



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

UNITED STATES DEPARTMENT OF THE TREASURY

CDFI Fund • 601 Thirteenth Street, NW • Suite 200, South • Washington, DC 20005 • (202) 622-8662

Registering, Accessing, and Submitting a Complete Application with Grants.gov

Information for FY 2008 CDFI Program NACA Applicants



GRANTS.GOVSM

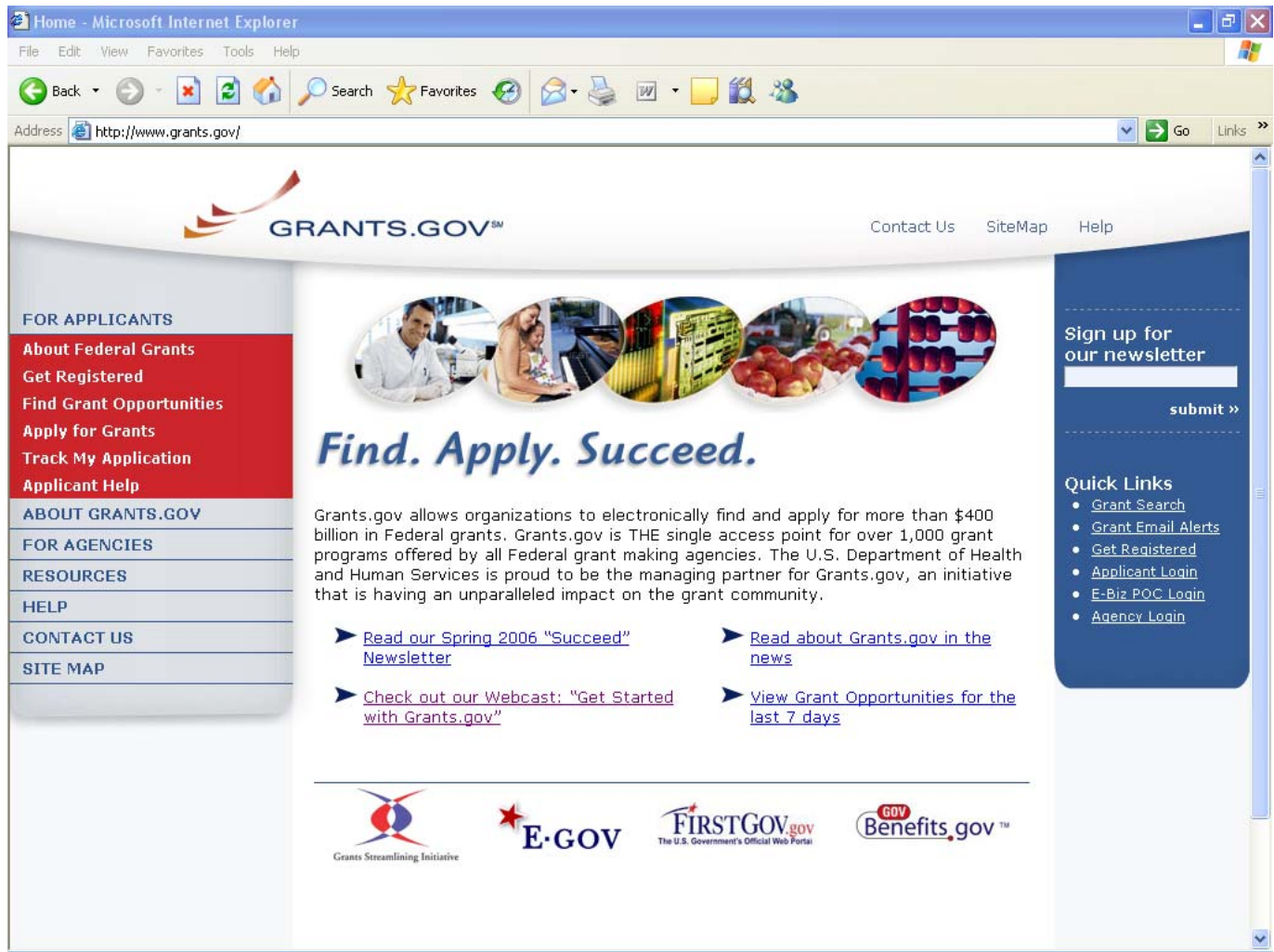
Step #1: Install the PureEdge Viewer.....	2
Step #2: Register Applicant Organization with Grants.gov.....	3
Step #3: Access and Save Application Materials	5
Step #4: Create and Save the PureEdge "Grant Application Package" File	7
Step #5: Completing the SF-424.....	8
Step #6: Uploading Application Attachments for Final Submission	10
Step #7: Submitting the Final Application Package	11
Attachment #1: Clarification on Fields in the SF-424.....	14
Attachment #2: Application Components and Submission Procedures	15
Attachment #3: Application Deadlines	16

Use Grants.gov to Submit your 2008 NACA Program Application

In compliance with federal regulations, the CDFI Fund requires applicants to submit the FY 2008 application using the www.Grants.gov portal, the official website for federal grant information and applications. Those who are returning may notice Grants.gov has undergone some website enhancements, which are covered in this guidance. For those who are new to the process, the following instructions provide the basic steps for registering on Grants.gov, accessing the "Application Package," and submitting the electronic components of the package via Grants.gov.

Applicants should read the 2008 CDFI Program NOFA and Application instructions for detailed information on the funding round and related certification eligibility. Not all components of the CDFI Program application are submitted via Grants.gov. The "Application Components and Submission Procedures" Attachment on page 15 lists the required components and how they should be delivered.

The registration process alone can take several days to complete! Please start your registration early, submit your application early, and verify the submission is received. Call the Grants.gov support staff if you have any questions about the process or are confused along the way. The Grants.gov help desk can be reached at **1-800-518-4726** or via email at support@grants.gov. The Grants.gov Contact Center hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m., Central Standard Time. As always, you may contact the CDFI Program helpdesk at 202-622-6355.



www.grants.gov home page screen shot

Step #1: Install the PureEdge Viewer.

In order to register on Grants.gov or access, complete, and submit applications, you must download and install the PureEdge Viewer, a small, free program available on the Grants.gov website and the [Adobe Reader 7.0.9*](#).. If you have downloaded the software in the past you may want to do it again to make sure you have the latest version.

- ❑ From the Grants.gov home page: on the left side of the screen under the **For Applicants** section, **select** the **Apply for Grants** link, and click on the [PureEdge Viewer](#) link (which is located under Step 1 third bullet down).
- ❑ Choose **Save** when the download process begins. This will open the **Save As** window where you can designate where the program should save on your computer. Browse to where you would like the program to save on your computer (for example, Desktop or My Documents). Once you have browsed to where you want the PureEdge Viewer to save on your computer, click **Save**. This will download the program. Follow the screen prompts to complete the download process.

Tip: Make sure that the box next to **“Close this dialog box when download completes”** is **NOT** checked on the Download Complete window. However, if the Download Window closes when the download completes, you will simply need to locate the downloaded file where you

saved it on your computer and open it. Search for the filename **ICSViewer602_grants.exe** if you have forgotten where you saved it.

- ❑ From the Grants.gov home page: on the left side of the screen under the **For Applicants** section, **select** the **Apply for Grants** link, and click on the [Adobe Reader 7.0.9*](#) link (which is located under Step 1 third bullet down).
- ❑ This will open another page where you click on the appropriate operating system for your Personal Computer. Click on the [Windows](#) Link.
- ❑ Choose **Save** when the download process begins. This will open the **Save As** window where you can designate where the program should save on your computer. Browse to where you would like the program to save on your computer (for example, Desktop or My Documents). Once you have browsed to where you want the Adobe Reader to save on your computer, click **Save**. This will download the program. Follow the screen prompts to complete the download process.

Tip: Make sure that the box next to **“Close this dialog box when download completes”** is **NOT** checked on the Download Complete window. However, if the Download Window closes when the download completes, you will simply need to locate the downloaded file where you saved it on your computer and open it. Search for the filename **AdbeRdr709_en_US.exe** if you have forgotten where you saved it.

Step #2 Registering with Grants.gov

- ❑ Before you can apply for a CDFI Fund grant via Grants.gov, your organization must register with Grants.gov. We recommend downloading Grants.gov's 2-page version of the instructions for “Get Started Now...” located at <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>.
 - ❑ Or you can also go directly to the “Get Registered” screen from the Grants.Gov home page: http://www.grants.gov/applicants/get_registered.jsp to access registration instructions.
- ❑ Read and follow the instructions to register on Grants.gov.
- ❑ CDFI Fund Guidance: If you are a first time user on Grants.gov, here is a brief summary (in addition to the “Get Started Now” guidance offered by Grants.gov) using four easy to use steps (Steps A, B, C, D) on how to begin the registration process:
 - **Step A:** Obtain a Dunn & Bradstreet Universal Number (DUNS). All institutions applying for federal grants are required to provide a DUNS number. The federal government has adopted use of DUNS numbers to keep track of how federal grant money is disbursed. If your institution does not have a DUNS number, call the special Dunn & Bradstreet hotline at 1-866-705-5711 or apply on their website at: <https://eupdate.dnb.com/requestoptions.html> to receive one free of charge. **You will receive a DUNS number the same day. Tip: Record and protect your DUNS number yet have it available for quick reference.**
 - **Step B:** Register your organization with the Central Contractor Registry (CCR). The CCR is the primary vendor database for the U.S. Federal Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. The federal government uses the CCR as a centralized registry for all contractors and grant applicants. CCR registration is also an element of the electronic signature process. A handbook describing CCR and the registration process can be found at the following link: www.ccr.gov/handbook.asp. Online registration with CCR will take about 30 minutes to complete, and can be accessed at <http://www.ccr.gov/> or by phone at 1-888-227-2423. **Your registration should become active with CCR within 3-5 business days;**

however it is recommended that you start early to allow time for correcting any registration errors.

When your organization registers with CCR, you must designate:

- 1) CCR Point of Contact (CCR POC). This individual is responsible for maintaining the accuracy and timeliness of the information in CCR's registry. Upon successful registration, the CCR POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's CCR information as necessary.
- 2) An EBiz Point of Contact (Ebiz POC). This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both the CCR POC and as the EBiz POC.

During registration, you will also be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step D below. **Tip: Record and protect your T-PIN and M-PIN. Also, keep track of the staff designated as Points of Contact.**

- **Step C: Register with Grants.gov's Credential Provider: Operational Research Consultants (ORC).**

Each person who will be submitting applications on behalf of your organization must first register with Grants.gov's credential provider: Operational Research Consultants (ORC). They must also be designated and registered as Authorized Organization Representatives (AORs) <http://www.grants.gov/section678/AORRegCheck.pdf> (check list for registering as an AOR). Before starting on this step, your CCR registration (Step B, above) must be active. **Grants.gov recommends that you wait one business day between registering with CCR and registering with Grants.gov's credential provider. However, AORs will receive usernames and passwords the same day they submit their information.**

To register, each AOR must apply for a UserID and password from the credential provider, ORC, at <https://apply.grants.gov/OrcRegister>. AORs will need to know the organization's DUNS number in order to complete the process.

Tip: We recommend that each AOR print out the ORC eAuthentication Account Confirmation and keep it for his/her records. Additionally, the organization should maintain a Grants.gov file identifying all AORs and other points of contacts provided during the registration process. These contacts must be updated as staff changes occur. Once the AOR is registered with ORC, the AOR will receive an ID and password to use when submitting application packages via Grants.gov. Note: Anyone can find, download, and complete applications. **However, only AORs can submit applications.**

- **Step D: Register with Grants.gov.** The organization's AOR(s) must register with Grants.gov at: http://www.grants.gov/applicants/organization_registration.jsp

Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf. **Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR, but approval can occur the same day. The system will not accept an application submission until the AOR registration has been approved.**

Step #3: Access and Save Application Materials

To start completing the 2008 CDFI Program Application, you must access the Application Package and save it to your computer.

- ❑ Go to www.grants.gov and look under the 'For Applicants' tab along the left side of your screen for the link **Apply for Grants**.
- ❑ Next, select the link next to Step 1: **Download a Grant Application Package** (which leads to the page Pictured below)

Grants.gov - Download Application Package - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address https://apply.grants.gov/forms_apps_idx.html Go Links

GRANTS.GOV™

For Applicants About Grants.gov Resources For Agencies

Contact Us SiteMap Help Home

Home > Applicants > Apply for Grants >

DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install [PureEdge Viewer](#), prior to downloading an Application Package.

To download an application package, **enter the appropriate CFDA Number OR Funding Opportunity Number** and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number.

- ❑ You have the option of entering the CFDA Number or the Funding Opportunity Number to find the CDFI Program 2008 Application Package. You must complete at least one of these fields to download an application. Enter either number in the box provided and click **Download Package**.
 - CFDA Number: **21.020**
 - Funding Opportunity Number: **CDFI-2008-NACA**.

- ❑ This will take you to the **Selected Grant Applications for Download** screen.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
21.020	CDFI-2008-NACA			DOT CDFI	download

(Note: If you use the search function under Find Grant Opportunities, please note that you will get multiple options for the CDFI Program application. Be sure to choose the most recent posting.)

- ❑ Under the Instructions and Application header (see above) click **download** to access the Download Opportunity Instructions and Application screen (below).

Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 21.020: Community Development Financial Institutions Program
Opportunity Number: CDFIFA05: CDFI FA 05 Grant
Competition ID: CDFIFA05
Competition Title: CDFI FA 05 Grants
Agency: DOT CDFI
Opening Date: 12/07/2005
Closing Date: 01/31/2008

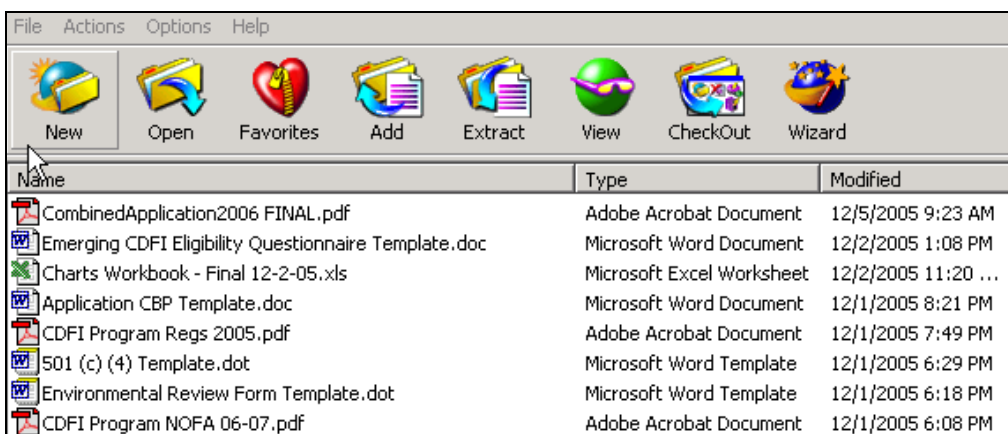
If you would like to be notified of any changes to this opportunity please enter your e-mail address to be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instruction files may open directly, you may save the files to your computer for future reference and use. You will have access to read the instructions or the application once you save them to your computer.

- [1. Download Application Instructions](#)
- [2. Download Application Package](#)

This page will allow you to download an Application Package (which includes the SF-424) and the Application Instructions (including templates for all the Application Materials). **Tip: See below for instructions on completing the Download Application Package materials (Step 4).**

- ❑ First: Click **1. Download Application Instructions** to download the Application Materials.
- ❑ Choose **Save** during the download process and then **Open Folder** when done downloading. Double-click on the saved Zip file and a list of documents opens up like below:



- ❑ Under **Actions**, choose **Select All** then **Extract** to copy all files to your computer.

- ❑ You may now complete your FY 2008 CDFI Program Application. This includes drafting your responses to the CBP and completing the Applicant Charts workbook. See Attachment #2 at the end of this document for a detailed list of files to upload. **Tip: The documents you just downloaded does not include the SF-424 – see below (Step 4) for instructions on accessing, completing, and submitting the SF-424.**

Step #4: Create and Save the PureEdge “Grant Application Package” File

- ❑ Return to the **Apply for Grants** page of Grants.gov, click on **Download Application Package** to then return to the **Download Opportunity Instructions and Application** page (see below):

Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 21.020: Community Development Financial Institutions Program
Opportunity Number: CDFIFA05: CDFI FA 05 Grant
Competition ID: CDFIFA05
Competition Title: CDFI FA 05 Grants
Agency: DOT CDFI
Opening Date: 12/07/2005
Closing Date: 01/31/2006


If you would like to be notified of any changes to this opportunity please enter your e-mail address to be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instruction files may open directly, you may save the files to your computer for future reference and use. You will not have access to read the instructions or the application once you save them to your computer.

1. **Download Application Instructions**
2. **Download Application Package**

- ❑ Click option 2, **Download Application Package**. Answer **Save** when asked if you want to save the file, and click on **Open** when the file download completes. This opens a file (see picture below) using the PureEdge software where you will complete the SF-424 and upload the Application Materials that you completed offline (e.g., the Comprehensive Business Plan, the Application Charts, etc.).

Submit Save Print Cancel Check Package for Errors

 **Grant Application Package**

Opportunity Title: CDFI FA 05 Grant
Offering Agency: DOT CDFI
CFDA Number:
CFDA Description:
Opportunity Number: CDFIFA05
Competition ID: CDFIFA05
Opportunity Open Date: 12/06/2005
Opportunity Close Date: 01/31/2006
Agency Contact: David Lanning
Agency S2S Tester
E-mail: lanningd@cdfi.treas.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents
Application for Federal Assistance (SF-424)
Attachments

Move Form to Submission List
=>

Move Form to Documents List
<=>

Mandatory Completed Documents for Submission

- ❑ Save this PureEdge file to your computer by Clicking on **Save** at the top of the screen. Note: A warning message appears informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click Yes.
 - In doing this, you are creating a PureEdge file that you will be able to return to later. Therefore, you need to save this file to a place you will remember on your computer. The Fund recommends saving this file to your desktop so that it will be easy to find later.
 - The Application Package must be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process. You can save your application at any time by clicking the "Save" button at the top of your screen. The "Submit" button will not be functional until the SF-424 is complete and saved.
- ❑ Enter a file name for the Grant Application Package in the **Application Filing Name** field.

Note: Do not click the submit button on the PureEdge Grant Application Package form until you are ready to submit the complete Application Package for review.

Step #5: Completing the SF 424

- ❑ To open the saved **Grant Application Package** file, go to your Desktop (or where you saved it), and double click on the PureEdge icon.
- ❑ In the box on the left side of the screen labeled **Mandatory Documents** select **Application for Federal Assistance (SF-424)**, and then click on **Open Form** below the box to open the SF-424.

- ❑ You can enter data on the SF-424 (see next page for visual) at various times. Click **Close Form** to save.
 - See notations in Attachment 1 about how to complete the individual SF-424 fields.

- Once you have filled in all of the fields on all three pages, print the completed SF-424 and send the hard copy as the cover sheet with each set of paper attachments. **Verify that all data is correct!**
 Note: The SF-424 is stored within the Grant Application Package document that you save to your computer. It is important to note the location of the document when you initially "Save" the Grant Application Package. That document is a PureEdge Viewer file which includes both the SF-424 and the identification of all the application material (Attachments) to be transmitted when you hit the submit button.

Step #6: Uploading Application Attachments for Final Submission

- After you close out of the SF-424, you return to the **Grant Application Package** screen.
- From the box on the left labeled **Mandatory Documents**: select **Attachments** then click on **Open Form**. A table will open allowing you to upload each of the documents you've completed:

Close Form
Print Page

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	Application CBP Template.doc	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	501 (c) (4) Template.dot	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	Charts Workbook - Final 12-2-05.xls	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Emerging CDFI Eligibility Questionnaire Te	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	Environmental Review Form Template.dot	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6		Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment

- Use one row per document to upload all required templates for a complete Application. See Attachment 2 for additional details on which forms are required. Click **Close Form** at top of screen when all documents have been added. When you close this form, you return to the Grants Application Package screen.
- Make sure that all the required files (i.e., the CBP template, the Application Charts, etc.) are included within the Attachments list. Verify by selecting **Attachments**, then clicking on **Open Form**.

NOTE: APPLICANTS WILL NOT HAVE AN OPPORTUNITY TO PROVIDE MISSING ATTACHMENTS.

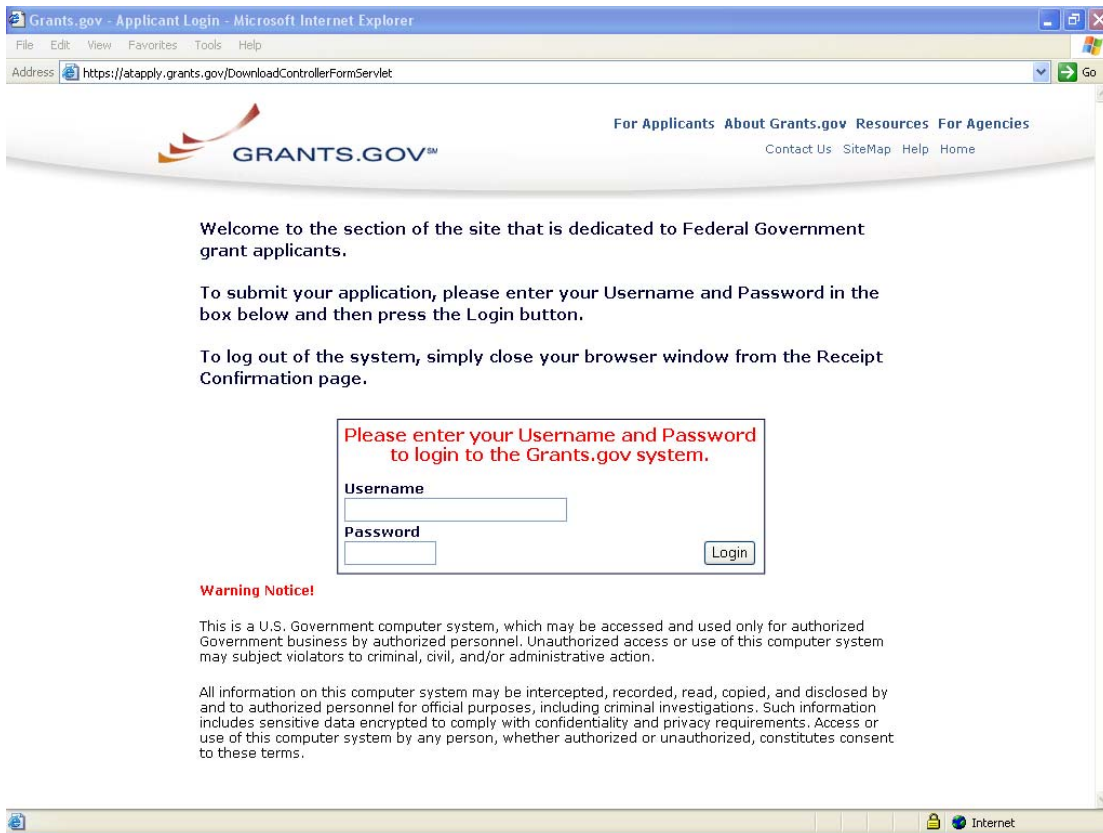
Step #7: Submitting the Final Grant Application Package

- ❑ From the Grants Application Package screen, select **Application for Federal Assistance (SF-424)** from **Mandatory Documents**. Click on the arrow button between the two boxes to move the SF-424 to the box on the right box labeled **Mandatory Documents Completed for Submission**.
- ❑ Follow same procedure to move the **Attachments** to the **Mandatory Documents Completed for Submission** box.

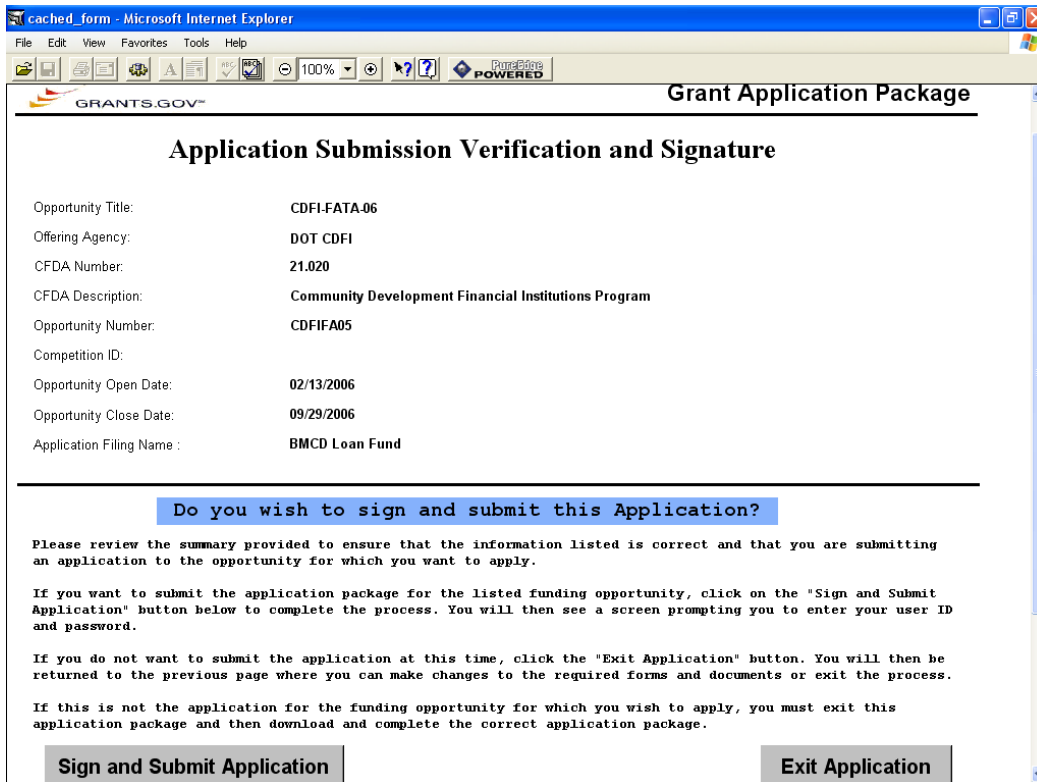
- ❑ Next from the top of the screen click **Check Package for Errors**. Make changes as necessary based on each error found in the package.
 - ❑ When you are sure you have corrected all errors and have placed all required documents into the **Mandatory Documents Completed for Submission** box – then you are ready to submit your Application Package.
- ❑ By clicking **Submit**, you are sending the SF-424 plus the Attachments to the Fund as your final submission.

NOTE: APPLICANTS WILL NOT HAVE AN OPPORTUNITY TO PROVIDE MISSING ATTACHMENTS.

- ❑ After pressing the Submit button, the AOR will be prompted to supply the valid User ID and Password and select **Login** in order for the submission process to be completed (see picture below). If you are not authorized to submit, or your organization is not fully registered with Grants.gov, you will receive an error message. Only Authorized Organization Representatives (AORs) are able to submit applications on Grants.gov.



☐ Select **Sign and Submit Application** once you read and agree to the terms (see picture below).



CONGRATULATIONS!
You have now completed your application submission!

Selected Grants.gov FAQs for CDFI Fund Applicants

The following are just a few frequently asked questions (FAQs) the Fund has received. A more comprehensive list of Grants.gov FAQs can be found at: <http://www.grants.gov/help/faq.jsp>

- ***What if the submit button on the Grant Application Package does not become active?***

The Submit button will not become active until the application has been completed and saved.

- 1) Click on the **Check for Errors** button to run the error check. Address each error that is noted.
- 2) Check to make sure that there are no remaining yellow fields on any forms. If there are, you will need to complete those fields.
- 3) Also, make sure that you have attached all of the required documents.
- 4) Finally, make sure all mandatory forms have been completed and the forms have been moved to the **Mandatory Completed Documents for Submission** box. The Save button should be clicked AFTER all documents have been moved to the **Mandatory Completed Documents for Submission** Box.

- ***How do I know that Grants.gov has received my application?***

Upon successful submission, the person registered with Grants.gov as the Authorized Organization Representative (AOR) for you're the organization will receive automated email messages with updates on the progress of the application through the system. Over the next 24 to 48 hours, the AOR should receive two emails. The first will confirm receipt of the application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system and sent to the CDFI Fund, or has been rejected due to errors. If you do not receive these emails, you should call the Grants.gov Help Desk at 1-800-518-4726 to check on the application status.

- ***How can I check a submitted application's status?***

The AOR can monitor the processing status of the submission within the Grants.gov system by using the following steps:

- 1) Go to <https://atapply.grants.gov/ApplicantLoginGetID>
- 2) Login to the system using the AOR user ID and password.
- 3) Click on the "Application Status" link at the left of your screen.

- ***Are there different instructions for MAC Users?***

If you do not have a Windows operating System, you will need to use a Windows Emulation Program to submit an application using Grants.gov. For additional information, review the PureEdge Support for Macintosh white paper published by PureEdge:

http://grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf and/or contact Grants.gov Customer Support (<http://www.grants.gov/CustomerSupport>) for more information.

- ***Who should we contact if we have questions?***

We strongly encourage you to call the Grants.gov support staff if you have any questions about the registration and submission process or are confused along the way. The Grants.gov staff can be reached at 1-800-518-4726 or via email at support@grants.gov. The Grants.gov Contact Center hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Central Standard Time. The CDFI Program helpdesk number is 202-622-6355.

Attachment #1: Clarification on Fields in the SF-424

Required fields are prefaced with an asterisk (*).

Field	Instructions
* 1. Type of Submission:	<input type="checkbox"/> Select Application.
*2. Type of Application:	<input type="checkbox"/> Select New.
*3. Date Received:	<input type="checkbox"/> Automatically filled by the system upon submission – no entry necessary.
4. Applicant Identifier:	<input type="checkbox"/> Automatically filled by the system upon submission – no entry necessary.
5a. Federal Entity Identifier:	<input type="checkbox"/> Leave blank
*5b. Federal Award Identifier:	<input type="checkbox"/> Enter 21.020
6. State use only: Date Received by State:	<input type="checkbox"/> Not Applicable – leave blank.
7. State use only: State Application Identifier:	<input type="checkbox"/> Not Applicable – leave blank.
*8a. Applicant Information: Legal Name:	<input type="checkbox"/> Enter the legal name of the Applicant.
*8b. Employer/Taxpayer Identification Number (EIN/TIN):	<input type="checkbox"/> Enter the Applicant's EIN/TIN. You will need to print a copy of the SF-424 as the cover page to the paper attachments. The Fund will use the EIN/TIN to match the paper attachments to the electronic submission.
*8c. Organizational DUNS:	<input type="checkbox"/> Enter the Applicant's DUNS. The electronic signature will not work unless the DUNS number matches the CCR registration information.
*8d. Address:	<input type="checkbox"/> Complete all fields with the mailing address of the Applicant. Include the 9-digit zip code.
8e. Organizational Unit:	<input type="checkbox"/> Organizational Unit – leave both boxes blank.
*8f. Name and contact information of person to be contacted on matters involving this application:	<input type="checkbox"/> Enter a Contact Person, separate from the AOR, who can answer questions about the submission. You will enter AOR info in #21. If there is no other contact, enter the AOR's info in both sections. <input type="checkbox"/> Organizational Affiliation: leave blank.
9. Type of Applicant:	<input type="checkbox"/> Select the most appropriate description from list of dropdown options.
*10. Name of Federal Agency	<input type="checkbox"/> Pre-filled with Community Development Financial Institutions – no entry necessary.
11. Catalog of Federal Domestic Assistance Number / CFDA Title:	<input type="checkbox"/> Pre-filled -- no entries necessary.
*12. Funding Opportunity Number / Title:	<input type="checkbox"/> Number: Pre-filled with CDFI-NACA-08. <input type="checkbox"/> Title: enter NACA Program 2008.
13. Competition Identification Number:	<input type="checkbox"/> Leave blank – no entry necessary.
14. Areas affected:	<input type="checkbox"/> Leave blank
*15. Descriptive Title of Applicant's Project:	<input type="checkbox"/> Enter Applicant's Name and FA, TA, or FA+TA Application for (as applicable). I.e., "ABC Loan Fund FA+TA Application"
*16. Congressional Districts of Applicant / Program/Project:	<input type="checkbox"/> See www.house.gov to find congressional district. Use same for both boxes.
*17. Proposed Project	<input type="checkbox"/> Start Date: Enter 9/1/2008; End Date: Enter 8/31/2010.
*18. Estimated Funding \$:	<input type="checkbox"/> Enter total award request for Federal and Total, enter zeroes in other boxes.
*19. Is Application Subject to Review by State...:	<input type="checkbox"/> Select option C.
*20. Is the Applicant Delinquent:	<input type="checkbox"/> Answer and provide Explanation if Yes selected.
*21. Applicant Certification / Authorized Representative:	<input type="checkbox"/> Click the "I agree" button. <input type="checkbox"/> Complete all fields for Authorized Organization Representative (AOR) information.

Attachment #2: Application Components and Submission Procedures

Application Component	Prepare In...	Submit via...	TA Only Applicants vs. FA Applicants
Standard Form (SF) 424	Grants.gov Online Form	Grants.gov and Mail to BPD	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Complete form online and send hard copy to BPD as cover page to paper attachments.
Documentation of EIN	Paper	Mail to BPD	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Documentation from the IRS of their own unique EIN.
Signature Page	myCDFIfund Online Form	Mail to BPD	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Complete form online and send hard copy to BPD.
Environmental Review Form 501 (c)(4) Certification Assurances and Certifications	MS Word Templates	Grants.gov upload under Attachments	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Environmental Review Form and the 501(c)(4) Certification (if applicable): Complete MS Word Templates. Assurances and Certifications: Electronic Signature on the SF 424 certifies this form – it is not necessary to submit a separate copy.
Emerging CDFI Certification Eligibility Application	MS Word	Grants.gov upload under Attachments	FA Applicants: <ul style="list-style-type: none"> Not Applicable – FA Applicants must already be certified or submit a certification application by TBD. TA Only Applicants: If not certified as a CDFI: Complete in MS Word.
Comprehensive Business Plan (Narrative)	MS Word	Grants.gov upload under Attachments	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Complete MS Word template.
Application Charts	MS Excel	Grants.gov upload under Attachments	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Complete all applicable charts in the Excel Workbook.
Matching Funds Documentation	Paper	Mail to BPD	FA Applicants: <ul style="list-style-type: none"> Mail original and one copy of Matching Funds documentation to BPD address above.
Financial Statements	Paper	Mail to BPD	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Mail original and four copies to BPD address above.
Organizational Chart & Resumes	MS Word	Grants.gov upload under Attachments	Both TA Only Applicants and FA Applicants: <ul style="list-style-type: none"> Mail original and four copies to BPD address above.
Scope of Work Statements	MS Word	Grants.gov upload under Attachments	TA Applicants (Professional Service Costs Only): <ul style="list-style-type: none"> Mail original and four copies to BPD address above.

Attachment #3: Application Deadlines

Deadlines are as follows:

- **SF-424 and Attachments via Grants.gov:** submitted by **Wednesday, December 19, 2007, 5:00pm EST.**
- **Paper Attachments:** The paper SF-424, Matching Funds Documents, Financial Statements, Organization Chart, resumes, and documentation of EIN must be received by BPD at the address below by **Friday, December 21, 2007, 5:00pm EST.**
CDFI Fund Grants Manager
CDFI Program
Bureau of Public Debt (BPD)
200 Third Street
Parkersburg, WV 26101-5312
(304) 480-6088

Important Related Deadline - Wednesday, December 5, 2007, 5:00pm EST.

1. Certification Applications are due from non-certified Applicants seeking FA funds. Certification applications are mailed to the CDFI Fund office and must arrive no later than Wednesday, December 5, 2007, 5:00pm EST.
2. Certified CDFI applicants must submit the "Certification of Material Events Form" by 5:00pm EST on Wednesday, December 5, 2007. Form must be faxed to the CDFI Fund office 202.622.7754.

Both the **CDFI Certification Application** and the **Certification of Material Events Form** can be found on the CDFI Certification page of the Fund's website at:

http://www.cdfifund.gov/what_we_do/programs_id.asp?programID=9

Applicants are strongly advised to allow at least 3 business days (i.e., not Saturday or Sunday) for overnight delivery to BPD's offices in West Virginia.