Thinking About FY 2020:
CDFI Program & NACA Program
Pre-Application Webinar

Presented By

CDFI Program & NACA Program Team

COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

www.cdfifund.gov

Topics We Won't Be Covering Today...

- Reasons why your organization was unsuccessful in prior award rounds.

- Matching funds questions specific only to your organization (for FA Applicants only).

- Application components, submission, and review.

- Instructions on how to enter data into an Application in the CDFI Fund's Award Management Information System (AMIS).
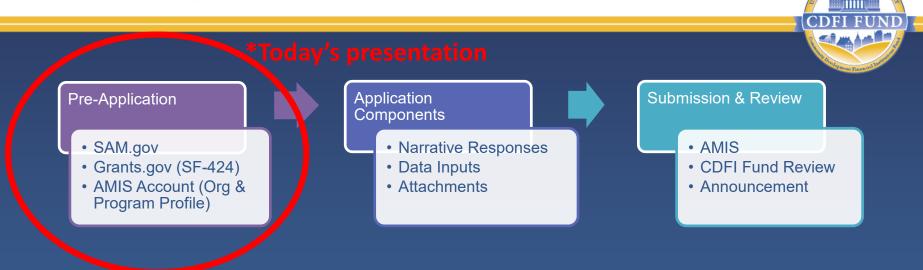
CDFI Fund Overview

CDFI Program and Native American CDFI Assistance (NACA) Program Purpose:

- To promote economic revitalization and community development through investment in and assistance to CDFIs.

- To build the capacity of for-profit and non-profit community based lending organizations to serve rural and urban low-income people, and communities across the nation that lack adequate access to affordable financial products and services.

FY 2020 CDFI & NACA Program Types of Awards:

- Technical Assistance
- Financial Assistance, includes:
  - Base Financial Assistance (Base-FA)
  - May also include supplements:
    - Persistent Poverty Counties (PPC-FA)
    - Disability Funds (DF-FA)
    - Healthy Food Financing Initiative (HFFI-FA)

Framing the Application Process

*Today's presentation

Pre-Application
- SAM.gov
- Grants.gov (SF-424)
- AMIS Account (Org & Program Profile)

Application Components
- Narrative Responses
- Data Inputs
- Attachments

Submission & Review
- AMIS
- CDFI Fund Review
- Announcement

- Applicants should review all Application Materials on the "Step 2: Application Process" page of the CDFI Program and/or Native Initiatives websites as the material becomes available.

Timeline for Applicants

Description	Deadline
NOFA Release	TBD
CDFI Certification Deadline	Date of NOFA publication
SF-424 (Application for Federal Assistance)	30 days after NOFA publication
Create AMIS Account (New Applicants)	30 days after NOFA publication
Enter EIN and DUNS number into AMIS Account (ALL Applicants)	30 days after NOFA publication
CDFI Program or NACA Program Application for FA <u>or</u> TA due in AMIS	60 days after NOFA publication

Getting Started

- Obtain an Employer Identification Number (EIN) and Dun & Bradstreet (DUNS) number.

- Register and/or update your accounts in the following 3 systems:
    1. System for Award Management (SAM.gov)
    2. Grants.gov
    3. AMIS

EIN and DUNS Number

- An Applicant should ensure the accuracy and uniformity of its EIN and DUNS number across its SAM.gov, Grants.gov, and AMIS accounts.

- The CDFI Fund will **<u>reject</u>** an Application submitted with the EIN or DUNS of a parent or affiliate organization.

- Additionally, the EIN and DUNS in an Applicant's AMIS account must match the EIN and DUNS in an Applicant's Grants.gov and SAM.gov accounts.

- The CDFI Fund will **<u>reject</u>** an Application if the EIN and DUNS number in an Applicant's AMIS account do not match the EIN and DUNS number in its Grants.gov and SAM.gov accounts.

1. SAM.gov (System for Award Management)

- New SAM.gov users should register **as soon as possible**. Existing users should ensure that their account is **active** and **up-to-date**.

- The CDFI Fund will not consider Applications from organizations that fail to register or activate their SAM.gov account and, as a result, are unable to submit their SF-424 through Grants.gov by the deadline (30 days after NOFA publication).

- The CDFI Fund **does not** maintain SAM.gov, so Applicants must contact the Federal Service Desk for technical assistance.

2. Grants.gov

- **Only the SF-424 will be submitted via Grants.gov.**
- All Applicants **MUST** submit their SF-424 through Grants.gov by the deadline (30 days after NOFA publication).
  - *Note*: If the SF-424 is not successfully accepted in Grants.gov by the deadline listed in the CDFI Program and/or NACA Program NOFA, the CDFI Fund will not review any of the materials submitted in AMIS and the Application will be deemed ineligible.
- New Grants.gov users should register **as soon as possible**. Existing users should ensure that their account is active and up-to-date.
- If the amount of FA or TA requested on the SF-424 is different from the amount an Applicant requests in its Application submitted via AMIS, the CDFI Fund will only consider the amount requested in the Application submitted in AMIS.
- The CDFI Fund **does not** maintain Grants.gov, so Applicants must contact Grants.gov directly for assistance submitting their SF-424.

2. Grants.gov (cont.)

- The SF-424 must be submitted under the correct Program Funding Opportunity Number
  - CDFI Program Applicants should be careful not to select the NACA Program Funding Opportunity Number when submitting their SF-424 for the CDFI Program.
  - NACA Program Applicants should be careful not to select the CDFI Program Funding Opportunity Number when submitting their SF-424 for the NACA Program.
  - Applicants that submit their SF-424 under the incorrect Program Funding Opportunity Number will be deemed ineligible.

3. Awards Management Information System (AMIS)

- Each Applicant **must register as an organization in AMIS** and submit all required Application materials via AMIS.
  - The SF-424 is the only required Application document that will not be submitted via AMIS. The SF-424 **MUST** be submitted in Grants.gov.
- New Applicants must create an AMIS Account by the deadline (30 days after NOFA publication).
- ALL Applicants must enter their EIN and DUNS number AMIS by the deadline in NOFA (30 days after NOFA publication).
- An Applicant is required to designate at least one Authorized Representative and Point of Contact in its AMIS account (Authorized Representatives may not be consultants).
- An Applicant that fails to properly register and update its AMIS account may miss important communications from the CDFI Fund and may not be able to successfully submit an Application.

Review

- **True or False**? The CDFI Fund maintains and runs the SAM.gov and Grants.gov systems.

- **True or False**? All FY 2020 Application components, including the SF-424, must be submitted via AMIS.

- **True or False**? Applicants are encouraged to submit their SF-424 forms as early as possible.

- **True or False**? Applicants can only submit one Application per Program (CDFI and NACA).

- **True or False?** The CDFI Fund will reject an Application if the EIN and DUNS number in an Applicant's AMIS account do not match the EIN and DUNS number in its Grants.gov and SAM.gov accounts.

Questions and Answers

…for participating in today's workshop!