rate is at least 10%; or
- (d) where greater than 20% of the households have incomes below the poverty rate and the homeownership vacancy rate is at least 10%; or
- (e) are Underserved Rural Areas as defined in the CMF Interim Rule.

The CDFI Fund has provided a data file on its website that indicates which census tracts qualify as Areas of Economic Distress for CMF FY 2024. Applicants can access that data file here: <https://www.cdfifund.gov/programs-training/programs/cmf/apply-step#2>. This data file is the

definitive source as to whether a census tract qualifies as an Area of Economic Distress. Applicants may not use other data to qualify census tracts as Areas of Economic Distress.

If an Applicant would like to geocode a specific address to determine what census tract it is located in, the CDFI Fund recommends that Applicants use the CMF Program view of the CDFI Fund's CDFI Information Mapping System (CIMS). A public link to the CIMS mapping tool can be found here: <https://cimsprodprep.cdfifund.gov/CIMS4/apps/pn-cmf/index.aspx>

7.11 Is it a requirement that all CMF Activities take place in Areas of Economic Distress or High Opportunity Areas? Is there a preference?

No. Applicants are NOT required to undertake eligible activities exclusively in Areas of Economic Distress or High Opportunity Areas. However, Applicants proposing to finance/support rental housing that commit a higher percentage of rental units in Areas of Economic Distress and/or High Opportunity Areas (including Expanded CMF HOA Criteria definition) will tend to score more favorably in their Applications. Applicants that commit to locating 85% or more of their CMF rental housing units in AEDs/HOAs tend to score most favorably in their Applications.

Applicants providing Homeownership housing that are proposing to finance/support a higher percentage of housing units in Areas of Economic Distress serving incomes (120% AMI or below) and/or housing units that serve Low-Income Families (80% AMI or below) outside Areas of Economic Distress will tend to score more favorably in their Applications. Applicants that commit to serving 100% of their CMF Homeownership housing units in these categories tend to score most favorably in their Applications.

Applicants proposing to finance/support Affordable Housing Activities located in Areas of Economic Distress or High Opportunity Areas will be held to a percentage of Affordable Housing that must be located in either an Area of Economic Distress or High Opportunity Area, as applicable, in their Assistance Agreement.

7.12 What is the definition of a Rural Area in the CMF Program?

Rural Area is defined at 12 CFR 1282.1 (the Enterprise Duty To Serve Final Rule) as: (i) a census tract outside of a Metropolitan Statistical Area (MSA) as designated by the Office of Management and Budget (OMB); or (ii) a census tract in a MSA as designated by OMB that is outside the MSA's Urbanized Area, as designated by the U.S. Department of Agriculture's (USDA) Rural-Urban Commuting Area (RUCA) Code #1, and outside of tracts with a housing density of over 64 housing units per square mile per USDA's RUCA Code #2. The CDFI Fund has published a dataset indicating which census tracts are designated as Rural Areas for FY 2024 on its website located in the FY 2024 Economic Distress and Rural and Low Income Areas data set: <https://www.cdfifund.gov/programs-training/programs/cmf/apply-step#2>.

7.13 What is the difference between Rural Areas and Non-Metropolitan Areas?

Non-Metropolitan Areas is a term defined in the CMF Interim Rule and referenced therein for various purposes. In past rounds, CMF has also used the term Non-Metropolitan Areas as part of its process to ensure that it meets its statutory objective for appropriate geographic diversity between Metropolitan and Rural Areas. Award Recipients in the FY 2016 and FY 2017 Rounds

may have been held to using a certain percentage of their CMF Award in Non-Metropolitan Areas.

Rural Areas is a term defined in the FY 2024 NOFA, and the definition comes from the Enterprise Duty to Service Final Rule (12 CFR 1282.1). In general, the definition of Rural Area encompasses more areas of the United States than the definition of Non-Metropolitan Area. CMF uses the term Rural Areas to ensure it meets its statutory objective for appropriate geographic diversity. Award Recipients in the FY 2024 round may be held to using a certain percentage of their CMF Award in Rural Areas, based on their Application.

The FY 2024 Areas of Economic Distress and Rural and Low-Income Areas dataset, published on our website, identifies census tracts that meet the Rural Areas definition. See <https://www.cdfifund.gov/programs-training/programs/cmf/apply-step#2>.

7.14 How will the CDFI Fund ensure that the potential Recipient's proposed activities and Service Areas represent broad geographic coverage and a reasonable allocation of CMF Awards to Rural Areas?

Question 25(a) asks all Applicants to indicate a percentage of its CMF Award that it will commit to deploying in Rural Areas. The percentage may range from 0% to 95%. (Since all Recipients may spend 5% of their Award on Direct Administrative Expenses, the maximum Award amount for commitment to Rural Areas is set at 95%.) The Assistance Agreement will require each Recipient to meet the commitment stated in its Application. Therefore, Applicants should be careful to select a percentage that they are prepared to achieve, regardless of the size of their actual CMF Award. Applicants will be scored more favorably during the External Review if they commit to investing 10% or more of their CMF Award in Rural Areas.

Additionally, the CDFI Fund requires that each Applicant identify a Service Area of up to 15 states/territories that they plan to serve with their Award. As a condition of the Award, the Applicant may be required to complete a Project in one or more specific states within their Service Area, so Applicants should select only states where they are confident they can deploy at least a portion of their CMF Award and complete at least one Project. However, FY 2024 Award Recipients will be allowed to use up to 15% of their CMF Award to undertake activities outside of their approved Service Area per their Assistance Agreement.

During the final Award selection process, the CDFI Fund reserves the right to change the preliminary CMF Award amounts and/or the preliminary Recipient pool, if necessary to achieve these statutory objectives. In the event the preliminary Recipient pool does not reflect the geographic coverage or representation of Metropolitan and Rural Areas present in the overall Applicant pool, the CDFI Fund reserves the right to modify CMF Award amounts and/or the CMF Recipient pool if deemed necessary to achieve either of these statutory objectives. In order to analyze geographic coverage, the CDFI Fund will look at the states served by the preliminary Recipient pool. In order to analyze Rural/Metropolitan Areas proportionality, the CDFI Fund will classify Applications as addressing Rural Areas if they propose to use 20% or more of their Award in Rural Areas, and as addressing Metropolitan Areas if they propose to use less than 20% of their Award in Rural Areas.

7.15 Question 19 in the Application provides a set of Housing and Economic Development impacts for the Applicant to address. How will this be evaluated in the Application review process by the CMF Program?

Question 19 in the Application provides a list of impacts for Applicants to address through their strategy. There are distinct impacts for Affordable Housing Activities and Economic Development Activities. Applicants are required to select at least one CMF impact but no more than three CMF impacts. In addition, for each CMF impact selected, Applicants must select or identify at least one outcome metric.

During the review process, the CDFI Fund will consider the following: (1) how well the Applicant’s strategy and activities align with the impacts; (2) the extent to which the Applicant demonstrates how its strategy and activities will result in the desired impacts; and of particular interest (3) how the Applicant will measure the results. Applicants may choose specific metrics to measure or may add their own. Applicants should only address the impacts that best fit their CMF strategy. You will not be scored more favorably based on number of impacts selected. Instead, you will be evaluated based on the quality of your strategy for achieving and measuring the impacts you select.

7.16 In Application Questions 21 and 22, how should the percentage of units that will be income-targeted be calculated?

Questions 21 and 22 in the Application ask what percentage of your Affordable Housing units will be restricted to Very Low-Income Families (50% AMI and below) and Low-Income Families (80% AMI and below). For the purposes of this question, Affordable Housing units include any Eligible-Income units (any units restricted to Families at 120% of AMI or below), as well as LI, VLI, and ELI units. Thus, when calculating the percentage of LI or VLI, units, the total number of units with income restrictions for Eligible-Income, LI, VLI, and/or ELI is the denominator. Keep in mind that the number of units with these income restrictions could be less than the total number of units in the property. This will occur if there are any market rate units (i.e., units restricted to incomes above 120% AMI or unrestricted units). See below for some examples:

Example 1: Rental Housing

Suppose the CMF Award will be used to finance four Projects that will be comprised of 500 units, of which 50 will be restricted to Extremely Low-Income Families (30% AMI or below) and 100 units will be restricted to Very Low-Income Families (50% AMI or below). The remaining 350 units will be restricted to units that are available only to Eligible-Income Families (120% AMI or below). In this case, the total number of units with relevant income restrictions in the Project is 500 units. Thus, the percentage of VLI units is 30% (10% ELI units plus 20% VLI units).

Total Restricted Income Units = 500

- Low income Units = 0 units LI % = 0 / 500 = 0%
- Very Low-Income Units = 150 units VLI % = 150 / 500 = 30%
- Note: ELI units are included as part of VLI total units

Example 2: Homeownership Housing

In this example, the CMF Award will be used to finance Homeownership for 200 Families. Of the 200 Families, 160 or 80% will be Low Income (80% or below of the Area Median Income) and the

remaining 40 Families or 20%, will be Eligible-Income (120% or below of the Area Median Income). Here are the results:

Total Restricted Income Units = 200 units

- Low-Income Units = 160 units LI% = 160 / 200 = 80%
- Very Low-Income Units = 0 VLI% = 0 / 200 = 0%

Related to Question 22, as introduced in FY 2021 Application, the income targeting for Homeownership now has an additional component. Instead of only providing the percentage of Homeownership units that will be targeted to LI, the Applicants will also provide the percentage of Homeownership units that will be targeted to Families with incomes above 80% and no greater than 120% of AMI located in an AED. The percent of Low-Income units (below 80% AMI) plus the percent of units in an AED for Families with incomes between 80% and 120% AMI cannot exceed 100%, and will be scored in aggregate. If awarded, the specified percentage(s) will be reflected in the Recipient's Assistance Agreement.

Note: Be aware that, per the CMF Interim Rule (12 CFR 1807.402), at least 20% of units in each CMF Multi-family rental Project must be targeted to households with incomes at or below 80% of Area Median Income (AMI). Additionally, 100% of the total Eligible Project Costs (EPCs) must be attributable to units that serve families at incomes of 120% AMI or below. Greater than 50% of the EPCs must be attributable to units that serve Families at Low- and Very Low-Incomes.

8. Questions about Economic Development Activities

8.1 What does the requirement to finance economic development “In Conjunction With” Affordable Housing as part of a “Concerted Strategy” to stabilize or revitalize a Low-Income Area or Underserved Rural Area” mean? What information or documentation must be submitted in the Application?

Economic Development Activities (EDA) are intended to help stabilize or revitalize a Low-Income Area or Underserved Rural Area, create jobs, or develop facilities that will provide services to Low-Income Families. EDA must work In Conjunction With new or existing Affordable Housing Activities. “In Conjunction With” means Community Service Facilities and/or physical business locations are physically proximate to the Affordable Housing and reasonably available to Affordable Housing residents.

For a Metropolitan area, “In Conjunction With” means located within the same census tract or within one mile of the Affordable Housing; for Non-Metropolitan Areas, In Conjunction With means located within the same county, township, or village or within 10 miles of such Affordable Housing. For example, EDA could include the development of a health clinic that supports and serves Low-Income Families and is located close to the Affordable Housing.

Recipients that receive a CMF Award to undertake EDA will be required to establish that the EDA is part of a “Concerted Strategy” through written documentation. Such strategy documents

include, but are not limited to: a comprehensive, consolidated, or redevelopment plan; or some other local or regional planning document adopted or approved by the jurisdiction. No documentation is required to be submitted with the Application, but the Concerted Strategy and how the Economic Development Activity will be financed “In Conjunction With” Affordable Housing should be described in the strategy section of the Application.

8.2 Is a community room in an Affordable Housing Project considered an Economic Development Activity?

Adding amenities to a housing development or common space that are available only to residents of the building (e.g., a community room) is not considered an Economic Development Activity.

8.3 What is a Low-Income Area?

Low-Income Area designations are only relevant for Applicants intending to undertake Economic Development Activities.

Per CMF Interim Rule (12 CFR 1807.104), a Low-Income Area (LIA) is a census tract or block numbering area in which the median income does not exceed 80% of the median income for the area in which such census tract or block numbering area is located. With respect to a census tract or block numbering area located within a Metropolitan Area, the median Family income shall be at or below 80% of the Metropolitan Area median Family income or the national Metropolitan Area median Family income, whichever is greater. In the case of a census tract or block numbering area located outside of a Metropolitan Area, the median Family income shall be at or below 80% of the statewide Non-Metropolitan Area median Family income or the national Non-Metropolitan Area median Family income, whichever is greater.

To find the percentage of median income for a given census tract, please reference the FY 2024 Economic Distress and Rural and Low Income Areas data set:

<https://www.cdfifund.gov/programs-training/Programs/cmf/Pages/apply-step.aspx>.

9. Questions about Affordable Housing Requirements

9.1 How is “affordability” measured?

The affordability qualifications for both rental and Homeownership housing are set forth in detail in the Interim Rule. Per the FY 2024 CMF NOFA, almost all affordability requirements will be measured on an aggregate basis, at the portfolio level, for Projects financed/supported with a FY 2024 CMF Award.

Affordability must be met in each of the following ways:

Costs: 100% of the Total Eligible Project Costs (EPC) must be attributable to units that are restricted and serve those at incomes of 120% AMI and below. Greater than 50% of the EPC must be attributable to units that serve those at Low-, Very Low-, and Extremely Low-Incomes. Eligible Project Costs include the CMF Award dollars plus the Leveraged Costs.

Income Limits: The maximum income level for residents may not exceed 120% of the Area Median Income (AMI) for units financed with a CMF Award or Leveraged Costs.

Project Income Targeting (Multi-Family Rental Only): At least 20% of the housing units for each Multi-Family rental Project produced with an FY 2024 CMF Award must be leased by Low-Income Families (80% AMI or below).

Portfolio Income Targeting:

If rental Housing is proposed:

All CMF financed units must serve income levels no higher than 120% AMI, with at least 20% restricted to those with Low Incomes or below. For FY 2024, priority is given to Applicants that commit to restrict 45% or more of their CMF rental Housing units to Families with Very Low-Income (50% AMI or below).

If Homeownership is proposed:

All CMF supported units must serve income levels no higher than 120% AMI. Priority is given to Applicants that commit to financing/supporting 100% of the CMF Homeownership units:

- that serve Low-Income Families (80% of AMI and below); and/or
- are located in Areas of Economic Distress and targeted to Eligible-Income Families (120% of AMI or below).

This is measured at the portfolio level.

Rents: The Interim Rule, at 12 CFR 1807.401(a), states that the gross rent limits for Affordable Housing are determined under the provisions in IRC section 42(g)(2).

Long-Term Restrictions: Each Project funded must ensure affordability for at least 10 years.

Homeownership Cost Limits: The purchase price limits for Homeownership are capped at 95% of the median purchase price for the area as determined by HUD. See FAQ #13.7 for the dataset with the price limits.

9.2 Will performance related to the income targeting under the Assistance Agreement be measured on a project-by-project basis, or on an aggregate basis for all Projects financed or supported with a CMF Award?

Performance will be measured on an aggregate, portfolio level and not on a project level as it relates to meeting the income targeting unit goals. The exception is that, by regulation, for each Multi-family rental Project, at least 20% of the units must be targeted to Low-Income Families (80% of AMI or below).

9.3 Can mixed-income projects be financed with a CMF Award, for example, projects in which a portion of the units may serve those above 120% AMI?

Yes. The CMF Award may be used to finance/support Affordable Housing units as part of a larger mixed income development where a portion of the units are at “market rate”, (i.e., serving those with incomes above 120% AMI or unrestricted units). However, the Recipient may not use its CMF Award to finance any of these units or count the costs associated with market rate units as Leveraged Costs. Further, the market rate units may not be counted toward meeting any Performance Goals under the Assistance Agreement. The Applicant must also ensure the Project meets the minimum affordability requirements outlined in FAQ #9.1.

9.4 When developing a mixed-income Project with both affordable and market rate housing, does the allocation of Eligible Project Costs need to be prorated?

Yes. The costs related to market rate units (i.e., units not restricted based on income limits) may not be counted as Eligible Project Costs. In general, a cost allocation formula largely based on square footage may be used to distinguish Eligible Project Costs for the CMF Affordable Housing from the costs related to the market rate housing. Shared costs could include common areas and non-luxury amenities that are available to all residents at no additional cost and should be pro-rated. Please note that 100% of Eligible Project Costs must be attributable to Affordable Housing (i.e., affordable to families at 120% AMI and below). Therefore, a cost allocation method should be performed with care to avoid an inappropriate allocation and overstatement of Eligible Project Costs.

9.5 Where is the data to determine who qualifies as Low-Income, Very Low-Income, and Extremely Low-Income Families?

The U.S. Department of Housing and Urban Development (HUD) provides an annual Area Median Income (AMI) for every Metropolitan Area and county, which is the basis for determining income eligibility per the CMF Interim Rule (12 CFR Part 1807), as amended. A family that makes 80% of the AMI or less is considered Low-Income. A family that makes 50% of the AMI or less is considered Very Low-Income, and a family that makes 30% of the AMI or less is considered Extremely Low-Income (adjusted for family/bedroom size).

This information can be found at: <https://www.huduser.gov/portal/datasets/il.html> under “HUD Program Income Limits” for the most recent Fiscal Year.

9.6 What is the affordability period for Housing units financed and/or supported with a CMF Award?

The Affordability Period for each Project is the period beginning on the date of Initial Occupancy and consisting of the full 10 consecutive years thereafter, during which the Recipient must ensure the affordability requirements remain in place.

All rental units funded with a CMF Award must meet the affordability requirements stipulated in the Recipient’s Assistance Agreement and affordability must be maintained for at least 10 years from the date of Initial Occupancy.

For Homeownership units, Recipients must design and implement resale strategies (also referred to as recoupment strategies) to ensure that CMF Awards are being used for qualifying Families for the entire 10-year affordability period. In the event the initial qualifying Family sells its unit before the end of the 10-year Affordability Period and the new homeowner does not meet the income restrictions (see 12 CFR 1807.400), the Recipient must demonstrate that it placed another unit, not already under any affordability restriction, into service targeted to the same income population (i.e., Very Low-Income, Low-Income) as the original unit, as set forth in the Assistance Agreement, for the remaining portion of the (original) 10-year Affordability Period. It is possible that this could require a Recipient to use non-CMF dollars, in the event the Recipient is unable to recoup the original CMF investment.

The affordability restrictions for rental housing may terminate upon foreclosure or transfer in lieu of foreclosure. However, the restrictions shall be revived if during the Affordability Period the owner of record, former owner, or their family obtains an interest in the Project. The affordability restrictions for Homeownership units may terminate in the event of foreclosure, transfer in lieu of foreclosure, or assignment of an FHA-insured mortgage to HUD.

10. Questions on Application Tables and Attachments

10.1 For the Track Record tables in Appendix 2, what dates should the data entered be based on and how should we handle projects under construction?

In Tables A1 and B1, data from the last five years (2018-2022) should be entered for only completed units restricted to incomes up to 120% AMI. A Rental Project is deemed complete when it receives a certificate of occupancy. A Homeownership unit is deemed complete when title is transferred to a buyer; for existing homeowners, completion occurs when a refinanced loan closes, or if applicable, when Rehabilitation is complete. No data on Projects currently under construction should be entered for the items in Table A1 or B1.

For FY 2024, Tables B1 and B2 now include columns specifically for “In an AED” values and “Not in an AED” values. Previously, these were both entered in the same column; however, now they are in their own columns in order to separate the data more clearly. There is a

“Total” column, which will total the values in “In an AED” and “Not in an AED” columns to its left.

Per the Application Instructions document, in Table C1 (only applicable for Financing Entities) data should be entered based on the date the financing provided by the Applicant closed, regardless of the status of construction.

10.2 In Table A1, for Economic Development Activities, should we show only those that are In Conjunction with Affordable Housing Activities, or all Economic Development Activities?

For Table A1, you can list Economic Development Activities similar to those that will be financed with proposed CMF activities. These similar Economic Development Activities do not necessarily need to have occurred in Conjunction with Affordable Housing Activities. For example, if your proposed CMF strategy will focus on financing grocery stores In Conjunction with Affordable Housing Activities, for the purposes of reporting your track record activities, you may include all grocery stores financed in Table A1.

10.3 How should I capture Economic Development Activity in Table A1 and Table A2?

In Tables A1 and A2, enter the Economic Development Activities in the corresponding rows under Community Service Facilities or Commercial Economic Development Activities. Ensure that you have entered both the costs, as well as the number of units.

For Financing Entities, please note that Tables C1 and C2 should include data on the Applicant’s housing track record/projected production. Applicants may not include any data on non-housing activity in Tables C1 and C2.

10.4 How should I complete the fields within Tables in Appendix 2 if certain fields are not relevant to the Applicant?

Fields within each of these Tables are mandatory fields. An Applicant should enter “0” for any fields that do not apply to the Applicant in order to have AMIS recognize that the table is complete.

10.5 Which audits should I submit with my Application?

The Applicant should submit audits for its two most recent historic fiscal years prior to the date of the FY 2024 NOFA. For the most common fiscal year ends, the following audits would be expected:

Most Recent Fiscal Year End Date	Required Financial Information
03/31/2023	• Audited financial statements for FY 2022 and FY 2023
06/30/2023	• Audited financial statements for FY 2022 and FY 2023*
09/30/2023	• Audited financial statements for FY 2022 and FY 2023*
12/31/2023	• Audited financial statements for FY 2021 and FY 2022

*In general, the CDFI Fund expects that Applicants will have a completed audit within 6 months of the fiscal year end. If the most recent historic fiscal year end is less than 6 months before the AMIS Application deadline, or the audit is delayed, the Applicant should submit the two most recently available audits. The CDFI Fund will reach out to the Applicant and request a more recent audit during the review process, if necessary, before making final award determinations.

Note: New in FY 2024, all Applicants are required to complete a CMF Program Eligibility form prior to creating an Application in AMIS. When creating this form, an Applicant will need to provide fiscal year end information related to its most recent historic fiscal year. Based on the Applicant's selection, the fiscal years in the Application appendices' tables will be auto-populated in AMIS. For further guidance, see the CMF Application AMIS Use and Navigation Guide, under "Step 2: Apply" section of the CMF webpage at <https://www.cdfifund.gov/programs-training/programs/cmf/apply-step#2>.

10.6 Can CDFI Banks (the bank itself, not the holding company) submit Call Reports instead of audited financials?

Yes. Certified CDFI Insured Depository Institutions can provide Call Reports as an alternative to Audited Financial Statements.

10.7 What should I attach to the Application if either or both of my audits (from the two most recent historic fiscal years) did not contain management letters?

Applicants are required to attach management letters from audits for the two most recent historic fiscal years prior to the date of the FY 2024 NOFA, if any were issued. If your organization does not have management letters associated with either of these completed audits, in lieu of attaching a separate statement in AMIS, your organization will certify and attest within the Application that your auditor did not provide a management letter for that year(s).

11. Questions on the Title VI Compliance Worksheet

11.1 What is the Title VI Compliance Worksheet and who is required to submit it?

All CMF Program Applicants* will be required to submit the Title VI Compliance Worksheet annually to assist the CDFI Fund in determining whether Applicants are compliant with the Treasury regulations implementing Title VI of the Civil Rights Act (Title VI), set forth in 31 CFR Part 22. The Title VI Compliance Worksheet will then be "attached" within the CMF Application, similar to how Applicants currently look up and attach their SF-424. (**For Depository Institution Holding Company Applicants, the Title VI Compliance Worksheet requirement also applies to the Applicant's Subsidiary Depository Institution.*)

A pre-recorded webinar providing organizations and prospective Applicants with an overview of how to complete the Worksheet within AMIS is available [here](#). For reference, the questions on the Title VI Compliance Worksheet can be found [here](#).

11.2 How do I locate my Organization's Title VI Compliance Worksheet in AMIS?

To complete the Title VI Compliance Worksheet:

- Log into your organization's AMIS account, click on the Organizations tab in the navigation bar, select your organization, and then click on the Related tab.
- Locate the Title VI Compliance Worksheets related list and click the "New" button to start the Title VI Compliance Worksheet; the Title VI Compliance Worksheet will open; complete all required information and click "Save."

Note: For assistance with completing the questions in the Title VI Compliance Worksheet, please refer to the U.S. Department of the Treasury's regulations implementing Title VI of the Civil Rights Act set forth in 31 CFR Part 22. Applicants should review such regulations carefully before completing this Title VI Compliance Worksheet. For further assistance on how to submit the Worksheet within AMIS, regarding Title VI please refer to the [Title VI AMIS Training Manual](#).

11.3 If I recently applied for another CDFI Fund program like SDLP or CDFI/NACA, do I need to submit a new Title VI Compliance Worksheet for CMF? Or can I use my existing one?

It depends on when the Title VI Compliance Worksheet was submitted. Applicants to CDFI Fund Programs are required to complete one Title VI Compliance Worksheet for **each calendar year** that they submit funding Applications. Further, the Title VI Compliance Worksheet must match the **calendar year** of the **date the Applicant submits an Application**. Since **ALL** FY 2024 CMF Applicants will submit their Applications in **calendar year 2024**, they must attach a Title VI Compliance Worksheet for **calendar year 2024** to their CMF Application.

The FY 2024 Small Dollar Loan Program (SDLP) Round had its Applications due on December 20, 2023. All Applicants to that program attached a Title VI Compliance Worksheet for 2023. Thus, **the Title VI Compliance Worksheet for 2023 CANNOT be used for the FY 2024 CMF round**. If your organization already has a Title VI Compliance Worksheet for 2023, you **MUST** complete a separate Title VI Compliance Worksheet for 2024. AMIS should not allow you to select the incorrect Title VI form for the CMF Application. If you do not see the form available to you as a selectable item in the dropdown menu in AMIS, it indicates that you do not have the correct form on file to complete the current CMF Application. You must therefore complete a current Title VI form to be able to successfully complete and submit your CMF Application.

The FY 2024 CDFI/NACA Program Rounds have open application periods from December 2023 through February 2024. CDFI/NACA Applicants that submitted their CDFI or NACA Application on or before December 31, 2023 would have had to attach a Title VI Compliance Worksheet for 2023. Thus, **the Title VI Compliance Worksheet for 2023 CANNOT be used for the FY 2024 CMF Funding round**.

CDFI/NACA Applicants that submit their Applications on or after January 1, 2024 will have to attach a Title VI Compliance Worksheet for 2024. CMF Applicants that have already completed a **Title VI Compliance Worksheet for 2024** in AMIS **MAY ATTACH** this 2024 Worksheet to **BOTH** their CDFI/NACA Application (if submitted in calendar year 2024) and their CMF Application.

12. Questions on Award Announcement and Assistance Agreement

12.1 When is the anticipated Award announcement and anticipated start date for the Periods of Performance?

The CDFI Fund anticipates making CMF Award announcements in 2024. The Period of Performance for the CMF Awards will start on the date of the Award announcement.

12.2 Is there a contract or agreement between the CDFI Fund and the Award Recipient when an Award is made? Where can I get a sense of what this might entail?

Yes. The Recipient will execute an Assistance Agreement with the CDFI Fund as a condition of its Award. The Assistance Agreement spells out both specific requirements related to the Recipient (e.g., Performance Goals, reporting requirements) as well as requirements and obligations applicable to all Recipients. An example of the FY 2023 CMF Assistance Agreement can be found on the CDFI Fund's website. The FY 2023 CMF Assistance Agreement template is available by clicking on "Step 4: Closing and Disbursement" at the bottom of the Capital Magnet Fund's webpage, or by clicking on this link: <https://www.cdfifund.gov/programs-training/Programs/cmf/Pages/closing-disbursement-step.aspx#step4>.

Review of the FY 2023 CMF Assistance Agreement may provide you with an overview of the requirements related to the Award, but please note that while the FY 2024 CMF Assistance Agreement will be largely based on the FY 2023 CMF Assistance Agreement, there will likely be some changes.

12.3 What terms and conditions will be placed upon CMF Award Recipients?

Each Applicant that is selected for a CMF Award must enter into an Assistance Agreement with the CDFI Fund in order to receive its Award. The terms and conditions set forth in an Assistance Agreement include, but are not limited to, the following:

- The amount of the CMF Award;
- The amount of Eligible Project Costs supported through the CMF Award (total amount of leveraged dollars);
- Leverage multipliers and requirements;
- The approved uses of the CMF Award;
- Production Targets;
- Portfolio-Level targeted incomes and geographies;
- The timelines and deadlines for committing and disbursing the Award;
- The approved Service Area(s), including the level of commitment to Rural Areas;
- The commitments made to produce Affordable Housing for Low- and Very Low-Income Families;
- The commitments made to invest in Areas of Economic Distress and High Opportunity Areas;
- Reporting requirements; and
- Other commitments, often identified in "Notes" in the Application Instructions or per the requirements of the FY 2024 CMF NOFA and Interim Rule.

12.4 What will the Recipient's responsibility be under the Assistance Agreement related to Loan Loss Reserves and Loan Guarantees?

The responsibilities of the Recipient under the Assistance Agreement are the same regardless of the eligible activity or financing type supported by the CMF Award. For eligible activities that do not provide a direct investment or loan to a borrower or property (e.g., Loan Loss Reserves, Loan Guarantees, etc.), the Recipient must ensure that the Affordable Housing Activities and Economic Development Activities meet all applicable requirements in the Assistance Agreement and in the Interim Rule (including the income-eligibility requirements of Subpart D and property standards of Subpart E).

For example, if the Applicant plans to use its CMF Award to provide Loan Guarantees for mortgages made by a third party, it will be responsible for ensuring that the properties being supported by such Loan Guarantees meet all requirements under its Assistance Agreement and the CMF Interim Rule.

12.5 What is the Recipient's responsibility under the Assistance Agreement if a Project fails to achieve Project Completion?

If a Project does not achieve Project Completion, this would be an event of noncompliance per the Assistance Agreement. The CDFI Fund will assess such noncompliance on a case-by-case basis and may pursue any of the remedies set forth in the Recipient's Assistance Agreement. The Recipient should notify the CDFI Fund per the Material Events requirements outlined in the Assistance Agreement. Project Completion as it relates to Loan Loss Reserves or Guarantees is set forth in the Assistance Agreement.

12.6 Are proposed CMF projects subject to environmental review?

Yes. Proposed CMF Award projects must be evaluated to determine whether they will have a significant impact on the environment or they are projects that would typically require the completion of an environmental impact statement. Recipients historically have been able to identify one or more "categorical exclusions" identified under 12 CFR 1815.110. A categorical exclusion means that the CDFI Fund has already determined that certain actions will not have a significant impact, so neither an environmental assessment nor environmental impact statement needs to be completed by the CDFI Fund prior to the Recipient using its CMF Award for the proposed project. See 12 CFR Part 1815 for the CDFI Fund's Environmental Quality regulations and 12 CFR 1815.110 for the list of categorical exclusions of activities that do not have a significant impact on the environment.

The most common categorical exclusion is when the CDFI Fund's financial assistance to a project (as defined 12 CFR 1815.102 (a)(10)) is \$1 million or less. When calculating this, the Recipient must consider all sources of traceable financing (during all phases) from all CDFI Fund awards, except from the NMTC Program. This applies regardless of whether the CDFI Fund financing is from a source other than the Recipient; only the actual CDFI Fund sourced dollars need to be counted, as opposed to other capital that is leveraged.

When applying for an Award, the Applicant needs to assess whether its pipeline includes projects that would be “categorically excluded” from a finding of a significant environmental impact. Within the AMIS Application, the Applicant is required to certify and attest that the Applicant has reviewed and understands the CDFI Fund’s environmental review requirements set forth in 12 CFR Part 1815.

The CDFI Fund recognizes that proposed investments may change after the time of Application. Thus, once a grant is awarded under the CMF Program, the Recipient will be expected to assess each project individually and to refer those projects that are not categorically excluded under the regulations to the CDFI Fund for a review. Projects that are not categorically excluded must be reported to the CDFI Fund for an administrative review. Otherwise, the Recipients must retain a copy of the completed Environmental Review Form for each Project in the event of inspection of the documentation for compliance purposes.

13. Questions About Other Program Requirements

13.1 Can you clarify the key timeline requirements associated with using CMF Award funds?

As outlined in the Interim Rule, the timelines are as follows:

- Commitment of CMF Funds – within two (2) years of the Date(s) designated in the Assistance Agreement, all funds must be committed.
- Initial Disbursement – within three (3) years of Effective Date of Assistance Agreement, at least an initial disbursement of the CMF Award must be made.
- Project Completion – within five (5) years of Effective Date of Assistance Agreement, all Projects must achieve Project Completion.
- Placed into Service – upon Project Completion, the Project shall be Placed into Service no later than six months of Project Completion.
- Initial Occupancy – must be achieved within 12 months of Project Completion.

13.2 The CDFI Fund issued a general waiver of 12 CFR 1807.501(b) as part of the FY 2018 Capital Magnet Fund Notice of Funding Availability (NOFA) to address situations where a Recipient may not be able to meet the counterparty requirements for a Commitment of CMF dollars. Can you explain when this would apply and the actions needed by a Recipient to exercise this waiver?

The CMF Interim Rule 12 CFR 1807.501(a) requires CMF Recipients to issue commitments for use of their Award within two years of the Date(s) specified in the Assistance Agreement. 12 CFR 1807.501(b) requires that the commitment be a written, legally binding agreement to a qualifying Family, developer, or project sponsor for each specific Project. A legally binding agreement means that the Recipient must have a counterparty to which it can issue the commitment. In certain cases, this definition and requirement for a counterparty effectively precludes CMF Award Recipients from committing CMF Award dollars to an activity where the Recipient is a developer, direct lender or a lender providing Loan Loss Reserves for its own loans, and where there is no counterparty to effectuate a legally binding agreement.

As part of the FY 2018 NOFA, the CDFI Fund issued a general waiver of 12 CFR 1807.501(a) under certain circumstances. **This waiver applies to all CMF Award Recipients (current and future), not just FY 2018 CMF Recipients.** The waiver applies in the following scenarios:

- (1) the CMF Award Recipient serves in the role as the developer for the Project and the Project is not owned, sponsored, or being developed by a limited partnership or limited liability company or other separate entity;
- (2) the CMF Award Recipient is financing and/or supporting a Project for Purchase (i.e., a Homeownership Purchase Program) and that Project is not owned/sponsored by a limited partnership or limited liability company or other separate entity;
- (3) the CMF Award Recipient is Committing its CMF Award to a Loan Loss Reserve made by the Recipient, where the reserve is not pledged to a third party or separate entity affiliated with the Recipient, but is used to reserve against losses from loans directly made by the Recipient.

In these scenarios, the waiver allows the Recipient to evidence a commitment via a Board of Director's resolution for an identified Project, in lieu of a legally binding written agreement with a counterparty. The resolution will be required to be in the form and substance acceptable to the CDFI Fund in its sole discretion.

13.3 We are providing mortgage assistance to first-time homebuyers, which will be in the form of direct loans. The borrowers meet the counterparty test, but given the short time frame between loan commitment and closing, we are concerned that we may need to both commit and disburse all loans within two years to meet the CMF commitment test. Will the waiver provide relief for this situation?

Yes. Per the waiver, the portfolio of mortgage and purchase assistance loans under an Affordable Homeownership Purchase Program (Program) is deemed a Project, which the waiver refers to as a Project for Purchase. If the loans/investments under the Affordable Homeownership Purchase Program are being made directly by the Recipient and not a third party, the waiver allows for a Board of Directors resolution to establish and commit CMF Award funds to the Program to constitute the commitment of the CMF Award to a Project. The resolution must be in a form and substance approved by the CDFI Fund.

Similarly, for purposes of achieving Project Completion, the entire portfolio under this Affordable Homeownership Purchase Program is deemed a Project. All loans made under the Program are considered CMF financed and/or supported and will need to meet the requirements outlined in the CMF Interim Rule.

13.4 We are buying homes that we will own initially and during their rehabilitation. They will eventually be sold to qualified homebuyers. Since we are the purchaser and will own the homes initially, we will not have a counterparty for commitment purposes. Is the waiver applicable to this situation?

If the homes are being directly purchased by the Recipient with the intent to rehabilitate them for the purpose of selling them to qualifying Families and no counterparty exists, the waiver may apply. In this example, the Recipient is purchasing the properties, rehabilitating them, and

reselling them to qualified homebuyers. Each property is considered a discrete Project for CMF purposes. The Board of Directors of the Recipient must commit funds by board resolution to each Project (each property).

13.5 We are using a financing Entity Approach and will provide loans directly to nonprofit developers for affordable housing. We plan to use the CMF Award to establish a loan loss reserve for our loans. How does the waiver apply to this situation?

The waiver may apply to Recipients using the CMF Award to establish a Loan Loss Reserve against loans made directly by the Recipient and funded by the Recipient's Enterprise-Level Capital. The waiver would not apply if the reserve is pledged to a third party or separate entity affiliated with the Recipient because a counterparty would exist. If the Recipient establishes a Loan Loss Reserve to reserve against losses from loans directly made by the Recipient, each loan is considered a Project and a commitment of the Loan Loss Reserve must be made by resolution of the Recipient's Board of Directors to meet the requirements of 12 CFR 1801.501 (b).

13.6 For the purposes of documenting commitment of the CMF Award under the waiver, what must be included in the Board of Directors resolution?

For guidance and requirements for documenting commitment under the waiver, please refer to the waiver guidance document on our website:

<https://www.cdfifund.gov/sites/cdfi/files/documents/guidance-on-alternative-form-of-commitment-of-cmf-award-under-the-waiver-of-general-applicability.pdf>.

13.7 We understand that in providing Homeownership Purchase Assistance under the CMF Program, the cost of the home may not exceed 95% of the average purchase price for the area as determined by HUD. Where is this information available?

The purchase price limits, as determined by HUD, can be found at:

<https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>

HUD publishes data sets annually. Currently the most recent available data is for 2023; if granted an Award, Recipients will use the appropriate data set for the year the home is purchased. The data set contains the maximum sale price limits for all of the counties in the U.S. and the U.S. territories. The value limits are based on the 95% of the median purchase price for the area.

Please note that there are distinct purchase price limits based on whether the home is pre-existing or a newly constructed home. Use the appropriate column when identifying the maximum price limit. The 1-unit column contains the maximum allowable purchase price for a one-Family Homeownership property. No calculations are required.

14. Questions about Consortium Approach

14.1 To apply using a Consortium Approach, does the Consortium need to be established at the time of Application? May an existing Consortium or partnership be utilized?

Two to five eligible Applicants may apply for a CMF Award using a Consortium Approach. Each Consortium member must otherwise meet all CMF eligibility requirements (see FAQ #1.1) and each must submit an individual Application. The Consortium does not need to be legally formed at the time of Application, but will need to be legally formed prior to Award execution. An existing Consortium or partnership may qualify if it was formed for the purpose of financing or developing affordable housing. The CDFI Fund may require each Consortium member to enter into a separate CMF Recipient Consortium Member Agreement if funding is awarded to a Consortium (see FAQ #14.5 for additional information).

14.2 How do I alert the CDFI Fund that I intend to use a Consortium Approach?

Applicants intending to apply using a Consortium Approach are asked to submit a Service Request in AMIS by March 14, 2024 to notify the CDFI Fund of their intent to apply as part of a Consortium. In the Service Request, potential Consortium members are asked to provide the names of the Consortium member organizations, the UElS of Consortium members, and the amount of funding to be requested by each member.

In the Application, all members of a Consortium will explain their intent to use a Consortium Approach in Question 6 and to list their fellow Consortium members.

14.3 What is the significance of my pro rata share if I am part of a Consortium? How is it calculated?

For those Applicants using the Consortium Approach, each Applicant's pro rata share will be determined based on the evaluation, scoring and performance of three factors—Eligible Project Costs (EPC), unit production, and Leveraged Costs.

The pro rata share will be calculated by the CDFI Fund as part of the Application review and Award process. The pro rata share will be determined by dividing each Consortium member's Award amount by the total Award amount of all Consortium members. For example, if Member A is awarded \$500,000; Member B \$1,000,000; and Member C \$1,500,000, the pro rata share of Member C would be determined by dividing \$1,500,000 by \$3,000,000, or 50%.

14.4 Do I complete my Application as my own organization or as a member of a Consortium? If selected for an Award, will I share an Assistance Agreement with my Consortium members?

You will complete the Application as your own organization and must meet the eligibility criteria independently. There is no joint Application available for those Applicants choosing the Consortium Approach. Additionally, some Application questions relate to your collaboration with other Consortium members, while other questions will be completely unique to each Consortium member. The CDFI Fund has provided supplemental guidance to help you complete

your Application using the Consortium Approach. For links to these materials, see the “Step 2: Apply” section of the CMF webpage at www.cdfifund.gov/cmfi.

If awarded, each Recipient will receive a separate Award, and be required to individually meet the terms and conditions under their own Assistance Agreement.

As a condition of closing the Assistance Agreement, the CDFI Fund will require a FY 2024 CMF Recipient Consortium Member Agreement to specify the binding commitments of each member awarded under the same FY 2024 Consortium Approach. The required FY 2024 CMF Recipient Consortium Member Agreement may address, among other things, the following elements:

1. Provides a statement of purpose for the Consortium to include the Development, Preservation, and/or Rehabilitation of Affordable Housing.
2. Indicates agreement amongst all Consortium member Recipients to use their FY 2024 CMF Award to invest in each member’s FY 2024 CMF Projects.
3. Provides a description of the governance structure of the Consortium.
4. Establishes that each Consortium Member Recipient is responsible for compliance with their individual CMF Assistance Agreements, and provides assurances that each Consortium Member Recipient will work as part of the Consortium in accordance with all CMF requirements and obligations under the CMF Interim Rule.
5. Signed by Authorized Representatives of all members.
6. Is accompanied by a Legal Opinion Letter issued on behalf of Consortium Members representative of the above.

14.5 How will Consortium Approach Applicants be evaluated? What is the benefit of using a Consortium Approach?

Per the FY 2024 NOFA, Applicants using a Consortium Approach will be evaluated and scored in the following manner:

- (a) Applicants will be evaluated as a Consortium and receive the same score on:
 - (i) strategy;
 - (ii) the needs and financing gaps addressed;
 - (iii) track record;
 - (iv) pipeline;
 - (v) impact and metrics;
 - (vi) geographic targets (Areas of Economic Distress and/or High Opportunity Areas);
 - (vii) income targeting;
 - (viii) key personnel;
 - (ix) adaptability and community partnerships;
 - (x) alignment with priorities;
 - (xi) Project selection process;
 - (xii) serving underserved areas;
 - (xiii) resources to adapt to changing market conditions and risks; and
 - (xiv) deployment capacity.

- (b) Applicants will be evaluated on a prorated basis* and receive an individual score on:

- (i) Eligible Project Costs;
- (ii) unit production; and
- (iii) Leveraged Costs.

- (c) Applicants will be evaluated individually and receive an individual score on:
- (i) previous Federal Award management;
 - (ii) financial health;
 - (iii) audit findings;
 - (iv) portfolio performance;
 - (v) the likelihood of reaching the minimum leverage multiplier;
 - (vi) organizational strength;
 - (vii) management practices;
 - (viii) the ability to execute the strategy and projected activities; and
 - (vix) commitment to serving Rural Areas.

The approach of scoring detailed under (a) may be helpful to Applicants who can benefit from the broader capacity and experience of a Consortium.

*Note: The pro rata share will be calculated by the CDFI Fund during the review process. This will be calculated by dividing your Award request by the sum total of all Award requests for all Consortium members. For example, if Member A is requesting \$500,000; Member B \$1,000,000; and you as Member C are requesting \$1,500,000, then for example, the CDFI Fund would determine the pro rata share of Member A by dividing \$500,000 by \$3,000,000, resulting in ~16.6%; Member B by dividing \$1,000,000 by \$3,000,000, resulting in ~33.3%; and Member C by dividing \$1,500,000 by \$3,000,000, resulting in 50%.

14.6 Do all members of a Consortium need to apply for a CMF Award? What if one member of the Consortium fails to submit an Application or fails to otherwise be eligible for an Award?

Yes, all members of a Consortium need to submit an Application. In Question 6, each Applicant is asked to provide the necessary information about their fellow Consortium members.

If all Consortium members do not submit an Application in AMIS; or if one or more fails to be eligible for an Award (per Table 2 of the NOFA); or in the event that an Applicant(s) applying using a Consortium Approach does not sufficiently score high enough to reach the highly qualified pool, the CDFI Fund will evaluate the remaining members of the Consortium using the Consortium Approach, provided there are at least two members remaining. If there is only one member of the Consortium remaining, the Applicant will be evaluated on an individual basis and not as a Consortium.

14.7 Can Consortium members use their CMF Awards to invest in the same Project and the same phase of development of that Project?

Recipients using a Consortium Approach with separate CMF Awards from the FY 2024 round **must** use their Awards to finance the same Projects. Therefore, members of the Consortium may also invest their CMF Awards in the same phase of a Project. For all Consortium Projects, Eligible Project Costs, unit production, and Leveraged Costs will be prorated. If Awarded, the

minimum requirement for each of the Consortium members to invest in each Project is \$1 (one dollar).

14.8 Can you provide an example of how the CDFI Fund will prorate the Eligible Project Costs, unit production, and leverage among the Consortium member Applications?

The following three factors – Eligible Project Costs (EPC), unit production, and leverage – will be prorated among the Consortium members. For purposes of evaluating and scoring Applications, the pipelines of the Consortium members, as presented in Appendix 3(a) and 3(b) of each Application, will be combined and collectively reviewed by the CDFI Fund. The EPC, unit production, and leveraged dollar amount will be prorated for each component based on the Award Request of each Consortium member Applicant.

Note: The proration for the Application review process is based on this calculation method since these are projections. Since each Consortium member that receives an Award must invest in the same CMF projects (of each of the other Consortium members), the proration (as it relates to CMF compliance and performance reporting) will be based on the actual investment from each Award Recipient in each Project.

Within the Application, each Applicant will complete Appendix 3(a) and 3(b). For the table in Appendix 3(a), each Applicant will describe its own pipeline. For each Applicant, including any Applicant proposing to use the Consortium Approach, the total Eligible Project Costs amount must be no less than 10 times the Award request.

Under the Consortium Approach, it is envisioned that each member of the Consortia will bring a pipeline of projects to include in the Application. This is the assumption in the first example below.

Example 1: In this example, there are three CDFIs who plan to work together and apply for CMF Awards using the Consortium Approach. Each Consortium member has a unique pipeline and a different CMF Award request.

- Consortium Member D works largely in the southeast region of the U.S. and is requesting a \$5 million CMF Award. It has a pipeline of five projects with \$50 million in EPC.
- Consortium Member E works in the northeast and is requesting a \$500,000 CMF Award. It has a pipeline of two projects with \$5 million in EPC.
- Consortium Member F works in the Midwest and is requesting a \$1 million CMF Award. It has a pipeline of four projects with \$12 million in EPC.

Each member provides its unique pipeline information in Appendix 3 of the CMF Application, including all Leveraged Costs and unit production. (Note, in the example above, each member meets the minimum total Leverage Multiplier of at least 10 times the CMF Award request). The CDFI Fund will assess all Consortium Approach Applicants using the evaluation guidance highlighted in FAQ #14.5.

In this example, Consortium Members D, E, and F have applied for a total Award of \$6.5 million. The CDFI Fund will combine and collectively review the pipelines for a total of \$67 million in EPC for all three Consortium members. Based on their Award Requests, the share of unit production, leverage, and EPC will be prorated, resulting in:

- Consortium Member D: a 76.9% share (\$5 million Award request of Consortium Member D divided by the \$6.5 million total Award request for the consortium = 76.9%);
- Consortium Member E: an 7.7% share (\$500,000 Award request of Consortium Member E divided by the \$6.5 million total Award request for the consortium = 7.7%); and
- Consortium Member F: a 15.4% share (\$1 million Award request of Consortium Member D divided by the \$6.5 million total Award request for the consortium = 15.4%)f.

These prorated shares will be used in evaluation of the Application. For example, Consortium Member D will be evaluated on 76.9% of the Consortium member's total unit production, leverage, and EPC (in this case, \$67 million * 76.9% = \$51.5 million).

While the CDFI Fund anticipates that most Applicants using the Consortium Approach will resemble the above scenario detailed in Example 1, some Consortium members may have identified a shared pipeline to submit in their CMF Application. This is the scenario detailed in Example 2 below.

Example 2: In this example, there are two Applicants using the Consortium Approach and sharing the same pipeline.

- Consortium Member G is a CDFI, requesting a \$1 million CMF Award, and shares a pipeline of 10 Projects with Member H with \$30 million in EPC.
- Consortium Member H is an affordable housing developer, requesting a \$1 CMF Award, and shares the same pipeline of 10 Projects with Member G with \$30 million in EPC.

In this example, each member is sharing the EPC, unit production, and leverage 50:50. To avoid duplication and/or overstatement of these factors, each Applicant should enter the same pipeline details in Appendix 3a (i.e., Project Name and Description, Location, Project Type, etc.). In this example, the EPC, leverage, and units will be prorated by the Applicant when entering data in Appendix 3a. Similarly, in Appendix 3b, the EPCs and leverage must be prorated, and in Appendix 2 Table A2 and B2, the units must be pro-rated. In this example, Member G and Member H would each have \$15 million in EPC (50% of the total \$30 million in EPC), as well as 50% of the leverage and 50% of the units.

If your Application has a shared pipeline and the Consortium Approach is more akin to Example 2, the CDFI Fund encourages you to contact us through an AMIS Service Request to ensure Applicants enter the data properly in each Application.

15. Contact Information

15.1 Who can I contact if I have more specific questions?

Topic of Question	Contact
CMF Application content questions	Submit Service Request via AMIS using “Capital Magnet Fund” for the program; Call CDFI Fund Helpdesk: 202-653-0421; Email cmf@cdfi.treas.gov
CDFI questions on compliance with previous awards, assistance or allocation agreements	Submit Service Request via AMIS using “Compliance and Reporting” for the program; Call CCME Helpdesk: 202-653-0423; Email ccme@cdfi.treas.gov
CDFI Certification questions	Submit Service Request via AMIS using “Certification” for the program; Call CCME Helpdesk: 202-653-0423; Email ocpecert@cdfi.treas.gov
CDFI Fund IT Support (AMIS)	Submit Service Request via AMIS using “Technical Issues” for the program; Call AMIS Helpdesk: 202-630-0422; Email amis@cdfi.treas.gov

The CDFI Fund will respond to Application-related questions between the hours of 9:00 a.m. and 5:00 p.m. ET, through April 12, 2024. You may contact the CDFI Fund with programmatic questions until 5:00 pm ET, April 12, 2024. After such time, the CDFI Fund will no longer respond to such questions until after the CMF Application deadline has passed. The CDFI Fund will be able to respond to IT questions until 5:00 pm ET on April 16, 2024.

A Service Request is the preferred way to contact the CDFI Fund. To submit a Service Request, you need an AMIS user account. See the following question as to how to submit a Service Request.

15.2 How can I submit a Service Request in AMIS to ask Application-related questions?

For general guidance on how to submit a Service Request, see the [AMIS Service Request Quick Reference Guide](#).

When submitting a Service Request for a CMF Application question, follow these steps:

- a. Click on “Service Requests” tab at the top
- b. Click the “New” button
- c. Select “Capital Magnet Fund” for the “Program” field
- d. Complete the “Requested By Date”
- e. Enter a short Subject in the format “CMF Application – [question topic]”.
- f. Provide a Description of your question or issue.
- g. Click the “Save” button.

Be aware that selecting the incorrect Program for your Service Request could result in delays in your Service Request being processed.

* * * *

More detailed Application content requirements are found in the FY 2024 CMF Application and NOFA. In the event of any inconsistency between the contents of this Q&A document, the Interim Rule, the NOFA, the General Guidance, the FY 2024 CMF Application, and the statute that created the CMF Program (Housing and Economic Recovery Act of 2008, Pub. L. No. 110-289), the provisions of the statute and the Interim Rule shall govern.