



DEPARTMENT OF THE TREASURY
COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND
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FY 2012 NACA Program Responses to Frequently Asked Questions

The CDFI Fund's responses to the following Frequently Asked Questions are intended to help NACA Program applicants answer questions that often arise as they are completing FY 2012 applications. We have gathered these questions over the years and update them each year before the NOFA is released.

However, we may also update these questions while a funding round is open. If we do so, we will issue a notification on our website letting applicants know new questions have been added. We will list the new questions and answers in a new table on this page, along with the date they were added. You are also encouraged to check back on occasion during a funding round to see if new questions have been added.

<i>Updated FAQs (following questions updated as of January 6, 2012)</i>		
#	Questions	Link to Responses
1	How does the CDFI Fund's FY 2012 appropriation impact matching funds requirements for the current NACA Program application round?	▶ Response to Question 1
2	Are Matching Funds required for this year's Financial Assistance Program?	▶ Response to Question 2
3	Are Matching Funds required for the HFFI-FA Program?	▶ Response to Question 3
4	I am a credit union applicant and noticed that the second historic period column for the Total Liabilities line item in Table M2 is calculating incorrectly. Also, some of the financial ratios in Table N2 calculate incorrectly for the second historic period. What should I do?	▶ Response to Question 4
5	The fillable PDF lists my current fiscal year end as 2011 in Tables J, M, and N, regardless of what fiscal year end I enter into Part II Eligibility, Question 1g. What should I do since I can't manually change the years in those tables?	▶ Response to Question 5

6	How does the Transparency Act affect me if I receive an award?	▶ Response to Question 6
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#	Question – November 14, 2011	Link to Responses
General		
1	What are the major changes for FY 2012?	▶ Response to Question 1
2	Where do I enter the application narrative in the NACA Program Combined Application?	▶ Response to Question 2
3	What is the Material Events form, when is an Applicant required to submit one, and where does it get submitted?	▶ Response to Question 3
4	What font size should be used for the FA or TA application?	▶ Response to Question 4
5	What fields need to be filled out in the SF-424?	▶ Response to Question 5
6	Where do Applicants list impacts in the FY 2012 Application?	▶ Response to Question 6
7	Does the “Investment Area” column in Table E refer to the CDFI Fund defined Investment Area?	▶ Response to Question 7
8	Are Applicants allowed to change dates on the Tables in the NACA Program Combined Application to reflect our fiscal year ending period?	▶ Response to Question 8
9	Should I use character, word, or page limits for the FA or TA application narrative?	▶ Response to Question 9
10	How does the CDFI Fund define the “Primary Line of Business” in Question 6a of Part II, Eligibility?	▶ Response to Question 10
11	How should I describe my track record if I am a new organization without much history of activity?	▶ Response to Question 11
12	Can an Awardee receive a NACA Program Award and a CDFI Program Award in the same funding round?	▶ Response to Question 12
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13	Are Matching Funds required for this year’s Financial Assistance Program?	▶ Response to Question 13
14	Can a Bank Enterprise Award (BEA) be used to help meet the matching requirement?	▶ Response to Question 14
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18	If the Applicant is having difficulty submitting its application through Grants.gov, can the CDFI Fund help resolve the issue?	▶ Response to Question 18

#	Question – November 14, 2011	Link to Responses
19	If the Applicant is having technology problems shortly before the application is due, who should it call?	▶ Response to Question 19
20	Will the CDFI Fund have staff available to help answer questions between 5 p.m. Eastern Time and midnight?	▶ Response to Question 20
21	How will I know that I have successfully submitted the application?	▶ Response to Question 21
22	Do I need a myCDFIFund account in addition to a Grants.gov account?	▶ Response to Question 22
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29	If the Applicant is considering changing its Target Market; should it do so before applying for the FY 2012 funding round?	▶ Response to Question 29
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<i>NACA Program Uses and Rules</i>		
32	Can NACA Program funds be used for new construction, e.g., building a new branch office?	▶ Response to Question 32
33	If the Applicant received an FY 2011 NACA Program award, is it eligible to receive one in the FY 2012 funding round?	▶ Response to Question 33
34	How is "Operations" defined as an eligible use of FA funds and what are some examples?	▶ Response to Question 34
35	If the Applicant gets an award, can it transfer the award to an affiliate or subsidiary later?	▶ Response to Question 35
36	Can an Awardee share an award with an Affiliate or subsidiary; allowing the awardee to be a Co-Awardee?	▶ Response to Question 36

Responses

#	Question – January 6, 2012	Link to Responses
<i>Updated FAQs (following questions updated as of January 6, 2012)</i>		
1	<p>How does the CDFI Fund’s FY 2012 appropriation impact matching funds requirements for the current NACA Program application round?</p> <p>Congress has waived matching funds requirements for Native American CDFI Assistance (NACA) Program Financial Assistance applicants. This means that all NACA Financial Assistance (FA) awards will be grants for this fiscal year. Technical Assistance (TA) applicants are not required to submit matching funds documentation.</p>	▶ Question 1
2	<p>Are matching funds required for this year’s Financial Assistance component of the NACA Program?</p> <p>Congress has waived matching funds requirements for NACA Program Financial Assistance applicants. This means that all NACA FA awards will be grants for this fiscal year. TA applicants are not required to submit matching funds documentation.</p>	▶ Question 2
3	<p>Are matching funds required for the HFFI-FA Program?</p> <p>Healthy Food Financing Initiative – Financial Assistance (HFFI-FA) applicants are required to submit documentation evidencing receipt of eligible matching funds, as described in the FY 2012 NOFA. Applicants should not submit matching funds documentation for HFFI-FA awards with their NACA Program FA applications. HFFI-FA applicants must submit their matching funds documentation along with the HFFI-FA supplemental questionnaire submission.</p> <p>As stated in the NOFA, the CDFI Fund requires that 25 percent of the matching funds requirement be funds that are either in-hand or committed at the time the application is submitted. Please see the NOFA for more information on matching funds as related to the HFFI-FA Program.</p>	▶ Question 3
4	<p>I am a credit union applicant and noticed that the second historic period column for the Total Liabilities line item in Table M2 is calculating incorrectly. Also, some of the financial ratios in Table N2 calculate incorrectly for the second historic period. What should I do?</p>	▶ Question 4

#	Question – January 6, 2012	Link to Responses
	<p>Please enter the applicable financial information from your 5300 Call report for all line items in Table M2.</p> <p>The CDFI Fund will score this line item and impacted ratios during the review process.</p>	
5	<p>The fillable PDF lists my current fiscal year end as 2011 in Tables J, M, and N, regardless of what fiscal year end I enter into Part II Eligibility, Question 1g. What should I do since I can't manually change the years in those tables?</p> <p>Please treat these tables as if all fiscal years were one year forward. In “Part V: Narratives”, you can insert one sentence to clarify for the reviewer that Tables J, M, and N should be read as if the current fiscal year is 2012. Based on what is listed in Part II, Question 1g, the CDFI Fund will know what the correct fiscal year end is and will score all applicants accordingly.</p>	<p>▶ Question 5</p>
6	<p>How does the Transparency Act affect me if I receive an award?</p> <p>As required by the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act or FFATA) and its 2008 amendments, all Federal agencies must report their financial assistance activities on a public website, USASpending.gov, in order to provide the public with greater access to information about Federal spending. USASpending.gov displays data about prime awards, including contracts, grants, loans, awards, cooperative agreements, and other forms of Federal financial assistance reported by agencies, including the CDFI Fund.</p> <p>Federal grant awardees have requirements to report first-tier subaward and executive compensation information, as prescribed below:</p> <ol style="list-style-type: none"> 1. Executive Compensation Reporting: Report on the compensation of the five most highly paid people within the Awardee’s organization if: <ul style="list-style-type: none"> ○ the total Federal funding authorized under this award is \$25,000 or more; ○ in the preceding fiscal year, the Awardee received: <ol style="list-style-type: none"> ii. 80 percent or more of annual gross revenues from Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320: and ii. \$25 million or more in annual gross revenues from Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and 	<p>▶ Question 6</p>

#	Question – January 6, 2012	Link to Responses
	<p data-bbox="347 237 1101 306">○ the public does not have access to information about the compensation of executives through periodic report filings.</p> <p data-bbox="298 348 1138 489">2. Subaward Reporting: Per the terms and conditions of the Assistance Agreement, Awardees are prohibited from subawarding their awards, so this reporting requirement is not applicable.</p> <p data-bbox="250 531 1101 636">If the information is publicly available through the Form 990, then Awardees do not have to provide additional information under the Transparency Act.</p> <p data-bbox="250 678 1125 819">Awardees must report executive compensation as part of their registration profile at http://www.ccr.gov. This information must be reported by the end of the month following the month in which the award is made, and annually thereafter.</p>	

#	Question – November 14, 2011	Link to Responses
General		
1	<p>What are the major changes for FY12?</p> <p>a. NACA Program Combined Application is a fillable PDF - The narrative and charts are no longer in a Word and Excel document but together in the fillable PDF. The same PDF is used for both FA and TA applicants.</p> <p>b. Emerging Eligibility Questionnaire is no longer needed - Please see Q31.</p> <p>c. NACA FA Applicants can indicate interest for HFFI-FA funding this year by selecting “FA-HFFI” in Part I, Question 5 of the NACA Program Combined Application.</p>	▶ Question 1
2	<p>Where do I enter the application narrative in the NACA Program Combined Application?</p> <p>The application narrative is entered at the end of the NACA Program Combined Application, under Part V, Narratives.</p>	▶ Question 2
3	<p>What is the Material Events form, when is an Applicant required to submit one, and where does it get submitted?</p> <p>All certified Applicants must submit a Certification of Material Events Form to identify any occurrence that affects the organization’s strategic direction, mission, or business operation and, thereby, its status as a CDFI. The form and additional guidance can be found on the CDFI Fund Certification Web page. Please see the FY 2012 NACA Program Notice of Funding Availability (NOFA) for more details related to the submittal instructions.</p>	▶ Question 3
4	<p>What font size should be used for the FA or TA application?</p> <p>The NACA Program Combined Application (fillable PDF) automatically defaults to pre-set font settings.</p>	▶ Question 4
5	<p>What fields need to be filled out in the SF-424?</p> <p>For the SF-424, Applicants should only fill out the fields highlighted in yellow as mandatory. In addition, the form allows an electronic signature – so applicants do not need to</p>	▶ Question 5

#	Question – November 14, 2011	Link to Responses
	print/sign/scan the form as they used to in previous NACA Program funding rounds.	
6	<p>Where do Applicants list impacts in the FY 2012 Application?</p> <p>Applicants can discuss impacts in various sections of the narrative, including the Executive Summary and Question 6b, Organizational Capacity.</p>	▶ Question 6
7	<p>Does the “Investment Area” column in Table E refer to the CDFI Fund defined Investment Area?</p> <p>Yes, the “Investment Area” column in Table E refers to the CDFI Fund defined Investment Area of an Applicant’s Target Market. Applicants with a certified Investment Area Target Market should identify the percentage going into these areas.</p>	▶ Question 7
8	<p>Are Applicants allowed to change dates on the Tables in the NACA Program Combined Application to reflect our fiscal year ending period?</p> <p>No. The dates in the tables will populate based on the fiscal year information entered for the application funding round.</p>	▶ Question 8
9	<p>Should I use character, word, or page limits for the FA or TA Application Narrative?</p> <p>The fillable PDF document automatically caps characters for each question. Each question in the Application Guidance lists the character limits for that particular question.</p>	▶ Question 9
10	<p>How does the CDFI Fund define the “Primary Line of Business” in Question 6a of Part II, Eligibility?</p> <p>The CDFI Fund intends for Applicants to define what loan or investment activity constitutes the majority of their overall community and economic development lending activity.</p>	▶ Question 10
11	<p>How should I describe my track record if I am a new organization without much history of activity?</p> <p>Organizations without a history of activity should explain in depth their plan for providing financial products and services to their Target Market, including their overall business plan</p>	▶ Question 11

#	Question – November 14, 2011	Link to Responses
	that will lead to sustainable operations.	
12	<p>Can an Awardee receive a NACA Program Award and a CDFI Program Award in the same funding round?</p> <p>No. Although certified Native CDFIs have the option to apply for FA or TA under the CDFI Program, NACA Program, or both, only one award will be given to an awardee per each funding round.</p>	▶ Question 12
Matching Funds		
13	<p>Are matching funds required for this year’s Financial Assistance Program? (Updated as of January 6, 2012)</p> <p>Congress has waived matching funds requirements for Native American CDFI Assistance (NACA) Program Financial Assistance applicants. This means that all NACA Financial Assistance (FA) awards will be grants for this fiscal year. Technical Assistance (TA) applicants are not required to submit matching funds documentation.</p>	▶ Question 13
14	<p>Can a Bank Enterprise Award (BEA) be used to help meet the matching requirement?</p> <p>If the Applicant is a bank or thrift that received a BEA award, the BEA award cannot be used as reserves to satisfy the matching requirement. However, an investment may qualify to be used to meet the matching requirement if an Applicant is not a bank or thrift and receives a qualifying BEA investment from a bank or thrift. Also of note, Applicants cannot use matching funds from a prior FA award under the NACA or CDFI Program or under another Federal grant or award program to satisfy the matching funds requirement of this founding round. The CDFI Fund encourages Applicants to review the Regulations at 12 C.F.R. §1805.500 et seq. and matching funds guidance materials on the CDFI Fund’s website for further information.</p>	▶ Question 14
Healthy Food Financing Initiative – Financial Assistance Program (HFFI-FA)		
15	<p>Are matching funds required for the Healthy Food Financing Initiative – Financial Assistance Program (HFFI-FA)? (Updated as of January 6, 2012)</p> <p>Healthy Food Financing Initiative – Financial Assistance</p>	▶ Question 15

#	Question – November 14, 2011	Link to Responses
	<p>(HFFI-FA) applicants are required to submit matching funds, as described in the FY 2012 NOFA. Applicants should not submit matching funds documentation for HFFI-FA awards with their NACA Program FA applications. HFFI-FA applicants must submit their matching funds documentation with their HFFI-FA supplemental questionnaire submission.</p> <p>As stated in the NOFA, the CDFI Fund requires that 25 percent of the matching funds be either funds that are in-hand or committed at the time the application is submitted. Please see the NOFA for more information on matching funds regarding the HFFI-FA Program.</p>	
16	<p>How will the HFFI-FA Program be scored?</p> <p>Scoring will be based on the Applicant’s responses to the Supplemental Questionnaire for HFFI-FA, which will be released separately and at a later date than the CDFI Program Application. Thus, it is essential for HFFI-FA Applicants to indicate in their intent to apply for HFFI in the FA Application. [?] Similar to FA funding, HFFI-FA is a competitive process based on the needs of an applicant’s market, the quality of their products and services, and the capacity for implementation.</p>	▶ Question 16
17	<p>Can an Applicant get both a FA award and a HFFI-FA award?</p> <p>Yes. Please refer to the FY 2012 NACA Program NOFA and Application. The CDFI Fund reserves the right to award applicant a FA award, a HFFI-FA award, both a FA and HFFI-FA award, or no award.</p> <p>In particular for HFFI-FA, Applicants are encouraged to request an amount which they believe can be used to finance their activities and which they believe can be committed within two years of an award and fully expended within three years of the date of the Assistance Agreement.</p>	▶ Question 17
Grants.Gov & IT		
18	<p>If the Applicant is having difficulty submitting its application through Grants.gov, can the CDFI Fund help resolve the issue?</p> <p>The CDFI Fund cannot help resolve the issue. The CDFI</p>	▶ Question 18

#	Question – November 14, 2011	Link to Responses
	<p>Fund does not maintain the Grants.gov registration or submittal process, so Applicants must contact Grants.gov directly for issues related to application submission process. Please make sure to register and submit early to reduce last minute mishaps. The CDFI Fund will only accept applications through Grants.gov.</p>	
19	<p>If the Applicant is having technology problems shortly before the application is due, who should it call?</p> <p>Call Grants.gov at 1-800-518-4726 regarding technology problems shortly before the deadline (within three days of the due date). Grants.gov’s hours of operation are 24 hours a day, 7 days a week. Grants.gov is closed on federal holidays. Be sure to notate and save your Grants.gov tracking and/or case number that you may receive during the call.</p>	▶ Question 19
20	<p>Will the CDFI Fund have staff available to help answer questions between 5 p.m. Eastern Time and midnight?</p> <p>No. The CDFI Fund will not have Program staff available on the day the application is due between 5 p.m. Eastern Time and midnight.</p> <p>The CDFI Fund will respond to questions and provide support concerning the NOFA and the application between 9:00 a.m. and 5:00 p.m. Eastern Time, starting the date the NOFA is published through three business days prior to the application deadline.</p>	▶ Question 20
21	<p>How will I know that I have successfully submitted the application?</p> <p>When you are ready to submit the Application package, you must have Internet access. The person who is registered with Grants.gov as the applicant’s Authorized Organization Representative (AOR) must be logged into his/her Grants.gov account. (If the AOR is not logged into his/her Grants.gov account, but is connected to the Internet, after pressing the Submit button, the AOR will be asked to log into his/her Grants.gov account.)</p> <p>Upon successful submission, the AOR will receive an automated email confirming receipt of an Application package and stating that the package is being validated. It</p>	▶ Question 21

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	<p>can take Grants.gov several hours, possibly a couple of days, to generate this automated email.</p> <p>Since this is the only way to know whether your package was submitted successfully, the CDFI Fund strongly encourages you to submit your application early. If you do not receive the Grants.gov email within one hour of pressing the submit button, you should call the Grants.gov Help Desk at 1-800-518-4726 to confirm that the package has been received.</p> <p>Once your package has been validated, you will receive a second message notifying you that your application has been validated and sent to the CDFI Fund. If you do not receive such validation, it may mean your application has not been submitted properly. You are responsible for submitting your application properly.</p> <p>The CDFI Fund will not accept applications that are not submitted properly or after the deadline. Applicants are responsible for ensuring Grants.gov has successfully received their submittal.</p>	
22	<p>Do I need a myCDFIFund account in addition to a Grants.gov account?</p> <p>Yes. The CDFI Fund requires that you have opened an organization account on myCDFIFund with the same EIN as registered with Grants.gov. Go to www.CDFIFund.gov and click on "Log onto myCDFIFund" to access the system. Follow instructions in the "Help" tab to establish a new user and organization account. Applicants with existing accounts must ensure that staff and organizational contact information is updated since this will be used by the CDFI Fund as the primary means of communications with applicants.</p>	▶ Question 22
Central Contractor Registration (CCR)		
23	<p>Do I need to register in CCR?</p> <p>Yes. All applicants must register in CCR.</p>	▶ Question 23
24	<p>How do I register in CCR?</p> <p>For information regarding CCR registration, please visit the CCR homepage at https://www.bpn.gov/CCR/default.aspx. The CDFI Fund does not maintain the CCR registration process, so Applicants must contact CCR directly for issues</p>	▶ Question 24

#	Question – November 14, 2011	Link to Responses
	related to registration. Please make sure to register as soon as possible to reduce last minute mishaps.	
25	<p>How long until a new CCR registration is considered active?</p> <p>Please visit the CCR homepage at https://www.bpn.gov/CCR/default.aspx for information regarding new registrations. The CDFI Fund encourages you to ensure that your CCR registration is active prior to the application deadline. Please ensure your registration is active as soon as possible.</p>	▶ Question 25
26	<p>What are my yearly renewal requirements? How do I keep my record active?</p> <p>Please visit the CCR homepage at https://www.bpn.gov/CCR/default.aspx for information regarding yearly renewal requirements. The CDFI Fund encourages you to ensure that your CCR registration is up to date prior to the application deadline and to do so as soon as possible.</p>	▶ Question 26
CDFI Certification		
27	<p>Where can I find the CDFI Certification application?</p> <p>The CDFI Certification Application is found on the CDFI Fund Certification website as a PDF document. Please see the FY 2012 NACA Program NOFA for more details related to the submittal of a CDFI Certification Application.</p>	▶ Question 27
28	<p>Does an Applicant need to submit another Certification application if it is already certified?</p> <p>Not usually. In order to apply for a FA, a certified CDFI whose certification has not expired or been terminated, must submit a Certification of Material Events Form. The Material Events form is used to identify any occurrence that affects the organization’s strategic direction, mission, or business operation and, thereby, its status as a CDFI. This form and additional guidance can be found on the CDFI Fund Certification Web page.</p>	▶ Question 28
29	<p>If the Applicant is considering changing its Target Market; should it do so before applying for the FY 2012 funding round?</p>	▶ Question 29

#	Question – November 14, 2011	Link to Responses
	<p>All Applicants must describe the markets they serve, and discuss the needs of those markets. In general, CDFIs are not required to formally amend their Target Markets before they apply for funding.</p>	
30	<p>Where is the CDFI Certification checklist located?</p> <p>The Certification checklist is located in Part II, Question 2e of the Eligibility section in the fillable PDF. The checklist is applicable to non-certified CDFIs as of the application due date.</p>	<p>▶ Question 30</p>
31	<p>Do Applicants need to submit a separate Emerging Eligibility Questionnaire (if uncertified) for this year’s funding round?</p> <p>No, the Emerging Questionnaire is not required for this funding round. The CDFI Fund will determine if the Applicant is likely to become certified by examining the CDFI Certification checklist along with narrative in the CDFI Program Combined Application.</p>	<p>▶ Question 31</p>
<i>NACA Program Uses and Rules</i>		
32	<p>Can NACA Program funds be used for new construction, e.g., building a new branch office?</p> <p>No. NACA Program funds <u>CANNOT</u> be used for construction.</p>	<p>▶ Question 32</p>
33	<p>If the Applicant received an FY 2011 NACA Program award, is it eligible to receive one in the FY 2012 funding round?</p> <p>Yes, organizations with prior awards are eligible to apply in consecutive years as long as all requirements related to prior awardees, set forth in the NOFA, are met.</p>	<p>▶ Question 33</p>
34	<p>How is “Operations” defined as an eligible use of FA funds and what are some examples?</p> <p>As stated in the NOFA, Operations are funds that the Applicant will use to carry out its Comprehensive Business Plan and/or for related purposes that the CDFI Fund deems appropriate. Operations are an eligible use of FA funds.</p>	<p>▶ Question 34</p>

#	Question – November 14, 2011	Link to Responses
	<p>Examples of Operations expenses include, among others, staff salaries, training, travel, equipment and other capital purchases, and materials and supplies. Financial Products, Financial Services, Loan Loss Reserves, and Development Services are also eligible uses of FA, but are not considered Operations.</p> <p>Please note that with every FA award, regardless of whether it is used for Operations, the Awardee will be required to demonstrate that funds <i>equivalent</i> to at least 85 percent of the total FA award were deployed within the Target Market over the three year performance period, as set forth in the Assistance Agreement.</p>	
35	<p>If the Applicant gets an award, can it transfer the award to an affiliate or subsidiary later?</p> <p>No. As per the NOFA, FA awards must be used to support the Applicant’s activities; FA awards cannot be used to support the activities of, or otherwise be passed through, transferred, or co-awarded to, third-party entities, whether Affiliates, Subsidiaries, or others. The Applicant must be the CDFI. [this sentence seems incomplete]</p>	<p>▶ Question 35</p>
36	<p>Can an Awardee share an award with an affiliate or subsidiary; allowing the Awardee to be a Co-Awardee?</p> <p>No. The CDFI Fund will enter into an Assistance Agreement only with the entity that applies for an award. The entity which applies for and receives an award will be held to all of the performance, reporting, and compliance requirements under the Assistance Agreement.</p>	<p>▶ Question 36</p>