

# **Native American CDFI Development (NACD) Program**

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2003 APPLICATION

OMB Approval No. 1559-0013

CDFI-0018

**Paperwork Reduction Act Notice.**

This submission requirements package is provided to applicants for awards under the Community Development Financial Institutions Program. Applicants are not required to respond to this collection of information unless it displays a currently valid OMB number. The estimated burden associated with this collection of information is 40 hours. 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 13th Street, N.W., Suite 200 South, Washington, DC 20005.



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## CDFI Fund Mission

The mission of the Community Development Financial Institutions Fund (the Fund) is to increase the capacity of financial institutions to provide credit, capital and financial services to underserved markets. It achieves this mission by directly investing and supporting *Community Development Financial Institutions (CDFIs)*, *Community Development Entities (CDEs)* and other financial institutions through four primary programs: 1) the CDFI Program; 2) the Bank Enterprise Award Program; 3) the New Markets Tax Credit Program; and (4) the Native American CDFI Development Program.

## CDFI Program Components

The CDFI Program seeks to promote the development of a national network of community-based financial institutions that are dedicated to community development. The Fund certifies organizations as CDFIs and offers the following program components to support their development and growth:

### Technical Assistance (TA) Component (including Native American Technical Assistance) (TA/NATA).

Provides TA grants to CDFIs and entities proposing to become CDFIs in order to build their capacity to better address the community development and capital access needs of their particular target markets including *Native American, Alaska Native* or *Native Hawaiian* communities.

### Financial Assistance (FA) Component

Provides *Financial Assistance* in the form of grants, loans, equity investments, deposits, and credit union shares and TA grants to certified CDFIs in support of identified business plans. This program component is intended to provide assistance to strengthen established CDFIs in order to better serve underserved markets.

## Native American CDFI Development (NACD) Program

The Native American CDFI Development (NACD) Program provides grants to acquire services to be used to create CDFIs that will primarily serve *Native American, Alaska Native*, and/or *Native Hawaiian* communities. The proposed CDFI may serve a single community or multiple communities, on or off *Indian Reservations*. The NACD Program largely replaces the Native American CDFI Technical Assistance (NACTA) Program implemented in FY 2002.

### Who Should Apply To the NACD Program?

Any organization that intends to create a CDFI to primarily serve *Native American, Alaska Native* and/or *Native Hawaiian* communities is eligible to apply for this Program. There are two categories of eligible *Applicants*:

1. Entities that primarily (50 percent or more of their activities) serve *Native American, Alaska Native* and/or *Native Hawaiian* communities.

These entities include, but are not limited to, *Tribal* or *Village Governments, tribal enterprises, tribally-controlled* educational institutions, and other service providers. See NOFA for complete list of eligible entities.

2. Entities that do not principally serve a *Native American, Alaska Native* and/or *Native Hawaiian* community but that have one or more *Native American Partner(s)* that is a co-signatory to the application. See NOFA for complete list of eligible entities.



Please refer to the CDFI Program Glossary for the definitions of italicized terms in this application.

Examples of such other organizations include, but are not limited to, community development technical assistance providers and *CDFIs*.

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**As a prior Awardee of the Core or SECA/TA Components, or the Native American CDFI Technical Assistance (NACTA) Program, is my organization eligible to apply for the NACD Program?**

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Yes, but as with the Fund's other programs, your organization must be able to meet the following requirements:

- Your organization has met and continues to meet all your reporting requirements for any prior awards.
- Your organization has no balance of undisbursed funds from any prior awards under the CDFI or NACTA Programs.

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**What kind of assistance can my organization receive?**

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**What kind of funding is available under this program, and what kinds of activities can a *Technical Assistance (TA)* grant be used for?**

*TA* awards are made in the form of grants. Eligible types of activities include, but are not limited to the following activities: acquiring consulting services; paying staff salary for the limited purposes of completing tasks and/or fulfilling functions that would otherwise have been completed by a consultant under the previous use category; acquiring/enhancing technology items; and acquiring training for staff or management. Expenses that are deemed to be ongoing expenses or operating expenses by the Fund are not eligible.

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**How much assistance can my organization request under this program?**

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An *Applicant* may request an amount of

any size appropriate to its organizational capacity and proposed *Comprehensive CDFI Development Plan* (see Part III of the NACD application) although the maximum NACD award amount is expected to be \$100,000. In considering how much funding to request, your organization should take into account the size of the proposed market to be served and *CDFI* to be established, as well as the scope of activities to be undertaken through a NACD grant. The Fund will consider those factors when making its funding decision.

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**What guidance can you provide in developing my *TA* request?**

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Here are some things to keep in mind in developing your *TA* request.

**1. Consulting Services:**

The Fund's intent in providing *TA* funds for the acquisition of consulting services is to increase the applicant's ability to develop a strong plan for the establishment of the new *CDFI* by obtaining external expertise. Requested consulting activities should be discrete and closely linked to the achievement of an applicant's *Comprehensive CDFI Development Plan*.

Eligible consulting services include, but are not limited to: preparing a market analysis; developing a financial product feasibility plan; developing operating budgets and cash flow projections for the prospective *CDFI*; or helping to develop underwriting policies and procedures.

The Fund recognizes that some consulting activities may be more expensive for certain market areas and special organizational needs, due to factors such as lack of primary data sources, lack of local expertise, geographical remoteness or the need for customized products and services. Be explicit

in citing factors that may explain the anticipated cost of *TA* activities under this and other categories.

## 2. Staff Salary:

In general, the Fund provides *TA* grants to cover the cost of staff salary to perform non-recurring and eligible activities that would otherwise be performed by a consultant or not at all. An applicant may request a *TA* award for staff salary only when it has qualified staff available to complete the desired activity.

Please see the examples listed above under Consulting Services for ideas about eligible non-recurring activities.

## 3. Technology

The Fund provides *TA* awards for the purpose of acquiring new technology and enhancing existing technology.

Generally the Fund will only approve technology requests for items that will be transferred to the newly created *CDFI* within one year of the applicant's receipt of a NACD award for technology, so as to build the capacity of the newly created *CDFI*. Technology requests should therefore be accompanied by a narrative description of the time frame under which such a transfer would take place.

Some examples of eligible technology uses include the acquisition of desktop and laptop computers and the acquisition of portfolio monitoring software for the *CDFI*.

## 4. Training:

An *Applicant* may request *TA* to acquire training for its staff or

management. This *TA* use enables a *CDFI* to increase the effectiveness of existing and future administrative operations and programs by developing its human capital. Note, training funds will only be provided to entities that themselves serve a *Native American, Alaska Native* or *Native Hawaiian* community and will be provided only when the *Applicant* demonstrates that the individuals receiving training will be on the staff or management of the *CDFI* to be created.

Travel expenditures should be reasonable and must be consistent with the *Applicant's* own travel policies. While it may be difficult to select training activities based on location, to the extent possible, *Applicants* should try to obtain such services that are provided near their location.

Examples of eligible training activities include staff training in loan underwriting or in the provision of *Development Services*; board training in fundraising or understanding financial statements; or staff training in the use of technology.

## 5. Other:

Other activities will be approved on a case-by-case basis. One example of other *TA* activities that may be approved would be the purchase of self-assessment or self-training materials.

**Note:** Expenditures related to eligible *TA* activities must occur after the date that an *Applicant* receives *TA* award notification from the Fund. Activities pre-dating award notification are not eligible for funding. This includes staff salary.

community  
future

CDFI  
fund

BUILD

access

INVESTMENT

## Programmatic Considerations Related to Establishment of a CDFI

### How small in size can a CDFI be?

There are no rules about the size of a CDFI. Some communities have credit unions that are open 2 or 3 days per week and operate using volunteer staff. Others are full time operations. Developing a CDFI into a community asset is very flexible; you can start small and grow in later years as business and capacity allows. An essential consideration is whether a small CDFI can be financially sustainable over the near- and long-term. It may be appropriate for small communities to create a regional or inter-tribal CDFI. The Fund encourages applicants to consider the financial feasibility and sustainability of a proposed CDFI very closely. The Fund does not intend to be a source of operating support for new CDFIs.

### Can a Tribe or Tribal government own and operate a CDFI?

Tribes and Tribal governments are eligible to apply for funds to be used for TA to create a CDFI. An entity will not usually be able to be certified as a CDFI if it is part of a tribal government, since every certified CDFI must have the predominance of its activities devoted towards *arms-length financing* activities.

### Can a Tribe transfer existing loan funds or financial services to a newly created CDFI?

Depending on the circumstances, a Tribe interested in establishing a CDFI may elect to transfer current tribal loan programs to a newly created loan fund that would be incorporated as a separate entity and then apply for certification as a CDFI. The feasibility of this strategy could be explored through a TA grant awarded under the NACD Program.

### Can the Tribe place its Federal grant dollars or Tribal dollars in the newly created CDFI?

If the CDFI is an *insured depository institution* (i.e., credit union or community development bank), *tribal* dollars can be deposited in the institution. Many times these dollars take the form of certificates of deposits. However, deposits cannot be made into non-depository institutions such as loan funds. A Tribe may loan money to a non-depository CDFI.

### Under the NACD Program, can a CDFI serve individuals other than Tribal members?

Yes. Under the NACD Program, as long as at least 60 percent of the activities of the CDFI created benefit an eligible *Target Market* and 50 percent benefit a *Native American, Alaska Native, or Native Hawaiian market* (which can include members of more than one tribe), the CDFI can serve others. Therefore, up to 40 percent of a CDFI's activities may be directed to, or otherwise benefit, other geographic areas or populations.

## Tips for Completing the Application

### What should my organization do first?

Completely, read the NOFA that accompanies this application. Then review this application, consulting the CDFI Program Glossary of Terms to understand the Fund's meaning of terms and phrases that are in *Italics*. Consult the Fund's website [www.cdfifund.gov](http://www.cdfifund.gov) for additional guidance documents which may be provided. Finally, you may contact the Fund directly with questions. You can email us a question at CDFIHELP@CDFI.TREAS.GOV or call us at (202) 622-6350. We aim to respond to questions within 24 hours on weekdays.



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### **Are there other ways, beside printing or typing on the application forms, to complete the charts?**

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Yes. Your organization may prepare charts using Excel spreadsheets which can be obtained from the Fund's web site: [www.cdfifund.gov](http://www.cdfifund.gov).

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### **What does the Fund consider to be a complete application?**

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The Fund requires that organizations complete the application in its entirety. Failure to submit a complete application will result in the Fund's rejection of the application. Follow instructions under each Part of the application to ensure that you have included all the required items.

## **Submitting the Application**

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### **Where do we send the application?**

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CDFI Fund Awards Manager, NACD Program, Bureau of Public Debt - Franchising, 200 Third Street, Room 211, Parkersburg, WV 26101. The phone number connected with this address is (304) 480-5450. Applications sent directly to the CDFI Fund at our Washington, D.C. address will not be accepted and will be returned.

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### **Can the application be faxed or sent via email?**

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No. Applications sent by facsimile or e-mail will not be accepted; however, an electronic application may be made available for this *NOFA* at a later date and if so, its availability and related guidance will be announced on the Fund's website.

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### **Do we need to submit more than one copy of the application?**

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Yes. Submit one original and one copy of this application to the address above. The

original should not be placed in a binder and should not include tabs. The copy should be placed in a three ring binder, without staples or other forms of binding.

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### **Is there a particular way the Fund wants us to organize and/or separate parts of the application?**

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Use tabs or colored paper to separate the Parts and the appendices to the application. If your organization is attaching supplemental information to clarify or expand upon the contents in the application, the attachments should be referenced in the relevant portion of the application. The Fund requests that any supplemental information be kept to a minimum.

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### **What is the deadline for the application?**

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Applications may be submitted at anytime after the date of the publication of the *NOFA*. Applications must be received at the Bureau of Public Debt - Franchise Services (BPD) office no later than 5 p.m. ET on May 31, 2004 to be eligible for this round of funding. The Fund will accept and review applications under this program as they are submitted and in the order in which they are submitted until all appropriated funds are fully committed.

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### **What happens after the application is submitted? What is the process by which applications are reviewed?**

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First, the Fund will determine whether each application has been submitted prior to the deadline and is complete. If the application is determined to be complete, the Fund will then determine whether it meets the basic eligibility requirements described above. If the application is found to be eligible, it will receive a substantive review, which is described in detail in the *NOFA* that accompanies this funding application. Applications will be evaluated on a 100-point scale. An

applicant needs to receive at least 60 points (and the minimum number of points specified for each section) to be considered for funding. As part of this process, you may be required to submit additional clarifying information in order to assist the Fund in its evaluation process. Such requests must be responded to within the time parameters set by the Fund.

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### **How will my organization know whether it has been selected to receive a grant?**

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Your organization will be notified of the Fund's decision either through a *Notice of Award*, if selected for an award, or a declination letter. If your organization receives a declination letter, it may be for reasons of application incompleteness, eligibility or substantive issues.

### **Declined Applications Policy**

Applications are generally declined in one of three phases. Late applications are declined at intake and returned to sender. Applications received on time are reviewed for completeness and eligibility. *Applicants* declined for one or both of these reasons will be notified in writing. *Applicants* that believe that their application was incorrectly deemed ineligible or incomplete may appeal the decision by notifying the Fund's Awards Manager in writing or by email (at [cdfihelp@cdfi.treas.gov](mailto:cdfihelp@cdfi.treas.gov)) within five business days of the receipt of the Fund's declination letter. *Applicants* that satisfy the eligibility and completeness requirements, but are declined for substantive reasons, will receive a declination letter and be given the opportunity to request feedback on the strengths and weaknesses of their applications.

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### **What happens if my organization is selected for funding?**

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#### **What happens if my organization receives a grant?**

Your organization will be notified of the Fund's decision through a *Notice of Award*. The *Notice of Award* will contain the general terms and conditions underlying the Fund's provision of assistance. *Applicants* that are selected to receive awards must enter into *Assistance Agreements* with the Fund prior to receiving any portion of the awards proceeds.

#### **What sort of reporting is required?**

Each *Awardee* must report the following on an annual basis:

- A report on the *Awardee's* progress in meeting its performance goals and compliance with other *Assistance Agreement* requirements;
- Such other information as the Fund may require.

APPLICANT CONTACT INFORMATION	
Applicant Organization Name:	
Employer Identification Number (EIN):(*required)	Dunn & Bradstreet Number (if available):
Congressional District of applicant's main office:	
<p>Corporate Existence:                  Is the <i>Applicant</i> duly organized and validly existing under the laws of the jurisdiction in which it was formed or otherwise established?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, the entity is ineligible for funding.)	
Website address:(if any)	
Mailing Address (Provide mailing address <u>and</u> physical address for overnight deliveries (if different). Provide nine-digit zip code where available):	
Authorized Representative Name and Title, and address if different from Applicant:	Telephone number: Fax number: E-mail address:
Contact Person Name and Title, and address if different from Applicant:	Telephone number: Fax number: E-mail address:
Native American Partner (if applicable) Authorized Representative Name and Title, and address if different from Applicant:	Telephone number: Fax number: E-mail address:
Estimate how long this application took to complete: _____ Hours	
To the best of my knowledge and belief, all information in this application is true and correct. The application has been duly authorized by the governing body of the <i>Applicant</i> , and the <i>Applicant</i> certifies, attests to, and will comply with all Assurances and Certifications included with this application if any assistance is awarded.	
Authorized Representative Signature:	Date:
Native American Partner Signature:	Date:

APPLICANT ORGANIZATIONAL CHARACTERISTICS	
<p>Type of Entity (check one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For-Profit</li> <li><input type="checkbox"/> Non-Profit</li> <li><input type="checkbox"/> Tribal (Includes Alaska Native Village government)</li> <li><input type="checkbox"/> Tribal Enterprise                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Alaska Native Regional Village Corporation</li> <li><input type="checkbox"/> Financial Institution (please complete box below)</li> <li><input type="checkbox"/> Community Development Corporation</li> <li><input type="checkbox"/> Tribally Controlled Community College</li> <li><input type="checkbox"/> Non-Tribally Controlled Educational Institution</li> <li><input type="checkbox"/> Native American Chamber of Commerce, Urban Indian Center or Cultural Center</li> <li><input type="checkbox"/> Consulting Firm</li> <li><input type="checkbox"/> TA Provider</li> <li><input type="checkbox"/> Other (specify):</li> <li><input type="checkbox"/> Other (specify):</li> </ul> </li> </ul>	<p><i>Applicant</i> Non Profit Tax Exempt Status (if applicable):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 501(c)(3)      <input type="checkbox"/> 501(c)(4)</li> <li><input type="checkbox"/> Federal Credit Union</li> <li><input type="checkbox"/> Other (specify):</li> </ul> <p><small>NOTE: Applicants with a 501(c)(4) designation must complete the "501(c)(4) Questionnaire" at the end of Part I. Applicant Information. Organizations with a 501(c)(4) designation that engage in lobbying activities on or after January 1, 1996, are not eligible to receive an award from the Fund.</small></p>
<p><i>Applicant's</i> Date of Incorporation* (month/day/year)</p>	<p>Most recent fiscal year end (month &amp; year of latest available financials):</p>

**AFFILIATE INFORMATION TABLE** Applicants with Affiliates must complete this table. Attach additional sheets of paper if needed.

Affiliate Name	EIN



BUILD

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APPLICANT MARKETS SERVED	
Geographic Market(s): (check all that apply)	<input type="checkbox"/> Major urban (population more than 1 million) <input type="checkbox"/> Minor urban (population 1 million or less) <input type="checkbox"/> Rural
Primary Geographic Market: (check one)	<input type="checkbox"/> Major urban (population more than 1 million) <input type="checkbox"/> Minor urban (population 1 million or less) <input type="checkbox"/> Rural
Targeted Populations Served: (check all that apply)	<input type="checkbox"/> African American <input type="checkbox"/> Alaska Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Low Income <input type="checkbox"/> Native American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Women <input type="checkbox"/> Other (specify):
Targeted Areas: (check all that apply) (see <a href="http://www.cdfifundhelp.gov">www.cdfifundhelp.gov</a> for definitions)	<input type="checkbox"/> Appalachia <input type="checkbox"/> Colonias <input type="checkbox"/> Hot Zone(s) <input type="checkbox"/> Mississippi Delta

**RACE/ETHNICITY SUMMARY**

- Enter amounts in all fields representing your clients for your FY2002.
- Each section must total 100%.

Hispanic or Latino	_____ %
Not Hispanic or Latino	_____ %
Uncategorized	_____ %
American Indian or Alaska Native	_____ %
Asian	_____ %
Black or African American	_____ %
Native Hawaiian or Other Pacific Islander	_____ %
White	_____ %
Uncategorized	_____ %

**GENDER**

Male       Female

**STATES SERVED** (check all the states/jurisdictions the *Applicant* serves)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Alabama                | <input type="checkbox"/> Kentucky              | <input type="checkbox"/> Ohio           |
| <input type="checkbox"/> Alaska                 | <input type="checkbox"/> Louisiana             | <input type="checkbox"/> Oklahoma       |
| <input type="checkbox"/> American Samoa         | <input type="checkbox"/> Maine                 | <input type="checkbox"/> Oregon         |
| <input type="checkbox"/> Arizona                | <input type="checkbox"/> Marshall Islands      | <input type="checkbox"/> Palau          |
| <input type="checkbox"/> Arkansas               | <input type="checkbox"/> Maryland              | <input type="checkbox"/> Pennsylvania   |
| <input type="checkbox"/> California             | <input type="checkbox"/> Massachusetts         | <input type="checkbox"/> Puerto Rico    |
| <input type="checkbox"/> Colorado               | <input type="checkbox"/> Michigan              | <input type="checkbox"/> Rhode Island   |
| <input type="checkbox"/> Connecticut            | <input type="checkbox"/> Minnesota             | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Delaware               | <input type="checkbox"/> Mississippi           | <input type="checkbox"/> South Dakota   |
| <input type="checkbox"/> District of Columbia   | <input type="checkbox"/> Missouri              | <input type="checkbox"/> Tennessee      |
| <input type="checkbox"/> Fed. St. of Micronesia | <input type="checkbox"/> Montana               | <input type="checkbox"/> Texas          |
| <input type="checkbox"/> Florida                | <input type="checkbox"/> Nebraska              | <input type="checkbox"/> Utah           |
| <input type="checkbox"/> Georgia                | <input type="checkbox"/> Nevada                | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Guam                   | <input type="checkbox"/> New Hampshire         | <input type="checkbox"/> Virgin Islands |
| <input type="checkbox"/> Hawaii                 | <input type="checkbox"/> New Jersey            | <input type="checkbox"/> Virginia       |
| <input type="checkbox"/> Idaho                  | <input type="checkbox"/> New Mexico            | <input type="checkbox"/> Washington     |
| <input type="checkbox"/> Illinois               | <input type="checkbox"/> New York              | <input type="checkbox"/> West Virginia  |
| <input type="checkbox"/> Indiana                | <input type="checkbox"/> North Carolina        | <input type="checkbox"/> Wisconsin      |
| <input type="checkbox"/> Iowa                   | <input type="checkbox"/> North Dakota          | <input type="checkbox"/> Wyoming        |
| <input type="checkbox"/> Kansas                 | <input type="checkbox"/> Northern Mariana Isl. |   |

The Fund’s environmental review requirements are set forth in 12 CFR part 1815. The *Applicant* should review such regulations carefully before completing this section. In order to assure compliance with those regulations and other requirements related to the environment, the *Applicant* shall provide the following information:

	YES	NO
1 ■ Are there any actions proposed in the application that do not constitute a “categorical exclusion” as defined in 12 CFR § 1815.110?		
If YES, would any of these actions normally require an environmental impact statement (see 12 CFR § 1815.108)?		
2 ■ Are there any activities proposed in the application that involve:		
a ■ historical of archeological sites listed in the National Registry of Historic Places or that may be eligible for such listing?		
b ■ wilderness areas designated or proposed under the Wilderness Act?		
c ■ wild or scenic rivers proposed or listed under the Wild and Scenic Rivers Act?		
d ■ critical habitats of endangered or threatened species?		
e ■ natural landmarks listed on the National Registry of National Landmarks?		
f ■ coastal barrier resource systems?		
g ■ Coastal Zone Management Areas?		
h ■ Sole Source Aquifer Recharge Areas designated by EPA?		
i ■ wetlands?		
j ■ flood plains?		
k ■ prime and unique farmland?		
l ■ properties listed or under construction for listing on the Environmental Protection Agency’s List of Violating Facilities?		
If YES to any of the above questions, attach a detailed description of each action, clearly identifying the category in which the action falls.		

**NOTIFICATION**

As stated in 12 CFR § 1815.105, if the Fund determines that the application proposes actions which require an environmental assessment or an environmental impact statement, any approval and funding of the application shall be contingent upon:

- 1 ■ The *Applicant* supplying to the Fund all information necessary for the Fund to perform or have performed any required environmental review;
- 2 ■ The *Applicant* not using any Fund financial assistance to perform any of the proposed actions in the application requiring an environmental review until approval is received from the Fund; and
- 3 ■ The outcome of the required environmental review.

In addition, as stated in 12 CFR § 1815.106, if the Fund determines that an application, or any part thereof, is not sufficiently definite to perform a meaningful environmental review prior to approval of the application, final approval and funding of the application shall require supplemental environmental review prior to the taking of any action directly using Fund *Financial Assistance* for any action that is not a categorical exclusion.

## A. OMB Standard form 424b: Assurances — Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency.

As the duly authorized representative of the *Applicant* I certify that the *Applicant*:

- 1 ■ Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- 2 ■ Will give the awarding agency, the Comptroller General of the United States, and it appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3 ■ Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal organizational conflict of interest, or personal gain.
- 4 ■ Will initiate and complete the work (activities in application) within the applicable time frame after receipt of approval of the awarding agency.
- 5 ■ Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763)
- 6 ■ Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L.) 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L.92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of drug abuse; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other statute(s) under which application for Federal assistance is being made; and (j) the

relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specifies in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).



requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91- 646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal Funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurance construction and acquisition is \$10,000, or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a)

institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research,

development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead paint in construction or rehabilitation of residence structures.
17. Will cause with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

## **B. Additional Certifications**

In addition to the assurances and certifications provided by the Applicant pursuant to OMB Standard Form 424B, the *Applicant* hereby assures and certifies that:

1. It is duly organized and validly existing under the laws of jurisdiction in which it was incorporated or otherwise established, and is (or within 30 days will be) authorized to do business in any jurisdiction in which it proposes to undertake activities specified in this application.
2. Its Board of Directors (or similar governing body) has by proper

resolution or similar action authorized the filing of this application, including all understandings and assurances contained herein, and directed and authorized the person identified as the authorized representative of the Applicant to act in connection with this application and to provide such additional information as may be required;

3. It will comply with all applicable requirements of the Community Development Banking and Financing Institutions Act of 1994 (the Act) [12 U.S.C. 4701 et seq.], regulations implementing the Act and all other applicable Department of the Treasury regulations and implementing procedures (and any regulations or procedures which are later promulgated to supplement or replace them);
4. It will comply, as applicable and appropriate, with the requirements of OMB Circulars (e.g., A-110 and A-133) and any regulations and circulars which are later promulgated to supplement or replace them, including standards for fund control and accountability;
5. It has not knowingly and willfully made or used a document or writing containing any false, fictitious or fraudulent statement or entry as part of this application or any related document, correspondence or communication. (The Applicant and its authorized representative should be aware that, under 18 U.S.C. 1001, whoever knowingly and willfully makes or uses such document or writing shall be fined or imprisoned for not more than five years, or both); and
6. The information in this application,

and in these assurances and certifications in support of the application, is true and correct to the best of the Applicant's knowledge and belief and the filing of this application has been duly authorized.

## C. Certification Regarding Debarment, Suspension, and other Responsibility Matters — Primary Covered Transactions

### Instructions for certification

1. By signing and submitting this application, the prospective primary participant (the *Applicant*) is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in the denial of participation in this covered transaction. The prospective *Applicant* shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Fund's determination whether to enter into this transaction (approval and funding of the application). However, failure of the Applicant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. This certification is a material representation of fact upon which reliance is placed when the Fund determines to enter into this transaction. If it is later determined that the *Applicant* knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Fund may terminate this transaction for cause default.
4. The *Applicant* shall provide immediate written notice to the Fund if at any time the Applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transactions," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause (certification), have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Fund for assistance in obtaining a copy of those regulations (31 CFR part 19).
6. The *Applicant* agrees by submitting this application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Fund.
7. The *Applicant* further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," to be provided by the Fund, without modification, in all lower tier covered transactions and in all solicitations for lower tier

covered transactions (see 31 CFR part 19, Appendix B).

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Fund may terminate this transaction for cause or default.

### **certification regarding debarment, suspension, and other responsibility matters — primary covered transactions**

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1. The prospective primary participant (the *Applicant*) certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendering against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause for default.

2. Where the applicant is unable to certify to any of the statements in this certification, such *Applicant* shall attach an explanation to this proposal.

## D. Certification Regarding Drug-Free Workplace Requirements

1. The *Applicant* certifies that it will provide a drug-free workplace by:
  - a. publishing a statement notifying employees that the unlawful manufacturer, distribution, dispensing, possession, or use of a controlled substance is prohibited in the *Applicant's* workplace and specifying the actions that will be taken against employee for violations of such prohibition;
  - b. establishing a drug-free awareness program inform employees about:
    - (i) the dangers of drug abuse in the workplace;
    - (ii) the Applicant's policy of maintaining a drug-free workplace;
    - (iii) any available drug counseling, rehabilitation, and employee assistance program; and
    - (iv) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
  - c. making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by subparagraph (a);
  - d. notifying the employee in the statement required by subparagraph (a) that, as a

condition of employment in such grant, the employee will:

- (i) abide by the terms of the statement; and
  - (ii) notify the employer of any criminal drug use statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;
- e. notifying the granting agency in writing within ten calendar days after receiving notice of a conviction under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction;
  - f. taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted:
    - (i) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (ii) requiring such employee to participate satisfactory in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
  - g. making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f).
2. The *Applicant* may insert in the space provided below the site(s) for the performance of work



(activities carried out by the *Applicant*) to be done in connection with the award:

Place of Performance (Street Address, City, County, State and Zip Code)

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## E. Certification Regarding Lobbying

1. The *Applicant* certifies, to the best of its knowledge and belief, that:
  - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the *Applicant*, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the award of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
  - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this application, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
  - c. The *Applicant* shall require that the language of this certification be included in the award documents for all subawards of all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
2. This certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## I. Instructions

(to be completed by 501 (c)(4) organizations only)

This questionnaire is necessary for the Community Development Financial Institutions Fund (Fund) to determine whether the *Applicant* has a 501 (c)(4) designation from the Internal Revenue Service and is eligible to receive an award from the Fund (see 12 C.F.R. § 1805.200(a)(3)).

Please read all definitions before responding to the questions and continue to refer to such definitions in responding to this questionnaire. If the answer to any question is yes, please describe in detail the facts and circumstances, the subject matter(s), the date(s), the names and titles of all individuals and their employers and their organizations on a separate sheet(s) of paper. The Fund reserves the right to seek follow-up responses from an applicant.

Failure to complete this questionnaire and, if applicable, respond timely to follow-up questions, will delay the Fund's processing of the Application, and may result in the disqualification of the Application from further consideration. After the submission of responses to this questionnaire, the *Applicant* is under a continuing obligation to: 1) supplement its responses upon a change in circumstances; and 2) revise or modify its responses within 10 business days of having actual or constructive knowledge that the responses previously submitted and certified are no longer complete, accurate, or true. You may call the Fund's Legal Office (202-622-8662) if you have any questions about this form.

## II. Scope

The scope of this questionnaire is limited to activities on or after January 1, 1996.

1 "Contacted" means any oral or written communication including an electronic communication.

2 "Covered executive branch official" means -

(1) the President;

(2) the Vice President;

(3) any officer or employee, or any other individual functioning in the capacity of such an officer or employee, in the Executive Office of the President;

(4) any officer or employee serving in an Executive Level I-V position, a "Schedule C" position, or any official in a Senior Executive Service position;

(5) any officer or employee serving in a position of a confidential, policy determining, policy-making, or policy advocating character.

## III. Questions

- Has any officer, employee, director, partner, proprietor, or Board member contacted<sup>1</sup> a "covered executive branch official"<sup>2</sup> with regard to the formulation, modification, or adoption of Federal legislation (including legislative proposals)?

Yes  No

- Has any officer, employee, director, partner, proprietor, or Board member contacted a "covered executive branch official" with regard to the formulation, modification, or adoption of a Federal rule, regulation, Executive Order, or any other program, policy, or position of the United States Government?

Yes  No

- Has any officer, employee, director, partner, proprietor, or Board member contacted a "covered executive branch official" with regard to the administration or execution of a Federal program or policy (including the negotiation, award, or administration or a Federal contract, grant, loan, permit, or license)?

Yes  No

- Has any officer, employee, director, partner, proprietor, or Board member contacted a "covered executive branch official" with regard to the nomination or confirmation of a person for a

position subject to confirmation by the United States Senate?

Yes  No

5. Has any officer, employee, director, partner, proprietor, or Board member engaged in efforts supporting and coordinating the contact by others of a "covered executive branch official," including preparation and planning activities, research and other background work that was intended, at the time performed, for a purpose described in Questions 1-4?

Yes  No

6. Has any officer, employee, director, partner, proprietor, or Board member contacted a "covered legislative branch official"1 with regard to the formulation, modification, or adoption of Federal legislation (including legislative proposals)?

Yes  No

7. Has any officer, employee, director, partner, proprietor, or Board member contacted a "covered legislative branch official" with regard to the formulation, modification, or adoption of a Federal rule, regulation, Executive order, or any other program, policy, or position of the United States Government?

Yes  No

8. Has any officer employee, director, partner, proprietor, or Board member contacted a "covered legislative branch official" with

regard to the administration or execution of a Federal program or policy (including the negotiation, award, or administration of a Federal contract, grant, loan, permit, or license)?

Yes  No

9. Has any officer, employee, director, partner, proprietor, or Board member contacted a "covered legislative branch official" with regard to the nomination or confirmation of a person for a position subject to confirmation by the United States Senate?

Yes  No

10. Has any officer, employee, director, partner, proprietor, or Board member engaged in efforts supporting and coordinating the contact by others of a "covered legislative branch official," including preparation and planning activities, research and other background work that was intended, at the time performed, for a purpose described in Questions 6-9?

Yes  No

#### IV. Signature

By signing this application, the *Applicant* certifies that the *Applicant's* answers to the 501(c)(4) Questionnaire and the written explanations attached thereto are true, accurate, and complete to the best of its information, knowledge, and belief that, since January 1, 1996, the *Applicant* has not engaged in Lobbying Activities as defined in Section 3 (7) of the Lobbying Disclosure Act of 1995, P.L. 104-65, as amended.



## PART II: ELIGIBILITY

1. Is your organization:

- A Tribe, Tribal entity, Alaska Native Village, Village Corporation, Regional Corporation, Non-Profit Regional Corporation/Association, or Inter-Tribal or Inter-Village organization;
- A non-profit community organization engaged in related activities, including, but not limited to: community development corporations (CDCs), training or educational organizations, tribally-controlled community colleges, chambers of commerce, or urban Indian centers that serve primarily a *Native American, Alaska Native or Native Hawaiian* community; or
- A TA provider in the field of community development finance or other economic development in *Native American, Alaska Native, or Native Hawaiian* communities; or other suitable provider including CDC, CDFI, or entities with experience in lending or banking to *Native American, Alaska Native, or Native Hawaiian* communities.

2. Is at least 50% of your activities directed toward serving *Native American, Alaska Native and/or Native Hawaiian* populations?

- Yes     No

A. If No, do you have one or more *Native American Partner(s)* that serves primarily a *Native American, Alaska Native and/or Native Hawaiian* community that you will work with to establish a CDFI to serve that community?

- Yes     No

B. Is the *Native American Partner* a signatory to this application and is it prepared to be a signatory to the Assistance Agreement, if your organization is selected for funding?

- Yes     No

3. Do you have a plan to create a CDFI that will become certified by January 31, 2006 (for applications received by May 31, 2003) or by January 31, 2007 (for applications received between June 1, 2003 and May 31, 2004)?

- Yes     No

Technical Assistance		Product/Scope of Work	Expected # of Hours	Date of Completion	Date Expected Board Approval	Cost	
Consulting Services	\$					\$	
Technology	\$					\$	
Staff Salary	\$					\$	
Training	\$					\$	
Other	\$					\$	
<b>Total TA Request</b>	<b>\$</b>					<b>\$</b>	
1.)						\$	
2.)						\$	
3.)						\$	
Total Consulting Services: \$							
Technology Item		Company Providing Quote	Expected Date of Acquisition	Date of Installation	Cost		
1.)					\$		
2.)					\$		
3.)					\$		
Total Technology: \$							
Staff Title or Position*		Finished Product to be Developed	Date to Begin	Expected # of Hours	Date of Completion	Annual Salary	Cost
1.)						\$	\$
2.)						\$	\$
3.)						\$	\$
Total Staff: \$							
Training Event		Subject	# of Attendees	Date	Provider	Cost	
1.)						\$	
2.)						\$	
3.)						\$	
Total Training: \$							
Other		Provider	Date of Acquisition or Completion	Cost			
1.)				\$			
2.)				\$			
3.)				\$			
Total Other: \$							

\* Fill out the Staff Expense Calculator Chart for each staff title or position that you are requesting funding for.

**General guidance:**

Staff expenses are only allowable for discrete capacity building activities in place of a consultant or as noted in the instructions. TA awards cannot be used to cover benefits, overhead expenses or other administrative costs. You must attach the staff person's resume demonstrating his/her capacity to provide the requested activity. The TA award may only cover that portion of the staff person's salary that represents the time that person spends on the discrete, capacity building task(s), not his/her ongoing activities. Additionally, in order to ensure that the organization is not dependent on the Fund to meet salary expenses, the Fund will not fund more than 50% of any one person's salary in a 12 month period, and not for a period to exceed 24 months. Staff salary can only be funded for those activities that occur after the date of the *Notice of Award*.

**Instructions on using this form:**

Fill in the requested narrative and data in the spaces below. If you are filling out this form electronically, the "amount of staff salary requested" will be calculated automatically. Use a separate form for each staff member and task.

Name of staff person:	
Title:	
If a new hire, date expected to begin:	
Describe the task to be completed in the space below.	
Describe the person's qualifications for completing this task in the space below and attach resume.	
Explain why staff salary is proposed in lieu of consulting services in the space below.	
Number of months to complete task:	
Percentage of time spent on the task during those months	
Staff salary (DO NOT INCLUDE BENEFITS, OVERHEAD EXPENSES, ETC).	
<b>Amount of staff salary requested: \$</b>	

**PART III: COMPREHENSIVE CDFI DEVELOPMENT PLAN**

**A. SUMMARY** (no points, for information purposes only)

1. Provide a brief narrative describing the Applicant's mission, key activities, and success in carrying out these activities, and market served. *Tribal* and *Village* governments should describe their community development activities. (suggested length: up to 1 page)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
AS A SEPARATE ATTACHMENT.  
Be sure to indicate the Question number.

**B. MARKET NEED AND CDFI STRATEGY** (maximum of 25 points, minimum of 12 points needed)

**B1. MARKET NEED**

Provide a brief narrative describing your market's economic distress and need for the proposed *CDFI*, including whether there are other providers of financial services (such as banks, credit unions, other lenders). Specifically, what financial products and services are needed by the community that are not provided adequately by existing financial institutions? What products and services are currently offered by traditional or other financial institutions in your community? (suggested length: up to 1 page)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
AS A SEPARATE ATTACHMENT.  
Be sure to indicate the Question number.

**B2. ORGANIZATIONAL STRUCTURE**

A. What is the proposed organizational structure for the *CDFI*?

- Bank/thrift
- Business/Micro loan fund
- Community Facilities loan fund
- Credit union
- Housing loan fund
- Venture capital fund
- Other \_\_\_\_\_
- Don't know

B. If not yet determined, what steps have been or will be taken to determine the structure? (suggested length: ½ page)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
AS A SEPARATE ATTACHMENT.  
Be sure to indicate the Question number.

C. If applicable, when do you expect that the proposed *CDFI* will be incorporated (or otherwise legally created) or chartered (if an *Insured Depository Institution, Depository Institution Holding Company* or *Credit Union*)?  
Month/year \_\_\_\_\_

B3. MISSION

- A. What is the mission of the proposed CDFI? (suggested length: 1 paragraph)
  
  
  
  
  
  
  
  
  
  
- B. If not yet determined, when do you expect the mission to be determined?  
Month/year \_\_\_\_\_

B4. GOVERNING BOARD

- A. When do you expect to have a governing board in place for the proposed CDFI that is separate from the parent organization? Month/Year \_\_\_\_\_
  
- B. What is the expected composition of the governing board?  
Number of individuals: Total # \_\_\_\_\_
  
- C. Note number of individuals that are:
  - \_\_\_ Tribal officials
  - \_\_\_ Housing authority officials/staff (can include those identified above)
  - \_\_\_ Economic development agency officials/staff (can include those identified above)
  - \_\_\_ Business owners
  - \_\_\_ Non-profit organization staff
  - \_\_\_ Community residents (other than enumerated above categories)
  - \_\_\_ Bank/Thrift staff
  - \_\_\_ Other
  
- D. What percentage of the board do you expect will be members of the *Native American, Alaska Native, or Native Hawaiian* community that you anticipate serving? \_\_\_\_\_%
  
- E. If less than 1/3 of governing board is from the *Native American, Alaska Native, or Native Hawaiian* community served by the proposed CDFI, how will you maintain accountability to this community, for example, through an advisory board that meets regularly, through community meetings, focus groups, or community surveys?  
(suggested length: up to 1 paragraph)

**T**ip: In general, successful CDFIs have boards that have a diverse set of skills and connections. For example, it is useful to have some professionals in the community development field (such as an expert on housing or economic development), as well as those from a traditional financing background (bankers), and those that understand the need of the target clients (residents of the community, tribal members).

**B5. PRODUCTS**

- A. If the *CDFI's* loan or investment products have already been developed, complete the Product Description Chart (Appendix A).
- B. If products have not been determined, describe the strategy for research and developing products. (suggested length: up to one paragraph)

**T**ip: Many successful *CDFIs* assess the market need through surveys or focus groups in order to determine their products. The market analysis should look at what other products are provided in the market and what products would be used by potential customers.

**B6. ARE YOU PLANNING TO USE ANY OF THE REQUESTED TA TO DETERMINE THE:**

- A. Organizational structure and mission  Yes  No
- B. Governance structure  Yes  No  
and/or
- C. Products of the proposed *CDFI*?  Yes  No
- D. If yes regarding any of the above, describe the applicable activities and how those activities will enhance your capacity to facilitate the creation of a *CDFI* within three years. (suggested length: up to 1 1/2 page)

**PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
 AS A SEPARATE ATTACHMENT.  
 Be sure to indicate the Question number.**

**C. MANAGEMENT** (maximum of 25 points, minimum of 12 points needed)

**C1. ORGANIZATIONAL CHART**

- A. Provide an organizational chart for your organization that shows its relationship, if any, to the proposed *CDFI*.
- B. Discuss the roles of key individuals with the applicant and with the proposed *CDFI*. (suggested length: up to 2 pages)

**PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
 AS A SEPARATE ATTACHMENT.  
 Be sure to indicate the Question number.**

- C. Attach resumes of key staff people or other parties who will be instrumental in developing the *CDFI*.

**C2. STAFF**

- A. When do you expect the organization to have its first *Full Time Equivalent* hired (paid from own resources)? Month/year \_\_\_\_\_
- B. How will you meet staffing needs until that time (indicate as many as apply)
- |  |          |            |
|--|----------|------------|
| Loaned (unpaid) staff from parent organization   | ___ FTEs | ___ months |
| Contracted (paid) staff from parent organization | ___ FTEs | ___ months |
| Loaned (unpaid) staff from another source        | ___ FTEs | ___ months |
| Contracted (paid) staff from another source      | ___ FTEs | ___ months |
| Volunteers                                       | ___ FTEs | ___ months |

**C3. PORTFOLIO QUALITY**

- A. If your organization currently has a loan or investment portfolio, complete the Loan Portfolio Quality Chart (Appendix B) or Investment Valuation Chart (Appendix C) for your portfolio. If the *Applicant* is an *Insured Credit Union*, attach the Financial Performance Ratios for the most recently completed fiscal year. If the *Applicant* is an *Insured Depository Institution*, attach the Uniform Bank Performance Ratios for the most recently completed fiscal year.
- B. If your organization currently has a loan or investment portfolio, will the portfolio be transferred to the *CDFI* created?  
 Yes     No
- C. Optional Narrative: Describe any pertinent issues that may have affected your organization's overall portfolio quality and any steps you have taken to address portfolio quality issues. (suggested length: up to 1 page)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
AS A SEPARATE ATTACHMENT.  
Be sure to indicate the Question number.

**Note:** If your organization has received an award from the Fund through a prior funding round, the Fund will consider compliance with reporting and other requirements when evaluating your application in this section. *Applicants* with past or current instances of non-compliance will have points deducted.

**C4. ARE YOU PLANNING TO USE ANY OF THE REQUESTED TA TO:**

- A. Develop a staffing plan                             Yes     No
- B. Train staff     Yes     No
- and/or
- C. Enhance portfolio management systems?    Yes     No

If yes regarding any of the above, describe the how the activity will enhance the applicant's capacity to facilitate the creation of a *CDFI* within three years. If technology is requested, describe the time frame in which the technology will be transferred to the *CDFI*.

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
AS A SEPARATE ATTACHMENT.  
Be sure to indicate the Question number,  
and re-state the Question at the beginning of the narrative.

**D. FINANCIAL HEALTH AND RESOURCES** (maximum of 10 points, minimum of 5 points needed)

**D1. FINANCIAL STATEMENTS**

(for the applicant organization, not for the CDFI being created.)

Check one and attach if applicable for the two most recently completed fiscal years.

**Note:** *Tribal governments do not need to include financial statements; please refer to item C and include loan fund financial statements, if applicable.*

- a. Audited *Financial Statements* (or CPA reviewed *Financial Statements*)
- b. Annually generated balance sheets (statement of financial position) and income and expense statements (statement of activities)
- c. Annually generated balance sheets (statement of financial position) and income and expenses statements (statement of activities) for the parent's loan program (*Tribal and Village governments only*)
- d. Call report (*Insured Depository Institutions*)
- e. NCUA Form 5300 (*Insured Credit Unions*)
- f. Not applicable (*Applicant has less than one full year of operating history*).

**D2. OPTIONAL NARRATIVE**

Provide a narrative explaining any discrepancies or weaknesses in your financial position. Note, if you do not provide an explanation and the Fund finds that there are weaknesses or concerns about your financials, this will lower your score in this section of the application. (suggested length: up to 2 pages)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION AS A SEPARATE ATTACHMENT.  
 Be sure to indicate the Question number.

**Tip:** The *Applicant's* financial health should not detract from its ability to successfully use the requested *TA* and create a *CDFI*.

**D3. FUNDS AVAILABLE TO LEND**

- A. Complete the Capitalization Sources Chart (Appendix D).
- B. Optional: Narrative explaining your efforts to raise capital to lend, including the extent of past funding from the proposed funders and the strategy for approaching all funding sources going forward (both past and new sources). Note, it is highly recommended that you provide a narrative that discusses your ability to raise capital if this activity has presented a challenge in the past and/or if you expect it to present a challenge going forward. If the Fund finds that there are concerns about your ability to raise capital that are not addressed in the narrative, this will likely lower your score in this section of the application. (suggested length: up to 1 page)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION AS A SEPARATE ATTACHMENT.  
 Be sure to indicate the Question number.

**Tip:** This narrative will be used to enhance the Fund's understanding of the likely financial sustainability of the planned *CDFI*. The Fund will not provide assistance to an entity if it appears that there will be a dependence on the Fund as a primary source of funding.



**D4. OTHER RESOURCES**

Describe other resources that your organization is able to draw on in support of the proposed CDFI. These may include donated staff time, office space, volunteers or shared databases of potential clients. (suggested length: 1 paragraph)

**E. COMMUNITY DEVELOPMENT PERFORMANCE AND EFFECTIVE USE OF TA**

(maximum of 40 points, minimum of 20 points needed)

**E1. PROJECTED ACTIVITIES**

- A. In the table below, estimate how many clients the proposed CDFI will serve and how many dollars will be deployed (through loans, *Equity Investments*, *Eligible Loan Guarantees*, or loan purchases) in the first three years of operation. Enter the date you expect the CDFI to close its first financing transaction (if a non-regulated institution) or open its door and begin operations (if a regulated institution).

PROJECTED ACTIVITIES TABLE	
A. Aggregate number of clients to be served over three years:	
B. Aggregate number of dollars to be deployed over three years: \$	
C. Date first transaction to close (month/year) OR Date "doors open" (month/year): (regulated institutions)	

**E2. OPTIONAL**

If applicable, describe any leverage created by the Fund award, in terms of funding or other resource (for example, the *Tribe's* willingness and ability to contribute in-kind support of a staff person to startup the CDFI). (suggested length: up to 1 page)

**E3. OUTCOMES**

Describe the expected short (1-3 years) and long-term (beyond 3 years) outcomes of the CDFI on the *Target Market*. For example, to what extent is the CDFI expected to address the needs described in the first section? To what extent is the CDFI expected to have a positive impact on the community's economic conditions? (suggested length: up to 1 page)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
 AS A SEPARATE ATTACHMENT.  
 Be sure to indicate the Question number.

**T**ip: The *Applicant* must articulate what it hopes to achieve through the CDFI, and the positive effect it will have on the community. For example, creating locally-owned businesses may be expected to create more jobs in the community and retain dollars spent in the community, as well as creating role models for other members of the community. Homeownership assistance may be expected to result in safer and generally more adequate housing, and attract more residents to the community.

E4. TRACK RECORD

Describe the *Applicant's* track record in community development and finance, as it relates to its ability to effectively create a *CDFI* to serve the market described above.  
(suggested length: up to 1 page)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
AS A SEPARATE ATTACHMENT.  
Be sure to indicate the Question number.

**T**IP: The Fund will value experience in providing related activities to the *Target Market*, including lending, financial training and counseling, homebuyer assistance, small business assistance. Such services may be provided directly by the *Applicant's* staff or through partnerships with other organizations. The Fund will also look at the extent to which the *Applicant* has created partnerships and brought resources to enhance the lives of individuals in the market served.

E5. NARRATIVE

If previously funded by the Fund, provide a narrative describing the need for Fund dollars over and above the prior assistance. (suggested length: up to 1 page)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
AS A SEPARATE ATTACHMENT.  
Be sure to indicate the Question number.

**N**ote: If an *Awardee* under prior Fund funding rounds, the Fund will also consider compliance with performance goals and financial soundness covenants in scoring this section. *Applicants* with past instances of non-compliance will have points deducted.

E6. DESCRIBE

Describe how the requested *TA* will enable your organization to create a successful *CDFI*. For example, how will the *TA* assist in completing the key building blocks of the proposed *CDFI*? How will the *TA* resources help the new entity meet the Fund's six certification tests within three years? How will obtaining a *TA* award shorten the time frame for establishing the *CDFI* and promote the most viable *CDFI* to serve the *Applicant's* community?  
(suggested length: up to 2 pages)

PLEASE PROVIDE THE NARRATIVE TO THIS QUESTION  
AS A SEPARATE ATTACHMENT.  
Be sure to indicate the Question number.

**Instructions on using this form:**



Describe the key elements of each of your major project lines (current and proposed). Fill in information only for those products that are applicable to you.

Loan Products:	Loan Size Range	Product Use	Eligibility Features	Expected Annual Closings
EXAMPLE of a Business Loan	\$50,000-\$500,000	working capital, equipment, inventory	small business located in Investment area	\$1,000,000
1. Business				
2. <i>Microenterprise</i>				
3. <i>Commercial Real Estate</i>				
a. Short term				
b. Permanent				
4. <i>Community Facilities</i>				
a. Short term				
b. Permanent				
5. Affordable Housing Development				
a. Short term				
b. Permanent				
c. Single Family (1-4 units)				
d. Multi-Family (5+ units)				
6. First Mortgages				
7. Subordinated Mortgages - Purchase				
8. Downpayment Assistance Loans				
9. Subordinated Mortgages - Repair				
10. Consumer Loans				
11. Other (provide name)				
<b>Equity Products</b>				
1. <i>Equity Investments</i>				
2. Debt w/Equity features				
<b>Loans Purchased</b>				
Loans Purchased from other CDFIs				

DEVELOPMENT SERVICE (DS)	Topics/Issues Covered	Eligibility Features	Expected Number of DS Recipients
1. Financial Counseling/Financial Literacy			
2. Homeownership Counseling			
3. Business Plans Development			
4. Other <i>Technical Assistance</i> to businesses or non-profits			

APPENDIX A

PRODUCT DESCRIPTION

community future

	Loan Portfolio Aging Schedule			Current FY To Date* End of Period: _____		End of FY: _____		End of FY: _____	
	Non-Regulated Institutions	Insured Credit Unions	Insured Depository Institutions	Number	Principal Outstanding	Number	Principal Outstanding	Number	Principal Outstanding
a.	31 to 60 days				\$		\$		\$
b.	61 to 90 days				\$		\$		\$
c.	90+ days				\$		\$		\$
d.	Gross Loans Receivable (or Total Loans) with payments past due (sum of a thru c)				\$		\$		\$
e.	Total Portfolio-at-Risk or Delinquency Ratio (d divided by f)								
	<b>Loan Loss History</b>			To Date* End of Period: _____		End of FY: _____		End of FY: _____	
f.	Total Outstanding Loan Portfolio				\$		\$		\$
g.	Net Write-Offs or Net Charge-Offs				\$		\$		\$
h.	Annual Net Loan Loss Ratio (g divided by f)				\$		\$		\$
i.	Loan Loss Reserve (cash reserves)				\$		\$		\$
j.	Loan Loss Reserve (accrual)				\$		\$		\$
k.	Loan Loss Reserve Ratio (sum of i plus j divided by f)				\$		\$		\$

Business State (As of Date of Investment)					
End of FY ____	Seed Stage	Early Stage	Expansion/Later Stage	Total	Turnaround Stage(of those investments listed to the left)
% Portfolio				100%	
# Equity					
\$ Valuation					
Other Returns					
	Avg Holding Period (# of Months) of all investments in portfolio	Investments Exited during the year	Investments Written Off during the year	Gains (Losses)	
Number					
Dollars Gained (Lost)				\$	

Business State (As of Date of Investment.)					
End of FY ____	Seed Stage	Early Stage	Expansion/Later Stage	Total	Turnaround Stage(of those investments listed to the left)
% Portfolio				100%	
# Equity					
\$ Valuation					
Other Returns					
	Avg Holding Period (# of Months) of all investments in portfolio	Investments Exited during the year	Investments Written Off during the year	Gains (Losses)	
Number					
Dollars Gained (Lost)				\$	

Business State (As of Date of Investment.)					
End of FY ____	Seed Stage	Early Stage	Expansion/Later Stage	Total	Turnaround Stage(of those investments listed to the left)
% Portfolio				100%	
# Equity					
\$ Valuation					
Other Returns					
	Avg Holding Period (# of Months) of all investments in portfolio	Investments Exited during the year	Investments Written Off during the year	Gains (Losses)	
Number					
Dollars Gained (Lost)				\$	

Business State (As of Date of Investment)					
End of FY ____	Seed Stage	Early Stage	Expansion/Later Stage	Total	Turnaround Stage(of those investments listed to the left)
% Portfolio				100%	
# Equity					
\$ Valuation					
Other Returns					
	Avg Holding Period (# of Months) of all investments in portfolio	Investments Exited during the year	Investments Written Off during the year	Gains (Losses)	
Number					
Dollars Gained (Lost)				\$	

**Instructions:**

List your in-hand and projected resources in the lines below. Add additional lines as needed.

Funds in hand as of date of application		
Source	Dollar Amount	Form (grant, loan, etc.)
Funds expected within 12 months of date of application		
Source	Dollar Amount	Form (grant, loan, etc.)
Funds requested/expected years 2-5		
Source	Dollar Amount	Form (grant, loan, etc.)

community

future

CDFI  
fund

BUILD

access



INVESTMENT