



Getting Acquainted with Your FY 2021 CDFI Rapid Response Program Award Assistance Agreement

Community Development Financial Institutions Rapid Response Program
(CDFI RRP)

Presentation Purpose



- The purpose of this presentation is to help FY 2021 CDFI RRP Recipients understand the requirements, terms, and conditions of the Assistance Agreement for their award.
- The presentation will also highlight significant differences from CDFI Program and NACA Program Assistance Agreements.
- The goal of the presentation is to explain key concepts in the CDFI RRP Assistance Agreement.

Presentation Objectives



- Explain what the contents of the Assistance Agreement.
- 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 CDFI RRP 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, information submitted in the application, and other factors, such as fiscal year end date.
- All CDFI RRP 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
 - General Award Terms and Conditions

Assistance Agreement Overview



- Recipients should read the entire Assistance Agreement.
 - Recipients with CDFI Fund awards from multiple funding rounds should read each agreement closely, as terms and conditions vary from year to year and program to program.
 - 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 FY 2021 CDFI RRP 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 in the Recipient's AMIS account.
- The Authorized Representative must have the legal authority to enter into the Assistance Agreement on behalf of the Recipient's organization.
- Consultants cannot sign the Assistance Agreement on behalf of the Recipient's 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 considered to be compliant.
 - Recipients that fail to meet the terms and conditions of the Assistance Agreement are considered to be noncompliant.

Assistance Agreement Overview



- CDFI RRP PG&Ms are determined by the award amount and whether or not a CDFI RRP Applicant identified itself as a CDFI primarily serving Native Communities.
 - All Recipients are required to expend 100% of their award funds by the end of the Period of Performance on Eligible Activities.
 - Recipients that receive more than the minimum \$200,000 Award will also have a requirement to deploy Financial Products. By the end of the two-year Period of Performance, a recipient must have closed, cumulatively, the equivalent of 70% of their Award amount in Financial Products in an Eligible Market and/or Target Market.
 - Native CDFIs that indicate they will serve Native Communities will have their deployment PG&Ms target Native Communities.

Eligible Markets



- All activities must be in an Eligible Market(s) and/or the Applicant's approved Target Market to satisfy the PG&Ms.
- Eligible Market is defined to mean (i) a geographic area meeting the requirements set forth in 12 C.F.R. § 1805.201(b)(3)(ii), or (ii) individuals that are Low-Income, African American, Hispanic, Native American, Native Hawaiian residing in Hawaii, Alaska Native residing in Alaska, or Other Pacific Islanders residing in American Samoa, Guam or the Northern Mariana Islands.

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 2021 CDFI RRP Application as well as those listed as Authorized Representatives in a Recipient's Organization Profile.
 - The e-mail will contain three attachments – the *Transmittal Letter*, *Instructions for Accessing and Signing the Assistance Agreements in AMIS*, and *Schedule 3: Certificate of Good Standing of the Assistance Agreement* – 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, AMIS@cdfi.treas.gov should be listed as a safe sender 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 email 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 4: Program Manager countersigns AA, payment processing begins



Step 5: Recipient receives email notification that countersigned AA cover page is available in AMIS



Step 6: Recipient receives initial payment

Assistance Agreement Timeline



- The CDFI Fund expects to make CDFI RRP Assistance Agreements available within two weeks of the award announcement date.
- A limited number of CDFI RRP Recipients may not receive their Assistance Agreements if their organization is experiencing noncompliance issues with previous CDFI Fund awards or allocations.

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; and
 - 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: DUNS Number: Employer Identification Number:
Address:	Announcement Date (Period of Performance Start Date): X/XX/2021
Applicable Program: CDFI Rapid Response Program (CDFI RRP) CFDA Number: 21.024 Date of Applicable NOFA: 2/26/2021	
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 CDFI RRP 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 CDFI RRP 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	{{AWARD_ORGANIZATION_NAME}}
By: Digitally Signed by on Authorized Representative: Title: Federal Award Date* Date:	By: Digitally Signed by on Authorized Representative:

(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



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 RRP Assistance	
Amount	
Initial Payment	

Amount of CDFI RRP Award

Initial Payment(s)

Note: All CDFI RRP awards will be in the form of a grant. There are no matching funds requirements.

Annual Reporting Requirements (Schedule 1-A)



Report

Description

Single Audit Report
(Non-profit Recipients, if applicable)

A Non-profit Recipient must complete an annual Single Audit pursuant to the Uniform Requirements (2 C.F.R. 200.501) if it expends \$750,000 or more in Federal awards in its fiscal year, or such other dollar threshold established by OMB pursuant to 2 C.F.R. 200.501. 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)

A Non-profit Recipient (including Insured Credit Unions and State-Insured Credit Unions) must submit an FSA report in AMIS.

If prepared, a Non-profit Recipient must submit a statement of financial condition audited or reviewed by an independent certified public accountant.

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.

Financial Statement Audit 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 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.

The Recipient must submit a TLR to the CDFI Fund.

Transaction Level Report (TLR)

If the Recipient is a Depository Institution Holding Company (DIHC) that deploys all or a portion of its CDFI RRP Assistance through its Subsidiary Insured Depository Institution, that Subsidiary Insured Depository Institution must also submit a TLR. Furthermore, if the DIHC itself deploys any portion of the CDFI RRP Assistance, the DIHC must submit a TLR.

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



Report

Description

Performance Progress Report (PPR)

Recipient must submit the Performance Progress Report to the CDFI Fund.

If the Recipient is a DIHC that deploys all or a portion of its CDFI RRP 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 CDFI RRP Assistance, the DIHC must submit a Performance Progress Report.

Uses of Award Report

Recipient must submit the Uses of Award Report to the CDFI Fund.

If the Recipient is a DIHC that deploys all or a portion of its CDFI RRP 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 CDFI RRP Assistance, the DIHC must submit a Uses of Award Report.

Annual Certification Report (ACR)

Recipient must submit the Annual Certification Report (ACR) to the CDFI Fund.

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

Transaction Level Report (TLR)

Six (6) months after the end of each year of the Period of Performance

Shareholders Report

Six (6) months after the end of each year of the Period of Performance

Performance Progress Report (PPR)

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

Note: CDFI RRP Recipients will be required to submit an interim Transaction Level Report, Performance Progress Report, and Uses of Award Report subsequent to their first fiscal year end (FYE) date after the CDFI RRP award announcement.

CDFI RRP Interim Reports



For example, a CDFI RRP Recipient with a 12/31 FYE would be required to submit interim reports by the following dates:

Report Type	Due Date
Single Audit Report (if applicable)	9/30/2022
Financial Statement Audit Report	6/30/2022
Transaction Level Report	6/30/2022
Performance Progress Report and Uses of Award Report	3/31/2022

Performance Goals & Measures (Schedule 1-C)



- PG&Ms are performance benchmarks that a Recipient must meet in order to remain in compliance with the Assistance Agreement.
- The PG&Ms will be measured annually during the Period of Performance (PoP).
 - The two-year Period of Performance begins with the date of the Award announcement and includes two full consecutive fiscal years after the date of the Award announcement.

Period of Performance: Recipient performance will be measured annually as delineated below:

Period of Performance		
	Start Date:	End Date:
Year 1 of Period of Performance		
Year 2 of Period of Performance		
Period of Performance End Date		

- Note: 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): PG&M 1-1 and PG&M 1-2



PG&M 1-1 or 1-2 applies to Applicants requesting more than the minimum Award size (\$200,000).

- Must close Financial Products in an Eligible Market and/or Target Market in the equivalent of:
 - 50% of the Award amount by the end of Year 1 of the PoP.
 - 70% of the Award amount by the end of the PoP.
- Native CDFIs that apply to serve Native Communities must close Financial Products in Native Communities in the equivalent of the respective percentages above (PG&M 1-2).
- An Awardee may satisfy this goal using the CDFI RRP Award or other available funds on its balance sheet.
- Transaction dollars used to satisfy CDFI RRP PG&Ms may not be double-counted toward CDFI/NACA Program FA lending-based PG&Ms.

Sample Performance Goals & Measures (Schedule 1-C): PG&M 1-1



Goal and Measure Numbers	Description								
[1-1]	<p>Close Financial Products in an Eligible Market(s) and/or in an approved Target Market: At the end of each year of the Period of Performance, the Recipient must have closed Financial Product(s) in an Eligible Market(s) and/or in the Recipient's approved Target Market in an amount equal to or greater than: 50% of the total CDFI RRP Assistance amount by the end of Year 1 of the Period of Performance and 70% of the total CDFI RRP Assistance amount by the end of Year 2 of the Period of Performance. The Recipient may satisfy this goal using the CDFI RRP Assistance or other available funds on its balance sheet. <u>Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award.</u></p> <p>Benchmarks:</p> <table border="1" data-bbox="1136 948 1479 1199"> <thead> <tr> <th data-bbox="1136 948 1319 1039">Dollar Amount (\$)</th> <th data-bbox="1319 948 1479 1039">% of Total CDFI RRP Assistance</th> </tr> </thead> <tbody> <tr> <td data-bbox="1136 1039 1319 1076">Total dollar amount of CDFI RRP Award:</td> <td data-bbox="1319 1039 1479 1076"></td> </tr> <tr> <td data-bbox="1136 1076 1319 1139">Period of Performance, Year 1 benchmark (50%):</td> <td data-bbox="1319 1076 1479 1139">50%</td> </tr> <tr> <td data-bbox="1136 1139 1319 1199">Period of Performance, Year 2 benchmark (70%):</td> <td data-bbox="1319 1139 1479 1199">70%</td> </tr> </tbody> </table>	Dollar Amount (\$)	% of Total CDFI RRP Assistance	Total dollar amount of CDFI RRP Award:		Period of Performance, Year 1 benchmark (50%):	50%	Period of Performance, Year 2 benchmark (70%):	70%
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Total dollar amount of CDFI RRP Award:									
Period of Performance, Year 1 benchmark (50%):	50%								
Period of Performance, Year 2 benchmark (70%):	70%								

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

Description of PG&M

Note: Financial Products reported under any PG&M for a CDFI/NACA Program award may not be used to satisfy a CDFI RRP award!

Applicable Benchmarks

Sample Performance Goals & Measures (Schedule 1-C): PG&M 1-2



<p>[1-2]</p>	<p>Close Financial Products in a Native Community: At the end of each year of the Period of Performance, the Recipient must have closed Financial Product(s) in a Native Community in an amount equal to or greater than: 50% of the CDFI RRP Assistance amount by the end of Year 1 of the Period of Performance and 70% of the total CDFI RRP Assistance amount by the end of Year 2 of the Period of Performance. The Recipient may satisfy this goal using the CDFI RRP Assistance or other available funds on its balance sheet. <u>Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award.</u></p> <p>Benchmarks:</p> <table border="1"> <thead> <tr> <th>Dollar Amount (\$)</th> <th>% of Total CDFI RRP Assistance</th> </tr> </thead> <tbody> <tr> <td>Total dollar amount of CDFI RRP Award:</td> <td></td> </tr> <tr> <td>Period of Performance, Year 1 benchmark (50%):</td> <td>50%</td> </tr> <tr> <td>Period of Performance, Year 2 benchmark (70%):</td> <td>70%</td> </tr> </tbody> </table>	Dollar Amount (\$)	% of Total CDFI RRP Assistance	Total dollar amount of CDFI RRP Award:		Period of Performance, Year 1 benchmark (50%):	50%	Period of Performance, Year 2 benchmark (70%):	70%
Dollar Amount (\$)	% of Total CDFI RRP Assistance								
Total dollar amount of CDFI RRP Award:									
Period of Performance, Year 1 benchmark (50%):	50%								
Period of Performance, Year 2 benchmark (70%):	70%								

Description of PG&M

Note: Financial Products reported under any PG&M for a CDFI/NACA Program award may not be used to satisfy a CDFI RRP award!

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

Applicable Benchmarks

Performance Goals & Measures (Schedule 1-C): PG&M 2-1



- PG&M 2-1 applies to all Recipients.
- Recipients must expend their Award in the following manner:
 - 90% of the initial payment* amount within Year 1 of the PoP.
 - 100% of the entire Award by the end of the PoP.

* The initial payment was provided by the Recipient in the Application in AMIS.

Sample Performance Goals & Measures (Schedule 1-C): PG&M 2-1



<p>2-1</p> <p>Applicable</p>	<p>Deployment of the CDFI RRP Assistance: At the end of the first year of the Period of Performance, the Recipient must expend 90% of the initial payment of CDFI RRP Assistance, and by the Period of Performance End Date, the Recipient must expend 100% of the CDFI RRP Assistance amount pursuant to Section 3.7 of Schedule 2 (General Award Terms and Conditions) in an Eligible Market(s) and/or in the Recipient's approved Target Market, as applicable.</p> <p>Benchmarks:</p> <table border="1"> <thead> <tr> <th></th> <th>% of Total CDFI RRP Assistance</th> <th>Dollar Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>Period of Performance, Year 1</td> <td>90% of initial payment</td> <td></td> </tr> <tr> <td>Period of Performance End Date</td> <td>100% of CDFI RRP Assistance</td> <td></td> </tr> </tbody> </table>			% of Total CDFI RRP Assistance	Dollar Amount (\$)	Period of Performance, Year 1	90% of initial payment		Period of Performance End Date	100% of CDFI RRP Assistance	
	% of Total CDFI RRP Assistance	Dollar Amount (\$)									
Period of Performance, Year 1	90% of initial payment										
Period of Performance End Date	100% of CDFI RRP Assistance										

Description of PG&M

PG&M 2-1 will be applicable to all CDFI RRP Assistance Agreements.

Applicable Benchmarks

This table will be populated with New Geographic Area(s) and corresponding FIPS codes.

Presentation Topics



Assistance Agreement Overview

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Other Important Assistance Agreement Information

Authorized CDFI RRP Activities

Making Changes to an Assistance Agreement

General Award Terms and Conditions (Schedule 2): 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).
 - Maintain compliance with terms and conditions of any prior award and/allocation from the CDFI Fund.
 - Maintain accurate banking information in the System for Award Management (SAM). **SAM information must be updated every six (6) months!**
 - 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.

Depository Institution Holding Company (DIHC) Recipients



- DIHC Recipients that deploy a CDFI RRP award through a Subsidiary CDFI Insured Depository Institution, must use the award funds to capitalize the Subsidiary CDFI Insured Depository Institution to carry out Authorized CDFI RRP Activities.
- The name and Employer Identification Number (EIN) of the Subsidiary CDFI Insured Depository Institution that will carry out the award activities will be included in the Assistance Agreement.

Depository Institution Holding Company (DIHC) Recipients Cont'd



- The DIHC Recipient must ensure that the transfer of funds to the Subsidiary CDFI Insured Depository Institution meets the requirements described in section 200.331 of the Uniform Requirements.
- DIHC Recipients should consult their regulators to determine if a CDFI RRP award that a DIHC passes through to a Subsidiary CDFI may be considered Tier 1 capital.

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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Authorized CDFI RRP Activities



- Recipients must use an Award only for Eligible Activities.
- These Uses of Award must occur in the following Eligible Lines of Business:
 - Commercial Real Estate, Small Business, Microenterprise, Community Facilities, Consumer Financial Products, Consumer Financial Services, Commercial Financial Products, Commercial Financial Services, Affordable Housing, Intermediary Lending to Non-Profits and CDFIs, and other lines of business as deemed appropriate by the CDFI Fund.

Authorized CDFI RRP Activities



- All CDFI RRP Eligible Activities must be in an Eligible Market(s) and/or the Applicant's approved Target Market.
- 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 ineligible activity.

Authorized CDFI RRP Activities



- Eligible Activities - Five (5) categories supporting the provision of financial products and services:^{*}
 - Financial Products – All Institution Types.
 - Financial Services – Regulated Institutions only.
 - Loan Loss Reserves – All Institution Types.
 - Development Services – All Institution Types.
 - Capital Reserves – Regulated Institutions only.

^{*} These Eligible Activities must occur in an Eligible Market(s) or the Applicant's approved Target Market(s).

Authorized CDFI RRP Activities



- Eligible Activities - In addition, the greater of \$200,000 or 15% of the grant may be used in the following seven (7) categories supporting operations:
 - Compensation – Personal Services
 - Compensation – Fringe Benefits
 - Professional Service Costs
 - Travel Costs
 - Training and Education Costs
 - Equipment
 - Supplies

Authorized CDFI RRP Activities



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

General Award Terms and Conditions (Schedule 2)



- Indirect Costs as described in section 200.1 of 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 Financial Products, 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.
- Recipients may not use any Assistance received for the prohibited activities set forth in 2 CFR 200.216, Prohibition on certain telecommunications and video surveillance services and equipment.

Authorized Activity Questions



- If you want to spend award funds on something that does not fit into the previously mentioned Authorized Activities categories, or if you are unsure, please consult the Uniform Requirements, Part 200. (2 CFR 200).
 - Cost principles are found in Subpart E.
 - Contact the CDFI Fund **before** expending funds if you have questions (contact information is available at the end of the presentation).
 - Recipients are responsible for funds expended on unallowable activities.

Presentation Topics



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Making Changes to an Assistance Agreement



- Before an Assistance Agreement has been executed, Recipients have the opportunity to request a modification to their Assistance Agreement.
 - Modifications must be requested by submitting a Service Request and completing the Request Change form in AMIS.
- In accordance with Section 7.9 of Schedule 2 of the Assistance Agreement, a Recipient may request an Amendment after their Assistance Agreement has been executed.
 - Amendments requests must be submitted via a Service Request in AMIS.
- 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.

Making Changes to an Assistance Agreement



- The CDFI Fund will only consider modifications to initial payments or award amounts. PG&Ms 1-1 and 1-2 may not be modified.
- The following can be done without an amendment:
 - Transferring funds between Authorized Activities.
 - Changing the name of the organization by submitting a Service Request in AMIS with supporting documentation attached.

Additional Presentations



- Continue to monitor the CDFI RRP section of the CDFI Fund's [website](#) in order to access additional guidance and webinars regarding the FY 2021 CDFI RRP Assistance Agreements.

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 viewing!