

U.S. Department of the Treasury



Community Development Financial
Institutions Fund

CDFI Institute

Presentation by CDFI Fund Staff

February 10-11

2005

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COMPLIANCE MONITORING AND EVALUATION:

Managing Your CDFI Award

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TOPICS

- **Assistance/Allocation Agreement**
- **Reporting**
- **Compliance and Noncompliance Status**
- **Amendments**
- **2005 Funding Round**

ASSISTANCE AGREEMENT

Main Components

- Reporting (Annual/Financial)
- Performance Goals and Measures
- Amendments

REPORTS

Components of a Report

Annual Report:

- **Performance on goals and measures**
- **Use of FA or Matching Funds (if applicable)**
- **Form 269-A (TA awards only)**
- **Explanation for noncompliance**
- **Other components as stated in Agreement**

REPORTS

Components of a Report cont'd

Financial Report (non regulated only):

- **Reviewed Financial Statements**
- **Single Audit – A-133 (if applicable)**

REPORTS

Components of a Report cont'd

CIIS Reporting (survey or annual report)

- **Institution level data**
- **Transaction level data**

COMPLIANCE

Factors for Determining Compliance

- **Timely submission of a complete report;**
- **Performance Goals and Measures/Financial Soundness Covenants are “Satisfactory” or better;**
- **Maintain or obtain CDFI certification.**

COMPLIANCE

Benefits of a Compliant Status

- **Less time spent on follow-up;**
- **Better position to receive future CDFI Fund funding;**
- **Expedite award disbursements.**

NON-COMPLIANCE

Consequences of a Non-Compliant /Default Status

- Ineligibility in future rounds
- No disbursement of funds
- Return of funds

AMENDMENTS

When do you request an amendment?

- **Unable to meet a performance benchmark;**
- **Need additional time to submit reports;**
- **Change use of Technical Assistance;**
- **Change any other aspect of Assistance Agreement.**

AMENDMENTS

- An amendment can be submitted at anytime.
- To affect reporting requirements for the current FYE, an amendment request must be received by the Fund 90-days before affected date.
- Request should include:
 - Anticipated non-compliance
 - Amendment request
 - Information supporting the request

AMENDMENTS

If a request for an amendment is not submitted 90 days before the relevant date, the organization will be accountable under the terms of the unamended agreement.

If you are submitting your amendment request for the next reporting period with your current annual report, please be sure it is attached as a separate document.

ASSISTANCE AGREEMENT

Tips for Reading the Assistance Agreement

- **Keep a copy of the signed AA and any amendments;**
- **Keep a copy of Report Due dates posted in your office;**
- **Read narrative describing reporting requirements in addition to worksheets.**

CONTACTS

ALL reports, correspondence or questions should be sent to the Grants Manager at:

- **Address: 601 13th Street, NW
Ste. 200 South
Washington, DC 20005**

Contact the Compliance Unit directly at:

- **Phone: 202-622-8226**
- **Email: cme@cdfi.treas.gov**
- **Fax: 202-622-7754**
- **Website: www.cdfifund.gov**

QUESTIONS