



DEPARTMENT OF THE TREASURY
COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND
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WASHINGTON, DC 20005

FY 2012 NACA Program

Overview of the Combined Application for Financial Assistance or Technical Assistance

OMB No. 1559-0021

CDFI-0001

Paperwork Reduction Act Notice

This submission requirements package is provided to Applicants for awards under the CDFI Program. The Estimated average burden associated with this collection of information is 50 hours per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Department of the Treasury, Community Development Financial Institutions Fund, 601 Thirteenth Street, N.W., Suite 200-South, Washington, DC 20005.

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

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FY 2012 NACA PROGRAM

GUIDE TO THE COMBINED APPLICATION FOR FA OR TA

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INTRODUCTION

NOTE: Capitalized terms (other than titles) are defined in the Notice of Funds Availability (NOFA) for the FY 2012 funding round, the NACA Program Regulations, and the CDFI Fund Program Glossary. You may download these documents from the CDFI Fund's website at www.cdfifund.gov. Please be aware that certain terms used throughout the NACA Program Application have meanings unique to the NACA Program.

Fiscal Year 2012 NACA Program

The Community Development Financial Institutions Fund (CDFI Fund) was established in 1994 to expand the capacity of financial institutions to serve populations and communities lacking adequate access to Financial Products and Financial Services. One of the primary ways that the CDFI Fund works to achieve that goal is by providing Financial Assistance (FA) and Technical Assistance (TA) to Community Development Financial Institutions (CDFIs) through its CDFI and NACA Programs.

This guide is intended to help you apply for an award through the Fiscal Year 2012 NACA Program using the Combined Application for Financial Assistance and Technical Assistance. Your Comprehensive Business Plan (CBP) is the key component that you will use when applying for an FA or a TA award. Please see the NOFA for all deadlines for submitting application information. Applications submitted late will not be considered for funding. We encourage you to submit your application well ahead of the deadline.

Types of Awards

The CDFI Fund will provide three types of awards through the Fiscal Year 2012 NACA Program:

- **Financial Assistance (FA):** Only certified CDFIs may receive an FA award. The CDFI Fund provides FA in the form of grants, loans, equity investments (including, in the case of Insured Credit Unions, Secondary Capital accounts), deposits, and Insured Credit Union Shares. The reporting period for an FA award is approximately three years as specified in each Awardee's Assistance Agreement.
- **Technical Assistance (TA):** Non-certified CDFIs may apply for TA. Certified CDFIs may apply either for FA or for TA, but not for both. You may request TA funds to build your organization's capacity, or, if your organization has not yet been certified as a CDFI, to help it become certified. TA awards are grant funds and do not require matching funds. You may use a TA grant for operating expenses such as personnel salaries and fringe benefits, training, travel, professional services, material and supplies, equipment, and other costs. You can find a detailed description of the TA Applicant categories and related application requirements can be found in Part I of this application

under “Technical Assistance Proposal.” The reporting period for a TA award is approximately two years, as specified in each Awardee’s Assistance Agreement.

- **Healthy Food Financing Initiative (HFFI-FA):** HFFI-FA awards are made to CDFIs to address the need for healthy foods in their Target Markets. The CDFI Fund will collaborate with the U.S. Departments of Agriculture (USDA) and Health and Human Services (HHS), to implement this initiative and to make the final award selections. In general, an HFFI-FA award is considered similar in nature to an FA award and is subject to the same guidelines, including eligible uses, as an FA awards.

If you wish to apply for an HFFI-FA award, you must complete the FA application. You must also indicate on **Part 1. Organizational Information; Question 5 - Request Award Type and Amount** that you are applying for an HFFI-FA award. If you indicate that you are applying for an HFFI-FA award, you will also be required to complete a supplemental questionnaire, which the CDFI Fund will distribute to only those HFFI-FA Applicants at a later date. *If you do not indicate that you are applying for a HFFI-FA award at the time your application is submitted, you will not receive the supplemental questionnaire and can not apply for an HFFI-FA award.* If you are not selected for an HFFI-FA award, you will still be considered for an FA award.

Eligibility Requirements

To be eligible to apply for an award under the FY 2012 funding round, you must meet certain eligibility requirements. The following table shows the types of organizations that are eligible to apply, the types of funding they are eligible to apply for, and the documents they must submit to ensure their eligibility. Please see the NOFA for additional information regarding application eligibility, including requirements for prior CDFI Fund Awardees or Allocates.

Please note that, at the time you submit your Application, your organization must be a duly organized and validly existing legal entity under the laws of the applicable jurisdiction (including a Tribal jurisdiction) in which it is incorporated or otherwise established.

Table 1 – Eligibility Information		
Applicant Type	Eligible For	What to Submit
Certified CDFIs - Any certified CDFI whose certification has not expired and that has not been notified by the CDFI Fund that its certification has been terminated.	FA or TA	<input type="checkbox"/> Certification of Material Event Form. Submit the Certification of Material Event Form to the CDFI Fund by Wednesday, December 21, 2011, in accordance with instructions on the CDFI Fund’s website. (The Form and related guidance are available on the CDFI Fund’s website at www.cdfifund.gov .) <input type="checkbox"/> Applicant Type Questionnaire

Table 1 – Eligibility Information		
Applicant Type	Eligible For	What to Submit
<p>Certifiable CDFIs - For purposes of this Application, a Certifiable CDFI is an entity from which the CDFI Fund receives a complete CDFI Certification Application no later than December 21, 2011 evidencing that the Applicant meets the requirements to be certified as a CDFI.</p> <p>Note: The CDFI Fund will only certify as a CDFI an entity that submits a CDFI Certification Application that the CDFI Fund determines meets each certification requirement.</p>	FA or TA	<input type="checkbox"/> If seeking FA: CDFI Certification Application. Certifiable CDFIs seeking FA must submit a CDFI certification application to the CDFI Fund by December 21, 2011. The CDFI Certification Application is available on the CDFI Fund’s website at www.cdfifund.gov . <input type="checkbox"/> If seeking TA Only: Certifiable CDFIs seeking TA may also submit a CDFI Certification Application but are not required to do so. <input type="checkbox"/> Applicant Type Questionnaire
<p>Emerging CDFIs – For purposes of this Application, an Emerging CDFI is an entity that demonstrates to the CDFI Fund that it has a reasonable plan to be certified as a CDFI by December 31, 2014.</p>	TA Only	<input type="checkbox"/> Applicant Type Questionnaire
<p>Sponsoring Entities</p> <p>For the purposes of this Application, a Sponsoring Entity is an entity that proposes to create a separate legal entity (generally within three years) that will become certified as a Native CDFI. (Please see the following note on examples that may constitute a sponsoring entity.)</p>	TA Only	<input type="checkbox"/> Applicant Type Questionnaire

NOTE: A Sponsoring Entity may include any of the following: (a) A Tribe, Tribal entity, Alaska Native Village, Village Corporation, Regional Corporation, Non-Profit Regional Corporation/Association, or Inter-Tribal or Inter-Village organization; (b) an organization whose primary mission is to serve a Native Community including, but not limited to an Urban Indian Center, Tribally Controlled Community College, community development corporation (CDC), training or education organization, or Chamber of Commerce, and that primarily serves (meaning, at least 50 percent of its activities are directed toward serving) a Native Community.

Application Materials and Deadlines

Submission Method and Deadlines: You must submit your Application electronically through Grants.gov. Please see the NOFA for critical application materials and deadlines.

Complete and Incomplete Applications: The CDFI Fund considers an Application complete if it includes all of the required material listed on the Application Checklist. (Please see Table 2, below). If some of the required material is missing, the CDFI Fund will consider the Application incomplete and may reject it immediately depending on which items are missing.

Please note:

- The CDFI Fund will **reject immediately** any Application that is missing the required SF 424 data or a valid EIN. You will not be given an opportunity to provide a missing SF 424 or missing EIN after the Application deadline.
- The CDFI Fund will **allow two business days** for you to submit the following missing items if your Application is incomplete:
 - **Internal Revenue Service (IRS) Documentation of your EIN** - You can provide an electronic copy of IRA documentation as evidence that your organization itself (i.e., not its parent or Affiliate) has been assigned its own unique EIN.
 - **Dun and Bradstreet Data Universal Numbering System (DUNS) Number** - Any entity applying for Federal assistance is required to have a DUNS number. To obtain this number, call 1-866-705-5711 or visit www.DNB.com.
 - **Environmental and legal certifications**
 - **Certification of Material Event Form**

TIP Do not wait until the last minute to obtain a DUNS or EIN documentation. If either is missing from your Application, the two days allowed by the CDFI Fund to submit these items may not be sufficient for you to obtain them. Make sure that you have all the required items and documentation *before* you submit your Application.

Table 2 – Application Checklist

Application Component	Prepare In...	Submit via...	Required for...
Standard Form (SF) 424	NACA Program Combined Application (Fillable PDF)	Grants.gov	Both TA Applicants and FA Applicants <ul style="list-style-type: none"> • Complete the SF-424 form first • Ensure that this form is signed by an authorized person.
Organizational Information Environmental Review Form 501 (c)(4) Certification Assurances and Certifications	NACA Program Combined Application (Fillable PDF)	Grants.gov	Both TA Applicants and FA Applicants <ul style="list-style-type: none"> • For Organizational Information: Complete in the NACA Program Combined Application (Fillable PDF) after completing the SF-424. • For Environmental Review and 501(c)(4) Forms: Complete in the NACA Program Combined Application (Fillable PDF) • For Assurances and Certifications: Electronic Signature on the SF 424 certifies this form. It is not necessary to submit a separate copy.
FA/TA Application Narrative	NACA Program Combined Application (Fillable PDF)	Grants.gov	Both TA Applicants and FA Applicants: <ul style="list-style-type: none"> • Complete in the NACA Program Combined Application (Fillable PDF)
FA/TA Data Tables	NACA Program Combined Application (Fillable PDF)	Grants.gov	Both TA Applicants and FA Applicants: <ul style="list-style-type: none"> • Complete in the NACA Program Combined Application (Fillable PDF)
EIN Documentation	PDF	Grants.gov	Both TA Applicants and FA Applicants: <ul style="list-style-type: none"> • Provide IRS documentation of your organization's unique EIN.
Financial Statements	PDF	Grants.gov	Both TA Applicants and FA Applicants
Resumes of Key Staff	MS Word	Grants.gov	Both TA Applicants and FA Applicants
Organizational Chart	MS Word	Grants.gov	Both TA Applicants and FA Applicants
Match Funds Cover Sheet & Matching Funds Documentation	PDF	Grants.gov	FA Applicants: See Part II: Matching Funds <ul style="list-style-type: none"> • Provide an electronic copy of Match Fund documentation. • Provide all documentation as a single attachment. • Submit the Matching Funds Cover Sheet in front of all scanned documentation

Contacting the CDFI Fund

The CDFI Fund will respond to questions between the hours of 9:00 a.m. and 5:00 p.m. Eastern Time through the dates shown in Table 3, below. The CDFI Fund will not respond to phone calls or e-mail inquiries received after those dates until after the funding Application deadline. Please see the CDFI Fund's Web site for information on the Certification Application and other information at <http://www.cdfifund.gov>.

Table 3 – CDFI Fund Contact List (Not toll-free numbers)			
Main Office:	(202) 622-8662 (202) 622-7754 (fax)	www.cdfifund.gov	For general inquiries, phone numbers for individual CDFI Fund staff, access to MyCDFI Fund and program Web page.
Program Support:	(202) 622-6355	cdfihelp@cdfi.treas.gov	For information about CBP, certification, completing tables.
Compliance and Monitoring Support	(202) 622-6330 (202) 622-7754 (fax)	cme@cdfi.treas.gov	For status of compliance with other awards including outstanding reports.
IT Support	(202) 622-2455	ithelpdesk@cdfi.treas.gov	For information about registering and creating accounts on MyCDFI Fund.
Legal Support	If you have any questions or matters that you believe require response by the CDFI Fund's Office of Legal Counsel, please refer to the document entitled "How to Request a Legal Review" on the CDFI Fund's Web site at www.cdfifund.gov .		

Table 4 - FY 2012 NACA Program Deadlines	
Document Type	Due Date
CDFI Certification	11:59 p.m. ET, Wednesday, December 21, 2011
Certification of Material Event Form	5:00 p.m. ET, Wednesday, December 21, 2011
Technical Assistance (TA) Grant	11:59 p.m. ET, Wednesday, January 18, 2012
Financial Assistance (FA) Award	11:59 p.m. ET, Wednesday, January, 18, 2012

OVERVIEW (FA, HFFI-FA, & TA)

WHO MUST COMPLETE THIS SECTION OF THE APPLICATION?

- ALL APPLICANTS MUST COMPLETE THIS SECTION.

IS THERE ANYTHING IN THIS SECTION THAT WILL CAUSE YOUR APPLICATION TO BE REJECTED IF YOU MISS IT?

- The SF-424 form is mandatory. Your application will be rejected immediately if you do not provide the SF-424 form. Certain fields in this form are mandatory. These fields are highlighted in yellow.
- All applicants must submit the NACA Program Combined Application. This fillable PDF replaces previous funding round's Word and Excel templates for completing your organization's Comprehensive Business Plan.

THINGS TO NOTE:

- The SF-424 is the first component of the application that you should complete.
- The CDFI Fund recommends that you complete the SF-424 as early as possible.
- Some fields will be populated automatically based on data you enter into the SF-424 and in the NACA Program Combined Application.

Introduction

The purpose of this part of the Guide is to help you complete several forms that are required for your Application for an FA or TA award through the FY 2012 funding round of the NACA Program. These mandatory forms are:

- SF-424 Form
- Parts I-VI of the NACA Program Combined Application

The SF-424 Form

You must complete the SF-424 form first. The SF-424 is a mandatory form used throughout the government for grant applications. Please be aware that the CDFI Fund will reject your Application immediately if it is missing the SF-424 or the required SF 424 data. You will not be given an opportunity to provide a missing SF-424 after the Application deadline. You can find the SF-424 in the Grants Application Package downloaded from Grants.gov. The form is listed in a box on the left side of the Grants Application Package labeled "Mandatory Documents."

To access this form:

1. Select the “Move Form to Complete” button
2. Select the “Open Form” button

Only the fields highlighted in YELLOW are mandatory. You are not required to complete any of the other fields in the SF-424. All organizational information entered in the SF-424 will be automatically carried over to the Applicant Information Form.

Regarding Item 13 - Funding Period: You must select a start date of August 1, 2012, and an end date of September 30, 2014 (if you are applying for TA) or 2015 (if you are applying for FA or HFFI-FA).

The NACA Program Combined Application (PDF)

The following six sections of the Application Guidance provide guidance on how to complete the NACA Program Combined Application. New to this fiscal year, this document is now a fillable PDF. In previous years, Applicants filled out separate Word and Excel templates when completing their Comprehensive Business Plan.

Please be sure to follow all instructions and tips throughout the next six sections of the Guidance. All Applicants need to address all questions and subquestions found in this Guidance.

The new fillable PDF will automatically populate the appropriate tables and questions based on your organization type (loan fund, bank, credit union, venture capital fund, etc.) and the application you are creating (FA or TA). By selecting certain options in the PDF, new questions will appear based on your answers.

Due to its dynamic nature, the new fillable PDF may appear to “jump” to different parts of the form after certain options are selected. This will happen as questions appear or disappear and is normal and to be expected. Please have patience with the form as it populates the remaining questions.

Similar to the SF-424, fields highlighted in YELLOW are mandatory. You will be unable to submit your application unless all mandatory fields are complete. You **MUST** validate that all mandatory fields have been completed by clicking the “Check for Errors” button at the top of the PDF. After you have checked for errors and validated the form, click “Save & Submit” when you are ready to submit your final application.

DO NOT CLICK THE “SAVE & SUBMIT” BUTTON BEFORE VALIDATING.

TIPS:

Please save your progress regularly in case you accidentally change the fields available. For example, you may decide to create a TA application and entered information into Question 3, but then decided to change to a FA application. At this point, the data entered into Question 3 will be deleted and Question 2 will populate in its place.

Applicants may find it useful to prepare narrative responses as Microsoft Word documents before cutting and pasting their responses into the fillable PDF.

PART I: ORGANIZATIONAL INFORMATION (FA, HFFI-FA, & TA)

WHO MUST COMPLETE THIS SECTION?

ALL APPLICANTS MUST COMPLETE PART I.

IS THERE ANYTHING IN THIS SECTION THAT WILL CAUSE YOUR APPLICATION TO BE REJECTED IF YOU MISS IT?

You are required to use the PDF document in the application documents to respond to the application questions.

THINGS TO NOTE:

- Answers to questions in this section will impact what questions are available later in the NACA Program Combined Application (fillable PDF) document.

1. ORGANIZATION

Complete questions A through H.

2. AUTHORIZED REPRESENTATIVE

Complete questions A through L. The Authorized Representative (AR) has the authority to enter into an assistance agreement on behalf of the Applicant.

3. APPLICATION POINT OF CONTACT

Complete questions A through L. The Point of Contact can be the same or different from the AR and is responsible for any inquiries and follow up regarding the application.

4. ORGANIZATIONAL PROFILE

- ▶ **APPLICANT TYPE:** FA AND TA
- ▶ **FA AND TA SCORE:** NOT SCORED
- ▶ **TEXT LIMIT:** NOT TO EXCEED 1,500 CHARACTERS

You are required to write a brief profile of your organization that provides the following information, using the sample template in the text box below:

1. The name of your organization
2. Your certification status
3. The year your organization was established

4. Your major products and services
5. The geographic and, if applicable, population-based Target Market(s) you serve
6. Your plans for using the NACA Program funds you are requesting (summarize categories, high cost items, and unique uses)

You may use the following template as a guide when writing your profile:

SAMPLE ORGANIZATIONAL PROFILE TEMPLATE: Smithtown loan fund is a Certified CDFI established in 1973 that provides micro-loans and small business training to a targeted population in Orange County, California. Smithtown loan fund will use the Financial Assistance award as capital for its micro-lending program. (40 words)

5. REQUESTED AWARD TYPE AND AMOUNT

- ▶ **APPLICANT TYPE:** FA AND TA
- ▶ **TA SCORE:** NOT SCORED, BUT TAKEN INTO ACCOUNT WITH PART V, QUESTION 3

All Applicants: Please indicate whether you are requesting FA or TA funding. If you wish to apply for a HFFI-FA award, you **must** complete the FA application and indicate here that you are applying for an HFFI-FA award.

TA Applicants: Use Table A to identify the Applicant's TA budget request. The Total TA request cannot exceed \$150,000. Provide supporting narrative justification for each activity listed below in Part V, Question 3, TA Proposal.

When you select a TA funding request, the TA Request Summary Table will appear in the application. Please fill out the budget by filling in the line items being requested as part of the TA funding request. The NACA Program Combined Application will automatically total all line items.

You may request a TA grant for a wide range of purposes. For example:

- **Training** - You may request a TA grant to acquire external training for your staff, volunteers, or board members in order to increase the effectiveness of your existing and future administrative operations and programs.
- **Travel expenses** - You may request 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). Indicate in the TAP narrative if you plan to use federal or internal travel policies. If you plan to use Federal travel policies, you must follow appropriate GSA rates. Those rates can be found online at www.gsa.gov.
- **Professional services** – You may request a TA grant to cover professional services, such as:

- Hiring a consultant to develop lending policies and procedures.
- Hiring a consultant to develop a market analysis with recommendations for expansion.
- Hiring a contractor to evaluate existing or new Financial Products or training services.
- Hiring a contractor to deliver training to potential borrowers.

The rate of compensation for Professional Services covered by a TA grant varies. Services that are obtained outside of a competitive-bid process (i.e., sole-sourced) cannot exceed the daily or hourly rate equivalent to the ES-4 federal salary. Current rates can be found at the Office of Personnel Management (OPM) Web site (www.opm.gov). Services obtained through a competitive bid process may exceed this rate. You must designate your procurement policy in the TAP narrative.

- **Supplies and materials** - You may request a TA grant to purchase supplies and/or to produce materials (such as training materials associated with providing developmental services or outreach materials to promote your loan products). Your narrative should explain how you will use the requested items to build your capacity to serve your Target market or to become certified as a CDFI.

6. OTHER CDFI FUND APPLICATIONS

Complete subquestions A and B and Table B if applicable.

7. PRIOR CDFI FUND AWARDS (INCLUSIVE OF ALL AFFILIATES)

Complete Table C if applicable.

PART II: ELIGIBILITY (FA, HFFI-FA, & TA)

WHO MUST COMPLETE THIS SECTION?

ALL APPLICANTS MUST COMPLETE PART II.

IS THERE ANYTHING IN THIS SECTION THAT WILL CAUSE YOUR APPLICATION TO BE REJECTED IF YOU MISS IT?

You are required to use the PDF document in the application documents to respond to the application questions.

THINGS TO NOTE:

- Answers to questions in this section will impact what questions are available later in the NACA Program Combined Application (fillable PDF) document.

1. ORGANIZATIONAL TYPE

Complete questions A-N as applicable.

2. CDFI CERTIFICATION

Complete questions A-E as applicable.

The Certification Number can be found in your organization's myCDFIFund account under the "Awards" link. Your certification is listed as an "Award."

Please note that question E, of the Certification Checklist is for Non-Certified Applicants only. If your organization is Non-Certified, indicate whether it currently meets each of the seven CDFI Certification requirements. You can find more detailed information about these requirements on the CDFI Fund's Certification Web page at:

<http://www.cdfifund.gov/docs/certification/CDFI/CDFIcertificationApplication.pdf>.

Also, if you answered "No" to any requirement, you should use the narrative portions of this application to address those requirements.

3. GEOGRAPHIC MARKETS AND TARGET AREAS

Complete questions A-C.

4. TARGET MARKET PROFILE

- ▶ **APPLICANT TYPE:** FA AND TA
- ▶ **FA AND TA SCORE:** NOT SCORED
- ▶ **TEXT LIMIT:** NOT TO EXCEED 1,000 CHARACTERS

You must provide a brief description of your Target Market.

1. Describe the Target Market (in terms relevant to the Investment Area and Targeted Population) as defined in the NACA Program's Notice of Funding Availability (NOFA) and the CDFI Program Regulations (12 CFR Part 1805).
2. Provide a brief overview of the Target Market's principal characteristics, such as its demographic, economic, or household characteristics.
3. Discuss the Target Market in terms of customers or end-users of your Financial Products, Financial Services, and/or Development Services.
4. If your organization is a Native CDFI serving a national market or statewide markets, provide the geographic areas to which you have provided Financial Products, Financial Services, and/or Development Services in the past five years. (To identify the geographic areas, please use either county-level areas and/or census tracts.)
5. If your organization is not certified or is a start-up, describe the projected Target Market that you will be serving.

5. LINES OF BUSINESS AND FINANCIAL PRODUCTS

Complete questions A-C. You can only select one response for question A, but may select multiple responses for B and C.

6. CUSTOMER PROFILE

Complete Table E.

Use this chart to identify the Customer Profile for the Applicant's Aggregate Activities (All Activities Combined). Please note that this line is mandatory.

You can also provide up to three primary Financial Products and/or Financial Services provided by the Applicant for the most recent Fiscal Year. Select each Optional Product from the options in the dropdown menu. For each activity, identify percentages within Location, Income Characteristics, Gender, and Racial/Ethnic Characteristics; Use "Other" category for any information particular to your activity.

Provide actual characteristics of clients served, not goals or targets. If this data is not available, use your best estimates. In the narrative section of the application, explain how this data or estimates were created.

PART II, QUESTION 8: MATCHING FUNDS (FA, HFFI-FA)

WHO MUST COMPLETE THIS SECTION:

- ONLY FA AND HFFI-FA APPLICANTS

IS THERE ANYTHING IN THIS SECTION THAT MAY CAUSE MY APPLICATION TO BE REJECTED IF I MISS IT?

- Matching Funds documentation is required at the time of submission.
- The CDFI Fund will not accept matching funds documentation after the application deadline.
- The CDFI Fund reserves the right to rescind all or a portion of a FA award if an Applicant fails to obtain the required Matching Funds In-Hand by the stated deadline.

THINGS TO NOTE:

- Matching Fund requirements are the same for FA and HFFI-FA Applicants.
- TA Grants do not require Matching Funds.
- Applicants must fill out Table F: Matching Funds Summary, the Matching Funds Documentation Cover Sheet, the Retained Earnings Calculator (if necessary), and submit matching funds documentation. Please put the Matching Funds Documentation Cover sheet in front of the scanned matching funds documentation and expand the number of rows as necessary.

Matching Funds Overview (FA and HFFI-FA Applicants Only)

Matching Funds are required for all FA awards. Matching Funds are not required for TA grants.

- **Matching Funds:** FA Applicants must obtain non-federal matching funds from sources other than the federal government. Matching funds must be at least comparable in form and value to the FA award requested by the Applicant and provided by the CDFI Fund. The CDFI Fund will not consider any FA Applicant for an award that has no matching funds in-hand or firmly committed as of the NACA Program's NOFA application deadline.
- **Matching Funds Window:** FA Applicants must demonstrate that it has eligible matching funds equal to no less than 25 percent of the FA amount requested in-hand or firmly committed, on or after January 1, 2010, and on or before January 18, 2012 (application deadline). For any Applicant that demonstrates it has less than 100 percent of matching funds in-hand or firmly committed as of the application deadline, the CDFI Fund will evaluate the Applicant's ability to raise the remaining matching funds by March 14, 2013.

- **Applicants that Do Not Obtain the Projected Matching Funds:** The CDFI Fund reserves the right to: (1) rescind all or a portion of a FA award and re-allocate the rescinded award amount to other qualified Applicant(s) if an Applicant fails to obtain the required Matching Funds In-Hand by March 14, 2013 (with documentation of such receipt to be received by the CDFI Fund not later than March 31, 2013); or (2) to grant an extension of such Matching Funds deadline, if the CDFI Fund deems it appropriate.
- **Comparable Form:** Matching Funds must be at least comparable in form and value to the FA award provided by the CDFI Fund. For example, if an Applicant seeks a FA grant from the CDFI Fund, the Applicant must obtain Matching Funds through grants that are at least equal to the amount requested from the CDFI Fund. For loans or deposits, the terms will be matched by the CDFI Fund to the extent possible and in the sole discretion of the CDFI Fund. Thus, if a 10-year loan at 2 percent interest, with interest only payments is requested from the CDFI Fund, the Applicant must match the request with a loan with the same terms.
- **Non-Federal Source:** Matching Funds must come from sources other than the federal government and, regardless of the source, consist of non-federal funds. Community Development Block Grant Program and other funds provided pursuant to the Housing and Community Development Act of 1974, as amended, are considered federal government funds and cannot be used as Matching Funds.
- **Previously Used Matching Funds:** Funds used by an Applicant as Matching Funds for a prior award under the NACA Program or under another Federal grant or award program cannot be used to satisfy the Matching Funds requirement for this FA request. If an Applicant seeks to use as Matching Funds, monies received from an organization that was a prior Awardee under the NACA Program, the CDFI Fund will deem such funds to be federal funds, unless the funding entity establishes, to the reasonable satisfaction of the CDFI Fund, that such funds do not consist, in whole or in part, of NACA Program funds or other Federal funds. An Applicant using Matching Funds from an Affiliate entity must be able to demonstrate that the Affiliate entity received the same amount from an eligible, non-Affiliate source within the eligible Matching Funds window, described above.

Table F: Matching Funds Data Chart and Matching Funds Documentation Cover Sheet

All FA Applicants must complete Table F. This table captures aggregate information, as of the submission date of the Application, on Matching Funds In-Hand, Firmly Committed, and To Be Raised. Table F is located in the NACA Program Combined Funding application in Section II, Question 8. Before completing the table, it is highly recommended that the Applicant:

- Carefully read the instructions below and the sample completed table.
- Read the FY 2012 NACA Program NOFA.
- Gather all documentation so that dates, amounts, and other data are readily available.

Matching Funds Documentation Cover Sheet (Excel Worksheet)

Applicants are to also use the Matching Funds Documentation Cover Sheet to list each match fund source for each matching funds documentation submitted. Please include the Matching Funds Documentation Cover Sheet in the front of your scanned matching funds documentation

submission. Please expand the number of rows as necessary. If Retained Earnings are being proposed as a source, the Table G: Retained Earnings Calculator must be completed (see instructions below).

Follow the instructions below for information on what to enter in each column in the Matching Funds Documentation Cover Sheet.

- Type:** Select the type applicable to your Matching Funds request. See more information about each type (Loan, Grant, etc.) in the NACA Program NOFA.
- Amount [3 columns]:** Enter the amount under the column corresponding to the status of the match: In-Hand, Committed, or To Be Raised.
- Date:** Enter a date corresponding to the status of the match as follows: In-Hand = Final Disbursement Date; Committed = Date on Commitment Letter; To Be Raised = Expected Date of Final Disbursement. All dates must be on or after January 1, 2010, and on or before March 14, 2013.
- Comments & Contact Data:** If the Matching Funds are from a state and/or local government agency, the Applicant is required to provide the contact name, title, and phone number of the Matching Funds source in the Comments/Contact column. Use same column for any additional comments relevant to the Matching Funds.

Example: Matching Funds Documentation Cover Sheet

Matching Funds Documentation Cover Sheet						
Type	Amount In-Hand	Amount Committed	Amount to be Raised	Date By Which	Comments & Contact Data	Total
Grant	50,000			9/12/2011	123 donations, each less than \$1,000.	50,000
Grant	100,000			8/7/2011	ACH transfer, payment #1 of 2 on \$1.5 million commitment.	100,000
Grant		400,000		12/31/2011	ACH transfer, payment #2 of 2 on \$1.5 million commitment.	400,000
Loan		50,000		12/1/2011		50,000
Secondary Capital	50,000			8/1/2011		50,000
Deposits/Shares	1,000,000			4/12/2011		1,000,000
Totals	1,200,000	450,000				1,650,000

Documentation of Matching Funds

- ❑ **Matching Funds In-Hand:** For each Matching Funds In-Hand transaction provide copies of executed documentation evidencing both the form of Matching Funds and that the Matching Funds were disbursed.

Acceptable documentation of the form of Matching Funds is as follows:

- Grant:
 - a. Grants \$50,000 or greater: Applicants are required to submit supporting documentation for grants greater than or equal to \$50,000. This includes signed copies of grant transmittal letters; grant agreements; a letter from the match source indicating the grant amount and the purpose of the grant.
 - b. Grants less than \$50,000: For each grant contribution less than \$50,000, the Applicant should list the grant source, amount, date, and source contact data in the Matching Funds Documentation Cover Sheet.
 - c. Small Grant Contributions \$5,000 or less: If an Applicant has identified several small grant contributions (each \$5,000 or less) as Matching Funds, record the total sum of these small contributions as a single entry in the Matching Funds Documentation Cover Sheet. Type "Small Contributions" in the "Comments and Contact Data" column. Applicants must also provide a separate list with the donors/contributors names, date, and amount for each individual donor/contributor.
- Loan: signed copies of promissory notes, loan agreements.
- Equity Investment: signed copies of stock certificates, subscription agreements and private placement memoranda.
- Deposit/Shares: signed copies of certificates of deposit or share certificates.
- Secondary Capital: signed copies of secondary capital agreement and the Disclosure and Acknowledgement Statement.
- Retained Earnings: see special section below describing using Retained Earnings as match.

Acceptable evidence that the Matching Funds were disbursed to the Applicant includes:

- (1) a copy of the check;
- (2) a copy of wire transfer transaction; or
- (3) other disbursement document deemed acceptable by the CDFI Fund.

- ❑ **Matching Funds Firmly Committed:** For each source of Matching Funds Firmly Committed, provide written documentation evidencing that the Applicant has entered into or received a legally binding commitment from the Matching Funds source, that the Matching Funds have been committed, and are to be disbursed to the Applicant (such as a loan agreement, promissory note, or grant agreement). Matching Funds Firmly Committed documents must be in writing, signed and dated by the funder, indicate that the Matching Funds are for the Applicant, correspond in form to the FA requested (i.e., grant for grant,

loan for loan), and provide a date by which the Matching Funds will be disbursed to the Applicant. Commitments may be contingent upon receipt of a CDFI Fund FA award, and other contingencies deemed reasonable by the CDFI Fund, in its sole discretion.

Matching Funds Submission Recap:

- Complete Table F: Matching Funds Summary in the NACA Program Combined Application. This will list the total amount of matching funds being submitted based on type and status.
- Complete the Matching Funds Documentation Cover Sheet (Excel document) to show each individual matching funds source by type and status. Please include this as the first page in your scanned Matching Funds documentation and expand the number of rows as necessary. All Matching Funds documentation must be submitted electronically through Grants.gov. All Matching Funds should be submitted as a single attachment with a clearly labeled file name.
- All Matching Funds documentation should be separated by source with page breaks/dividers and numbered in accordance with the cover sheet.
- Matching Funds letters and agreements should be attached to related disbursement checks or wire transfer documentation.
- Matching Funds with multiple disbursements should be identified with a notation such as: "Disbursement 3 of 4, original letter or agreement dated June 13, 2011."
- Applicants are only required to submit grant letters and checks for grants greater than or equal to \$50,000.
- For each grant contribution less than \$50,000, the Applicant should list the grant source, amount, date, and source contact data in the Matching Funds Documentation Cover Sheet.
- A list should be provided of small grants (\$5,000 or less), which includes the grantor name, date, and amount.

Using Retained Earnings to Satisfy Matching Funds Requirement

An Applicant may use its Retained Earnings to match a request for a grant from the CDFI Fund. An Applicant that proposes to meet all or a portion of its Matching Funds requirements by committing available earnings retained from its operations shall be subject to the restrictions described in this section. Retained Earnings shall be calculated as directed by the CDFI Fund in the NOFA, NACA Program Combined Application, and/or related guidance materials. Retained Earnings accumulated after the end of the Applicant's most recent fiscal year ending prior to the appropriate Application deadline may not be used as Matching Funds.

If using Retained Earnings as Matching Funds, the Applicant must complete the Retained Earnings Calculator appropriate for its organization type. The Matching Funds Retained Earnings Calculators are labeled as Tables G1, G2, and G3 in the NACA Program Combined Application. The appropriate table will display based on the institution type selected previously in the NACA Program Combined Application. In addition, the Applicant must list Retained Earnings as a Matching Funds source in Table F. Enter the retained earnings total in the

“Amount In Hand” column to have the appropriate Table G: Retained Earnings Calculator display.

Eligible Retained Earnings for All Applicants Other Than ICUs. For an Applicant other than an Insured Credit Union (ICU), Retained Earnings that may be used for Matching Funds purposes shall consist of:

- The increase in Retained Earnings (meaning, operating income minus operating expenses less any dividend payments) that has occurred over the Applicant’s most recent fiscal year (e.g., Retained Earnings at the end of FY 2009 less Retained Earnings at the end of FY 2008); or
 - The annual average of such increases that occurred over the Applicant’s three most recent fiscal years.
- Chart for a For-Profit Applicant: Complete Table G1 or G3, as appropriate, using the Applicant’s unconsolidated audited Financial Statements.
- Chart for a Non-Profit Applicant (other than an ICU): Complete Chart G1 using the Applicant’s Financial Statements.

Eligible Retained Earnings for ICU Applicants. In the case of an Applicant that is an ICU (including a State-Insured Credit Union), Retained Earnings that may be used for Matching Funds purposes shall consist of:

- Option 1: The increase in Retained Earnings that has occurred over the Applicant’s most recent fiscal year;
 - Option 2: The annual average of such increases that has occurred over the Applicant’s three most recent fiscal years; or
 - Option 3: The entire Retained Earnings that have been accumulated since the inception of the Applicant, provided that the Applicant increases its Member and/or Non-Member Shares or total loans outstanding by an amount that is equal to the amount of Retained Earnings that is committed as Matching Funds by the end of the Awardee’s second performance period, as set forth in its Assistance Agreement.
 - Please note that the CDFI Fund will assess the likelihood of this increase during its review process. An award will not be obligated to any applicant that has not demonstrated that they have increased shares or loans by at least 25 percent of the requested FA award amount between December 31, 2010 and December 31, 2011 as demonstrated by its corresponding NCUA report.
- Chart for an ICU Applicant: Complete Tale G2 using the Applicant’s NCUA 5300 Call Report.

If using Option 3, complete the table, including the narrative explaining the Applicant’s methodology for increasing its total shares or loans. The CDFI Fund will verify the amounts entered in the data portion of the table using the Applicant’s NCUA 5300 Call Report. If the Applicant is chosen to receive an award, the CDFI Fund will confirm the projected increase in Total Member And/Or Non-Member Shares or total loans using the Applicant’s NCUA 5300 Call Report for the appropriate fiscal year. The baseline level of member/non-member shares or loans outstanding will be calculated as of December 31, 2010

PART III: ACTIVITIES AND FINANCIAL INFORMATION (FA, HFFI-FA, & TA)

WHO MUST COMPLETE THIS SECTION?

ALL APPLICANTS MUST COMPLETE PART III.

IS THERE ANYTHING IN THIS SECTION THAT WILL CAUSE YOUR APPLICATION TO BE REJECTED IF YOU MISS IT?

You are required to use the PDF document in the application documents to respond to the application questions.

THINGS TO NOTE:

- Throughout this section of the Guide, be sure to pay close attention to the tips (in text boxes) as well as to the commentary about the questions. These tips offer information for various CDFI institution types, such as venture capital funds, banks, credit unions, and loan funds.
- All Applicants must complete Questions 1 through 4 and Tables H through L. The Applicant's organization type will impact which tables and narratives are available in the PDF. Please provide as much information as possible. If some of the tables or fields are not applicable or if there is need for additional justification of certain information, please use the related narrative section in Part V: Narratives to explain.

Introduction

The purpose of this part of the guide is to help you complete the tables and supplemental narratives found in Part III. In the following pages you will find guidance for each section.

1. FINANCIAL PRODUCTS (TABLE H: FINANCIAL PRODUCTS RATE SHEET)

Complete Table H to describe key details about your organizations main financial products, such as loans or equity investments. Use the drop-down menus to select the appropriate category (Consumer, Business, Affordable Housing, etc.) and sub-category (Personal, Equipment, 1st Mortgage, etc.). Provide key details such as the minimum and maximum loan size, interest rates, fees, maturity, security, and other special characteristics.

This information will help the CDFI Fund evaluate the appropriateness of your financial products for the needs of the Target Market you have described. This will also allow the CDFI Fund to evaluate the sustainability and "double bottom-line" nature of the financial products. Applicants proposing to create a new financial product can also use Table H to describe the proposed features of the product.

2. FINANCIAL SERVICES (TABLE I: FINANCIAL SERVICES RATE SHEET)

Use Table I to describe key details about the Applicant's primary financial services, such as checking and savings accounts, CDs, money market accounts, etc. Use the drop-down menus to select the appropriate category, and the brand name for the financial service. Provide key details such as the minimum balance, fees, interest earned, and other special characteristics.

This information will help the CDFI Fund evaluate the appropriateness of your financial services for the needs of the target market you have described. This will also allow the CDFI Fund to evaluate the sustainability and "double bottom-line" nature of the financial products. Applicants proposing to create a new financial service can also use Table I to describe the proposed features of the service.

Please leave Table I blank if the organization does not offer Financial Services.

3. ACTIVITIES LEVEL (TABLE J: FINANCIAL ACTIVITIES LEVEL CHART)

Please note that Table J pre-populates with information from Tables H and I.

Complete Table J for each financial activity (products or services) that your organization provides. Starting from the left hand column, supply three years of historic activity, followed by year-to-date information for the current fiscal year. Continue by entering reasonable projections for the next five years as part of the Comprehensive Business Plan.

Each fiscal year is divided into four boxes for each financial activity. On the first line, enter the number of transactions of that financial activity that was provided, as well as the percentage that went to the Target Market. On the second line, enter the aggregate dollar value of the particular financial activity that was provided, as well as the percentage that went to the target market.

If the Applicant is a start-up, enter information on its parent or its own activities (if it has applicable activities), or N/A if it has not yet started to provide financial products or services. Provide details about each activity in the Application Narrative.

4. STAFF AND BOARD OF DIRECTORS INFORMATION (TABLES K: BOARD SUMMARY INFORMATION AND TABLE L: STAFF SUMMARY INFORMATION)

Complete Tables K and L by briefly describing the Applicant's board of directors, management team and key staff.

Example:

Table K - Board Summary Information			
Name	Title	Years On Board	Role in Implementing Comprehensive Business Plan
Ex: Joe Smith	Chairman	8	Overall management, fundraising

Table L - Staff Summary Information			
Name	Title	Years of Experience	Role in Implementing Comprehensive Business Plan
Ex: Jen Smith	Sr. loan officer	5	Oversees small business portfolio, manages delinquencies, trains jr. staff

5. FINANCIAL DATA INPUT CHARTS

All applicants must complete the financial data input tables (Table M). This information allows the CDFI Fund to evaluate your organization’s safety and soundness, projected financial health, and portfolio performance.

There are data tables specific to non-regulated applicants, credit unions, and banks/thrifts/holding companies. For non-regulated entities, the CDFI Fund will calculate key financial ratios. For regulated entities, the CDFI Fund requires key ratios found on the respective Call Reports. Regulated entities must provide information as to the applicable MPS that is held by its regulator.

TABLE M1: FINANCIAL DATA INPUT CHART (NON-REGULATED ENTITIES)

Table M1 will appear if you select “Loan Fund or Venture Capital Fund” as the Financial Institution Type in Part II: 1(a)

The historic section of the Financial Data Input Chart requires actual financial data from audited or reviewed financial statements for the last three completed fiscal years (or less, depending on length of time in operation). The projected activities should include the next five fiscal years, in addition to the current fiscal year. Applicant's should assume receipt of NACA Funding in FY 2012, and include any Matching Funds (if applicable) in the projections. The top portion of the chart does not include any formulas. All formulas are yellow.

Non-Regulated entities should submit financial information directly from their audited or reviewed financial statements.

The following table lists definitions for most line items in Chart M1.

Row	Note
ASSETS	
Total Cash and Cash Equivalent	Highly liquid, very safe investments which can be easily converted into cash, such as Treasury Bills and money market funds.
Unrestricted Cash and Cash Equivalents	Enter Cash + Cash Equivalents available to cover current operating expenses and obligations. This entry is used to calculate the Operating Liquidity Ratio
Current Gross Loans Receivable	Enter the current portion (total principal due within 12 months) of the total outstanding loan portfolio at the end of a fiscal year. Current (C) + Noncurrent (F) = Gross Loans Receivable, the aggregate dollar amount of all loans receivable without giving effect to any allowance for the collectability thereof (i.e. before deducting for Loan Loss Reserves).
Total Commitments	A lender's intent to provide a loan or equity investment to a borrower evidenced with a legally binding document such as a note or commitment letter AND the lender has reserved cash, cash equivalents, or other assets to fund at a later date, but the lender has not yet disbursed. For example, a loan that has been approved, including provisional approval, by the Loan Committee but the borrower or investee has not yet signed a promissory note or has not received funds.
Total Current Assets	Cash and other assets which can be converted to cash within the next 12 months.
Noncurrent Gross Loans Receivable	The noncurrent portion of the total outstanding loan portfolio at the end of a fiscal year. Current (C) + Noncurrent (F) = Gross Loans Receivable, the aggregate dollar amount of all loans receivable without giving effect to any allowance for the collectability thereof (i.e. before deducting for Loan Loss Reserves).
Less: Loan Loss Reserves	Funds set aside in the form of cash reserves or through accounting-based accrual reserves that serve as a cushion to protect an organization against future losses. Loan Loss

Row	Note
ASSETS	
	Reserves typically show up as a contra asset on a balance sheet. Loan Loss Reserves are not the expense listed on the income/expense statement.
Total Outstanding Equity Investment Portfolio	Enter the book value of any equity investments considered part of the Applicant's CDFI financing portfolio
Less: Net Unrealized Loss	Enter difference between book value of equity investment portfolio and original investment.
Total Net Loans Receivables and/or Equity Investment Portfolio	This line is automatically calculated as: Line (C+F+H) - (G+I)
Total Assets	Enter as it appears on balance sheet
LIABILITIES	
Total Current Liabilities	Liabilities due to be paid within the next 12 months.
Total Notes Payable	
Total Adjusted Notes Payable	Notes payable that may be used to support financial products, such as lending or equity investment activities. Adjusted Notes Payable is calculated by deducting from total notes payable, all notes payable that are specifically used for non-financing activities. For example, if an organization has an outstanding mortgage on its office building, the outstanding principal should be deducted from total notes payable.
Total Liabilities	Enter as it appears on balance sheet
NET ASSETS	
Unrestricted Net Assets	Net assets that are not permanently or temporarily restricted.
Total Net Assets Available for Financing	Enter the Applicant's amount of net assets that are permanently or temporarily restricted for lending or equity investment activities, and net assets that are unrestricted, that may be used, or are being used (e.g., loans receivable) to support lending or equity investment activities.
Total Net Assets	Enter as it appears on balance sheet
OFF-BALANCE SHEET ACTIVITIES	
Total Off-Balance Sheet Assets Available for Financing	Loan or other financial resources committed by third party funders to support financing activities (e.g., loan packaging; co-investing), which are under the management or guidance of the Applicant but not recognized as an asset on the Applicant's balance sheet. Report all available assets, regardless of whether deployed or not.
Total Off-Balance Sheet Liabilities	Potential liabilities or commitments not recorded on the balance sheet that might have an impact on the Applicant's overall organizational health. This should include financial transactions with recourse to the Applicant, such as loan

Row	Note
ASSETS	
	sales, or any other contingent liabilities that may impact the Applicant.
INCOME AND EXPENSES	
Interest Payments From Financial Products	
Fee Income from Financial Products, Financial Services, and other activities	
Total Earned Income	
Total Grants and Contributions	
Total Income	
Total Pre-Tax Expenses	
Long-Term Maturities Due (Debt and Equity)	The portion of long-term maturities that will be paid in each fiscal year. Information for this line-item is frequently found in the notes to the audited financial statements.

Table M2: Financial Data Input Chart (Credit Unions)

This Chart will appear if “Credit Union” is selected as the Financial Institution Type in Part II: 1(a)

Regulated entities should submit key ratio information directly from their call reports; the NACA Program application will not calculate key ratios.

Table M3: Balance Sheet (Banks, Thrifts, Holding Companies)

This Chart will appear if “Bank Holding Company” of “Bank or Thrift” is selected as the Financial Institution Type in Part II: 1(a)

Regulated entities should submit key ratio information directly from their call reports; the NACA Program application will not calculate key ratios.

6. MPS RATIOS

Table N1: MPS Ratios (Non Regulated)

For Loan Funds or Venture Capital Funds- This chart will be filled in automatically from the data entered in Table M1 above. Please note that if this table (Table N1), is not complete for all applicable years, your organization may lose points during the application review process.

Please provide as much information as possible. If there are any discrepancies between these charts and the audited financial statements you should address these issues in the narrative

space provided in Question 5b: Organizational Capacity. If your organization fails two or more of the MPS ratios, you can address these issues in 7d: Action Plan for Financial Health and Viability Narrative.

Financial Ratio Minimum Prudent Standards (MPS)	
Measure	Non-Regulated CDFIs
Capital Measures the underlying financial strength of an Awardee and whether it has sufficient cushion of assets to cover unexpected losses. The capital ratio identifies the percentage of the CDFI's total assets unencumbered by debt.	Net Asset Ratio $\geq 20\%$ Net Assets divided by Total Assets
Asset-Liability Management Is the structure of the Applicant's debt appropriate for its financial products?	Current Ratio = 1.25: 1 Current assets divided by current liabilities.
Deployment Measures how much of the Applicant's available funds are lent out or invested.	Deployment Ratio $\geq 50\%$
Self-Sufficiency Measures the percentage of operating costs a CDFI can cover with earned revenue.	Self-Sufficiency Ratio = $\geq 40\%$ (non-profit) $\geq 70\%$ (for-profit)
Operating Liquidity Measures whether the Applicant has sufficient cash to cover at least 3 months of operating expenses. The operating ratio reports the availability of cash to cover short-term operating expenses.	Operating Liquidity Ratio= 1: 1 Cash and Cash Equivalents that are not restricted in a manner that prevents their use in satisfying obligations represented by operating expenses DIVIDED BY 25% of total operating expenses for the four most recently completed quarters.
Earnings Measures whether the Applicant is earning sufficient revenue to cover its expenses.	Net Income = \$0 Gross Revenues (including grants or other contributions) less Total Expenses. For-profit Applicants should deduct total pre-tax expenses from Total Revenue.

Table N2: MPS Ratios (Credit Union) & Table N3: MPS Ratios (Banks, etc.)

For Credit Unions, Banks, Thrifts, and Bank Holding Companies- This chart (N2 or N3) will not be automatically calculated from Charts M2 or M3. Please submit the key ratio information directly from your call report.

Please provide as much information as possible. If there are any discrepancies between these charts and the audited financial statements you should address these issues in the narrative space provided in Question 5b: Organizational Capacity. If your organization fails two or more of the MPS ratios, you can address these issues in 7d: Action Plan for Financial Health and Viability Narrative.

TIP: Failure to meet any of the historic and/or projected MPS does not necessarily preclude the Applicant from receiving a Financial Assistance or Technical Assistance award. However, the Applicant must explain why it believes it is financially sound despite not meeting the MPS.

7. ACTION PLAN FOR FINANCIAL HEALTH AND VIABILITY

Answer sub-questions a, b, and c. If you answer “Yes” to any of these sub-questions, a new section of the application will open up with a 5000 character limit. Please use this section to explain and mitigate any of the failed financial ratios, reasons for prompt corrective action, or findings in the audited financial statements. This section’s 5000 character limit is separate from the space provided in *Part V: Narratives* Question 6b (Organizational Capacity).

Please do not answer “yes” to sub-questions a, b, and c unless your organization has actually met one of the adverse criteria. This section is not intended to be used as extra narrative space in order to exceed the character limits provided in other sections.

8. PORTFOLIO QUALITY (TABLE O : LOAN PORTFOLIO QUALITY; TABLE P: LOAN LOSS RESERVES & WRITE-OFFS; & TABLE Q: EQUITY INVESTMENT PORTFOLIO VALUATION)

All Applicants are to use Table O and Table P to provide the Applicant’s aggregate loan portfolio quality. Aggregate loan portfolio information is mandatory, as is Applicant’s Loan Loss Reserve and Write-Off information. Delinquency is defined as 90+ days past due.

Starting in the left most column, enter data for the past 3 fiscal years and end with data for the most current fiscal year. For example, if FY2012 is the most current completed fiscal year, then the data in the chart should reflect FY 2009, FY 2010, FY 2011, and Current FY2012.

For Optional Product A and Optional Product B, enter data for the two most relevant financial products your organization discussed in this application. Example: (A) Affordable Housing-Construction Loan; (B) Microenterprise- Working Capital Loan.

Once you enter the data in Rows A and B, the appropriate percentages will automatically calculate in Row C.

Table O: Loan Portfolio Quality

Example:

Aggregate Loan Portfolio		FY 2008		FY 2009		FY 2010		Current FY		Weighted Average PAR:
		#	\$	#	\$	#	\$	#	\$	
A	Portfolio Outstanding	4	10,000	8	30,000	10	40,000	0	0	13.75%
B	Delinquent Portfolio	0	0	2	3,000	2	8,000	0	0	
C	Total PAR	0	0%	25	10%	20	20%	0	0	
Optional Product A		<i>Example: Affordable Housing (Construction Loans)</i>								Weighted Average PAR:
A	Portfolio Outstanding									
B	Delinquent Portfolio									
C	Total PAR									
Optional Product B		<i>Example: Microenterprise Loans (Working Capital)</i>								Weighted Average PAR:
A	Portfolio Outstanding									
B	Delinquent Portfolio									
C	Total PAR									

Table P: Loan Loss Reserves and Write-Offs

Example:

		FY 2008	FY 2009	FY 2010	Current FY	Historic
A	Total Outstanding Loan Portfolio	10,000	30,000	40,000	0	
B	Net Write-Offs or Charge-Offs	0	300	800	0	
C	Annual Net Loan Loss Ratio	0%	1%	2%	0%	1.38%
D	LLR (Cash)	100	500	1,000	0	
E	LLR (Accrual)					
F	Loan Loss Reserve Ratio	1%	1.6%	2.5%	0%	2%

Table Q: Equity Investment Portfolio Valuation

This table should be completed for all Equity Investments. Enter the Applicant's Equity Investment portfolio as of the last day of the fiscal year for the last three years (if applicable), and the current year to date. Follow-on investments into the same company should be counted as unique investments.

Example:

		FY 2008		FY 2009		FY 2010		Current FY	
		#	\$	#	\$	#	\$	#	\$
A	Total Number of Equity Investments and Combined Value of Investments	0	0	1	100,000	3	300,000	4	350,000
B	Equity Investments Exited During the Year								
C	Equity Investments Written Off During the Year					1	5,000		
D	Unrealized Gains (Losses)								
E	Realized Gains (Losses)					1	(5,000)		
F	Target Rate of Return	4%							
G	Actual Rate of Return (During Period Shown on Chart)	(.125%)							

The following chart outlines the MPS for each of three portfolio management ratios: Portfolio-at-Risk (PAR), Annual Net Loan Loss Ratio, and Loan Loss Reserves (LLR) or Provision for Losses.

Loan Portfolio Quality Minimum Prudent Standard (MPS) for Non-Regulated Entities			
Product Grouping	Portfolio-at-Risk (PAR)	Annual Net Loan Loss Ratio	Loan Loss Reserves (LLR) Or Provision for Losses
Affordable Housing-First Lien	≤ 7.00%	≤ 1%	Loan Loss Reserves are expected to be no less than half the actual Portfolio-at-risk and no more than one and a half times the actual portfolio at risk: .5 PAR ≤ LLR ≤ 1.5 PAR
Affordable Housing-Subordinate Lien	≤ 7.00%	≤ 3%	
Business	≤ 10.00%	≤ 5%	
Consumer & Micro-enterprise	≤ 12.00%	≤ 9%	
Overall MPS	≤ 15.00%	Narrative Only	

Loan Portfolio Quality Minimum Prudent Standard (MPS) for Regulated Entities			
Institution Type	Portfolio-at-Risk (PAR)	Annual Net Loan Loss Ratio	Loan Loss Reserves (LLR) Or Provision for Losses
Insured Credit Unions	Delinquent Loans/Total Loans $\leq 3.5\%$	Net Charge offs/Average Loans $\leq 0.75\%$.	Comparing the two most recent fiscal years, Applicant's provision for loan losses changed by at least the same percentage and direction as the change in delinquent loans.
IDIs / DIHCs	Non current Loans & Leases/Total Loans & Leases $\leq 2.0\%$	Net Loss/Avg Total Loans & Leases $\leq 0.5\%$	Loans & Leases Allowance/Total Loans & Leases $\geq 0.5\%$ PAR

9. ACTION PLAN FOR PORTFOLIO MANAGEMENT

Answer sub-questions A and B. If you answered “Yes” to either of these sub-questions, a new section of the application will open up with a 5,000 character limit. Please use this section to explain and mitigate failure to meet MPS ratios for Delinquency or Net Write-Offs in Question 8 (Charts O, P, and Q), or findings in the audited financial statements. This section’s 5000 character limit is separate from the space provided in *Part V: Narratives* Question 6b (Organizational Capacity).

Please do not answer “yes” to sub-questions A and B unless your organization has actually met one of the adverse criteria. This section is not intended to be used as extra narrative space in order to exceed the character limits provided in other sections.

PART IV: FORMS AND CERTIFICATIONS (FA, HFFI-FA, & TA)

WHO MUST COMPLETE THIS SECTION?

ALL APPLICANTS MUST COMPLETE PART IV.

IS THERE ANYTHING IN THIS SECTION THAT WILL CAUSE YOUR APPLICATION TO BE REJECTED IF YOU MISS IT?

You are required to respond to all applicable assurance and certification questions.

ARE THERE TEXT LIMITS IN THIS YEAR'S APPLICATION?

Yes. Each question has Text Limits. The Text Limit for each question is specified in number of characters allowed. One page is approximately 5,000 characters.

PART V: NARRATIVES (FA, HFFI-FA, & TA)

WHO MUST COMPLETE THIS SECTION?

ALL APPLICANTS MUST COMPLETE PART V

IS THERE ANYTHING IN THIS SECTION THAT WILL CAUSE YOUR APPLICATION TO BE REJECTED IF YOU MISS IT?

You are required to respond to all applicable application questions below.

ARE THERE TEXT LIMITS IN THIS YEAR'S APPLICATION?

Yes. Each narrative question has Text Limits. The Text Limit for each question is specified in number of characters allowed. One page is approximately 5,000 characters.

THINGS TO NOTE:

- Throughout this section of the Guide, be sure to pay close attention to the Tips (in text boxes) as well as to the commentary about the questions. These Tips offer information for specialized types of CDFIs, such as venture capital funds, banks, credit unions, and loan funds.
- Do not submit additional materials that are not specifically requested in this Application. The CDFI Fund will read only the information it requests. It will not read organizational strategic plans, marketing plans, letters of support, or other materials that have not been specifically requested.
- The CDFI Fund strongly recommends working offline to avoid loss of work. Due to the nature of the dynamic PDF, loss of data could result from altering certain choices made in proceeding questions. For example, loss of data while working in the PDF will occur in Part V, Question 2 if the TA button is selected in Part I, Q5a.
- Part V, Question 2 is only available for FA Applicants; Part V, Question 3 is only available for TA Applicants.

Introduction

The purpose of this part of the guide is to help you complete the Financial Assistance or Technical Assistance Narrative. In the following pages you will find guidance for each section of the Narrative Application.

The CDFI Fund will review your Application and score each section. The maximum points available for each section of the application are as follows:

Comprehensive Business Plan (CBP) Sections	FA Applicants	TA Applicants
Executive Summary	Not Scored	Not Scored
High Impact Narrative	10 points	Not Applicable
Technical Assistance Proposal (TAP)	Not Applicable	20 points
Target Market Needs	10 points	10 points
Responsiveness to Target Market Needs	40 points	30 points
Delivery Capacity	40 points	40 points
Performance on Past Awards (If Applicable)	Not Scored	Not Scored

Narrative Questions for FA and TA Applications

1. EXECUTIVE SUMMARY

- ▶ **APPLICANT TYPE: FA AND TA**
- ▶ **FA AND TA SCORE: NOT SCORED**
- ▶ **TEXT LIMIT: NOT TO EXCEED 5,000 CHARACTERS**

You are required to provide a one-page summary of your proposal, including the following key points:

1. Your organization's mission statement.
2. A brief description of the main products and services you offer.
3. A track record of your organization's activities.
4. Your organization's impacts to date in its Target Market.
5. Details about your award request, including the exact amount and intended use of funds.
6. A brief description of the Comprehensive Business Plan's key elements and expected outcomes if you receive an award.
7. If your organization is an Emerging CDFI, you should discuss your plans to become a certified CDFI, particularly focusing on plans to begin lending and providing Development Services.
8. If you are applying as a Sponsoring Entity, you should discuss your plan to create a Native CDFI, particularly focusing on your efforts to incorporate a separate legal entity and providing a projected timeline for developing it into a Native CDFI.

High Impact Narrative

2. SIGNIFICANCE OF REQUESTED AWARD (FA APPLICANTS ONLY)

- ▶ **APPLICANT TYPE: FA ONLY**
- ▶ **FA SCORE: 10 POINTS MAXIMUM**
- ▶ **TEXT LIMIT: NOT TO EXCEED 10,000 CHARACTERS**

Provide a two-page narrative explaining why the application should be funded, bearing in mind that funding for the CDFI Program is limited and the applicant pool is very competitive.

The narrative should include the following:

1. Describe in detail how your organization will use the NACA Program award.
2. Explain why your organization needs the award from the NACA Program.
3. Provide a timeline for achieving the major Comprehensive Business Plan's objectives (and for deploying the FA award over the next three years).
4. Discuss how the requested award will enable your organization to build its capacity as a CDFI.

Technical Assistance Proposal (TAP)

3. TAP (TA APPLICANTS ONLY)

- ▶ **APPLICANT TYPE: TA ONLY**
- ▶ **TA SCORE: 20 POINTS MAXIMUM**
- ▶ **TEXT LIMIT: NOT TO EXCEED 15,000 CHARACTERS**

In this section, you must explain how your organization will use the TA funds and why the funding is necessary. Provide the following information:

1. Brief summary of how the requested TA grant will address the organizational improvements needed to achieve your Business Plan's objectives.
2. Narrative for each requested TA item entered in the TA Budget (Table A). Each description must include:
 - a Detailed description of the requested TA item.
 - b Detailed description of how the TA item will improve your capacity to serve your Target Market and/or become a certified CDFI, achieving your Business Plan's objectives.
 - c Explanation of how you calculated each activity.
 - d Timeline including when the activity/purchase will be initiated and completed.

- e If you received a TA award in the past for the same item, a description of how the item further builds your capacity. The CDFI Fund will not provide funding for the same activities funded through prior awards without a compelling justification.

When you write the TAP, be aware of the following guidelines:

- Usually, all TA grants must be used and all activities must be completed within 24 months of receipt, as indicated in the Awardee's Assistance Agreement. For Sponsoring Entities this must be within 36 months of receipt.
- TA grants cannot be expensed prior to the execution of an Assistance Agreement.
- The CDFI Fund will evaluate the TAP for the eligibility and appropriateness of the requested TA grant.
- The CDFI Fund will not provide funding for construction costs.
- If your organization is not a certified CDFI and is requesting TA to address certification requirements, you must explain how the TA will help you meet the certification requirements. The CDFI Fund will assess the reasonableness of the plan to become certified by December 31, 2014, taking into account the requested TA.
- State whether your organization will use federal or internal procurement and/or travel policies.

Target Market Needs

4. ECONOMIC DISTRESS INDICATORS

- ▶ **APPLICANT TYPE: FA AND TA**
- ▶ **FA AND TA SCORE: 10 POINTS MAXIMUM**
- ▶ **TEXT LIMIT: NOT TO EXCEED 15,000 CHARACTERS**
- ▶ **PLEASE CITE ALL DATA SOURCES**

You are required to discuss the needs of your Target Market. Specifically:

1. Discuss the extent of economic distress within your Target Market, in terms of credit, capital, and financial services.
2. If possible, provide additional quantitative and qualitative data that substantiate the distress in the Target Market or, if your organization is a national or state CDFI, in the geographic area to be served.
3. Discuss how the customer profile in Table E compares with the Target Market as described
4. Cite all data sources.

All Applicants should discuss the Target Market in terms of customers or recipients of their Financial Products and Financial Services. Community needs and economic distress should be discussed in relation to the Applicant's mission and activities.

Credit Union Applicants should discuss the needs of their members, including their access to Financial Products and Financial Services.

Bank Applicants should discuss the needs of their borrowers and accountholders, including their access to Financial Products and Financial Services.

Venture Capital Applicants should discuss the Target Market in terms of deal flow and potential investees, and should discuss the lack of access to equity capital in businesses located within their Target Market.

Responsiveness to Target Market Needs

5.A. FINANCIAL PRODUCTS AND FINANCIAL SERVICES

- ▶ **APPLICANT TYPE: FA AND TA**
- ▶ **FA SCORE: 30 POINTS MAXIMUM**
- ▶ **TA SCORE: 20 POINTS MAXIMUM**
- ▶ **TEXT LIMIT: NOT TO EXCEED 25,000 CHARACTERS**

In this section, describe your relevant Financial Products and/or Financial Services.

1. Discuss the Financial Products and Financial Services listed on Table H and Table I, respectively. Table H and Table I should include all relevant Financial Products and Financial Services.
2. Describe how each Financial Product and Financial Service addresses the needs of the Target Market described in Question 4 of this application.
3. Describe how each Financial Product and Financial Service is appropriate for the Target Market's population. If applicable, include items such as flexible underwriting criteria, nontraditional forms of collateral, low down payment requirements, and closing costs assistance.
4. Discuss how you leverage your current Financial Products and Financial Services with other resources (both public and private).

TIPS:

All Applicants should discuss their overall business plans, including their organizational goals. Products and services should be identified in relation to an overall strategy for meeting the Target Market needs.

Bank Applicants should discuss Financial Services as well as Financial Products, and should discuss how they respond to specific customer needs.

Venture Capital Applicants should discuss the overall investment strategy. The narrative should show how investment offerings are appropriate for investee firms.

Credit Union Applicants should discuss Financial Services as well as Financial Products, and should discuss how they respond to specific needs among their members.

5.B. SERVICE TO THE TARGET MARKET

- ▶ **APPLICANT TYPE: FA AND TA**
- ▶ **FA AND TA SCORE: 10 POINTS MAXIMUM**
- ▶ **TEXT LIMIT: NOT TO EXCEED 20,000 CHARACTERS**

Describe your Development Services.

1. Describe the services your organization offers, such as credit and financial counseling, homebuyer classes, or business development classes. Include an overview of the curriculum, the qualifications of the instructors, the frequency of the offerings, any fees or costs charged to the client, and the systems used to evaluate effectiveness. Also describe the format of the instruction such as one-on-one sessions, group training, and online counseling.
2. Discuss how your Development Services are linked to your Financial Products and Financial Services. What is the relationship between the number of clients receiving Development Services and the number ultimately qualifying for Financial Products?
3. Explain how you determined the services were needed in your Target Market.

Discuss Marketing and Outreach efforts that show your efforts are appropriate for the Target Market.

1. Describe how you market your Financial Products and Financial Services.
2. Discuss how you expand the reach of your Marketing and Outreach efforts.

Discuss Strategies for Serving the Target Market

1. Discuss your efforts to reach out to marginalized or isolated populations.
2. Discuss the extent to which your efforts will be part of, and contributing to, an area's broader neighborhood revitalization strategy, including your collaboration and coordination with tribal government agencies, banks, credit unions, CDFIs, state agencies and any other relevant entities.

TIPS:

Venture Capital Applicants should discuss the impact of board service and business consulting on firms within their Target Market, and should detail their overall value-added (for example, in areas such as marketing and raising capital) to their investees.

Credit Union Applicants should discuss the extent, quality, and impact of their Development Services. All relevant types of service to members should be detailed.

Bank Applicants should discuss the extent, quality, and impact of their Development Services. All relevant types of services to customers should be detailed.

Delivery Capacity

6.A. MARKET DEMAND

- ▶ **APPLICANT TYPE: FA AND TA**
- ▶ **FA AND TA SCORE: 10 POINTS MAXIMUM**
- ▶ **TEXT LIMIT: NOT TO EXCEED 15,000 CHARACTERS**

Provide a narrative about the demand for your Financial Products, Development Services, and/or Financial Services within your Target Market.

1. Discuss and quantify the demand for your Financial Products, Development Services, and/or Financial Services within your Target Market. Please note that the response should not simply be a restatement of the target market needs identified in Question 4. Discuss the market demand for your products and services.
2. Discuss the indicators used to determine the demand in the Target Market, such as market studies for specific products, trends in product deployment, and/or the number of applications/inquiries per month.
3. Describe why residents of your Target Market are not able to obtain the services they need from other financial institutions.
4. Describe your pipeline of borrowers. How many show they are “ready” to borrow?
5. Demonstrate that there is sufficient market demand to deploy the requested award within the required timeframe (3 years for FA, 2/3 years for TA/Sponsoring Entities).

TIPS:

Credit Union Applicants should discuss the ratio of potential members to members, and the ratio of members to borrowers; they should also discuss the market for both Financial Products and Financial Services.

Bank Applicants should discuss the market for both Financial Products and Financial

Services.

Venture Capital Applicants should discuss the market for investments (into VC funds), the market for firms seeking venture capital, and the market for different types of exits.

6.B. ORGANIZATIONAL CAPACITY

- ▶ **APPLICANT TYPE: FA AND TA**
- ▶ **FA AND TA SCORE: THE ORGANIZATIONAL CAPACITY SECTION IS WORTH A TOTAL OF 30 POINTS MAXIMUM. THIS INCLUDES THE COMBINED TOTAL FOR ALL FOUR COMPONENTS OF THE SECTION.**
- ▶ **TEXT LIMITS: THE ORGANIZATIONAL CAPACITY SECTION IS NOT TO EXCEED A TOTAL OF 45,000 CHARACTERS FOR THE FOUR COMPONENTS COMBINED**

Describe your organization's track record in providing Financial Products, Development Services, and/or Financial Services.

1. Discuss your past activities, focusing on those specifically in which you serve clients in your Target Market. Wherever appropriate, use historic data from the Financial Activities Level Chart (Table J) as support.
2. Discuss the underlying circumstances supporting your track record. For instance, relate growth patterns in the Target Market to explain the increased activities in the Financial Activities Level Chart. If you have experienced alternating periods of growth and decline, explain why this has occurred.
3. Discuss the impacts and outcomes that have resulted from your activities (including leverage).
4. Discuss projected activity levels and impacts. What are your organization's goals for the 5-year period covered by the CBP?
5. Explain how you will expand or increase your activities if you receive a NACA Program award, including any additional financial or programmatic risks that may be related to the expansion.

TIP:

Sponsoring Entities should discuss their prior track record of serving its Native Community, their record of success in serving the targeted Native Community, and how it will use an award from the CDFI Fund to expand its operations to create a Native CDFI. If your organization has an existing loan portfolio, discuss plans to transfer the portfolio to the future Native CDFI.

Complete Tables K and L, briefly describing your key board and staff.

6. Briefly describe key staff persons, their functions in supporting the activities in the CBP, and their expertise. The narrative should demonstrate the key staff's ability to carry out the proposed activities in this application.
7. List any key committees that are an integral part of your operations (for example, loan/investment committee, and audit committee). Detail how these committees relate to your overall organization's performance.

Describe your systems, policies, and procedures. Specifically, describe your:

8. **Underwriting process:** Describe your underwriting process and review criteria for each product. Address the roles and responsibilities for due diligence and the initial recommendation; also describe your process for making interest rate, risk level, and final loan decisions. Explain how your underwriting policies are responsive to the needs of the Target Market. For example, do you make accommodations for low credit scores or blemished credit histories? If so, how are these accommodations applicable to the Target Market? Provide an example illustrating these policies in practice.
9. **Portfolio review:** Discuss your methodology for portfolio review, including the role of your staff, your Governing Board, and/or your committee members. Describe when and how you conduct portfolio review. Describe how you address delinquencies and defaults in your portfolio.
10. **Management of financial accounts:** Discuss your management of financial accounts, and state whether you conduct annual audits. Describe your systems for tracking and reporting on the use of funds from public and private sources.
11. **Management Information System (MIS):** Describe your MIS, including software and other technology used for: underwriting, monitoring your portfolio monitoring, tracking your data and impact, and developing internal Financial Statements. Is your MIS sufficient to meet the CDFI Fund's reporting requirements?

Describe your financial capacity.

13. Discuss your overall financial health and viability, capitalization, and portfolio performance.
14. Describe the type of Financial Statements included with the Application. If you provided anything less than the most recent three years of audited Financial Statements, or if you did not include your most recent tax return, explain why.
15. Explain any major discrepancies between key financial statement line items and corresponding entries in Table M. Include information about any transactions (such as off-balance sheet lending or activities undertaken by affiliates) that remain unclear on Table M.

16. Discuss whether you have sufficient financing capital to meet the current and projected level of demand for your Financial Products and/or Financial Services?
17. Discuss sources and costs of capital, the returns generated by financial products and services, and the financial sustainability of each.
18. Discuss each Financial Ratio from Table N in terms of your financial soundness.
19. Discuss loan performance and/or equity investment performance, and discuss each MPS measure (from Table O and P) in terms of your capacity to manage your loan and/or investment portfolio.

TIPS:

All Applicants should be aware that this section requests a great amount of information. Narrative space is limited, and applicants should carefully weigh which information is truly vital to describing their organizational capacity.

Required Financial Data You must submit financial statements for your three most recently completed fiscal years, as well as financial statements for the most recently completed quarter. If you have been in operation for less than three years, submit financial statements for as many years as you can. Please note:

- **If you are a Non-Regulated Applicant:** Submit audited or reviewed financial statements, including any associated notes to the financial statements. If audited or reviewed financial statements are not available, submit internally generated balance sheets (statements of financial position) and Income and Expense Statements (statements of activities), and respond in question 6. Submit internal financial statements for the most recently completed quarter. Also submit your most recently-filed tax return.
- **If you are an Applicant with an Affiliate(s):** Submit a separate set of internally generated financial statements for your organization if your audited financial statements are consolidated with the statements of your Affiliate(s) and do not include separate schedules of your financial position and Income and Expense Statements,
- **If you are an Insured Credit Union, Insured Depository Institution or a Depository Insured Holding Company:** In addition to audited financial statements, submit Financial Performance Ratios (FPR) as reported by your appropriate federal regulating agency for the last three completed fiscal years. Regulator reports include the National Credit Union Administration Form 5300 or Uniform Bank Performance Report. Submit only the financial ratio summary pages rather than the complete reports. If you are a regulated entity, enter key ratios from your Call Reports directly into the Financial Information Tables.

Performance on Past Awards (If Applicable)

7. PRIOR AWARDEES

- ▶ **APPLICANT TYPE: FA AND TA**
- ▶ **FA AND TA SCORE: NOT SCORED. THE NARRATIVE RESPONSE WILL BE USED AS PART OF THE COMPLIANCE REVIEW PROCESS.**
- ▶ **TEXT LIMIT: NOT TO EXCEED ONE PAGE.**

If your organization or your Affiliate has received an award under any of the CDFI Fund's programs between FY 2007-2010, discuss the extent to which the Applicant has been successful in meeting performance goals and reporting requirements.

If you are a previous FA Awardee: At any time during the performance period, did you fail to meet a performance measure or a financial soundness covenant? If yes, explain:

- What caused the failure?
- How the issues leading to the failure have been addressed and/or resolved.

Also, if you are a previous FA Awardee and are requesting FA for the same type of activities, please explain if the projected activity levels coincide with the previous award's level of activity.

If you are a previous TA Awardee: If a previous TA award was to assist you become a certified CDFI, but you did not become certified, explain why.

PART VI: PRE-SUBMISSION CHECKLIST (FA, HFFI-FA, & TA)

WHO MUST COMPLETE THIS SECTION?

ALL APPLICANTS SHOULD COMPLETE PART VI.

IS THERE ANYTHING IN THIS SECTION THAT WILL CAUSE YOUR APPLICATION TO BE REJECTED IF YOU MISS IT?

No, although all Applicants are encouraged to check each box to ensure that all required application items are completed.