

BANK ENTERPRISE AWARD PROGRAM

BRANCH HOURS

Monday - Thursday

9:00am - 4:00pm

Friday

9:00am - 5:00pm

Closed

BEA PROGRAM



APPLICATION INSTRUCTIONS

OMB Approval No. 1559-0005

CDFI Form: CDFI-0002

Paperwork Reduction Act Notice

This submission requirements package is provided to Applicants for Awards under the Bank Enterprise Award Program. The estimated average burden associated with this collection of information is 80 hours per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Department of the Treasury, Community Development Financial Institutions Fund, 1500 Pennsylvania Ave. N.W. Washington, DC 20220.

Catalog of Federal Domestic Assistance Number: 21.021

The CDFI Fund is an equal opportunity provider.

Any information contained in this collection, including any attachments or supplements hereto, is subject to disclosure to law enforcement agencies for law enforcement purposes.

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INTRODUCTION

The Bank Enterprise Award Program (BEA Program) complements the community development activities of banks and thrifts (collectively referred to as Depository Institutions for purposes of this Application), by providing financial incentives to expand investments in CDFIs and to increase lending, investment, and service activities within the most economically Distressed Communities. Providing monetary awards for increasing community development activities leverages the CDFI Fund's dollars and puts more capital to work in Distressed Communities throughout the nation.

The CDFI Fund expects to award up to \$40 million for the FY 2024 BEA Program funding round. The CDFI Fund reserves the right to award in excess of this amount, provided that the appropriated funds are available. The minimum award size will be \$10,000. The CDFI Fund reserves the right to impose a maximum award amount; however, under no circumstances will an award be higher than \$1 million for any Award Recipient.

Capitalized terms (other than titles) are defined in the BEA Program Regulations (12 C.F.R. Part 1806), the FY 2024 Notice of Funds Availability (NOFA), the FY 2024 BEA Program Application Instructions, the FY 2024 BEA Program Frequently Asked Questions, or the FY 2024 BEA Program Glossary. All of these documents can be downloaded from the CDFI Fund's website at [FY 2024 BEA Application Materials](#). Certain terms used throughout the Application have meanings unique to the BEA Program. The CDFI Fund encourages each Applicant to review the BEA Program Regulations, NOFA, and the BEA Supplemental Guidance to be familiar with these meanings, as well as other program requirements.

APPLICATION ELIGIBILITY FACTORS

FDIC-Insured Depository Status

The legislation authorizing the BEA Program specifies that eligible Applicants for the BEA Program must be Insured Depository Institutions, as defined in 12 U.S.C. §1813(c)(2). As set forth in the applicable NOFA, for the FY 2024 BEA Program Application, an Applicant must have been FDIC-insured as of the first day of the Baseline Period (January 1, 2022) and maintain its FDIC-insured status at the time of the Application submission to be eligible for consideration for a BEA Program Award. The Depository Institution Holding Company of an Insured Depository Institution may not apply on behalf of an Insured Depository Institution. Applications received from Depository Institution Holding Companies will be considered ineligible.

CDFI Certification Status

Although Certified CDFI and non-Certified CDFI Applicants (that are FDIC-Insured Depository Institutions) may apply for an FY 2024 BEA Program Award, award funding is prioritized for Certified CDFIs. For the FY 2024 funding round, an eligible Certified CDFI Applicant must be one of the following: 1) an Insured Depository Institution that was Certified as a CDFI as of December 31, 2023 (end of Assessment Period) and remains Certified as a CDFI at the time BEA Program Awards are announced; or 2) an Insured Depository Institution that submitted a Certification Application by **May 28, 2024** and has been Certified as a CDFI at the time BEA Program Awards are announced. Please note that additional information on the CDFI Certification requirements can be found at: www.cdfifund.gov/cdficert.

The Applicant's CDFI certification status is displayed in AMIS on its organization detail page. If the Applicant believes the certification status displayed is inaccurate, the Applicant should contact the CDFI Fund's Office of Certification Policy and Evaluation by submitting an AMIS Service Request.

CDFI Program Award Status

As stated in the FY 2024 BEA Program NOFA, no CDFI Program Applicant may receive an FY 2024 BEA Program Award if it meets any of the following criteria: (1) an application currently pending for assistance under the CDFI Program; (2) been awarded assistance from the CDFI Fund under the CDFI Program within the 12-month period prior to the Federal Award Date (expected in fall of 2024); (3) ever received assistance under the CDFI Program based on the same activities during the same period (i.e. Baseline and Assessment Periods) for which it is seeking a FY 2024 BEA Program Award; or (4) ever received assistance from another CDFI Fund program or federal program based on the same activities during the same period for which it is seeking a FY 2024 BEA Program Award.

Prior CDFI Fund Award Recipients or Allocatees

The FY 2024 BEA Program NOFA includes specific eligibility requirements generally applied to Applicants that are prior Award Recipients or Allocatees under other CDFI Fund programs. These requirements are summarized below.

Pending resolution of noncompliance or default

If an Applicant (or Affiliate of an Applicant) that is a prior Award Recipient or Allocatee under any CDFI Fund program: (i) Has demonstrated it has been in noncompliance or default with a previous assistance agreement, award agreement, allocation agreement, bond loan agreement, or agreement to guarantee and (ii) the CDFI Fund has yet to make a final determination as to whether the entity is in noncompliance with or default of its previous agreement, the CDFI Fund will consider the Applicant's Application under this NOFA pending full resolution, in the sole determination of the CDFI Fund, of the noncompliance or default.

Noncompliance OR Default Status

The CDFI Fund will not consider an Application submitted by an Applicant that is a prior CDFI Fund award Recipient or Allocatee under any CDFI Fund program if, as of the Application deadline in the NOFA, (i) the CDFI Fund has made a final determination in writing that such Applicant (or Affiliate of such Applicant) is in noncompliance with or default of a previously executed assistance agreement, award agreement, allocation agreement, bond loan agreement, or agreement to guarantee, and (ii) the CDFI Fund has provided written notification that such entity is ineligible to apply for or receive any future CDFI Fund awards or allocations. Such entities will be ineligible to submit an Application for such time period as specified by the CDFI Fund in writing.

The CDFI Fund will not consider any Applicant that has defaulted on a loan from the CDFI Fund within five years of the Application deadline.

Transactions Funded with Award Proceeds from Another CDFI Fund program/Federal Programs

A BEA Program Applicant may not submit as Qualified Activities any transactions funded with Award proceeds from another CDFI Fund program or other federal programs.

OVERVIEW OF BEA PROGRAM AND APPLICATION REQUIREMENTS

Actual Award Amount

The CDFI Fund will determine the eligibility of each transaction submitted by the Applicant for consideration in its FY 2024 BEA Program Application. Based upon this review, the CDFI Fund will calculate the Award Amount for which the Applicant is eligible. The CDFI Fund will determine actual Award Amounts based upon the availability of funds, increase in Qualified Activities from the Baseline Period to the Assessment Period, the CDFI Certification status of the Applicant, and the total assets of an Applicant. In some cases, the actual Award Amount calculated by the CDFI Fund may differ from the estimated Award Amount requested by the Applicant.

If the CDFI Fund determines an Applicant is eligible to receive an Award for Qualified Activities in more than one category, the CDFI Fund will combine the Award Amounts into a single BEA Program Award.

Baseline Period Activities

Qualified Activities undertaken during the Baseline Period must have occurred between January 1, 2022, and December 31, 2022. Qualified Activities during the Baseline Period are required to either be related to Certified CDFIs or to businesses and residents located in a Distressed Community and meet all applicable eligibility requirements specified in the BEA Interim Rule (12 C.F.R. Part 1806), the FY 2024 BEA Program NOFA, and the FY 2024 BEA Program Application Instructions. Applicants are not required to submit documentation for Baseline Period Qualified Activities.

Assessment Period Activities

Qualified Activities undertaken during the Assessment Period must have occurred between January 1, 2023 and December 31, 2023. Qualified Activities during the Assessment Period are required to either be related to Certified CDFIs or to businesses and residents located in a Distressed Community and meet all applicable eligibility requirements specified in the BEA Interim Rule (12 C.F.R. Part 1806), the FY 2024 BEA Program NOFA, and the FY 2024 BEA Program Application Instructions. Except for Distressed Community Financing Activities of less than \$250,000, Applicants must submit the required documentation for Assessment Period Activities.

CDFI Partners

An eligible CDFI Partner is an organization that: (1) has received assistance to in the form of CDFI Related Activities provided by an unaffiliated Applicant; and (2) was a Certified CDFI at the time assistance was provided. CDFI Partners that receive CDFI Support Activities from an Applicant must be Integrally Involved in a Distressed Community. Applicants will be required to certify that all CDFI Partners receiving CDFI Support Activities from an Applicant meet the definition of Integrally Involved as stated in the FY 2024 BEA Program NOFA.

To meet this requirement, Applicants must provide evidence that each CDFI Partner that has received CDFI Support Activities is Integrally Involved in a Distressed Community by submitting the “Integral

Involvement Form for CDFI Support Activities” (see Appendix 1) for each CDFI Support Activities transaction included in the Application. This form is available on [Step 1: Apply](#) of the BEA Program’s public website. CDFI Partners may reference Appendix 2: Examples of Integral Involvement in the FY 2024 BEA Application FAQs for determining whether it is Integrally Involved in one or more BEA Distressed Communities. Proof of Integral Involvement can be obtained from the CDFI Partner at the time the transaction is closed (or after) and must be submitted as supporting documentation by the Applicant.

Distressed Communities Eligibility Data

FY 2024 BEA Program Applicants must use the 2016-2020 American Community Survey Distressed Communities Eligibility data provided by the CDFI Fund to determine if Qualified Activities occurred in Distressed Communities during the Baseline Period and Assessment Period. The data is available in [tabular format](#) on the CDFI Fund’s website and in an interactive format in the [CDFI Fund’s Information Mapping System \(CIMS\)](#). Both data sources allow users to determine if the census tract is also located in a Persistent Poverty Community (PPC).

Per the BEA Program Interim Rule defines a distressed community as a geographic area where:

- At least 30% of the Eligible Residents have incomes that are less than the national poverty level; and
- Unemployment rate is at least 1.5 times greater than the national average.

Additionally, the geographic area must:

- Have total population of not less than 4,000 if any portion of the area is located within a Metropolitan Statistical Area (MSA) with a population of 50,000 or greater; or
- A population of not less than 1,000 if no portion of the area is located within a MSA with a population of 50,000 or greater; or

A geographic area located entirely in an Indian Reservation is also considered a BEA distressed community.

1. CDFI Fund’s Information Mapping System (CIMS)

Applicants can refer to the CDFI Information Mapping System (CIMS) manual on the for guidance on determining the BEA Program Eligibility of the census tracts. Applicants may use CIMS to geocode the address and determine the BEA Program Eligibility of the census tract. Applicants that use CIMS to determine whether a census tract is in an area that meets the PPC criteria will see the result as a “Yes” or “No” in the ‘Persistent Poverty County’ field.

2. Tabular BEA Program Eligibility Data

Applicants with an 11-digit census tract number have the option to use the tabular BEA Program Eligibility Data located on the CDFI Fund’s public website. The data indicates whether a BEA eligible census tract is designated as a PPC. Applicants are advised that if they elect to make a PPC commitment, the PPC designation is in addition to, and not in lieu of, statutory BEA Program Distressed Community Eligibility. The 2016-2020 American Community Survey (ACS) tabular

Distressed Communities Eligibility data can be accessed by using the following link: [BEA Program Updated Eligibility 2016-2020 ACS Data](#).

Contiguity Determinations for Partially Qualified Census Tracts

- The BEA Program provides flexibility for partially qualified census tracts that do not individually meet minimum statutory eligibility requirements to be considered eligible if, when combined with one or more directly contiguous census tracts, minimum statutory eligibility requirements are collectively met. Applicants that use CIMS to determine whether a partially qualified census tract qualifies for BEA based on contiguity will see the result as a “Yes” or “No” in the ‘Qualified Based on Contiguity’ field.
- Applicants using the tabular data will see a column that displays a “Yes” or “No” to indicate whether a partially qualified census tract qualifies based on contiguity.

Low- and Moderate-Income Resident Determination

Applicants can also use either CIMS or the tabular data to determine whether a census tract meets the Low- and Moderate-Income Resident requirement. Applicants should use the Median Family Income data for the census tract as a proxy for determining whether their borrowers meet BEA Program Low- and Moderate-Income Resident requirements. Per the Interim Rule, Low- and Moderate-Income means borrower’s income does not exceed 80% of the area median income per the U.S. Census Bureau data.

Persistent Poverty Counties¹

The CDFI Fund’s appropriation² requires that at least 10% of BEA Program funds be used for Awards that support investments that serve populations living in Persistent Poverty Counties (PPCs). In order to meet this requirement, FY 2024 BEA Program Applicants will be required to indicate the percentage of the Estimated BEA Program Award the Applicant commit to deploying in Distressed Communities which are also defined as a PPC.

Because the CDFI Fund must ensure this Congressional mandate is met, these commitments will be considered when making Award decisions. If the CDFI Fund should determine, upon initial analysis of the pool of Award Recipients, the 10% PPC requirement has not been met, preference will be given to Applicants committed to deploying at least 10% of their BEA Program Award to PPCs.

The Persistent Poverty Counties data can be accessed by using the following link as well as through CIMS and the Distressed Community Eligibility Data: https://www.cdfifund.gov/sites/cdfi/files/2023-03/PPC_2020_ACS_Jan20_2023.xlsx.

¹ The term “Persistent Poverty County” means any county, including county equivalent areas in Puerto Rico, that has had 20% or more of its population living in poverty over the past 30 years, as measured by the 1990, 2000, and 2020 decennial censuses and the 2016-2020 5-year data series available from the American Community Survey of the Census Bureau or any other territory or possession of the United States that has had 20% or more of its population living in poverty over the past 30 years, as measured by the 1990, 2000, 2010 and 2020 Island Areas Decennial Censuses, or equivalent data of the Bureau of the Census.

² Consolidated Appropriations Act, 2024 (Public Law Number 118-42)

Applicants that commit to serving PPCs and are selected to receive an FY 2024 BEA Program Award, will have their PPC commitment incorporated into their Award Agreement as a Performance Goal and will be subject to compliance and reporting requirements. The BEA Program Eligibility Data (in tabular or within CIMs) indicates whether a census tract also meets “Persistent Poverty County” criteria. Applicants are strongly encouraged to review the BEA Program Eligibility Data prior to making a Persistent Poverty County commitment.

Compliance and Reporting Requirements

All BEA Program Award Recipients are required to use their BEA Program Award for additional BEA Qualified Activities. All BEA Program Award Recipients are subject to compliance and reporting requirements. Compliance and reporting requirements will be included as terms and conditions of the Award Agreement and made contingent to receive the Award. Reports are due 90 days from the end of the Period of Performance, as specified in the Recipient’s Award Agreement.

BEA PROGRAM APPLICATION COMPONENTS

There are three separate components to the BEA Program Application:

1. The **Standard Form-424 (SF-424)** (*submitted through Grants.gov*). This form is required to be submitted in Grants.gov by the applicable deadline in the NOFA. Applicants will not be able to submit their BEA Program Application without submitting the SF-424 by the deadline. All Applicants must first have an active System for Awards Management (SAM) account to submit the SF-424 via Grants.gov.
2. The **Title VI Compliance Worksheet** (*submitted through AMIS*). The Title VI Compliance Worksheet is a **new CDFI Fund requirement** and must be submitted via AMIS by the applicable deadline in the NOFA. Applicants must be compliant with federal civil rights requirements to be eligible to receive federal financial assistance awards from the CDFI Fund. The CDFI Title VI Compliance Worksheet Training Manual and additional information regarding this requirement is available on the CDFI Fund website: [Title VI Compliance Worksheet Training Manual](#).
3. The **BEA Program Application** (*submitted through AMIS*). The BEA Program Application contains the organization's responses and transactions and must be submitted through the CDFI Fund's Awards Management Information System (AMIS) by the applicable deadline in the NOFA. The BEA Program Application will ask for information about the organization and award use, such as the asset size, Baseline Period Activities, Persistent Poverty County commitment, transaction data, supporting documentation, etc.

Application Materials

Applicants are strongly encouraged to review all BEA Program Application materials on the CDFI Fund's website. Applicants should closely review the FY 2024 BEA Program NOFA for eligibility, key deadlines, and other requirements for BEA Program Applicants. The CDFI Fund may add Application materials to the website on a rolling basis. Please note that some Application materials may be posted after the release date of the NOFA and Application.

Application Submission Requirements and Deadlines

The submission deadlines for the FY 2024 Application are published in the NOFA and reproduced in Table 2 below. Please note the **different submission deadlines** for materials that must be submitted electronically through Grants.gov and those that must be submitted through AMIS.

Application Components

A complete FY 2024 BEA Program Application must include submission of each part listed in the table below:

Table 1 – Application Components

| Application Component | Submission Method | Required? |
|---|--------------------------------------|---|
| <p>SF-424 Mandatory Form (Application for Federal Assistance):</p> <ul style="list-style-type: none"> All Applicants are required to have an active System for Award Management (SAM) account to submit the SF-424 through Grants.gov. By completing the SF-424, Applicants are certifying to the BEA Program Assurances and Certifications provided in Appendix 3 of this document. The Assurances and Certifications document is provided for review and reference purposes and does not need to be submitted separately through Grants.gov. | Submit electronically via Grants.gov | Required for All Applicants |
| <p>CDFI Fund Title VI Compliance Worksheet: All Applicants applying for a BEA Program Award are required to submit a CDFI Fund Title VI Compliance Worksheet to the CDFI Fund once per calendar year.</p> | Submit electronically via AMIS | Required annual submission for All Applicants |
| <p>BEA Program AMIS Application Includes Applicant’s responses to Application questions, transaction level data, attachments, Assurances and Certifications, Environmental Review Form, etc.</p> | Submit electronically via AMIS | Required for All Applicants |

Application Submission Deadlines

The submission deadlines for the FY 2024 Application are listed in Table 2 below. Please note the different submission deadlines for materials that must be submitted through Grants.gov and those that must be submitted through AMIS.

Table 2- FY 2024 BEA Program Funding Round Deadlines

| Description | Deadline | Time (Eastern Time – ET) | Submission Method |
|---|---------------|--------------------------|--|
| SF-424 Mandatory Form | May 28, 2024 | 11:59 p.m. ET | Electronically via Grants.gov |
| Create an AMIS Account (if the Applicant does not already have one) | May 28, 2024 | 11:59 p.m. ET | Electronically via AMIS |
| Enter EIN and UEI number in AMIS Account | May 28, 2024 | 11:59 p.m. ET | Electronically via AMIS |
| Submit the Title VI Compliance Worksheet | June 25, 2024 | 11:59 p.m. ET | Electronically via AMIS |
| Submit the BEA Program AMIS Application | June 25, 2024 | 11:59 p.m. ET | Electronically via AMIS |

Submission Requirements

GRANTS.GOV AND SAM.GOV: The SF-424 for the Application must be submitted through Grants.gov prior to the Application being submitted through AMIS. Applicants must first have an active System for Awards Management (SAM) account in order to submit the SF-424 via Grants.gov. Each Applicant is advised to first ensure that its SAM account is **active and valid** before beginning its preparation of the other Application materials. The SAM website is: www.SAM.gov.

1. Please be advised that, to register in SAM.gov, an Applicant must have a current and valid Unique Entity Identifier (UEI) number and Employer Identification Number (EIN). The CDFI Fund advises Applicants to allow sufficient time to obtain this information. A UEI number is required for SAM registration and for Grants.gov submission. Additionally, when accessing SAM.gov, users will be asked to create a login.gov user account (if they don't already have one). Going forward, users will use their login.gov username and password every time when logging into SAM.gov.
2. If the Applicant does not currently have an active SAM registration, an original signed notarized letter identifying the authorized Entity Administrator for the entity associated with the UEI number is required by SAM and must be mailed to the Federal Service Desk. This requirement is applicable to new entities registering in SAM, as well as existing entities with registrations being updated or renewed in SAM. It may take three weeks or more to register with SAM or reactivate a SAM registration, so Applicants should allow ample time to complete the entire registration and submission process well in advance of the SF-424 submission deadline.

3. Applicants unable to submit their SF-424 via Grants.gov by the deadline due to failure to obtain a UEI number and/or SAM registration confirmation will not be allowed to submit the SF-424 after the deadline has passed.

If the SF-424 is not successfully submitted and validated by Grants.gov by the deadline in Table 3 above, the Applicant will not be able to submit materials in AMIS and the Application will be deemed ineligible. Thus, Applicants are strongly encouraged to submit the SF-424 as early as possible in the Grants.gov portal since submission issues may impact the ability to submit the overall Application.

If an Applicant has any questions related to the registration or submission process in Grants.gov or SAM.gov, it should contact these systems directly. Contact information can be found on their websites. The CDFI Fund does not manage Grants.gov or SAM.gov and is unable to respond to any questions related to these systems.

Note: The SF-424 must be successfully submitted and validated by the deadline in order to submit an AMIS Application. However, the SF-424 is only one part of the Application package. If an Applicant does not submit the required materials in AMIS by the AMIS Application deadline, its SF-424 Application will be deemed incomplete, and the Applicant will not be considered for an FY 2024 BEA Program Award.

AWARDS MANAGEMENT INFORMATION SYSTEM (AMIS): Each Applicant must register as an organization in AMIS by the deadline in Table 3 above. Applicants who fail to register as an organization in AMIS by the posted deadline will be deemed ineligible. Additional guidance on creating an AMIS account can be found on the AMIS Homepage: <https://amis.cdfifund.gov/s/AMISHome>.

Each Applicant must also submit the required Application materials through the AMIS portal by the deadline in Table 3. In order to submit the required Application materials, the Authorized Representative and Application point(s) of contact must be listed as “Contacts” in the Applicant’s AMIS account. The Authorized Representative must also be a “user” for the Applicant in AMIS and must electronically sign the Application prior to submission through AMIS. An Applicant that fails to properly register and update its AMIS account may miss important communications from the CDFI Fund or fail to submit its Application successfully.

Consultants completing Applications on behalf of Applicants are not permitted to be Authorized Representatives in AMIS.

Ensuring that the Application Package Is Complete

A complete Application package is one that includes all required materials listed in Table 2 above. If the Applicant fails to submit either the SF-424 Mandatory Form through Grants.gov, register their organization(s) in AMIS, enter their EIN and UEI number in AMIS, complete and attach a Title VI Compliance Worksheet, or submit the BEA Program Online Application through AMIS by the required deadlines, the CDFI Fund will not accept the Application.

Contacting the CDFI Fund, SAM, and Grants.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 June 21, 2024 (two business days before the AMIS Application deadline). The CDFI Fund will not respond to phone calls, program-related Service Requests, or email inquiries that are

received after 5:00 p.m. ET on June 21, 2024. The CDFI Fund will respond to technical issues related to AMIS through 5:00 p.m. ET on June 25, 2024. Please note that these phone numbers are not toll-free numbers.

Table 3 – CDFI Fund Contact Information

| Area | Topic | Phone | Email |
|---|--|--------------|--|
| BEA Program | How to complete Application materials. | 202-653-0300 | Submit a Service Request in AMIS (preferred) or email bea@cdfi.treas.gov |
| CDFI Certification | Status of CDFI Certification. | 202-653-0423 | Submit a Service Request in AMIS (preferred) or email ocpecert@cdfi.treas.gov |
| Compliance Monitoring and Evaluation | Status of compliance with other awards and allocation agreements, including outstanding reports. | 202-653-0423 | Submit a Service Request in AMIS (preferred) or email ccme@cdfi.treas.gov |
| IT Support | Technical issues related to the CDFI Fund’s Award Management Information System (AMIS). | 202-653-0422 | Submit a Service Request in AMIS (preferred) or email AMIS@cdfi.treas.gov |

- For questions regarding completion of the Application materials, the preferred electronic method of contact with the BEA Program Office is to submit a Service Request (SR) within AMIS. For the SR, select “BEA Program” from the Program drop down menu of the Service Request.
- For Compliance & Reporting related questions, the preferred electronic method of contact is to submit a Service Request (SR) within AMIS. For the SR, select “Compliance and Reporting” from the Program drop down menu of the Service Request.
- For Information Technology support, the preferred method of contact is to submit a Service Request (SR) within AMIS. For the SR, select “Technical Issues” from the Program drop down menu of the Service Request.
- The CDFI Fund does not add or modify contact information for users in AMIS. For instructions on how to Add/Update Contacts, Assign a Profile to a Contact, Add/Update Program Profiles, Add/Update Affiliates and Updating/Creating SAM Data, please refer to ‘the ‘Getting Started – Navigating AMIS Training Manual’ available at the CDFI Fund website at: <https://amis.cdfifund.gov>. If you need to delete a contact, please submit an AMIS Service Request.
- If an Applicant has any questions related to the registration or submission process in Grants.gov or SAM.gov, it should contact these systems directly. Contact information can be found on their websites. The CDFI Fund does not manage Grants.gov or SAM.gov and is unable to respond to any questions related to these systems.

Table 4 – Contacting SAM and Grants.gov

| System | Website | Phone | Email |
|---|---|--------------|--|
| System for Awards Management (SAM) | https://www.sam.gov | 866-606-8220 | See website |
| Grants.gov | https://www.grants.gov | 800-518-4726 | support@grants.gov |

Service Requests

A Service Request is the preferred way to contact the CDFI Fund regarding your Application. To submit a Service Request, you need an AMIS user account. Log into AMIS and click on “Service Requests” tab on the top; then, click on “Create New Service Request” button. For a BEA Program Application question, select “SDLP/BEA” for the program and clearly state the topic in the subject line. For a CDFI Certification question, select “Certification.” For a Compliance question, select “Compliance & Reporting.” For Information Technology, select “Technical Issues.” Failure to select the appropriate program for the Service Request could result in a delayed response to your question.

Grants.Gov: Grants Application (SF-424 Mandatory Form) Instructions

In accordance with federal regulations, the CDFI Fund requires Applicants to submit the initial component of their FY 2024 BEA Program Application using the Grants.gov portal, the official website for federal grant information and Applications. The Grants.gov registration process alone can take several days to complete. Contact the Grants.gov support staff if you have any questions about the process. The Grants.gov help desk can be reached at 1-800-518-4726 or via email at support@grants.gov. If you experience any technical difficulties submitting the (SF)-424 form via Grants.gov, do not contact the CDFI Fund. Contact the Grants.gov help desk instead.

The only component of the BEA Program Application submitted via Grants.gov is the Standard Form (SF)-424 Mandatory Form. The SF-424 Mandatory Form (SF-424) is required for all Applicants. Electronically signing and submitting the SF-424 Mandatory Form certifies that the Applicant attests that the information in its BEA Program Application is true, complete, and accurate, and also certifies that the Applicant complies with the Assurances and Certifications. The Assurances and Certifications are provided in Appendix 3 of this document. Details for completing the SF-424 Mandatory Form are provided below.

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

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

Match your UEI and EIN Numbers

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

Required Fields on the SF-424

Only the fields highlighted in yellow on the form in Grants.gov are required for submission. These fields are also marked as “Required” in Table 6 below. The Instructions column in Table 6 provides instructions on how BEA Program Applicants should complete their SF-424 Mandatory Form for submission through Grants.gov.

Table 6 – SF-424 Mandatory Form Instructions & Field Descriptions

| Field | Required | Instructions |
|--|-----------------|--|
| 1.a. Type of Submission: | Yes | “Application” is automatically selected. |
| 1.b. Frequency: | Yes | “Annual” is automatically selected. |
| 1.c. Consolidated Application/Plan/Funding Request: | Yes | “No” is automatically selected. |
| 1.d. Version: | Yes | “Initial” is automatically selected. |
| 2. Date Received: | Yes | Automatically filled by the system upon submission—no entry necessary. |
| 3. Applicant Identifier: | No | Not Applicable—leave blank. |
| 4.a. Federal Entity Identifier: | No | Not Applicable—leave blank. |
| 4.b. Federal Award Identifier: | No | Not Applicable—leave blank. |
| 5. Date Received by State: | No | State use only: Not Applicable—leave blank. |
| 6. State Application Identifier: | No | State use only: Not Applicable—leave blank. |
| 7.a. Applicant Information: Legal Name: | Yes | Enter the legal name of the Applicant. |
| 7.b. Employer/Taxpayer Identification Number (EIN/TIN): | Yes | Enter the Applicant’s EIN/TIN. |
| 7.c. Organizational UEI: | Yes | Enter the Applicant’s UEI. Must match what’s in the Applicant’s AMIS organization profile. |
| 7.d. Address: | Yes | Complete all fields with Applicant’s mailing address. Include 9-digit zip. |
| 7.e. Organizational Unit: | No | Not Applicable—leave blank. |
| 7.f. Name and contact information of person to be contacted on matters involving this Application: | Yes | Enter a Contact Person and contact information who can answer questions about the submission. The Contact Person (name and contact information) identified here must match a Contact Person information in the Applicant’s AMIS account. Organizational Affiliation: leave blank. |
| 8.a. Type of Applicant: | Yes | Select the most appropriate description from list of dropdown options. |
| 8.b. Additional Description: | No | Not Applicable—leave blank. |
| 9. Name of Federal Agency: | Yes | Pre-filled—no entry necessary. |
| 10. Catalog of Federal Domestic Assistance Number / CFDA Title: | No | Pre-filled—no entries necessary. If not, enter 21.025. |
| 11. Descriptive Title of Applicant’s Project | Yes | Enter “Not Applicable” |
| 12. Areas Affected by Funding: | No | Not Applicable—leave blank. |
| 13. Congressional Districts Of: (a) Applicant; and (b) Program/Project: | Yes | See www.house.gov to find congressional district where the Applicant is headquartered. Use same district for both boxes. |
| 14. Funding Period: (a) Start Date; and (b) End Date: | Yes | Start Date: 9/30/2024; End Date: 12/31/2026 |
| 15. Estimated Funding: | Yes | Enter total Award request in the Federal (\$) field; enter zeroes in the Match (\$) field. Note: Applicants may revise their award request in the AMIS Application after submitting the SF-424. The amount entered in the AMIS Application is considered the official award request. |
| 16. Is Submission Subject to Review by State: | Yes | Select option C. |
| 17. Is the Applicant Delinquent on Any Federal Debt: | Yes | Answer, and provide Explanation if ‘Yes’ selected. |
| 18. Applicant Certification/ Authorized Representative: | Yes | Click the ‘I Agree’ button. Complete all fields for Authorized Representative information. |

Required Fields on the SF-424

Each Applicant will receive an email from Grants.gov immediately after submitting the SF-424 confirming that the submission has been recorded in the Grants.gov system. This email will contain a tracking number for the submitted SF-424. Within 48 hours, the Applicant will receive a second email which will indicate if the submitted SF-424 was either successfully validated or rejected with errors. However, Applicants should not rely on the email notification from Grants.gov to confirm that their SF-424 was validated. Applicants are strongly encouraged to use the tracking number provided in the first email to closely monitor the status of their SF-424 by checking Grants.gov directly. The SF-424 will not be officially accepted by the CDFI Fund until Grants.gov has validated the SF-424. In the Grants.gov Workspace function, please note that the Application package has not been submitted if you have not received a tracking number.

AMIS APPLICATION INSTRUCTIONS

Registering an Organization in AMIS

All BEA Program Applicants in the FY 2024 Round must ensure that their organization is registered in AMIS by the deadline in Table 3. The Applicant organization registered in AMIS must be the same one that submitted the SF-424 through Grants.gov, and the EIN and UEI number on the SF-424 must match the EIN and UEI number in the organizational information in AMIS. Organizations who have previously applied for CDFI Fund programs through AMIS likely already meet this requirement but should verify that their information is accurate in AMIS prior to the deadline.

Applicants for the FY 2024 BEA Program Round who do not already have their organization registered in AMIS must complete organization registration by the deadline in Table 2. Instructions for registering an organization in AMIS can be found in the “Getting Started – Navigating AMIS” Training Manual on the CDFI Fund’s AMIS website: <https://amis.cdfifund.gov/Training>.

AMIS Application Overview

The remainder of this document provides the full question text and related instructions for the information that should be entered into the BEA Program Application in AMIS. For technical details on how to use and navigate AMIS, see the BEA Program AMIS Training Manual located in [Step 1: Apply](#) of the BEA Program’s public website.

The CDFI Fund strongly encourages all Applicants to verify that all information is accurate prior to submitting the Application and required attachments through AMIS. The CDFI Fund will not accept any revisions or amendments to the BEA Program Application once it has been submitted. Applicants will not be able to revise information entered into AMIS after Application submission. Failure to provide complete and accurate information may negatively impact the evaluation of a submitted Application. The CDFI Fund reserves the right to reject an Application if information submitted through AMIS is determined to be incomplete or inaccurate.

AMIS Field Types

Below is an overview of the field types you will encounter in completing the Application in AMIS.

- **Auto-populated:** These fields will be automatically populated in AMIS based on other data inputs. No data entry is required for fields that are marked “auto-populated.”
- **Currency:** These fields allow the Applicant to enter currency data points and have a dollar sign in front. For example, Applicant’s Total Asset Size: \$500,000,000.
- **Look-up:** These fields allow the Applicant to search and select from existing data in AMIS. For example, when Application Point of Contacts, the Applicant can “look-up” the users associated with the Applicant’s organization in AMIS.
- **Numeric:** These fields allow the Applicant to enter a number (that is not a dollar figure or a percentage). For example, the number of hours to complete the Application: 100.
- **Percentage:** These fields allow the Applicant to enter a percentage. For example, the Applicant’s Persistent Poverty County Commitment may be 25%.

- **Picklist:** These fields allow the Applicant to select an option from a suite of choices (e.g., a dropdown of “Yes” or “No”).
- **Text:** These are text fields that allow the Applicant to enter up to a specified number of characters. They are used for names and narrative responses.

Updating Organization’s BEA Program Profile and Creating an AMIS Application

Once the organization is registered in AMIS, the next step in completing the AMIS Application is to ensure that the organization’s BEA Program Profile is up to date. The organization can navigate to its BEA Program Profile from its Organization Page in AMIS. Click on the Program Profile Name to navigate to the BEA Program Record. You can navigate to your BEA Program Profile from your Organization Page in AMIS. Click on the Program Profile Name to navigate to the BEA Program Profile Detail page.

Linking SF-424 to AMIS Application

After your SF-424 Mandatory Form is accepted in Grants.gov, a copy of the form will be uploaded to your organization’s profile in AMIS. The Applicant must **then link** the SF-424 to its BEA Program Application. Applicants’ AMIS record and Grants.gov record are linked by the Organizational UEI (Field 7.c). Please ensure these numbers match in both systems to ensure that AMIS will be able to retrieve the SF-424 from Grants.gov. Applicants are strongly encouraged to link their SF-424 Form in the AMIS Application prior to proceeding with other sections of the Applications. For detailed instructions on how to do this, please refer to the BEA Program AMIS Training Manual located in [Step 1: Apply](#) of the BEA Program’s public website.

Linking Title VI Compliance Worksheet to AMIS Application

After the Title VI Compliance Worksheet is completed in AMIS, the Applicant must **then link** the Title VI Compliance Worksheet to its BEA Program Application. For detailed instructions on how to do this, please refer the BEA Program AMIS Training Manual located in [Step 1: Apply](#) of the BEA Program’s public website.

Forms and Certifications

All BEA Program Applicants must complete the Environmental Review Form and Assurances and Certifications as part of their AMIS online Application submission. The Applicant will complete these forms by entering data in the Applicant Information screen in AMIS. For the full text and questions for the Environmental Review Form and Assurances and Certifications, see [Appendix 3](#). If an Applicant is unable to respond “Yes” to all Assurances and Certifications, the Applicant must attach a statement with an explanation.

STOP: If you have not completed the “Getting Started” steps, go back and finish them before creating a BEA Program Application. They are necessary for a complete Application package!

BEA PROGRAM AMIS APPLICATION

The remainder of this document provides the full text of the BEA Program Application. The BEA Program Application is electronic and administered by the CDFI Fund in the Awards Management Information Systems (AMIS). This portion of the document is intended to provide instructions for completing the BEA Program Application in AMIS.

Please note that the layout of the BEA Program Application as presented in this document may not appear in the same format as the electronic version in AMIS; however, the content and information requested remains the same. In order to facilitate the crosswalk between this document and the electronic version of the BEA Program Application in AMIS, here are a few tips:

- Prior to starting the BEA Program Electronic Application in AMIS, Applicants should review the following AMIS Training Manuals: (1) 'Getting Started – Navigating AMIS'; and (2) 'BEA Program Application Submission'. These resources are located on the AMIS Training page of the CDFI Fund's website and can be accessed using the following link: <https://amis.cdfifund.gov/s/Training>
- The BEA Program Electronic Application in AMIS will have a short data label for each field where Applicants should enter data. These data labels in AMIS will generally appear either underlined or bolded in the guidance text below at the front of each question and sub-question.
- To assist Applicants in cross-referencing between the BEA Program Electronic Application and this Application Instructions document, various tips have been provided.
- Prior to submitting the BEA Program Electronic Application and required attachments through AMIS, be sure to verify that the information provided is correct. Applicants will not be able to revise or amend its BEA Program Electronic Application once it has been submitted.
- Applicants must ensure all transactions are entered in AMIS prior to Application submission. Applicants should also ensure that the address and census tract for each transaction to be considered for an award is validated, and supporting documentation is uploaded by the deadline. Applicants will not be able to add, edit or delete transactions after the Application submission.
- Failure to provide complete and accurate information may negatively impact the evaluation of an Applicant's FY 2024 BEA Program Application. The CDFI Fund reserves the right to reject an Application if information submitted through AMIS is determined to be incomplete or inaccurate.

Part 1: Applicant Information

Instructions: Most of the information in this question will be auto-populated based on Applicant’s organization profile in AMIS. If the information appears incorrect, the Applicant will need to update in the organization profile. However, Applicants will enter information for Application Question 1(d) and 1(m).

| Question 1: Organization Information | |
|--|--|
| Sub-Question | Field Type |
| a. Applicant’s Name | <i>Auto-populated</i> |
| b. Employer Identification Number (EIN) | <i>Auto-populated</i> |
| c. Unique Entity Identifier (UEI) | <i>Auto-populated</i> |
| d. Applicant’s Total Assets as of 12/31/2023 from Call Report or the Thrift Financial Report (TFR) | \$ |
| e. Applicant’s Asset Size Classification per CRA | <i>Auto-Populated (Small, Intermediate, Large)</i> |
| f. Applicant Certified as a CDFI as of December 31, 2023 (End of Assessment Period)? | <i>Auto-populated (Certified or Not Certified)</i> |
| g. Date Certified as a CDFI | <i>Auto-populated with Date or NA</i> |
| h. Financial Institution Type | <i>Auto-populated</i> |
| i. Name of Federal Regulator | <i>Auto-populated</i> |
| j. FDIC Certification Number | <i>Auto-populated</i> |
| k. Minority Bank. An institution classified by the FDIC as a Minority Depository Institution, as of 12/31/2023. | <i>Auto-populated</i> |
| l. Community Bank. Community Banks generally serve smaller geographic areas and exclude national and regional banks. | Field Type: Picklist (Yes/No) |
| m. Applicant’s Headquarters | <i>Auto-populated</i> |

| Question 2: Application Contacts | |
|--|---------------------|
| Authorized Representative (Name, Title, Phone, Email) | Field Type: Look-up |
| Applicant Point of Contact 1 (Name, Title, Phone, Email) | Field Type: Look-up |
| Applicant Point of Contact 2 (Name, Title, Phone, Email) | Field Type: Look-up |

| Question 3: Total Hours to Complete the Application | |
|--|---------|
| Estimate the number of hours to complete the Application | Numeric |

Part 2: Persistent Poverty County (PPC) Commitment & Projected Use of BEA Program Award

Question 4 Instructions: Indicate the percentage of the BEA Program Award that your organization will commit to deploying in Persistent Poverty Counties. If selected for an Award, your organization will be held to this percentage in the Award Agreement. The PPC dataset can be accessed here: https://www.cdfifund.gov/sites/cdfi/files/2023-03/PPC_2020_ACS_Jan20_2023.xlsx

| Question 4: Persistent Poverty County (PPC) Commitment | |
|--|---|
| Persistent Poverty County (PPC) Commitment | % |

Question 5 Instructions: Indicate the projected percentage for BEA Qualified Activities and Direct Administrative Expenses. The Total Projected Use of BEA Project Award must equal 100%. Direct Administrative Expenses cannot exceed 15%.

| Question 5: Projected Use of BEA Program Award | |
|---|-------------|
| Category | Percentage |
| CDFI Related Activities | 0-100% |
| Distressed Community Financing Activities | 0-100% |
| Service Activities | 0-100% |
| Direct Administrative Expenses | 0-15% |
| Total Projected Use of BEA Program Award | 100% |

Part 3: BEA Qualified Activities

Table 1: Baseline Period Activities

The Applicant will report Baseline Period amounts by activity type in the applicable categories and/or subcategories in the BEA Program Application in AMIS. In Table 1, Applicants will identify BEA Program Qualified Activities which occurred in all BEA Eligible Census Tracts during the Baseline Period and then report the Qualified Activities during the Assessment Period in Table 2. This data will also populate in Table 3 (BEA Estimated Award Calculation) and will be compared to the Applicant’s Assessment Period data, resulting in an estimated BEA Award. Only activities undertaken during the Baseline Period (1/1/2022-12/31/2022) should be included in the table.

| | |
|--|--|
| CDFI RELATED ACTIVITIES | Baseline Period (1/1/2022-12/31/2022) |
| CDFI Equity/ Equity-Like Loans | |
| Equity Investments (CEI) | \$ _____ |
| Equity-Like Loans (ELL) | \$ _____ |
| Grants (CG) | \$ _____ |
| CDFI Support Activities | |
| CDFI Deposit Shares (DS) | \$ _____ |
| Loans (LNS) | \$ _____ |
| Technical Assistance (TAC) | \$ _____ |
| DISTRESSED COMMUNITY FINANCING ACTIVITIES | Baseline Period (1/1/2022-12/31/2022) |
| Consumer Loans | |
| Affordable Housing Loans (AHL) | \$ _____ |
| Education Loans (EDU) | \$ _____ |
| Home Improvement Loans (HIL) | \$ _____ |
| Small Dollar Consumer Loans (SDL) | \$ _____ |
| Commercial Loans and Investments | |
| Affordable Housing Development Loans and Project Investments (AHD) | \$ _____ |
| Commercial Real Estate Loans and Project Investments (CRE) | \$ _____ |
| Small Business Loans and Project Investments (SBL) | \$ _____ |
| SERVICE ACTIVITIES | Baseline Period (1/1/2022-12/31/2022) |
| Deposit Liabilities (D) | \$ _____ |
| Community Services (CS) | \$ _____ |
| Financial Services (FS) | \$ _____ |
| Targeted Financial Services (TFS) | \$ _____ |
| Targeted Retail Savings/ Investments Products (TSP) | \$ _____ |

Table 2: Assessment Period Transactions List (CSV Upload)

Applicants are required to provide information on the transactions reported to demonstrate an increase in a BEA Qualified Activity. Applicants will upload all transactions via a CSV file. Table 2: Assessment Period Transaction List (below) lists the information required for individual transactions that are reported in the CSV file and uploaded to the BEA Program AMIS Application. Only activities undertaken during the Assessment Period (1/1/2023-12/31/2023) should be included in the table.

To access the “BEA Transactions Template CSV” file and to “Upload Transactions” in the AMIS application, navigate to Table 2: Assessment Period Transactions List of the BEA Program AMIS Application. For more information on how to upload the individual transactions CSV file in the AMIS application, please reference the FY 2024 BEA Application AMIS Training Manual.

Applicants must enter a new transaction for each product provided to a borrower or investee for transactions in the CDFI Related Activities and Distressed Community Financing Activities categories or services provided (for transactions in the Service Activities category). The information required may differ depending on the category of BEA Qualified Activity. Reported individual transactions will be used to calculate an estimated BEA Program Award. Therefore, reported individual transactions for the Assessment Period must total more than the amount(s) reported for the Baseline Period for any activity type the Applicant is seeking a BEA Program Award.

Estimated Award amounts will be calculated as described in the Table 3: Estimated BEA Program Award Calculation section. Supporting documentation is required for most activities and/or the total dollar value of transactions. See Reporting Qualified Activities and Supporting Documentation section below for additional details.

The following table shows the structure of the CSV file and which fields are required (marked with “X”) for each activity and transaction type.

| Activity type | Transaction Type | Transacti on Code | Service Provided/ Borrower/ Investee | Total Dollar Value/ Amount Disbursed | Loan Value | CDFI Partner's EIN | Busines s Type | Loan Statu s | Date of Executi on | Date of Initial Disburs ement | Date of Final Disbur sement | Street Address | Apt / Suite # | Cit y | State | Zip Code | Impa ct | Notes | |
|----------------------------|--|-------------------|--------------------------------------|--------------------------------------|------------|--------------------|----------------|--------------|--------------------|-------------------------------|-----------------------------|----------------|---------------|-------|-------|----------|---------|--|--|
| CDFI RELATED (CDFI Equity) | Equity Investments | CEI | X | X | X | X | | | X | X | X | | | | | | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| CDFI RELATED (CDFI Equity) | Equity-Like Loans | ELL | X | X | X | X | | | X | X | X | | | | | | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| CDFI RELATED (CDFI Equity) | Grants | CG | X | X | X | X | | | X | X | X | | | | | | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| CDFI RELATED (Support) | CDFI Deposits Shares | DS | X | X | X | X | | | X | X | X | | | | | | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| CDFI RELATED (Support) | Loans | LNS | X | X | X | X | | X | X | X | X | | | | | | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| CDFI RELATED (Support) | Technical Assistance to CDFIs | TAC | X | X | X | X | | | | | | | | | | | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| DCFA | Affordable Housing Loans | AHL | | X | X | | | X | X | X | X | X | X | X | X | X | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| DCFA | Education Loans | EDU | | X | X | | | X | X | X | X | X | X | X | X | X | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| DCFA | Home Improvement Loans | HIL | | X | X | | | X | X | X | X | X | X | X | X | X | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| DCFA | Small Dollar Consumer Loans | SDL | | X | X | | | X | X | X | X | X | X | X | X | X | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| DCFA | Affordable Housing Development Loans | AHD | X | X | X | | | X | X | X | X | X | X | X | X | X | X | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| DCFA | Commercial Real Estate | CRE | X | X | X | | X | X | X | X | X | X | X | X | X | X | X | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| DCFA | Small Business Loans and Project Investments | SBL | X | X | X | | X | X | X | X | X | X | X | X | X | X | X | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| SERVICE ACTIVITIES | Deposit Liabilities | D | | X | | | | | | | | | | | | | | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| SERVICE ACTIVITIES | Community Services | CS | X | X | | | | | | | | | | | | | X | If required per "Qualified Activity Documentation" section, provide a brief narrative. | |
| SERVICE ACTIVITIES | Financial Services | FS | X | X | | | | | | | | | | | | | | X | If required per "Qualified Activity Documentation" section, provide a brief narrative. |
| SERVICE ACTIVITIES | Targeted Financial Services | TFS | X | X | | | | | | | | | | | | | | X | If required per "Qualified Activity Documentation" section, provide a brief narrative. |
| SERVICE ACTIVITIES | Targeted Retail Savings | TSP | X | X | | | | | | | | | | | | | | X | If required per "Qualified Activity Documentation" section, provide a brief narrative. |

Table 2: Assessment Period Transactions list FIELD DESCRIPTIONS (CSV File)

| Column | Field Description | Applicant/ User Entry |
|--------|--------------------------------------|--|
| A | Activity Type | CDFI Related; DCFA; Services Activities |
| B & C | Transaction Type & Transaction Code | <p>Select the type of each transaction using the transaction type and transaction code below:</p> <p>CDFI RELATED ACTIVITIES</p> <p><u>CDFI Equity Investments/Equity-Like Loans</u></p> <ul style="list-style-type: none"> • Equity Investments (CEI) • Equity-Like Loans (ELL) • Grants (CG) <p><u>CDFI Support Activities</u></p> <ul style="list-style-type: none"> • CDFI Deposit Shares (DS) • Loans (LNS) • Technical Assistance (TAC) <p>DISTRESSED COMMUNITY FINANCING ACTIVITIES</p> <p><u>Consumer Loans</u></p> <ul style="list-style-type: none"> • Affordable Housing Loans (AHL) • Education Loans (EDU) • Home Improvement Loans (HIL) • Small Dollar Consumer Loans (SDL) <p><u>Commercial Loans and Investments</u></p> <ul style="list-style-type: none"> • Affordable Housing Dev. Loans and Project Investments (AHD) • Commercial Real Estate Loans and Project Investments (CRE) • Small Business Loans and Project Investments (SBL) <p>SERVICE ACTIVITIES</p> <ul style="list-style-type: none"> • Deposit Liabilities (D) • Community Services (CS) • Financial Services (FS) • Targeted Financial Services (TFS) • Targeted Retail Savings/Investment Products (TSP) |
| D | Service Provided/ Borrower/ Investee | Report each transaction carried out by borrower, investee, CDFI, etc. during the Assessment Period. This field is <u>not</u> required for activities in the Consumer Loans sub-category of Distressed Community Financing Activities. |
| E | Total Dollar Value/ Amount Disbursed | <p>List the amount disbursed for each transaction. This is the amount your Assessment Period increase will be based on. The loan must have closed within the Assessment Period, but disbursements are eligible up to the NOFA publication date. Amount Disbursed cannot exceed the Loan Value that closed during the Assessment Period.</p> <p>For Service Activities, report the grand total of each activity category. Additional guidance on reporting the amount disbursed to date can be found in the Application FAQs.</p> <p>Additionally, in Table 1: Baseline Period Activities, for Deposit Liabilities, report the balances of eligible Deposit Liabilities as of 12/31/2022 (end of the Baseline Period). Next, in Table 2: Assessment Period Transactions List, in the Total Dollar Value/ Amount Disbursed field in, enter the balances of eligible Deposit Liabilities as of 12/31/2023 (end of the Assessment Period). Table 3: Estimated BEA Award Calculations will display the increase between the two periods.</p> |

| | | |
|----------|------------------------------|--|
| F | Loan Value | For DCFA and CDFI Related activities, report the total original dollar amount of each transaction closed during the Assessment Period. |
| G | CDFI Partner's EIN | This field is required for CDFI Related Activities. Enter the EIN number of the CDFI Partner's Organization. |
| H | Business Type | Required for DCFA Commercial Real Estate Loans and Small Business Loans. Applicants need to include the type of business that will be financed (e.g., hotel, grocery store, retail real estate development (i.e., development where not all tenants are identified) etc.) |
| I | Loan Status | For CDFI Loans, Commercial Loans and Investments, and Consumer Loans, indicate the status of the loan (New Origination, Refinance – Applicant, Refinance – Unaffiliated Institution, Renewals, or Participation ³). If "Refinance-Applicant" or "Refinance – Unaffiliated Institution" is selected, the Applicant should: (1) submit a copy of the loan documents for the loan that was refinanced, and (2) include a note indicating the amount of new principal for the Applicant and where evidence of the refinance may be found in the supporting documentation. If the Applicant is unable to provide the original documentation for the loans refinanced from an Unaffiliated Institution, a detailed note including the Unaffiliated Institution's name, refinance date and loan amount can be provided instead. |
| J | Date of Execution | List the date the activity occurred or the transaction was closed. Not applicable for Service Activities or Technical Assistance to CDFIs. |
| K | Date of Initial Disbursement | List the date the Applicant made the initial disbursement. Not applicable for Service Activities or Technical Assistance to CDFIs. |
| L | Date of Final Disbursement | List the date the Applicant made the final disbursement. Not applicable for Service Activities or Technical Assistance to CDFIs. |
| M | Street Address | For <u>each</u> Distressed Community Financing Activity transaction, enter the street address of the location of the property (for real estate loans) or the borrower's street address (for non-real estate loans). |
| N | Apt / Suite # | If applicable, enter the apartment or suite number of the location of the property (real estate loans) or the borrower's street address (non-real estate loans). |
| O | City | For <u>each</u> Distressed Community Financing Activity transaction, enter the city of the location of the property (real estate loans), or the borrower's city (non-real estate loans). |
| P | State | For <u>each</u> Distressed Community Financing Activity transaction, enter the state of the location of the property (real estate loans) or the borrower's state (non-real estate-related loans). |
| Q | Zip Code | For <u>each</u> Distressed Community Financing Activity transaction, enter the zip code of the location of the property (real estate loans) or the borrower's street address (non-real estate loans). |
| R | Impact | For Distressed Community Financing and Service Activities, provide the number of the appropriate measure for each transaction: <ul style="list-style-type: none"> • Affordable Housing Development: Total number of affordable units developed or rehabilitated as part of the transaction. • Small Business: Total number of full-time equivalent jobs created or maintained by borrower. |

³ New Origination: The Applicant financed 100% of a new loan, during the Assessment Period, with no prior obligations to the borrower related to this same purpose/nature.

Refinance - Applicant: The Applicant refinanced an existing loan during the Assessment Period, but also increased the principal amount of the loan. Refinance – Unaffiliated Institution: The Applicant refinanced an existing loan from an unaffiliated institution during the Assessment Period.

Renewals: A Loan that has matured (or was retired) and was restructured by the Applicant, during the Assessment Period, using the entire loan balance amount. Loans renewed during the Baseline Period or the Assessment Period are not considered qualified activities and should not be reported.

Participation: The Applicant jointly financed a loan with other participants during the Assessment Period, wherein the borrower is either: (1) a CDFI that is integrally involved in a Distressed Community or (2) a non-CDFI (resident of business) that is located in a Distressed Community. Please note that any cash-out refinances would not be deemed as eligible loans.

| | | |
|---|-------|---|
| | | <ul style="list-style-type: none"> • Commercial Real Estate: Total square footage of commercial real estate properties acquired, developed, or rehabilitated. • Financial Services and Targeted Financial Services: Number of accounts opened, checks cashed, etc. • Targeted Retail Savings/Investment Products: Number of products developed, sold, or opened. • Community Services: Number of individuals who received the identified service. |
| S | Notes | If required based on the criteria outlined in the "Qualified Activity Documentation" section of this document, provide a brief narrative providing all required supplemental information. |

Table 2: Estimated BEA Program Award Calculation

Table 3 provides estimated Award amount calculations, based on inputs from Table 1 (Baseline Period Activities) and Table 2 (Transactions List). This table estimates the BEA Program Award Amount based on the actual transactions submitted for any individual activity type for which an Applicant is able to demonstrate an increase (from the Baseline Period to the Assessment Period). The actual transactions will be automatically totaled, and the Estimated BEA Program Award will be determined by the following sub-categories: 1) CDFI Related Activities; 2) Distressed Community Financing Activities; and 3) Service Activities. Please note that Applicants will not be able to directly update the values in Table 3. Instead, if, an updated is needed, Applicants will need to update Table 1 (Baseline Period Amounts) and/or Table 2 (Transactions List).

Estimated BEA Program Award amounts will be automatically displayed in Table 3 and are based on the following factors:

- Baseline Period amounts stated in Table 1: Baseline Period Activities section of the Application.
- Sum of individual transactions reported in Table 2: Transactions List section of the Application.
- Certified CDFI status: An Applicant Certified as a CDFI as of December 31, 2023 (End of Assessment Period), will receive a higher Award percent for most sub-categories and activity types reported. Applicants that were not certified as CDFIs as of December 31, 2023, but submitted their CDFI Certification Application by May 28, 2024, will be considered as Certified CDFIs for award calculation purposes as long as they receive CDFI Certification prior to the BEA Award Announcement.
- Applicant Asset Size: Numerical priority factors are assigned to sub-categories within the Distressed Community Financing Activities and activity types within the Service Activities category and are based on an Applicant Asset Size at the end of the Assessment Period (12/31/2023)⁴.

⁴ See section V.14 "Table 5 – CRA Asset Size Classification" of the FY 2024 BEA Program NOFA for more information.

TABLE 2: ESTIMATED BEA PROGRAM AWARD CALCULATION

| CATEGORY 1: CDFI RELATED ACTIVITIES | | Baseline Period (1/1/2022-12/31/2022) <i>(auto: from Baseline Period - Table 1)</i> | Assessment Period (1/1/2023-12/31/2023) <i>(auto: from Table 2 Transactions)</i> | Increase in Activity <i>(auto-calculation)</i> | Award Percent <i>(auto: based on CDFI status)</i> | Estimated Award Amount <i>(auto-calculation)</i> |
|---|--|---|--|---|--|---|
| CDFI Equity Investments/ Equity-Like Loans | | | | | | |
| 1 | Equity Investments (CEI) | \$ | \$ | \$ | 18% | \$ |
| 2 | Equity-Like Loans (ELL) | \$ | \$ | \$ | 18% | \$ |
| 3 | Grants (CG) | \$ | \$ | \$ | 18% | \$ |
| 4 | Estimated Award Amount for Equity Investment/ Equity-Like Loans | | | | | \$ |
| CDFI Support Activities | | | | | | |
| 5 | CDFI Deposit Shares (DS) | \$ | \$ | \$ | 6%/18% | \$ |
| 6 | Loans (LNS) | \$ | \$ | \$ | 6%/18% | \$ |
| 7 | Technical Assistance (TAC) | \$ | \$ | \$ | 6%/18% | \$ |
| 8 | Estimated Award Amount for CDFI Support Activities | | | | | \$ |
| 9 | TOTAL ESTIMATED AWARD AMOUNT FOR ALL CDFI RELATED ACTIVITIES | | | | | \$ |

| CATEGORY 2: DISTRESSED COMMUNITY FINANCING ACTIVITIES (DCFA): | | Baseline Period (1/1/2022-12/31/2022) <i>(auto: from Baseline Period - Table 1)</i> | Assessment Period (1/1/2023-12/31/2023) <i>(auto: from Table 2 Transactions)</i> | Increase in Activity <i>(auto-calculation)</i> | Award Percent <i>(auto: based on CDFI status)</i> | Priority Factor <i>(auto: based on asset size)</i> | Estimated Award Amount <i>(auto-calculation)</i> |
|---|--------------------------------|---|--|---|--|---|---|
| Consumer Loans | | | | | | | |
| 10 | Affordable Housing Loans (AHL) | \$ | \$ | \$ | 6%/18% | 5/3/1 | \$ |
| 11 | Education Loans (EDU) | \$ | \$ | \$ | 6%/18% | 5/3/1 | \$ |
| 12 | Home Improvement Loans (HIL) | \$ | \$ | \$ | 6%/18% | 5/3/1 | \$ |

| | | | | | | | |
|---|--|----|----|----|--------|-------|----|
| 13 | Small Dollar Consumer Loans (SDL) | \$ | \$ | \$ | 6%/18% | 5/3/1 | \$ |
| 14 | Estimated Award Amount for Consumer Loans | \$ | \$ | \$ | 6%/18% | 5/3/1 | \$ |
| Commercial Loans and Investments | | | | | | | |
| 15 | Affordable Housing Development Loans and Project Investments (AHD) | \$ | \$ | \$ | 3%/9% | 5/3/1 | \$ |
| 16 | Commercial Real Estate Loans and Project Investments (CRE) | \$ | \$ | \$ | 3%/9% | 5/3/1 | \$ |
| 17 | Small Business Loans and Project Investments (SBL) | \$ | \$ | \$ | 3%/9% | 5/3/1 | \$ |
| 18 | Estimated Award Amount for Commercial Loans and Investments | \$ | \$ | \$ | 3%/9% | 5/3/1 | \$ |
| 19 | TOTAL ESTIMATED AWARD AMOUNT FOR DISTRESSED COMMUNITY FINANCING ACTIVITIES: | | | | | | \$ |

| CATEGORY 3: SERVICE ACTIVITIES | | Baseline Period (1/1/2022- 12/31/2022) <i>(auto: from Baseline Period - Table 1)</i> | Assessment Period (1/1/2023- 12/31/2023) <i>(auto: from Table 2 Transactions)</i> | Increase in Activity <i>(auto- calculation)</i> | Award Percent <i>(auto: based on CDFI status)</i> | Priority Factor <i>(auto: based on asset size)</i> | Estimated Award Amount <i>(auto: calculation)</i> |
|--------------------------------|--|---|---|---|--|---|---|
| 20 | Deposit Liabilities (D) | \$ | \$ | \$ | 3%/9% | 5/3/1 | \$ |
| 21 | Community Services (CS) | \$ | \$ | \$ | 3%/9% | 5/3/1 | \$ |
| 22 | Financial Services (FS) | \$ | \$ | \$ | 3%/9% | 5/3/1 | \$ |
| 23 | Targeted Financial Services (TFS) | \$ | \$ | \$ | 3%/9% | 5/3/1 | \$ |
| 24 | Targeted Retail Savings/ Investments Products (TSP) | \$ | \$ | \$ | 3%/9% | 5/3/1 | \$ |
| 25 | TOTAL ESTIMATED AWARD AMOUNT FOR SERVICE ACTIVITIES | | | | | | \$ |
| 26 | GRAND TOTAL: ESTIMATED BEA AWARD CALCULATION | | | | | | \$ |

Table 3: Estimated BEA Program Award Calculation

| CATEGORY 1: CDFI RELATED ACTIVITIES | |
|---|---|
| Lines 1-3 | CDFI Equity Investments/Equity-Like Loans: Indicates the increase in each activity type in this sub-category by subtracting the Baseline Period amount (Table 1) from the Assessment Period transactions amount (Table 2). The increase is then multiplied by the Award Percent ⁵ to yield the Estimated Award Amount for each activity type in the Equity Investments/Equity-Like Loans sub-category. |
| Line 4 | Estimated Award Amount for CDFI Equity Investments/ Equity-Like Loans: Adds the values listed on lines 1, 2, and 3 for Estimated Award Amount to yield the total Estimated Award Amount for the CDFI Related Activities' sub-category: CDFI Equity. |
| Lines 5-7 | CDFI Support Activities: Indicates the increase in each activity type in this sub-category by subtracting the Baseline Period amount (Table 1) from the Assessment Period transactions amount (Table 2). The increase is then multiplied by the Award Percent ⁶ to yield the Estimated Award Amount for each activity type in the CDFI Support Activities sub-category. |
| Line 8 | Estimated Award Amount for CDFI Support Activities: Adds the values listed on lines 5, 6, and 7 for Estimated Award Amount to yield the total Estimated Award Amount for the CDFI Related Activities' sub-category: CDFI Support Activities. |
| Line 9 | Adds the values listed on lines 4 and 8 for Estimated Award Amount to yield the total Estimated Award Amount for the CDFI Related Activities category. |
| CATEGORY 2: DISTRESSED COMMUNITY FINANCING ACTIVITIES (DCFA) | |
| Lines 10-13 | Consumer Loans: Indicates the increase in each activity type in this sub-category by subtracting the Baseline Period amount (Table 1) from the Assessment Period amount (Table 2). |
| Line 14 | Estimated Award Amount for Consumer Loans: Adds the values listed on lines 10-13 for Increase in Activity to yield the Increase in Activity amount for the Consumer Loans sub-category of Distressed Community Financing Activities. The sub-category increase is then multiplied by the Award Percent ⁷ and then by the Priority Factor (determined by the Applicant's total asset size) to yield the Estimated Award Amount for Distressed Community Financing Activities: <i>Consumer Loans</i> . |
| Line 15-17 | Commercial Loans and Investments: Indicates the increase in each activity type in this sub-category by subtracting the Baseline Period amount (Table 1) from the Assessment Period amount (Table 2). |
| Line 18 | Estimated Award Amount for Commercial Loans and Investments: Adds the values listed on lines 15-17 for Increase in Activity to yield the Increase in Activity amount for the Commercial Loans and Investments sub-category of Distressed Community Financing Activities. The sub-category increase is multiplied ⁸ by the Award Percent and then by the Priority Factor (determined by the Applicant's total asset size) to yield the Estimated Award Amount for Distressed Community Financing Activities: Commercial Loans and Investments. |
| Line 19 | Adds the values listed on lines 14 and 18 for Estimated Award Amount to yield the total Estimated Award Amount for the Distressed Community Financing Activities category. |

⁵ The Award percent for activity types in the CDFI Equity Investments/Equity-Like Loans sub-category is 18% for all Applicants.

⁶ The Award percent for activity types in the CDFI Support Activities sub-category is 6% and 18% for non-CDFIs and CDFIs, respectively.

⁷ The Award percent for activity types in the Consumer Loans sub-category of DCFA is 6% and 18% for non-CDFIs and CDFIs, respectively.

⁸ The Award percent for activity types in the Commercial Loans and Investments sub-category of DCFA is 3% and 9% for non-CDFIs and CDFIs, respectively.

| CATEGORY 3: SERVICE ACTIVITIES | |
|---------------------------------------|---|
| Lines 20-24 | All Service Activities: Determines the increase in the activity types by subtracting the Baseline Period amount (Table 1) from the Assessment Period amount (Table 2). The increase is multiplied by the Award Percent ⁹ and then by the Priority Factor (determined by the Applicant's total asset size) to yield the Estimated Award Amount for Service Activities. |
| Line 25 | Adds the values listed on lines 20 thru 24 for Estimated Award Amount to yield the total Estimated Award Amount for each activity type in the Service Activities category. |

| GRAND TOTAL: ESTIMATED BEA PROGRAM AWARD CALCULATION | |
|---|---|
| Line 26 | Adds the values listed on lines 9, 19, and 25 for Estimated Award Amount to yield the Grand Total: Estimated BEA Program Award Calculation. |

⁹ The Award percent for activity types in the Service Activities category is 3% and 9% for non-CDFIs and CDFIs, respectively.

REPORTING QUALIFIED ACTIVITIES AND SUPPORTING DOCUMENTATION

Personally Identifiable Information (PII) Instructions

The CDFI Fund does not collect and will not accept Personally Identifiable Information (PII). Applicants should not, except as expressly requested in this application, submit Supporting Documentation with PII. If the CDFI Fund discovers PII during the review of a transaction in AMIS, the Supporting Documentation will be deleted from the Application record and the CDFI Fund will deem the transaction ineligible.

The term “PII,” as defined in OMB Memorandum M-07-1616, refers to information that can be used to distinguish or trace an individual’s identity, either alone (Social Security Number) or when combined with other information (including but not limited to: name of the individual, address, date of birth, driver’s license or state identification number, passport number, and Alien Registration Number) that is linked or linkable to the individual. If lost, compromised, or disclosed without authorization, PII could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.

Although Applicants are required to enter addresses of individual borrowers and/or residents of Distressed Communities in AMIS, Applicants should not include PII in AMIS or in the supporting documentation for any individual resident, business owner or other representative. Applicants must redact PII in AMIS and on documents required to be submitted as Supporting Documentation. Otherwise, the CDFI Fund will delete the Supporting Documentation containing PII from the Application record and the transaction will be deemed ineligible. Please note the following:

- Addresses indicating the physical location of the activity financed, investment, or service provided should not be redacted. The CDFI Fund will verify that the address of the financial transaction entered in AMIS agrees with the supporting documentation.
- Signatures demonstrate legal execution of documents (e.g. loan agreements, promissory notes, etc.) and should not be redacted.
- If the legal documentation represents a commercial loan and includes the name of an individual, the individual’s personal address and other PII should also be redacted.

Please see the FY 2024 BEA Application Instructions FAQs document for examples of PII and what is appropriate and not appropriate to redact.

General Information

The following details the requirements for reporting and documenting: all *CDFI Related Activities* (regardless of dollar amount), *Distressed Community Financing Activities* greater than or equal to \$250,000, and *Service Activities* (regardless of dollar amount). Applicants should follow these instructions along with the requirements outlined in the BEA Program Interim Rule and FY 2024 BEA Program NOFA, as well as the guidance in the FY 2024 BEA Program Application FAQs (all available and on the CDFI Fund’s website). **The BEA Program Interim Rule contains definitions of all BEA Qualified Activities.**

Activities of the Applicant: To be eligible for BEA Program consideration, the Applicant or a Subsidiary of the Applicant must originate all Qualified Activities. Transactions carried out by Affiliates are not eligible. Loans brokered through another institution or loans purchased by the Applicant from another institution are not eligible for BEA Program consideration. If you are unsure of the eligibility of any Subsidiary or Affiliate, contact the CDFI Fund’s BEA Program office for clarification.

Arms-length transactions: To be considered an eligible Qualified Activity, each loan and investment must be an arms-length transaction with a third party that is not an Affiliate of the Applicant.

Supporting Documentation for Closed Transactions-Key Considerations and Definitions

All reported transaction amounts should be rounded to the nearest dollar and closed during the Assessment Period. To be considered closed:

- The transaction must have been executed on a date within the applicable Assessment Period; and
- The Applicant and the borrower or investee must have entered into a legally binding agreement that specifies the final terms and conditions of the transaction; and
- An initial cash disbursement of loan or investment proceeds must have occurred in a manner that is consistent with customary business practices and is reasonable given the nature of the transaction (as determined by the CDFI Fund). If it is normal business practice to not make an initial disbursement at closing (as is typical for lines of credit or construction loans), the Applicant must provide a brief narrative stating such and demonstrate that the borrower had access to the proceeds, subject to reasonable conditions (such as meeting certain project milestones), beginning at closing.

Refinancing of Loans (including fixed rate and adjustable rate mortgages): A loan is considered to be refinanced when a borrower with an existing loan applies for a new loan and a new credit decision is made. For BEA Program purposes, refinancing of loans falls into two broad categories: (1) Refinance – Affiliated: Refinancing an existing loan in a BEA Program Applicant’s loan portfolio; and (2) Refinance – Unaffiliated: Refinancing a loan from an institution that is not affiliated with the Applicant.

1. **Refinance-Affiliated:** Refinancing an existing loan in a BEA Program Applicant’s loan portfolio may only be valued at the amount of the increase to the principal amount of the loan (i.e. the new credit available). Supporting documentation must be provided to demonstrate the increase in principal amount, in order to meet the Qualified Activity requirement specified in the FY 2024 BEA Program NOFA. In order to demonstrate the increase, Applicants are instructed to submit a copy of the loan documents for the loan that is being refinanced in addition to loan documents for the new loan. If the loan documents for the refinanced loan are not available, Applicants may submit other internal documentation that demonstrates the increase and that proceeds were used to pay off an existing loan with the Applicant. Transactions submitted without supporting documentation that clearly demonstrates the increase and that the proceeds were used to pay off an existing loan with the Applicant will be disqualified.
2. **Refinance-Unaffiliated:** Loans refinanced from an institution that is not affiliated with the Applicant are considered new activities for the BEA Program Applicant and can be submitted as

such for the full principal amount of the loan. Applicants are also required to provide documentation that clearly demonstrates that the loan proceeds were used to pay off a loan with an unaffiliated institution. Additional documentation such as wire transfer instructions, etc. may be required if the use of proceeds is not clear from the closing or disbursement documents.

Loan Value: For term loans, each transaction must be reported at the total principal dollar amount of the closed loan or investment, subject to the dollar amount and time limitations imposed by the CDFI Fund, and as set forth in the FY 2024 BEA Program NOFA. For lines of credit (including construction lines of credit), each transaction should be reported at the maximum amount of credit available through the instrument, subject to dollar amount and time limitations imposed by the CDFI Fund.

Total Loan Value/Amount Disbursed: All transactions must be closed during the Assessment period, but disbursements may occur up to the NOFA publication date in the Federal Register. For term loans, the Loan Value and Total Loan Value/Amount Disbursed will likely be the same assuming the full amount of the term loan was disbursed. For lines of credit, the amount should only include what has been disbursed up until NOFA publication date in the Federal Register. The value entered in this field is incorporated into the total Assessment Period values in Table 3: Estimated BEA Program Award Calculation.

Cap on Qualified Activity Amount: The value of a Qualified Activity for purposes of determining a BEA Program Award shall not exceed \$10 million in the case of Commercial Real Estate Loans or any CDFI Related Activities (i.e. the total principal amount of the transaction must be \$10 million or less to be considered a Qualified Activity). However, the CDFI Fund may consider transactions with a total principal value of over \$10 million on a case-by-case basis. Applicants must attach a Community Benefit Statement, which is a narrative statement that describes the community benefit of transactions over \$10 million for the CDFI Fund's consideration. The Community Benefit Statement must be included as an attachment in the Notes and Attachment section of the Application.

Low-Income Housing Tax Credits and New Markets Tax Credits: Investments for which the Applicant receives federal Low-Income Housing Tax Credits (LIHTC) or New Markets Tax Credits (NMTC) as an investor are not considered Qualified Activities for the purposes of calculating or receiving a BEA Program Award.

Leverage Loans used in NMTC structured transactions are considered Distressed Community Financing Activities. If an Subsidiary of the Applicant provided the leverage loan, the Applicant must provide the following for the transaction:

1. Legal names of the organizations which served in the following roles:
 - a. NMTC Allocatee (the entity which received an NMTC allocation Award and is allocating the tax credits for the project);
 - b. NMTC Investor (the entity which contributed equity to the NMTC-related investment fund for the project); and
 - c. NMTC Leverage Lender (the entity which provided debt to the NMTC-related investment fund) for the project.
2. NMTC structure/flow of funds diagram, if available.
3. A description of the Applicant's relationship with the respective lender noted in the BEA transaction.
4. A description of the Applicant's role and participation in the NMTC transaction with the NMTC Allocatee, Investor, and/or Leverage Lender.

Summary of Documentation by Category and Activity Type

The table below provides a summary of required documentation for qualified activities. Detailed instructions on reporting and documenting qualified activities follow.

If a Qualified Activity does not have the required supporting documentation including required narratives submitted via the notes section of the CSV file, the transaction will be disqualified.

Requests or authorizations for disbursements are not solely acceptable internal documentation. Internal documentation must indicate that funds were provided to the borrower and must be authorized by bank personnel.

| Category | Sub-Category/ Activity Type | Closing Documents | Disbursement Documents ¹⁰ | Other Documentation (as Applicable) |
|-------------------------|--|--|--|--|
| CDFI Related Activities | CDFI Equity/ Investments/ Equity-Like Loans (i.e. Equity Investments, Equity-Like Loans, and Grants) | <ul style="list-style-type: none"> • For Equity Investments: <ul style="list-style-type: none"> ➤ Investment agreement; or ➤ Stock purchase certificate • For Equity-Like Loan: Executed equity-like loan agreement. • For Grants: Executed/signed grant letter. | <ul style="list-style-type: none"> • Copies of checks, wire transfer receipts, credit/debit screenshots from the accounting system, and credit/debit slips from the general ledger. | |
| | CDFI Support Activities (i.e. Loans, Certificates of Deposit, Share Certificates, TA to CDFI Partner) | <ul style="list-style-type: none"> • For Loans: <ul style="list-style-type: none"> ➤ Executed/signed loan agreement; or ➤ Executed/signed promissory note ➤ If the Loan Agreement and Promissory Notes are available, then both must be provided. • For Deposits/ Shares: <ul style="list-style-type: none"> ➤ Certificate of Deposit; or ➤ Share Certificate • For TA: Agreement or Memorandum of Understanding indicating assistance provided. | <ul style="list-style-type: none"> • Copies of checks, wire transfer receipts, credit/debit screenshots from the accounting system, or credit/debit slips from the general ledger. | <ul style="list-style-type: none"> • Integral Involvement Form (see Appendix 1) for CDFI Support Activity, which documents how the CDFI Partner is Integrally Involved in a Distressed Community. • For Deposits/Shares, Applicants must include documentation to demonstrate a below-market rate. • Renewal documentation, if applicable. • For Technical Assistance, breakdown of administrative costs. • Community Benefit Statement for transaction values over \$10 million. |

¹⁰ The Applicant must make sure that it is evident to the CDFI Fund that the Borrower listed on the Closing Document is the same Borrower that received the funds and is reflected on the Disbursement Document. Applicants can help ensure that this connection is evident by confirming that the name and/or loan number, etc. is the same on both the Closing Document and Disbursement Document.

| Category | Sub-Category/ Activity Type | Closing Documents | Disbursement Documents | Other Documentation (as Applicable) |
|--|--|---|---|---|
| Distressed Community Financing Activities Loans of \$250,000 or more¹¹ | 1. Consumer Loans and 2. Commercial Loans and Investments | <ul style="list-style-type: none"> • Executed/ signed loan agreement; or • Executed/ signed promissory note. • If the Loan Agreement and the Promissory Note are available, then both must be provided. • Security Agreement (for Commercial Real Estate (CRE) Loans and Related Projects Investment transactions only). • For CRE, the physical address of the commercial property in the Security Agreement or other supporting documentation must match the address entered in the corresponding transaction. | <ul style="list-style-type: none"> • Copies of cleared checks, wire transfer receipts, credit/debit screenshots from the accounting system, or credit/debit slips from the general ledger which indicate the name and address of the party receiving the funds. • Account/loan payment history from financial system. | <ul style="list-style-type: none"> • If it is not clear where in the supporting documentation the required information is located (i.e. amount disbursed to date, address of borrower (SBL) or real estate), Applicant should submit a brief narrative or use the Notes field in AMIS to clearly state where in the documentation the required information is located. . • For “Refinance-Applicant” transactions, the Applicant should: (1) submit a copy of the original note; or (2) other internal documentation that demonstrates the increase and that proceeds were used to pay off an existing loan with the Applicant. Applicants should include a note indicating the amount of new principal for the Applicant and where evidence of the refinance may be found in the supporting documentation. • For “Refinance-Unaffiliated Institution” transactions, the Applicant should submit any additional documentation necessary to demonstrate that the loans proceeds were used to pay off a loan with an unaffiliated institution. Applicants should rely on their own internal documentation to demonstrate that the proceeds were used to pay off an existing loan. Additional documentation such as wire transfer instructions, etc. may be submitted if the use of proceeds is not clear from the closing or disbursement document. Applicants are encouraged to include a note indicating where the evidence of the refinance may |

¹¹ While Applicants are not required to submit Supporting Documentation for Distressed Community Financing Activities of less than \$250,000, Applicants are expected to maintain records for any transaction submitted as part of the FY 2024 BEA Program Application, including Supporting Documentation for Distressed Community Financing Activity transactions of less than \$250,000. The CDFI Fund reserves the right to contact an Applicant during the review process to request supporting documentation for Distressed Community Financing Activities transactions of less than \$250,000.

| | | | |
|--|--|--|---|
| | | | <p>be found in the supporting documentation. If documentation is not available, Applicants must include a detailed note that indicates the name of the Unaffiliated Institution, refinance date, and loan amount.</p> <ul style="list-style-type: none"> • For AHD loans, must include documentation that at least 60% of the units in the property financed are or will be sold or rented to Eligible Residents who meet LMI requirements. • For CRE loans with more than one property financed must include documentation of all addresses and distressed community validations. • Community Benefit Statement for transaction values over \$10 million. |
|--|--|--|---|

| Category | Sub-Category/ Activity Type | Required Documentation |
|--------------------|--------------------------------|--|
| Service Activities | Deposit Liabilities | Narrative on methodology used to determine that: (1) account holders are Residents of the Distressed Community; and (2) Deposit Liabilities were accepted at a location within the Distressed Community. |
| Service Activities | Community Services | Applicants must provide the methodology used to: (1) derive the value, and (2) determine that the Applicant provided the Community Service to Eligible Residents, newly-formed small businesses, Low- and Moderate-Income homeowners, or homeowners in the Distressed Community. If external sources are referenced in the narrative, the Applicant must explain how it reached the conclusion that the cited references are directly related to the Low-and Moderate-Income homeowners to whom it is claiming to have provided the Financial Services. Applicants can either use the text box or provide this information as a separate attachment. Also, Applicants must include as an attachment an itemized list of staff time and administrative costs. |
| Service Activities | Financial Services | For new Branches or Automated Teller Machines (ATMs), complete “Certification of ETAs, New Branches or Automated Teller Machines” form. See Appendix 2. |
| Service Activities | Targeted Financial Services | For ETAs, complete “Certification of ETAs, New Branches or Automated Teller Machines” form. See Appendix 2. |

Qualified Activity Documentation - CDFI Related Activities

Eligible CDFI Related Activities consist of the CDFI Equity Investments/Equity-Like Loans and CDFI Support Activities sub-categories.

- An Equity Investment is defined as assistance provided by an Applicant or its Subsidiary to a Certified CDFI in the form of a grant, a stock purchase, a purchase of a partnership interest, a purchase of a limited liability company membership interest, or any other investment deemed to be an Equity Investment by the CDFI Fund.
- Equity-Like Loan is defined as a loan that has been made under certain terms and conditions that give it equity-like characteristics (see the FY 2024 BEA Program NOFA for terms and conditions).
- A CDFI Support Activity is defined as assistance provided by an Applicant or its Subsidiary to a Certified CDFI that is Integrally Involved in a Distressed Community, in the form of the origination of a loan, Technical Assistance, or deposits (see the FY 2024 BEA Program NOFA for terms and conditions).

Reporting CDFI Related Activities

Table 1: Baseline Period Activities: For the purpose of reporting an Applicant’s Baseline Period activities in the “Reporting BEA Qualified Activities” section of the BEA Program Electronic Application in AMIS, the Applicant will report all CDFI Related Activities categories where the Applicant demonstrated an increase during the Assessment Period.

Table 2: Assessment Period Transactions List: Applicants report the dollar value of each *individual* transaction. For Technical Assistance to a CDFI Partner, list the dollar value of each unit of Technical Assistance, according to each CDFI Partner recipient. For additional information, see instructions in Table 2: Assessment Period Transactions List.

Documenting CDFI Related Activities

Closing Documents: For all CDFI Related Activities (except Technical Assistance provided to CDFIs), provide documentation demonstrating that the transaction closed during the Assessment Period. Such documentation must include a legally binding agreement between the Applicant and the CDFI Partner (e.g. grant letter, loan agreement, promissory note, investment agreement, or stock purchase agreement). Certificates of Deposit renewed for a new 3-year term must include documentation indicating the original date of deposit, interest rate (materially below market), and expiration date. Renewed Certificates of Deposit that do not indicate the original date of deposit, interest rate (materially below market), and maturity will be disqualified. Document Technical Assistance provided to CDFIs by providing an itemized list of the administrative costs of providing such services.

Disbursement Documents: For all CDFI Related Activities (except Technical Assistance provided to CDFIs), provide documentation demonstrating the transaction closed during the Assessment Period and disbursed prior to the publication date of the FY 2024 NOFA in the Federal Register. Acceptable documentation includes copies of checks, wire transfer receipts, credit/debit screenshots from the accounting system and credit/debit slips from the general ledger.

Other Documentation: Applicants submitting transactions in the CDFI Support Activities sub-category must submit an “Integral Involvement Form for CDFI Support Activities” for each transaction. The form is available on the BEA Program page of the CDFI Fund’s website and in the Forms and Certifications section of this document (See Appendix 1).

Equity-Like Loans: As outlined in the NOFA, Equity-Like Loans must meet the following characteristics:

1. At the end of the initial term, the loan must have a definite rolling maturity date that is automatically extended if the CDFI continues to be financially sound and carry out a community development mission.
2. Periodic payments of interest and/or principal may only be made out of the borrower CDFI’s available cash flow after satisfying all other obligations.
3. Failure to pay principal or interest (except at maturity) will not automatically result in noncompliance.
4. The loan must be subordinated to all other debt except for other Equity-Like Loans.

Note: the CDFI Fund reserves the right to determine, in its sole discretion and on a case-by-case basis, if an instrument meets the above-stated characteristics of an Equity-Like Loan.

Qualified Activity Documentation - Distressed Community Financing Activities

Eligible Distressed Community Financing Activities include Affordable Housing Development Loans and related Project Investments; Affordable Housing Loans; Commercial Real Estate Loans and related Project Investments; Education Loans; Home Improvement Loans; Small Dollar Consumer Loans; and Small Business Loans and related Project Investments.

Affordable Housing Development Loans and related Project Investments: To be considered Qualified Activities, Affordable Housing Development Loans and Related Project Investments must be loans or investments to finance the acquisition, construction, and/or development of single- or multi-family residential real property, located in a Distressed Community. At least 60% of the units in such property must be affordable to Low- and Moderate-Income individuals. Applicants should note that eligible Affordable Housing Development Loans and related Project Investments do not include housing for students or school dormitories.

When submitting Affordable Housing Development Loan and Project Investment transactions, Applicants must: (1) provide documentation that at least 60% of the units in the property financed are or will be sold or rented to Eligible Residents¹² who meet Low-and-Moderate-income requirements¹³, or (2) if such documentation is not available, provide a brief analytical narrative describing how the

¹² The Eligible Resident test is determined by using the eligibility data to determine whether the occupants reside in a qualified tract.

¹³ The BEA Program Tabular Data on the CDFI Fund’s website provides information on the median family income for applicable census tracts. Applicants have the option to use the tabular data to determine whether the occupants: (1) reside in a qualified census tract; and (2) meet Low- and Moderate income requirements. Applicants should provide documentation supporting the determination that at least 60% of the units in the property financed are or will be sold or rented to Eligible Residents who meet Low –and Moderate-Income requirements. Examples could be documentation regarding the borrower’s participation in state, local, or Federal government programs (i.e. HUD’s LIHTC or Housing Choice Voucher/Section 8), and/or internal documentation between the bank and borrower indicating this determination. The narrative can be included with other supporting documentation or in the Notes field of the Transaction Detail page in AMIS.

determination was made that at least 60% of the units in the property financed have or will be sold or rented to Eligible Residents who meet Low-and Moderate-Income individuals requirements.

Affordable Housing Loans: To be considered a Qualified Activity, an Affordable Housing Loan must be made to an Eligible Resident who meets Low- and Moderate-Income requirements, with a purpose to purchase a primary residence located in a Distressed Community. An Applicant may determine the total dollar value of such loans closed during the Baseline Period and the Assessment Period using one of the following methods (an Applicant may use different methods for the Baseline and Assessment Periods):

- **Exact Count Method:** Collect income data on each mortgage borrower. Use this data to determine which mortgage borrowers are Low- and Moderate-Income residents. Count only those mortgage loans where the borrower is a Low- and Moderate-Income Resident.
- **Certification Method:** Count the number of mortgage borrowers that the Applicant reasonably believes are Low- and Moderate-Income residents. Provide a brief analytical narrative with information describing how this determination was made (e.g. all borrowers for a certain mortgage loan must pre-qualify as Low-Income).

Commercial Real Estate Loans: To be considered a Qualified Activity, a Commercial Real Estate (CRE) Loan must be a loan secured by real estate and used to finance the acquisition or rehabilitation of a building, or the acquisition, construction and/or development of property located in a Distressed Community and used for commercial purposes¹⁴. Supporting documentation must include the address where the CRE property is located and must match the address in the corresponding transaction.

Education Loans: To be considered a Qualified Activity, an Education Loan must be a loan provided to a student, who is an Eligible Resident who meets Low- and Moderate-Income requirements, for the purpose of financing either college or vocational education.

Home Improvement Loans: To be considered a Qualified Activity, a Home Improvement Loan must be an loan made to a borrower who is an Eligible Resident who meets Low- and Moderate-Income requirements for the purpose of improving the borrower's primary residence, which must be one-to-four family residential property. A Home Improvement Loan can be either secured or unsecured as noted in the BEA Program Interim Rule.

Small Dollar Consumer Loans: To be considered a Qualified Activity, a Small Dollar Consumer Loan is a loan that serves as an alternative to a higher cost credit product and is provided to a borrower that is an Eligible Resident and meets the criteria specified in the FY 2024 BEA Program NOFA and in the Glossary of Terms included in the FY 2024 BEA Program Application Frequently Asked Questions document.

Small Business Loans and related Project Investments: To be considered a Qualified Activity, a Small Business Loan must be a loan used for commercial or industrial purposes¹⁵ (other than an Affordable Housing Loan, Affordable Housing Development Loan, Commercial Real Estate Loan, Home Improvement Loan), to a business or farm that meets the size eligibility standards of the Small Business Administration's Development Company of Small Business Investment Company programs (13 C.F.R. 121.301) and is located in a Distressed Community.

¹⁴ Per the BEA Interim Rule, financing the following business types are not allowable: adult entertainment providers, golf courses, race tracks, gambling facilities, country clubs, facilities offering massage services, hot tub facilities, suntan facilities, or stores where the principal business is the sale of alcoholic beverages for consumption off premises.

¹⁵ See footnote 14.

Reporting Distressed Community Financing Activities

Table 1: Baseline Period Activities: For the purpose of reporting an Applicant’s Baseline Period activities in the “Reporting BEA Qualified Activities” section of the BEA Program Electronic Application in AMIS, the Applicant will report all Distressed Community Financing Activities categories where the Applicant demonstrated an increase during the Assessment Period.

For **Table 2: Assessment Period Transactions List:** An Applicant must report the total dollar value of *each* individual loan or investment. See instructions in **Table 2: Assessment Period Transactions List** for more information.

Documenting Distressed Community Financing Activities Greater than or equal to \$250,000¹⁶

Closing Documents: The Applicant must provide documentation showing that the transaction closed during the Assessment Period. Such documentation must include a legally binding agreement between the Applicant and the borrower/investee/recipient (e.g. loan agreement, promissory note, investment agreement, or stock purchase agreement).

For real estate related transactions such as Affordable Housing Loans (AHL), Affordable Housing Development and Related Project Investments (AHD), Home Improvement Loans (HIL), and Commercial Real Estate (CRE), the closing document must include the address of the real estate that was financed. If the closing document does not indicate the address of the financed real estate, the Applicant must submit additional documentation that indicates the address of the real estate that was financed. If an individual loan financed real estate at more than one physical location, the Applicant must: (1) provide documentation that indicates all addresses of the real estate financed, (2) include maps from CIMS which demonstrate that one or more of the remaining addresses are in a Distressed Community, (3) indicate the dollar amount financed for each address located in a Distressed Community, and (4) only enter the total dollar amount financed for all addresses which are located in a Distressed Community in the ‘Total Dollar Value’ field in AMIS. Transactions missing this information will be ineligible.

Disbursement Documents: The Applicant must provide documentation showing all disbursements occurred prior to FY 2024 BEA NOFA publication date in the Federal Register. Acceptable documentation includes copies of checks, wire transfer receipts, credit/debit screenshots from the accounting system, and credit/debit slips from the general ledger.

Qualified Activity Documentation - Service Activities

Service Activities include Deposit Liabilities; Community Services; Financial Services; Targeted Financial Services; and Targeted Retail Savings/Investment Products. Definitions of qualified activities are found in the BEA Program Regulations, applicable NOFA, and Supplemental Guidance for Applicants.

Reporting and Documenting Deposit Liabilities

¹⁶ While Applicants are not required to submit Supporting Documentation for Distressed Community Financing Activities of less than \$250,000, Applicants are expected to maintain records for any transaction submitted as part of the FY 2024 BEA Program Application, including Supporting Documentation for Distressed Community Financing Activity transactions of less than \$250,000. The CDFI Fund reserves the right to contact an Applicant during the review process to request supporting documentation for Distressed Community Financing Activities transactions of less than \$250,000.

If the Applicant demonstrated an increase in deposit liabilities during the Assessment Period, the Applicant must take the following steps for reporting:

Table 1: Baseline Period Activities: Report the balances of eligible Deposit Liabilities as of 12/31/2022 (end of the Baseline Period).

Table 2: Assessment Period Transactions List: Enter the balances of eligible Deposit Liabilities as 12/31/2023 (end of the Assessment Period). Do not report each individual depositor. There will be fields within the Deposit Liabilities transactions page to assist Applicants in recording this information correctly, including a comment box where Applicants explain the methodology used to determine that (1) account holders are Eligible Residents and (2) a field to confirm that Deposit Liabilities were accepted at a location in the Distressed Community.

Reporting and Documenting Community Services

Calculate the total dollar value of providing the Community Service by determining the administrative cost of providing the activity. For staff time, use the number of hours contributed multiplied by the staff person's hourly salary. For other administrative costs, the Applicant should report the actual cost. Report the total dollar value of all Community Service Activities which the Applicant is demonstrating an increase in the **Table 1: Baseline Period Activities** section of the BEA Program Electronic Application in AMIS. Report the dollar value of each individual Community Service Activity on **Table 2: Assessment Period Transaction List** section of the BEA Program Electronic Application in AMIS.

Applicants must provide the methodology used to: (1) derive the value, and (2) determine that the Applicant provided the Community Service to Eligible Residents, newly-formed small businesses, Low- and Moderate-Income homeowners, or homeowners in the Distressed Community. If the narrative references external sources, the Applicant must explain how it reached the conclusion that the cited references are directly related to the Low- and Moderate-Income homeowners for which it is claiming to have provided the Financial Services to. Applicants can either use the text box or provide this information as a separate attachment. If applicable, Applicants can include as an attachment an itemized list of staff time and administrative costs.

Reporting and Documenting All Other Service Activities

Determine the total dollar value of Financial Services, Targeted Financial Services, and Targeted Retail Savings/Investment Products provided to Eligible Residents during the Baseline Period and Assessment Period using one of the following methods:

- **Exact Count Method:** For Community Services provided to homeowners only: Collect income data on each recipient of the specified activity or use the list of BEA qualified census tracts and other eligibility data which is available on the CDFI Fund's public website. Use this data to determine which recipients are Low- and Moderate-Income Residents. Multiply this number by (i) the per unit value specified in the NOFA, or (ii) if the activity is not specified in the NOFA, by the Applicant's estimate of the per unit value.
- **Certification Method:** Take the number of recipients that the Applicant reasonably believes are Eligible Residents and multiply it by (i) the per unit value specified in the NOFA, or (ii) if the activity is not specified in the NOFA, by the Applicant's estimate of the per unit value.

The Applicant must provide a brief analytical narrative with information describing how this determination was made.

Report the combined total dollar value of Financial Services, Targeted Financial Services, and Targeted Retail Savings/Investment Products on the applicable line of the **Table 1: Baseline Period Activities** and **Table 2: Assessment Period Transactions List** sections of the BEA Program Electronic Application in AMIS. Do not report the value of each individual service activity separately in the **Table 2: Assessment Period Transactions List** section (i.e. do not list each check cashed or new account opened separately on its own line on the Report of Transaction). In the “Service Provided” column of the Transaction List CSV file, describe the transaction according to the type (e.g. “checks cashed” or “new accounts opened”).

For Financial Services, if using a per unit value not prescribed in the NOFA, provide a narrative statement that describes the methodology used to derive the value. The CDFI Fund will determine if this value is acceptable. If external sources are referenced in the narrative, the Applicant must explain how it reached the conclusion that the cited references are directly related to the Eligible Residents for which it is claiming to have provided the Financial Services.

An Applicant seeking an Award for providing Targeted Financial Services or for opening a new retail branch must complete and submit a Certification of Electronic Transfer Account (ETA) or New Branches form (see Appendix 2).

Instructions for Uploading Qualified Activity Documentation

Qualified activity documentation must be submitted electronically through AMIS. Applicants will attach Qualified Activity documentation when entering individual transactions to be considered for a BEA Program Award, as instructed in the **AMIS Training Manual: BEA Program Electronic Application Submission Guide**.

APPENDIX 1: INTEGRAL INVOLVEMENT FORM FOR CDFI SUPPORT ACTIVITY

This certification is not available in AMIS. Applicants may obtain this certification on the BEA Program’s [Step 1: Apply](#) page of the CDFI Fund’s website and submit it with the supporting documentation for the applicable transaction.

An eligible CDFI Partner is an entity that received assistance in the form of CDFI Related Activities by an unaffiliated Applicant and was a Certified CDFI at the time assistance was provided. In order for an Applicant to report CDFI Support Activities in its Application, the CDFI Partner which received the support (e.g. loans, deposits, and technical assistance) must be Integrally Involved in a Distressed Community. The definitions of CDFI Support Activities and Integral Involvement can be found in the BEA Program NOFA and Interim Rule. This form must be submitted by the Applicant as supporting documentation for any CDFI Support Activity that an Applicant has submitted for consideration for a BEA Program Award.

Instructions:

1. Complete the table below:

| | |
|--|----|
| Name of Applicant: | |
| Name of CDFI Partner: | |
| CDFI Support Activity Type: (i.e. Loan, Technical Assistance, qualifying deposit/share ¹⁷): | |
| Amount of CDFI Support Activity: | \$ |
| Date of Execution (must be during the Assessment Period): | |

2. The CDFI Partner must indicate, by selecting an option below, how it met the definition of Integral Involvement. Please note that these are not mutually exclusive options. CDFI Partners may select as many as applicable; however, in order for the CDFI Support Activity to qualify, at least one must be selected.

| Integral Involvement | Description | Checkbox |
|-----------------------------|---|--------------------------|
| Scenario I. | Provided at least 10% of the number of its financial transactions or dollars transacted (e.g. loans or equity investments) in one or more Distressed Communities in each of the 3 calendar years preceding the date of the applicable NOFA; or | <input type="checkbox"/> |
| | 10% of the number of its Development Service Activities ¹⁸ or value of the administrative cost of providing such services in one or more Distressed Communities in each of the three calendar years preceding the date of the applicable NOFA. | <input type="checkbox"/> |
| Scenario II. | Transacted at least 25% of the number of its financial transactions or dollars transacted (e.g. loans or equity investments) in one or more | <input type="checkbox"/> |

¹⁷ The BEA Program NOFA and Interim Rule provides a description of the criteria for a Certificate of Deposit to be considered a CDFI Support Activity for the BEA Program.

¹⁸ Development Service Activities are defined in the BEA Program Interim Rule and include financial or credit counseling to individuals for the purpose of facilitating home ownership, promoting self-employment, or enhancing consumer financial management skills; or technical assistance to borrowers or investees for the purpose of enhancing business planning, marketing, management, financial management skills, and other comparable services as may be specified by the CDFI Fund in the NOFA.

| Integral Involvement | Description | Checkbox |
|----------------------|---|--------------------------|
| | Distressed Communities in at least one of the three calendar years preceding the date of the applicable NOFA; or | |
| | Transacted at least 25% of the number of its Development Service Activities or value of the administrative cost of providing such services in one or more Distressed Communities in at least one of the three calendar years preceding the date of the applicable NOFA. | <input type="checkbox"/> |
| Scenario III. | Demonstrated that it has attained at least 10% of market share for a particular financial product in one or more Distressed Communities in at least one of the three calendar years preceding the date of the applicable NOFA. | <input type="checkbox"/> |
| Scenario IV | At least 25% of the CDFI Partner's physical locations (e.g. offices or branches) are located in one or more Distressed Communities where it provided financial transactions or Development Service Activities during the one calendar year preceding the date of the NOFA | <input type="checkbox"/> |

3. The CDFI Partner must sign and date this form.
4. The Applicant must submit this form in AMIS as supporting documentation along with any other supporting documentation when they submit the transaction in AMIS for consideration of a BEA Program Award.

FOR INFORMATIONAL PURPOSES:

The CDFI Fund shares information about Award Recipients with the general public via its public website. To increase awareness regarding which BEA Program Award Recipients and CDFIs have successfully partnered to serve residents and businesses in Distressed Communities, information from this form may be made public should the BEA Program Applicant receive a BEA Program Award.

| CDFI Partner Authorized Representative |
|---|
| Printed Name |
| Job Title |
| Signature |
| Date |

APPENDIX 2: CERTIFICATION OF ETAS, NEW BRANCHES OR AUTOMATED TELLER MACHINES

This certification is not available in AMIS. This form should be submitted with the supporting documentation for the applicable transaction within the BEA Program AMIS Application. Applicants should not report multiple transactions on a single form. A single form is required for each applicable transaction.

The Applicant does hereby certify that (i) the Applicant has entered into, and is in compliance with, the Financial Agency Agreement with the Treasury Department; and (ii) each ETA for which the Applicant is seeking a BEA Program Award possesses ALL of the characteristics listed below:

- Is an individually-owned account at a Federally-insured financial institution;
- Permits a minimum of four cash withdrawals and four balance inquiries per month, which are included in the monthly fee, through any combination of proprietary ATM transactions and/or over-the-counter transactions;
- Allows access to the insured depository institution’s on-line point-of-sale network (if any);
- Requires no minimum balance except as required by Federal or state law;
- Provides a monthly statement;
- Provides the same consumer protections that are available to other account holders at the financial institution;
- Is offered only to individuals receiving Federal benefit, wage, salary, or retirement payments;
- Allows set-off only for fees directly related to the account;
- Is subject to a maximum monthly account-servicing fee of \$3.00;
- Is in compliance with its Financial Agency Agreement with the U.S. Department of the Treasury; and
- Be either an interest-bearing or a non-interest-bearing account.

Certification for Opening Retail Branch or Automated Teller Machine (ATM)

The Applicant does hereby certify that on _____ (date), it opened a:

- New Retail Branch Office
- Automated Teller Machine

Located at the following address, and that it will remain in operation for at least the next five years.

(street, city, state, zip)

(11-digit census tract number)

| | |
|--|--------------|
| Authorized Representative (name and title): | Date: |
| Printed | |
| Signature | |

APPENDIX 3: ASSURANCES AND CERTIFICATIONS

AMIS TIP: In addition to signing the SF-424, an Applicant must indicate “Yes” that it is certifying the Assurances and Certifications in the AMIS Applications. It will do this under the area titled “Assurances and Certifications Form” on the Application main page in AMIS.

The Assurances and Certifications have been provided below. Applicants can also view them on:

- Grants.gov: www.grants.gov under the “Related Documents” tab when viewing the FY 2024 BEA Program Application grant opportunity; and
- The BEA Program Page on the CDFI Fund’s website: https://www.cdfifund.gov/programs-training/Programs/bank_enterprise_award/Pages/apply-step.aspx#step1

Applicants are advised that by signing the certification on the SF- 424 Mandatory Form they are certifying that they will comply with the Assurances and Certifications listed below if an Award is made. The CDFI Fund acknowledges that certain provisions of the Assurances and Certifications may not be applicable to every Applicant. An Applicant may not modify any of the Assurances and Certifications.

A. SF - 424B: Assurances -- Non-Construction Programs

As the duly authorized representative of the Applicant, I certify that the Applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this Application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the Award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work (activities in Application) within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of Ohm’s Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L.88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.1681-1683, 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C.794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C.6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L.91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C.3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is

- being made; and (j) the requirements of any other nondiscrimination statutes which may apply to the Application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
 8. Will comply with the provisions of the Hatch Act (5 U.S.C.1501-1508 & 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub agreements.
 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451et seq.); (f) conformity of Federal actions to State Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L.93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L.93-205).
 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this Award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this Award of assistance.
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
 19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or sub-awards under the award.

B. Additional Certifications

In addition to the assurances and certifications provided by the Applicant pursuant to OMB Standard Form 424, the Applicant hereby assures and certifies that:

1. It is duly organized and validly existing under the laws of the jurisdiction in which it was incorporated or otherwise established, and is (or within 30 days will be) authorized to do business in any jurisdiction in which it proposes to undertake activities specified in this Application;
2. Its Board of Directors (or similar governing body) has, by proper resolution or similar action, authorized the filing of this Application, including all understandings and assurances contained herein, and directed and authorized the person identified as the authorized representative of the Applicant to act in connection with this Application and to provide such additional information as may be required;
3. It will comply with all applicable requirements of the Community Development Banking and Financial Institutions Act of 1994 (the Act) (12 U.S.C. 4701 et seq.), regulations implementing the Act and all other applicable Department of the Treasury regulations and implementing procedures (and any regulations or procedures which are later promulgated to supplement or replace them);
4. It will comply, as applicable and appropriate, with the requirements of OMB Circulars (*e.g.* 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and any regulations and circulars which are later promulgated to supplement or replace them, including standards for fund control and accountability;
5. It has not knowingly and willfully made or used a document or writing containing any false, fictitious or fraudulent statement or entry as part of this Application or any related document, correspondence or communication. (The Applicant and its authorized representative should be aware that, under 18 U.S.C. 1001, whoever knowingly and willfully makes or uses such document or writing shall be fined or imprisoned for not more than five years, or both); and
6. It has not had proceedings instituted against it in, by, or before any court, governmental agency, or administrative body, and a final determination made within the last 3 years as of the date of the NOFA indicating that the Applicant has violated any of the following laws: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601 et seq.); and Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.
7. The information in this Application, and in these assurances and certifications in support of the Application, is true and correct to the best of the Applicant's knowledge and belief and the filing of this Application has been duly authorized.

C. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions: Instructions for Certification

1. By signing and submitting this Application, the prospective primary participant (the Applicant) is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in the denial of participation in this covered transaction. The prospective Applicant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the CDFI Fund's determination of whether to enter into this transaction (approval and funding of the Application). However, failure of the Applicant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. This certification is a material representation of fact upon which reliance is placed when the CDFI Fund determines to enter into this transaction. If it is later determined that the Applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the CDFI Fund may terminate this transaction for noncompliance.
4. The Applicant shall provide immediate written notice to the CDFI Fund if at any time the Applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transactions," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause (certification), have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the CDFI Fund for assistance in obtaining a copy of those regulations (31 C.F.R. Part 19).

6. The Applicant agrees by submitting the Application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the CDFI Fund.
7. The Applicant further agrees by submitting this Application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," to be provided by the CDFI Fund, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions (see 31 C.F.R. part 19, Appendix B).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the No Procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the CDFI Fund may terminate this transaction for noncompliance.

D. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions

1. The prospective primary participant (the Applicant) certifies to the best of its knowledge and belief, that it and its principals:
 - a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) have not within a three-year period preceding this Application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d) have not within a three-year period preceding this Application had one or more public transactions (Federal, State or local) terminated for noncompliance.
2. Where the Applicant is unable to certify to any of the statements in this certification, such Applicant shall attach an explanation to this proposal.

E. Certification Regarding Drug-Free Workplace Requirements

1. The Applicant certifies that it will provide a drug-free workplace by:
 - a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employee for violations of such prohibition;
 - b) establishing a drug-free awareness program to inform employees about:
 - (i) the dangers of drug abuse in the workplace;
 - (ii) the Applicant's policy of maintaining a drug-free workplace;
 - (iii) any available drug counseling, rehabilitation, and employee assistance program;

- (iv) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by subparagraph (a);
 - d) notifying the employee in the statement required by subparagraph (a) that, as a condition of employment in such grant, the employee will:
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug use statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;
 - e) notifying the granting agency in writing, within ten calendar days after receiving notice of a conviction under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction;
 - f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted:
 - (i) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (ii) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
 - g) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f).
2. The Applicant may insert in the space provided below the site(s) for the performance of work (activities carried out by the Applicant) to be done in connection with the Award (Place of Performance (Street Address, City, County, State and Zip Code)): Not Applicable

F. Certification Regarding Lobbying

1. The Applicant certifies, to the best of its knowledge and belief, that:
- (i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
 - (ii) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Application, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions; and
 - (iii) The Applicant shall require that the language of this certification be included in the Award documents for all sub-Awards of all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

APPENDIX 4: ENVIRONMENTAL REVIEW QUESTIONS

All BEA Program Applicants must answer the Environmental Review Questions as part of their BEA Program Electronic Application submission in AMIS.

The Environmental Review Questions are located in the Organization Information section of the AMIS Application under the “Environmental Review” subsection. These questions have also been provided in the table below.

| Environmental Review Questions | | |
|--|-----|----|
| | YES | NO |
| The CDFI Fund’s environmental review requirements are set forth in 12 C.F.R. Part 1815. The Applicant should review such regulations carefully before completing this section. In order to assure compliance with those regulations and other requirements related to the environment, the Applicant shall provide the following information: If ‘YES’ to any of the above questions, attach a detailed description of each action, clearly identifying the category in which the action falls. The attachment should be named ‘Environmental Review’. | | |
| 1. Are there any actions proposed in the Application that do not constitute a “categorical exclusion” as defined in 12 C.F.R. 1815.110? | | |
| If YES, would any of these actions normally require an environmental impact statement (see 12 C.F.R. 1815.108)? | | |
| 2. Are there any activities proposed in the Application that involve: | | |
| Historical or archaeological sites listed on the National Register of Historic Places, or that may be eligible for such listing? | | |
| Wilderness areas designated or proposed under the Wilderness Act? | | |
| Wild or scenic rivers proposed or listed under the Wild and Scenic Rivers Act? | | |
| Critical habitats of endangered or threatened species? | | |
| Natural landmarks listed on the National Registry of Natural Landmarks? | | |
| Coastal barrier resource systems? | | |
| Coastal Zone Management Areas? | | |
| Sole Source Aquifer Recharge Areas designated by EPA? | | |
| Wetlands? | | |
| Flood plains? | | |
| Prime and unique farmland? | | |
| Properties listed or under consideration for listing on the Environmental Protection Agency’s List of Violating Facilities? | | |

| Notification |
|---|
| <p>As stated in 12 C.F.R. 1815.105, if the CDFI Fund determines that the Application proposes actions which require an environmental assessment or an environmental impact statement, any approval and funding of the Application will be contingent upon:</p> <ol style="list-style-type: none"> 1. The Applicant supplying to the CDFI Fund all information necessary for the CDFI Fund to perform or have performed any required environmental review; 2. The Applicant not using any CDFI Fund Financial Assistance to perform any of the proposed actions in the Application requiring an environmental review until approval is received from the CDFI Fund; and 3. The outcome of the required environmental review. <p>In addition, as stated in 12 C.F.R. 1815.106, if the CDFI Fund determines that an Application, or any part thereof, is not sufficiently definite to perform a meaningful environmental review prior to approval of the Application, final approval and funding of the Application shall require supplemental environmental review prior to the taking of any action directly using CDFI Fund Financial Assistance for any action that is not a categorical exclusion.</p> |