



Getting Acquainted with Your FY 2024 Technical Assistance Award Assistance Agreement

Community Development Financial Institutions Program (CDFI Program) and
Native American CDFI Assistance Program (NACA Program)

Presentation Purpose



- The purpose of this presentation is to help FY 2024 CDFI and NACA Program Recipients understand the requirements, terms, and conditions of the Assistance Agreement for their Technical Assistance (TA) Award.
- References to TA Awards in this presentation include both CDFI and NACA TA Program Recipients, unless otherwise stated.
- This information is for educational purposes only.

Presentation Objectives



- Describe the Assistance Agreement and its purpose.
- Show what the Assistance Agreement looks like.
- Explain what the Assistance Agreement contains.
- Provide instructions on what to do with your Assistance Agreement.
- Provide information about modifying or amending your Assistance Agreement.

Presentation Topics



Assistance Agreement Overview

Assistance Agreement Availability

Assistance Agreement Components

Other Important Assistance Agreement Information

Authorized Technical Assistance Activities

Making Changes to an Assistance Agreement

Assistance Agreement Overview



- The Assistance Agreement is a legally binding contract between the CDFI Fund and the Recipient.
- The terms of the Assistance Agreement are based on the Recipient's institution type, Award type, information submitted in the Application, and other factors.
- All CDFI and NACA Program Award Recipients must execute an Assistance Agreement prior to receiving their initial payment.

Assistance Agreement Overview



- The Assistance Agreement contains the following key components:
 - Annual Reporting requirements and associated deadlines;
 - Performance Goals & Measures (PG&Ms);
 - Authorized Activities for Award funds; and
 - General Award Terms and Conditions.

Assistance Agreement Overview



- Recipients should read the entire Assistance Agreement.
 - Recipients with Awards from multiple funding rounds should read each Assistance Agreement closely, as terms and conditions change from year to year.
 - Recipients must adhere to reporting requirements, PG&Ms, and associated deadlines.
- Recipients should keep a copy of their Assistance Agreement on file.
 - A copy of the Assistance Agreement may be found in your organization's 2024 TA Award record, which is stored in the CDFI Fund Awards Management Information System (AMIS).
- Recipients should create a calendar reminder with due dates for reports. You may use the reporting schedule in AMIS to find the report due dates.

Assistance Agreement Overview



- The Assistance Agreement must be signed by an Authorized Representative listed and active in the Recipient's AMIS account.
- The Authorized Representative must have the legal authority to enter into the Assistance Agreement and their title must reflect a leadership position with the authority to sign on behalf of the Recipient's organization.
- Consultants cannot sign the Assistance Agreement on behalf of the Recipient's organization.

Assistance Agreement Overview



Recognized Authorized Rep. Signatory Titles	Authorized Rep. Titles Requiring Follow-up
<ul style="list-style-type: none"> • Any C-Suite position • Chief Executive Officer • Chief Financial Officer • Chief Operating Officer • President/Vice President • Partner (Venture Capital Funds) • Compliance Manager/Supervisor or any Manager/Supervisor related position • Senior Accountant or any senior-level title • Director • Board Officer • Board Chair • Chairman • Chairperson • Vice Chair (Vice Chairman, Vice Chairperson) • Treasurer • Board Secretary • Manager • Or any similar titles that reflect the incumbent authority within the organization 	<ul style="list-style-type: none"> • Assistant/Executive Assistant • Secretary/Receptionist • Loan Officer • Community Development Officer • Intern • Analyst • Board Member • Associate Treasurer • Associate Director • Secretary • Comptroller • Controller • Staff Accountant • Consultant – Not allowed to sign on behalf of an organization.

Assistance Agreement Overview



- The CDFI Fund urges Recipients to review the Assistance Agreement very carefully before signing the document, as the CDFI Fund expects Recipients to fulfill all terms and conditions and meet deadlines therein.
- The CDFI Fund will contact the Authorized Representative if additional information regarding the Assistance Agreement is needed.

Assistance Agreement Overview



- Throughout the Period of Performance of the Assistance Agreement, Recipients are required to report on their progress toward meeting the PG&M benchmarks.
 - Recipients that meet all terms and conditions of the Assistance Agreement are deemed compliant.
 - Recipients that fail to meet the terms and conditions of the Assistance Agreement are deemed noncompliant.

Assistance Agreement Overview



- Performance Goals and Measures (PG&Ms) for TA Awards are determined by:
 - the Recipient's CDFI Certification status; and/or
 - the Recipient's status as a Sponsoring Entity (NACA Program Only).

Presentation Topics



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Assistance Agreement Notification



- An e-mail notification is sent when the Assistance Agreement is available in each Recipient's AMIS account.
 - The e-mail will be sent to the Authorized Representative and Point(s) of Contact listed in the Recipient's FY 2024 TA Application, as well as those listed as active Authorized Representatives in a Recipient's Organization Profile.
 - The e-mail will contain three attachments – the *Transmittal Letter*, *AMIS Instructions for Accessing and Signing the Assistance Agreement*, and *Certificate of Good Standing Requirements* – that provide detailed instructions regarding the Award closing process.

Assistance Agreement Notification



- The Assistance Agreement will be available in the Notes & Attachments section of the Recipient's Award record in AMIS.
- To ensure you receive e-mail communications, replyd@cdfi.treas.gov should be listed as safe senders by your e-mail system.

Assistance Agreement Process



- This slide highlights the steps to finalize the Assistance Agreement (AA) and receive Award payment.

Step 1: Recipient receives e-mail notification that the AA is available in AMIS



Step 2: Recipient reviews and signs the AA, submits required documents



Step 3: Compliance review is completed for prior Recipients



Step 6: Recipient receives initial payment



Step 5: Recipient receives e-mail notification that countersigned AA is available in AMIS



Step 4: Program Manager countersigns AA, payment processing begins

Presentation Topics



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Assistance Agreement Components



- This section discusses key components to the Assistance Agreement, such as:
 - Annual Reporting Requirements;
 - PG&Ms;
 - Screenshots of relevant and frequently referenced pages and Schedules.
- Note: Screenshots are provided to familiarize and orient Recipients with the Assistance Agreement. Please note that your customized Assistance Agreement may differ in format and content.

Assistance Agreement Cover Page



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND ASSISTANCE AGREEMENT	
Recipient:	CDFI Fund Award Number: UEI Number: Employer Identification Number:
Address:	
Applicable Program: CFDA Number: Date of Applicable NOFA: 12/11/2023	Announcement Date (Period of Performance Start Date): xx/xx/2024
By signing this Assistance Agreement and in consideration of the mutual covenants, conditions and agreements hereinafter set forth, the parties hereto, by their respective Authorized Representatives, agree to the following: (i) the award of Assistance hereunder shall be administered pursuant to the General Award Terms and Conditions, attached hereto as Schedule 2, and made a material part hereof; and (ii) the award of Assistance shall be further subject to the provisions, terms, conditions, requirements, certifications and representations set forth in all such additional schedules that are attached hereto and constitute a material part hereof. In witness whereof, the parties hereto do hereby execute and enter into this Assistance Agreement.	
Community Development Financial Institutions Fund By: Digitally Signed by: Authorized Representative: Title: Federal Award Date* Date:	{{AWARD_ORGANIZATION_NAME}} By: Digitally Signed by: Authorized Representative: Title:

(1) CDFI Fund Award Number can be found in the upper right corner of the Cover Page.

(2) Announcement Date is located here. It is the Period of Performance Start Date and Beginning of Year 1 of the Period of Performance Schedule (found in Schedule 1-C).

Assistance Agreement Cover Page

TA Details



Recipient Information			
Entity Type:			
Depository Institution Holding Company/Bank Holding Company:			
Subsidiary Insured Depository Institution (if applicable):		Subsidiary Insured Depository Institution Employer Identification Number (if applicable):	
CDFI Certification Status as of Announcement Date:			
Technical Assistance			
Total Technical Assistance (TA) Award:		Initial TA Payment:	

Annual Reporting Requirements (Schedule 1-A)



Report	Description
Single Audit Report (Non-profit Recipient, if applicable)	A Non-profit Recipient must complete an annual Single Audit pursuant to section 200.500 of the Uniform Requirements if it expends \$1,000,000 or more in Federal awards in its fiscal year, or such other dollar threshold established by OMB pursuant to section 200.501 of the Uniform Requirements, as amended. If a Single Audit is required, it must be submitted electronically to the Federal Audit Clearinghouse (FAC) per the schedule in Section B.
Financial Statement Audit (FSA) Report (Non-profit Recipients including Insured Credit Unions and State-Insured Credit Unions)	<p>A Non-profit Recipient (including Insured Credit Unions and State-Insured Credit Unions) must submit an FSA report in AMIS.</p> <p>If prepared, a Non-profit Recipient must submit a statement of financial condition audited or reviewed by an independent certified public accountant.</p> <p>Under no circumstances should this be construed as the CDFI Fund requiring the Recipient to conduct or arrange for additional audits not otherwise required under Uniform Requirements or otherwise prepared at the request of the Recipient or parties other than the CDFI Fund.</p>
Financial Statement Audit (FSA) Report (For-profit Recipients)	For-profit Recipients must submit an FSA report in AMIS, along with the Recipient's statement of financial condition audited or reviewed by an independent certified public accountant.

Annual Reporting Requirements (Schedule 1-A) (Continued)



Report	Description
Financial Statement Audit (FSA) Report (Regulated Institutions)	If the Recipient is a Regulated Institution, it must submit an FSA report in AMIS. The Recipient may include their statement of financial condition audited or reviewed by an independent certified public accountant, if any are prepared, or indicate that such information has been provided to its regulator within the FSA Report.
Financial Statement Audit (FSA) Report (Sponsoring Entities)	<p>A Sponsoring Entity must submit an FSA report in AMIS, along with a statement of financial condition audited or reviewed by an independent certified public accountant, if any are prepared.</p> <p>Under no circumstances should this be construed as the CDFI Fund requiring the Sponsoring Entity to conduct or arrange for additional audits not otherwise required under Uniform Requirements or otherwise prepared at the request of the Sponsoring Entity or parties other than the CDFI Fund.</p>
Performance Progress Report (PPR)	<p>A Recipient must submit the Performance Progress Report to the CDFI Fund.</p> <p>If the Recipient is a Depository Institution Holding Company (DIHC) that deploys all or a portion of its Financial Assistance through its Subsidiary Insured Depository Institution, that Subsidiary Insured Depository Institution must also submit a Performance Progress Report. Furthermore, if the DIHC itself deploys any portion of the Financial Assistance, the DIHC must submit a Performance Progress Report.</p>

Annual Reporting Requirements (Schedule 1-A) (Continued)



Report	Description
Uses of Award Report	<p>The Recipient must submit the Uses of Award Report to the CDFI Fund.</p> <p>If the Recipient is a DIHC that deploys all or a portion of its Financial Assistance through its Subsidiary Insured Depository Institution, that Subsidiary Insured Depository Institution must also submit a Uses of Award Report. Furthermore, if the DIHC itself deploys any portion of the Financial Assistance, the DIHC must submit a Uses of Award Report.</p>
Annual Certification and Data Collection Report (ACR)	<p>If the Recipient is a Certified CDFI at the time of award announcement, it must submit the Annual Certification and Data Collection Report to the CDFI Fund each year of the Period of Performance.</p> <p>If the Recipient is an uncertified CDFI at the time of award announcement, it must submit the ACR in each year of the Period of Performance subsequent to obtaining CDFI certification.</p>
Federal Financial Report/OMB Standard Form 425 (SF-425)	<p>The Recipient must submit the SF-424 Federal Financial Report annually to disclose how much of the award funds were expended during the federal government's fiscal year of October 1 through September 30, as well as the cumulative amount expended as of the award announcement date through the end of the most recent completed federal fiscal year.</p>

Annual Report Submission Deadlines (Schedule 1-B)



Report	Due
Single Audit Report	Nine (9) months after the end of each year of the Period of Performance
Financial Statements Audit Report	Six (6) months after the end of each year of the Period of Performance
Performance Progress Report	Three (3) months after the end of each year of the Period of Performance
Uses of Award Report	Three (3) months after the end of each year of the Period of Performance
Annual Certification and Data Collection Report	Three (3) months after the end of each year of the Period of Performance Six (6) months after the end of each year of the Period of Performance once Certified under the revised Certification Application
SF-424 Federal Financial Report	Fifteen (15) days after the end of each Federal fiscal year

Performance Goals & Measures (Schedule 1-C)



- PG&Ms are performance benchmarks that a Recipient must meet to remain in compliance with the Assistance Agreement.
- In addition to the PG&Ms, compliance is also dependent upon timely report submissions and, if applicable, an unqualified audit opinion and an absence of material weakness findings in the Single Audit.

Performance Goals & Measures (Schedule 1-C)



- The following information is an overview of Technical Assistance PG&Ms. Each Assistance Agreement will specify which PG&Ms are applicable to your organization.
 - Goal 1, Measures 1, 2, or 3: The Recipient must expend the Technical Assistance for the purposes set forth in the Assistance Agreement.
 - Goal 2, Measure 1: A Sponsoring Entity Recipient must establish a legal entity that will be certified as a CDFI and add it as a co-Recipient to its Assistance Agreement.
 - Goal 3, Measures 1 or 2: The Recipient (or legal entity created by the Recipient in the case of a Sponsoring Entity Recipient) must submit its CDFI Certification Application to the CDFI Fund and obtain Certification as a CDFI by the end of the Period of Performance.

Performance Goals & Measures (Schedule 1-C)



Goal and Measure Numbers	Goal 1 Measure									
1-1 1-2 1-3 [Certified TA, NACA TA, NACA Sponsoring Entities, Uncertified] TA, NACA TA] [Applicable/Not Applicable]	<p><u>Build capacity through Technical Assistance:</u> At the end of the first Period of Performance and at the Period of Performance End Date, must expend the Technical Assistance for the following Activities pursuant to Section 5.8 of Schedule 2 (General Award Terms and Conditions) in an amount equal to or greater than the amounts specified below:</p> <table><tr><th></th><th>% of Total TA Award</th><th>Dollar Amount of TA to be expended (\$)</th></tr><tr><td>Period of Performance, Year 1</td><td>90% of Initial TA Payment</td><td>\$XXXX</td></tr><tr><td>Period of Performance End Date</td><td>100% of Total TA Award</td><td>\$XXXX</td></tr></table>		% of Total TA Award	Dollar Amount of TA to be expended (\$)	Period of Performance, Year 1	90% of Initial TA Payment	\$XXXX	Period of Performance End Date	100% of Total TA Award	\$XXXX
	% of Total TA Award	Dollar Amount of TA to be expended (\$)								
Period of Performance, Year 1	90% of Initial TA Payment	\$XXXX								
Period of Performance End Date	100% of Total TA Award	\$XXXX								

PG&M Number. Only PG&Ms that apply to your Assistance Agreement will appear.

Description of PG&M

Applicable Benchmarks

Presentation Topics



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General Award Terms & Conditions (Schedule 3): Receiving Payments



- To receive Award payments, Recipients must:
 - Electronically sign the Assistance Agreement and upload all required documentation into AMIS (e.g., Certificate of Good Standing).
 - The Certificate of Good Standing must be from the Secretary of State for the Recipient's state of formation dated within 180 days prior to the Federal Award Date of the Assistance Agreement.
 - Maintain compliance with terms & conditions of any prior Award from the CDFI Fund.
 - Maintain accurate banking information in the System for Award Management (SAM). **SAM information must be updated every 6 months at www.fsd.gov or 1-866-606-8220.**
 - If the entire amount of the Award is not disbursed in the initial payment, Recipients must submit a Subsequent Payment Request at least 30 days prior to the end of the Period of Performance.

Application Vs. Authorized Award Activities



- Even though a Recipient may have included certain TA activities in their Application, those activities may not be Authorized Activities.
- The Recipient is responsible for ensuring that activities performed with CDFI Fund dollars are (1) allowable, (2) allocable, and (3) necessary, as defined on the following slide.

Application Vs. Authorized Award Activities



- ***Allowable***: Allowed by CDFI Fund and OMB Uniform Administrative Requirements found at 2 C.F.R. part 200;
- ***Allocable***: Incurred specifically for this Award;
- ***Necessary***: Required to achieve the organization's strategic goals, implement its Comprehensive Business Plan, and/or build the organization's capacity to serve or expand service in its Target Market.

Material Events



- You must advise the CDFI Fund of certain Material Events that occur during the Period of Performance of your Assistance Agreement.
 - If a Material Event occurs, your organization must notify the CDFI Fund by submitting a Material Event Form via a Service Request initiated in your organization's AMIS account.
 - The form must be submitted within 30 days of the occurrence of a Material Event.
 - Please review section 5.8 of the General Terms and Conditions of your Assistance Agreement for additional information.

Presentation Topics



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General Award Terms and Conditions (Schedule 2): Authorized TA Activities



- The TA Assistance Agreement no longer contains a table with authorized Technical Assistance activities and corresponding dollar amounts.
- Authorized Technical Assistance Activities are:
 - Compensation (Personal Services)
 - Compensation (Fringe)
 - Training and Education
 - Travel
 - Professional Services
 - Equipment
 - Supplies
 - Incorporation Costs (*Sponsoring Entities only*)
- Recipients must expend Technical Assistance Awards on these Authorized Technical Assistance Activities regardless of the intended uses of funds stated in the Application.

General Award Terms and Conditions (Schedule 2)



- Recipients may not use any Assistance provided for the prohibited activities set forth in section 200.216 of the Uniform Requirements, Prohibition on certain telecommunications and video surveillance services and equipment.
- The CDFI Fund reserves the right to require the Recipient to repay all or a portion of the Award if the Recipient expends funds for an unallowable activity.

TA Authorized Activities



Activity	Direct Expense
Compensation (Personal Services)	TA paid to cover all remuneration, paid currently or accrued, for services of Recipient's employees rendered during the Period of Performance under the TA grant in accordance with section 200.430 of the Uniform Requirements.
Compensation (Fringe Benefits)	TA paid to cover allowances and services Recipient provides to its employees as compensation in addition to regular salaries and wages, in accordance with section 200.431 of the Uniform Requirements. Such expenditures are allowable as long as they are made under formally established and consistently applied organizational policies of the Recipient and subject to the applicable provisions of the Uniform Requirements.
Training and Education	TA used to pay the cost of training and education provided by the Recipient for employees' development in accordance with section 200.473 of the Uniform Requirements. TA can only be used to pay for training costs incurred by the Applicant's employees. Training and education costs may not be incurred by the Recipient's consultants.
Travel	TA used to pay costs of transportation, lodging, subsistence, and related items incurred by the Recipient's employees who are on travel status on official business related to the TA award, in accordance with section 200.475 of the Uniform Requirements. Travel costs do not include costs incurred by the Recipient's consultants who are on travel status. Any payments for travel expenses incurred by the Recipient's employees but unrelated to carrying out the purpose of the TA award would be deemed unallowable. As such, documentation must be maintained that justifies the travel as necessary to the TA award.

TA Authorized Activities



Activity	Direct Expense
Professional Services	TA used to pay for professional and consultant services (e.g., such as strategic and marketing plan development), rendered by persons who are members of a particular profession or possess a special skill (e.g., credit analysis, portfolio management), and who are not officers or employees of the Recipient, in accordance with section 200.459 of the Uniform Requirements. Payment for a consultant's services may not exceed the daily equivalent of the current maximum rate paid to an Executive Schedule Level IV Federal employee. Professional and consultant services must build the capacity of the CDFI. For example, professional services that provide direct development services to the customers does not build the capacity of the CDFI to provide those services and would not be eligible.
Equipment	TA used to pay for tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit as defined in the Uniform Requirements. Items costing less than \$10,000 may be included if the Recipient's capitalization policy recognizes these as capital assets. Non-expendable items include, among other items, computer hardware, computer software, related peripherals, and office equipment.
Supplies	TA used to pay for tangible personal property other than Equipment, as defined in the Uniform Requirements. A computing device is a Supply if the acquisition cost is below the lesser of the capitalization level established by the Recipient for financial statement purposes or \$10,000, regardless of the length of its useful life.
Incorporation Costs	TA used to pay for incorporation fees in connection with the establishment or reorganization of an organization as a CDFI, as defined in the Uniform Requirements. Incorporation Costs are allowable for NACA Program Sponsoring Entity Recipients only.

General Award Terms & Conditions (Schedule 2): Authorized Activities



- Indirect Costs as described in the Uniform Requirements are **not allowable**.
 - Costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a specific sponsored project.
 - Indirect costs typically include salaries of staff not directly tied to the provision of TA Eligible Activities, depreciation expenses, interest to pay off debt, equipment and capital improvement, and maintenance expenses.
 - For example, the salary for maintenance staff in the building where loans are provided is an indirect expense, and not allowable.

Indirect Cost Example



- A TA Applicant requested and received a \$100,000 Award.
- In the Application, the Applicant requested \$15,000 to pay rent for the organization. Rent expenses are defined as indirect costs.
- Indirect costs are not allowable under the CDFI Program and NACA Program.
- The TA Recipient must use this \$15,000 for an eligible, authorized TA Activity instead of the proposed rent expenses.

Authorized Activity Questions



- If you are considering expending TA Award funds on something that does not fit neatly into the TA Authorized Activities categories, or if you are unsure, first consult the Uniform Requirements.
 - Contact the CDFI Fund **BEFORE** expending funds if you have questions.
 - Recipients are responsible for funds expended on unallowable activities.

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Making Changes to an Assistance Agreement



- Before an Assistance Agreement has been executed, Recipients can request a modification to their Assistance Agreement via an AMIS Service Request.
- In accordance with Section 7.9 of the Assistance Agreement, a Recipient may request an Amendment after their Assistance Agreement has been executed via an AMIS Service Request.
- Transferring Award funds between Authorized Activities does not require an Amendment.
- The CDFI Fund will approve modification and/or amendment requests on a limited basis at its own discretion. Recipients should not assume that all modification and/or amendment requests that are submitted will be approved.

Additional Information



- Continue to monitor the CDFI Program and Native Initiatives sections of www.cdfifund.gov to access additional guidance and webinars regarding the FY 2024 CDFI and NACA Program Assistance Agreements.
- These materials will be posted to the [Step 4: Closing and Disbursement](#) page of both the CDFI Program and Native Initiatives sites.

Contact Information



- For questions regarding general terms and conditions of an Award, reporting requirements, or allowable uses of funds, please submit a Service Request in AMIS.

Thank You



This concludes the presentation.

Thank you for participating!