

FY 2020 FINANCIAL ASSISTANCE (FA) APPLICATION GUIDANCE



OPEN

CDFI PROGRAM & NACA PROGRAM

SF-424,
BASE-FA APPLICATION,
& SUPPLEMENTAL FA
APPLICATIONS
GUIDANCE



OMB Approval No. 1559-0021

Paperwork Reduction Act Notice.

This submission requirements package is provided to Applicants for awards under the Community Development Financial Institutions Program (CDFI Program) and Native American CDFI Assistance Program (NACA Program). Applicants are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The estimated average burden associated with this collection of information per Applicant is 95 hours for the Base Financial Assistance (Base-FA) Application, 0.5 hours for the supplemental Persistent Poverty County-Financial Assistance (PPC-FA) Application, 10 hours for the supplemental Disability Funds-Financial Assistance (DF-FA) Application, and 10 hours for the supplemental Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) Application. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Program Manager, CDFI Program and NACA Program, Department of the Treasury, Community Development Financial Institutions Fund, 1500 Pennsylvania Avenue, Washington, D.C. 20220.

All materials are available on the CDFI Fund Website: www.cdfifund.gov.

Catalog of Federal Domestic Assistance Number: 21.020

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APPLICABLE UPDATES

April 8, 2020

This document was updated on April 8, 2020, to reflect the updated Application-related deadlines in the CDFI Amended NOFA and the NACA Amended NOFA.

March 3, 2020

This document was updated on March 3, 2020 with the following items:

Updated HFFI-FA Application Components to reflect FY 2020 process of having all supplemental FA Applications collected at the same time in AMIS as detailed on [page 9](#).

Clarified the “as-of” date option for the Total Asset Size Test at Application Launch as detailed on [page 18](#).

Updated current year definition from December 31, 2018 to December 31, 2019 to correct typo in Table 13 on [page 31](#).

GETTING STARTED

The Community Development Financial Institutions Program (CDFI Program) and Native American CDFI Assistance Program (NACA Program) both provide Financial Assistance (FA) awards to certified Community Development Financial Institutions (CDFIs) to build their financial capacity to lend to their communities. CDFIs serve rural and urban low-income people and communities across the nation that lack adequate access to affordable financial products and services.

While both programs provide FA awards after a competitive application process, the NACA Program specifically targets awards to CDFIs that primarily serve Native American, Alaska Native, and Native Hawaiian people and communities.

For both programs, FA awards include the Base Financial Assistance (Base-FA) award and the following awards that are provided as a supplement to the Base-FA award:

- Persistent Poverty Counties-Financial Assistance (PPC-FA),
- Disability Funds-Financial Assistance (DF-FA), and
- Healthy Food Financing Initiative-Financial Assistance (HFFI-FA).

This guidance document provides Applicants with instructions and tips on how to respond to the narrative questions, data inputs, and required attachments for the fiscal year (FY) 2020 CDFI Program and NACA Program FA Applications. This guidance is intended to be used in conjunction with additional Application Materials, all of which are available on the CDFI Fund's website.

This document contains detailed guidance for the Base-FA Application and PPC-FA Application. Please refer to the supplemental DF-FA and HFFI-FA Application guidance documents on the CDFI Fund's website for further information on how to complete and submit the supplemental DF-FA and HFFI-FA Applications.

Capitalized terms not defined herein shall have the meaning specified in the applicable CDFI Program or NACA Program FY 2020 Notice of Funds Availability (together, NOFAs).

Note about the Awards Management Information System (AMIS): AMIS is the CDFI Fund's web-based portal that all Applicants must use to create, complete, and submit required Application Documents. **This guidance document does not contain instructions for entering Application information into AMIS. For technical instructions on how to use AMIS, please refer to the [FY 2020 AMIS Training Manual for CDFI Program and NACA Program: FA Applicants](#).**

This document is a reference tool only, and Applicants must enter their responses to the narrative questions and data entry fields in AMIS. All attachments must also be attached in the AMIS Application.

Deciding What to Apply For

Applicants should start by reading the CDFI Program and/or NACA Program NOFAs to determine which of those two programs they are eligible to apply for; which type of Supplemental Financial Assistance they are eligible to apply for (Persistent Poverty County-Financial Assistance (PPC-FA), Healthy Food Financing Initiative-Financial Assistance (HFFI-FA), and/or Disability Funds-Financial Assistance (DF-FA)); and the dollar amount they may request under each funding category.

CDFI Program and NACA Program Financial Assistance awards are flexible tools that can help your organization grow and expand your financial products and services to your community. It's helpful to have a clear idea of what you would like to use your Base-FA and Supplemental FA awards for before beginning the application. As part of the application, you will need to provide the CDFI Fund with a clear narrative of how your selected award types will benefit your organization and your community.

You also will need to select at least one Financial Assistance Objective (FA Objective) as part of your application. The FA Objectives you select will illustrate your organization's goals for your Base-FA award (such increasing the total volume of financial products you provide or expanding into a new geographic area). If you are selected to receive a Base-FA award, you will need to meet annual goals for your chosen FA Objectives in order to remain compliant with your award. Reviewing the *Introduction to FA Objectives* in this guidance may help as you think through your application.

Financial Assistance Types

CDFI Program Base-FA

CDFI Program Base-FA Applicants can apply under one of two categories:

- FA Category I (SECA, or "Small and Emerging CDFI Applicant")
- FA Category II (Core)

These categories of applicants have different definitions, eligibility requirements, and matching funds requirements. Applicants should review Table 8 in the CDFI Program NOFA for additional information.

NACA Program Base-FA

NACA Program Base-FA Applicants must meet their own eligibility requirements, including the percentage of their activities targeted toward Native Communities. Applicants should review Table 8 in the NACA Program NOFA for additional information.

Supplemental FA

Both CDFI Program and NACA Program Base-FA Applicants are eligible to apply for the Supplemental Financial Assistance awards. **No Base-FA Application will be disqualified from consideration or otherwise adversely affected if the Applicant does not also apply for Supplemental FA funding.** Applications for PPC-FA, HFFI-FA, and DF-FA awards will be evaluated independently from the Base-FA Application, and will not affect the Base-FA Application evaluation or Base-FA award amount.

Additional information about the Supplemental FA awards can be found in the CDFI Program and NACA Program NOFAs. Full guidance on PPC-FA awards can be found in this document. Additional guidance and application instructions for the HFFI-FA and DF-FA awards can be found in this document and in the supplemental FA Application Materials on the CDFI Fund's website.

Note: Does your organization not fit the above categories? You do not have to be a Certified CDFI to apply for a CDFI Program or NACA Program Technical Assistance award. Review the NOFAs and the **FY 2020 Technical Assistance Application Guidance** on the CDFI Fund's website to learn more.

How the FA Application is Organized

There are three major parts to the FA Application:

1. The **Standard Form-424 (SF-424)** (*submitted through Grants.gov*). This form starts your application and contains important fields about your organization's tax and payment information.
2. The **Base-FA Application** (*submitted through AMIS*). The Base-FA Application will ask for information about your organization, such as your organization's financial data; the financial products and development services you currently provide; the low-income people and communities your organization serves; and your organization's objectives for your Base-FA Award.
3. The **Supplemental FA Applications** (*submitted through AMIS*). These applications will ask you about how you would specifically use one or more of the Supplemental FA awards if you are selected to receive one. The Supplemental FA Applications are optional.

View **Application Submission Requirements and Deadlines**, below, for an outline of all of the required application components and documents.

Application Materials

Applicants are **strongly** encouraged to review all of the FA Application Materials on the CDFI Fund's website. Applicants should read the applicable NOFA for the eligibility and other requirements for FA Applicants and key deadlines. The CDFI Fund will be adding Application Materials to the website on a rolling basis. Please note that some Application Materials will be posted after the release date of the NOFAs and Applications.

Application Submission Requirements and Deadlines

The submission deadlines for the FY 2020 Application are published in the NOFA and reproduced in Table 1 below. Please note the different submission deadlines for materials that must be submitted through Grants.gov and those that must be submitted through AMIS.

For FY 2020, only Applicants that have CDFI certification as of the date of the NOFA may apply for FA Awards. Applicants that are not certified CDFIs on the date of the NOFA may be eligible to apply for TA Awards. Review the NOFAs and the **FY 2020 Technical Assistance Application Guidance** on the CDFI Fund’s website to learn more.

Table 1 - FY 2020 CDFI Program and NACA Program Application Deadlines

Description	Deadline	Time (Eastern Time – ET)	Submission Method
SF-424 Mandatory Form submitted and validated	March 23, 2020	11:59 p.m. ET	Electronically via Grants.gov
Create an AMIS Account (if the Applicant does not already have one)	March 23, 2020	11:59 p.m. ET	Electronically via AMIS
Enter EIN and DUNS number in AMIS Account	March 23, 2020	11:59 p.m. ET	Electronically via AMIS
AMIS Application and Required Attachments	April 30, 2020	11:59 p.m. ET	Electronically via AMIS

The following table summarizes the required Application components and documents. A complete Application must include submission of each relevant component and document for your Applicant Type listed in the table below. Applicants can use the last column as a “checklist” to track completion of the required Application components and attachments.

Table 2 – Required Application Components and Documents

Application Components/Documents	Applicant Type	Submission Format	Complete? (Y/N/NA)
Active AMIS Account	All FA Applicants	AMIS	
OMB Standard Form-424 (SF-424)	All FA Applicants	Fillable PDF in Grants.gov	
Base-FA Application Components: <ul style="list-style-type: none"> Funding Application Detail Data, Charts, and Narrative sections as listed in AMIS and outlined in Application Materials Matching Funds (FA Core Applicants only) 	All FA Applicants	AMIS	

Application Components/Documents	Applicant Type	Submission Format	Complete? (Y/N/NA)
PPC-FA Application Components: <ul style="list-style-type: none"> Funding Application Detail Narratives AMIS Charts Matching Funds (FA Core Applicants only) 	PPC-FA Applicants	AMIS	
DF-FA Application Components: <ul style="list-style-type: none"> Funding Application Detail Narratives AMIS Charts Matching Funds (FA Core Applicants only) 	DF-FA Applicants	AMIS	
HFFI-FA Application Components: <ul style="list-style-type: none"> Requested HFFI-FA Amount Narratives AMIS Charts <p><i>*HFFI-FA Application, including narratives and data charts, will be provided after FA Application submission if Applicant makes an HFFI-FA funding request in AMIS.</i></p>	HFFI-FA Applicants Must submit the HFFI-FA Application via Service Request in AMIS. HFFI-FA Applications must be associated with the Applicant's FA Application in AMIS upon submission.	AMIS	
ATTACHMENTS TO THE APPLICATION:			
Key Staff Resumes	All Applicants	PDF or Word document in AMIS	
Organizational Chart	All Applicants	PDF in AMIS	
Audited Financial Statements for the Applicant's Three Most Recent Historic Fiscal Years	Loan funds, venture capital funds, and other non-Regulated Institutions	PDF in AMIS	
Management Letter ¹ for the Applicant's Most Recent Historic Fiscal Year.	Loan funds, venture capital funds, and other non-Regulated Institutions	PDF in AMIS	

¹ The Management Letter is prepared by the Applicant's auditor and is a communication on internal control over financial reporting, compliance, and other matters. **Please review the sample Management Letter in Appendix F.** The Management Letter contains the auditor's findings regarding the Applicant's accounting policies and procedures, internal controls, and operating policies, including any material weaknesses, significant deficiencies, and other matters identified during an audit. The Management Letter may include suggestions for improving identified weaknesses and deficiencies and/or best practice suggestions for items that may not be considered to be weaknesses or deficiencies. The Management Letter may also

Application Components/Documents	Applicant Type	Submission Format	Complete? (Y/N/NA)
Statement(s) in Lieu of Management Letter for Applicant's Most Recent Historic Fiscal Year, Issued by the Board Treasurer or other Board member using the template provided in the Application Materials (required only if a Management Letter is not available for audited financial statements).	Loan funds, venture capital funds, and other non-Regulated Institutions	PDF in AMIS	
Current Year to Date - December 31, 2019 Unaudited Financial Statements	Loan Funds, venture capital funds, and other non-Regulated Institutions	PDF in AMIS	
Community Partnership Agreement	All FA Applicants, if applicable	PDF or Word document in AMIS	
Retained Earnings Calculator Excel Workbook	All FA Core Applicants using retained earnings as matching funds	Excel in AMIS	
Year-end (December 31) Call reports for each fiscal year reported in the Retained Earnings Calculator	FA Core Applicants that are Regulated Institutions using retained earnings as matching funds	PDF in AMIS	
Equity Investment Matching Funds Documentation	FA Core Applicants that are For-profit CDFIs using In-Hand Equity Investment(s) as matching funds	PDF or Word document in AMIS	
Deposits Matching Funds Documentation	FA Core Applicants that are Regulated Institutions using In-Hand Deposits as matching funds	PDF or Word document in AMIS	

include items that are not required to be disclosed in the annual audited financial statements. The Management Letter is different than the auditor's Opinion Letter, which is required by Generally Accepted Accounting Principles (GAAP). Management Letters are not required by GAAP, and are sometimes provided by the auditor as a separate letter from the Audit itself. The Management Letter asked for here is NOT a letter from the Applicant to its auditor, nor is it an introductory letter from an auditor. Please see the next application attachment item regarding "Statement(s) in Lieu of Management Letter" if you are an Applicant that did not receive a separate Management Letter from your auditor regarding internal controls, policies, and procedures, as defined in the NOFA and clarified further here.

Submission Requirements

GRANTS.GOV AND SAM.GOV: The SF-424 for the Application must be submitted and validated through Grants.gov before the rest of the Application may be 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 make sure 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 in order to register in SAM.gov, an Applicant must have a current and valid Dun and Bradstreet Data Universal Numbering System (DUNS) number and Employer Identification Number (EIN). **The CDFI Fund advises Applicants to allow sufficient time to obtain this information.** A DUNS 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 DUNS 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 and have it validated via Grants.gov by the deadline due to failure to obtain a DUNS 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 to and validated by Grants.gov by the deadline in Table 1 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 problems may impact the timeline for SF-424 validation and the Applicant's 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 (see *Contacting the CDFI Fund, SAM, and Grants.gov*, below). 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, their FA Application will be deemed incomplete and the Applicant will not be considered for a FY 2020 CDFI Program or NACA Program award.

AWARDS MANAGEMENT INFORMATION SYSTEM (AMIS): Each Applicant must register as an organization in AMIS by the deadline in Table 1 above. Applicants who fail to register as an organization in AMIS by the appropriate 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>. For FY 2020, only Applicants that have CDFI Certification as of the date of the NOFA may apply for FA Awards. Each Applicant must enter their EIN and DUNS number in AMIS by the deadline in Table 1 above. Applicants who fail to enter these numbers in AMIS by the deadline will be deemed ineligible.

Each Applicant must also submit the required Application materials through the AMIS portal by the deadline in Table 1. In order to submit the required Application materials, the Authorized Representative and Application point(s) of contact **must be included 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 an Application successfully. See the later section titled “Defining Contacts as Authorized Representatives and Points of Contact” for instructions.

Ensuring a Complete Application Package

A complete Application Package is one that includes all required materials listed in Table 2 above, including the specified attachments. If the Applicant fails to submit either the SF-424 Mandatory Form through Grants.gov, register their organization in AMIS, be a Certified CDFI, enter their EIN and DUNS number in AMIS, or submit the Financial Assistance 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 **April 28, 2020** (two business days before the AMIS Application deadline). The CDFI Fund will not respond to phone calls, program-related Service Requests, or e-mail inquiries that are received after 5:00 p.m. ET on **April 28, 2020**, until after the AMIS Application deadline. The CDFI Fund will respond to technical issues related to AMIS through 5:00 p.m. ET, on **April 30, 2020**. Please note that these are not toll free numbers.

Table 3 – CDFI Fund Contact Information

Area	Topic	Phone	Email (preferred)
CDFI Program NACA Program	How to complete Application materials.	202-653-0421	Submit a Service Request in AMIS or email cdfihelp@cdfi.treas.gov
CDFI Certification	Status of CDFI Certification.	202-653-0423	Submit a Service Request in AMIS or email ccme@cdfi.treas.gov
Compliance Monitoring and Evaluation	Status of compliance with other awards, including outstanding reports.	202-653-0423	Submit a Service Request in AMIS 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 or email AMIS@cdfi.treas.gov

Service Requests

A Service Request is the preferred way to contact the CDFI Fund about your Application. To submit a Service Request, you need an AMIS user account. Service Requests contain a “program” multi-pick list. For CDFI Program or NACA Program Application question, select “CDFI Program” or “NACA Program” for the program. 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.

SAM and Grants.gov

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	E-mail
System for Awards Management (SAM)	https://www.sam.gov	See website	See website
Grants.gov	https://www.grants.gov	See website	See website

GRANTS.GOV (SF-424 MANDATORY FORM) INSTRUCTIONS

In accordance with federal regulations, the CDFI Fund requires Applicants to submit the initial component of their FY 2020 CDFI Program or NACA Program Application using the [Grants.gov](https://www.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. If you experience any technical difficulties submitting the Application via Grants.gov, do not contact the CDFI Fund. Contact the Grants.gov help desk instead.

The only component of the 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 Application is true, complete, and accurate, including the Application Assurances and Certifications, and also certifies that the Applicant will comply with the Assurances and Certifications, if an Award is made (refer to **Forms, Assurances, and Certifications Guidance** on the CDFI Fund’s website). 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.

Use the Correct Grants.gov Funding Opportunity Number: There are different Grants.gov Funding Opportunity Numbers for the FY 2020 CDFI Program Application and the FY 2020 NACA Program Application. CDFI Program Applicants **must** submit the SF-424 under the CDFI Program Funding Opportunity Number. NACA Program Applicants **must** submit the SF-424 under the NACA Program Funding Opportunity Number. Applicants that submit an SF-424 under the wrong Opportunity Number **will be deemed ineligible** for award contention.

Match your DUNS and EIN Numbers: Applicants’ AMIS record and Grants.gov record are linked by the Organizational DUNS (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.

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 5 below. The Instructions column in Table 5 provides guidance on how Applicants should complete their SF-424 Mandatory Form for submission through Grants.gov.

Table 5 – SF-424 Mandatory Form Instructions & Field Descriptions

Field	Required	Instructions
1.a. Type of Submission:	Yes	<p>‘Application’ is automatically selected. Applicants should take care to ensure they have submitted the correct SF-424 under the correct Program Funding Opportunity Number.</p> <ul style="list-style-type: none"> • CDFI Program Applicants that submit their SF-424 for the CDFI Program Application under the NACA Program Funding Opportunity Number will be deemed ineligible for the CDFI Program Application and removed from award consideration. • NACA Program Applicants that submit their SF-424 for the NACA Program Application under the CDFI Program Funding Opportunity Number will be deemed ineligible for the NACA Program Application and removed from award consideration.
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. State use only: Date Received by State	No	Not Applicable—leave blank.
6. State use only: State Application Identifier	No	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 DUNS	Yes	Enter the Applicant’s DUNS.
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	<p>Enter a Contact Person who can answer questions about the submission. The Contact Person (name and contact information) identified here should match a User/Contact Person identified in the Applicant’s AMIS account.</p> <p>Organizational Affiliation: leave blank.</p>

Field	Required	Instructions
8.a. Type of Applicant	Yes	Select the most appropriate description from the 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 21.020 for CDFI Program, or 21.012 for Native Initiatives Program.
11. Descriptive Title of Applicant’s Project	Yes	Enter a brief description of how you plan to use a CDFI Program or NACA Program Award.
12. Areas Affected by Funding	No	Not Applicable—leave blank.
13. Congressional Districts Of: (a) Applicant; and (b) Program/Project	Yes	See US House of Representatives (www.house.gov) to find the congressional district where the Applicant is headquartered. Use same district for both boxes.
14. Funding Period: (a) Start Date; and (b) End Date	Yes	<u>TA Applicants</u> Start Date: 8/1/2020; End Date: 9/30/2022. <u>Sponsoring Entity Applicants (NACA TA)</u> Start Date: 8/1/2020; End Date: 9/30/2024. <u>Base-FA Applicants</u> Start Date: 8/1/2020; End Date: 9/30/2023.
15. Estimated Funding	Yes	Enter total Base–FA or TA Award request for Federal; enter zeroes in other boxes.
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’ is selected.
18. Applicant Certification/ Authorized Representative	Yes	Read and click the ‘I Agree’ button. Complete all fields for Authorized Representative information. The name and contact information should match the Authorized Representative’s information in the Applicant’s AMIS account.
Worksheet: Consolidated Application/Plan/Funding Request Explanation	No	Not Applicable—leave blank.
Worksheet: Applicant Federal Debt Delinquent Explanation	No	Complete if applicable.

Grants.gov Submission Confirmation

Each Applicant will receive an e-mail from Grants.gov immediately after submitting the SF-424 confirming that the submission has entered the Grants.gov system. This e-mail will contain a tracking number for the submitted SF-424. **After the submission is processed, the Applicant will receive a second e-mail which will indicate if the submitted SF-424 was either successfully validated or rejected with errors.** However, Applicants should not rely on the e-mail notification from Grants.gov to confirm that their SF-424 were validated. Applicants are strongly encouraged to use the tracking number provided in the first e-mail to closely monitor the status of their SF-424 by checking Grants.gov directly. 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.

Please Note: Per the NOFA, the CDFI Fund will not extend the SF-424 application deadline for any Applicant that started the Grants.gov registration process but did not complete it by the deadline in Table 1 except in the case of a Federal Government administrative or technological error that directly resulted in a late submission or validation of the SF-424.

The SF-424 must be successfully submitted and validated in Grants.gov by the deadline in Table 1. Applicants are strongly encouraged to submit their SF-424 as early as possible in the Grants.gov portal. Call the Grants.gov support staff if you have any questions about the process. If you experience any technical difficulties submitting the SF-424 via Grants.gov, do not contact the CDFI Fund as we are unable to provide any help or guidance related to Grants.gov. **If the SF-424 is not accepted and validated by Grants.gov by the deadline, the CDFI Fund will not review any material submitted in AMIS, and the Application will be deemed ineligible.**

SETTING UP YOUR AMIS PROFILE AND APPLICATION

Registering an Organization in AMIS

All CDFI Program and NACA Program Applicants in the FY 2020 Round must ensure that their organization is registered in AMIS by the deadline in Table 1. Each Applicant must also enter their EIN and DUNS number in AMIS by the deadline in Table 1 above. **The Applicant organization registered in AMIS must be the same one that submitted the SF-424 through Grants.gov, and the EIN and DUNS number on the SF-424 must match the EIN and DUNS number in the organizational information in AMIS.** Organizations who have previously applied for CDFI Fund program awards 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 2020 CDFI Program and NACA Program Application Round who do not already have their organization registered in AMIS must complete organization registration by the deadline in Table 1.

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/s/Training>.

Organization Profile, Program Profile, and Creating an AMIS Application

Organization Profile

All Applicants must complete (or review and update, as necessary) their Organization Profile page before working on their Program Profile or launching a FY 2020 Application in AMIS. Information from the Organization Profile page will be used in your Program Profile (and later your Application) while other information will be validated later in the submission process.

If your organization has not previously submitted an Application for a CDFI Fund program via AMIS or does not have an existing AMIS account, you must ensure that all necessary information is provided under the Organization Profile. Be sure to double check that the **bolded fields** marked with an asterisk (*) in the table below are accurate when entered into AMIS. Bolded fields with an asterisk indicate which fields populate at the Program Profile and Application level.

Note that the **Total Asset Size** field on the Organization Profile page must be updated by the Applicant. AMIS will analyze this field to determine whether you are eligible to apply under the CORE or SECA eligibility category. **All Applicants must manually update the Total Asset Size field with the dollar amount of their total assets.**

Applicants may use one of the following “as of dates” in entering their organization’s “Total Asset Size” on the Organization Profile in AMIS:

- Total Assets as of the end of the Applicant’s most recent fiscal year end date (as stated in the NOFA); OR
- Total Assets as of the date of the Applicant’s most recent historic fiscal year end (as defined in Table 13 of this document).

Table 6 – AMIS Organization Detail Fields

Field Name	Data Type
<i>Organization Detail</i>	
Organization Name	data entry
Parent Relationship	pull-down
Phone	data entry
Website	data entry
EIN/TIN*	data entry
DUNS*	data entry
<i>Organizational Type</i>	
Financial Institution Type*	pull-down (select one: bank or thrift-state chartered / loan fund / credit union / bank holding / bank or thrift / VC / sponsoring entity)
Organization Structure*	pull-down
Date of Incorporation	data entry
Financial Activities Start Date*	data entry
Total Asset Size*	data entry
Fiscal Year End Day*	pull-down
Fiscal Year End Month*	pull-down
<i>Address Information</i>	
Mailing Country	pull-down
Mailing Street	data entry
Mailing City	data entry
Mailing State/Province	pull-down
Mailing Zip/Postal Code	data entry
Shipping Country	pull-down
Shipping Street	data entry
Shipping City	data entry
Shipping State/Province	pull-down
Shipping Zip/Postal Code	data entry

Defining Contacts as Authorized Representatives and Points of Contact

There is a list of Contacts for each Organization in AMIS. Each Contact has a Profile associated with it. This Profile, which can be set to ‘Admin User’, ‘User’, or ‘Viewer’, determines the permissions assigned to the Contact. For example, any Contact that is a ‘User’ or ‘Admin User’ may create or update a CDFI Program and/or NACA Program Application.

Separate from the Contact Profile, each Contact may be assigned a Type. If assigned, the Type can be set to ‘Authorized Representative’ or ‘Point of Contact.’ An organization can have multiple Authorized Representative and Point of Contact records.

Your organization must designate at least one Contact as an Authorized Representative. Please note that an Authorized Representative is an individual who has been authorized by his or her organization to sign an Application, and in doing so, certifies that the information in the Application is true, complete, and accurate on behalf of the organization. The Authorized Representative must be authorized to sign legal documents on behalf of the organization and bind the organization accordingly. **Please do not designate contacts that do not have the appropriate authority to sign an Application or other legal documents as Authorized Representatives (such as consultants).** Only Contacts designated as Authorized Representatives can sign an Application. A Contact with “Consultant” in their title cannot be an Authorized Representative. AMIS will not allow a Contact with a title of “Consultant” to be an Authorized Representative Contact type in AMIS.

The CDFI Fund recommends that your organization also designate at least one additional Contact, as a Point of Contact who is different from the Authorized Representative. Having multiple individuals associated with the Organization and Application in AMIS ensures your organization will receive communications and critical updates about your Application. Once an Application has been signed by an Authorized Representative, Contacts designated as either an Authorized Representative or a Point of Contact may submit an Application.

Table 7 – AMIS Contacts

Type	Required?	Recommended?	Can Sign an Application?	Can Submit an Application?
Authorized Representative	Yes	N/A	Yes	Yes
Point of Contact	No	Yes	No	Yes, once the application is signed by an Authorized Representative

To designate a Contact as an Authorized Representative within the Organization Profile, navigate to the Organization Detail page, scroll down to the Contacts section, select the Edit link to the left of the Contact Name, then set the Type field to “Authorized Representative”. To designate a Contact as a Point of Contact, follow these same steps, but set the Type field to “Point of Contact”.

If these fields are not complete or accurate before starting an Application, you may receive error messages when trying to sign or submit your Application. Depending on the issue, you may need to submit an AMIS Service Request to resolve it, which could delay your Application submission.

Completing Your AMIS Program Profile

The CDFI-NACA Program Profile is automatically generated upon creation of your organization’s AMIS account. The CDFI-NACA Program Profile contains program-specific information and is where you provide information on NACA Program Eligibility (if applicable) and/or create a new funding Application.

As with the Organization Profile, some information in the Program Profile will be copied automatically into your Application. All Applicants must complete (or review and update, as necessary) their CDFI-NACA Program Profile Information before starting an Application, paying special attention to the items highlighted in the table below.

Table 8 – AMIS Program Profile Fields

Field Name	Data Type
<i>Organization Data</i>	
Organization	pre-populated
EIN/TIN	pre-populated
DUNS	pre-populated
Program	pull-down
Program Profile Name	system generated
Record Type	pre-populated
Eligibility Category	pre-populated
<i>Geographic Markets and Target Areas</i>	
Primary Geographic Market	pull-down (select one: major urban / minor urban / rural)
Special Targeted Areas	multi-pick list (select all that apply: Appalachia / Colonias / Native Communities / Gulf Opportunity (GO) Zone / Mississippi Delta)

NACA Eligibility

This section should only be completed by prospective NACA Program Applicants. NACA Program Applicants must complete the NACA Eligibility section before creating an Application in AMIS. Failure to do so will result in a denial of access to all NACA Program Applications.

The NACA Eligibility section is used to determine if an Applicant is eligible to apply for the NACA Program. Applicants should **first** refer to the FY 2020 NACA Program NOFA to review the definitions of the different applicant types to determine the appropriate category for your organization. Only certified CDFIs are eligible to apply for a NACA Program Financial Assistance award. Certified CDFIs, Emerging CDFIs, and Sponsoring Entities are eligible to apply for Technical Assistance awards.

Note about NACA Eligibility Record Types: Applicants should be careful to select the correct record type. You will not be able to delete a NACA Eligibility record once it is created.

To complete the NACA Eligibility section, start by clicking the New NACA Eligibility button on the Program Profile page, and complete the following data fields.

Table 9 – NACA Eligibility Fields for Certified CDFIs

Field Name	Data Type
<i>NACA Eligibility – Screen 1</i>	
Record Type of new record	pull-down (select one, if applicable): Certified CDFI / Emerging CDFI / Sponsoring Entity)
<i>NACA Eligibility – Screen 2</i>	
Program Profile	pre-populated
Funding Round Fiscal Year	pull-down
Eligibility Status	pre-populated, based on responses
Native Community/OTP	pull-down
50% activities were in Native Community	pull-down
Lending Activities Description?	pull-down

Creating a New Financial Assistance Funding Application

As noted previously, for FY 2020, only Applicants that have CDFI certification as of the date of the NOFA may apply for FA Awards.

STOP: If you haven't completed the rest of the Getting Started steps, go back and finish them before creating a new Funding Application. They are necessary for a complete application package!

Detailed instructions on how to create and complete the AMIS Application is provided in the **FY 2020 AMIS Training Manual for CDFI Program and NACA Program: Financial Assistance (FA) Applicants** on the CDFI Fund's website. Read on for additional guidance on the Base-FA Application and other Supplemental FA Applications.

FINANCIAL ASSISTANCE APPLICATION INSTRUCTIONS

The following are the main sections of the Application as organized in AMIS. Many of the following sections have subsections. The contents of each section and subsection are discussed below.

1. Application Instructions
2. Application Resources
3. Applicant Level Information
4. Financial Assistance Request Details
5. Application Financial Data
6. Current Financial Products
7. Current Development Services
8. Key Personnel
9. Compliance Evaluation Questions
10. Application Geographic Questions
11. Beneficiary Snapshot
12. FA Objectives
 - Introduction to FA Objectives
 - FA Objective 1-1: Increase Volume of Financial Products
 - FA Objective 1-2: Increase Volume of Financial Services
 - FA Objective 1-3: New Geographic Area(s)
 - FA Objective 1-4: New Financial Product(s)
 - FA Objective 1-5: New Financial Service(s)
 - FA Objective 1-6: New Development Service(s)
 - FA Objective 1-7: Serve New Targeted Population(s)
13. Financial Assistance Narratives
14. Supplemental FA Applications
 - Persistent Poverty County-Financial Assistance (PPC-FA)
 - Disability Funds-Financial Assistance (DF-FA)
 - Healthy Food Financing Initiative-Financial Assistance (HFFI-FA)
15. Matching Funds (Core CDFI Program Applicants Only)
16. Attestation and Submission

Each section contains fields where Applicants input requested information. Please note that some fields in the Application in AMIS will be automatically populated based on other data inputs. Please see the **FY 2020 AMIS Training Manual for CDFI Program and NACA Program: Financial Assistance (FA) Applicants** for technical details on how to use and navigate AMIS.

Note about character limits in AMIS: Pay close attention to the character limits for each entry field in the Application in AMIS. The character limitations in AMIS include spaces, special characters, and punctuation, and are not always exactly the same as character counts in word processing applications. If you are using Word or similar software to initially organize your narrative responses, please ensure that your entire response is copied correctly into AMIS, as any characters beyond the AMIS limit count will be cut off from your response.

1. Application Instructions

This section provides general instructions for completing the FA Application as well as key dates and deadlines related to the FA Application.

Also refer to Table 1 in the NOFAs for a comprehensive list of critical deadlines for Applicants.

2. Application Resources

This section provides a link to FA Application Materials and resources available on the CDFI Fund’s website.

3. Applicant Level Information

This section contains the following subsections:

Table 10 – Applicant Level Information

Subsection	Description	Notes/Guidance
Organization Level Information	Displays key information about the Applicant’s Organization Profile.	Applicants must attach their Organizational Chart in this subsection.
Bank Holding Companies	Only applies to Bank Holding Company Applicants who intend to carry out the activities of an award through their Subsidiary CDFI Insured Depository Institutions.	The Applicant should enter the name and EIN of the Subsidiary CDFI Insured Depository Institution that will carry out the activities of the award. The Subsidiary entity EIN is not the same as the Bank Holding Company EIN. (Please note that for Bank Holding Company Applicants, the EIN in the Applicant’s SF-424 and AMIS profile should still be that of the Applicant Bank Holding Company, not the EIN of the Subsidiary CDFI Insured Depository Institution.)
Applicant Contact Details	Applicants designate Application Points of Contact.	The Application Point of Contact will receive all communications from the CDFI Fund regarding this Application and if successful, the associated award. The CDFI Fund recommends designating at least two Points of Contact.
Applicant Verification	Auto-populated fields regarding the Applicant’s program eligibility.	All fields in this subsection should be pre-populated based on information provided by the Applicant in its Organization Profile in AMIS. Applicants should verify information in the Organizational Profile prior to starting the Application in AMIS.
Environmental Review Criteria	Questions regarding the CDFI Fund’s environmental review requirements as set forth in 12 C.F.R. Part 1815 in order to assure compliance with those regulations and other requirements related to the environment.	Review the FY 2020 Forms, Assurances, and Certifications Guidance for instructions and guidance on completing the Environmental Review Form.

Subsection	Description	Notes/Guidance
501(c)(4) Questionnaire	Only applicable to Applicants that have a Non-Profit-501(c)(4) designation from the IRS.	This questionnaire is necessary for the CDFI Fund to determine whether an Applicant with a 501(c)(4) designation from the IRS is eligible to receive an award from the CDFI Fund (see 2 U.S.C. 1601, et al.). A full list of instructions can be found in the FY 2020 Forms, Assurances, and Certifications Guidance for instructions on completing the 501(c)(4) Questionnaire as well as full question text.
Associated SF-424 Record	To attach the SF-424 Mandatory Form to the FA Application.	See “Grants.gov (SF-424 Mandatory Form) Instructions”
Community Partnership	Applicants indicate whether or not they are applying with a Community Partner, and, if so, the name of the Community Partner.	Applicants applying with a Community Partner must attach their Community Partnership Agreement in this subsection. Note: View additional guidance below.
Total Time to Complete Application (Estimate)	The total number of hours spent to complete the Application, including time spent gathering and compiling the information as well as entering it into AMIS.	Other activities that are carried out in the normal course of business and are only indirectly related to the completion of this Application (e.g., developing a business strategy or marketing plan, etc.) should not be included in this estimate. Applicants should complete this field once they are ready to submit their Application so the hours accurately reflect the time spent on the Application. This information helps the CDFI Fund understand the Application process and produce better guidance materials.

Additional Guidance on Community Partners

*The following provides additional guidance on applying with a Community Partner. Applicants should review the eligibility criteria outlined in Table 8 of the applicable NOFA. Applying with a Community Partner is optional for FA Applicants. **Applicants will not receive any preference in the Application evaluation process if they are applying with a Community Partner.***

A **Community Partner** is a non-CDFI organization that provides loans, Equity Investments, or Development Services, and enters into a Community Partnership (defined below) with a CDFI Applicant. A Community Partner may include a Regulated Institution, a non-profit or for-profit organization, State or local government agency, a quasi-governmental entity, or an investment company authorized to operate pursuant to the Small Business Investment Act of 1958. A Community Partner may not apply for its own award under the FY 2020 CDFI Program and/or NACA Program funding rounds or apply as a Community Partner for more than one Application submitted under the FY 2020 CDFI Program and/or NACA Program funding rounds. However, a NACA Program FA Applicant that also submits a CDFI Program Application can use the same Community Partner in each Application.

A **Community Partnership** is a formal arrangement, as evidenced by a written partnership agreement (e.g., Memorandum of Understanding), between an FA Applicant and non-CDFI Community Partner organization. The Community Partnership must be designed to accomplish one or more of the strategic goals discussed in the Business Strategy section of the FA Applicant's Application and be integral to the successful completion of the FA Applicant's strategic goal(s). The Community Partnership should be such that the FA Applicant's strategic goal(s) and ultimately, the selected FA Objectives, would not be achievable without the direct input and/or assistance of the Community Partner.

An FA Applicant that collaborates or coordinates with a non-CDFI organization to achieve the strategic goals detailed in the Application is **not** required to apply as a Community Partnership. Applicants that apply with a Community Partnership will be evaluated based on the same criteria as Applicants that apply without a Community Partnership. Applicants are advised to only apply as a Community Partnership if they believe that the partnership is integral to accomplishing their strategic goals and will enhance their Application.

If selected to receive a Base-FA award, the CDFI Recipient will be solely responsible for carrying out the activities described in its Application and complying with the terms and conditions of the Assistance Agreement. The Community Partner will not be a co-Recipient of the award. As such, the CDFI Recipient will be prohibited from using the Base-FA award to fund any activity carried out directly by the Community Partner or an Affiliate or Subsidiary thereof. Community Partners may not be compensated using the 15 percent of funds that may be used for direct administrative expenses, as these expenses must be incurred by the CDFI Applicant to directly support an FA eligible activity. Please see the applicable NOFA for definitions of FA eligible activities. In addition, a Community Partner may not be considered a Contractor for the purposes of receiving compensation for any Development Services it may provide to customers to achieve any FA Objectives.

Applying as a Community Partnership

Example 1: East Coast CDFI has a strategic goal of increasing its small business lending by X% over X number of years. East Coast CDFI has a partnership agreement in place with a local non-CDFI bank that will refer to the CDFI all small business loan candidates that do not meet the bank's criteria for approval. East Coast CDFI chooses to apply as a Community Partnership with the local bank as its Community Partner. East Coast CDFI will explain in its narrative how the referrals from the local bank Community Partner will ensure that its strategic goal of increasing small business lending is achieved.

Example 2: East Coast CDFI has a strategic goal to provide a new mortgage loan product. East Coast CDFI has a partnership agreement in place with a non-CDFI non-profit organization that will provide free homeownership counseling services to the CDFI's mortgage loan Applicants. East Coast CDFI chooses to apply as a Community Partnership with the non-profit organization as its Community Partner. East Coast CDFI will explain in its narrative how the homeownership counseling provided to potential borrowers and borrowers will support the growth of the new mortgage loan product.

The Financial Assistance Narratives section of this document contains additional guidance on how Applicants applying with a Community Partner should address the Community Partnership in the narrative questions of the Application.

4. Financial Assistance Request Details (Base-FA)

This section contains the following subsections:

Table 11 – Financial Assistance Request Details (Base-FA)

Subsection	Description	Notes/Guidance
Calculate Maximum Award Request	Calculates the Applicant’s maximum possible Base-FA award request, taking into consideration the three-year, \$5 million funding cap for the CDFI and NACA Programs.	<p>As detailed in the applicable NOFA, the CDFI Fund is prohibited from obligating more than \$5 million in CDFI and NACA Program awards, in the aggregate, to any one organization and its Subsidiaries and Affiliates during any three-year period.</p> <p>This subsection contains a field that automatically calculates the total amount of FA and TA award funds received by your organization (excluding award funds received by Affiliates and Subsidiaries and excluding DF-FA and HFFI-FA awards) in the last two years (FY 2018 and FY 2019).</p> <p>Applicants must enter the total amount of FA and TA award funds received by your organization’s Affiliates and Subsidiaries in the last two years (FY 2018 and FY 2019).</p> <p>This information is used to determine the Applicant’s maximum Base-FA award request amount.</p>
Financial Assistance Request (Base-FA)	<p>The official request for Base-FA. Applicants enter both:</p> <ul style="list-style-type: none"> • Base-FA Request Amount, and <hr/> <ul style="list-style-type: none"> • Base-FA First Payment Amount Request. 	<p>AMIS will run a validation on the Base-FA Request Amount, after the Applicant completes its Application Financial Data (see next section). This validation will utilize the Applicant’s “Total Portfolio Outstanding as of the most recent fiscal year end audit” and the Applicant’s type (CORE, SECA, or NACA) to generate a maximum Award amount. See Table 8 of the NOFA and the 2020 AMIS Training Manual for CDFI Program and NACA Program: FA Applicants for calculations and more information.</p> <p>Note that the amount that the Applicant enters also becomes a value in Performance Goal and Measure (PG&M) 5-1, which states that the Applicant must spend 100% of their Base-FA Request Amount on eligible activities prior to the end of the Period of Performance.</p> <p>Please note that this PG&M 5-1 looks at the actual spending of the award money of a Base-FA Award, not the total volume of financial products closed that are measured in PG&Ms 1-1, 1-3, and 1-4.</p> <p>The anticipated first payment amount is the estimated amount of the requested Base-FA award that you expect to expend on eligible activities and eligible line(s) of business during the first</p>

Subsection	Description	Notes/Guidance
		<p>12 months of your Period of Performance.² The award announcement signifies the commencement of the Period of Performance. The first payment amount will determine the initial payment of Base-FA award funds for FA Award Recipients.</p> <p>Applicants should not include HFFI-FA, DF-FA, or PPC-FA awards in the Base-FA first payment amount. Applicants can apply for Supplemental FA awards of HFFI-FA, DF-FA, and/or PPC-FA by entering request amounts in the Supplemental FA Applications section of the Application. Please refer to the applicable NOFA for more information on minimum and maximum request amounts for each funding category.</p> <p>Note that the amount the Applicant enters is used to calculate a value for PG&M 5-1, which states that the Applicant must spend 90% of its Base-FA first payment amount on eligible activities by the end of the first year of the Period of Performance.</p> <p>Please note that this PG&M 5-1 looks at the actual spending of the award money of a Base-FA Award, not total volume of financial products closed that are measured in PG&Ms 1-1, 1-3, and 1-4.</p>

² See the applicable NOFA for definitions of FA eligible activities and list of eligible lines of business.

5. Application Financial Data

This section contains the following subsections:

Table 12 – Application Financial Data

Subsection	Description	Notes/Guidance
Verify Financial Institution Type	Applicants verify their financial institution type.	Pre-populated field. If this information is not correct, you must edit or update the information directly on your Organization Profile page in AMIS before continuing with your Application.
Financial Attachments (Unregulated Applicants Only)	Unregulated Applicants (loan funds, venture capital funds, and other non-Regulated Institutions) should attach the required attachments in the Application Financial Data section of the Application in AMIS.	<p>Required Attachments:</p> <p><i>Audited Financial Statements for the Applicant’s Three Most Recent Historic Fiscal Years:</i> The financial statements should be for the CDFI Applicant itself. If the Applicant’s financial statements are consolidated with other entities, then you must either (1) attach the unconsolidated versions, or (2) note within the attachment where in the financial statements the unconsolidated information is located.</p> <p><i>Current Year to Date – December 31, 2019 Unaudited (or Audited, if available) Financial Statements:</i> Applicants should provide current year to date unaudited financial statements as of December 31, 2019. Note: Applicants should provide current year to date audited financial statements if available.</p> <p><i>Management Letters for the Applicant’s Most Recent Historic Fiscal Year:</i> The Management Letter is prepared by the Applicant’s auditor and is a communication on internal control over financial reporting, compliance, and other matters. Please review the sample Management Letter in Appendix F. The Management Letter contains the auditor’s findings regarding the Applicant’s accounting policies and procedures, internal controls, and operating policies, including any material weaknesses, significant deficiencies, and other matters identified during auditing. The Management Letter may include suggestions for improving identified weaknesses and deficiencies and/or best practice suggestions for items that may not be considered to be weaknesses or deficiencies. The Management Letter may also include items that are not required to be disclosed in the annual audited financial statements. The Management Letter is distinct from the auditor’s Opinion Letter, which is required by Generally Accepted Accounting Principles (GAAP). Management Letters are not required by GAAP, and are sometimes provided by the auditor as a separate letter from the Audited Financial Statement itself. Note: The Management Letter asked for here is NOT a letter from the</p>

Subsection	Description	Notes/Guidance
		<p>Applicant to its auditor, nor is it an introductory letter from an auditor. Please see the next application attachment item regarding “Statement(s) in Lieu of Management Letter” if you are an Applicant that did not receive a separate Management Letter from your auditor regarding internal controls, policies, and procedures, as defined in the NOFA and clarified further here.</p> <p><i>Statement(s) in Lieu of Management Letter for Applicant’s Most Recent Historic Fiscal Year Issued from Board Treasurer or other Board Member:</i> This attachment is only required for unregulated Applicants if they did not receive a Management Letter from the auditor. The letter must be signed by the Board Treasurer or other Board Member. Applicants must use the template provided in Appendix A: Statement in Lieu of Management Letter Template.</p>
Application Financial Data	<p>Applicants will enter financial data for three most recent historic fiscal years, the current fiscal year, and three projected fiscal years. Applicants need to manually enter the numbers in the Application in AMIS.</p>	<p>Applicants should complete the Application Financial Data section prior to completing the FA Objectives sections.</p> <p>The data entered should reflect the financial position of the Applicant, excluding Affiliates or Subsidiaries. In the case of Bank Holding Company Applicants that intend to carry out the activities of an award through their Subsidiary CDFI Insured Depository Institution, the Subsidiary CDFI Insured Depository Institution financial information should be used.</p> <p>Note: Additional guidance for this subsection, including fiscal-year specific financial information and important notes, is below. Applicants should also refer to the information in Appendix B: Application Financial Data Inputs for definitions and further guidance for completing the Application Financial Data section.</p>
On-Balance Sheet Financial Products Closed in Designated Qualified Opportunity Zones	<p>Applicants will provide three projected fiscal years of on-balance sheet Financial Products projected to close in designated Qualified Opportunity Zones.</p>	<p>Please see the CDFI Fund’s website for more information on, and a list of, designated Qualified Opportunity Zones (https://www.cdfifund.gov/pages/opportunity-zones.aspx.)</p> <p>The CDFI Fund will use this information to assist in the assessment of the Community Collaboration component of the Step 4: Policy Objective and Due Diligence Review.</p>
Eligible Market and/or Target Market 60 Percent Validation	<p>Displays the percentage of the Applicant’s on-balance sheet loans closed in an Eligible Market and/or approved Target Market. (Please see the applicable NOFA for definition of Eligible Market.) These calculations are derived from the financial</p>	<p>Applicants must maintain a minimum of 60 percent investment in their approved Target Market to maintain CDFI certification. You must provide a detailed explanation if your CDFI does not deploy at least 60 percent of its lending in its approved Target Market in any of the seven years (three historic fiscal years, current fiscal year, and three projected fiscal years) of financial data provided in the Application. The explanation should address why the percentage to Target</p>

Subsection	Description	Notes/Guidance
	inputs entered in the Application Financial Data subsection.	Market is less than 60 percent and how you intend to meet certification requirements.
NACA Investment Activities (NACA Applicants Only)	NACA Applicants must enter on-balance sheet loans closed in Native Communities for the three historic fiscal years, current fiscal year, and three projected fiscal years of financial data.	For NACA Program Applicants only.
Financial Data Certification	Applicants must certify that the financial data provided in the Application Financial Data section is complete and accurate before proceeding to the next section of the Application.	Your financial inputs in the Application Financial Data section will impact calculations made in subsequent sections of the Application. Omitting or modifying any of this data later may impact these calculations.

Additional Guidance on Application Financial Data

The following provides additional guidance on the Application Financial Data subsection. Applicants should also refer to **Appendix B: Application Financial Data Inputs** for definitions and further guidance for completing the Application Financial Data section.

Required Financial Information

The following table can be used as a guide in determining the financial information that is required based on your CDFI's fiscal year end date.

Table 13 – Required Financial Information by Fiscal Year End Date

Fiscal Year End Date	Required Financial Information
<p style="text-align: center;">03/31/2020 or 6/30/2019 or 9/30/2019 (with Audited Information)</p>	<ul style="list-style-type: none"> FY 2017, FY 2018, and FY 2019 audited financial information entered as historic years. FY 2020 financial information, as of December 31, 2019, entered as the current year. FY 2021, FY 2022, and FY 2023 financial information as projected years.
<p style="text-align: center;">9/30/2019 (without final Audited Information) or 12/31/2019 (with or without final FY 2019 Audited Information)</p>	<ul style="list-style-type: none"> FY 2016, FY 2017, and FY 2018 audited financial information entered as historic years. FY 2019 financial information, as of December 31, 2019, entered as the current year. FY 2020, FY 2021, and FY 2022 financial information as projected years.

Note about Current Year Financial Statements: If available, provide audited financial statements for your organization’s current year. If audited financial statements are not available for your current year, provide unaudited financial statements.

Note for Applicants without Three Years of Historic Financial Information: Applicants that do not have three full years of historical financial information should enter zero (0) for any field without data. Applicants will not be able to submit their Applications without the data fields for all seven years of Application Financial Data completed.

Note for Unregulated Applicants with Consolidated Financial Statements: Unregulated Applicants with consolidated statements should use the unconsolidated information of the Applicant that will expend and carry out the activities of the FA award when completing the Application Financial Data section. The data entered should reflect the financial position of the Applicant, excluding Affiliates or Subsidiaries.

Note for Regulated Applicants: Regulated Applicants should not use information from audited financial statements. Instead, Regulated Applicants should use information from their respective call reports to complete the historic year financial data records. See **Appendix B: Application Financial Data Inputs** for further guidance.

Note for Bank Holding Company Applicants: Bank Holding Company Applicants that *intend to carry out the activities of an award through their Subsidiary CDFI Insured Depository Institution* should use the financial information of the Subsidiary CDFI Insured Depository Institution when completing the Application Financial Data section.

Note about Loan Portfolio and Equity Investment Information in Eligible Market(s) and/or approved Target Market(s): The following guidance only applies to Loan portfolio and Equity Investment information in Eligible Market(s) and approved Target Market(s), specifically the following Application Financial Data input fields in AMIS (item numbers from **Appendix B: Application Financial Data Inputs** are included after each field for ease of reference): Total On-Balance Sheet Loan Portfolio in an Eligible Market and/or Target Market (23); On-Balance Sheet Loans Closed in Eligible Market and/or Target Market (27); On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (38); Total On-Balance Sheet Loan Guarantees Outstanding in an Eligible Market and/or Target Market (40); Total Equity Investments Portfolio in an Eligible Market and/or Target Market (47); and Total Equity Investments Closed in Eligible Market and/or Target Market (49):

- Applicants should only include the Applicant’s on-balance sheet activity and should only include FA eligible activities, as defined in the NOFA, in the above Application Financial Data input fields. For example, Applicants should not include Individual Development Accounts (IDAs).
- Further, Applicants should not include loan portfolio or investment activity intended for PPC-FA, DF-FA, and/or HFFI-FA Performance Goal and Measure (PG&M) requirements in the Assistance Agreement in any of the seven years of financial input data (i.e., historic, current, and projected fiscal years) in the above fields. These fields will be used to calculate FA Objective PG&Ms, and activity counted toward PPC-FA, DF-FA, and/or HFFI-FA PG&Ms cannot be counted toward FA Objectives PG&Ms and vice versa. Applicants should keep in mind that the PG&M requirements for PPC-FA, HFFI-FA, and DF-FA are equivalent to their respective award sizes. Therefore, Applicants should only exclude the amount of their PPC-FA, HFFI-FA, and/or DF-FA award requests from the above fields.

Entering Loan Portfolio or Investment Activity Intended for PPC-FA in Application Financial Data

Example: Mountain Community CDFI projects it will close \$10 million in loans in on-balance sheet Eligible and/or Target Markets over the award period, of which \$5 million in loans occurs in PPCs. Mountain Community CDFI is requesting a \$300,000 PPC-FA award, so it will exclude \$300,000 from its Base-FA projections. Its total projections would be \$9.7 million for the financial data field “On-Balance Sheet Loans Closed in an Eligible and/or Target Market” (line 27 in Appendix B), under the “Loan Portfolio” header.

Please note that all other Application Financial Data input fields in the Loan Portfolio and Equity Portfolio groupings of the Application Financial Data inputs should reflect the Applicant’s entire Loan Portfolio and Equity Portfolio.

Note about On-Balance Sheet Financial Products Closed in PPCs: The Application Financial Data inputs asks for information related to on-balance sheet Financial Products (loans, Equity Investments, and loan guarantees) closed or projected to be closed in PPCs. For these fields, Applicants should only include on-balance sheet Financial Products in PPCs serving Eligible Market(s) and/or approved Target Market(s). This PPC information should be included within the Loan Portfolio and Equity Investment information in Eligible Market(s) and/or approved Target Market(s) above. However, Applicants should also include their PPC-FA requests in these PPC fields. These fields will not be used to calculate PPC-FA PG&Ms in the Assistance Agreement, but will be used by the CDFI Fund to assess historical and projected activity as a part of the PPC-FA Application evaluation.

Entering Loan Portfolio or Investment Activity in Application Financial Data: PPCs

Example: Continuing the above example of Mountain Community, its total projections closed in PPCs for this section would be \$5 million, which includes its \$300,000 PPC-FA award request. (Applicants do NOT need to subtract out their PPC-FA request here like they do above.) The \$5 million amount would be entered in the financial data field “On-Balance Sheet Loans Closed in PPCs Serving an Eligible Market and/or Target Market” (line 50 in Appendix B), under the “Persistent Poverty County Activities” header.

Note for Capital Magnet Fund (CMF) Recipients: CMF Recipients should include on-balance sheet CMF loans in their on-balance sheet loan information in the financial data inputs.

6. Current Financial Products

In this section, Applicants will identify the type of Financial Products they provided as of their most recent historic fiscal year by line of business.

The most recent historic fiscal year should be the same year as the most recent historic fiscal year in your financial data inputs in AMIS. This information helps the CDFI Fund understand the business model and types of access to credit/capital you are providing to the populations and communities your CDFI serves.

For each line of business, Applicants should provide a description of the Financial Products offered within that line of business and the amount of the portfolio outstanding in that line of business as of the most recent historic fiscal year. Applicants should provide this information about as many lines of business as applicable to their organization. **There should only be one entry for each line of business.**

Financial Product Lines of Business
<ul style="list-style-type: none">• Commercial Real Estate• Small Business• Microenterprise• Community Facilities• Consumer Financial Products• Affordable Housing• Intermediary Lending to Non-Profits and CDFIs• Other

When completing the *Current Financial Products* information, Applicants should only input **on-balance sheet activity in their approved Target Market(s) and/or Eligible Markets**. Applicants that do not track activity levels by Eligible Market should include information in their approved Target Market(s) only.

For the field *Current Financial Product Type*, Applicants should select the lines of business for the Financial Product being entered. Applicants can use the definitions in **Appendix C: Financial Assistance Glossary of Terms** for guidance on lines of business. The definitions apply to the FA Application only and should be used to assist Applicants in understanding the terms used within the Application.

Entering Current Financial Product Types by Lines of Business

Example: East Coast CDFI's total portfolio outstanding in Eligible Market(s) and its approved Target Market as of its most recent historic fiscal year is \$4,560,000. The portfolio is made up of the following: \$1,000,000 in first mortgage affordable housing loans, \$200,000 in second mortgage affordable housing loans, \$2,000,000 in loans to child care facilities, \$250,000 in loans to health care facilities, and \$1,110,000 in loans to small businesses.

When completing the *Current Financial Products* section of the Application, East Coast CDFI would enter information for three lines of business: Affordable Housing, Community Facilities, and Small Business. East Coast CDFI would enter \$1,200,000 under Affordable Housing (first and second mortgages), \$2,250,000 under Community Facilities (child care and health care), and \$1,110,000 under Small Business.

7. Current Development Services

In this section, if applicable, Applicants will identify the types of Development Services they provided as of their most recent historic fiscal year by type of Development Service.

The most recent historic fiscal year should be the same year as the most recent historic fiscal year in your financial data inputs in AMIS. **There should only be one entry for each type of Development Service.**

Development Services
<ul style="list-style-type: none">• Credit Counseling• Financial Education• Homeownership Counseling• Business Technical Assistance• Real Estate Technical Assistance• Other

This information helps the CDFI Fund understand each Applicant's business model and the technical assistance provided to improve access to credit and capital in the communities and populations you serve.

8. Key Personnel

In this section, Applicants will identify and discuss their key staff members, their board members, and any committees used by their CDFI.

If your CDFI has more than the maximum allowed key staff persons, board members, and/or committees, you should identify the key staff, board members, and committees that will be most critical to implementing your FA Objective(s) and strategic goals.

This section contains the following three subsections:

Table 14 – Key Personnel

Subsection	Maximum # Allowed	Notes/Guidance
Key Staff	Up to ten (10) Key Staff.	For each key staff person, Applicants should describe the key staff person’s capacity, skills, and experience as it relates to his or her role in implementing the Applicant’s FA Objective(s) and strategic goals. Applicants must also attach key staff resumes in this section.
Board Members	Up to ten (10) Board Members.	For each board member, Applicants should describe the accountability of the board member to the CDFI’s Target Market, the role of the board member, and the expertise that the board member provides to the CDFI.
Committees	Up to five (5) committees.	For each committee, Applicants should describe the committee’s purpose and how it relates to the performance of the CDFI.

9. Compliance Evaluation Questions

This section contains questions that are used to calculate an Applicant’s Total Compliance Composite Score.

The CDFI Fund will conduct a compliance risk evaluation for all Applicants in order to ensure that the Applicant does not have major internal management or compliance concerns. Please see **Appendix D: Compliance Evaluation Questions** for the specific questions and additional information.

10. Application Geographic Areas

In this section Applicants will identify the geographic areas they serve.

This information helps the CDFI Fund understand where your CDFI is putting its lending and equity capital to work. It will also be used in the Portfolio Statistics subsection within the Beneficiary Snapshot section as described below.

Applicants are asked to identify the Geographic Areas by state and/or U.S. territory and to provide the total dollar amount of **your total portfolio outstanding as of December 31, 2019** in the identified states and/or U.S. territories. If your CDFI serves multiple states or U.S. territories, a region, or individuals located across different states, you should add a Geographic Area for each state and/or U.S. territory served. **Do not add more than one entry per state and/or U.S. territory.** Applicants are required to add at least **one** Geographic Area to their FA Application.

Entering Portfolio Data by State/Territory

Example: Midwest CDFI serves Low-Income families located in the St. Louis, Missouri metro area. Its portfolio outstanding as of 12/31/2019 is \$2,450,000 and consists mostly of borrowers in St. Louis, Missouri; however, about 28% of its lending is in East St. Louis, Illinois. Midwest CDFI creates two records, one for Missouri and one for Illinois. Midwest CDFI enters \$1,764,000 for the State of Missouri and \$686,000 for the State of Illinois as the portfolio outstanding as of 12/31/2019.

11. Beneficiary Snapshot

This section contains two subsections:

Table 15 – Beneficiary Snapshot

Subsection	Description	Notes/Guidance
Beneficiary Snapshot Entry	Applicants provide demographic information about the populations they serve.	Applicants will provide demographic information for clients and beneficiaries. This information helps the CDFI Fund understand the populations your CDFI is serving on a day-to-day basis and will be used to evaluate the level of distress in the areas where your CDFI is lending and/or investing. All information should be based on activities that occurred in your most recent historic fiscal year. The most recent historic fiscal year should be the same year as the most recent historic fiscal year in your financial data inputs in AMIS. Also see Note about Demographic Data below.
Portfolio Statistics	The Unemployment Rate, Median Family Income, and Poverty Rate fields in this subsection will automatically populate based upon information entered in the Application Geographic Areas. ³	The CDFI Fund acknowledges that calculating these statistics based on statewide data may not allow an Applicant to fully represent the extent of its interventions in highly distressed areas within a state and/or U.S. territory. For that reason, the CDFI Fund strongly encourages all Applicants to use Narrative Questions #2 and #3 in the FA Application to highlight the targeted work that they may be performing in distressed communities that have higher unemployment rates, lower median family incomes, and/or higher poverty rates than what may be indicated in statewide data.

³ A weighted average is calculated for the unemployment rate, median family income, and poverty rate based on the percentage of the Applicant's portfolio outstanding within each state and/or U.S. territory as of December 31, 2019.

Unemployment, median family income, and poverty data from the 2012-2016 American Community Survey (ACS) 5-Year Estimates are used for the state calculations. Unemployment, median family income, and poverty data from the U.S. Census Bureau's 2010 Census are used for the U.S. territory calculations (including the Northern Mariana Islands, U.S. Virgin Islands, American Samoa, and Guam).

Note about Demographic Data: Income, racial/ethnic, and gender data may be estimated using proxies if actual figures are not available, or if due to regulatory reasons, your institution cannot collect certain data.

When providing client and beneficiary data, keep in mind that the “client” is the direct Recipient of your Financial Product, Financial Service, and/ or Development Services; and the “beneficiary” is the end user benefiting from the Financial Product, Financial Services or Development Service. Generally, any Target Market member, Low-Income person, or underserved person that benefits from a transaction can be counted as a beneficiary. Examples of beneficiaries include residents of affordable housing units and employees of small businesses that are either Low-Income, underserved, or meet Eligible Market criteria. Please refer to the examples below.

Applicants should use the following income ranges for entering income characteristics of beneficiaries:

Beneficiary Type	Income Range
Above Moderate Income	Above 120% of Area Median Income (AMI)
Moderate Income	Above 80% up to and including 120% of AMI
Low-Income	Above 50% up to and including 80% of AMI
Very Low-Income	Above 30% up to and including 50% of AMI
Extremely Low-Income	Up to and including 30% of AMI

Determining Clients and Beneficiaries

Example 1: East Coast CDFI made a loan to a health care center and the health care center served 500 patients as a result of the loan. For this transaction, there is one client and 500 beneficiaries.

Example 2: East Coast CDFI provided credit counseling to 250 potential homeowners who were both the direct recipient and beneficiary of a Development Service. In this case, there are 250 clients and 250 beneficiaries (each of the clients is also a beneficiary).

Example 3: One of East Coast CDFI’s borrowers has a second mortgage loan, a credit builder loan, and participated in a first-time homebuyer training. In this scenario, there are a total of three clients and three beneficiaries (two Financial Products and one Development Service).

Example 4: East Coast CDFI made a loan to a small business with 10 employees. Of the 10 employees, two are African-American, two are Hispanic, and two are White; they all have incomes that would qualify as Low-Income. The other four employees are White and have incomes that would not qualify as Low-Income. In total, six of the 10 employees can be considered end users qualifying as beneficiaries. In this scenario, there is one client and a total of six beneficiaries.

Example 5: East Coast CDFI has a relocation assistance loan available to refugees in its Target Market. Last year East Coast CDFI had 21 individuals access this Financial Product. In this example, East Coast CDFI might enter “21” in *Other* and “Refugees” in *Other Characteristics Description*.

12. Financial Assistance Objectives

Introduction to FA Objectives

The first part of the FA application focused on your organization’s past capabilities and community information. In the FA Objectives section, you now turn to discussing the future: how, if you are selected to receive a Base-FA award, you will use that award to expand or diversify how your organization operates. The CDFI Program and NACA Program NOFAs state that:

Base-FA award funds may be expended for activities serving:

- Commercial Real Estate
- Small Business
- Microenterprise
- Community Facilities
- Consumer Financial Products
- Consumer Financial Services
- Affordable Housing
- Intermediary Lending to Non-Profits and CDFIs
- Other lines of business as deemed appropriate by the CDFI Fund

Base-FA awards may be expended in the following five categories:

- Financial Products
- Financial Services
- Loan Loss Reserves
- Development Services
- Capital Reserves

As you review your historical financial data in these activities and categories, you will start to plan how you would use a Base-FA Award to increase your organization’s impact. Financial Assistance Objectives, referred to as FA Objectives, are the goals your organization must meet if you receive a Base-FA Award.

You must select one or more of the following FA Objectives as part of your application. The FA Objective you select will shape how you will use your Base-FA award, and you will need to discuss how you plan to achieve your selected FA Objective in the *Financial Assistance Narratives* section of the application. While you are allowed to select more than one FA Objective, please note that **selecting multiple FA Objectives will not make your application more competitive**. Therefore, you should only select the FA Objective(s) that have achievable goals aligned with your business plan and strategic goals. FA Objectives will be evaluated as part of the Step 3: Business Plan Review and the Step 4: Policy Objective and Due Diligence Review.

There are seven different FA Objectives to choose from, as seen below.

Table 16 – FA Objectives

FA Objectives
1-1: Increase Volume of Financial Products
1-2: Increase Volume of Financial Services
1-3: New Geographic Area(s)
1-4: New Financial Product(s)
1-5: New Financial Service(s)
1-6: New Development Service(s)
1-7: Serve New Targeted Population(s)

FA Objectives in Practice

As you prepare your business plans, you’ll want to consider whether your goal is to increase your current offerings, or begin something new. Below are some examples of how the different FA Objectives might apply to your organization.

Increasing Your Current Products and Services: FA Objectives 1-1 and 1-2

For example, **FA Objective 1-1** is “Increase the Volume of Financial Products”. Perhaps your CDFI provides loans to small businesses, and you’ve determined that increasing your loan loss reserves would allow you to make more loans. Or maybe your CDFI originates first mortgage affordable housing loans to first-time homebuyers, demand has grown significantly, and you need an infusion of lending capital to make more loans. These examples show how a Base-FA Award could be used to leverage your current offerings and increase the volume of your CDFI’s financial products.

Similarly, **FA Objective 1-2** is “Increase the Volume of Financial Services”. (**Note:** this Objective only applies to Regulated financial institutions. Unregulated financial institutions may not select FA Objective 1-2.) For example, perhaps a credit union is looking to increase its membership, and aims to provide 5,000 more checking and savings accounts by marketing its services to low-income, underbanked individuals in its community. That credit union might want to select FA Objective 1-2 for its Application.

Expanding Your Products and Services: FA Objectives 1-3—1-7

Many CDFIs also decide to apply for a Base-FA Award to do something new, such as expanding to a new geographic area, providing a new product or service, or serving a new targeted population. If your CDFI’s business goals and strategic plans sound more like the following examples, you’ll want to explore these FA Objectives.

FA Objective 1-3 is “New Geographic Area(s)”. Perhaps your CDFI’s target market is a large county. As you’ve grown and word of your success has spread, you’ve received inquiries and applications from clients in the neighboring county. After planning and evaluation, you decide to seek a Base-FA Award to intentionally expand into the new geographic area.

FA Objective 1-4 is “New Financial Product(s)”. Maybe your CDFI has been providing small business loans for several years, but you are seeing a new need for smaller loan amounts and want to start a microenterprise loan product. Or maybe your CDFI has historically provided first mortgages, but finds client demand is growing for loans to renovate and rehabilitate older housing stock, so you’d like to create a new product. Both of these examples would fit FA Objective 1-4.

Similarly, **FA Objective 1-5** is “New Financial Services”. (**Note:** this Objective only applies to Regulated financial institutions. Unregulated financial institutions may not select FA Objective 1-5.) This Objective might be used by a community bank that sees a need for a new type of checking account for its customers who have only ever had savings accounts, and is seeking a Base-FA award to jumpstart the creation of this new service.

FA Objective 1-6 is “New Development Services”. Your organization may wish to create a new type of homeownership and mortgage counseling program, which would be considered a new development service. Likewise, new business trainings would fall into this category.

Finally, **FA Objective 1-7** is “New Targeted Populations”. If your organization is not currently certified to serve qualifying populations, you might consider this FA Objective. The qualifying list is Low-Income Targeted Populations and the Other Targeted Populations (OTP) of African American, Hispanic, Native American, Native Hawaiian/Other Pacific Islander, and/or Alaska Native.

Applying for More than One FA Objective

Your CDFI’s goals and business plans may fall under multiple objectives. For example, launching a new financial product (FA Objective 1-4) is also likely to increase your volume of financial products (FA Objective 1-1). Or as part of expanding to serve a new geographic area (FA Objective 1-3), you also plan to offer your new clients a new development service (FA Objective 1-6). Again, **applicants that select more than one FA Objective are not considered more competitive**. If you receive an award, you will be held to Performance Goals and Measures for each FA Objective that you select. So consider carefully how you will describe your plans in the *Financial Assistance Narratives* section of the application, and select the FA Objective(s) that make most sense for you and reflect how you intend to measure your organization’s progress.

Each objective has additional metrics and considerations, discussed in more detail in their individual sections that follow.

Performance Goals and Measures

How will you know if you are achieving your objectives? Each FA Objective selected translates into a Performance Goal and Measure (PG&M). If you are selected for a Base-FA award, these PG&Ms will become part of your Assistance Agreement. Typically, the PG&M will be broken down for each of the three years of the compliance period for your award (known as the Period of Performance). PG&Ms are calculated based on the Application Financial Data that you provide.

An important concept for all PG&Ms is the “floor”, which is the minimum amount needed to achieve the FA Objective. Your floor(s) will be calculated based on your historical Financial Data and amounts received from any CDFI Base-FA awards in the last two fiscal year rounds.

Calculating the Floor for PG&M 1-1

Example: Harper Funds CDFI is applying for a Base-FA Award for the first time and wants to select “FA Objective 1-1: Increase Volume of Financial Products”. Their historic Financial Data shows:

<i>Financial Data Field</i>	<i>Historic Year 3</i>	<i>Historic Year 2</i>	<i>Historic Year 1</i>	<i>Total Historic</i>
Total On-Balance Sheet Financial Products Closed in Eligible Market and/or Target Market (\$)	\$5,000,000	\$6,000,000	\$7,000,000	\$18,000,000

Over the past three years, Harper Funds CDFI has closed \$18 million in “Total On-Balance Sheet Financial Products Closed in Eligible Market and/or Target Market”. They decide to apply for a \$1,000,000 Base-FA Award. Adding these two figures together gives a floor of \$19 million.

The reasoning: Harper Funds CDFI closed \$18 million in the financial products measured for this FA Objective over the last three years. So for the next three projected years, they should be able to close at least \$18 million by continuing to do what they do. If they receive a \$1 million award, they’d also be expected to expend at least another \$1 million. So as Harper Funds CDFI makes their financial projections for the next three years, any sum over \$19 million, their floor, would be considered an **increase** in volume, and therefore meet FA Objective 1-1.

Note: this is one example for illustrative purposes; floor calculations will differ based on the FA Objective selected and whether the Applicant received any Base-FA awards in the last two fiscal year rounds. **Appendix E** of this Guidance document will show the calculations for floors and other relevant items for all seven PG&Ms.

Completing the FA Objectives Section of the AMIS Application

Here is key information that you should keep in mind when selecting your FA Objective(s) and completing your Application:

- Projected activity includes projected Financial Products closed, projected Financial Services provided, and projected Development Services provided, during the three-year Period-of-Performance.
- For all FA Objectives except 1-7: Serve New Targeted Population(s), note that the projected activity **must be in Eligible Market(s) and/or the Applicant’s approved Target Market(s)**.
 - Applicants that don’t track activity in Eligible Markets should only enter activity in their approved Target Market(s).
 - Please keep in mind that your CDFI must continue to deploy at least 60 percent of total lending/ investments within your approved Target Market(s) in order to maintain CDFI certification status. You should review certification requirements (available on the CDFI Fund’s website) for further information.

- You may be awarded **less than** your full requested Base-FA amount. You will be held to the same PG&Ms of projected activity in your Assistance Agreement whether you receive the full requested Base-FA award or a partial award. In other words, the CDFI Fund will not automatically conduct a pro rata reduction of the PG&Ms in your Assistance Agreement, if you receive less than the full Base-FA amount requested. Applicants should plan their projections accordingly.

PG&Ms Are Not Reduced for Awards Less Than the Requested Amount for Base-FA

Example: Western CDFI requests a \$1,000,000 Base-FA award and selects “FA Objective 1-1: Increase Volume of Financial Products”. It projects \$30 million in “Financial Products closed in an Eligible Market(s) and/or its approved Target Market” over the three-year Period of Performance. Western CDFI is selected to receive a \$500,000 Base-FA Award. The PG&Ms in the Assistance Agreement for Western CDFI will be based on the projected \$30 million in Financial Products closed over the Period of Performance, even though Western CDFI did not receive the full award it requested.

- Off-balance sheet activity cannot be used to meet your PG&Ms. Therefore, Applicants **should not include off-balance sheet** activity in their projected financial activity for the FA Objectives in the Application.
- If you select multiple FA Objectives, you will be required to meet the floors specified for each selected FA Objective, regardless of how many you select.
- Applicants can count the same projected Financial Product, Financial Services, and/or Development Services towards multiple Base-FA Objectives and PG&Ms, as applicable.
 - For example, if your CDFI selects both “1-3: New Geographic Area(s)” and “1-1: Increase Volume of Financial Products” as FA Objectives, and projects \$5 million in new lending activity in the New Geographic Area (1-3), you may also count the projected \$5 million of new lending toward your Increase Volume of Financial Products (1-1) FA Objective projections.
 - However, activity counted toward FA Objectives PG&Ms **cannot** count toward the supplemental PPC-FA PG&Ms, HFFI-FA PG&Ms, and/or DF-FA PG&Ms, and vice versa.
- As part of the evaluation process, the CDFI Fund will evaluate the reasonableness of the projected activity levels for each selected FA Objective, taking into consideration the size of the award request and business plan (as outlined in the narrative response), which could impact the size of the award amount.

Introduction to FA Objectives Section in AMIS Application

This section contains two subsections. Please note that if the subsections are not visible in your Application, you haven't completed and validated the necessary fields in the preceding sections. ***As detailed in the FY 2020 AMIS Training Manual for CDFI Program and NACA Program: FA Applicants and in the Application in AMIS, Applicants will need to complete and validate certain information in preceding sections prior to starting the FA Objectives sections.***

Table 17 – Introduction to FA Objectives

Subsection	Description	Notes/Guidance
Base-FA Request Amount Verification	Certify the Base-FA Request Amount, as inputted in the previous corresponding AMIS section, is complete and accurate.	Your data for the Base-FA Request Amount, Financial Data, and Beneficiary Snapshot will be used to validate the FA Objective(s) and to complete calculations based on the projected activity in the FA Objective(s). Because the following sections rely on data you have already entered in the Application, it is important that you complete all preceding sections before you start the individual FA Objective sections.
FA Financial Data Verification	Certify the financial data, as inputted in the previous corresponding AMIS section, is complete and accurate.	

In the following Application sections labeled for each FA Objective, Applicants should indicate whether or not your CDFI is selecting the FA Objective. For each FA Objective you select, you will be asked to provide additional information or review previously entered information in the Application, as applicable.

Applicants must complete the corresponding narrative question for each FA Objective selected in the *Financial Assistance Narratives* section of the Application. Applicants that do not complete the corresponding narrative question for their selected FA Objective(s) may have their award size reduced or may be removed from award consideration as part of the due diligence review.

Note: For each FA Objective you select, sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective(s) will translate into PG&Ms in your Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.

FA Objective 1-1: Increase Volume of Financial Products

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields.

Applicants that select this FA Objective must provide a narrative response to Question 4d, Increase Volume of Activities, in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the Due Diligence review.**

Calculations appear on-screen in the AMIS Application. See also **Appendix E** for the formulas used in subsections.

Table 18 – FA Objective 1-1: Increase Volume of Financial Products

Subsection	Description	Notes/Guidance
FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-1: Increase Volume of Financial Products.</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p> <p>IF YES: Choose Yes/No, regarding whether you received an FA Award in the last two years with FAO 1-1 selected.</p>	<p>Applicants can select this FA Objective (FAO) if they plan on increasing the total amount of Financial Products closed over the three-year Period of Performance.</p> <p>To select this objective, the Applicant must meet the related floor(s), showing that their planned financial activities are truly an increase. The following subsections go through those calculations.</p> <p>If the Applicant received a Base-FA Award in the last two years in which they had also selected FAO 1-1 to increase volume, an additional floor calculation applies.</p>
Calculate Total Financial Products Closed in Eligible/Target Market	<p>Data is displayed and calculated based on your inputs to the “Application Financial Data” section.</p>	<p>Note: <i>If you want to make edits to any of the financial data displayed in these calculations, you must return to the “Application Financial Data” section, make edits there, and afterward, re-validate your data.</i></p>

Subsection	Description	Notes/Guidance
<p>Past FA Award and New Net Increase Validation (Floor 2)</p> <p>Conditionally Required - may not be visible to all Applicants</p>	<p>Data is displayed and calculated to determine if you meet Floor 2 – that you have a “New Net Increase of Financial Products”.</p>	<p>This subsection applies if you received a Base-FA Award in either or both of the last two years and selected FAO 1-1 to “Increase Volume of Financial Products”. For those Awards, you already have an Assistance Agreement in place with Program Goals and Measures (PG&Ms) on increasing volume. Some of those years overlap with the Period of Performance of this application. To meet the intent of this objective, increasing volume, your proposed financial activity must exceed the amount you are already held to. In other words, you must have a positive number for your New Net Increase.</p> <p>If you do not pass this validation, you may not proceed with FAO 1-1. You must revise your projections in the Application Financial Data sections, or choose a new FA Objective.</p>
<p>Verify Increase in Volume of Financial Products (Floor 1)</p>	<p>Data is displayed and calculated to determine if you meet Floor 1 – that you have an “Increase in Volume”.</p>	<p>This subsection verifies that your proposed activities meet the intent of the objective, namely an increase in volume.</p> <p>The floor is the minimum amount of financial products you’d be expected to close. AMIS sums the financial product activity from your three historic years to get a “Historic Total Activity”. You’d be expected to close at least that much over the three projected years, plus the amount of the Base-FA Award you’re requesting.</p> <p>If the calculated “Increase in Volume” is a negative number, you may still proceed with FAO 1-1, but you must provide a detailed justification below.</p>
<p>No Net Increase in Volume of Financial Products Justification</p> <p>Conditionally Required - may not be visible to all Applicants</p>	<p>Written narrative. If the calculated “Increase in Volume” is a negative number, but you believe that your CDFI has experienced net portfolio growth that indicates an increase in volume that may not be reflective of your annual activity, you may provide a detailed explanation.</p>	<p>Applicants should provide a sufficient level of fact-based detail, data, and information to demonstrate what constitutes a net portfolio growth increase in volume. Please note that the CDFI Fund will analyze the justification to ensure it complies with internal policies and reserves the right to find the Applicant ineligible for this FA Objective.</p>
<p>PG&M Calculations</p>	<p>Calculated values, not editable, displayed for your information and review.</p>	<p>For each FA Objective you select, sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective(s) will translate into PG&Ms in your Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.</p>

FA Objective 1-2: Increase Volume of Financial Services

Per the definition of Financial Services in the NOFA, only regulated Applicants are eligible to select this FA Objective.

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields.

*Applicants that select this FA Objective must provide a narrative response to Question 4d, Increase Volume of Activities, in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the Due Diligence review.***

*Calculations appear on-screen in the AMIS Application. See also **Appendix E** for the formulas used in subsections.*

Table 19 – FA Objective 1-2: Increase Volume of Financial Services

Subsection	Description	Notes/Guidance
FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-2: Increase Volume of Financial Services.</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p> <p>IF YES: Choose Yes/No, regarding whether you received an FA Award in the last two years with FAO 1-2 selected.</p>	<p>Applicants can select this FA Objective (FAO) if they plan on increasing the total number of Financial Services provided over the three-year Period of Performance.</p> <p>To select this objective, the Applicant must meet the related floor(s), showing that their planned financial activities are truly an increase. The following subsections go through those calculations.</p> <p>If the Applicant received a Base-FA Award in the last two years in which they had also selected FAO 1-2 to increase volume, an additional floor calculation applies.</p>

Subsection	Description	Notes/Guidance
Verify Increase in Volume of Financial Services (Floor 1)	Data is displayed and calculated to determine if you meet Floor 1 – that you have an “Increase in Volume”.	<p>This subsection verifies that your proposed activities meet the intent of the objective, namely an increase in volume.</p> <p>The floor is the minimum amount of financial services you’d be expected to provide. AMIS sums the financial service activity from your three historic years to get a “Historic Total Financial Services Provided”. You’d be expected to provide at least that much over the three projected years.</p> <p>If you do not pass this validation, you may not proceed with FAO 1-2. You must revise your projections in the Application Financial Data sections, or choose a new FA Objective.</p>
Past FA Award and New Net Increase Validation (Floor 2) Conditionally Required - may not be visible to all Applicants	Data is displayed and calculated to determine if you meet Floor 2 – that you have a “New Net Increase of Financial Services”.	<p>This subsection applies if you received a Base-FA Award in either or both of the last two years and selected FAO 1-2 to “Increase Volume of Financial Services”. For those Awards, you already have an Assistance Agreement in place with Program Goals and Measures (PG&Ms) on increasing volume. Some of those years overlap with the Period of Performance of this application. To meet the intent of this objective, increasing volume, your proposed financial service activity must exceed the amount you are already held to. In other words, you must have a positive number for your New Net Increase.</p> <p>If you do not pass this validation, you may not proceed with FAO 1-2. You must revise your projections in the Application Financial Data sections, or choose a new FA Objective.</p>
PG&M Calculations	Calculated values, not editable, displayed for your information and review.	For each FA Objective you select, sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective(s) will translate into PG&Ms in your Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.

FA Objective 1-3: New Geographic Area(s)

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields.

Applicants that select this FA Objective must provide a narrative response to Question 4a, Expand into New Geographic Area(s), in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the Due Diligence review.**

Calculations appear on-screen in the AMIS Application. See also **Appendix E** for the formulas used in subsections.

Table 20 – FA Objective 1-3: New Geographic Area(s)

Subsection	Description	Notes/Guidance
FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-3: New Geographic Area(s).</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p>	<p>Applicants can select this FA Objective (FAO) if they plan on serving one or more New Geographic Areas over the three-year Period of Performance.</p> <p>A New Geographic Area is an area that accounts for 5% or less of your total portfolio outstanding averaged over the three most recent historical fiscal years, as detailed below.</p> <p>If you received a Base-FA Award in either or both of the last two years and selected FAO 1-3 for “New Geographic Area(s)”, you cannot propose the same New Geographic Area(s) listed in those existing awards. You may select this FAO if your proposed New Geographic Area(s) is different than your areas from prior awards.</p>
Calculate Total Portfolio Outstanding (Three-Year Historic Average Activity)	<p>Data is displayed and calculated based on your inputs to the “Application Financial Data” section.</p>	<p>Note: <i>If you want to make edits to any of the financial data displayed in these calculations, you must return to the “Application Financial Data” section, make edits there, and afterward, re-validate your data.</i></p>

Subsection	Description	Notes/Guidance
<p>New Geographic Area(s)</p> <p><i>(Input the following data into the table for each New Geographic Area)</i></p>	<ul style="list-style-type: none"> • New Geographic Area Name • Select County or State of New Geographic Area 	<p>The New Geographic Area(s) must be a county, a state, or a U.S. territory. Applicants cannot select a smaller unit of geography than a county.</p> <p>Applicants can select multiple New Geographic Areas in their Application and must select a new entry for each county, state, or U.S. territory.</p> <p>The New Geographic Area can be within or outside of your approved Target Market(s). Activity must be in an Eligible Market(s) in the New Geographic Area(s).</p> <p>Note: See additional guidance below this table.</p>
	<ul style="list-style-type: none"> • Projected Activity in the New Geographic Area over the next three Fiscal Years 	<p>This amount should only include on-balance sheet Financial Products projected to close in Eligible Markets and/or approved Target Market(s) in the New Geographic Area. This amount cannot be less than your Base-FA award. The dollar amount you provide will become a PG&M in your Assistance Agreement if you are selected for an Award. This PG&M will include the <u>total dollar</u> amount of Financial Products projected to be closed by your CDFI in the New Geographic Area, not just the Base-FA award portion.</p>
	<ul style="list-style-type: none"> • Portfolio Outstanding for the New Geographic Area (Three-Year Historic Average Activity) 	<p>Average the portfolio outstanding in the New Geographic Area(s), for the three most recent historic fiscal years.</p>
	<ul style="list-style-type: none"> • Total Portfolio Outstanding (Three-Year Historic Average Activity) • Percentage of Portfolio Outstanding for the New Geographic Area 	<p>These fields will be pre-populated/calculated for each New Geographic Area.</p> <p>The <i>Percentage of Portfolio Outstanding for the New Geographic Area</i> cannot be more than 5%.</p>
<p>Validate Projected Activity for New Geographic Area</p>	<p>Data is displayed and calculated to verify that your projected activity is greater than your Base-FA Award request.</p>	<p>This subsection verifies that your proposed activities meet the intent of this objective.</p> <p>If the calculated verification dollar amount is a negative number, you may not proceed with FAO 1-3. You must revise your projections or choose a new FA Objective.</p>

Subsection	Description	Notes/Guidance
PG&M Calculations	Calculated values, not editable, displayed for your information and review.	For each FA Objective you select, sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective(s) will translate into PG&Ms in your Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.

Additional Guidance on New Geographic Areas:

- As noted above, Applicants cannot select a smaller unit of geography than a county. However, if an Applicant wants to serve a smaller unit of geography as its New Geographic Area (for example, a city or cluster of census tracts), it can select the county that contains the New Geographic Area as long as the county represents 5% or less of its Three-Year Historic Average Activity.
- The Eligible Market(s) in the New Geographic Area(s) are based on either (i) a geographic area meeting the requirements set forth in 12 C.F.R. § 1805.201(b)(3)(ii); or (ii) individuals that are Low-Income, African American, Hispanic, Native American, Native Hawaiians residing in Hawaii, Alaska Natives residing in Alaska, or Other Pacific Islanders residing in American Samoa, Guam or the Northern Mariana Islands. In other words, if the New Geographic Area(s) you select does not meet required distress criteria (for example, unemployment, poverty, or median family income), you can still meet the Eligible Market criteria by serving qualified individuals (for example, Low-Income persons or the Other Targeted Populations specified above) within that New Geographic Area.
- For Applicants that select FA Objective 1-3: New Geographic Area(s), adding a “New Geographic Area(s)” may or may not necessarily impact or change your CDFI’s certified Target Market status. Applicants should review the CDFI Fund’s certification and compliance requirements (available on the CDFI Fund’s website) to understand how an expansion into a “New Geographic Area” may impact your CDFI’s certification status. Since modification to an Applicant’s Approved Target Market(s) upon expansion in the new area will be determined on a case-by-case basis for each Applicant, Applicants are responsible for determining if modification to your Approved Target Market(s) is needed upon expansion into the “New Geographic Area(s)”. Please keep in mind that your CDFI must continue to deploy at least 60 percent of total lending/ investments within your approved Target Market(s) in order to maintain CDFI certification status.

FA Objective 1-4: New Financial Product(s)

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields.

Applicants that select this FA Objective must provide a narrative response to Question 4c, Provide New Product or Service, in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the Due Diligence review.**

Calculations appear on-screen in the AMIS Application. See also **Appendix E** for the formulas used in subsections.

Table 21 – FA Objective 1-4: New Financial Product(s)

Subsection	Description	Notes/Guidance
FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-4: New Financial Product(s).</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p>	<p>Applicants can select this FA Objective (FAO) if they plan to offer one or more new Financial Products over the three-year Period of Performance. A New Financial Product is a Financial Product that accounts for 5% or less of your total portfolio, as detailed below.</p> <p>If you received a Base-FA Award in either or both of the last two years and selected FAO 1-4 for “New Financial Product(s)”, you cannot propose the same New Financial Product listed in those existing awards. You may select this FAO if your proposed New Financial Product is different than your previous products.</p>
Calculate Total Portfolio Outstanding (Most Recent Historic Year)	<p>Data is displayed and calculated based on your inputs to the “Application Financial Data” section.</p>	<p>Note: <i>If you want to make edits to any of the financial data displayed in these calculations, you must return to the “Application Financial Data” section, make edits there, and afterward, re-validate your data.</i></p>

Subsection	Description	Notes/Guidance
<p>New Financial Products</p> <p><i>(Input the following data into the table for each New Financial Product)</i></p>	<ul style="list-style-type: none"> Product Name 	<p>The Product Name will be used as part of the identifier in the PG&Ms for this FA Objective in the Assistance Agreement.</p>
	<ul style="list-style-type: none"> Product Line of Business 	<p>Select the line of business in which the New Financial Product falls from the multi-pick list. Applicants should use the definitions in Appendix C: Financial Assistance Glossary of Terms for guidance on the following lines of business: Commercial Real Estate, Small Business, Microenterprise, Community Facilities, Consumer Financial Products, Affordable Housing, Intermediary Lending to Non-Profits and CDFIs, or Other.</p>
	<ul style="list-style-type: none"> Product Sub-Category 	<p>If you do not see the exact sub-category you require, please choose the closest option. This information will help the CDFI Fund understand use of the New Financial Product and will also be used as part of the identifier for the PG&Ms for this FA Objective in the Assistance Agreement.</p>
	<ul style="list-style-type: none"> Product Description 	<p>The description should help the CDFI Fund understand the New Financial Product and how it differs from current Financial Products offered by your CDFI.</p>
	<ul style="list-style-type: none"> Product Activity as of the Most Recent Historical Fiscal Year 	<p>This amount is your total on-balance sheet portfolio outstanding in Eligible Market(s) and/or your approved Target Market that is attributed to this New Financial Product as of your most recently completed historic fiscal year. In order for a Financial Product to be new, it may not account for more than 5% of your total portfolio outstanding as of your most recent historic fiscal year.</p>
	<ul style="list-style-type: none"> Total Projected Activity for this New Financial Product over the next three Fiscal Years 	<p>This amount should include only include on-balance sheet Financial Products projected to close in Eligible Markets and/or your approved Target Market in the New Financial Product. This amount cannot be less than your Base-FA award. The dollar amount you provide will become a PG&M in the Assistance Agreement. This PG&M will apply to the <u>total</u> dollar amount of Financial Products projected to be closed by your CDFI for this New Financial Product, not just the Base-FA award portion.</p>

Subsection	Description	Notes/Guidance
	<ul style="list-style-type: none"> • Total Portfolio Outstanding • Percentage of Portfolio Outstanding 	<p>These fields will be pre-populated/calculated for each New Financial Product.</p> <p>The <i>Percentage of Portfolio Outstanding</i> cannot be more than 5%.</p>
Validate Projected Activity for New Financial Products	Data is displayed and calculated to verify that your projected activity is greater than your Base-FA Award request.	<p>This subsection verifies that your proposed activities meet the intent of this objective.</p> <p>If the calculated verification dollar amount is a negative number, you may not proceed with FAO 1-4. You must revise your projections or choose a new FA Objective.</p>
PG&M Calculations	Calculated values, not editable, displayed for your information and review.	For each FA Objective you select, sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective(s) will translate into PG&Ms in your Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.

FA Objective 1-5: New Financial Service(s)

Per the definition of Financial Services in the NOFA, only regulated Applicants are eligible to select this FA Objective.

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields.

Applicants that select this FA Objective must provide a narrative response to Question 4c, Provide New Product or Service, in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the Due Diligence review.**

Calculations appear on-screen in the AMIS Application. See also **Appendix E** for the formulas used in subsections.

Table 22 – FA Objective 1-5: New Financial Service(s)

Subsection	Description	Notes/Guidance
FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-5: New Financial Service(s).</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p>	<p>Applicants can select this FA Objective (FAO) if they plan to offer one or more New Financial Services over the three-year Period of Performance.</p> <p>A New Financial Service is a Financial Service that accounts for 5% or less of your total number of Financial Services provided, as detailed below.</p> <p>If you received a Base-FA Award in either or both of the last two years and selected FAO 1-5 for “New Financial Service(s)”, you cannot propose the same New Financial Service(s) listed in those existing awards. You may select this FAO if your proposed New Financial Service(s) is different than your previous services.</p>
New Financial Services <i>(Input the following data into the table for each New Financial Service)</i>	<ul style="list-style-type: none"> New Financial Service Name 	The Financial Service name will be used as part of the identifier in the PG&Ms for this FA Objective in the Assistance Agreement.
	<ul style="list-style-type: none"> New Financial Service Line of Business 	Select the line of business in which the New Financial Service falls from the multi-pick list: Consumer Financial Services, Commercial Financial Services, or Other.

Subsection	Description	Notes/Guidance
	<ul style="list-style-type: none"> New Financial Service Sub-Category 	<p>If you do not see the exact sub-category you require, please choose the closest option. This information will help the CDFI Fund understand use of the New Financial Service and will also be used as part of the identifier for the PG&M for this FA Objective in the Assistance Agreement.</p>
	<ul style="list-style-type: none"> New Financial Service Description 	<p>The description should help the CDFI Fund understand the New Financial Service and how it differs from current Financial Services offered by your CDFI.</p>
	<ul style="list-style-type: none"> New Financial Service Activity Provided as of the Most Recent Historical Fiscal Year 	<p>This number should include the number of Financial Services provided in Eligible Markets and/or approved Target Market(s) in the New Financial Service during the most recent historical fiscal year. In order for a Financial Service to be new, this number may not account for more than 5% of the total Financial Services provided by your CDFI in your most recent historic fiscal year.</p>
	<ul style="list-style-type: none"> Total Projected New Financial Services over the next three Fiscal Years 	<p>This number should include the number of Financial Services projected in Eligible Markets and/or approved Target Market(s) in the New Financial Service over the next three fiscal years. The number you provide will become a PG&M in your Assistance Agreement if you are selected for an Award.</p>
	<ul style="list-style-type: none"> Total Financial Services Provided in Most Recent Historical Fiscal Year Percentage of Total Financial Services Provided 	<p>These fields will be pre-populated/calculated for each New Financial Service.</p> <p>The <i>Percentage of New Financial Services Provided</i> cannot be more than 5%.</p>
PG&M Calculations	Calculated values, not editable, displayed for your information and review.	For each FA Objective you select, sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective(s) will translate into PG&Ms in your Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.

FA Objective 1-6: New Development Service(s)

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields.

Applicants that select this FA Objective must provide a narrative response to Question 4c, Provide New Product or Service, in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the Due Diligence review.**

Calculations appear on-screen in the AMIS Application. See also **Appendix E** for the formulas used in subsections.

Table 23 – FA Objective 1-6: New Development Service(s)

Subsection	Description	Notes/Guidance
FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-6: New Development Service(s).</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next FA Objective.</i></p>	<p>Applicants can select this FA Objective (FAO) if they plan to offer one or more New Development Service over the three-year Period of Performance.</p> <p>A New Development Service is a Development Service that was provided to 5% or less of the clients that the Applicant served through its Development Services last year, as detailed below.</p> <p>If you received a Base-FA Award in either or both of the last two years and selected FAO 1-6 for “New Development Service(s)”, you cannot propose the same New Development Service listed in those existing awards. You may select this FAO if your proposed New Development Service is different than your previous services.</p>
<p>New Development Services</p> <p><i>(Input the following data into the table for</i></p>	<ul style="list-style-type: none"> New Development Service Name 	<p>The Development Service Name will be used as part of the identifier in your PG&Ms for this FA Objective in the Assistance Agreement.</p>

Subsection	Description	Notes/Guidance
<i>each New Development Service)</i>	<ul style="list-style-type: none"> • New Development Service Type • New Financial Service Sub-Category 	<p>Select the line of business in which the New Financial Product falls from the multi-pick list: Credit Counseling, Financial Education, Homeownership Counseling, Business Technical Assistance, Real Estate Technical Assistance, or Other.</p> <p>Select one of the available sub-categories from the multi-pick list. If you do not see the exact sub-category you require, please choose the closest option. This information will help the CDFI Fund understand use of the New Development Service and will also be used as part of the identifier in your PG&Ms for this FA Objective in the Assistance Agreement.</p>
	<ul style="list-style-type: none"> • New Development Service Description 	<p>The description should help the CDFI Fund understand the New Development Service and how it differs from current offerings.</p>
	<ul style="list-style-type: none"> • Number Clients Served to Date through New Development Service as of your most recent historical year 	<p>In order for Development Service to be new, this number may not account for more than 5% of the total Development Services provided by your CDFI in your most recent historic fiscal year.</p>
	<ul style="list-style-type: none"> • Projected Clients to be Served with New Development Service over the three-year period of performance 	<p>The number you provide will become a PG&M for this FA Objective in your Assistance Agreement if you are selected for an Award.</p>
	<ul style="list-style-type: none"> • Total Clients Served through All Development Services • Percentage of New Development Services Provided 	<p>These fields will be pre-populated/calculated for each New Development Service.</p> <p>The <i>Percentage of New Development Services Provided</i> cannot be more than 5%.</p>
PG&M Calculations	Calculated values, not editable, displayed for your information and review.	<p>For each FA Objective you select, sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective(s) will translate into PG&Ms in your Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.</p>

FA Objective 1-7: New Targeted Population(s)

Please note that if the below subsections are not visible in your Application, you have not completed one or more required fields.

Applicants that select this FA Objective must provide a narrative response to Question 4b, Serve a New Targeted Population, in the Financial Assistance Narratives section of the Application. **Applicants that select this FA Objective and do not complete the corresponding narrative question may have their award size reduced or may be removed from award consideration as part of the Due Diligence review.**

Calculations appear on-screen in the AMIS Application. See also **Appendix E** for the formulas used in subsections.

Table 24 – FA Objective 1-7: New Targeted Population(s)

Subsection	Description	Notes/Guidance
FA Objective Selection	<p>Choose Yes/No, regarding selecting FA Objective 1-7: New Targeted Population(s).</p> <p><i>Note: If you select No, the remaining subsections in this table do not apply, and will remain hidden. Proceed to the next section.</i></p>	<p>You can select this FA Objective (FAO) if you plan on using your Base-FA award to modify your Approved Target Market to include New Targeted Population(s) within the three-year Period of Performance.</p> <p>The eligible New Targeted Population(s) must be from the following list:</p> <ul style="list-style-type: none"> • Low-Income Targeted Populations; and/or • One or more of the following Other Targeted Populations (OTP): African American, Hispanic, Native American, Native Hawaiian/Other Pacific Islander, and/or Alaska Native. <p>A New Targeted Population is an eligible Targeted Population that your CDFI 1) is not currently certified to serve, and 2) has not submitted a modification to your approved Target Market to include the New Targeted Population(s) as of the Application deadline.</p> <p>Please note that serving a Targeted Population that your CDFI is already certified to serve that is in a new geographic Target Market is not considered a New Targeted Population.</p>

Subsection	Description	Notes/Guidance
<p>New Targeted Population(s)</p> <p><i>(Input the following data into the table for each New Targeted Population)</i></p>	<ul style="list-style-type: none"> • New Targeted Population Type <hr/> <ul style="list-style-type: none"> • Projected Activity to New Targeted Population over the three-year performance period • Percentage of Total Projected Portfolio Activities Serving New Targeted Population(s) over the three-year performance period 	<p>Select the New Targeted Population from the multi-pick list.</p> <hr/> <p>Applicants enter both the projected dollar amount and the projected total percentage. Although these numbers are not included within the PG&Ms in the Assistance Agreement, the CDFI Fund will evaluate the reasonableness of the projected activity levels to the New Targeted Population(s). This information will be taken into consideration given the size of the Base-FA award request and in context of the Applicant’s business plan (as outlined in the narrative response), and could impact the size of the Base-FA award amount.</p>
<p>PG&M Calculations</p>	<p>Calculated values, not editable, displayed for your information and review.</p>	<p>If you are selected to receive an award, your CDFI must submit a Service Request through your AMIS account to modify your CDFI’s approved Target Market to include at least one of the New Targeted Populations selected in the Application by the end of Year 2 of the Period of Performance. Your CDFI must also have at least one of the Targeted Population(s) selected in the Application added to your approved Target Market by the end of Year 3 of the Period of Performance.</p> <p>For each FA Objective you select, sample PG&Ms will display to illustrate how the projected activity for the selected FA Objective(s) will translate into PG&Ms in your Assistance Agreement. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.</p>

13. Financial Assistance Narratives (Base-FA Application)

In this section of the Application, Applicants will provide responses to questions that require narrative responses for the Base-FA Application.

In many instances, your narrative responses will be used to describe or expand further on data and information already entered into the Application.

Narrative Responses in Context of Evaluation Process

Application reviewers use Application information, including the narrative responses, to assess and score Base-FA Applications for the Step 3: Business Plan Review and the Step 4: Policy Objective and Due Diligence Review parts of the evaluation process. Please see the **FY 2020 Financial Assistance Application Evaluation Process** guidance document for more detailed information on the evaluation process.

Applicants Applying as a Community Partnership

Applicants applying as a Community Partnership must explain how the CDFI Applicant, in conjunction with their non-CDFI Community Partner, will accomplish their strategic goals. Per the CDFI Fund’s statute, the Applicant’s narrative responses must address: (i) how the CDFI Applicant and its Community Partner will participate in carrying out the Community Partnership, (ii) how the Community Partnership will enhance activities serving the Investment Area and/or Targeted Population; and (iii) how the Community Partnership activities are consistent with the strategic goals submitted in the Application.

The Applicant’s responses to the narrative questions that are marked “**Yes**” below for “Must Include Community Partnership?” will be evaluated on the strength and merit of **both the CDFI Applicant and the Community Partner**. Therefore, it is important that the roles of both parties are thoroughly discussed in the responses to these questions. All other narrative responses should be based on the CDFI Applicant only.

Base-FA Application Narrative Questions

Table 25 – Base-FA Application Narrative Questions

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>Executive Summary (Questions 1-3) <i>Your responses to questions in the Executive Summary are intended to help the CDFI Fund better understand your CDFI. Although the Executive Summary will not be scored by reviewers, information provided in the Executive Summary will be referenced during the Step 3: Business Plan Review and Step 4: Policy Objective and Due Diligence Review of the evaluation process.</i></p>			
<p>1. Provide the board-approved mission statement of your CDFI.</p>	<p><i>500 character limit</i></p>	<ul style="list-style-type: none"> If your board-approved mission statement is longer than the allowed character limit please provide an abbreviated version that captures the essence and important parts of the mission statement. 	

<p>2. Expand upon the demographic information you provided in the Beneficiary Snapshot and Portfolio Statistics regarding the population your CDFI serves, to illustrate the extent of economic distress in these communities. Indicators of economic distress include: Median Family Income, Unemployment Rate, Poverty Rate, historical poverty over the last thirty years, and percentage of Other Targeted Populations.</p>	<p>3,250 character limit</p>	<ul style="list-style-type: none"> • Use this narrative question to describe the economic distress of the communities your CDFI serves. Regulated entities may use proxy data if regulatory constraints prevent you from collecting this data. Applicants can also use this question to clarify and expand on data provided in the <i>Beneficiary Snapshot</i> and <i>Portfolio Statistics</i> subsections. • As noted earlier, the CDFI Fund strongly encourages all Applicants to use this narrative question to highlight the targeted work that you may be performing in distressed communities that have higher unemployment rates, lower median family incomes, and/or higher poverty rates than that indicated in statewide data provided in the <i>Portfolio Statistics</i> subsection. Using specific, local data on your communities and beneficiaries will allow you to demonstrate economic distress most effectively. • You should address all of the communities and beneficiaries in Eligible Market(s) and approved Target Market(s) that you serve when responding to this question. Applicants can provide specific information or examples for illustrative purposes, but the CDFI Fund would like an understanding of the communities and beneficiaries served by the Applicant’s entire portfolio rather than communities or beneficiaries served in one particular line of business. • You should discuss your investments, lending, and development services in high poverty areas* to illustrate the extent of economic distress in the communities you serve. The link below provides a list of all high poverty areas that you can use to directly link your investments, lending, and development services activity to, in your response to this question. Applicants can access the data using this hyperlink: https://www.cdfifund.gov/Documents/High%20Poverty%20Areas%20(2011-2015%20ACS%20and%20Island%20Areas%20Decennial%20Census).xlsx <p>* For the purpose of this question, the FY 2020 CDFI-FA Congressional Appropriations language defines “high poverty areas” as: “Any census tract with a poverty rate of at least 20 percent as measured by the 2011–2015 5-year data series available from the American Community Survey of the Bureau of the Census for all States and Puerto Rico, or with a poverty rate of at least 20 percent as measured by the 2010 Island Areas Decennial Census data for any other territory or possession of the United States.”</p>	
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Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>3. Provide quantitative data about the types of interventions needed to address and improve the levels of economic distress of the communities your CDFI serves, using the information in the Beneficiary Snapshot, Portfolio Statistics, Narrative Question 2, and supplemental statistical data.</p>	<p>3,250 character limit</p>	<ul style="list-style-type: none"> Use this narrative question to discuss the types of interventions needed to address and improve the levels of economic distress in the communities and populations your organization serves. Your organization should make direct correlations between the characteristics of the populations and communities you serve (referencing the <i>Beneficiary Snapshot</i> and <i>Portfolio Statistics</i> sections; the information provided in response to narrative Question 2; and other supplemental statistical data or information) and your identification of the major challenges and needs of the communities and populations you serve. This section can also be used to clarify and supplement any information provided in the <i>Beneficiary Snapshot</i> section. 	
<p>Business Strategy (Questions 4-8) <i>The responses to the narrative questions in the Business Strategy section will help the CDFI Fund assess whether the Applicant’s comprehensive business plan is sound and achievable. Your responses to the following questions are also intended to help the CDFI Fund better understand how your CDFI will use a Base-FA award to accomplish your selected FA Objective(s) and your CDFI’s strategic goals.</i></p>			
<p>4. Broadly, how will your CDFI use a Base-FA award to achieve one or more Financial Assistance (FA) Objectives? Please note that selecting multiple FA Objectives will not make your Application more competitive. If you are requesting PPC-FA, also describe your CDFI’s strategy to effectively deploy a PPC-FA award.</p>	<p>3,250 character limit 1,000 character limit for PPC-FA response (or enter N/A)</p>	<ul style="list-style-type: none"> Applicants should provide clear information regarding the specific FA Objective(s) selected and use of the Base-FA award to achieve the selected FA Objective(s). For example, if you selected to expand operations into a New Geographic Area, you should address how your Base-FA award would be used to aid in the expansion. Please provide clear, concise information that demonstrates a well thought-out plan. PPC-FA Applicants should also describe your CDFI’s ability to deploy the requested PPC-FA award amount into an Eligible Market(s) in PPCs. Discuss your pipeline and track record of Financial Products in PPCs in quantitative terms. 	<p>Yes</p>

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>4(a). If you selected the <i>FA Objective 1-3: New Geographic Area(s)</i>, you must provide a response to this narrative question: Identify and provide information about the New Geographic Area(s) you will be serving over the three-year Period of Performance. Acceptable identification formats include state, U.S. territory, or county location.</p>	<p>6,000 character limit (or enter N/A)</p>	<ul style="list-style-type: none"> Your narrative response should be detailed and include fact-based and quantifiable information to demonstrate your CDFI's ability to achieve <i>FA Objective 1-3: New Geographic Area(s)</i>. Within the narrative response, for the selected New Geographic Area(s), please describe the demand in terms of potential clients, growth prospects, areas covered, types of Financial Products, Financial Services, and Development Services offered, etc., that justifies your demand. Your narrative response should also directly tie to the information you provided in the <i>FA Objective 1-3: New Geographic Area(s)</i> section of the Application. Applicants that select <i>FA Objective 1-3: New Geographic Area(s)</i> and do not complete this narrative question may have their award size reduced or may be removed from award consideration as part of the due diligence review. 	
<p>4(b). If you selected the <i>FA Objective 1-7: Serve New Targeted Population(s)</i>, you must provide a response to this narrative question: Provide information about the New Targeted Population(s) you intend to serve within the three-year Period of Performance.</p>	<p>6,000 character limit (or enter N/A)</p>	<ul style="list-style-type: none"> Your narrative response should be detailed and included fact-based and quantifiable information to demonstrate your CDFI's ability to achieve <i>FA Objective 1-2: Serve New Targeted Population(s)</i>. Within the narrative response, please describe the demand in terms of number of potential clients, growth prospects, types of Financial Products, Financial Services, and Development Services offered, etc., that justifies your CDFI's ability to serve the New Targeted Population. Your narrative response should also directly tie to the information you provided in the <i>FA Objective 1-7: Serve New Targeted Population(s)</i> section of the Application. Applicants that select <i>FA Objective 1-7: Serve New Targeted Population(s)</i> and do not complete this narrative question may have their award size reduced or may be removed from award consideration as part of the due diligence review. 	

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>4(c). If you selected <i>FA Objective 1-4: New Financial Product(s)</i>, <i>FA Objective 1-5: New Financial Service(s)</i>, and/or <i>FA Objective 1-6: New Development Service(s)</i>, you must provide a response to this narrative question: Provide information about the new product(s) or service(s) you will be providing.</p>	<p>6,000 character limit (or enter N/A)</p>	<ul style="list-style-type: none"> Your narrative response should be detailed and include fact-based and quantifiable information to demonstrate your CDFI's ability to achieve <i>FA Objective 1-4: New Financial Product(s)</i>, <i>FA Objective 1-5: New Financial Service(s)</i>, and/or <i>FA Objective 1-6: New Development Service(s)</i>. In your narrative please describe the demand in terms of number of potential clients, growth prospects, areas covered, types of Financial Products, Financial Services, and Development Services offered, etc., that justify the provision of the New Financial Product, Financial Service and/or Development Service. Your narrative response should also directly tie to the information you provided in the <i>FA Objective 1-4: New Financial Product(s)</i>, <i>FA Objective 1-5: New Financial Service(s)</i>, and/or <i>FA Objective 1-6: New Development Service(s)</i> section(s) of the Application. For Applicants that select the New Development Service FA Objective, please keep in mind that in order to be an eligible FA activity, Development Services must prepare current or potential borrowers or investees to use your CDFI's Financial Products or Financial Services. This should be addressed in your response. Applicants that select <i>FA Objective 1-4: New Financial Product(s)</i>, <i>FA Objective 1-5: New Financial Service(s)</i>, and/or <i>FA Objective 1-6: New Development Service(s)</i> and do not complete this narrative question may have their award size reduced or may be removed from award consideration as part of the due diligence review. 	

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>4(d). If you selected <i>FA Objective 1-1: Increase Volume of Financial Products</i> and/or <i>FA Objective 1-2: Increase Volume of Financial Services</i>, you must provide a response to this narrative question: Discuss the planned increases.</p>	<p>6,000 character limit (or enter N/A)</p>	<ul style="list-style-type: none"> Your narrative response should be detailed and include fact-based and quantifiable information to demonstrate your CDFI's ability to achieve <i>FA Objective 1-1: Increase Volume of Financial Products</i> and/or <i>FA Objective 1-2: Increase Volume of Financial Services</i>. In the narrative section please describe the demand in terms of number of potential clients, growth prospects, areas covered, types of Financial Products offered, etc. that justifies your plan and capacity to increase your CDFI's volume of Financial Products and/or Financial Services. Your narrative response should also directly tie to the information provided in the <i>FA Objective 1-1: Increase Volume of Financial Products</i> and/or <i>FA Objective 1-2: Increase Volume of New Financial Services</i> section(s) of the Application. Applicants that select <i>FA Objective 1-1: Increase Volume of Financial Products</i> and/or <i>FA Objective 1-2: Increase Volume of Financial Services</i> and do not complete this narrative question may have their award size reduced or may be removed from award consideration as part of the due diligence review. 	

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
5. Discuss your CDFI's strategic goals for the next five years.	5,000 character limit	<ul style="list-style-type: none"> You should discuss how your CDFI plans to achieve the stated strategic goals and how your strategic goals clearly align with the selected FA Objective(s). You should address all of your CDFI's strategic goals when responding to this question. Applicants can provide specific information or examples for illustrative purposes, but the CDFI Fund would like an understanding of the Applicant's entire portfolio rather than one particular line of business. Only on-balance sheet activity in Eligible Market(s) and/or the Applicant's approved Target Market can satisfy the PG&Ms in the Assistance Agreement and should be provided in the financial data section. However, Applicants can discuss off-balance sheet activities in this narrative response if this information is part of your CDFI's implementation of its strategic objectives. 	Yes
6. Previous award Recipients must provide an explanation of how a new award differs from past requests.	3,250 character limit	<ul style="list-style-type: none"> Previous FA award Recipients should provide information on how this Base-FA award request will create additional and/or different impacts beyond prior Base-FA awards going back three funding rounds (FY 2017, FY 2018, and FY 2019). 	Yes
7. Identify and discuss any risks that may inhibit your CDFI from achieving its FA Objectives and strategic goals for the next five years. Discuss how your CDFI will mitigate these risks.	5,000 character limit	<ul style="list-style-type: none"> Applicants should discuss risks and needed areas of improvement. Applicants should provide a mitigation plan that clearly demonstrates how Applicants plan to address and mitigate each risk, including proposed contingencies, and address any areas of needed improvement. 	Yes

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>8(a). Discuss your CDFI’s community coordination strategy including how you participate in neighborhood, local, state, regional, and/or federal community economic development plans and initiatives that impact the communities you serve.</p>	<p><i>2,000 character limit</i></p>	<ul style="list-style-type: none"> • The CDFI Fund wants to understand how your CDFI is connected to other organizations, communities, or efforts as part of larger community development plans and initiatives. These efforts may be through actively participating in a city or state redevelopment plan, a rezoning effort in a particular community, or any other larger efforts that your CDFI is involved in or follows as guiding principles for your operations. Focus on initiatives in which your organization plays an active role. • You should provide detailed and quantifiable information on the impacts of community coordination efforts in the communities and populations you serve. For example, rather than just listing the community development efforts or plans that your CDFI is involved in, you should provide detailed information, including both qualitative information and quantitative data, on the impacts of those efforts to beneficiaries, clients, members of the communities/ populations you serve, etc. • If your CDFI has worked or plans to work in designated Qualified Opportunity Zones, you should address that work when responding to this question. Discuss the extent to which your organization is intentionally coordinating with certified Opportunity Funds to plan investments in Qualified Opportunity Zones, as well as intentional investments outside of a certified Opportunity Fund. • When responding to this question, you should be comprehensive in discussing your CDFI’s community collaboration efforts to give the CDFI Fund an understanding of your entire portfolio rather than just focusing on one particular effort or line of business. 	<p>Yes</p>

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>8(b). Describe any formal or informal partnerships your CDFI has established or plans to establish for the purposes of i) accomplishing your strategic goals, ii) furthering your support of the needs of approved Target Market(s) and other Eligible Markets your CDFI serves, and/or iii) developing your products and services.</p>	<p><i>2,000 character limit</i></p>	<ul style="list-style-type: none"> • The CDFI Fund wants to understand how your CDFI is increasing its impact and resources directed to the communities your CDFI serves through formal or informal partnerships. Partnerships can include partners from city, state, federal, community, national organizations, trade groups, corporations, or other groups. Partnerships should be listed for the purposes of accomplishing your strategic goals, FA Objectives, or supporting the needs of your Target Market(s), Eligible Markets, and the populations/communities you serve. You should discuss each of these relationships in the context of how your CDFI will increase its impact for one or more of these purposes. • Provide detailed and quantifiable information on the impacts of partnership efforts in the communities and populations you serve. Rather than just listing your CDFI’s formal and/or informal partnerships, Applicants should provide detailed qualitative information and quantitative data on the impacts of those efforts to beneficiaries, clients, and members of the communities and populations you serve. You should be able to demonstrate that the partnership will result in additional benefits to the community outside of each individual organization working in isolation. • When responding to this question, Applicants should be comprehensive in discussing your CDFI’s formal or informal partnerships to give the CDFI Fund an understanding of your entire portfolio rather than just focusing on one particular effort or line of business. 	<p>Yes</p>

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>Products and Services Impacts (Question 9) <i>Your response to the following question is intended to help the CDFI Fund better understand how your product and service offerings are designed to achieve impacts in the communities you serve.</i></p>			
<p>9. Identify how your organization’s Financial Products and Financial Services create short-term and long-term positive outcomes and create economic opportunities in the community or communities you serve. These outcomes should be evidence-based and factual.</p>	<p>6,000 character limit</p>	<ul style="list-style-type: none"> Describe the extent to which your organization is creating economic opportunities within the communities and populations you serve. Make connections between the community needs and challenges identified earlier and how the products and services your CDFI provides specifically address those needs to create opportunities in your communities. This question is not asking simply for outputs of your work, but asking you to go a step further and evaluate the broader impacts of your work on individuals and the community. You should provide fact-based information and robust examples that clearly demonstrate your points. You should speak not only to the quantity but also the quality of your impacts and interventions. You should address both short- and long-term impacts and opportunities created in the communities and populations you serve. 	<p>Yes</p>
<p>Market and Competitive Analysis (Question 10) <i>Your response to the following question is intended to help the CDFI Fund better understand your CDFI’s awareness of, and positioning within, its markets; determine whether these markets support growth in the future; and whether or not your CDFI is coordinating with other entities.</i></p>			
<p>10. Describe any trends you are witnessing and/or primary competitors who are emerging in the market(s) you serve as they relate to the purpose of your Base-FA request. Please discuss any data sources and analysis that inform your assessment.</p>	<p>2,000 character limit</p>	<ul style="list-style-type: none"> Identify your competitors and discuss how your products and/or services differ from that of the competition. You should also include any niches or voids in the market that you believe you are filling. You should demonstrate that you understand the demand of the communities you serve both for your products and services, and your competitive environment. 	

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>Management and Track Record (Question 11) <i>Your response to the following question is intended to help the CDFI Fund better understand your CDFI's management and staffing to determine the relative likelihood and viability of executing your FA Objectives and strategic goals.</i></p>			
<p>11. Will any changes to your policies and procedures be needed in order to achieve your strategic goals? If so, please describe and include timeframe for updating these policies.</p>	<p>2,000 character limit</p>	<ul style="list-style-type: none"> You should be able to convey that you have strong management with a demonstrated ability and track record to execute on your strategic goals. Applicants should provide specific information on how your CDFI will manage any policies and procedures and other organizational changes to meet the strategic goals and selected FA Objectives. For example, will your CDFI need to draft new policies to manage an increased volume of lending or to underwrite a New Financial Product? These examples are for illustrative purposes only and may differ for your CDFI. 	<p>Yes</p>
<p>Financial Position (Question 12) <i>Your response to the following question is intended to help the CDFI Fund better understand your CDFI's financial health and soundness. Note: In general this information is used in Step 2: Financial Analysis and Step 4: Policy Objective and Due Diligence Review as part of the CDFI Fund's due diligence review, and may be reviewed as part of Step 3: Business Plan Review to assess if the Applicant has strong financial policies and procedures to ensure that there are appropriate financial controls in place.</i></p>			
<p>12. Describe how you view your current financial position and explain any large fluctuations or trends.</p>	<p>4,000 character limit</p>	<ul style="list-style-type: none"> Please use this as the opportunity to describe your organization's finances. Discuss any differences between the financial information entered into the FA Application as compared to the audited financial statements or Regulator performance reports provided. You may refer to information included in your audit that is not covered in the financial inputs section. 	

Question Text	Character Limit	Notes/Guidance	Must include Community Partnership?
<p>Growth and Projections (Questions 13-15) <i>Your responses to the following questions are intended to help the CDFI Fund better understand the feasibility of your CDFI's FA Objectives and the intended deployment of a Base-FA award.</i></p>			
<p>13. Describe the extent to which the requested Base-FA award will build, increase, augment, or improve your organization's ability to achieve the identified strategic goals and FA Objectives. Previous Base-FA award Recipients should explain how another or new award will quantifiably increase or augment the organization's ability to achieve the identified strategic goals.</p>	<p><i>2,000 character limit</i></p>	<ul style="list-style-type: none"> If your organization has previously received a Base-FA award, you should include in your response an explanation of how another Base-FA award will quantifiably increase or augment your organization's ability to achieve the identified strategic goals. 	<p>Yes</p>
<p>14. Describe how your current staff will be expected to reach increased production goals either for new products, more products, or larger service areas. If you plan to create new positions or hire additional staff in your organization to help execute your strategic plan, describe how new staffing needs will be met.</p>	<p><i>2,000 character limit</i></p>	<ul style="list-style-type: none"> Applicants should ensure this description is in line with the current staffing structure in the attached Organizational Chart. You should explain any differences from the Organizational Chart due to new positions or additional staff your organization plans to hire to help execute your strategic plan. 	
<p>15. Explain the rationale behind the projected figures included in your Balance Sheet and Income Statement Projected Financial Inputs (Assets, Liabilities, Equity, Income, Expenses).</p>	<p><i>4,000 character limit</i></p>	<ul style="list-style-type: none"> Applicants should include a discussion of financing activities when responding to this question. You should demonstrate that proposed growth goals and FA objectives are feasible and achievable. 	

14. Supplemental FA Applications

The following awards are provided as a supplement to the Base-FA award: Persistent Poverty Counties-Financial Assistance (PPC-FA), Disability Funds-Financial Assistance (DF-FA), and Healthy Food Financing Initiative-Financial Assistance (HFFI-FA). Guidance for each Supplemental FA Award is provided in the following sections.

Please Note: Applications for PPC-FA, DF-FA, and HFFI-FA (collectively, Supplemental FA) awards will be evaluated independently from the Base-FA Application, and **will not affect** the Base-FA Application evaluation or Base-FA award amount.

Applicants can apply for Supplemental FA awards by entering their requested amounts and completing the required information in each of the subsections of the Application.

Note: Applicants that do not wish to apply for a particular Supplemental FA Award should enter \$0 in each applicable section.

An Authorized Representative must sign each Supplemental FA Award Application they submit by checking the box located in the *Supplemental FA Application* section. The Authorized Representative must be logged in to AMIS to complete this action. The attestation language is displayed to inform the Authorized Representative what he or she is attesting to by signing the Supplemental FA Application. **Please read this attestation before signing the Application.**

Applicants must ensure that the Authorized Representative is an employee or officer of the Applicant and is authorized to sign legal documents on behalf of the organization and bind the organization accordingly. **Consultants working on behalf of the organization cannot be designated as Authorized Representatives and may not sign the Application.**

Persistent Poverty County-Financial Assistance Award Supplemental Application

Persistent Poverty County-Financial Assistance (PPC-FA) awards are provided as a supplement to CDFI Program and NACA Program Base-FA awards. Only those Applicants selected to receive a Base-FA award will be eligible to receive a PPC-FA award. Applicants should review the PPC-FA requirements described in the CDFI Program and NACA Program NOFAs. Applicants that wish to proceed in applying for PPC-FA funding should review and follow the steps below.

PPC-FA award funds can be used for any of the eligible FA activities as specified in the FY 2020 CDFI Program NOFA or NACA Program NOFA. In addition, Award Recipients are required to deploy 100 percent of the PPC-FA award amount or equivalent funds in Financial Products by the end of the Period of Performance into PPCs. Therefore, Applicants are urged to request only an amount that can reasonably be deployed by your organization during the three-year Period of Performance of the award.

PPCs do not need to be located in the Recipient's approved Target Market, but must be in an Eligible Market (see Note under Table 3 in the CDFI Program or NACA Program NOFA for the definition of Eligible Market).

STEP 1: PPC Location and Past Support of PPCs

Applicants should first identify which PPC(s) your organization currently serves and/or proposes to serve and then evaluate the extent to which you expect to continue/start to lend and invest in those counties. PPC(s) are defined as any county, including county equivalent areas in Puerto Rico, that has had more than 20% or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial census and the 2011-2015 year data series available from the American Community Survey of the Bureau of the Census or any other territory of 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, and 2010 Island Areas Decennial Censuses.

Identify PPC Location(s)

Follow the below steps to access the list of counties that meet the criteria for "Persistent Poverty":

- 1) Go to the [CDFI Fund's website](#);
- 2) Click on "Programs and Training" (at the top of the page);
- 3) Under "Programs" click on "CDFI Program" or "Native Initiatives" as appropriate;
- 4) Scroll to the "How to Apply" section and click "Step 2: Apply"; and
- 5) Under "Financial Assistance Application Materials," select "[Persistent Poverty Counties \(PPCs\) \(2011-2015 ACS and Island Areas Decennial Census\)](#)" or click on embedded link.

Evaluate Support of PPCs

Review the PPC list and determine your organization's current level of FA Financial Products in those PPCs. Consider if your organization will continue providing FA Financial Products to those PPCs or additional PPCs. FA Financial Products can be made in PPCs located in your organization's CDFI certified Target Market or outside your organization's current CDFI Certified Target Market, but it must be in an Eligible Market.

Note for Past FA Award Recipients: FA Award Recipients (including Base-FA, PPC-FA, DF-FA, and HFFI-FA award Recipients) are required to submit the Transaction Level Report (TLR) as one component of their award reporting requirements. Applicants may use past TLR submissions to determine your organization's past FA Financial Products deployment in PPCs.

STEP 2: Applying for PPC-FA

There are several parts of the FA Application where a PPC-FA applicant needs to enter supplemental information.

1. Applicants should enter the total amount of requested PPC-FA in the *Supplemental FA Applications* section in the FA Application in AMIS. **Applicants that do not include a PPC-FA award request amount will not be eligible to apply for a PPC-FA award.** PPC-FA request amounts are included in the three-year, \$5 million funding cap calculation. The minimum PPC-FA funding request is \$100,000 and the maximum PPC-FA funding request is \$300,000.

Applicants must also complete the PPC-FA first payment amount, or the estimated amount of the requested PPC-FA award that you expect to expend on eligible activities and eligible line(s) of business during the first 12 months of your Period of Performance.

2. PPC-FA Applicants must provide PPC-specific financial data in the *Application Financial Data* section of the FA Application in order to demonstrate historical deployment of Financial Products in PPC.
3. PPC-FA Applicants must discuss PPC-FA in the *Supplemental FA Applications* section of the Application. Specifically, in the *PPC-FA Award* subsection, , PPC-FA Applicants should describe the CDFI's ability to deploy the requested PPC-FA award amount into an Eligible Market(s) in PPCs. Applicants should discuss their pipeline and track record of closing financial products in PPCs in quantitative terms. The information provided in this question, in conjunction with the PPC financial data entered in the Application Financial Data section, should present a holistic picture of the Applicant's PPC track record and ability to deploy its PPC-FA award request in PPCs.

STEP 3: PPC-FA Matching Funds Requirement

The applicability of the matching funds requirement for PPC-FA awards is based on the Applicant's funding category designation as Core or SECA, depending on whether the Applicant is applying through the CDFI Program or the NACA Program, as described below:

Core FA Applicants (applicable to CDFI Program only): Core FA Applicants are required to submit matching funds documentation that meet the requirements outlined in the NOFA and Matching Funds Guidance for their requested PPC-FA awards. All Core FA Applicants must provide documentation at the time of Application submission (as specified in the NOFA and Matching Funds Guidance) indicating that they have In-Hand and/or Committed matching funds in an amount that is at least 50 percent of their total Base-FA, PPC-FA, and DF-FA award request, as applicable. Core FA Applicants must complete the Matching Funds section in the FA Application in AMIS demonstrating that they have sufficient matching funds for all FA requests including Base-FA, PPC-FA, and DF-FA. The matching funds requirement for HFFI-FA Applicants was waived for the FY 2020 funding round. HFFI-FA Applicants are not required to submit matching funds information for HFFI-FA award requests at the time of Application submission.

SECA FA Applicants (CDFI Program only) and NACA FA Applicants: The matching funds requirement for SECA FA and NACA FA Applicants was waived in the FY 2020 appropriations bill. As a result, SECA FA and NACA FA Applicants are not required to submit matching funds information for Base-FA, PPC-FA, and/or DF-FA award requests at the time of Application submission. The matching funds requirement for HFFI-FA Applicants was waived for the FY 2020 funding round. HFFI-FA Applicants are not required to submit matching funds information for HFFI-FA award requests at the time of Application submission.

STEP 4: PPC-FA Request Review and Award Size

The CDFI Fund will review the PPC-FA request and determine award sizes based on the below methodology.

PPC-FA Request Review

If your Base-FA Application advances to Step 4 of the CDFI Fund's Application review process, the CDFI Fund will review your PPC-FA award request. PPC-FA award requests are not scored. However, the CDFI Fund will review the deployment track record in PPCs as part of the Step 4 due diligence review, including the narrative response, TLR data for previous awardees, and PPC-specific financial data fields. Award sizes may be adjusted as a result of the PPC deployment analysis.

PPC-FA Award Size

Per the NOFA, the CDFI Fund estimates that the average PPC-FA award size will be \$184,000.

- The PPC-FA award size may be more or less than the estimated \$184,000 depending upon Applicant demand, due diligence review findings, and funding availability.
- The PPC-FA award size will not exceed the amount requested by the Applicant.
- PPC-FA and Base-FA awards are subject to the \$5 million award cap to any one organization and its Subsidiaries and Affiliates during any three-year period.

STEP 5: Post Award Requirements

If awarded, PPC-FA Recipients will be required to meet minimum deployment goals and reporting requirements as specified in the FY 2020 Assistance Agreement.

PPC-FA Performance Goal and Measure (PG&M)

The PPC-FA PG&M will require Recipients to deploy the PPC-FA award or an equivalent amount in Financial Products in Eligible Market(s) in PPCs by the end of the Period of Performance of the FA award (exclusive of Base-FA, DF-FA, and/or HFFI-FA). Amounts reported for the PPC-FA PG&M may not be reported under the Base-FA Objectives PG&M(s), DF-FA PG&M, or HFFI-FA PG&Ms.

You will be able to preview a sample PG&M in the AMIS Application. The PG&Ms presented in the Application are for illustrative purposes only. The Assistance Agreements will have the final PG&Ms and all related terms and conditions.

Disability Funds-Financial Assistance Award Supplemental Application

Disability Funds-Financial Assistance (DF-FA) awards are provided as a supplement to CDFI Program and NACA Program Base-FA awards. Only those Applicants selected to receive a Base-FA award will be eligible to receive a DF-FA award. Applicants should review the DF-FA requirements described in the CDFI Program and NACA Program NOFAs. Applicants that wish to proceed in applying for DF-FA funding should review the guidance below.

STEP 1: Review Supplemental Guidance

Applicants should first review the **Disability Funds-Financial Assistance (DF-FA) Application Guidance** on the CDFI Fund's website for additional guidance about the DF-FA Supplemental Application, narrative questions, and data tables.

STEP 2: AMIS Application

1. Applicants should enter the total amount of requested DF-FA in the *DF-FA Supplemental FA Application* section of the FA Application in AMIS. **Applicants that do not include a DF-FA award request amount will not be eligible to apply for a DF-FA award.** DF-FA request amounts are excluded from the three-year, \$5 million funding cap calculation.

DF-FA Applicants must also complete the DF-FA first payment amount, or the estimated amount of the requested DF-FA award that you expect to expend on eligible activities during the first 12 months of your Period of Performance.

2. Applicants must also respond to the narrative questions and data tables in the *DF-FA Supplemental FA Application* section within the FA Application in AMIS. **Applicants that do not complete the supplemental application will not be eligible to apply for a DF-FA award.** Review the **Disability Funds Financing Initiative-Financial Assistance (DF-FA) Application Guidance** for additional information.

Healthy Food Financing Initiative-Financial Assistance Award Supplemental Application

Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) awards are provided as a supplement to CDFI Program and NACA Program Base-FA awards. Only those Applicants selected to receive a Base-FA award will be eligible to receive a HFFI-FA award. Applicants should review the HFFI-FA requirements described in the CDFI Program and NACA Program NOFAs. Applicants that wish to proceed in applying for HFFI-FA funding should review the guidance below.

STEP 1: Review Supplemental Guidance

Applicants should first review the **Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) Application Guidance** on the CDFI Fund's website for additional guidance about the HFFI-FA Supplemental Application, narrative questions, and data tables.

STEP 2: AMIS Application

Applicants should enter the total amount of requested HFFI-FA in the *Supplemental FA Applications* section in the FA Application in AMIS. **Applicants that do not include a HFFI-FA award request amount will not be eligible to apply for a HFFI-FA award.** HFFI-FA request amounts are excluded from the three-year, \$5 million funding cap calculation.

HFFI-FA Applicants must also complete the HFFI-FA first payment amount, or the estimated amount of the requested HFFI-FA award that you expect to expend on eligible activities during the first 12 months of your Period of Performance.

STEP 3: Supplemental Narrative Application

Applicants must also complete an additional supplemental application for HFFI-FA. View the **Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) Application Guidance** on the CDFI Fund's website for additional guidance, narrative questions, and application submission instructions. **Applicants that do not submit the supplemental application will not be eligible to apply for a HFFI-FA award.**

15. Matching Funds

This section only applies to CDFI Program FA Core Applicants. Please see the **FY 2020 Matching Funds Guidance** document for more information on matching funds and completing this section of the Application.

Please note that Applicants using Retained Earnings as matching funds must attach their **Retained Earnings Calculator** in this section of the Application. In addition, Insured Depository Institutions that are using retained earnings as matching funds must attach Year-end December 31 Call Reports for each fiscal year reported in the Retained Earnings Calculator.

16. Attestation and Submission

STOP: Before you submit your application, the CDFI Fund recommends that you closely review your application. Once submitted, your application will be locked, and responses cannot be altered.

Before proceeding to this section, make sure that your application is complete, all the narrative and table information has been entered, and that all required attachments have been uploaded and attached to your application.

Each Application, including Supplemental FA Applications, if applicable, must be signed by a designated Authorized Representative in AMIS before it can be submitted. (Supplemental FA Applications, if applicable, are signed in the Supplemental FA Applications section as described earlier in the Supplemental FA Applications section of this document.) Applicants must ensure that an Authorized Representative is an employee or officer of the Applicant and is authorized to sign legal documents on behalf of the organization and bind the organization accordingly. Consultants working on behalf of the organization cannot be designated as Authorized Representatives and may not sign the Application.

An Authorized Representative signs the Application by checking the box located in this section. The Authorized Representative must be logged in to AMIS to complete this action. Please read the attestation before signing the Application. The name of the Authorized Representative who signs the Application and the date and time he or she signed the Application will automatically appear after the signature attestation box is checked. **Please note that an Authorized Representative can sign the Application at *any* time prior to submitting the Application. Signing the Application does not submit your Application.**

Note about Submission: Only a designated Authorized Representative or Application Point of Contact, as designated in the Application, may submit the Application in AMIS. Be aware of the difference between these two roles: only the Authorized Representative may **sign** the Application, and either the Authorized Representative or Application Points of Contact may **submit** the Application.

APPENDIX A: STATEMENT IN LIEU OF MANAGEMENT LETTER TEMPLATE

Purpose of the Template

Applicants must use the following template to provide a “Statement in Lieu of a Management Letter” in instances where the Applicant’s auditor has not provided the Applicant a Management Letter, as defined in the applicable FY 2020 NOFA, as part of the Applicant’s audit process for its most recent historic fiscal year.

Important Notes

1. *A Statement in Lieu of a Management Letter* is only required of unregulated Applicants (for example, loan funds and venture capital funds) where Management Letters were not provided in connection with the audited financial statements for the Applicant’s most recent historic Fiscal Year. A “Statement in Lieu of a Management Letter” IS NOT required for Insured Credit Unions, State-Insured Credited Unions, Insured Depository Institutions, or Bank Holding Companies.
2. *A Management Letter is distinct from the Auditor’s “Opinion Letter”*, which is required by Generally Accepted Accounting Procedures (GAAP). Management Letters are not required by GAAP and are often provided by an audit firm as a separate letter addressed to management. The Management Letter is a communication regarding internal controls over financial reporting, compliance, and other matters. The Management Letter contains the auditor’s findings regarding the Applicant’s accounting policies and procedures, internal controls, and operating policies, including any material weaknesses, significant deficiencies, and other matters identified during auditing. The Management Letter may include suggestions for improving identified weaknesses and deficiencies and/or best practice suggestions for items that may not be considered to be weaknesses or deficiencies. The Management Letter asked for here is not a letter from the Applicant to its auditor nor an introductory letter from an auditor.
3. *If the Applicant did not receive a Management Letter*, as defined in the applicable FY 2020 NOFA, the template below (or a substantially similar attestation) must be submitted as a (.pdf) file as an attachment to the Application in AMIS on the official letterhead of the Applicant for the most recent historic Fiscal Year. The Statement in Lieu of a Management Letter must be signed by both (a) an Authorized Representative of Applicant and (b) by the Board Treasurer or other Board Member.

Company Letterhead

<<MM DD>>, 2020

CDFI/NACA Funding Round Manager
U.S. Department of the Treasury
Community Development Financial Institutions Fund
1500 Pennsylvania Avenue, NW
Washington, DC 20220

RE: Statement in Lieu of Management Letter: <<Name of CDFI Applicant>>

Dear Concerned:

I, <<Name>> <<Title>> (Name and Title of Authorized Representative), do hereby certify and attest that the audit firm that conducted our CDFI's, <<Name of CDFI Applicant>>'s, most recent historic fiscal year audit did not provide a Management Letter, as defined in the FY 2020 Notice of Funds Availability (NOFA) for Financial Assistance (FA) awards or Technical Assistance (TA) grants under the Community Development Financial Institutions Program (CDFI Program), or the FY 2020 NOFA for FA awards and TA grants under the Native American CDFI Assistance Program (NACA Program).

I further certify and attest that for all audited financial information submitted as part of the FY 2020 Funding Round Application, that the Audit Opinion was Unqualified and denoted no deviations from GAAP.

[OR if the Applicant has a qualified audit or other audit findings for any audited financial information in the Application, please include the following statement instead of the paragraph above]: I further certify and attest that for all audited financial information submitted as part of the FY 2020 Funding Round Application, any qualified opinions, deviations from GAAP, and/or audit findings are thoroughly addressed in Question II of the Compliance Evaluation Questions in the aforementioned Application.

I further certify and attest that in my opinion, <<Name of CDFI Applicant>>'s accounting policies and procedures, internal controls, and operating policies are appropriate and prudent for a CDFI of our size and complexity.

I further certify and attest that our auditors did not inform us of, and I am not aware of, any issues with our accounting policies and procedures, internal controls, and operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit.

[OR if the Applicant is aware of issues with its accounting policies and procedures, internal controls, and/or operating policies, and cannot certify and attest to the statement in the above paragraph either partially or in its entirety, please include something similar to the following statement instead of the paragraph above]: I am aware of the following issues with our accounting policies and procedures, internal controls, and/or operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit:

List area of concern(s) and what steps <<Name of CDFI Applicant>> is taking to address the concern.

Sincerely,

Authorized Representative Signature:
Authorized Representative Full Name and Title:
Authorized Representative Email:
Authorized Representative Phone Number:

Board Member (Treasurer or Other Board Member) Signature:
Board Member (Treasurer or Other Board Member) Full Name and Title:
Board Member (Treasurer or Other Board Member) Email:
Board Member (Treasurer or Other Board Member) Phone Number:

APPENDIX B: APPLICATION FINANCIAL DATA INPUTS

Overview

The following Appendix provides a list of all required Application Financial Data input fields organized by Institution Type: (i) Unregulated Applicants, (ii) Credit Union Applicants, (iii) Bank and Bank Holding Company Applicants, and (iv) Cooperativa Applicants. For convenience, the CDFI Fund has also provided a blank Excel workbook entitled “Application Financial Data Inputs Workbook” that can be used by Applicants to gather all required Application Financial Data offline before entering it into AMIS.

Note that each Application Financial Data input field is required in AMIS and you will not be able complete the Application Financial Data subsection until all fields are populated with a numeric value greater than or equal to zero (“≥ 0”).

Note: For any item that is listed where your organization has no data, you must enter the number zero (“0”). AMIS will return a red error message if the required response to a field is not provided.

All numbers related to an Applicant’s equity and loan portfolios must be entered as a positive whole integer, greater or equal to zero (“≥ 0”). This includes the line item for “Allowance for Loan and Lease Losses” (ALLL) listed under the “Assets” grouping on the Application Financial Data Input page. Auditors commonly express ALLL as a contra asset and present it as a negative number on audited financial statements. In such instances, where ALLL is a negative number on an Applicant’s financial statements, the Applicant must convert this number to its absolute value (a positive number), and enter this positive number in the Application Financial Data inputs subsection for the ALLL line item.

In instances other than line items related to the Applicant’s equity and loan portfolios where the Applicant has a negative value expressed on its Audit or internal financial statements, Applicants are to enter a zero (“0”) on the corresponding line item on the Application Financial Data inputs page. Applicants who need to enter a “0” instead of a negative number(s) are to provide an explanation of each of these entries in the “Application Narrative” subsection under the “Financial Position” question response box.

Financial Data Inputs for Unregulated Applicants

Background

The following table provides guidance and definitions for entering required Application Financial Data inputs into AMIS for Unregulated Applicants. To ease the use of this appendix, line items are organized in groups (Assets, Liabilities, Net Assets, Income/Revenue, Expenses, Loan Portfolio, Equity Portfolio, Persistent Poverty County Activities and Opportunity Zone Activities), and appear in the same order as they appear online in the AMIS Application Financial Data inputs page (as opposed to being organized alphabetically).

In instances where the required Application Financial Data inputs have a corresponding definition within Generally Accepted Accounting Principles (GAAP), the definitions are drawn directly from GAAP. In instances where there is no corresponding concept defined in GAAP, the CDFI Fund has provided definitions to aid Applicants in entering the correct Application Financial Data inputs in AMIS.

Table 26 – Financial Data Inputs for Unregulated Applicants

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Assets					
1. Unrestricted Cash and Cash Equivalents (\$)	The value of unencumbered assets that are cash or can be converted into cash within 3 months.	N/A	✓	✓	✓
2. Cash Restricted for Operations (\$)	The dollar amount of cash, if any, restricted by a CDFI to fund its operations. Restricted cash appears noted on a CDFI's balance sheet as either "restricted cash" or as "other assets" restricted for operations.	Restricted Cash: Operations. Restricted Operating Cash. Restricted Cash (Operations).	✓	✓	
3. Other Real Estate Owned (OREO) (\$)	In general, real estate, including capitalized and operating leases, that is acquired through any means, in full or partial satisfaction of a Debt previously contracted.	Other property. Other real property. Distinct from Property, Plant and Equipment (PP&E).	✓	✓	
4. Current Assets (\$)	Cash and other Assets or resources commonly identified as those which are reasonably expected to be realized in cash or sold or consumed during the normal operating cycle of the business (or one year whichever is longer).	Total current assets.	✓	✓	

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
5. Allowance for Loan and Lease Losses (\$)	Account value for unidentified Loan or Investment losses, inclusive of depository loss reserve as of the reporting period end. This appears as a contra Asset on the balance sheet.	Allowance for Loan Losses (ALL). Loan Loss Reserves (LLR).	✓	✓	
6. Total Assets (\$)	The total value of the sum of all Assets.	Total Current and Long-Term Assets.	✓	✓	✓
Liabilities					
7. Total Current Liabilities (\$)	The value of Debts, obligations, or Payables due within 12 months.	Current Liabilities.	✓	✓	
Net Assets					
8. Unrestricted Net Assets (\$)	Unrestricted Net Assets is the part of Net Assets of a nonprofit organization that is neither "Permanently Restricted" nor "Temporarily Restricted" by donor-imposed stipulations.	UNA. Unrestricted Net Assets and Equity.	✓	✓	✓
9. Available Financing Capital (\$)	Assets that can be used for financing activities that have not already been committed, disbursed, or restricted for other purposes. Capital can include debt, grants, net assets, retained earnings, deposits, and secondary capital.	Capital Available for Financing. Capital Available (Financing). Total Capital Available: Financing.	✓	✓	✓
10. Total Financing Capital (\$)	All capital either currently available or currently in use for financing activities. Capital can include debt, grants, net assets, retained earnings, deposits, and secondary capital. <i>Note: This data point includes "Available Financing Capital (\$)" and therefore should be equal to or greater than the value entered for "Available Financing Capital (\$)" above.</i>	Total Capital: Financing.	✓	✓	✓
11. Total Net Assets or Equity (\$)	The residual interest in the Assets of an entity that remains after deducting its Liabilities. Liabilities include all "Unrestricted", "Temporarily Restricted" and "Permanently Restricted" Net Assets.	Total Equity Capital. Net Assets. Net Worth. Total Net Worth.	✓	✓	

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Income/Revenue					
12. Interest Revenue (\$)	A financial measure calculated as the sum of money the institution earns in interest on its assets (commercial loans, personal mortgages, etc.). This figure is calculated by adding up the amount of interest earned on assets.	Total Interest Revenue. Interest Income. Total Interest Income.	✓	✓	
13. Earned Revenue (\$)	Revenue generated by Assets and activities, excluding Grants and Contributions. <i>Note: For CDFIs earned revenue typically includes interest revenue and payment received for providing programs and services.</i>	Total Earned Revenue.	✓	✓	
14. Operating Revenue (\$)	Revenue generated by Assets and activities, including Grants and Contributions.	Total Operating Revenue.	✓	✓	✓
15. Government Grants (\$)	Financial assistance provided by Federal, State and Local Agencies to carry out a public purpose authorized by law, not including subsidies, Loans, Loan Guarantees, or insurance.		✓	✓	✓
16. Total Revenue (\$)	The total value of Income from all sources within the current operating cycle.	Total Income.	✓	✓	✓
Expenses					
17. Interest Expense (\$)	The cost incurred by an entity for borrowed funds. Interest Expense is an expense shown on the income statement. It is essentially calculated as the interest rate times the outstanding principal amount of the debt.	Total Interest Expenses.	✓	✓	
18. Operating Expense (\$)	Expenses related to everyday business operations, such as Interest Expense, staff salaries, professional fees, depreciation, and Provision for Loan Losses, among others.	Total Operating Expenses. Op. Ex.	✓	✓	✓
19. Non-cash Expenses (\$)	Non-cash expenses are “paper” expenses and do not involve an outflow of cash. Such non-cash expenses include depreciation expense and allowance for loan and lease losses expense on the income statement.		✓	✓	

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
20. Total Expenses (\$)	The total value of all operational and non-operational Expenses (including Interest, financing cost, depreciation, amortization, and loan loss provision) incurred during the current reporting period, not including provision for income tax.		✓	✓	✓
Loan Portfolio					
21. Total On-Balance Sheet Loan Portfolio (\$)	The gross dollar amount (\$) of loans receivable as reported in the organization’s statement of financial condition or balance sheet. Gross loans receivable are the principal amount of loans receivable held by an organization that represents the amount still owed to the organization by its borrowers without giving effect to any allowance for the collectability thereof (i.e. before loan loss reserves are calculated). In contrast to “On-Balance Sheet Loans Closed (\$)”, this entry reflects the amount outstanding at a specific date in time at the end of the reporting period.	On-Balance Sheet Loan Portfolio. Total Loan Portfolio. Total Outstanding Loan Portfolio.	✓	✓	✓
22. Total On-Balance Sheet Loan Portfolio (#)	The total number (#) of loans receivable as reported in the organization’s statement of financial condition or balance sheet.		✓	✓	✓
23. Total On-Balance Sheet Loan Portfolio in an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of loans receivable in an Eligible Market ⁴ and/or Target Market ⁵ , as reported in the organization’s statement of financial condition or balance sheet. <i>See above for definition of “Total On-Balance Sheet Loan Portfolio (\$)”.</i>		✓		

⁴ “Eligible Market” as defined by the CDFI Fund is (i) a geographic area meeting the requirements set forth in 12 C.F.R. § 1805.201(b)(3)(ii), or (ii) individuals that are Low-Income, African American, Hispanic, Native American, Native Hawaiian residing in Hawaii, Alaska Native residing in Alaska, or Other Pacific Islanders residing in American Samoa, Guam or the Northern Mariana Islands.

⁵ “Target Market” as defined by the CDFI Fund is an “Investment Area(s)” and/or a “Targeted Population(s)”. “Investment Area” as defined by the CDFI Fund is the geographic area meeting the requirements set forth in 12 C.F.R. § 1805.201(b)(3)(ii) designated in the Recipient’s most recently approved CDFI certification documentation. “Targeted Population” as defined by the CDFI Fund are the individuals or identifiable group of individuals meeting the requirements of 12 C.F.R. § 1805.201(b)(3)(iii) of the CDFI Program Regulations as designated in the Recipient’s most recently approved CDFI certification documentation.

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
24. Commitments (\$)	The total dollar amount (\$) of loan and Equity Investment commitments made by a CDFI to borrowers or investees that has not yet been disbursed, but for which the CDFI has reserved cash, cash equivalents, or other assets to fund at a later date (e.g., a loan that is closed but not yet disbursed; a loan that has been provisionally approved, but will not be closed or disbursed until a borrower meets certain terms and conditions; a loan that has been approved by a loan committee, but not yet closed).		✓	✓	✓
25. On-Balance Sheet Loans Closed (\$)	The gross dollar amount (\$) of loans closed during the reporting period. In contrast to the “ Total On-Balance Sheet Loan Portfolio (\$) ” this entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period.		✓	✓	✓
26. On-Balance Sheet Loans Closed (#)	The total number (#) of loans closed during the reporting period. In contrast to the “ Total On-Balance Sheet Loan Portfolio (#) ” this entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period.		✓	✓	✓
27. On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of loans closed in an Eligible Market and/or Target Market during the reporting period. <i>See above for definition of “On-Balance Sheet Loans Closed (\$)”.</i>		✓		
28. % of On-Balance Sheet Loans Closed in an Eligible Market	Calculated value (no data entry): “On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$)” divided by “On-Balance Sheet Loans Closed (\$)”.		✓	✓	✓
29. Charge-offs (\$)	The dollar amount (\$) of a receivable, primarily a loan, that has been determined to be a loss or non-recoverable during the repayment cycle and that has been taken off the balance sheet as a loss during the reporting period. This is a direct reduction of the carrying amount of a financial asset measured at amortized cost resulting from uncollectibility. A financial asset is considered uncollectible if the entity has no reasonable expectation of recovery.	Charge-off. Write-off. Bad Debt Expense.	✓	✓	

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
30. Charge-offs (#)	The total number (#) of receivables, primarily loans, that have been determined to be a loss or non-recoverable during the repayment cycle and that have been taken off the balance sheet as a loss during the reporting period.	Charge-off. Write-off. Bad Debt Expense.	✓	✓	
31. Troubled Debt Restructuring (\$)	The total dollar amount (\$) of all debt restructured during the reporting period by a creditor for economic or legal reasons related to the debtor's financial difficulties and/or inability to pay and perform as agreed.	TDR	✓	✓	
32. Recoveries (\$)	The total dollar amount (\$) of all gross recoveries on charged-off loans, less any related expenses, collected during the current reporting period.	Recoveries on Previously Charged Off Loans	✓	✓	
33. Recoveries (#)	The total number (#) of loans with gross recoveries collected on during the current reporting period. This is the count (#) of loans included in the Recoveries (\$) line item above.	Recoveries on Previously Charged Off Loans	✓	✓	
34. Loans 90 Days (or more) Past Due (\$)	The total dollar amount (\$) amount of all loans 90 or more days past due. Loans should be considered past due if any part of the payment is past due.	Total loans 90+ days past due. PAR 90.	✓	✓	
35. Loans 90 Days (or more) Past Due (#)	The total number (#) of all loans 90 or more days past due. Loans should be considered past due if any part of the payment is past due.	Total loans 90+ days past due. PAR 90.	✓	✓	
36. Loans Delinquent 61 to 90 days (\$)	The total dollar amount (\$) amount of all loans 61 to 90 days past due. Loans should be considered past due if any part of the payment is past due.		✓	✓	
37. Loans Delinquent 61 to 90 days (#)	The total number (#) of all loans 61 to 90 days past due. Loans should be considered past due if any part of the payment is past due.		✓	✓	
38. On-Balance Sheet Loan Guarantees Made (\$)	Total on-balance sheet capital put at risk by the organization for loan guarantees made during the reporting period. Capital put at risk includes cash or investments set aside to collateralize loan guarantees. In contrast to "Total On-Balance Sheet Loan Guarantees Outstanding (\$)" this entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period.		✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
39. On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (\$)	Total on-balance sheet capital put at risk by the organization for loan guarantees made in an Eligible Market and/or Target Market during the reporting period. <i>See above definition of "On-Balance Sheet Loan Guarantees Made (\$)".</i>		✓	✓	✓
40. Total On-Balance Sheet Loan Guarantees Outstanding (\$)	Total on-balance sheet capital put at risk for loans guaranteed by the organization. Capital put at risk includes cash or investments set aside to collateralize the guaranty. In contrast to "On-Balance Sheet Loan Guarantees Made (\$)" this entry reflects the amount of capital put at risk for loan guarantees at a specific date in time at the end of the reporting period.		✓	✓	✓
41. Total On-Balance Sheet Loan Guarantees Outstanding in an Eligible Market and/or Target Market (\$)	Total on-balance sheet capital put at risk for loans guaranteed by the organization in an Eligible Market and/or Target Market. <i>See above definition of "Total On-Balance Sheet Loan Guarantees Outstanding (\$)".</i>		✓	✓	✓
Equity Portfolio					
42. Equity Investments Exited this Year (\$)	The total dollar amount (\$) of Equity Investments exited during the reporting period.		✓	✓	
43. Equity Investments Exited this Year (#)	The total number (#) of Equity Investments exited during the reporting period.		✓	✓	
44. Investments Written-Off this Year (\$)	The total dollar amount (\$) of Equity Investments determined to be a loss during the reporting period.		✓	✓	
45. Investments Written-Off this Year (#)	The total number (#) of Equity Investments determined to be a loss during the reporting period.		✓	✓	

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
46. Total Equity Investments Portfolio (\$)	The total dollar amount (\$) of Equity Investments held by an organization in companies in which it owns stock or other forms of ownership interest as reported in the organization's statement of financial condition or balance sheet. Total Outstanding Equity Investment Portfolio should reflect the valuation of the organization's interests after making adjustments for any investment gains or losses. In contrast to "Total Equity Investments Closed (\$)" this entry reflects the valuation of equity investments at a specific date in time at the end of the reporting period.	Equity Investments. Outstanding Equity Investment Portfolio.	✓	✓	✓
47. Total Equity Investments Portfolio (#)	The total number (#) of Equity Investments held by an organization in portfolio companies in which it owns stock or other forms of ownership interest as reported in the organization's statement of financial condition or balance sheet. In contrast to "Total Equity Investments Closed (#)" this entry reflects the number of equity investments at a specific date in time at the end of the reporting period.	Equity Investments.	✓	✓	✓
48. Total Equity Investments Portfolio in an Eligible Market and/or Target Market (\$)	The total dollar amount (\$) of Equity Investments held by an organization in companies in an Eligible Market and/or Target Market in which it owns stock or other forms of ownership interest. <i>See above definition of "Total Equity Investments Portfolio (\$)"</i> .		✓		
49. Total Equity Investments Closed (\$)	The gross dollar amount (\$) of equity investments closed during the reporting period. In contrast to the "Total Equity Investments Portfolio (\$)" this entry reflects activities over the reporting period, as opposed to the valuation of the organization's equity investments at a specific date in time at the end of the reporting period.		✓	✓	✓
50. Total Equity Investments Closed in an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of equity investments closed in an Eligible Market and/or Target Market during the reporting period. <i>See above for definition of "Total Equity Investments Closed (\$)"</i> .		✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Persistent Poverty County Activities					
51. On-Balance Sheet loans closed in PPCs serving an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of loans closed in PPCs serving an Eligible Market and/or Target Market during the reporting period. This entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period. <i>See above definition of "On-Balance Sheet Loans Closed (\$)"</i> .		✓	✓	✓
52. Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of equity investments closed in PPCs serving an Eligible Market and/or Target Market during the reporting period. This entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period. <i>See above definition of "Total Equity Investments Closed (\$)"</i> .		✓	✓	✓
53. Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)	Total on-balance sheet capital put at risk by the organization for loan guarantees made in PPCs serving an Eligible Market and/or Target Market during the reporting period. Capital put at risk includes cash or investments set aside to collateralize loan guarantees. This entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period. <i>See above definition of "On-Balance Sheet Loan Guarantees Made (\$)"</i> .		✓	✓	✓
54. Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)	Calculated value (no data entry): <i>"On-Balance Sheet loans closed in PPCs serving an Eligible Market and/or Target Market (\$)" + "Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)" + "Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)"</i> .		✓	✓	✓

Unregulated Applicant Financial Data			Required in AMIS for:		
AMIS Field Name	Notes/Guidance	Also referred to as:	Historic	Current	Projected
Opportunity Zone Activities					
55. On-Balance Sheet Loans closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of loans closed in Opportunity Zones serving an Eligible Market and/or Target Market during the reporting period. This entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period. <i>See above definition of "On-Balance Sheet Loans Closed (\$)".</i>				✓
56. Total Equity Investments closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$)	The gross dollar amount (\$) of equity investments closed in Opportunity Zones serving an Eligible Market and/or Target Market during the reporting period. This entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period. <i>See above definition of "Total Equity Investments Closed (\$)".</i>				✓
57. Loan Guarantees made in Opportunity Zones serving an Eligible Market and/or Target Market (\$)	Total on-balance sheet capital put at risk by the organization for loan guarantees made in Opportunity Zones serving an Eligible Market and/or Target Market during the reporting period. Capital put at risk includes cash or investments set aside to collateralize loan guarantees. This entry reflects activities over the reporting period, as opposed to an amount outstanding at a specific date in time at the end of the reporting period. <i>See above definition of "On-Balance Sheet Loan Guarantees Made (\$)".</i>				✓
58. Total On-Balance Sheet Financial Products closed in Opportunity Zones serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)	<i>Calculated value (no data entry): "On-Balance Sheet loans closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$)" + "Total Equity Investments closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$)" + "Loan Guarantees made in Opportunity Zones serving an Eligible Market and/or Target Market (\$)".</i>				✓

Financial Data Inputs for Credit Union Applicants

Credit Union Applicants should use information from their National Credit Union Administration’s (NCUA) Call Report Form 5300 (5300) and the Financial Performance Report (FPR) to complete the Application Financial Data subsection in AMIS. Credit Union Applicants should **not** use information from audited financial statements as terms and definitions may vary.

Credit Union Applicants are advised to use their best efforts to provide data for the financial inputs that have no corresponding Call Report references by using the guidance provided below. **Note that a Credit Union Applicant will not be penalized if it is unable to provide the data requested.** The CDFI Fund will continue to work with federal regulators to refine financial data points and improve the application process.

Note: For any item that is listed where your organization has no data, you must enter the number zero (“0”). AMIS will return a red error message if the required response to a field is not provided.

Table 27 – Financial Data Inputs for Credit Union Applicants

AMIS Inputs	Equivalent 5300 or FPR Data Location		
Assets	5300 Account Number	FPR Reference	5300 Table Number
Allowance for Loan and Lease Losses (\$)	719 or AS0048 ; Page 2 item 20 or 21	Page 1 (Allowance for Loans & Leases)	FS220
Total Assets (\$)	010 ; Page 2 item 28	Page 1 (Total Assets)	FS220
Liabilities	5300 Account Number	FPR Reference	5300 Table Number
Total Borrowings (\$)	860C ; Page 3 item 6	Page 5 (Other Borrowings + Other Notes, Promissory Notes, Interest Payable, and Draws Against Lines of Credit + Borrowing Repurchase Transactions + Subordinated Debt + Uninsured Secondary Capital and Subordinated Debt included in NW)	FS220
Shares/Deposits	5300 Account Number	FPR Reference	5300 Table Number
Total Shares and Deposits (\$)	018 ; Page 3 item 19	Page 1 (Total Shares & Deposits)	FS220
Net Worth	5300 Account Number	FPR Reference	5300 Table Number
Total Net Worth (\$)	997 ; Page 12 item 8	Page 5 (Total Net Worth)	FS220A
Income/Revenue	5300 Account Number	FPR Reference	5300 Table Number
Total Interest Income (\$)	115 ; Page 5 item 5	Page 6 (Total Interest Income)	FS220A

AMIS Inputs	Equivalent 5300 or FPR Data Location		
Net Income (\$)	661A ; Page 5 item 33	Page 6 (Net Income)	FS220A
Expenses	5300 Account Number	FPR Reference	5300 Table Number
Total Interest Expense (\$)	350 ; Page 5 item 9	Page 6 (Total Interest Expense)	FS220A
Loan Portfolio	5300 Account Number	FPR Reference	5300 Table Number
Total On-Balance Sheet Loan Portfolio (\$)	025B; Page 2 item 19	Page 4 (Total Loans & Leases)	FS220
Total On-Balance Sheet Loan Portfolio (#)	025A; Page 2 item 19	There is no corresponding FPR reference. Use corresponding term defined for Unregulated Applicants above.	FS220
Total On-Balance Sheet Loan Portfolio in an Eligible Market and/or Target Market (\$)	There is no corresponding FPR reference. This exact classification is not directly defined in 5300 accounts. Use corresponding term defined for Unregulated Applicants above.		
On-Balance Sheet Loans Closed (\$)	031B ; Page 6 item 15	Page 17 (Total Amount of Loans Granted YTD)	FS220
On-Balance Sheet Loans Closed (#)	031A ; Page 6 item 15	There is no corresponding FPR reference. Use corresponding term defined for Unregulated Applicants above.	FS220
On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$)	There is no corresponding FPR reference. This exact classification is not directly defined in 5300 accounts. Use corresponding term defined for Unregulated Applicants above.		
% of On-Balance Sheet Loans Closed in an Eligible Market	There is no corresponding FPR reference. This exact classification is not directly defined in 5300 accounts. Calculated value (no data entry): On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$) divided by On-Balance Sheet Loans Closed (\$)		
Charge-offs (\$)	550 ; Page 10 item 10	Page 9 (Total Loans Charged Off)	FS220
Troubled Debt Restructuring (\$)	1001F ; Page 17 item 1.F	Page 9 (Total TDR First RE, Other RE, Consumer, and Commercial Loans)	FS220H
Recoveries (\$)	551 ; Page 10 item 10	Page 9 (Total Loans Recovered)	FS220

AMIS Inputs	Equivalent 5300 or FPR Data Location		
Loans 60 Days (or more) Past Due (\$)	041B ; Page 8 item 10b (Total Amount of Reportable Delinquent Loans)	Page 7 (Total Del Loans - All Types (> = 60 Days))	FS220
Loans 60 Days (or more) Past Due (#)	041A ; Page 8 item 10a (Total Number of Reportable Delinquent Loans)	<p>There is no corresponding FPR reference.</p> <p>CDFI Fund Staff Program Staff Comments: The total number (#) of loans 60 or more days past due. Loans should be considered past due if any part of the payment is past due.</p>	FS220A
Total Loans Delinquent 31 to 60 Days (\$)	020B ; Page 8 item 10b (30-59 days)	Page 7 (30 to 59 Days Delinquent)	FS220
Total Loans Delinquent 31 to 60 Days (#)	020A ; Page 8 item 10a (30-59 days)	<p>There is no corresponding FPR reference.</p> <p>CDFI Fund Staff Program Staff Comments: The total number (#) of all loans 31 to 60 days past due. Loans should be considered past due if any part of the payment is past due.</p>	FS220
On-Balance Sheet Loan Guarantees Made (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		
On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		
Total On-Balance Sheet Loan Guarantees Outstanding (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		
Total On-Balance Sheet Loan Guarantees Outstanding in an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		

Equity Portfolio	5300 Account Number	FPR Reference	5300 Table Number
Equity Investments Exited this Year (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Equity Investments Exited this Year (#)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Investments Written-Off this Year (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Investments Written-Off this Year (#)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Total Equity Investments Portfolio (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Total Equity Investments Portfolio (#)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
Total Equity Investments Portfolio in an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		

Total Equity Investments Closed (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		
Total Equity Investments Closed in an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		
Membership	5300 Account Number	FPR Reference	5300 Table Number
Total Membership (#)	083 ; Page 7 item 2	Page 17 (Num Current Members)	FS220
Total Field of Membership (#)	084 ; Page 7 item 3	Page 17 (Num Potential Members)	FS220
Total Members (%)	(083÷084) ; Page 7 item 2 ÷ Page 7 item 3	Page 17 (% Current Members to Potential Members)	FS220
Total Financial Services Provided in an Eligible Market and/or Target Market (#)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Aggregate number of Financial Services provided in an Eligible Market and/or Target Market including number of checking, savings accounts, check cashing, money orders, certified checks, automated teller machines, deposit taking, safe deposit box services, and other similar services, over the 12-month reporting period.</p>		
On-Balance Sheet Financial Products Closed in Persistent Poverty Counties	5300 Account Number	FPR Reference	5300 Table Number
On-Balance Sheet Loans closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		
Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>		

<p>Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)</p>	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
<p>Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)</p>	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Calculated value - no data entry.</p>		
<p>On-Balance Sheet Financial Products Closed in Opportunity Zones</p>	<p>5300 Account Number</p>	<p>FPR Reference</p>	<p>5300 Table Number</p>
<p>On-Balance Sheet Loans closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$)</p>	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
<p>Total Equity Investments closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$)</p>	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
<p>Loan Guarantees made in Opportunity Zones serving an Eligible Market and/or Target Market (\$)</p>	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		

Total On-Balance Sheet Financial Products closed in Opportunity Zones serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)	<p>There is no corresponding FPR reference.</p> <p>This exact classification is not directly defined in 5300 accounts.</p> <p>Calculated value - no data entry.</p>
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Financial Data Inputs for Bank and Bank Holding Company Applicants

Bank and Bank Holding Company Applicants should use information from their respective Call Reports to complete the Application Financial Data subsection in AMIS. Bank and Bank Holding Company Applicants should not use information from audited financial statements as terms and definitions may vary.

Bank and Bank Holding Company Applicants are advised to make their best effort to provide data for the financial inputs that have no corresponding Call Report references by using the guidance provided, however Bank and Bank Holding Company Applicants will not be penalized if they are unable able to provide the data requested. The CDFI Fund will continue to work with federal regulators to refine financial data points and improve the application process.

In instances where there is no corresponding Uniform Bank Performance Report (UBPR) Concept Description provided in the crosswalk table, the comments provided by the CDFI Fund will aid Applicants in completing the Application Financial Data subsection in AMIS.

Note for Bank Holding Company Applicants: Bank Holding Company Applicants with a subsidiary bank entity that will make use of the FA Award funds should use the financial information of the subsidiary bank entity when completing the Application Financial Data section.

Note: For any item that is listed where your organization has no data, you must enter the number zero (“0”). AMIS will return a red error message if the required response to a field is not provided.

Table 28 – Financial Data Inputs for Bank/Bank Holding Company Applicants

AMIS Inputs	Equivalent UBPR Data Location			
Assets	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Unrestricted Cash & Cash Equivalents (\$)	UBPR0081	Page 4 - Noninterest-Bearing Cash and Due From Bank	Schedule RC items 1a (RCFD 0081 = Non-Interest Bearing Balances and Coin and Currency) plus RC item 1b (RCFD 0071 = Interest-bearing balances)	UBPR0081 DESCRIPTION: Noninterest-Bearing Cash and Due From Banks NARRATIVE: Total currency, coin, and noninterest-bearing balances due from depository institutions. FORMULA: ExistingOf(cc:RCFD0081[P0], cc:RCON0081[P0])

AMIS Inputs	Equivalent UBPR Data Location			
Allowance for Loan and Lease Losses (\$)	UBPR3123	Page 4 - Loans and Leases Allowance	Schedule RC item 4c (RCFD 3123)	<p>UBPR3123</p> <p>DESCRIPTION: Loan and Lease Allowance</p> <p>NARRATIVE: The allowance for loan and lease losses.</p> <p>FORMULA: IF(uc:UBPRC752[P0] = 31,cc:RCFD3123[P0],IF(uc:UBPRC752[P0] = 41,cc:RCON3123[P0], NULL))</p>
Average Assets (\$)	UBPRE878	Page 4 - Average Assets During Quarter	Schedule RC-K item 9 (RCFD 3368)	<p>UBPRE878</p> <p>DESCRIPTION: Average Assets During Quarter</p> <p>NARRATIVE: Average assets for one quarter from Call Report Schedule RC-K.</p> <p>FORMULA: IF(uc:UBPR3368[P0] > 0,uc:UBPR3368[P0],IF(uc:UBPR3368[P0] < 1,uc:UBPR2170[P0], NULL))</p>
Earning Assets (\$)	UBPRE123	Page 4 - Total Earning Assets	<p>Schedule RC items 2a, plus 2b, plus 4d (a. Held-to-maturity securities (from Schedule RC-B, column A) RCFD 1754 -- b. Available-for-sale securities (from Schedule RC-B, column D) RCFD 1773) -- plus d. Loans and leases held for investment, net of allowance (item 4.b minus 4.c) RCFD B529</p>	<p>UBPRE123</p> <p>DESCRIPTION: Total Earning Assets</p> <p>NARRATIVE: Sum of Net Loans and Leases and Total Investments.</p> <p>FORMULA: uc:UBPRE119[P0] + uc:UBPRE122[P0]</p>

AMIS Inputs	Equivalent UBPR Data Location			
Total Assets (\$)	UBPR2170	Page 4 - Total Assets	Schedule RC item 12 -RCFD 2170	UBPR2170 DESCRIPTION: Total Assets NARRATIVE: Total Assets from Call Report Schedule RC. FORMULA: IF(uc:UBPRC752[P0] = 31,cc:RCFD2170[P0], IF(uc:UBPRC752[P0] = 41,cc:RCON2170[P0], NULL))
Liabilities	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Total Liabilities (\$)	UBPRD662	Page 4 - Total Liabilities (Including Mortgages)	21. Total liabilities (sum of items 13 through 20) RCFD 2948	UBPRD662 DESCRIPTION: Total Liabilities (Including Mortgages) NARRATIVE: Total Liabilities (excluding notes and debentures subordinated to deposits). FORMULA: uc:UBPRD119[P0]
Net Assets	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description

AMIS Inputs	Equivalent UBPR Data Location			
Tier 1 Capital (\$)	UBPR8274	Page 11A - Tier 1 Capital Allowable Under the Risk-Based Capital Guidelines	Schedule RC-R item 26. (sum of items 19 and 25) RCFA 8274	<p>UBPR8274</p> <p>DESCRIPTION: Tier 1 Capital Allowable Under the Risk-Based Capital Guidelines</p> <p>NARRATIVE: Tier 1 Capital Allowable Under the Risk-Based Capital Guidelines</p> <p>FORMULA: if(uc:UBPRC752[P0] = 31 and ExistingOf(cc:RCONN256[P0], false) = true, cc:RCFA8274[P0], if(uc:UBPRC752[P0] = 41 and ExistingOf(cc:RCONN256[P0], false) = true, cc:RCOA8274[P0], if(uc:UBPRC752[P0] = 31 and uc:UBPR9999[P0]>'2015-01-01', cc:RCFA8274[P0], if(uc:UBPRC752[P0] = 41 and uc:UBPR9999[P0]>'2015-01-01', cc:RCOA8274[P0], if(uc:UBPRC752[P0] = 31, cc:RCFD8274[P0], if(uc:UBPRC752[P0] = 41,cc:RCON8274[P0], NULL))))))</p>
Income/ Revenue	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Total Interest Income (\$)	UBPR4107	Page 2 - Total Interest Income (TE)	Schedule RI item 1h. = Total interest income (sum of items 1.a.(3) through 1.g) RIAD 4107	<p>UBPR4107</p> <p>DESCRIPTION: Total Interest Income (TE)</p> <p>NARRATIVE: Sum of income on loans and leases on a tax equivalent basis + investment income on a tax equivalent basis + interest on interest bearing bank balances + interest on federal funds sold and security resales + interest on trading account assets.</p> <p>FORMULA: uc:UBPR4010[P0] + cc:RIAD4065[P0] + cc:RIAD4115[P0] + uc:UBPRD398[P0] + ExistingOf(cc:RIAD4069[P0], '0') + cc:RIAD4020[P0] + cc:RIAD4518[P0] + uc:UBPRD405[P0]</p>

AMIS Inputs	Equivalent UBPR Data Location			
Net Income (\$)	UBPR4340	Page 2 - Net Income	Net income (loss) attributable to bank, RIAD 4340, NETINC	UBPR4340 DESCRIPTION: Net Income NARRATIVE: Net Income from Call Report Schedule RI. FORMULA: cc:RIAD4340[P0]
Expenses	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Interest Expense (\$)	RIAD4073	Page 2 - Total Interest Expense	Schedule RI item 2 e. Total interest expense (sum of items 2.a through 2.d) RIAD 4073	23 Total Interest Expense 23.1 RIAD4073
Loan Portfolio	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description

AMIS Inputs	Equivalent UBPR Data Location			
<p>Total On-Balance Sheet Loan Portfolio (\$)</p>	<p>UBPRE386</p>	<p>Page 7 - Average Total Loans and Leases</p>	<p>RC-K items 6.a.1. Thru b. (RCON 3360) (2) Loans secured by real estate: (a) Loans secured by 1-4 family residential properties RCON 3465 (b) All other loans secured by real estate RCON 3466 3) Loans to finance agricultural production and other loans to farmers RCON 3386 (4) Commercial and industrial loans RCON 3387 (5) Loans to individuals for household, family, and other personal expenditures: a) Credit cards RCON B561 (b) Other (includes revolving credit plans other than credit cards, automobile loans, and other consumer loans) RCON B562 b. Total loans in foreign offices, Edge and agreement subsidiaries, and IBFs RCFN 3360</p>	<p>UBPRE386</p> <p>DESCRIPTION: Average Total Loans & Leases</p> <p>NARRATIVE: Average total loans and average lease financing receivables for the first reporting period of the year and for each subsequent reporting period divided by the number of reporting periods, from Call Report Schedule RC-K.</p> <p>FORMULA: uc:UBPRD151[P0] + uc:UBPRD272[P0]</p>

AMIS Inputs	Equivalent UBPR Data Location
Total On-Balance Sheet Loan Portfolio (#)	<p style="text-align: center;">There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Total On-Balance Sheet Loan Portfolio in Eligible Market and/or Target Market (\$)	<p style="text-align: center;">There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i></p>
On-Balance Sheet Loans Closed (\$)	<p style="text-align: center;">There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i></p>
On-Balance Sheet Loans Closed (#)	<p style="text-align: center;">There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i></p>
On-Balance Sheet Loans Closed in Eligible Market and/or Target Market (\$)	<p style="text-align: center;">There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i></p>
% of On-Balance Sheet Loans Closed in an Eligible Market	<p style="text-align: center;">Calculated value - no data entry.</p>

AMIS Inputs	Equivalent UBPR Data Location			
Charge-offs (\$)	UBPR4635	Page 7 - Gross Credit Losses	Schedule RI-B Charge-offs and Recoveries and Changes in Allowances for Credit Losses	<p>UBPR4635</p> <p>DESCRIPTION: Gross Loan Losses</p> <p>NARRATIVE: Gross amount of loan and lease losses year-to-date. Note that gross loan losses includes the writedown taken on loans held for sale. This item is added back to allow reconciliation with loan loss data by type of loan as reported on Call Report Schedule RI-B, Section a.</p> <p>FORMULA: IF(uc:UBPR9999[P0] > '2002-01-01',cc:RIADC079[P0] + cc:RIAD5523[P0],IF(uc:UBPR9999[P0] < '2002-01-01' AND uc:UBPR9999[P0] > '2001-04-01',cc:RIADC079[P0] + uc:UBPRD582[P0],IF(uc:UBPR9999[P0] < '2001-04-01' AND uc:UBPR9999[P0] > '2001-01-01',cc:RIAD4635[P0],NULL)))</p>
Recoveries (\$)	RIAD4605	Page 7 – Line 9 of Schedule RI-B, Part I. Charge-offs and Recoveries on Loans and Leases	Schedule RI-B Charge-offs and Recoveries and Changes in Allowances for Credit Losses.	Refer to Call Report RIAD4605
Loans 90 Days (or more) Past Due (\$)	UBPR1400	Page 8 - Total Non-Current LN&LS	Schedule RC-N item 9. Total loans and leases (sum of items 1 through 8.b) Column B RCFD 1407	<p>UBPR1400</p> <p>DESCRIPTION: Total Non-Current LN&LS</p> <p>NARRATIVE: The sum of loans and leases past due over 90 days and still accruing interest and loans on nonaccrual.</p> <p>FORMULA: uc:UBPRD667[P0] + uc:UBPRD669[P0]</p>
Loans 90 Days (or more) Past Due (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			

AMIS Inputs	Equivalent UBPR Data Location			
Loans Delinquent 61 to 90 days (\$)	UBPRD668	Page 8 –Past Due, Nonaccrual & Restructured	Schedule RC-N item 9 Column A (30 to 89 days and still accruing...). Total loans and leases (sum of items 1 through 8.b).... RCFD 1406	UBPRD668 DESCRIPTION: LN & LS 30-89 Days Past Due. NARRATIVE: Loans and leases past due 30 through 89 days and still accruing interest.
Loans Delinquent 61 to 90 days (#)	N/A	There is no corresponding UBPR concept.	N/A	N/A
On-Balance Sheet Loan Guarantees Made (\$)	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			
On-Balance Sheet Loan Guarantees Made in Eligible Market and/or Target Market (\$)	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			
Total On-Balance Sheet Loan Guarantees Outstanding (\$)	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			
Total On-Balance Sheet Loan Guarantees Outstanding in Eligible Market and/or Target Market (\$)	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			
Equity Portfolio	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
Total Equity Investments Portfolio (\$)	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			

AMIS Inputs	Equivalent UBPR Data Location
Total Equity Investments Portfolio (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Total Equity Investments Portfolio in Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Equity Investments Exited this Year (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Equity Investments Exited this Year (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Total Equity Investments Closed (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Total Equity Investments Closed in Eligible Market and/or Target Market (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Investments Written-Off this Year (\$)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Investments Written-Off this Year (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Total Financial Services Provided in Eligible Markets (#)	<p>There is no corresponding UBPR concept.</p> <p><i>Aggregate number of Financial Services provided in an Eligible Market and/or Target Market including number of checking, savings accounts, check cashing, money orders, certified checks, automated teller machines, deposit taking, safe deposit box services, and other similar services, over the 12-month reporting period.</i></p>

AMIS Inputs	Equivalent UBPR Data Location			
On-Balance Sheet Financial Products Closed in Persistent Poverty Counties	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
On-Balance Sheet loans closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p style="text-align: center;">There is no corresponding UBPR concept.</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p style="text-align: center;">There is no corresponding UBPR concept.</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			
Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)	<p style="text-align: center;">There is no corresponding UBPR concept.</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>			

AMIS Inputs	Equivalent UBPR Data Location			
Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$) 	Calculated value - no data entry.			
On-Balance Sheet Financial Products Closed in Opportunity Zones	UBPR Concept	UBPR Page No. & UBPR Concept Description	Call Report Item	UBPR Concept Description
On-Balance Sheet Loans closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$) 	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			
Total Equity Investments closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$) 	There is no corresponding UBPR concept. <i>Use corresponding term defined for Unregulated Applicants above.</i>			

AMIS Inputs	Equivalent UBPR Data Location
Loan Guarantees made in Opportunity Zones serving an Eligible Market and/or Target Market (\$) 	<p style="text-align: center;">There is no corresponding UBPR concept.</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>
Total On-Balance Sheet Financial Products closed in Opportunity Zones serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$) 	<p style="text-align: center;">Calculated value - no data entry.</p>

Financial Data Inputs for Cooperativa Applicants

Cooperativa applicants should use information from their audited financial statements and Automatización de Informe Trimestral y Sistema Actuarial (AITSA) to complete the Application Financial Data subsection in AMIS. Cooperativa applicants are advised to use their best efforts to provide data for the financial inputs that have no corresponding references by using the guidance provided below. **Note that a cooperativa Applicant will not be penalized if it is unable to provide the data requested.** The CDFI Fund will continue to work directly with cooperativas and COSSEC to refine financial data points and improve the application process.

Note: For any item that is listed where your organization has no data, you must enter the number zero (“0”). AMIS will return a red error message if the required response to a field is not provided.

Table 29 – Financial Data Inputs for Cooperativa Applicants

AMIS Inputs	Equivalent Financial Statement Field		
Assets	Audited Financial Statements in Spanish	Reference	AITSA
Allowance for Loan and Lease Losses (\$)	Provisión para Préstamos Incobrables	Loans and Provision for Possible Loan Losses	11000
Total Assets (\$)	Total de Activos	Total Assets	10000
Liabilities	Audited Financial Statements in Spanish	Reference	AITSA
Total Borrowings (\$)	Obligaciones por Pagar	Liabilities-Accounts Payable	21000
Shares/Deposits	Audited Financial Statements in Spanish	Reference	AITSA
Total Shares and Deposits (\$)	Total de Acciones y Depósitos (\$)	Total Shares & Deposits	20500 + 30500
Net Worth	Audited Financial Statements in Spanish	Reference	AITSA
Total Net Worth (\$)	Total de Capital Indivisible	Elements of Undistributed Capital	16530

AMIS Inputs	Equivalent Financial Statement Field		
Income/Revenue	Audited Financial Statements in Spanish	Reference	AITSA
Total Interest Income (\$)	Ingresos de Intereses	Total Interest Income(Interest on Loans+Interest on Savings Accounts & CD+Interest on Investment)	40500 + 41000 + 41500
Net Income (\$)	Economía Neta	Net Income	80000
Expenses	Audited Financial Statements in Spanish	Reference	AITSA
Total Interest Expense (\$)	Total Gasto de Intereses	Total Interest Expense (Interest on Deposits & Borrowed Money)	50500 + 51000
Loan Portfolio	Audited Financial Statements in Spanish	Reference	AITSA
Total On-Balance Sheet Loan Portfolio (\$)	Total (\$) de Préstamos en Cartera	Total Loans & Leases	10500
Total On-Balance Sheet Loan Portfolio (#)	Número de Préstamos en Cartera	Not Available in Audit Financial Statement. Available in Quarterly Call Reports. <i>Use corresponding term defined for Unregulated Applicants above.</i>	Number of total Loans (Loans Schedule Section on Call Report) AITSA 10500
Total On-Balance Sheet Loan Portfolio in an Eligible Market and/or Target Market (\$)	<i>Use corresponding term defined for Unregulated Applicants above.</i>		
On-Balance Sheet Loans Closed (\$)	Total (\$) de Préstamos Originados	Not Available in Audit Financial Statement. Available in Quarterly Call Report <i>Use corresponding term defined for Unregulated Applicants above.</i>	Dollar amount of total loans granted quarterly and in the fiscal year. AITSA 17000
On-Balance Sheet Loans Closed (#)	Número de Préstamos Originados	Not Available in Audit Financial Statement. Available in Quarterly Call Report <i>Use corresponding term defined for Unregulated Applicants above.</i>	Number of total loans granted quarterly and in the fiscal year. AITSA 17000

AMIS Inputs	Equivalent Financial Statement Field		
On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$)	<p>Not Available</p> <p><i>Use corresponding term defined for Unregulated Applicants above.</i></p>		
% of On-Balance Sheet Loans Closed in an Eligible Market	<p>Not Available</p> <p>Calculated value (no data entry): On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market (\$) divided by On-Balance Sheet Loans Closed (\$)</p>		
Loan Portfolio	Audited Financial Statements in Spanish	Reference	AITSA
Charge-offs (\$)	Préstamos Cargados Contra la Reserva	Total Loans Charged Off (Loans and Accounts Charged-off)	00060
Troubled Debt Restructuring (\$)	Préstamos Restructurados	Restructured Loans (Total TDR First RE, Other RE, Consumer, and Commercial Loans)	10570
Recoveries (\$)	Recobro de Préstamos Previamente Cargados a Reserva	Net Recoveries (Total Loans Recovered)	00065
Loans 60 Days (or more) Past Due (\$)	Préstamos Morosos (\$) con más de 60 días de atraso	Total Loans - All Types (>60 Days) past due	15000
Loans 60 Days (or more) Past Due (#)	Préstamos Morosos (#) con más de 60 días de atraso	<p>Not Available</p> <p>CDFI Fund Staff Comments: The total number (#) of loans 60 or more days past due. Loans should be considered past due if any part of the payment is past due.</p>	<p>Total Number Delinquent Loans Schedule</p> <p>AITSA 15000</p>
Total Loans Delinquent 31 to 60 Days (\$)	Préstamos Morosos (\$) a 31 a 60 días de atraso	<p>Not Available</p> <p>CDFI Fund Staff Comments: The total amount (\$) of all loans 31 to 60 days past due. Loans should be considered past due if any part of the payment is past due.</p>	

AMIS Inputs	Equivalent Financial Statement Field	
Total Loans Delinquent 31 to 60 Days (#)	Préstamos Morosos (#) con 31 a 60 días de atraso	<p>Not Available</p> <p>CDFI Fund Staff Comments: The total number (#) of all loans 31 to 60 days past due. Loans should be considered past due if any part of the payment is past due.</p>
On-Balance Sheet Loan Guarantees Made (\$)_	<p>Not Available</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>	
On-Balance Sheet Loan Guarantees Made in an Eligible Market and/or Target Market (\$)	<p>Not Available</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>	
Total On-Balance Sheet Loan Guarantees Outstanding (\$)	<p>Not Available</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>	
Total On-Balance Sheet Loan Guarantees Outstanding in an Eligible Market and/or Target Market (\$)	<p>Not Available</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>	
Equity Portfolio	Audited Financial Statements in Spanish	Reference
Equity Investments Exited this Year (\$)	<p>Not Available</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>	
Equity Investments Exited this Year (#)	<p>Not Available</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>	
Investments Written-Off this Year (\$)	<p>Not Available</p> <p>Use corresponding term defined for Unregulated Applicants above.</p>	

AMIS Inputs	Equivalent Financial Statement Field		
Investments Written-Off this Year (#)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
Total Equity Investments Portfolio (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
Total Equity Investments Portfolio (#)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
Total Equity Investments Portfolio in an Eligible Market and/or Target Market (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
Total Equity Investments Closed (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
Total Equity Investments Closed in an Eligible Market and/or Target Market (\$)	Not Available <i>Use corresponding term defined for Unregulated Applicants above.</i>		
Membership	Audited Financial Statements in Spanish	Reference	AITSA
Total Membership (#)	Socios de la Cooperativa	(Num Current Members)	00120
Total Field of Membership (#)	Not Available	Island's Total Population per Census (Num Potential Members)	
Total Members (%)	Not Available	Not Available (% Current Members to Potential Members)	

AMIS Inputs	Equivalent Financial Statement Field	
Total Financial Services Provided in an Eligible Market and/or Target Market (#)	<p style="text-align: center;">Not Available</p> <p style="text-align: center;">CDFI Fund Staff Comments: Aggregate number of Financial Services provided in an Eligible Market and/or Target Market including number of checking, savings accounts, check cashing, money orders, certified checks, automated teller machines, deposit taking, safe deposit box services, and other similar services, over the 12-month reporting period.</p>	
On-Balance Sheet Financial Products Closed in Persistent Poverty Counties	Audited Financial Statements in Spanish	Reference
On-Balance Sheet Loans closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p style="text-align: center;">Not Available</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>	
Total Equity Investments closed in PPCs serving an Eligible Market and/or Target Market (\$)	<p style="text-align: center;">Not Available</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>	
Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)	<p style="text-align: center;">Not Available</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>	
Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)	<p style="text-align: center;">Not Available</p> <p style="text-align: center;">Calculated value - no data entry.</p>	

AMIS Inputs	Equivalent Financial Statement Field	
On-Balance Sheet Financial Products Closed in Opportunity Zones	Audited Financial Statements in Spanish	Reference
On-Balance Sheet Loans closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$)	<p style="text-align: center;">Not Available</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>	
Total Equity Investments closed in Opportunity Zones serving an Eligible Market and/or Target Market (\$)	<p style="text-align: center;">Not Available</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>	
Loan Guarantees made in Opportunity Zones serving an Eligible Market and/or Target Market (\$)	<p style="text-align: center;">Not Available</p> <p style="text-align: center;"><i>Use corresponding term defined for Unregulated Applicants above.</i></p>	
Total On-Balance Sheet Financial Products closed in Opportunity Zones serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)	<p style="text-align: center;">Not Available</p> <p style="text-align: center;">Calculated value - no data entry.</p>	

APPENDIX C: FINANCIAL ASSISTANCE GLOSSARY OF TERMS

Current Financial Product Type Lines of Business

- **Affordable Housing Finance** generally means (a) the acquisition, pre-development financing, construction, rehabilitation, permanent and other similar financing, first mortgage financing, and subordinated mortgages for home purchase and rehabilitation, and (b) related development services to promote the supply of housing and/or increase homeownership opportunities. The housing must be the primary residence of a household or family that qualifies as Low-Income and that household or family must not pay more than 30 percent of their income on housing.
- **Commercial Real Estate Finance** generally means financing provided for the purpose of the acquisition or rehabilitation of a building, or the acquisition, construction and/or development of a property for commercial purposes.
- **Community Facilities Finance** generally means financing provided for the purpose of acquisition, construction, renovation, and/or maintenance or improvement of facilities where health care, childcare, educational, cultural, or social services are provided.
- **Consumer Financial Products** generally means loans, Equity Investments, loan purchases, loan guarantees, and similar financing activities provided to individuals and families.
- **Intermediary Lending to Non-Profits and CDFIs** generally means the provision of Financial Products to non-profit organizations, CDFIs, and/or Emerging CDFIs.
- **Microenterprise Finance** generally means financing to a for-profit or non-profit enterprise that has five or fewer employees (including the proprietor) in an amount no more than \$50,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
- **Small Business Finance** generally means financing to a for-profit or non-profit enterprise in an amount greater than \$50,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
- **Other** is any other line of business not meeting any of the above terms.

APPENDIX D: COMPLIANCE EVALUATION QUESTIONS

The following questions are used to calculate an Applicant’s Total Compliance Composite Score in both Base-FA and TA Applications. To produce a Total Compliance Composite Score, the CDFI Fund’s Application Assessment Tool (AAT) uses responses provided by each Applicant in the compliance questions, as well as information in an Applicant’s reporting history, reporting capacity, and performance risk with respect to the CDFI Fund’s Performance Goals and Measures (PG&Ms). The purpose of this evaluation is to ensure Applicants do not have major internal management or compliance concerns.

In addition to the questions listed below, information from the Applicant’s prior PG&Ms (where applicable) will be used as part of the calculation of a Total Compliance Composite Score.

Please note: The below table is provided as a guide for Applicants as you complete the compliance evaluation questions. **The question order will vary for each Applicant** depending upon whether you are a prior or current Award Recipient and your answers to certain evaluation questions.

Table 30 – Compliance Evaluation Questions

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
<i>Note: all written justifications for Compliance Questions have a 1,500 character limit, except Questions C5.1, C5.2, C6.1, C7.1, and/or C.16, which have a combined 5,000 character limit and are to be provided in the “Conditionally Required Responses” text box.</i>				
C1	Does the CDFI generate externally reviewed, regulator reviewed, or audited financial statements annually?	1,500 character limit	<ul style="list-style-type: none"> • Annual externally reviewed financial statements; • Annual regulator reviewed financial statements; • Annual audited financial statements; • None of the above 	

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C2	Describe any audit findings for your CDFI or any of its affiliates or parent company from the last three fiscal years and how your CDFI addressed them (this includes material and non-material findings). Regulated Institutions should include any Matters Requiring Attention (MRA) or Documents of Resolution (DOR). Applicants that do not identify qualified audit opinions at the time of application and are later determined to have withheld this information from the CDFI Fund either intentionally or inadvertently will be evaluated negatively.	1,500 character limit	<ul style="list-style-type: none"> • Not applicable (N/A); • 0 qualified opinions, adverse opinions, audit findings, or MRAs/DORs; • 1 qualified opinion; • 2 or more qualified opinions; • 1 audit finding; • 2 or more audit findings; • 1 adverse opinion or MRA/DOR; • 2 or more adverse opinions or MRAs/DORs 	
C3	What kind of accounting system does this CDFI use to manage its portfolio?	1,500 character limit	<ul style="list-style-type: none"> • No system; • Paper-based system; • Microsoft Excel-based system; • Enterprise accounting software; • Other 	
C4	Are externally reviewed financial statements or audited financial statements completed annually within 180 days of the fiscal year end?	1,500 character limit	<ul style="list-style-type: none"> • Yes • No 	
C5	Has the CDFI received any federal, state, or local government financial assistance in the last ten fiscal years?	N/A	<ul style="list-style-type: none"> • Yes • No 	
C5.1	<i>If this CDFI has received federal, state, or local government assistance in the last ten fiscal years, does this CDFI maintain a record of all federal, state, or local government assistance received?</i>	5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required - may not be visible to all Applicants

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C5.2	<i>If this CDFI has received federal government assistance that required a Single Audit (A-133) report in the last ten fiscal years, has this CDFI submitted a Single Audit (A-133) to the federal agencies from which it has received financial assistance in the last ten fiscal years?</i>	<i>5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)</i>	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required - may not be visible to all Applicants
C6	Does this CDFI have formal and written policies and procedures for complying with and completing federal, state, or local government financial assistance agreement requirements?	N/A	<ul style="list-style-type: none"> • Yes • No 	
C6.1	<i>If the CDFI has not yet established policies and procedures to comply with federal, state, or local government financial assistance reporting requirements, how long will this CDFI need to do so?</i>	<i>5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)</i>	<ul style="list-style-type: none"> • N/A • 6 months or less; • 1 year or less; or • More than 1 year 	Conditionally Required - may not be visible to all Applicants
C7	Does this CDFI maintain staff whose roles and responsibilities include complying with and completing federal, state, or local government financial assistance requirements?	N/A	<ul style="list-style-type: none"> • Yes • No 	
C7.1	<i>If this CDFI does not maintain staff, is the CDFI prepared to designate these responsibilities to specific staff members, should it receive an award?</i>	<i>5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)</i>	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required - may not be visible to all Applicants
C8	Has this CDFI defaulted on any federal credit instrument in the last ten fiscal years?	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No 	
C9	Has the CDFI failed to expend any award funds in a timely manner as required by any of federal, state, or local government agreements, or contracts?	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No • N/A 	

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C10	Has the CDFI developed formal and written policies and procedures to oversee the quality of its investments and loan portfolio?	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No 	
C11	Has the CDFI had a tax lien imposed in the last ten fiscal years, due to delinquent taxes or failure to pay taxes owed by the entity?	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No 	
C12	Has your CDFI or any of its affiliates or parent company filed bankruptcy over the last ten fiscal years? If so, please describe the circumstances and current status.	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No 	
C13	<i>If this CDFI is a prior or current Recipient, does it have policies and procedures in place to notify its Board of Directors or governing body of new and existing federal, state, or local government requirements?</i>	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required if prior or current CDFI Recipient
C14	<i>If this CDFI is a prior or current Recipient, is the CDFI required to measure and report on progress toward its Performance Goals and Measures (PG&Ms) to the CDFI's Board of Directors or governing body at least annually?</i>	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No • N/A 	Conditionally Required if prior or current CDFI Recipient
C15	<i>If this CDFI is a prior or current Recipient, how frequently is the CDFI required by its policies and procedures to self-evaluate and track performance on PG&Ms?</i>	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Annually or more frequently; • Less than once per year; • Not required 	Conditionally Required if prior or current CDFI Recipient

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C16	Does the CDFI have financial covenants or other performance requirements with third-party funders?	N/A	<ul style="list-style-type: none"> • CDFI has accepted funding that included financial covenants or performance requirements from 3rd party funders; • CDFI has not accepted funding that included financial covenants or performance requirements from 3rd party funders; or • CDFI does not have any 3rd party funders 	
C16.1	<i>If the CDFI has financial covenants or requirements with third-party funders, how frequently does the CDFI internally measure and report compliance?</i>	<i>5,000 character limit total (combined for questions C5.1, C5.2, C6.1, C7.1, and/or C16.1)</i>	<ul style="list-style-type: none"> • More frequently than annually; • Annually; • Less frequently than annually; • Not internally monitored or reported by the CDFI; • N/A 	Conditionally Required - may not be visible to all Applicants
C17	Indicate if your CDFI has ever formally defaulted on any outstanding debt. Applicants must verify this information correctly in this application question. Applicants that do not identify defaulted debt at the time of application and are later determined to have withheld this information from the CDFI Fund either intentionally or inadvertently will be evaluated negatively. If yes, provide a narrative explaining the situation and how it was remedied. Identify when the default occurred.	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No 	
C18	Does the CDFI's information technology infrastructure support an accounting system?	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No 	

	Compliance Evaluation Question	If Required, Narrative Character Limit	Answers	Note
C19	Does the CDFI have a delinquent loan management policy?	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No 	
C20	In the last fiscal year, has the CDFI had one or more missed or overdue payments to any of its funders?	<i>1,500 character limit</i>	<ul style="list-style-type: none"> • Yes • No 	

APPENDIX E: CALCULATIONS IN FA OBJECTIVES SECTIONS

The following table presents the formulas used in the subsections of the FA Objectives. These formulas are auto-calculated in AMIS. If you want to make edits to any of the financial data displayed in these calculations as you complete your Application, you must return to the “Application Financial Data” section, make edits there, and afterward, re-validate your data.

Table 31 – Calculations in FA Objective Sections

FA Objective	Subsection	Calculation Formula
FAO 1-1: Increase Volume of Financial Products	Calculate Total Financial Products Closed in Eligible/Target Market	<p>“On-Balance Sheet Loans Closed in Eligible Markets and/or Target Markets” for the three historic fiscal years (from Application Financial Data section)</p> <p>+ “Loan Guarantees Made in Eligible Markets and/or Target Markets” for the three historic fiscal years (from Application Financial Data section)</p> <p>+ “Total Equity Investments Closed in Eligible Markets and/or Target Markets” for the three historic fiscal years (from Application Financial Data section)</p> <p>= “Total Historic On-Balance Sheet Financial Products Closed in Eligible Markets and/or Target Markets” for the three historic fiscal years (used in calculations below)</p>
FAO 1-1: Increase Volume of Financial Products	<p>Past FA Award and New Net Increase Validation (Floor 2) Conditionally Required</p> <p>-AND-</p> <p>Verify Increase in Volume of Financial Products (Floor 1)</p>	<p>“On-Balance Sheet Loans Closed in Eligible Markets and/or Target Markets” for the three projected fiscal years (from Application Financial Data section)</p> <p>+ “Loan Guarantees Made in Eligible Markets and/or Target Markets” for the three projected fiscal years (from Application Financial Data section)</p> <p>+ “Total Equity Investments Closed in Eligible Markets and/or Target Markets” for the three projected fiscal years (from Application Financial Data section)years</p> <p>= “Total Projected On-Balance Sheet Financial Products Closed in Eligible Markets and/or Target Markets” for the three projected fiscal years (used in calculations below)</p>

FA Objective	Subsection	Calculation Formula
FAO 1-1: Increase Volume of Financial Products	Past FA Award and New Net Increase Validation (Floor 2) Conditionally Required - may not be visible to all Applicants	<p>“Total \$ Amount of Financial Activity the Applicant is held to from Previous Awards” <i>(sourced from AMIS)</i></p> <p>+ Base-FA Award Request Amount</p> <p>— “Total Projected On-Balance Sheet Financial Products closed in Eligible Markets and/or Target Markets” <i>(calculated in this subsection)</i></p> <p>= New Net Increase</p>
FAO 1-1: Increase Volume of Financial Products	Verify Increase in Volume of Financial Products (Floor 1)	<p>“Total Historic On-Balance Sheet Financial Products Closed in Eligible/Target Market” <i>(calculated in previous subsection)</i></p> <p>+ Base-FA Award Request Amount</p> <p>— “Total Projected On-Balance Sheet Financial Products closed in Eligible Markets and/or Target Markets” <i>(calculated in this subsection)</i></p> <p>= Increase in Volume</p>
FAO 1-2: Increase Volume of Financial Services	Verify Increase in Volume of Financial Services (Floor 1)	<p>“Total # Financial Services Provided in an Eligible/Target Market” for the three projected fiscal years <i>(from Application Financial Data section)</i></p> <p>— “Total Projected Financial Services Provided in an Eligible/Target Market” for the three historic fiscal years <i>(from Application Financial Data section)</i></p> <p>= Increase in Financial Services</p>

FA Objective	Subsection	Calculation Formula
FAO 1-2: Increase Volume of Financial Services	Past FA Award and New Net Increase Validation (Floor 2) Conditionally Required - may not be visible to all Applicants	<p>“Total # Financial Services Provided in an Eligible/Target Market” for the three projected fiscal years <i>(from Application Financial Data section)</i></p> <p>— “Total # Projected Financial Services Provided in an Eligible/Target Market” for the three historic fiscal years <i>(from Application Financial Data section)</i></p> <p>— Financial Services Floor # from Previous Award(s) <i>(sourced from AMIS)</i></p> <p>= New Net Increase in Financial Services</p>
FAO 1-3: New Geographic Area(s)	Portfolio Outstanding for the New Geographic Area (Average Activity over Three-Year Historic Years)	<p>“Portfolio Outstanding for the New Geographic Area” for the three historic fiscal years</p> <p>÷ 3</p> <p>= “Portfolio Outstanding for the New Geographic Area (Average Activity over Three Historic Years)” <i>(becomes numerator)</i></p>
FAO 1-3: New Geographic Area(s)	Total Portfolio Outstanding (Average Activity over Three-Year Historic Years)	<p>“Total Portfolio Outstanding in Eligible Markets and/or Target Markets” for the three historic fiscal years</p> <p>÷ 3</p> <p>= “Total Portfolio Outstanding in Eligible/Target Market (Three-Year Historic Average Activity)” <i>(becomes denominator)</i></p>

FA Objective	Subsection	Calculation Formula
FAO 1-3: New Geographic Area(s)	Percentage of Portfolio Outstanding for the New Geographic Area	<p><i>“Portfolio Outstanding for the New Geographic Area (Average Activity over Three Historic Years)” (calculated above)</i></p> <p>\div <i>“Total Portfolio Outstanding in Eligible/Target Market (Three-Year Historic Average Activity)” (calculated above)</i></p> <p>= <i>“Percentage of Portfolio Outstanding for the New Geographic Area</i></p>
FAO 1-4: New Financial Product(s)	Calculate Total Portfolio Outstanding (Most Recent Historic Year)	<p><i>“On-Balance Sheet Loans Portfolio in Eligible/Target Markets” for the most recent historical fiscal year (from Application Financial Data section)</i></p> <p>+ <i>“Loan Guarantees Outstanding in Eligible/Target Markets” for the most recent historical fiscal year (from Application Financial Data section)</i></p> <p>+ <i>“Total Equity Investments Portfolio in Eligible/Target Markets” for the most recent historical fiscal year (from Application Financial Data section)</i></p> <p>= <i>“Portfolio Outstanding in Eligible/Target Markets for the Most Recent Historic Fiscal Year” (becomes denominator)</i></p>
FAO 1-4: New Financial Product(s)	New Financial Product(s)	<p><i>“Product Activity as of the Most Recent Historical Year” (inputted in this subsection)</i></p> <p>\div <i>“Portfolio Outstanding in Eligible/Target Markets for the Most Recent Historic Fiscal Year” (calculated above)</i></p> <p>= <i>Percentage of Portfolio Outstanding (for New Financial Product)</i></p>

FA Objective	Subsection	Calculation Formula
FAO 1-4: New Financial Product(s)	Validate Projected Activity for New Financial Product(s)	<p>“Total Projected Product Activity for this New Financial Product over the next three Fiscal Years,” summed for all New Financial Products if you entered more than one <i>(inputted in previous subsection(s))</i></p> <p>— Base-FA Award Request Amount</p> <p>= “Award Amount Validation Calculation,” must be greater than zero</p>
FAO 1-5: New Financial Service(s)	New Financial Services(s)	<p>“Total # of the New Financial service activity provided by the CDFI to date (as of your most recently completed historic FY)” <i>(inputted in this subsection)</i></p> <p>÷ “Total Financial Services Provided in Eligible Market and/or Target Market in the Most Recent Historical Fiscal Year (#)” <i>(from Application Financial Data section)</i></p> <p>= “Percentage of Total Financial Services Provided in Eligible/Target Market (#) of the New Financial Service in the Most Recent Fiscal Year” <i>(must be 5% or less)</i></p>
FAO 1-6: New Development Service(s)	New Development Services(s)	<p>“# of Clients Served to Date by New Development Service” <i>(inputted in this subsection)</i></p> <p>÷ “Total Clients Served through All Development Services provided by CDFI” <i>(from Beneficiary Snapshot section)</i></p> <p>= “# of Clients Served by New Development Service as a Percentage of Total Clients the Applicant Served through its Development Services” <i>(must be 5% or less)</i></p>
FAO 1-7: New Targeted Population(s)	<i>(no AMIS calculations)</i>	<i>(all data inputs directly in this section)</i>

APPENDIX F: SAMPLE MANAGEMENT LETTER

DISCLAIMER: The sample Management Letter below is being provided by the Community Development Financial Institutions Fund (CDFI Fund) as a courtesy to Applicants to demonstrate the types of information and statements that may be found in Management Letters meeting the requirements of the CDFI/NACA Program Application. The Management Letter submitted by an Applicant may include different information than that presented in this sample letter and should reflect the actual findings of the Applicant organization's audit. Please note that the text below is for demonstration purposes only and should not be relied upon by Applicant organizations or auditors for purposes of meeting any applicable federal, state, or local legal requirements or accounting standards.

[Auditor Letterhead]

[DATE]

To Management and the Audit Committee
[APPLICANT ENTITY AND SUBSIDIARIES]
[CITY, STATE]

We have audited the consolidated financial statements of APPLICANT ENTITY and Subsidiaries (the Organization) as of and for the year ended [DATE], and have issued our report thereon dated [DATE]. Professional standards require that we advise you of the following matters relating to our audit.

In planning and performing our audit of the consolidated financial statements of the Organization as of and for the year ended [DATE], in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing, or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's consolidated financial statements will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Certain deficiencies in internal control that have been previously communicated to you, in writing, by us or by others within your organization are not repeated herein.

Following are descriptions of other identified deficiencies in internal control that we determined did not constitute significant deficiencies or material weaknesses:

[Below are samples of findings, actual statements will vary with the facts of each audit]

Uncorrected and Corrected Misstatements

During the course of our audit, we proposed a financial statement presentation reclassification related to the restricted cash of [DOLLAR AMOUNT] that was contributed back to the ABC Subsidiary, as part of the overall unwind of the XYZ Subsidiary.

The related contribution expense related to this cash donation was reclassified to be included with overall net contribution of fixed assets and forgiveness of debt to present a net gain relating to the projects unwind. We believe the net presentation of all three elements (cash, fixed assets, and debt) to be a preferable way of presenting the essence of the transaction. Management reclassified this entry correctly during the course of our audit.

Impaired Loan Analysis

During our testing of a collateral-dependent impaired loan, we noted that management’s analysis did not adequately support its conclusion on estimated fair value. Management should ensure the estimate of fair value of impaired loans and foreclosed assets is thoroughly documented and supported with the use of either external valuation (i.e., appraisal or broker opinion of value) or internal valuation of fair value.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.

Other Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This communication is intended solely for the information and use of management, the Audit

Committee, and others within the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

[AUDITOR]