

COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

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Getting Acquainted with Your FY 2017 Technical Assistance Award Assistance Agreement

FY 2017 CDFI TA Program and NACA Program Awards

Purpose of this Presentation



- The purpose of this presentation is to help FY 2017 CDFI and NACA Program Recipients understand the requirements, terms, and conditions of the Assistance Agreement for their Technical Assistance (TA) award.
- References to TA awards in this presentation include both CDFI and NACA TA Program Recipients, unless otherwise stated.
- This information is for educational purposes only.

Presentation Objectives



- Describe the Assistance Agreement and its purpose.
- Show what the Assistance Agreement looks like.
- Explain what the Assistance Agreement contains.
- Provide instructions on what to do with your Assistance Agreement.
- Deliver information about amending your Assistance Agreement.
- Explain the difference between an Assistance Agreement and an application for an award.

Presentation Topics



- Assistance Agreement Overview
- Assistance Agreements Availability
- Assistance Agreement Components
- Other Important Assistance Agreement Information
- Authorized Technical Assistance Activities
- Making Changes to an Assistance Agreement

Assistance Agreement Overview



- The Assistance Agreement is a legally binding contract between the CDFI Fund and the Recipient.
- The terms of the Assistance Agreement are based on the Recipient's institution type, award type, information submitted in the application, and other factors, such as matching funds.
- All CDFI and NACA Program award Recipients must execute an Assistance Agreement.

Assistance Agreement Overview



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

Assistance Agreement Overview



- Recipients should read the entire Assistance Agreement.
 - Recipients with awards from multiple funding rounds should read each agreement closely, as terms and conditions change year to year.
 - Recipients should adhere to reporting requirements, PG&Ms, and associated deadlines.
- Recipients should keep a copy of their Assistance Agreement on file. It is also located on the award detail page in AMIS.
- Recipients should create a tickler system with due dates for reports. You can also use the reporting schedule in AMIS to find the report due dates.

Assistance Agreement Overview



- The Assistance Agreement must be signed by an Authorized Representative listed in the Recipient's AMIS account.
- The Authorized Representative must have the legal authority to enter into the Assistance Agreement on behalf of the Recipient's organization.
- Consultants cannot sign on behalf of the Recipient's organization.

Assistance Agreement Overview



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

Assistance Agreement Overview



- Throughout the Period of Performance of the Assistance Agreement, Recipients are required to report on their performance toward meeting the Performance Goal and Measure (PG&M) benchmarks.
 - Recipients that meet all terms and conditions are considered to be compliant with the Assistance Agreement.
 - Recipients that fail to meet the terms and conditions of the Assistance Agreement are considered to be noncompliant.

Assistance Agreement Overview



- Performance Goals and Measures (PG&Ms) for TA awards are determined by:
 - the Recipient’s CDFI certification status; and/or
 - if the Recipient is a Sponsoring Entity (NACA Only).

Assistance Agreement Overview



- The following lists possible PG&Ms for TA Recipients. If applicable, the PG&M's need to be met by the end of the Recipient's Period of Performance:
 - Goal 1, Measures 1, 2, or 3: The Recipient must expend the Technical Assistance for the purposes set forth in the Technical Assistance Budget.
 - Goal 2, Measure 1: The Recipient Sponsoring Entity must establish a legal entity that will be certified as a CDFI.
 - Goal 3, Measures 1 or 2: The Recipient (or legal entity created by the Recipient in the case of a Sponsoring Entity Recipient) must obtain certification as a CDFI.

Presentation Topics



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Assistance Agreement Notification



- An email notification is sent when the Assistance Agreement is available in each Recipient's AMIS account.
 - The email will be sent to the Authorized Representative and Point(s) of Contact listed in the Recipient's FY17 funding application.
 - The email will contain two attachments – the *Transmittal Letter* and *Instructions for Accessing and Signing the Assistance Agreements in AMIS* – that provide detailed instructions regarding the award closing process.

Assistance Agreement Notification



- Once the notification email is sent, the final Assistance Agreement will be available in the Notes & Attachments section of the Recipient's award record in AMIS.
- To ensure you receive email communication, AMIS@cdfi.treas.gov should be listed as a safe sender by your email system and all contact information needs to be kept up to date.

Presentation Topics



- Assistance Agreement Overview
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Assistance Agreement Components



- This section discusses key components to the Assistance Agreement, such as:
 - Applicable Annual Reporting Requirements;
 - All PG&Ms listed in the Assistance Agreement;
 - Screenshots of relevant and frequently referenced pages and schedules found in the Assistance Agreement.
 - Note: screenshots are provided to familiarize and orient Recipients with the Assistance Agreement. An executed Assistance Agreement may differ in format and content.

Assistance Agreement Cover Page



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND ASSISTANCE AGREEMENT

Recipient:	CDFI Fund Award Number: DUNS Number: Employer Identification Number:
Address:	
Applicable Program: CFDA Number: Date of Applicable NOFA:	Announcement Date (Period of Performance Start Date):
<p>By signing this Assistance Agreement and in consideration of the mutual covenants, conditions, and agreements hereinafter set forth, the parties hereto, by their respective Authorized Representatives, agree to the following: (i) the award of Assistance hereunder shall be administered pursuant to the General Award Terms and Conditions, attached hereto as Schedule 3 and made a material part hereof; and (ii) the award of Assistance shall be further subject to the provisions, terms, conditions, requirements, certifications and representations set forth in all such additional schedules that are attached hereto and constitute a material part hereof. In witness whereof, the parties hereto do hereby execute and enter into this Assistance Agreement.</p>	
Community Development Financial Institutions Fund By: _____ Authorized Representative: Title: Federal Award Date** Date:	By: _____ Authorized Representative: Title:

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

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

Assistance Agreement Cover Page TA Details



Recipient Information			
Entity Type: [Regulated/Non-regulated/Sponsoring Entity]			
Depository Institution Holding Company: [Y/N]			
Subsidiary Depository Institution (if applicable):		Subsidiary Depository Institution Employer Identification Number (if applicable):	
CDFI Certification Status as of Announcement Date: [Certified/Not Certified]			
Technical Assistance			
Total Technical Assistance (TA) Award:		Initial TA Payment:	

Total TA Award Amount

Specific Authorized TA Activities are outlined in Schedule 2

Note Initial Payment(s)

** The Federal Award Date shall be the date in the CDFI Fund's signature block above.

Annual Reporting Requirements (Schedule 1-A)



Report	Description
Single Audit Report (A-133 Audit)	Non-profit Recipients must complete Single Audits pursuant to the Uniform Administrative Requirements (2 C.F.R. 200.500) if they expend \$750,000 or more in Federal awards in their FY, or such other dollar threshold established by OMB pursuant to 2 C.F.R. 200.500. If a Single Audit is required, it must be submitted electronically to the Federal Audit Clearinghouse and via the Recipient's AMIS account.
Financial Statement Audit Report (Non-profit Recipient)	Non-profit Recipients must complete the Financial Statement Audit (FSA) Report, along with the Recipient's statement of financial condition audited or reviewed by an independent certified public accountant, if any are prepared. Under no circumstances should this be construed as the CDFI Fund requiring the Recipient to conduct or arrange for additional audits not otherwise required under Uniform Administrative Requirements or otherwise prepared at the request of the Recipient or parties other than the CDFI Fund. The FSA report is submitted through the Recipient's AMIS account.
Financial Statement Audit Report (For-profit Recipient)	For-profit Recipients must complete the Financial Statement Audit (FSA) Report, along with a statement of financial condition audited or reviewed by an independent certified public accountant. The FSA report is submitted through the Recipient's AMIS account.

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



Report	Description
Institution Level Report (ILR)	All Recipients must submit the ILR. The ILR must be submitted electronically through the CDFI Fund's Community Investment Impact System (CIIS), which the Recipient will access through its AMIS account.
Performance Progress Report (PPR)	All Recipients must submit the PPR. The PPR Report is submitted through the Recipient's AMIS account.
Uses of Awards Report	All Recipients must submit the Use of Funds Report. The Use of Funds Report is submitted through the Recipient's AMIS account.
Federal Financial Report/ OMB Standard Form 425 (SF-425)	All Recipients must submit the SF-425. The SF-425 is submitted through the Recipient's AMIS account.

Annual Report Submission Deadlines (Schedule 1-B)



Report	Due
PPR	Three (3) months after the end of each year of the Period of Performance
Uses of Award Report	Three (3) months after the end of each year of the Period of Performance
Federal Financial Report/OMB Standard Form 425	Three (3) months after the end of each year of the Period of Performance
ILR	Six (6) months after the end of each year of the Period of Performance
Financial Statements Audit Report	Six (6) months after the end of each year of the Period of Performance
Single Audit Report (A-133)	Nine (9) months after the end of each year of the Period of Performance

Performance Goals & Measures (Schedule 1-C)



- PG&Ms are performance benchmarks that a Recipient must meet in order to remain in compliance with the Assistance Agreement.
 - PG&Ms for all institution and award types will be visible in the Assistance Agreement.
- Note: In addition to the PG&Ms, compliance is also dependent upon timely report submissions and, if applicable, an unqualified audit opinion and an absence of material weakness findings in the Single Audit (A-133).

Performance Goals & Measures (Schedule 1-C)



Goal and Measure Numbers	Goal 1 Measure									
<p>1-1 1-2 1-3 [Certified TA, NACA TA, NACA Sponsoring Entities, Uncertified] TA, NACA TA] [Applicable/Not Applicable]</p>	<p>Build capacity through Technical Assistance: The Recipient must expend the Technical Assistance for the purposes set forth in the Technical Assistance Agreement (Technical Assistance Budget) and complete those activities no later than [MM/DD/YY]. The Recipient must report on its use of the Technical Assistance and its completion of Technical Assistance activities set forth on Schedule 2 (Technical Assistance Budget) of this Assistance Agreement, using the Uses of Award Report.</p> <p>The Recipient must expend the Technical Assistance in an amount equal to or greater than the amounts specified below and according to the following schedule:</p> <table border="1" data-bbox="256 933 1083 1190"> <thead> <tr> <th></th> <th>% of Total TA Award</th> <th>Dollar Amount of TA to be expended (\$)</th> </tr> </thead> <tbody> <tr> <td>Period of Performance, Year 1</td> <td>90% of Initial TA Payment</td> <td>SXXXXX</td> </tr> <tr> <td>Period of Performance End Date</td> <td>100% of Total TA Award</td> <td>SXXXXX</td> </tr> </tbody> </table>		% of Total TA Award	Dollar Amount of TA to be expended (\$)	Period of Performance, Year 1	90% of Initial TA Payment	SXXXXX	Period of Performance End Date	100% of Total TA Award	SXXXXX
	% of Total TA Award	Dollar Amount of TA to be expended (\$)								
Period of Performance, Year 1	90% of Initial TA Payment	SXXXXX								
Period of Performance End Date	100% of Total TA Award	SXXXXX								

PG&M Number. PG&Ms that apply to your Assistance Agreement will show "Applicable" below.

Description of PG&M

Applicable Benchmarks

Authorized Technical Assistance Activities (Schedule 2)



- Schedule 2 lists all authorized Technical Assistance Activities.
- TA funds can be expended for any authorized TA Activity, at the Recipient's discretion, without prior approval from the CDFI Fund.
- Further guidance related to allowable uses and permissible modifications to Authorized TA Activities and amounts are found in Sections 3.8 and 7.9 of the Assistance Agreement.

Authorized Technical Assistance Activities (Schedule 2)



TECHNICAL ASSISTANCE BUDGET

The Recipient shall use the Technical Assistance for the following activities*:

TOTAL TA AWARD:		
ACTIVITY	AMOUNT	COMMENTS
Compensation (Personal Services)	\$	
Compensation (Fringe Benefits)	\$	
Training and Education Costs	\$	
Travel Costs	\$	
Professional Service Costs	\$	
Equipment	\$	
Supplies	\$	
Total TA	\$	

Approved TA Activity items and their amounts are listed in Schedule 2.

* The Recipient should refer to Section 3.8 and 7.9 of this Assistance Agreement for further guidance on Authorized Technical Assistance Activities as well as permissible modifications to Budget activities and amounts per category.

Presentation Topics



- Assistance Agreement Overview
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General Award Terms & Conditions (Schedule 3): Receiving Payments



- To receive award payments, Recipients must:
 - Electronically sign the Assistance Agreement and upload all required documentation into AMIS (e.g. Certificate of Good Standing)
 - Be in compliance with terms & conditions of any prior award from the CDFI Fund
 - Maintain accurate banking information in the System for Award Management (SAM). SAM information must be updated every 6 months!

Application Vs. Authorized Award Activities



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

Application Vs. Authorized Award Activities



Continued from previous slide

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

Presentation Topics



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Technical Assistance Budget (Schedule 2)



- Schedule 2 lists all authorized Technical Assistance Activities, which is based on requested items in the Recipient's application.
- Schedule 2 can be thought of as the award budget.
- The CDFI Fund approves activities, not specific transactions.
 - Award funds can be expended on activities different than those requested in the application without prior CDFI Fund approval.
 - More information on this process is provided in the next section of the presentation.

General Award Terms & Conditions (Schedule 3): Authorized Activities



- Award funds can be spent on the following Authorized Activities outlined in the General Terms & Conditions (GT&C) section of the Assistance Agreement:
 - Personnel Compensation (Salary and Fringe Benefits), Travel, Training and Education, Professional Services, Supplies, and Equipment.
- The CDFI Fund reserves the right to require the Recipient to repay all or a portion of the award if the Recipient expends funds for an Activity(ies) that does not meet the criteria for allowable activities.

TA Authorized Activities



Activity	Direct Expense
Compensation	A Recipient may use a TA grant to cover the salary and/or the fringe benefits paid currently or accrued by the organization for services rendered by its permanent staff in carrying out a distinct project or for a set period during the performance period defined in the Assistance Agreement.
Training and Education	A Recipient may use a TA grant to acquire external training for its staff, volunteers, or board members in order to increase the effectiveness of its existing and future administrative operations and programs by developing its human capital.
Travel	A Recipient may use a TA grant to cover travel expenses for staff, consultants, or board members. Allowable travel-related expenses include air or train fare, lodging, mileage, rental cars, taxi and subsistence (e.g. meals). Travel expenses must be reasonable and consistent with the Recipient's own travel policies.

TA Authorized Activities



Activity

Direct Expense

Professional Services

A Recipient may use a TA grant to pay for professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and ho are not officers of employees of the Recipient, subject to the applicable provisions of the Uniform Requirements. Payment for a consultant’s services may not exceed the daily equivalent of the current maximum rate paid to an Executive Schedule Level IV Federal employee.

Equipment

A Recipient may use a TA grant to pay for tangible personal property, having a useful life of more than one year and a per-unit acquisition cost of at least \$5,000 and subject to the applicable provisions of the Uniform Requirements.

Supplies

A Recipient may use a TA grant to acquire tangible personal property with a per unit acquisition cost of less \$5,000 and subject to the applicable provisions of the Uniform Requirements. A laptop is a considered a Supply if the acquisition cost is than \$5,000, regardless of the length of its useful life.

General Award Terms & Conditions (Schedule 3): Authorized Activities



- Indirect Costs as described in section 2 C.F.R. 200.56 of the Uniform Requirements are **not allowable**.
 - Costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a specific sponsored project.
 - Indirect costs typically include salaries of staff not directly tied to the provision of Financial Products, depreciation expenses, interest to pay off debt, equipment and capital improvement, and maintenance expenses.
 - For example, the salary for maintenance staff in the building where loans are provided is an indirect expense, and not allowable.

Indirect Costs Example



- A TA applicant requested and received a \$100,000 award.
- One of the requested items was \$15,000 for rent expenses, which are defined as indirect costs.
- Indirect costs are not allowable under the CDFI and NACA Programs.
- The TA Recipient must use this \$15,000 for an eligible, authorized activity instead of the proposed rent expenses.

Authorized Activity Questions



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

Presentation Topics



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Making Changes to an Assistance Agreement



- Changes can be made to your Assistance Agreement through an Amendment process.
 - An Amendment allows the terms of the Assistance Agreement to be amended, modified, or supplemented only by the mutual written consent of the Recipient and the CDFI Fund.
 - Amendment requests must be received by the CDFI Fund in writing via a Service Request through the Recipient's AMIS account.
 - Amendments need to be approved by the CDFI Fund.

Making Changes to an Assistance Agreement



Continued from the Previous Slide

- Amendment Requests must be received with all required documentation no later than 60 days prior to the effective date of the change and no later than 60 days prior to the end of the Period of Performance.
- The Recipient must include justification for the amendment when it submits the amendment request to the CDFI Fund.
- The following slides explain when you may need to request an Amendment.

Making Changes to an Assistance Agreement



- You need to request an Amendment (Section 7.9 of the Assistance Agreement) if you:
 - Want to change your organization’s Fiscal Year End, or business structure.
 - Are unable to meet specific Performance Goals and Measures.
 - Need additional time to complete Performance Goals and Measures for which the award funds have been expended.
 - Adding a Co-Recipient to the Assistance Agreement (Sponsoring Entity NACA Recipients only).

Making Changes to an Assistance Agreement



Continued from the previous slide

- Note: Amendments other than those to change the Recipient's fiscal year end and adding a Co-Recipient in the case of a Sponsoring Entity Recipient will be permitted on a limited basis at the discretion of the CDFI Fund.

Making Changes to an Assistance Agreement



- Per Schedule 3, Section 7.9, the following can be done without an Amendment:
 - Transfer funds between Authorized Activities;
 - Eliminating or Adding an Authorized Activity;
 - Use cost savings from one Authorized Activity for a new Authorized Activity; and/or
 - Making a organizational name change. Please submit a Service Request in AMIS requesting this change be made.

Making Changes without needing an Amendment: Example



Continued from the previous slide

- Example: A small business loan fund Recipient received \$100,000 for compensation, and equipment activities. The Recipient planned on using TA funds to pay a portion of the salary of its current Lending Officer and a new copier machine for the office. However, after a few months into their performance period, the Recipient realizes the TA funds for the copier would be better spent on an underwriting training for the Lending Officer. The Recipient can spend the funds this way even though they indicated otherwise in their application.

Making Changes without an Amendment

Example



Continued from the previous slide

- Since Training is an Authorized Activity, the Recipient can use the funds for that Activity without requesting an Amendment.
- In this sense, the TA Authorized Activities are interchangeable.
- Generally, as long as the uses fall into one of the Authorized Activities, are allowable under and Uniform Administrative Requirements, and build your organization's capacity to meet your strategic goals and serve your target market(s), then a modification can be made without an amendment.

Additional Presentations



- Please view the following materials for more information about 2017 CDFI Program awards:
 - 2017 CDFI and NACA Financial Assistance Award Compliance
 - HFFI 2017 Financial Assistance Award Compliance
 - Payments for 2017 Financial Assistance and Technical Assistance

Contact Information



- For questions on general terms and conditions of an award, and allowable uses of funds, contact the CDFI and NACA Program office:
 - Submit a Service Request via AMIS;
 - 202-653-0421, option #1;
 - You may also contact your assigned Program Portfolio Manager, designated in your FY 2017 award record in AMIS.

Contact Information



- For questions on reporting requirements or allowable uses of funds:
 - Submit a Service Request through AMIS to the Certification, Compliance Monitoring and Evaluation (CCME) Office

Thank You



This concludes the presentation.

Thank you for viewing!