

**THE COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND**

United States Department of the Treasury



## **FY 2008 NACA Program Combined Application Comprehensive Business Plan Narrative**

**Applicant Name:** Replace this text with Organization Name

**Employer Identification Number (EIN):** Replace this text with EIN#

### **Instructions for Completing the CBP Template**

**Overview:** Enter narrative in each text box provided. You should not attempt to complete this template without having a copy of the Application in front of you. The application provides a detailed list of questions to be addressed in each text box. The box will expand to fit the amount of text you put in it. We have provided text length suggestions but these are just that – suggestions. Provide the amount of narrative needed to respond to the question.

**TA-Only Applicants:** An Applicant seeking TA-only is expected to provide less narrative with less detail in its responses to the CBP questions. Pay close attention to the suggested lengths for each response. Call the Fund if you have any questions about the appropriate length for any of the questions.

**Ctrl-Tab to Indent:** Each narrative box is an MS Word table entry. Pressing tab will create another row in the table. To create an indent in a table hold the Control key while pressing tab.

**Identify Applicant on Each Page:** Replace the red text on this cover page to reflect the Applicant Name and EIN #. Also change the footer that starts the next section to include the applicant's EIN#.

**Recommended File Naming Convention:** The final version of the file to be submitted through Grants.gov should follow this naming convention: EIN-CBP.doc. For example: 999999999-CBP.doc

## Technical Assistance Proposal

[Suggested Length 1-2 pages with 1 paragraph per row listed in Chart C.

## Executive Summary

[Suggested Length 3-5 paragraphs with at least one paragraph for each CBP section.

## Community Partner Narrative

[Suggested Length 3-5 sentences.

## Market Analysis

Suggested length:

- FA Applicants: 2-4 pages with at least 3-5 paragraphs each.
- TA-Only Applicants: 1-2 pages with at least 1-3 paragraphs each.

### 1. Briefly describe the Applicant's current or proposed Target Market.

### 2. Describe the need for the Native CDFI by providing a sense of the financial marketplace currently available to the community.

### 3. Discuss the demand for the Applicant's Financial Products, Development Services, and/or Financial Services within the Target Market.

### 4. TA Request Narrative for Market Analysis.

## **Business Strategy**

Suggested length: Depends on number of products and services but generally:

- FA Applicants: 2-3 pages with at least 3-4 paragraphs each.
- TA-Only Applicants: 1-2 pages with at least 1-3 paragraphs each.

### **5. Describe the Applicant’s Financial Products and Financial Services.**

### **6. Describe the Applicant’s Development Services.**

### **7. Describe the Applicant’s marketing, outreach, and delivery strategy.**

### **8. Discuss the Applicant’s collaboration, coordination, and partnerships.**

### **9. TA Request Narrative for Business Strategy.**

## **Community Development Performance and Effective Use**

Suggested length: Depends on number of products and services but generally:

- FA Applicants: 2-4 pages with at least 1-3 paragraphs each.
- TA-Only Applicants: 1-2 pages with at least 1-2 paragraphs each.

**10. Describe the Applicant's community development objectives and how progress toward those objectives is measured.**

**11. Describe the Applicant's track record in providing Financial Products, Development Services, and/or Financial Services.**

**12. Discuss how the requested award will enable the Applicant to build its capacity as a Native CDFI.**

**13. Discuss why the Applicant should receive a Fund award given the Fund's limited resources.**

**14. Prior Awardees.**

**15. TA Request Narrative for Community Development Performance and Effective Use.**

## **Management**

Suggested length:

- FA Applicants: 1 page each for 16 & 17, 2-4 paragraphs each for 18-24.
- TA-Only Applicants: ½ page each for 16 & 17, 1-2 paragraphs each for 18-24.

**16. Describe the capacity, skills, size and experience of the Applicant's current and/or proposed Governing Board.**

**17. Describe the capacity, skills, and experience of the Applicant's current and/or proposed management team and key staff.**

**18. Describe the Applicant's underwriting policies and procedures.**

**19. Describe the Applicant's portfolio monitoring policies and procedures.**

**20. Describe the Applicant's financial and risk management policies and procedures.**

**21. Describe the Applicant's Management Information Systems (MIS).**

**22. Discuss the extent to which the Applicant has in place the systems and procedures to ensure ongoing compliance with of a CDFI Fund Assistance Agreement.**

**23. Describe any plans in place or being developed for the Applicant to merge with, acquire, or be acquired by another entity.**

**24. TA Request Narrative for Management.**

## Financial Health and Viability

Suggested length:

- FA Applicants: 1 page with 1-2 paragraphs for each.
- TA-Only Applicants: 1 page with 1-2 paragraphs for each.

**25. Describe the type of Financial Statements included with the Application, audited, reviewed, internally prepared.**

**26. Provide key assumptions underlying the projections for the projected three years (FY 2007-FY 2009) identified in the Financial Data Input Chart.**

**27. Financial Ratios.**

**28. Portfolio Management Ratios.**

**29. Equity Investor Financial Health [applicable only for Venture Capital Funds].**

**30. TA Request Narrative for Financial Health and Viability.**

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