



Getting Acquainted with Your FY 2019 Technical Assistance Award Assistance Agreement

CDFI Program and NACA Program

Presentation Purpose



- The purpose of this presentation is to help FY 2019 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.
- Provide information about modifying or amending your Assistance Agreement.

Presentation Topics



Assistance Agreement Overview

Assistance Agreement Availability

Assistance Agreement Components

Other Important Assistance Agreement Information

Authorized 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 prior to receiving their initial payment.

Assistance Agreement Overview



- The Assistance Agreement contains the following key components:
 - Annual Reporting requirements and associated deadlines;
 - Performance Goals & Measures (PG&Ms);
 - Eligible Activities for award funds; and
 - 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 from year to year.
 - Recipients must adhere to reporting requirements, PG&Ms, and associated deadlines.
- Recipients should keep a copy of their Assistance Agreement on file.
 - A copy of the Assistance Agreement may be found in your organization's 2019 TA award record, which is stored in the CDFI Fund Awards Management Information System (AMIS).
- Recipients should create a calendar reminder with due dates for reports. You may use the reporting schedule in AMIS to find the report due dates.

Assistance Agreement Overview



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

Assistance Agreement Overview



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

Assistance Agreement Overview



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

Assistance Agreement Overview



- 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 Program Only).

Presentation Topics



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Assistance Agreement Notification



- An e-mail notification is sent when the Assistance Agreement is available in each Recipient's AMIS account.
 - The e-mail will be sent to the Authorized Representative and Point(s) of Contact listed in the Recipient's FY 2019 TA Application as well as those listed as Authorized Representatives in a Recipient's Organization Profile.
 - The e-mail will contain three attachments – the *Transmittal Letter*, *Instructions for Accessing and Signing the Assistance Agreements in AMIS*, and *Certificate of Good Standing Instructions* – that provide detailed instructions regarding the award closing process.

Assistance Agreement Notification



- The Assistance Agreement will be available in the Notes & Attachments section of the Recipient's award record in AMIS.
- To ensure you receive e-mail communications, AMIS@cdfi.treas.gov should be listed as a safe sender by your e-mail system.

Assistance Agreement Process



- This slide highlights the steps to finalize the Assistance Agreement (AA) and receive award payment.

Step 1: Recipient receives e-mail notification that the AA is available in AMIS



Step 2: Recipient reviews and signs the AA, submits required documents



Step 3: Compliance review is completed for prior recipients



Step 4: Program Manager countersigns AA, payment processing begins



Step 5: Recipient receives e-mail notification that countersigned AA cover page is available in AMIS



Step 6: Recipient receives initial payment

Presentation Topics



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Assistance Agreement Components



- This section discusses key components to the Assistance Agreement, such as:
 - Annual Reporting Requirements;
 - PG&Ms;
 - Screenshots of relevant and frequently referenced pages and Schedules.
- Note: Screenshots are provided to familiarize and orient Recipients with the Assistance Agreement. Please note that your customized Assistance Agreement may differ in format and content.

Assistance Agreement Cover Page



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND ASSISTANCE AGREEMENT	
Recipient: [2]	CDFI Fund Award Number: [1] DUNS Number: Employer Identification Number:
Address:	
Applicable Program: [CDFI/NACA] Program CFDA Number: Date of Applicable NOFA: 4/5/2019	Announcement Date (Period of Performance Date):
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 2, and made a material part hereof; and (ii) the award of Assistance shall be further subject to the terms, conditions, requirements, certifications and representations set forth in all such additional schedules that are attached hereto and constitute a material part hereof. In witness whereof, the parties hereto do hereby execute and enter into this Assistance Agreement.	
Community Development Financial Institutions Fund	[2]
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:	
* 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 Non-profit Recipient must complete an annual Single Audit pursuant to the Uniform Requirements (2 CFR 200.500) if it expends \$750,000 or more in Federal awards in its fiscal year, or such other dollar threshold established by OMB pursuant to 2 CFR 200.500. If a Single Audit is required, it must be submitted electronically to the Federal Audit Clearinghouse (FAC) per the schedule in Section 1-B of the Assistance Agreement.
Financial Statement Audit Report (Non-profit Recipients including Insured Credit Unions and State-Insured Credit Unions)	A Non-profit Recipient (including Insured Credit Unions and State-Insured Credit Unions) must submit a Financial Statement Audit (FSA) report in AMIS, 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 Requirements or otherwise prepared at the request of the Recipient or parties other than the CDFI Fund.
Financial Statement Audit Report (For-profit Recipients)	For-profit Recipients must submit a FSA report in AMIS, along with the Recipient's statement of financial condition audited or reviewed by an independent certified public accountant.

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



Report

Description

Financial Statement Audit Report (DIHC and Insured Depository Institution)

If the Recipient is a DIHC or an Insured Depository Institution, it must submit a FSA report in AMIS.

Financial Statement Audit Report (Sponsoring Entities)

A Sponsoring Entity must submit a FSA report in AMIS, along with a 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 Sponsoring Entity to conduct or arrange for additional audits not otherwise required under Uniform Requirements or otherwise prepared at the request of the Sponsoring Entity or parties other than the CDFI Fund.

Performance Progress Report (PPR)

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

Uses of Award Report

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

Annual Report Submission Deadlines (Schedule 1-B)



Report

Due

Single Audit Report

Nine (9) months after the end of each year of the Period of Performance

Financial Statements Audit Report

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

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

Performance Goals & Measures (Schedule 1-C)



- Performance Goals & Measures (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 described 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.

Performance Goals & Measures (Schedule 1-C)



- The following information is an overview of Technical Assistance PG&Ms. Each Assistance Agreement will specify which PG&Ms are applicable to your organization.
 - 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: A Sponsoring Entity Recipient must establish a legal entity that will be certified as a CDFI and add it as a co-Recipient to its Assistance Agreement.
 - Goal 3, Measures 1 or 2: The Recipient (or legal entity created by the Recipient in the case of a Sponsoring Entity Recipient) must submit its CDFI certification application to the CDFI Fund and obtain certification as a CDFI by the end of the Period of Performance.

Performance Goals & Measures (Schedule 1-C)



Goal and Measure Numbers	Goal 1 Measure		
1-1 1-2 1-3 [Certified TA, NACA TA, NACA Sponsoring Entities, Uncertified] TA, NACA TA] [Applicable/Not Applicable]	Build capacity through Technical Assistance: At the end of the first year of the Period of Performance and at the end of the Period of Performance, the recipient must expend the Technical Assistance for Authorized Technical Assistance Activities pursuant to Section 3.8 of Schedule 2 (General Award Terms and Conditions) in an amount equal to or greater than the amounts specified below:		
		% of Total TA Award	Dollar Amount of TA to be expended (\$)
	Period of Performance, Year 1	90% of Initial TA Payment	\$XXXX
	Period of Performance End Date	100% of Total TA Award	\$XXXX

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

Description of PG&M

Applicable Benchmarks

Presentation Topics



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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).
 - Maintain 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!**
 - If the entire amount of the award is not disbursed in the initial payment, Recipients must submit a Subsequent Payment Request at least 30 days prior to the end of the Period of Performance.

Application Vs. Authorized Award Activities



- Even though a Recipient may have 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



- **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.

CDFI Certification Requirement



- Certified CDFIs that receive a TA award are required to maintain CDFI certification throughout the Period of Performance of its award.
- Certified CDFIs are required to submit an Annual Certification Report (ACR) as a condition of maintaining CDFI certification.
- Please review Section 5.7 of the Assistance Agreement General Terms & Conditions for additional information.

Material Events



- You must advise the CDFI Fund of certain Material Events that occur during the Period of Performance of your Assistance Agreement.
 - If a Material Event occurs, your organization must notify the CDFI Fund by submitting a Material Event Form via a Service Request initiated in your organization’s AMIS account.
 - The form must be submitted within 30 days of the occurrence of a material event.
 - Please review section 5.8 of the General Terms and Conditions of your Assistance Agreement for additional information.

Presentation Topics



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General Award Terms & Conditions (Schedule 2): Authorized TA Activities



- The TA Assistance Agreement no longer contains a table with authorized Technical Assistance activities and corresponding dollar amounts.
- However, Recipients must still use Technical Assistance for an authorized Technical Assistance activity. Authorized Technical Assistance Activities are:
 - Compensation (Personal Services)
 - Compensation (Fringe)
 - Training and Education
 - Travel
 - Professional Services
 - Equipment
 - Supplies
 - Incorporation Costs (*Sponsoring Entities only*)
- 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.

General Award Terms & Conditions (Schedule 2): Authorized Activities



- 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 unallowable activity.

TA Authorized Activities



Activity

Direct Expense

Compensation (Personal Services)

TA paid to cover all remuneration, paid currently or accrued, for services of Applicant's employees rendered during the Period of Performance under the TA grant in accordance with section 200.430 of the Uniform Requirements.

Compensation (Fringe Benefits)

TA paid to cover allowances and services provided by the Applicant to its employees as compensation in addition to regular salaries and wages, in accordance with section 200.431 of the Uniform Requirements. Such expenditures are allowable as long as they are made under formally established and consistently applied organizational policies of the Applicant.

Training and Education

TA used to pay the cost of training and education provided by the Applicant for employees' development in accordance with section 200.472 of the Uniform Requirements. TA can only be used to pay for training costs incurred by the Applicant's employees. Training and education costs may not be incurred by the Applicant's consultants. (does not include board members).

Travel

TA used to pay costs of transportation, lodging, subsistence, and related items incurred by the Applicant's personnel who are on travel status on business related to the TA award, in accordance with section 200.474 of the Uniform Requirements. Travel costs do not include costs incurred by the Applicant's consultants who are on travel status. Any payments for travel expenses incurred by the Applicant's personnel but unrelated to carrying out the purpose of the TA grant would be deemed unallowable. As such, documentation must be maintained that justifies the travel as necessary to the TA grant.

TA Authorized Activities



Activity

Direct Expense

Professional Services

TA used to pay for professional and consultant services (e.g. such as strategic and marketing plan development), rendered by persons who are members of a particular profession or possess a special skill (e.g., credit analysis, portfolio management), and who are not officers or employees of the Applicant, in accordance with section 200.459 of the Uniform Requirements. Payment for a consultant's services may not exceed the current maximum of the daily equivalent rate paid to an Executive Schedule Level IV Federal employee. Professional and consultant services must build the capacity of the CDFI. For example, professional services that provide direct development services to the customers does not build the capacity of the CDFI to provide those services and would not be eligible.

Equipment

TA used 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, in accordance with section 200.33 of the Uniform Requirements. For example, items such as office furnishings and information technology systems are allowable as Equipment costs. The Applicant must comply, as applicable, with the Buy American Act of 1933, 41 U.S.C. 8301–8303 with respect to the purchase of Equipment.

Supplies

TA used to pay for tangible personal property with a per unit acquisition cost of less than \$5,000, in accordance with section 200.94 of the Uniform Requirements. For example, a desktop computer costing \$1,000 is allowable as a Supply cost. The Applicant must comply, as applicable, with the Buy American Act of 1933, 41 U.S.C. 8301–8303 with respect to the purchase of Supplies.

Incorporation Costs

TA used to pay for incorporation fees in connection with the establishment or reorganization of an organization as a CDFI, in accordance with section 200.455 of the Uniform Requirements. Incorporation Costs are allowable for NACA Program Sponsoring Entity Applicants only.

General Award Terms & Conditions (Schedule 2): 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 Cost Example



- A TA applicant requested and received a \$100,000 award.
- In the application, the applicant requested \$15,000 to pay rent for the organization. Rent expenses are defined as indirect costs.
- Indirect costs are not allowable under the CDFI Program and NACA Program.
- The TA Recipient must use this \$15,000 for an eligible, authorized TA Activity instead of the proposed rent expenses.

Authorized Activity Questions



- If you are considering expending TA award funds on something that does not fit neatly into the TA 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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Authorized Technical Assistance Activities

Making Changes to an Assistance Agreement

Making Changes to an Assistance Agreement



- Before an Assistance Agreement has been executed, Recipients have the opportunity to request a modification to their Assistance Agreement.
 - Modifications must be requested by submitting a Service Request and completing the Request Change form in AMIS.
- In accordance with Section 7.9 of the Assistance Agreement, a Recipient may request an Amendment after their Assistance Agreement has been executed.
 - Amendments requests must be submitted via a Service Request in AMIS.
- The CDFI Fund will approve modification and/or amendment requests on a limited basis at its own discretion. Recipients should not assume that all modification and/or amendment requests that are submitted will be approved.

Additional Information



- Continue to monitor the CDFI Program and Native Initiatives sections of www.cdfifund.gov in order to access additional guidance and webinars regarding the FY 2019 CDFI and NACA Program Assistance Agreements.
- These materials will be posted to the [Step 4: Closing and Disbursement](#) page of both the CDFI Program and Native Initiatives sites.
- Additional guidance material regarding AMIS, compliance reporting, performance reporting, and certification reporting can be found [here](#).

Contact Information



- For questions regarding general terms and conditions of an award, reporting requirements, or allowable uses of funds, please submit a Service Request in AMIS.

Thank You



This concludes the presentation.

Thank you for viewing!