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**THE COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND**

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United States Department of the Treasury

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**CDFI Fund Guidebook  
for Awardees  
FY2007  
CDFI Program  
NACA Program**

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# Part I

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## NOTICE OF AWARD THROUGH RECEIVING AWARD FUNDS

### INTRODUCTION

Congratulations on receiving an award from the Community Development Financial Institutions (CDFI) Fund through the CDFI Program or the Native American CDFI Assistance (NACA) Program. In order to receive disbursement of the award funds, a representative from each organization will work with representatives from the CDFI Fund staff to complete certain activities (generally referred to as “closing” the award). This guidebook provides information about the process to close each award, including identifying responsibilities for completing key action items necessary to receive the award funds. It also includes information regarding CDFI Fund reporting and compliance expectations and systems, which will help each organization understand and meet its compliance responsibilities through the performance period of the award. Finally, it includes information on the process for requesting amendments to your award – specifically, the performance goals and approved uses of TA.

After reading this guidebook, please take the time to review and understand the Awardee’s:

- CDFI certification status.
- Specific uses approved by the CDFI Fund for each TA grant. (Refer to the Approved Uses of TA available under the award tab of the organization’s myCDFIFund account). For information on myCDFIFund, see Appendix A: Introduction to myCDFIFund.
- Compliance status with previous awards and/or New Markets Tax Credit (NMTC) Program allocations, if applicable.

### OVERVIEW OF THE CLOSING PROCESS

The purpose of the closing process is to finalize the terms and conditions underlying the assistance provided by the CDFI Fund to the organization selected to receive assistance (the Awardee). These terms and conditions, Performance Goals, and approved uses of Awarded funds and Matching Funds are set forth in an Assistance Agreement entered into by each Awardee. The Assistance Agreement contains standard terms and conditions for all Awardees as well as terms and conditions that are specific to each Awardee based on its award type, its organization type, and the Comprehensive Business Plan (i.e., the application) underwritten by the CDFI Fund. The Assistance Agreement must be executed (i.e., signed) by both the CDFI Fund and the Awardee for the CDFI Fund to disburse any award dollars to the Awardee. Thus, it is in the interest of both the CDFI Fund and the Awardee to work toward agreement on the terms and conditions of the Assistance Agreement as quickly as possible.

In negotiating the Performance Goals and certain other schedules of the Assistance Agreement, the Awardee will primarily work with an assigned CDFI Fund Program staff member who is familiar with the organization’s Comprehensive Business Plan and purpose of the award. This person serves as the primary contact at the CDFI Fund during the initial phase of the closing process, as the performance goals and measures and uses of funds are developed. Contact the Program office (CDFI Help Line 202-622-

6355) to obtain the contact information for the assigned Program staff person. This staff person can help identify any issues that might slow down or stop the closing process.

Each Awardee will also work with a member of the CDFI Fund's Legal Counsel staff who is responsible for preparing the terms and conditions of the Assistance Agreement, reviewing the legal opinion (if applicable), determining the eligibility of Matching Funds, and other legal matters related to the award. The Assistance Agreement is executed on the CDFI Fund's part by the Deputy Director for Policy & Programs (or designee), and on the Awardee's part by the Authorized Representative (AR).

Once the Assistance Agreement is executed, Awardees may work with Grants Management staff who are responsible for processing the disbursements in connection with the award after the execution of the Assistance Agreement. Awardees may also work with members of the Financial Management staff who are responsible for actually disbursing the award funds into each organization's designated account after execution of the Assistance Agreement and after the Grants Management Staff has processed the disbursement. Finally, Awardees may work with members of the Compliance Monitoring and Evaluation (CME) staff who review required reports to ensure that each organization is in compliance with Performance Goals and other terms of the Assistance Agreement.

### Post Award Flow Chart

The following is a step--by--step overview of the closing process.

STEP	ACTION
1	<p><b>THE CDFI FUND NOTIFIES THE AWARDEE VIA EMAIL THAT IT HAS BEEN SELECTED FOR AN AWARD</b></p> <ul style="list-style-type: none"> <li>• The Awardee accesses the Notice of Award and (if applicable) the Approved Uses of TA via its myCDFIFund account.</li> <li>• The Awardee returns the signed Notice of Award to the Awards Manager as instructed in the award notification email.</li> <li>• Grants Management notifies the Program office.</li> <li>• A Program staff person is assigned to the Awardee.</li> </ul>
2	<p><b>PROGRAM ANALYST CHECKS COMPLIANCE STATUS OF THE AWARDEE</b></p> <ul style="list-style-type: none"> <li>• If Awardee is a prior year Awardee or Allocatee (through the NMTC Program) and is Compliant or Noncompliant but not in Default of its Assistance Agreement or Allocation Agreement (as applicable), the Program Analyst will proceed to the next step. An Awardee's compliance status shall be confirmed by CME.</li> <li>• If at any point during the closing or disbursement process, the Awardee becomes Noncompliant and is in Default with a past award or allocation, the process will cease until the compliance issue has been resolved. The Awardee is still eligible to receive the assistance, however, the closing/disbursement process will cease until the compliance issue is resolved.</li> </ul>
3	<p><b>PROGRAM ANALYST CREATES SCHEDULES 5-A, 7-A, and 7-F</b></p> <ul style="list-style-type: none"> <li>• Schedule 5-A is the approved Uses of Funds for Awardees with TA awards. The Program Analyst will ensure that the information in the form is accurate and correctly formatted.</li> <li>• Schedule 7-A is the Performance Goals Schedule. The Program Analyst will create a Schedule 7-A</li> </ul>

STEP	ACTION
	<p>(Performance Goals) for the Awardee.</p> <ul style="list-style-type: none"> <li>• The Program Analyst will email the draft schedules to the Awardee for review. <ul style="list-style-type: none"> <li>– Modifications to approved uses of TA can be made in the sole discretion of the CDFI Fund during the closing process if the Awardee provides an acceptable justification for the changes requested.</li> </ul> </li> <li>• Schedule 7-F, the Uses of Technical Assistance Report, is a progress report detailing expenditure of the Technical Assistance. It should be submitted by any Awardee receiving TA as part of its Annual Report (see Schedule 6-A). If the Awardee has not completed the authorized use, it must use this report to explain when and how it plans to complete the authorized use.</li> <li>• Upon acceptance by the Awardee, the Program Analyst will forward the two schedules to the Office of Legal Counsel for inclusion in the Assistance Agreement.</li> </ul>
4	<p><b>LEGAL COUNSEL CHECKS COMPLIANCE STATUS OF THE AWARDEE</b></p> <ul style="list-style-type: none"> <li>• If Awardee is prior year Awardee or Allocatee and is Compliant or Noncompliant Not an Event of Default, Legal Counsel will proceed to the next step. An Awardee's compliance status shall be confirmed by CME.</li> <li>• If at any point during the closing or disbursement process, the Awardee becomes Noncompliant and is in Default with its past awards or allocations, the process will cease until the compliance issue has been resolved. The Awardee is still eligible to receive assistance, however, the closing/disbursement process will cease until the compliance issues is resolved.</li> </ul>
5	<p><b>LEGAL COUNSEL DRAFTS ASSISTANCE AGREEMENT</b></p> <ul style="list-style-type: none"> <li>• Legal Counsel reviews Performance Goal schedule, Approved Use of TA schedule (if applicable), Matching Funds documentation and other relevant file information, and prepares the Assistance Agreement.</li> </ul>
5a	<p><b>CONSULTATION WITH REGULATORS</b></p> <ul style="list-style-type: none"> <li>• If the Awardee is a regulated institution, Legal Counsel sends the draft Assistance Agreement to appropriate regulatory agency for review.</li> <li>• Legal Counsel reviews regulator comments and revises the Assistance Agreement as necessary, in consultation with Program.</li> </ul>
6	<p><b>LEGAL COUNSEL SENDS DRAFT ASSISTANCE AGREEMENT TO AWARDEE</b></p> <ul style="list-style-type: none"> <li>• Legal Counsel sends the draft Assistance Agreement to the Awardee by email, allowing for a period to comment, draft and submit a legal opinion (if applicable), and return the signed documents.</li> <li>• Legal Counsel negotiates the Assistance Agreement and other legal documents with the Awardee, as necessary (i.e., Matching Funds documentation, legal opinion, loan/equity/shares investment documentation). Legal Counsel revises documents as necessary.</li> <li>• The Awardee signs and returns award documents to Legal Counsel (Assistance Agreement, certificates, legal opinion, loan/equity/shares investment documentation, and ACH form as appropriate).</li> </ul>
7	<p><b>LEGAL COUNSEL PROCESSES THE DISBURSEMENT PACKAGE</b></p> <ul style="list-style-type: none"> <li>• Legal Counsel assembles the disbursement package and forwards it for sign-off by: the CME Manager, the Program Manager, and the Deputy Director for Policy &amp; Programs.</li> <li>• The disbursement package contains: (i) Disbursement Approval Form; (ii) Assistance Agreement with all schedules; (iii) legal opinion or Certificate of the Secretary; (iv) Matching Funds supporting documentation (if applicable); (v) the ACH form; (vi) all memoranda, faxes, correspondence, electronic versions of any documents, and/or other closing-related material.</li> </ul>

STEP	ACTION
	<ul style="list-style-type: none"> <li>• Legal Counsel revises the Assistance Agreement, incorporating comments, as appropriate.</li> <li>• When fully cleared, Legal Counsel delivers the disbursement package to the Awards Manager.</li> <li>• Legal Counsel sends one original signed Assistance Agreement to the Awardee for its files.</li> </ul>
8	<p><b>GRANTS MANAGEMENT BEGINS PROCESSING THE DISBURSEMENT</b></p> <ul style="list-style-type: none"> <li>• Upon receipt of the disbursement package, Grants Management confirms that: <ul style="list-style-type: none"> <li>– The disbursement package is complete;</li> <li>– The Awardee and other signatories to the agreement are not debarred, suspended, ineligible, or voluntarily excluded from U.S. Government Nonprocurement Programs, in accordance with the list of excluded persons or website at <a href="http://www.arnet.gov/eplis">www.arnet.gov/eplis</a>; and</li> <li>– The Awardee is a prior year Awardee or Allocatee and compliant with all existing Assistance and Allocation Agreements as confirmed by CME.</li> <li>– The amount to be disbursed is correct.</li> </ul> </li> <li>• If the Awardee is Compliant or Noncompliant Not an Event of Default: Grants Management forwards the disbursement approval form(s) to Financial Management. An Awardee's compliance status shall be confirmed by CME.</li> </ul>
9	<p><b>FINANCIAL MANAGEMENT PROCESSES THE DISBURSEMENT*</b></p> <ul style="list-style-type: none"> <li>• Financial Management reviews the Awardee's ACH form. <ul style="list-style-type: none"> <li>– The CDFI Fund obtains this information via a paper form. This will continue until such time as myCDFIFund allows Awardees to enter their banking information via their user accounts.</li> </ul> </li> <li>• Financial Management reviews the disbursement information and the banking information history to ensure that all information is correct and properly coded.</li> <li>• Financial Management forwards disbursement information to the Bureau of Public Debt (BPD) to make the disbursement.</li> <li>• BPD issues the disbursement electronically to the Awardee's designated bank account, using the Awardee's banking information.</li> </ul> <p>* More information on the disbursement process can be found in the "<a href="#">Disbursement of Funds</a>" section below.</p>
10	<p><b>AWARDEE BEGINS REPORTING TO THE FUND THROUGH THE GRANTS MANAGEMENT STAFF. PART II OF THIS DOCUMENT PROVIDES FURTHER GUIDANCE ON REPORTING AND COMPLIANCE MONITORING.</b></p>

### **NOTICE OF AWARD**

The Notice of Award (NOA) is the instrument used by the CDFI Fund to notify an organization that it has been approved to receive an award. The NOA is a conditional commitment document, which signifies that the Awardee has been selected to receive an award if certain conditions are met. This document provides the Awardee with important information that pertains to the award. The NOA identifies the organization's name and address, control number, Employer Identification Number (EIN) and Duns number, award amount, type of award, Authorized Representative (AR) and Contact Person (CP) names and telephone numbers, and certain general terms and conditions pertaining to the award.

Signing the NOA is the first step in the closing process. The AR is required to submit to the CDFI Fund's Grants Management department a signed NOA with his/her original signature. This document must be



submitted to the CDFI Fund within ten (10) business days of award notification. The AR and CP will be notified via email that the organization has received an award from the CDFI Fund. The AR will be instructed via this email to download the award documents from the organization's myCDFIFund account through the CDFI Fund's website at <https://www.cdfifund.gov/myCDFI/index.asp>. The AR must download two (2) copies of the NOA and sign and date them. One copy must be maintained for the organization's records and the other copy with original signature should be mailed to the CDFI Fund's Grants Management Department. If the AR does not return the original, signed NOA to the CDFI Fund within ten (10) business days from the date of notification, the CDFI Fund may rescind its selection of the Awardee for an award.

When the CDFI Fund's Grants Management department receives the NOA from the Awardee, it will be reviewed to ensure that it contains a signature of the AR and the form is dated. Information will then be entered into the CDFI Fund's electronic system to indicate that the signed NOA was received and the date that it was received by the CDFI Fund. Then the Awards Manager will notify the Program Manager and Legal Counsel. The receipt of the signed NOA initiates the closing process.

All award documents must be mailed directly to:  
Grants Management Department  
Community Development Financial Institutions Fund  
601 13<sup>th</sup> Street, NW, Suite 200 South  
Washington, D.C. 20005

Please contact the Grants Management department for questions regarding the NOA, or for general Grants Management questions, via email at [grantsmanagement@cdfi.treas.gov](mailto:grantsmanagement@cdfi.treas.gov) or by telephone at 202-622-8226.

### **CONFIRMING AWARDEE COMPLIANCE PRIOR TO CLOSING**

Prior year Awardees must be in compliance with all prior active Assistance Agreements (CDFI and NACA Program awards) and/or Allocation Agreements (NMTC Program allocations) before closing new awards and receiving subsequent disbursements. If at any point during the closing or disbursement process the Awardee becomes Noncompliant with its past awards, the process will cease until the compliance issue has been resolved to the satisfaction of the CDFI Fund. Areas of compliance that prior year Awardees should verify prior to closing include:

- The Awardee must timely submit all applicable reporting requirements as set forth in all prior active Assistance and/or Allocation Agreements.
- The Awardee must be in compliance with all Performance Goals listed in prior active Assistance and/or Allocation Agreements and other Assistance and/or Allocation Agreement obligations.
- Submitted financial statements and A-133 audit reports must be free of material weaknesses.
- A FA Component Awardee (or a NACA Awardee that receives a FA award) must be certified as a CDFI.

If an Awardee discovers that it is Noncompliant on a prior year award and has not been in recent contact with the CDFI Fund, or it is unsure of its compliance status, it should contact the CDFI Fund's CME Unit immediately at (202) 622-8226 or via email at [cme@cdfi.treas.gov](mailto:cme@cdfi.treas.gov).

## THE ASSISTANCE AGREEMENT

The Assistance Agreement is a document that conveys the standard terms and conditions of the Assistance, including reporting requirements and a description of the authorized use(s) of the Assistance. The Assistance Agreement contains multiple schedules that are applicable to different types of awards (FA, TA, and NACA) and Awardees including regulated institutions and Insured Credit Unions. The duration of the Assistance Agreement will generally be two years to three years depending on the type of award.

### Designating Signatories

If an Awardee plans to distribute any part of the proceeds of its award to another legal entity for the purpose of that entity providing loans or equity investments, or similar financing activities, or that entity will be responsible for meeting any of the performance goals, the Awardee must inform the CDFI Fund staff member who is closing the award and provide each of those organizations' names and EINs. Such organizations will be designated as "Signatories" in the Assistance Agreement and will have reporting requirements that the Awardee will be responsible for ensuring they complete. The Signatories and their respective reporting requirements will be listed in Schedule 6-A, section B of the Assistance Agreement.

A Signatory is defined as a legal entity to which the Awardee will distribute any part of the proceeds of the award for the purpose of that entity providing loans or equity investments, and similar financing activities (as determined by the CDFI Fund) including the purchase of loans originated by certified CDFIs and the provision of loan guarantees as part of the Awardee's Comprehensive Business Plan. Signatories do not include third parties providing services to the Awardee's Target Market through a contractual or other agreement. Signatories include Community Partners and may include the Awardee's subsidiaries or affiliates (in the case of a Depository Institution Holding Company and an Insured Depository Institution).

### Assistance Agreement Schedules

The Assistance Agreement includes several schedules. Some of the schedules described below will be customized to each organization and will require the Awardee's attention to prepare for the award closing. It is important that each Awardee works with the CDFI Fund staff to develop these documents. The table below indicates when a schedule has an ongoing reporting requirement. If the column says "N/A" it means that the schedule has no reporting requirement.

Schedule	Schedule Included in the Assistance Agreement, as applicable	Reporting Requirement?	Due Date
<b><u>1. General Award Terms and Conditions</u></b> Outlines the fundamental terms of the Assistance Agreement that are applicable to all Awardees. Schedule 1 is standard for all Awardees and will not be revised.	All Awardees	N / A	N / A

Schedule	Schedule Included in the Assistance Agreement, as applicable	Reporting Requirement?	Due Date
<p><b><u>2-A. Opinion of Counsel</u></b> Provides a template of the Opinion of Counsel.</p>	<p>FA Component Awardees; NACA FA Awardees: receiving grants in excess of \$500,000 or awards in any other form (loans, equity investments, secondary capital, deposits)</p>	<p>N / A</p>	<p>N / A</p>
<p><b><u>2-B. Certificate of the Secretary; Certificate of Good Standing</u></b></p> <ul style="list-style-type: none"> <li>• Includes a certification that must be signed by the Awardee's Secretary and Authorized Representative, which includes various representations and certifications related to the execution of the Assistance Agreement.</li> <li>• In most instances, the Awardee must provide a Certificate of Good Standing issued by the Secretary of State or Tribal Government, or similar office, of the state or tribe in which the Awardee is incorporated or otherwise legally organized, as applicable. The Certificate must be dated no earlier than 90 days prior to the closing of the Assistance Agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• All TA Awardees; FA Component Awardees and NACA FA Awardees receiving grants of \$500,000 or less</li> <li>• Certificates of Good Standing Not required for: <ul style="list-style-type: none"> <li>-- Federally regulated Awardees. Instead, the CDFI Fund will consult with the appropriate federal regulating agency prior to the award closing</li> <li>-- Tribal government Awardees</li> </ul> </li> </ul>	<p>N / A</p>	<p>N / A</p>

Schedule	Schedule Included in the Assistance Agreement, as applicable	Reporting Requirement?	Due Date
<b><u>3-A. Authorized Uses of Matching Funds</u></b> <ul style="list-style-type: none"> <li>Describes the Authorized Uses for funds presented as Matching Funds by the Awardee. Schedule 3-A is standard for all applicable Awardees.</li> </ul>	FA Component Awardees; NACA FA Awardees	N / A	N / A
<b><u>3-B. Certification of Matching Funds</u></b> <ul style="list-style-type: none"> <li>Contains a certification by the Awardee that the funds presented by the Awardee as Matching Funds meet the eligibility criteria and have not been previously used as Matching Funds for another Federal grant or award program. Schedule 3-B is standard for all applicable Awardees.</li> </ul>	FA Component Awardees; NACA FA Awardees	N / A	N / A
<b><u>3-C. Matching Funds Analysis</u></b> <ul style="list-style-type: none"> <li>Contains a table outlining the source, amount, and date of all Matching Funds presented as match for the award.</li> </ul>	FA Component Awardees; NACA FA Awardees	N / A	N / A
<b><u>4. Subsidiaries and Affiliates</u></b> <ul style="list-style-type: none"> <li>Identifies the organization's subsidiaries and affiliates, if any. It is important to confirm that Schedule 4 is accurate.</li> </ul>	All Awardees	N / A	N / A
<b><u>5-A. Authorized Uses of Technical Assistance</u></b> <ul style="list-style-type: none"> <li>Lists the specific uses of TA grant funds approved by the CDFI Fund for each organization, by category. The categories include: consulting, technology, training, staff salary, operating grants (NACA only) and other. Appendix B further outlines allowable uses of TA funds.</li> </ul>	All TA Awardees	Drafted by program during closing process	As requested by Program office
<b><u>5-B. Authorized Uses of Financial Assistance</u></b> <ul style="list-style-type: none"> <li>Describes the Authorized Uses for the Financial Assistance Awarded to the Awardee by the CDFI Fund. Schedule 5-B is standard for all applicable Awardees.</li> </ul>	FA Component Awardees; NACA FA Awardees	N / A	N / A

Schedule	Schedule Included in the Assistance Agreement, as applicable	Reporting Requirement?	Due Date
<b><u>6-A. Annual Report</u></b> <ul style="list-style-type: none"> <li>Indicates the components of the Annual Report that the Awardee is required to submit to the CDFI Fund.</li> </ul>	All Awardees	Submitted via CIIS (through myCDFIFund account)	180 days after the Awardee's fiscal year end
<b><u>6-B. Annual Report Submission Deadlines</u></b> <ul style="list-style-type: none"> <li>Lists the deadlines for the Awardee to submit Annual Reports and A-133 Audit Reports (if applicable) to the CDFI Fund.</li> </ul>	All Awardees	Drafted by Legal Counsel during closing process	Informational Purposes
<b><u>7-A. Performance Goals</u></b> <ul style="list-style-type: none"> <li>Indicates the Performance Goals and related measures that the Awardee must achieve during the performance period of the Assistance Agreement.</li> </ul>	All Awardees	Drafted by Program during closing process	Form is for informational purpose only
<b><u>7-B. Financial Status Report, SF-269-A</u></b> <ul style="list-style-type: none"> <li>Contains the OMB Standard Form 269-A and must be completed and submitted as part of the Awardee's Annual Report to the CDFI Fund.</li> </ul>	All TA Awardees	Mail, fax or email to the Grants Management Unit	180 days after the Awardee's fiscal year end
<b><u>7-C. Uses of Financial Assistance and Matching Funds Report</u></b> <ul style="list-style-type: none"> <li>Must be completed as part of the Awardee's Annual Report to the CDFI Fund. The Awardee must describe the use of its Financial Assistance and its Matching Funds during its reporting year.</li> </ul>	FA Component Awardees; NACA FA Awardees	Mail, fax or email to the Grants Management Unit	180 days after the Awardee's fiscal year end
<b><u>7-D. Explanation of Noncompliance</u></b> <ul style="list-style-type: none"> <li>If the Awardee fails to meet any of the Performance Goals and measures (Schedule 7-A), the Awardee must respond to the questions in Schedule 7-D and submit the responses to the CDFI Fund as part of the Awardee's Annual Report.</li> </ul>	Any Awardee that fails to meet a performance goal	Mail, fax or email to the Awards Manager	180 days after the Awardee's fiscal year end
<b><u>7-E. Annual Report: Shareholder Report</u></b> <ul style="list-style-type: none"> <li>Must be completed as part of the Awardee's Annual Report to the CDFI Fund.</li> </ul>	Any Awardee that receives an equity investment from the CDFI Fund	Mail, fax or email to the Awards Manager	180 days after the Awardee's fiscal year end

Schedule	Schedule Included in the Assistance Agreement, as applicable	Reporting Requirement?	Due Date
<p><b><u>7-F. Uses of Technical Assistance Report</u></b></p> <ul style="list-style-type: none"> <li>If the Awardee receives Technical Assistance, it must submit the Uses of Technical Assistance Report to the Fund's Awards Manager via mail, facsimile or e-mail. If the Awardee has not completed the authorized uses, it must use this report to explain when and how it plans to complete the authorized uses.</li> </ul>	Any Awardee that received TA	Mail, fax or email to the Awards Manager	180 days after the Awardee's fiscal year end
<p><b><u>8. Subsequent Disbursements; Certification of Performance/ Representations &amp; Warranties</u></b></p> <ul style="list-style-type: none"> <li>Provides the certifications, representations and warranties required for the Awardee to request and receive a subsequent disbursement of an award that was not fully disbursed at the time of the initial closing, if applicable.</li> </ul>	Any Awardee that does not receive full award disbursement at initial closing	N / A	N / A
<p><b><u>9-A. Representations and Warranties: Loan</u></b></p> <ul style="list-style-type: none"> <li>Includes the representations and warranties that must be made by any Awardee that receives assistance in the form of a loan.</li> </ul>	Awardees with assistance in the form of a loan	N / A	N / A
<p><b><u>9-B. Promissory Note</u></b></p> <ul style="list-style-type: none"> <li>Contains the Promissory Note by the Awardee indicating the amount and terms of the loan along with other terms.</li> </ul>	Awardees with assistance in the form of a loan	N / A	N / A
<p><b><u>9-C. Loan Repayment Schedule</u></b></p> <ul style="list-style-type: none"> <li>Provided to the Awardee at the time of disbursement of the loan and indicates the dates and amounts of required loan payments.</li> </ul>	Awardees with assistance in the form of a loan	N / A	N / A

Schedule	Schedule Included in the Assistance Agreement, as applicable	Reporting Requirement?	Due Date
<b><u>9-D. Pre-Authorized Debit Payment Instructions: Loans</u></b> <ul style="list-style-type: none"> <li>Any Awardee that receives assistance in the form of a loan is required to authorize repayment via preauthorized debits from an identified account. This form provides the CDFI Fund with the account information necessary to collect such repayments.</li> </ul>	Awardees with assistance in the form of a loan	N / A	N / A
<b><u>9-E. Other Loan Documentation</u></b> <ul style="list-style-type: none"> <li>Contains additional documentation related to the loan (if applicable).</li> </ul>	Awardees with assistance in the form of a loan	N / A	N / A
<b><u>10-A. Representations and Warranties: Equity Investment</u></b> <ul style="list-style-type: none"> <li>Includes the representations and warranties that must be made by any Awardee that receives assistance in the form of an equity investment or secondary capital.</li> </ul>	Awardees that receive assistance in the form of an equity investment or secondary capital	N / A	N / A
<b><u>10-B. Stock Certificate</u></b> <ul style="list-style-type: none"> <li>The Awardee must provide a Stock Certificate or other secondary capital documentation evidencing the CDFI Fund's equity investment in the Awardee.</li> </ul>	Awardees that receive assistance in the form of an equity investment or secondary capital	N / A	N / A
<b><u>10-C. Articles of Incorporation</u></b> <ul style="list-style-type: none"> <li>The Awardee must provide a copy of its articles of incorporation to the CDFI Fund.</li> </ul>	Awardees that receive assistance in the form of an equity investment	N / A	N / A
<b><u>10-D. Bylaws</u></b> <ul style="list-style-type: none"> <li>The Awardee must provide a copy of its Bylaws.</li> </ul>	Awardees that receive assistance in the form of an equity investment	N / A	N / A
<b><u>10-E. Capitalization</u></b> <ul style="list-style-type: none"> <li>The Awardee must provide a listing of all of its authorized capital stock in each class and indicate how much is currently outstanding in each class of stock.</li> </ul>	Awardees that receive assistance in the form of an equity investment	N / A	N / A

Schedule	Schedule Included in the Assistance Agreement, as applicable	Reporting Requirement?	Due Date
<b><u>10-F. Options and Warrants</u></b> <ul style="list-style-type: none"> <li>The Awardee must provide a listing and description of all of its outstanding options, warrants or other rights to purchase any shares of the capital stock of the Awardee.</li> </ul>	Awardees that receive assistance in the form of an equity investment	N / A	N / A
<b><u>10-G. Shareholder List</u></b> <ul style="list-style-type: none"> <li>The Awardee must provide a listing of each shareholder and indicate the class, series, and number of shares, and valuation of all capital stock held or to be held by each shareholder.</li> </ul>	Awardees that receive assistance in the form of an equity investment	N / A	N / A
<b><u>10-H. Pre-Authorized Debit Payment Instructions: Certificates of Deposit; Secondary Capital</u></b> <ul style="list-style-type: none"> <li>Any Awardee that receives assistance in the form of secondary capital, deposits and other equity investments is required to authorize payment of distributions via preauthorized debits from an identified account. This form provides the CDFI Fund with the account information necessary to collect such funds.</li> </ul>	Awardees that receive assistance in the form of an equity investment or secondary capital	N / A	N / A
<b><u>10-I. Other Equity Investment/Secondary Capital Documentation</u></b> <ul style="list-style-type: none"> <li>Contains any additional documentation related to the equity investment or secondary capital (if applicable).</li> </ul>	Awardees that receive assistance in the form of an equity investment or secondary capital	N / A	N / A
<b><u>11. Terms and Conditions related to Regulated Institutions</u></b> <ul style="list-style-type: none"> <li>Provides additional Assistance Agreement provisions for Awardees that are regulated institutions.</li> </ul>	Regulated Awardees	N / A	N / A



Schedule	Schedule Included in the Assistance Agreement, as applicable	Reporting Requirement?	Due Date
<p><b>12. Automated Clearinghouse (ACH) form</b></p> <ul style="list-style-type: none"> <li>To receive disbursement of award proceeds, the Awardee must provide the CDFI Fund with a complete and accurate Automated Clearinghouse (ACH) form related to the bank account into which the Awardee wants the award proceeds deposited via wire transfer.</li> </ul>	All Awardees	N / A	Must submit completed form to Legal Counsel to receive disbursement

### Authorized Uses of Technical Assistance

The Authorized Uses of Technical Assistance (Schedule 5-A) lists the specific, permissible uses of the TA grant by category: consultants, technology, training, staff salary, operating (NACA Awardees only) or other. A member of the Program staff will develop this Schedule based on the Approved Uses of Funds provided along with the NOA. Please note that if providers of TA have already been identified and/or expenses incurred, the Schedule may cite specific providers and costs. If not, the Schedule will only describe the approved use of TA. The Awardee's assigned Program contact will provide a draft Schedule 5-A for review and comment. It is best to work with the Program staff to make any modifications to the approved uses at this point. However, it is possible to modify the uses of TA after the Assistance Agreement has been executed by sending a written amendment request with justification for the changes to the Fund. Appendix B of this guidebook explains how to seek approval to change uses of TA. See also Appendix D: Compliance-Related Frequently Asked Questions for how to submit an amendment request.

The CDFI Fund will fully disburse TA grants at closing (i.e., after all conditions have been met and the Assistance Agreement has been executed). TA funds may then be used to cover the costs of acquiring TA, as described on the Authorized Uses of TA schedule, provided such costs were incurred on or after the date of the NOA. The Awardee should retain records evidencing the incurring of such costs. The CDFI Fund may ask the Awardee to provide evidence that such funds have been or will be expended, such as a contract with a consultant. See Appendix B for more information on direct costs to consultants.

### Matching Funds

Documentation of Matching Funds is required for all applicants receiving FA from the CDFI Fund, either through the FA Component of the CDFI Program or the NACA Program. Matching Funds are not required for TA grants. Matching Funds must come from sources other than the Federal government. Federal dollars passed through other entities, such as state and local governments, are generally considered to be Federal funds. This scenario usually arises in the context of Community Development Block Grant (CDBG) dollars.

During the eligibility review phase, some Awardees may have been contacted to verify Matching Funds in-hand and firmly committed. At closing, some Awardees may be contacted to determine whether any Matching Funds committed or to be raised, have been received.

### **Expended Matching Funds**

Matching Funds can be expended prior to the execution of the Assistance Agreement, as long as the use of the funds was consistent with the activities described in the Comprehensive Business Plan. In this situation, the Awardee will be asked to provide a narrative describing the purposes for which such funds were expended. The Awardee must review Schedule 3-A for further details regarding Authorized Uses of Matching Funds.

### **In-Hand Matching Funds Documentation**

If the Awardee has not already submitted all of the Matching Funds documentation, it must provide the following (and any other related documentation that may be requested by the CDFI Fund's Legal Counsel):

- ▶ For all Matching Funds, provide copies of checks or wire transfers to verify that the Awardee has received the Matching Funds.
- ▶ For grants, provide copies of transmittal letters and/or grant agreements.
- ▶ For loans, provide copies of promissory notes and/or loan agreements, and wire transfers or checks.
- ▶ For equity investments, provide copies of stock certificates and any related documents that are requested the CDFI Fund's Legal Counsel.
- ▶ For deposits or shares, provide copies of certificates of deposit or share certificates and any related documents that are requested the CDFI Fund's Legal Counsel.
- ▶ For secondary capital, provide copies of the secondary capital account agreement and any related documents that are requested the CDFI Fund's Legal Counsel.

Please note that the CDFI Fund will only disburse its funding in the amount equal to acceptable Matching Funds that it determines have been received by the Awardee. If all of the Matching Funds are not so received, the CDFI Fund will make a partial disbursement equal to the amount of funds received. When the Awardee receives additional Matching Funds, the Awardee must submit to the Awards Manager, all required Matching Funds documents prior to the termination of the Matching Funds period. The Awards Manager will initiate the subsequent disbursement of award funds. The NOFA and/or Assistance Agreement set forth the date by which all Matching Funds must have been received by the Awardee; the CDFI Fund reserves the right to rescind any portion of the award for which acceptable Matching Funds have not been received by the Awardee by the applicable deadline.

### **DISBURSING FUNDS**

Award funds will be disbursed in the form of an electronic funds transfer from the Bureau of Public Debt (BPD) via the Automated Clearinghouse (ACH). All Awardees are required to complete and submit an ACH authorization form with the signed Assistance Agreement. The ACH form contains information on the Awardee's financial institution, bank account number, and bank routing number. The "Financial Institution Information" section is to be completed and signed by a representative of the Awardee's financial institution. The banking information contained in the ACH form will be used to direct the CDFI Fund's

disbursement to the Awardee's account. It is imperative that this information is accurate and timely. If the information is incorrect, the disbursement may be significantly delayed while the information is corrected. The ACH form is sent to the Awardee with the draft Assistance Agreement; also, a printable version is available on the CDFI Fund's website. Any questions regarding the completion of the ACH form can be directed by telephone to CDFI Fund - Financial Management at 202-622-9613.

# Part II

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## REPORTING AND COMPLIANCE MONITORING

### OVERVIEW OF THE COMPLIANCE MONITORING AND EVALUATION (CME) UNIT

The Compliance Monitoring and Evaluation (CME) unit of the CDFI Fund monitors and evaluates whether CDFI Program awards, NACA Program awards and NMTC allocations are properly expended and/or utilized by Awardees and Allocatees. It accomplishes this by monitoring Awardee/Allocatee compliance with Assistance/Allocation Agreements.

The CME unit reviews and evaluates all reports that are submitted to the CDFI Fund as required by Assistance Agreements. The CME unit determines each Awardee's compliance status as Compliant or Noncompliant by assessing if the Awardee has met all the reporting requirements including submission of all reports by the deadline and meeting the benchmarks of its Performance Goals. An Awardee can be found Noncompliant or in Default of its Assistance Agreement for failing to meet any term or condition of the agreement including failure to report, and failure to meet a performance goal.

Compliance includes the timely submission of Annual Reports and, if applicable, A-133 Audit Reports, as described in Schedules 6-B and 6-A, respectively, of the Assistance Agreement. Compliance also includes timely payments to the CDFI Fund if the form of assistance is a loan, deposit, or secondary capital investment.

An Awardee's compliance status may affect its future funding eligibility or disbursements as outlined in the CDFI Fund's Notices of Funding Availability (NOFA) for its various programs.

### REPORTING

Awardee reports enable the CDFI Fund to assess Awardee compliance with the terms of the Assistance Agreement and related regulatory and statutory requirements. They also enable the CDFI Fund to assess the CDFI industry's performance and trends; report to Congress and other federal agencies about CDFI Fund and Awardees' accomplishments; inform the public about the CDFI industry; and improve delivery and the monitoring of CDFI Fund programs.

### PERFORMANCE PERIOD

The Performance Period is the time period for which an Awardee must calculate and report on its achievement of the Performance Goals and Measures set forth in the Assistance Agreement. The Performance Period may cover two or more Awardee fiscal years and begins on the first day of the first fiscal year. Each fiscal year within the Performance Period is referred to as a "measuring period."

- For example: Performance Period End Dates (indicated in Schedule 7-A) covers an Awardee's fiscal years 12/31/07, 12/31/08 and 12/31/09. In this example, the Performance Period begins on 1/1/07 and ends on 12/31/09. The first measuring period would begin on 1/1/07 and end on 12/31/07. The

second measuring period would begin on 1/1/08 and end on 12/31/08. The last measuring period would begin on 1/1/09 and end on 12/31/09.

- Be advised that within CIIS a “measuring period” is referred to as a “reporting period.” (Please see Appendix E for more information about CIIS, the CDFI Fund’s web-based data collection tool.)

## **THE ANNUAL REPORT**

The Annual Report includes information to assist the CDFI Fund in determining the Awardee’s compliance with performance goals and measures and is due 180 days after the Awardee’s fiscal year end. Submission of report components is a combination of online and paper submission as described in the Submission of Reports section of this document. The Annual Report includes:

- Financial Report (Financial Statements and Auditor’s / Accountant’s Review Report) includes the following financial statements prepared in conformity with generally accepted accounting principles, and the related auditor’s or accountant’s review report: a statement of financial position, a statement of operations (if the Awardee is a for-profit organization), a statement of activities (if the Awardee is a nonprofit organization), and a statement of cash flows. The financial statements and the related auditor’s or accountant’s review report(s) will be reviewed by the CDFI Fund to determine that the Awardee is financially and managerially sound. If the Awardee is an Insured Credit Union, Insured Depository Institution, or Depository Institution Holding Company, it is not required to submit Financial Reports; the CDFI Fund will obtain the necessary financial information from publicly available sources.
- Performance Goals Report comprises (i) an Institution Level Report (ILR) and, if applicable, (ii) a Transaction Level Report (TLR). The CDFI Fund uses the information provided by the Awardee in the ILR and, if applicable, the TLR to determine the Awardee’s compliance with the Performance Goals set forth in Schedule 7-A of the Assistance Agreement.
- Financial Status Report (OMB Standard Form 269-A, found at Schedule 7-B of the Assistance Agreement). The Financial Status Report must be completed and submitted by any Awardee that receives Technical Assistance (an Awardee that receives only a Financial Assistance award need not complete this form). The Awardee’s Authorized Representative must sign the form. This form is only applicable to the Technical Assistance portion of the Assistance. See Appendix C for a blank Standard Form 269-A.
- Uses of Financial Assistance and Matching Funds Report (Schedule 7-C of the Assistance Agreement). Through this report, the Awardee must describe the use of its Financial Assistance and its Matching Funds during its preceding fiscal year, including those dollars that have been allocated or expensed by an Affiliate or Subsidiary. This report must be completed and submitted by any Awardee that receives Financial Assistance (an Awardee that receives only Technical Assistance need not complete this form). Please refer to Schedule 3-A (Authorized Uses of Matching Funds) and Schedule 5-B (Authorized Uses of Financial Assistance).
- Explanation of Noncompliance (Schedule 7-D of the Assistance Agreement). It is the Awardee’s responsibility to determine if it has met its Performance measures. If the Awardee fails to meet any Performance Goal or measure, it must submit responses to the questions listed in the Explanation of Noncompliance. The CDFI Fund will use the Awardee’s responses to the Explanation of Noncompliance, its past performance toward meeting the performance benchmark(s), its overall activity levels, and any other information deemed appropriate by the CDFI Fund to determine whether the

Awardee is in Default of its Assistance Agreement for Noncompliance with the Performance Goals and measures.

- Shareholders Report (Schedule 7-E of the Assistance Agreement). If the Assistance is in the form of an equity investment, the Awardee must submit the Shareholders Report, signed by its Authorized Representative, with each Annual Report.
- Uses of Technical Assistance Report (Schedule 7-F of the Assistance Agreement). The Awardee must submit a Uses of Technical Assistance Report, which is a progress report of its expenditure of the Technical Assistance. If the Awardee has not completed the authorized uses, it must use this report to explain when and how it plans to complete the authorized uses.

Financial Reports are due 180 days after the Awardee's fiscal year end. Nonprofit organizations (excluding regulated financial institutions) are to provide reviewed financial statements and the related accountant's review report (audited financial statements can be used in lieu of reviewed financial statements, if available); and for-profit organizations (excluding regulated financial institutions) are to provide audited financial statements and the related auditor's report.

If the Awardee is a nonprofit organization that expended at least \$500,000 in Federal awards in any one fiscal year, the Awardee is required to submit a single audit reporting package pursuant to OMB Circular A-133.<sup>1</sup> The determination of when an award is expended should be based on when the activity related to the award occurs. Thus, if the Awardee expends \$500,000 or more of financial assistance in a given fiscal year, the Awardee will be required to arrange for and submit a single audit reporting package to the CDFI Fund, no later than 270 days after the end of the Awardee's fiscal year. All nonprofit organizations (excluding all regulated financial institutions) that are NOT required to have financial statements audited pursuant to OMB Circular A-133, must submit to the CDFI Fund no later than 180 days after the end of the Awardee's fiscal year, a statement signed by the Awardee's Authorized Representative or certified public account, asserting that the Awardee is not required to have a single audit pursuant to OMB Circular A-133.

For any award that is in the form of a loan, certification of deposit, secondary capital, common or preferred stock, partnership interest or debenture, the Awardee must submit annual financial statements to the CDFI Fund throughout the term of said loan or investment.

## **SUBMITTING REPORTS**

Awardees must submit the Performance Goal Report (i.e. the ILR and, if applicable, the TLR) through the Community Investment Impact System (CIIS), which is the CDFI Fund's web-based data collection tool. Awardees can access CIIS through their myCDFIFund accounts. For additional information and instructions, see Appendix E: Introduction to CIIS. CME gathers Performance Goal information from the ILR. The following reports can be submitted either by mail, fax, or email:

- ▶ Financial Report (this report can also be submitted as an electronic attachment to the ILR submission).
- ▶ A-133 Audit Report.
- ▶ Financial Status Report (269-A).
- ▶ Uses of Financial Assistance and Matching Funds Report (Schedule 7-C).

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<sup>1</sup> For additional information see [www.whitehouse.gov/omb/circulars/a133/a133.html](http://www.whitehouse.gov/omb/circulars/a133/a133.html).

- ▶ Uses of Technical Assistance Report (Schedule 7-F).
- ▶ Explanation of Noncompliance.
- ▶ Shareholders Report.

### MULTIPLE YEAR AWARDEES

- Awardees that received awards prior to FY 2003 that have not yet ended are required to submit the reports listed in the Assistance Agreements (which may vary in title, form and substance from post FY 2003 awards). These reporting requirements may include Annual Reports, Annual Financial Reports, and Annual Surveys. All reports except the Annual Survey must be completed using the appropriate schedules provided in the Assistance Agreement and mailed to the CDFI Fund's Awards Manager. The Annual Survey is submitted through CIIS, which is accessed through the Awardee's myCDFIFund account. If an Awardee has a pre FY 2003 award and a post FY 2003 award, the Awardee is **not required** to complete a separate survey (ILR) for each award.
- An organization is only required to submit one ILR per year even if it has multiple awards from the CDFI Fund.

### USE OF CIIS AND MYCDFIFUND FOR REPORTING

- **myCDFIFund** is an account established through the CDFI Fund's website by which the Awardee and the CDFI Fund communicate. Each organization account contains the organization's contact information and a list of its awards. Individual user accounts may access the organization account if the Account Administrator grants them access. If an organization needs to change the Account Administrator, it must contact the CDFI Fund's Grants Management Department at [grantsmanagement@cdfi.treas.gov](mailto:grantsmanagement@cdfi.treas.gov) or by telephone at 202-622-8226. For additional information, see Appendix A: Introduction to myCDFIFund.
- As stated above, Awardees can access **CIIS** through their myCDFIFund accounts.

As communication between the Awardee and the CDFI Fund is the primary function of the myCDFIFund organization account, it is imperative that all information contained in each account be correct and current. It is the Awardee's responsibility to assign an Authorized Representative (AR) and a Contact Person (CP) for each award, and input the individual contact information into its myCDFIFund account. The AR is the official authorized by the Awardee to execute all agreements on behalf of the Awardee and the CP is the person the Awardee designates as the person who the CDFI Fund should contact with respect to reporting to the CDFI Fund. Therefore, the Awardee's AR and CP must each have a user account. Many of the notices that the CDFI Fund sends to Awardees about awards are time sensitive. If there are any organizational changes, it is imperative that the Awardee updates its myCDFIFund account immediately to ensure that the CDFI Fund's ability to contact the Awardee with information regarding its award is not interrupted. For additional information on establishing, using and updating myCDFIFund accounts, see Appendix A: Introduction to myCDFIFund.

### EVENTS OF NONCOMPLIANCE

Noncompliance can result from failure of the Awardee to meet the terms and conditions of the Assistance Agreement. The primary causes of Noncompliance are: the failure to submit the required reports, failure to

remain in compliance with each performance goal, or failure to maintain its status as a certified CDFI (if applicable). The process for resolving Noncompliance on performance goals includes the CDFI Fund's review of the Awardee's explanation of factors that contributed to any failure to meet or maintain compliance on any performance goal, an explanation of what is being done to address the situation, and when the Awardee expects to be in compliance. After a review of these factors is completed, the CDFI Fund will determine the appropriate course of action, which includes but is not limited to, finding the Awardee in Default or not in Default of its Assistance Agreement.

Possible consequences of Default include several actions by the CDFI Fund, permitted through the Assistance Agreement. The CDFI Fund may:

- Require changes of the Awardee's Performance Goals;
- Delay disbursement of the assistance;
- Deobligate any undisbursed assistance;
- Require repayment of the assistance; and, or
- Terminate the award in Default.

## AMENDMENTS

In general, the terms of an Awardee's Assistance Agreement may be amended only through a written amendment, signed by both parties. If the Awardee proposes to amend its Assistance Agreement, it must submit a request to the CDFI Fund's Awards Manager. **The CDFI Fund must receive amendment requests at least three months prior to the date to be modified or the ending date of the applicable reporting period.**

For amendment requests that are date-sensitive (e.g., changing a reporting period end-date, a performance measure, or a TA use that must be expended by a date specified in the Assistance Agreement), the Awardee must provide a written request for the amendment at least 90 days prior to the applicable date. For example, if the Awardee anticipates that it will not meet the 25% benchmark for its Deployment Ratio performance measure for the first year of its performance period (which ends on 12/31/08), the Awardee must submit a request to amend the benchmark to 20% by September 30, 2008. In the case of a date-by-which measure, for example, if the Awardee's performance measure states that it must expend its TA by 12/31/08, but the Awardee needs until March 31, 2009, the Awardee must submit the amendment request by September 30, 2008. For amendments that are not date-sensitive (including amendments to TA Uses), the awardee should allow 90 days for the Fund to make a determination regarding approval. The awardee should state whether it needs an expedited review in its amendment request. The Fund will handle such requests on a case by case basis.

The request must be in writing on the Awardee's letterhead and be signed by the Authorized Representative (AR) of record (per the Awardee's myCDFIFund account). At a minimum, any amendment request must include the following basic information:

- ▶ Awardee name;
- ▶ Award control number; and
- ▶ A description of the section of the Assistance Agreement that the Awardee wishes to amend.
- ▶ Justification for request.



\* In circumstances where the original AR is not available for signature (due to departure from the agency and or similar unforeseen circumstances), the Chief Executive Officer or Lead Board member (someone with the authority to make executive decisions for the agency) must sign the request. The request must also name the interim or replacement AR.

## Performance Goals

An Awardee must request an amendment to a Performance Goal or Measure in writing. In addition to the above requirements, a request to amend Performance Goals and Measures must reference the goal and/or measure to be amended. In addition to an explanation for the requested modification, the request must address the following issues: (1) whether the request is consistent with the objectives of the Comprehensive Business Plan (CBP), (2) whether the requested modification would help the Awardee achieve the objectives of the CBP, and (3) whether the requested change would build the awardee's capacity to serve its Target Market and is consistent with the policy objectives of the program.

## TA Use of Funds

An Awardee must submit a written request to amend its approved Uses of TA as follows:

- To reallocate a cost-savings from a single Use that equals more than \$10,000 to new Use(s) in the original, previously authorized, or a new Use Category;
- To reallocate a cost-savings from multiple Uses that equals more than \$10,000 to new Use(s) in a different than the original, but previously authorized Use Category;
- To reallocate a cost-savings from a single or multiple Use(s) that equals more than \$10,000 to a previously authorized Use(s) in a different than the original Use Category;
- To delete an expense and add another expense in any Use category; and/or
- To change personnel identified as receiving Salary/Fringe Benefits.

(See Appendix C for guidance on "Applying the \$10,000 Threshold to Technical Assistance (TA) Amendments.")

In the instance that an Awardee does not need to obtain prior approval for an amendment of its TA Use of Funds, the Awardee may proceed with the change immediately. However, for "new" Uses, the Fund will make a final determination that the change was allowable (per the established guidelines in Schedule 5A) at the time of the award's compliance review. If the Fund determines that the new use was not allowable, the Fund may require the Awardee to re-pay the expended funds.

As stated above, the request must be on the Awardee's letterhead and be signed by the Authorized Representative of record for the Awardee. Also, the Fund strongly encourages Awardees to submit a completed "TA Budget Amendment Request" chart to facilitate the Fund's review of the request.

The request should outline which budget items are to be added, amended, and/or deleted along with an explanation of the requested modifications. The explanation for any deleted use must include an explanation of why the use is no longer necessary and how the Awardee will otherwise be able to achieve

the capacity building objectives of the CBP. The description for each requested new or amended use must include the following:

- A description of the requested new or revised Use of Funds (Use),
- **Cost Calculation Methodology:** How the awardee calculated the requested new or amended amount (including the source of any cost savings) according to the guidance below;
- **Narrative Justification:** How the new or amended Use will improve or will continue to improve the awardee's capacity to serve its Target Market or become certified as a CDFI and, therefore, achieve the objectives of the CBP (see guidance below for additional information); and
- A timeline of when the activity/purchase will be completed.

(The "TA Budget Amendment Request" chart can help make sure each of the above required items has been included in the request. Contact the Fund for a template of the chart.)

### ***Additional Guidance for New or Amended Uses***

Any "new" Use must (1) build the awardee's capacity to serve its Target Market or become certified as a CDFI; and (2) fall clearly within the Uses of Funds categories set forth on the (Schedule 5-A) and be allowable under OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) or OMB Circular A-122 (Cost Principles for Nonprofit Organizations).

For additional information about amendments to modify use of TA, please see Appendix C of this document.

### **Modifications to Reporting Due Dates**

Changes to reporting due dates will be granted only under extenuating circumstances or if the FYE date of an Awardee has changed. The Awardee must indicate why the amendment is needed and the desired new due date. The Awardee must also indicate if the amendment is for one or more reporting periods. Grants Management will review and approve or disapprove these requests.

### **Modifications of Terms on Promissory Notes and Certificates of Deposit**

Modification of terms consists of reducing the interest rate, extending the maturity date, or other modifications of terms of existing loan and certificates of deposits. See Attachment F, CDFI Fund Policy Regarding Modification of Terms on Promissory Notes and Certificates of Deposits for further details. Any request to modify terms must be submitted in writing to the Awards Manager and Program Manager and forwarded to the Financial Manager for review and approval.

### **RETURNING UNSPENT TA FUNDS**

In the event an organization needs to return unspent TA funds to the CDFI Fund, the Awardee must send an explanation and a written request to the CDFI Fund's Grants Management Department, signed by the Awardee's Authorized Representative.

# Appendices

## APPENDIX A: INTRODUCTION TO MYCDFIFUND

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The web-based myCDFIFund ([www.cdfifund.gov/myCDFI](http://www.cdfifund.gov/myCDFI)) is an information portal for collecting and tracking information from Applicants, Awardees, and Allocatees. It is the primary place to update organization, award/allocation, or user information; to apply to Fund programs; and/or to map areas served by an organization. New Awardees (and Allocatees) access their Notices of Award (NOA) and approved Uses of TA. Unsuccessful Applicants may also access debriefing comments.

There are two different types of myCDFIFund accounts, with different access privileges: **User Accounts** and **Organization Accounts**. Users must obtain the permission of the Account Administrator for the Organization Account that they wish to access. The first person to register your organization will become the organization's default myCDFIFund Account Administrator. The Account Administrator assumes responsibility for the myCDFIFund account – so be sure that you select the most appropriate person to serve in this role. Additional instructions are also available under the myCDFIFund “Help” tab.

### How to Register as a User with myCDFIFund

- ❑ Go to the CDFI Fund's Home Page at [www.cdfifund.gov](http://www.cdfifund.gov).
- ❑ Click the “New User?” button located beneath the “Password” field at the bottom, left corner of the screen.
- ❑ Carefully read myCDFIFund Statement of Use and click “I Agree” to continue the registration process.
- ❑ Enter your email address and click the “Continue” button.
- ❑ Complete the User Profile information and click the “Continue” button.
- ❑ Complete the Security Question for future account authentication in case you forget your password and click the “Continue” button.
- ❑ Congratulations! You are now a registered myCDFIFund User. Please click the “Continue” button to set your password.
- ❑ Enter your New Password twice (in the two spaces provided). Click the “Update” button to set your password and enter the myCDFIFund User Account Home Page.

Users will have access to the following features through their myCDFIFund **User** Account Home Page.

- Home Page
  - ◆ Announcements
  - ◆ Organization
- Account Access (top, right corner of the page)
  - ◆ User Profile: Personal Information, Change Password, Mailing Preferences
  - ◆ Reader Information

## How to Register an Organization with myCDFIFund

- ❑ Log in to your myCDFIFund User Account with your email address and password.
- ❑ Select the “Register an Organization” link from the options on the myCDFIFund User Home Page.
- ❑ Carefully read myCDFIFund Statement of Use and click the “Accept” radio button followed by “Start myCDFI Organization Registration” to continue the registration process.
- ❑ On the Start Organization Registration Page, enter your organization’s 9-digit Employer Identification Number (EIN) and organizational information and click the “Continue” button. (Note: Your organization’s EIN will be found in its IRS Incorporation documents.)
- ❑ If your organization is not already registered, you will become the organization’s default myCDFIFund Account Administrator. You may give the Account Administrator rights to another User at any time. If your organization is already registered, you will be notified that an account already exists. Please see #4 regarding Access to an Organization that is already Registered with myCDFIFund for additional information.
- ❑ Fill in the Address Information for your organization and click the “Continue” button.
- ❑ Fill in the Organization Profile for your organization and click the “Continue” button.
- ❑ Review Organization Profile information and print for your records. Click the “Login to myCDFI” button to continue to the myCDFIFund Organization Account Home Page.

Account Administrators and Users with “Enabled” access will have access to the following features through the myCDFIFund **Organization** Account Home Page.

- Organization Home
  - ◆ Announcements and Communication
  - ◆ View Active Users
  - ◆ Quick Links
- Organization Profile
  - ◆ View Primary Information
  - ◆ View and Update Organization Profile
  - ◆ View and Update Affiliates
  - ◆ Manage Users Access to your Organization Account (Account Administrators only)
- Applications
  - ◆ Start New Applications
  - ◆ Open Existing Applications
  - ◆ Connect to the Community Investment Impact System (CIIS)
  - ◆ View Submitted Applications
  - ◆ Link to Printable Applications
  - ◆ Manage Users Access to Applications (Account Administrators only)
- Awards
  - ◆ View information on Awards and disbursements. Note: This tab is only visible to organizations that have actually received an award.
  - ◆ Manage Users Access to Awards (Account Administrators only)
- Utilize Mapping Software (CIMS)

### **How to Access a Registered myCDFIFund Organization Account**

- ❑ Log in to your myCDFIFund User Account using your email address and password.
- ❑ Select an organization from the Organization Access menu on the right column of the screen. The menu will display all Organization Accounts that your User Account can access.
- ❑ Enter the EIN of the organization's account you wish to access and click the "Access Organization" button.
- ❑ If you are the Account Administrator or a User with permitted access, you will be sent to the Organization's myCDFIFund Home Page. If you are a User, you will be restricted to only those areas of the myCDFIFund Account to which the Administrator has given you access.

### **How to Request Access to a Registered myCDFIFund Organization Account**

- ❑ Log in to your myCDFIFund User Account with your email address and password.
- ❑ Select the "Request Access to an Organization" link from the options on the myCDFIFund User Home Page.
- ❑ Enter the 9-digit EIN of the organization you wish to access and click "Request Access" button.
- ❑ You will be notified that you have been granted access to this Organization Account in a "Disabled" state. An email will be automatically sent to the Account Administrator with a request for access.
- ❑ The Account Administrator will now have the option of granting you access to the Organization's Account. If access is granted, you will be able to access the organization from the User Account Home Page (see myCDFI Fund, Topic above).
- ❑ If you do not gain access to the Organization Account, the Account Administrator may have chosen not to grant you access or may no longer be at the organization. For additional assistance contact the CDFI Fund's I.T. Help Desk: 202-622-2455 or [ITHelpDesk@cdfi.treas.gov](mailto:ITHelpDesk@cdfi.treas.gov).

### **Assistance Contacting the Organization's Account Administrator**

- For assistance contacting an organization's myCDFIFund Account Administrator please contact the CDFI Fund's I.T. Help Desk: 202-622-2455 or [ITHelpDesk@cdfi.treas.gov](mailto:ITHelpDesk@cdfi.treas.gov).

### **Account Administrators: How to Update Your Organization's Contact Information**

- ❑ Log in to myCDFIFund User Account and Organization Account.
- ❑ On the Home Page for your myCDFIFund Organization Account, click the "Organization Profile" and "Primary Information" links on the left column.
- ❑ Click the edit icon to the left of any of Mailing Address, Web Address, or Shipping Address.
- ❑ Update information by clicking the "Update Address" button.
- ❑ Note: If you need to change your organization's name or Employer Identification Number (EIN), you must send the IRS papers documenting these changes by fax to: AM, CDFI Fund at 202-622-7754. See sample requests in Appendix G.

### **Account Administrators: How to Add Affiliates to Your Account**

- ❑ Log in to myCDFIFund User Account and Organization Account.
- ❑ On the Home Page for your myCDFIFund Organization Account, click "Organization Profile," then "Affiliates" in the left column.
- ❑ Click "Add Affiliates" in the upper, left corner of the Organization Affiliates page.
- ❑ Enter the Affiliate's EIN in space provided and click the "Continue" button.
- ❑ Answer questions regarding Affiliate and click the "Add Affiliate" button.

### **Account Administrators: How to Enable/Disable User Account Access**

- ❑ Log in to myCDFIFund User Account and Organization Account.
- ❑ On the Home Page for your myCDFIFund Organization Account, click "Organization Profile," then "Users" in the left column.
- ❑ The Manage Users page will display all Users that have been granted access and/or requested access to the Organization Account.
- ❑ To change the User Account Access, select a User by clicking on his/her name. On the User Profile page, select the "Enable Account" or "Disable Account" button to change User access.
- ❑ To add a new User to the Organization Account, click "Add User" in the upper, left corner of the Manage Users Page. Enter the email address of the User and follow Step D above to Enable the Account. (Note: myCDFIFund will only accept email addresses for established User Accounts.)

### **Account Administrators: How to Remove a User's Restricted Access from an Application**

- ❑ Log in to myCDFIFund User Account and Organization Account.
- ❑ On the Home Page for your myCDFIFund Organization Account, click "Organization Profile," then "Users" in the left column.
- ❑ The Manage Users page will display all Users that have been granted access and/or requested access to the Organization Account.
- ❑ To change the User access to an application, select a User by clicking on his/her name. On the User Profile page, select the "Restricted Access" link to the right of the "Applications" notation.
- ❑ User Access page will display any active applications, including CIIS, and the Users access status. Select the "Edit" icon for an Application to change the User access.
- ❑ Select or deselect the "Read/Modify" radio button to change access and click the "Update User Access" button.

### **Account Administrators: How to Change Account Administrators**

- ❑ Log in to myCDFIFund User Account and Organization Account.
- ❑ On the Home Page for your myCDFIFund Organization Account, click "Organization Profile," then "Users" in the left column.
- ❑ The Manage Users page will display all Users that have been granted access and/or requested access to the Organization Account.

- ❑ To change the User role, select a User by clicking on his/her name. On the User Profile page, select the edit icon to the right of the "User Role" header.
- ❑ Select Account Administrator from the dropdown menu and click the "Update User Role" button. The system will require you to Enable the User Account if it is not already enabled.
- ❑ If your organization's Account Administrator is no longer with the organization, a signed memo from the Authorized Representative is required to change the Account Administrator. Please contact Grants Management to request this memo template at 202-622-8226 or [grantsmanagement@cdfi.treas.gov](mailto:grantsmanagement@cdfi.treas.gov). See sample requests in Appendix G.
- ❑ Note: An Organization may have multiple Account Administrators.

**Account Administrators: How to Designate an Authorized Representative or Contact Person for each of Your Awards/Allocations.**

Note that the designated Authorized Representatives or Contact Persons need to have a registered myCDFIFund User account, and they need to be given access to your organization's account by your Account Administrator – see items #1 and #5, above.

- ❑ Log into your organization's myCDFIFund Account.
- ❑ Click on "Awards" or "Allocation" in the left-hand navigation menu.
- ❑ Select the appropriate User's name from the drop-down box in the row/column corresponding to the award or allocation, and the position (Authorized Representative or Contact Person) that you wish to assign them.



## APPENDIX B: USE OF FUNDS PARAMETERS FOR TA AWARDS

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The CDFI Fund has developed a standard set of parameters for using technical assistance (TA) grants. Further information on the administration of Federal grants, including Office of Management and Budget (OMB) Circulars referenced in this guidance, can be found on the OMB website: [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html).

- **OMB Circular A-87** (“Cost Principles for State, Local and Indian Tribal Governments”)
- **OMB Circular A-102** (“Grants and Agreements with State and Local Government”)
- **OMB Circular A-110** (“Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations”)
- **OMB Circular A-122** (“Cost Principles for Nonprofit Organizations”)

### Personnel (Salary)

- An Awardee may use a TA grant to cover the salary paid currently or accrued by the organization for services rendered by its permanent staff in carrying out a distinct project or for a set period during the 2-year (for TA Only awards) or 3-year (for FA or FA/TA awards) performance period defined in the assistance agreement. The Fund will only cover salary for duties that are related to the purpose of the Award (including activities related to the Awardee becoming certified as a CDFI). Compensation paid for employees engaged in activities funded with a TA grant must be consistent with that paid for similar work within the Awardee organization.

### Personnel (Fringe Benefits)

- An Awardee may use a TA grant to cover the fringe benefits paid currently or accrued by the organization for services rendered by its permanent staff in carrying out a distinct project or for a set period during the 2-year (for TA Only awards) or 3-year (for FA or FA/TA awards) performance period defined in the assistance agreement. Fringe benefits are for personnel listed in Personnel (Salary) and only for the percentage of time devoted to the CDFI-related activities during the performance period. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation. Compensation paid for employees engaged in activities funded with a TA grant must be consistent with that paid for similar work within the Awardee organization.

### Training

- An Awardee may use a TA grant to acquire external training for its staff, volunteers, or board members in order to increase the effectiveness of its existing and future administrative operations and programs by developing its human capital. Training may be provided on-site by a third party or obtained off-site. Costs associated with the staff time for providing training to the Awardee’s customers and volunteers should be requested under Personnel/ Fringe Benefits. Travel associated with training activities must be noted separately. Third party training must be included under “Professional Services” cost category.

## Travel

- An Awardee may use a TA grant to cover travel expenses for staff, consultants, or board members. Allowable travel-related expenses include air or train fare, lodging, mileage, rental cars, taxi and subsistence (e.g., meals). Travel expenses must be reasonable and consistent with the Awardee's own travel policies. In the absence of a travel policy, the Federal Travel Regulations apply for all grant related travel. Travel expenses associated with attending any requested training must be included in this category rather than under Training.

## Professional Service Costs (Consulting and Contracts)

- An Awardee may use a TA grant to acquire external expertise that will increase its capacity to serve and benefit its Target Market or become certified as a CDFI. This category includes two types of Professional Services: consulting and contracts. Engaging an individual with expert knowledge to provide a service or advice should be requested under Consulting. Engaging (on a competitive basis) an individual, company, corporation, or other entity to provide a service or produce a document should be requested under Contracts. Consultant expenses must be classified based on relevant expense category (e.g., Consultant supplies must be included under Materials and Supplies). For calendar year 2007, the daily rate cap for Consultants is **\$559.23**; **the maximum hourly rate is \$69.90**. The current federal reimbursement rates may be found at the Office of Personnel Management website at [http://www.opm.gov/Federal\\_Salaries\\_Wages/](http://www.opm.gov/Federal_Salaries_Wages/). The Awardee may pay more than the maximum hourly or daily rates, but may not use federal funds to do so. Contract fees must be inclusive of all expenses related to the delivery of the product or service. Requested services should be non-recurring, i.e., distinct projects resulting in a delivered product (e.g., a report), and closely linked to the achievement of the Awardee's approved activities.

## Materials and Supplies

- An Awardee may use a TA grant to purchase supplies and/or to produce materials (such as training materials associated with providing Development Services or outreach materials to promote the Awardee's loan products). Generally, supplies include any materials that are expended or consumed over time. Supplies or equipment must have a value equal to or less than \$5,000 per unit and a useful life of less than 2 years.

## Equipment and Other Capital Expenditures

- An Awardee may use TA to acquire new equipment or to enhance existing equipment. Include non-expendable, tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be requested under "Materials and Supplies" or under "Other." Items costing less than \$5,000 may be included if the Awardee's capitalization policy recognizes these as capital assets. This includes non-expendable items include computer hardware, computer software, related peripherals, and office equipment. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Professional Services - Contracts" category. Training related to use of new equipment should be included in this category rather than under Training. Engaging a consultant or contractor to install new equipment should be

requested in this category. Engaging a consultant or contractor for other technology-related services (such as website development or recommendations for purchasing hardware) is included under Professional Service Costs.

### **Other Expenses**

- An Awardee may use a TA grant to cover other direct expenses such as janitorial services, security, rent, reproduction, telephone services, internet services, subscriptions, and utilities. For all other costs outlined in OMB Circular A-122, the Awardee must demonstrate to the satisfaction of the Fund that the activity will enhance its capacity to serve its Target Market and/or to become certified as a CDFI.

For More Information on budget cost categories, please contact the Grants Office at (202) 622-8226 or consult OMB's webpage ([www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html)) and review OMB circulars A-87 and A-122 for definitions of direct and indirect costs and other topics related to administration of federal grants to nonprofit organizations.

### **DEBARMENT**

Federal "Debarment and Suspension" rules restrict an Awardee from entering into contracts with consultants, subcontractors and other certain parties that have been debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. (See OMB Circular No. A-110 and A-102 for further guidance.)

- In any contracts for which you are using TA funds to procure goods or services that are expected to equal or exceed \$25,000, you must include a representation that the individual or entity (or principal thereof) providing the service or goods is currently not debarred, suspended, excluded or disqualified by the Department of Treasury or any other Federal department or agency.

### **GENERAL RESTRICTIONS ON THE USE OF ASSISTANCE**

- You may not distribute TA funds to an Affiliate or Subsidiary without the CDFI Fund's prior written consent.
  - If you are considered a "Sponsoring Entity" through the NACA Program and received TA to support the creation of an entity that must apply for CDFI certification, you must transfer all unspent TA funds and all equipment, materials, products, and other items acquired with the TA funds to the new entity within 30 days of the date of the CDFI Fund's notice that the new entity has been certified as a CDFI.
- You may not use any of your TA funds to:
  - Pay any person to influence or attempt to influence any agency, elected official, officer or employee of a State, local or Tribal government in connection with the making, award, extension, continuation, renewal, amendment, or modification of any State, local or Tribal government contract, grant, loan or cooperative agreement as such terms are defined in 31 U.S.C. § 1352.
  - Pay any costs incurred in connection with (i) any defense against any claim or appeal of the US Government, any agency or instrumentality thereof (including the CDFI Fund), against the Awardee, or (ii) any prosecution of any claim or appeal against the US Government, any agency or

instrumentality thereof (including the CDFI Fund), which the Awardee instituted or in which the Awardee has joined as a claimant.

- Cover expenses related to preparing an application for certification or funding to the CDFI Fund.
- Cover the costs of organized fund raising (e.g., financial campaigns, solicitations of gifts, grant writing, and similar expenses incurred to raise funds or contributions) regardless of the purpose for which the funds will be used.

## APPENDIX C: ADDITIONAL GUIDANCE ON AMENDMENTS

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### PERFORMANCE GOALS

#### Form of Request

An Awardee must provide a written request to amend Performance Goals and Measures at least 90 days prior to the affected date in question. The request must be on the Awardee's letterhead and be signed by the Authorized Representative of record for the Awardee. The request should outline which goal/measure along with an explanation for the requested modification.

### TA USE OF FUNDS

#### Form of Request

An Awardee must provide a written request to amend the TA Budget to:

- To reallocate a cost-savings from a single Use that equals more than \$10,000 to new Use(s) in the original, previously authorized, or a new Use Category;
- To reallocate a cost-savings from multiple Uses that equals more than \$10,000 to new Use(s) in a different than the original, but previously authorized Use Category;
- To reallocate a cost-savings from a single or multiple Use(s) that equals more than \$10,000 to a previously authorized Use(s) in a different than the original Use Category;
- To delete an expense and add another expense in any Use category; and/or
- To change personnel identified as receiving Salary/Fringe Benefits.  
(See guidance on "Applying the \$10,000 Threshold to Technical Assistance (TA) Amendments" at the end of this appendix.)

The request must be on the Awardee's letterhead and be signed by the Authorized Representative of record for the Awardee. Also, the Fund strongly encourages Awardees to submit a completed "TA Budget Amendment Request" chart to facilitate the Fund's review of the request. Awardees should contact the Fund for a template of the chart (see additional guidance below).

The request should outline which budget items are to be added, amended, and/or deleted along with an explanation of the requested modifications. The explanation for any deleted use must include an explanation of why the use is no longer necessary and how the Awardee will otherwise be able to achieve the capacity building objectives of the CBP. The description for each requested new or amended use must include the following:

- A description of the requested new or revised Use of Funds (Use),
- **Cost Calculation Methodology:** How the Awardee calculated the requested new or amended amount (including the source of any cost savings) according to the guidance below;

- **Narrative Justification:** How the new or amended Use will improve or will continue to improve the Awardee's capacity to serve its Target Market or become certified as a CDFI and, therefore, achieve the objectives of the CBP (see guidance below for additional information); and
- A timeline of when the activity/purchase will be completed.

(The "TA Budget Amendment Request" chart can help make sure each of the above required items has been included in the request. Contact the Fund for a template of the chart.)

**Again, the CDFI Fund must receive amendment requests at least three months prior to the date to be modified or the ending date of the applicable reporting period.** For amendment requests that are date-sensitive (e.g., changing a reporting period end-date, a performance measure, or a TA use that must be expended by a date specified in the Assistance Agreement), the Awardee must provide a written request for the amendment at least 90 days prior to the applicable date. For example, if the Awardee anticipates that it will not meet the 25% benchmark for its Deployment Ratio performance measure for the first year of its performance period (which ends on 12/31/08), the Awardee must submit a request to amend the benchmark to 20% by September 30, 2008. In the case of a date-by-which measure, for example, if the Awardee's performance measure states that it must expend its TA by 12/31/08, but the Awardee needs until March 31, 2009, the Awardee must submit the amendment request by September 30, 2008. For amendments that are not date-sensitive (including amendments to TA Uses), the awardee should allow 90 days for the Fund to make a determination regarding approval. The awardee should state whether it needs an expedited review in its amendment request. The Fund will handle such requests on a case by case basis.

#### **GUIDANCE FOR NEW OR AMENDED USES:**

Any "new" Use must (1) build the Awardee's capacity to serve its Target Market or become certified as a CDFI; and (2) fall clearly within the Uses of Funds categories set forth on the (Schedule 5-A) and be allowable under OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) or OMB Circular A-122 (Cost Principles for Nonprofit Organizations).

In the instance that an Awardee does not need to obtain prior approval for an amendment of its TA Use of Funds, the Awardee may proceed with the change immediately. However, for "new" Uses, the Fund will make a final determination that the change was allowable (per the above established guidelines) at the time of the award's compliance review. If the Fund determines that the new Use was not allowable, the Fund may require the Awardee to re-pay the expended funds.

Starting with the FY 2007 funding round, the Fund re-organized the categories of TA.

FY 2007 Use of TA Category	Previous Use of TA Category	Explanation of Differences
Professional Services Consulting and Contracting	Consulting	Awardee must identify tasks performed by Consultants with a Statement of Work

Training	Training	Same as FY 2006, but travel associated with training must now be reported under Travel category.
Travel	None	Previously, travel expenses for staff were requested under Training (if it related to attending a training event) or Operating Expenses (for other staff travel).
Equipment and Other Capital Expenditures	Technology	Technology uses remain the same.
Personnel (Salary) Personnel (Benefits) Materials & Supplies Other Expenses	Operating Expenses	In FY 2006, this category included any uses not under Consulting, Training, and Technology.

Awardees requesting an amendment to their Approved Uses of TA will continue to use the categories specified in their assistance agreements. Hence, FY2006 awardees and earlier will use the “old” categories while FY 2007 awardees will use the “new” categories. When contacting the Fund for a template of the “TA Budget Amendment Request” chart, Awardees should request a chart applicable to its award year. Please refer to the “Use of Funds Parameters For TA Awards” (Appendix B) for cost categories and definitions.

The following provides guidance on the new category definitions and requirements for amendment requests.

#### A: Personnel (Salary).

- **Narrative Justification:** The narrative justification must describe how the activities that the identified staff person is expected to carry out within the covered timeframe will build the Awardee’s capacity to serve its Target Market or become certified as a CDFI. For example, the justification for a request to cover a year’s salary of a lending officer must explain the capacity improvements expected at the end of that year, i.e., quantified increase in lending, development of new lending products, etc.
- **Calculation Methodology Narrative:** The narrative must clearly identify each staff person’s annual salary rate and the percentage of time carrying out CDFI-related activities that will be covered by the TA grant (e.g., 50% of the loan officer’s annual salary for two years). List each position by name and title/position of employee.

#### B: Personnel (Fringe Benefits).

- **Narrative Justification:** The narrative justification should describe how the activities that the identified staff person is expected to carry out within the covered timeframe will build the Awardee’s capacity to serve its Target Market or become certified as a CDFI. Fringe benefits must be reported separately from salary, but Awardees may use the same narrative justification.
- **Calculation Methodology Narrative:** Clearly identify the source of the calculation and which portion will be covered by the TA grant (e.g. 50% of the loan officer’s fringe benefits for two years). Applicants

may only request fringe benefits for personnel listed in Budget Category A and the portion covered must correspond to the portion of salary requested for the same time period. Fringe benefits should not be included in Personnel (Salary).

#### C: Training.

- **Narrative Justification:** Training content must be specific and consistent with the needs of the trainees – i.e., financial management training for finance staff, loan-underwriting training for lending staff, etc. Do not request training funds for conferences without specifying the expected training content to be achieved. Examples of eligible training activities include:
  - Staff training in loan underwriting or in the provision of Development Services.
  - New Board member training in CDFI operations.
- **Calculation Methodology Narrative:** Itemize each training class or course to be funded by the TA grant separately by the name of the training. The computation should include the costs of tuition, fees, training materials, and textbooks. Travel, subsistence, and salary for staff attending the training should be requested under the Travel and Personnel categories (as appropriate).

#### D: Travel.

- **Narrative Justification:** Travel expenses must be reasonable and consistent with the Awardee's own travel policies. Indicate source of travel policies applied: Awardee or Federal Travel Regulations.
- **Calculation Methodology Narrative:** Travel expenses must be itemized by purpose in the TA Budget chart. The narrative description of the methodology used to calculate the request must clearly identify the details of the total computation. Travel and meals should be listed separately. Show the number of individuals traveling and the unit costs involved. Identify the location of travel, if known.
  - For example: Travel associated with underwriting training for four staff for a total of \$3,320 includes the following: Airfare @ \$350 each roundtrip + lodging at 125/night for 3 nights + \$35/day each for subsistence.

#### E: Professional Service Costs (Consulting and Contracts).

- Please note that prior to the FY 2007 round, this category was referred to as "Consulting" and did not distinguish between consultants and contractors. For amendments to awards prior to FY 2007, the Fund will attempt to classify the use as either Consulting or Contracting and follow the procedures outlined above for assigning associated costs to the travel and/or the Materials and Supplies categories.
- You may not use your TA funds to cover costs related to fundraising (e.g., using a consultant to solicit donations).
- The Awardee's governing body must approve any change in vendor or provider, if the Awardee is switching to a new vendor or provider from the consultant or provider is listed in the approved Use of Funds.
- The Awardee's governing body must review and approve any recommendations, policies, or products resulting from TA-funded consultants prior to implementation. For example, if the Awardee uses its TA



grant to engage a consultant to perform a market analysis, the Board of Directors must review the findings of the market analysis and vote to accept the findings prior to the Awardee using the findings to change its business strategy (e.g., target a new neighborhood, or re-structure its loan products).

- **Narrative Justification:** Requested services should be non-recurring, i.e., distinct projects resulting a delivered product (e.g., a report), product specific, and closely linked to the achievement of the Applicant's CBP. The narrative must indicate whether the Awardee will follow its own written procurement policy or the Federal Acquisition Regulations in seeking and engaging consultants or contractors. The narrative must indicate whether applicant has formal, written procurement policies.
- **Calculation Methodology Narrative:** The computation must include the vendor name (consultant or contractor), if known, product or services to be provided, rate of compensation, and estimated time required. The rate of compensation for a consultant covered by a TA grant cannot exceed the daily or hourly rate equivalent to the ES-4 federal salary. Current rates can be found at the Office of Personnel Management (OPM) website ([www.opm.gov](http://www.opm.gov)). Contract fees should be inclusive of all professional service costs (salary, printing, supplies, rent, telephone, etc.) related to the delivery of the product or service.

#### F: Materials and Supplies.

- **Narrative Justification:** The narrative should explain how the requested items will be used to build the Awardee's capacity to serve its Target market or to become certified as a CDFI.
- **Calculation Methodology Narrative:** The narrative description of the calculation must include details on the type of materials or supplies and per unit cost.

#### G. Equipment and Other Capital Expenditures.

- **Narrative Justification:** The narrative should describe the procurement method to be used to acquire equipment. Awardees should analyze the cost-benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be requested under Contracts.
- **Calculation Methodology Narrative:** List non-expendable items that are to be purchased with the TA grant by each individual item. Under Computation, list the per unit cost times the number of units to be purchased. Peripherals costing less than \$250 should be added into the cost of the main item to be purchased (such as the computer or copier). List computer software separately from computer hardware -- even if the software is purchased at the same time as the computer and will be loaded onto said computer by the vendor prior to shipping. Expendable items should be included either in Materials and Supplies or in the Other category.

#### H: Other Expenses.

- **Narrative Justification:** Narrative should demonstrate that the requested task or activity will enhance the Awardee's capacity to serve its Target Market and/or to become certified as a CDFI. As with all categories, the Awardee seeking a TA grant in this category must clearly link the expense to the achievement of a capacity building objective.

- **Calculation Methodology Narrative:** Clearly explain the basis for the calculation.

## APPLYING THE \$10,000 THRESHOLD TO TECHNICAL ASSISTANCE (TA) AMENDMENTS

TYPE of AMENDMENT	PARAMETERS	TYPE of APPROVAL
<b>Elimination of Task</b>	Any scenario	Prior approval needed.
<i>Assistance Agreement</i> <i>Reference: Sched. 5A - 3a</i>		
<b>Adding New Task</b> (* See below for additional details.)	More than \$10,000 in cost savings from <u>single</u> Use for <u>new</u> Use(s) in: - original category - different than original category	Prior approval needed.
<i>Assistance Agreement</i> <i>Reference: Sched. 5A - 3b</i>		
	Less than \$10,000 in cost savings from <u>single</u> Use for <u>new</u> Use(s) in: - original category - different than original category	Approval determined at time of compliance review. (**See below for additional details.)
<i>Assistance Agreement</i> <i>Reference: Sched. 5A - 3b</i>		
	Cost savings from multiple Uses each under \$10,000, but cumulatively equals more than \$10,000 for <u>new</u> Use(s) in: - original category - different than original, but <u>new</u> category	Approval determined at time of compliance review.
<i>Assistance Agreement</i> <i>Reference: Sched. 5A - 3b</i>		
	Cost savings from multiple Uses each under \$10,000, but cumulatively equals more than \$10,000 for <u>new</u> Use(s) in: - different than original, but <u>previously authorized</u> category	Prior approval needed.
<i>Assistance Agreement</i> <i>Reference: Sched. 5A - 3c</i>		
<b>Changing Authorized Use</b>	Cost savings of any amount added to <u>previously authorized</u> Use(s) in: - original category	Approval determined at time of compliance review.
<i>Assistance Agreement</i> <i>Reference: Sched. 5A - 3 (Last paragraph)</i>		
<i>Assistance Agreement</i>	More than \$10,000 in cost savings from <u>one or multiple</u> Use(s) for <u>previously authorized</u> Use(s) in:	Prior approval needed.

*Reference: Sched. 5A - 3c* - different than original category

*Assistance Agreement Reference: Sched. 5A - 3c* Less than \$10,000 in cost savings from one or multiple Use(s) for previously authorized Use(s) in: Approval determined at time of compliance review.

\* **NOTE:** Any "new" Use must (1) build the awardee's capacity to serve its Target Market or become certified as a CDFI; and (2) fall clearly within the Uses of Funds categories set forth on the (Schedule 5-A) and be allowable under OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) or OMB Circular A-122 (Cost Principles for Nonprofit Organizations).

\*\* **NOTE:** In the instance that an awardee does not need to obtain prior approval for an amendment to its TA Use of Funds, the awardee may proceed with the change immediately. However, for "new" Uses, the Fund will make a final determination that the change was allowable (per the above guidelines) at the time of the award's compliance review. If the Fund determines that the new use was not allowable, the Fund may require the awardee to re-pay the expended funds.

## APPENDIX D: FINANCIAL STATUS REPORT (SHORT FORM)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	OMB Approval No. 0348-0039	Page of  Pages
3. Recipient Organization (Name and complete address, including ZIP code)			
4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Funding/Grant Period (See Instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: Month, Day, Year	To: (Month), Day, Year
10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays			0.00
b. Recipient share of outlays			
c. Federal share of outlays	0.00	0.00	0.00
d. Total unliquidated obligations			
e. Recipient share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total federal share (sum of lines c and f)			0.00
h. Total federal funds authorized for this funding period			
i. Unobligated balance of federal funds (Line h minus line g)			0.00
11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed		
	b. Rate	c. Base	d. Total Amount
e. Federal Share			
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation			
13. Certification I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents			
Typed or Printed Name and Title		Telephone (area code, number and extension)	
Signature of Authorized Certifying Official		Date Report Submitted	

269-201 Standard Form 269A (REV 4-88) NSN 7540-01-218-4387 Prescribed by OMB Circular A-102 and A-110

## APPENDIX E: COMPLIANCE-RELATED FREQUENTLY ASKED QUESTIONS

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This document is also available on the CME page of the CDFI Fund's website [www.cdfifund.gov](http://www.cdfifund.gov).

### ***1) What is a CDFI Program Assistance Agreement?***

A CDFI Program Assistance Agreement is the agreement between the CDFI Fund and an organization that receives an award through one of the components of the CDFI or the Native American Initiatives Programs. The Fund refers to an organization that receives an award through one of these funding programs as an "Awardee". The Assistance Agreement outlines the general award terms and conditions of the award and contains all the applicable reporting schedules and requirements. Therefore, it is very important for you to retain a copy of your Assistance Agreement for future reference.

### ***2) What does a CDFI Fund Assistance Agreement look like?***

An Assistance Agreement is a form document that the Fund will adapt and tailor to your organization's award. It comprises several sections or schedules. Each Assistance Agreement contains the Awardee's name and award number on the first page of the Agreement. The document contains all of the Awardee's reporting requirements.

### ***3) Which reports is my organization required to submit to the Fund?***

Assistance Agreements are tailored to each Awardee on an award-by-award basis. You should consult with the reporting sections, schedules, and appendices of your Assistance Agreement before submitting your report(s).

Generally, for Awardees whose awards were made prior to the FY 2003 funding round, each Awardee is required to submit an **Annual Report**, **Annual Financial Report**, and an **Annual Survey**.

The **Annual Report** (for awards prior to the FY 2003 funding round) generally comprises the following components:

1. Actual performance with the Awardee's performance goals and measures and/or financial soundness covenants;
2. Unaudited financial statements;
3. Narrative Progress Report explaining how the Fund's assistance was used;
4. Explanation of Noncompliance if performance benchmarks are not met at the "Satisfactory" level (See Explanation of Noncompliance questions on the Fund's website: [http://www.cdfifund.gov/awardees/pdf/explanation\\_of\\_noncompliance.pdf](http://www.cdfifund.gov/awardees/pdf/explanation_of_noncompliance.pdf) for more guidance);
5. Awardee Certification signed by the Awardee's Authorized Representative;
6. Standard Form 269-A (for TA and NACA Operating Grant awards only).

The **Annual Financial Report** (for awards prior to the FY 2003 funding round) is generally comprised of financial statements Reviewed by a certified public accountant and may include an "A-133 Audit Report." (See "Financial Reports" and "A-133 Audit Report" below for more details.)

The Fund will provide notification of the **Annual Survey** (for awards prior to the FY 2003 funding round) due date either through the Awardee's Assistance Agreements or through written correspondence. The Annual Survey is accessible through the Awardee's myCDFIFund account. Additional information regarding this account may be found at [www.cdfifund.gov](http://www.cdfifund.gov).

Generally, for Awardees whose awards were made *during or after the FY 2003 funding round*, each Awardee is required to submit an **Annual Report** and, if applicable, an **A-133 Audit Report**. (See "A-133 Audit Report" below for more details.)

The **Annual Report** (for awards made during or after the FY 2003 funding round) *generally* comprises the following components:

1. Financial Report (Financial Statements and Auditor's / Accountant's Review Report. See "Financial Reports" below for more details);
2. Institution Level Report (ILR). All awardees of TA and FA must submit an ILR.
3. Transaction Level Report (TLR). Only recipients of FA must submit a TLR. The ILR and TLR are accessible through the Awardee's myCDFIFund account. Additional information regarding this account may be found at [www.cdfifund.gov](http://www.cdfifund.gov);
4. Financial Status Report (OMB Standard Form 269-A, found at Schedule 7-B of the Assistance Agreement). This form is applicable only to recipients of TA;
5. Uses of Financial Assistance and Matching Funds Report (Schedule 7-C of the Assistance Agreement). This form is applicable only to recipients of FA;
6. If the Awardee fails to meet any Performance Goal or measure, Explanation of Noncompliance (Schedule 7-D of the Assistance Agreement);
7. If the Assistance is in the form of an equity investment, Shareholders Report (Schedule 7-E of the Assistance Agreement).
8. Uses of Technical Assistance Report (Schedule 7-F of the Assistance Agreement). This form is applicable only to recipients of FA.

### Financial Reports

For all Awardees, Financial Reports are due 180 days after the Awardee's fiscal year end. Nonprofit organizations (excluding regulated financial institutions) are to provide reviewed financial statements and the related accountant's review report (audited financial statements can be used in lieu of reviewed financial statements, if available); and for-profit organizations (excluding regulated financial institutions) are to provide audited financial statements and the related auditor's report.

### A-133 Audit Report

An Awardee should consult with its auditor to determine if this report is required. Also, please refer to the CDFI Fund's Supplement to OMB Circular A-133. However, in general, if the Awardee is a nonprofit organization that expended at least \$500,000 in Federal awards in any one fiscal year, the Awardee is required to submit a single audit reporting package pursuant to OMB Circular A-133.<sup>2</sup> The determination of when an award is expended should be based on when the activity related to the award occurs. Thus,

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<sup>2</sup> For additional information see [www.whitehouse.gov/omb/circulars/a133/a133.html](http://www.whitehouse.gov/omb/circulars/a133/a133.html).

if the Awardee expends \$500,000 or more of financial assistance in a given fiscal year, the Awardee will be required to arrange for and submit a single audit reporting package to the CDFI Fund, no later than 270 days after the end of the Awardee's fiscal year. All nonprofit organizations (excluding all regulated financial institutions) that are NOT required to have financial statements audited pursuant to OMB Circular A-133, must submit to the CDFI Fund no later than 180 days after the end of the Awardee's fiscal year, a statement signed by the Awardee's Authorized Representative or certified public account, asserting that the Awardee is not required to have a single audit pursuant to OMB Circular A-133.

For any award that is in the form of a loan, certification of deposit, secondary capital, common or preferred stock, partnership interest or debenture, the Awardee must submit annual financial statements to the CDFI Fund throughout the term of said loan or investment.

Again, these are general guidelines. You should refer to your Assistance Agreement(s) for further guidance.

***4) Is my organization required to submit an audit performed in accordance with Office of Management and Budget's (OMB) Circular A-133?***

You should consult with your auditor. Please refer to the CDFI Fund's Supplement to OMB Circular A-133. The Circular and the Fund's Supplement explain, in detail, the requirements for such an audit. Both documents can be found on the Fund's website <http://www.cdfifund.gov/awardees/compliance.asp>. Please also refer to "A-133 Audit Report" under Question #3 above.

***5) If I am required to perform and submit an A-133 audit, when is the report due to the Fund?***

Each Assistance Agreement contains a reporting schedule outlining report due dates. Generally, an Awardee that is required to submit an A-133 must do so within 270 days after its fiscal year end date. An Awardee that is not required to submit an A-133 must submit to the Fund a statement signed by its Authorized Representative or Certified Public Accountant, asserting that it is not required to have a single audit pursuant to OMB Circular A-133. This statement is due 180 days after the Awardee's fiscal year end date.

***6) How do I request an amendment to my Assistance Agreement?***

In general, all amendment requests or proposed remedies to Noncompliance must be submitted in writing to the Grants Management Department at either the office or e-mail addresses listed in the response to Question #25. See Appendix C for specific information that must be included in the request for amendments to Performance Goals and Approved Uses of TA.

\*Please note that all amendment requests must be received by the Fund at least three months prior to the period-end-date or benchmark date in question in order for the Fund and the Awardee to execute the amendment. For example, if you are requesting an amendment to a report due date, the request must be received by the Fund at least three months prior to the reporting due date you wish to amend so that the change may be made prior to the date in the Agreement. If you are requesting an amendment to a "date-by-which" performance benchmark, the request should be received by the Fund three months prior to the

benchmark due date so that the benchmark may be changed prior to the date in the Assistance Agreement. For example, should the Awardee wish to amend a benchmark for a particular period end (for example the performance benchmark for Goal 2, Measure 1 for period ending 12/31/06), the request should be received by the Fund by September 30, 2006. If the amendment is not executed prior to the applicable date in the Assistance Agreement, the Awardee will be required to report actual activity against the current terms and conditions of the Agreement and find that it may be reporting information that will place it in Noncompliance. See the question and answers about Noncompliance below.

### ***7) How do I request an additional copy of my Assistance Agreement?***

When you execute an Assistance Agreement, you should retain a copy of it for your files and for future reference. If necessary, however, the Fund will provide you with a copy of the document. The Authorized Representative for that award may submit an e-mail or letter requesting an additional copy of the Assistance Agreement. The request must include the award number of the Assistance Agreement and should be sent to the attention of the Fund's Grants Management Department at either the e-mail or office address listed in the response to Question 25.

### ***8) What is "Compliance"?***

Compliance is a term used to describe an Awardee's status in meeting the specific terms and conditions outlined in its Assistance Agreement with the CDFI Fund. Each Awardee signs an Assistance Agreement with the Fund prior to award disbursement and each Assistance Agreement includes terms and conditions that are mutually agreed upon by the Awardee and the Fund. Assistance Agreements include, among other items, CDFI certification and reporting requirements, performance goals and measures and, in some cases, financial and managerial soundness covenants. If an Awardee meets the specific terms and conditions of its Assistance Agreement, the Awardee is considered "Compliant" with the Assistance Agreement. Conversely, if an Awardee does not meet the terms and/or conditions of its Assistance Agreement the Awardee is considered "Noncompliant" with the Assistance Agreement (for example: Noncompliance may mean not meeting the "Satisfactory" level for goals and measures or not meeting a financial soundness covenant). Based on the information that the Awardee provides the Fund, through its Annual Reports, the Awardee will be determined to be (i) Compliant, (ii) Noncompliant and *in default* of its Assistance Agreement, or (iii) Noncompliant and NOT in default of its Assistance Agreement.

### ***9) What does it mean to be "Compliant"?***

An Awardee is determined to be "Compliant" or "in Compliance" when it has (i) submitted complete reports to the Fund's Awards Manager, in a timely manner, and that the Awardee (ii) at a minimum, satisfactorily met all of the terms set forth in the Assistance Agreement. For example:

- ❑ Compliance with an Annual Report or a Performance Goals Report/Annual Survey means that the report was submitted on time, was complete, and Performance Goals and Measures and/or Financial Soundness Covenants were met at the satisfactory benchmark or higher.



- ❑ Compliance with the Financial Report means that the report was submitted on time, was complete (OMB Circular A-133 requirements if applicable), and in the case where the Awardee is required to submit financial statements audited by a certified public accountant, the auditor presented an unqualified opinion with no reportable conditions or material weaknesses.
- ❑ Compliance with Annual Surveys or the Institution Level Report of an Annual Report means that the report was submitted in a timely manner and was complete.

\*It is notable that the Fund does not consider a report submitted until it is complete. Incomplete reports are not acknowledged as received.

### ***10) What does it mean to be “Noncompliant”?***

An Awardee can be found “Noncompliant” with an Assistance Agreement if any report is late, incomplete, or indicates that the Awardee failed to meet the terms set forth in the Assistance Agreement. If your organization is Noncompliant with any performance benchmark or financial soundness covenant, you must submit to the Fund an explanation for the noncompliance. A template of questions that will facilitate the Fund’s review of the Noncompliance can be found on the Fund’s web site [http://www.cdfifund.gov/awardees/pdf/explanation\\_of\\_noncompliance.pdf](http://www.cdfifund.gov/awardees/pdf/explanation_of_noncompliance.pdf).

After review and analysis, an Awardee can be found Noncompliant and either *in default of its Assistance Agreement* or *NOT in default of its Assistance Agreement*.

### ***11) What happens if my organization is determined to be “Noncompliant”?***

The Fund’s Compliance Monitoring and Evaluation (CME) Unit will contact your organization if it is found to be Noncompliant. The instance of Noncompliance will be reviewed by Fund management who will assess whether the Noncompliance should be deemed an event of default of the Awardee’s Assistance Agreement and/or if any proposed remedies toward future compliance should be approved and implemented. The Awardee will be notified by the Fund of its final compliance status and any proposed remedies or sanctions.

### ***12) What does it mean to be Noncompliant and in Default of an Assistance Agreement?***

If, after reviewing the Noncompliant report, the Fund determines that an instance of Noncompliance is so grave that it constitutes an event of default, an Awardee is considered Noncompliant and in default of its Assistance Agreement. Such instances may include, but are not limited to, late reporting, fraud, mismanagement, and/or abuse. The Awardee will be contacted by the CME Unit and informed of actions, remedies, or sanctions that will be taken by the Fund. Such actions, remedies, or sanctions are set forth in the Assistance Agreement and can include withholding future disbursements of CDFI Fund Awards, rendering the Awardee ineligible to apply for future Fund assistance, or requiring repayment of Assistance.

### ***13) What does it mean to be Noncompliant and Not in Default of my Assistance Agreement?***

An Awardee may be Noncompliant with its Assistance Agreement, but the Fund may not deem the instance of Noncompliance an event of default. In such cases, the Awardee may be considered Noncompliant and not in default of its Assistance Agreement. The CME Unit will contact the Awardee and remedies toward

future compliance (i.e. amendment(s) of an Assistance Agreement) may be negotiated between the Fund and the Awardee, if necessary.

***14) Can Noncompliance affect an initial or subsequent disbursement of a Fund award to an Awardee?***

Yes. If an Awardee is considered Noncompliant due to overdue reports, has submitted a noncompliant report that the CDFI Fund is reviewing, or is considered Noncompliant and in default of its Assistance Agreement for any reason, the Fund will not make subsequent disbursements on outstanding award balances. In order to receive a subsequent disbursement on an award, all outstanding compliance issues must be resolved first.

The Fund may, in its sole discretion, withhold initial or subsequent disbursements BEA awards if the BEA Awardee itself or its subsidiary(ies) or affiliate(s) is/are not in compliance with the terms and conditions of any other award under any component of the CDFI Program.

***15) What do I do if I think my organization may be trending Noncompliant?***

If an Awardee anticipates not being able to meet a reporting requirement or other term or condition of its Assistance Agreement (including not being able to meet a performance measure or financial soundness covenant), it may request an amendment or other form of remedy in advance of the anticipated Noncompliance. See the amendment questions and answers in this document for further guidance.

***16) What do I do if I realize when I am completing my report that my organization is Noncompliant?***

If an Awardee realizes, when it is preparing a report, that it did not satisfactorily meet its reporting and/or Assistance Agreement terms and conditions, it should either submit a complete report as soon as possible and/or if specific terms, such as performance measures or financial soundness covenants are not met, include in the report: actual performance; a thorough explanation for the Noncompliance; and a statement about the likelihood that the Awardee will be Compliant in the future. The Awardee should affirm in the statement about future compliance that it will meet the terms and requirements in the next reporting period or, if it will not meet the terms and requirements in the next reporting period, it should propose a remedy for future compliance (such as an amendment to the benchmarks for future reporting periods). If an amendment is being proposed, the written request must include a justification of the newly projected benchmarks. A CME Unit staff member will contact the Awardee after the Fund receives the Awardee's report.

If an Awardee anticipates Noncompliance with a performance measure(s) or financial soundness covenant(s), it should either refer to the appropriate section of its Assistance Agreement, or download a copy of the "Explanation of Noncompliance" from the Fund's website:

[http://www.cdfifund.gov/awardees/pdf/explanation\\_of\\_noncompliance.pdf](http://www.cdfifund.gov/awardees/pdf/explanation_of_noncompliance.pdf).

***17) What is Awardee "contact information"?***

The Awardee's contact information comprises the Awardee's proper name, address, and current Authorized Representative (AR) and Contact Person (CP) and their email addresses, phone and fax

numbers. The AR is the official authorized by the Awardee to execute all agreements on behalf of the Awardee (typically a member of the Awardee's Board of Directors or a member of the organization's upper management). Generally, the CP is the person that the Awardee designates as the one who the Fund should contact with respect to the required activities of the Awardee's Assistance Agreement, including but not limited to, meeting the performance benchmarks and financial soundness covenants, and compiling and submitting reports to the Fund. The Awardee's AR and CP may be the same person.

***18) Why is it important to keep Awardee contact information current?***

It is essential that the Awardee update its myCDFIFund account with changes in contact information (including phone numbers and email addresses) to ensure that the Fund is able to contact the Awardee with information regarding its award. Periodically, the Fund will send announcements, including Notices of Award, debriefings, and application eligibility notices, to the Awardee via the AR's and CP's email addresses. Many of these notices are time sensitive and may require a response from the Awardee. It is the Awardee's responsibility to update its contact information in its myCDFIFund user account(s). Additional information and instructions can be found at [www.cdfifund.gov](http://www.cdfifund.gov).

***19) How do I update Awardee contact information?***

Individuals can update email addresses, mailing addresses, fax and phone numbers via their myCDFIFund User accounts.

***20) How do I update my organization name, EIN number and or Account Administrator within my myCDFIFund organization account?***

Organizations can request an update to this information by submitting a completed form, signed by the organization's AR to the Fund's Grants Management department. Email the Fund's Grants Management department at [grantsmanagement@cdfi.treas.gov](mailto:grantsmanagement@cdfi.treas.gov) to have the appropriate form emailed to you. Complete instructions are on the form itself (see Appendix G).

***21) What do I do if my organization plans to merge with or be acquired by another organization?***

Under the Assistance Agreement, the Awardee is required to contact the Fund regarding all events materially affecting the organization, including mergers or acquisitions. If your organization plans to merge with or be acquired by another organization, you must contact the Fund – immediately – providing a letter outlining the merger or acquisition, including a timeline of events and the name and contact information of the key people involved in the action. Fund staff will contact the appropriate parties to determine whether the merger or acquisition constitutes an event of default or if the Agreement should be restated or terminated and whether any portion of the award returned to the Department of Treasury.

Please send such a letter to the attention of the Grants Management department at either the email or office address listed in the response to Question 25.

***22) What do I do if my organization is about to be or has been liquidated?***

Under the Assistance Agreement, the Awardee is required to contact the Fund regarding all events materially affecting the organization, including liquidation of assets. If your organization is about to be or has been liquidated, you must contact the Fund – immediately – providing a letter outlining the liquidation, including a timeline of events and the name and contact information of the key people involved in the action. Fund staff will contact the appropriate parties to determine whether the liquidation constitutes an event of default or the Agreement should be restated or terminated, and whether any portion of the award should be returned to the Department of Treasury. Please send such a letter to the attention of the Awards Manager at either the email or office address listed in the response to Question 25.

***23) Where can I find the daily rate of pay allowable for consultants?***

The daily rate of pay can be found on the Office of Personnel Management's (OPM) "Executive Schedule". The schedule can be located on OPM's website [www.opm.gov](http://www.opm.gov) under "Employment and Benefits" and "Pay Tables".

***24) Can I request a waiver on the remittance of interest earned on my CDFI Fund Award?***

No. In general, all nonprofit awardees of a certain dollar amount must remit to the federal government any and all interest earned in excess of \$250. Grantees should refer to OMB Circular A-110 for further guidance.

***25) To whom do I submit reports, forms, and general inquiries?***

Please submit all reports, forms, and general inquiries to the Grants Management department at:

**CDFI Fund**  
Attn: Grants Management Department  
601 13<sup>th</sup> Street, NW  
Suite 200 South  
Washington, DC 20005  
Phone: (202) 622-8226  
Fax: (202) 622-7754  
[grantsmanagement@cdfi.treas.gov](mailto:grantsmanagement@cdfi.treas.gov)

***26) How do I contact the CDFI Fund with a specific Compliance question?***

Please submit specific compliance questions to: [cme@cdfi.treas.gov](mailto:cme@cdfi.treas.gov) or call (202) 622-8226.

## APPENDIX F: INTRODUCTION TO CIIS

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### *What is CIIS?*

The Community Investment Impact System (CIIS) is a web-based data collection system that Awardees use to submit their annual Institution Level Reports (ILR) and Transaction Level Report (TLR) to the CDFI Fund. Awardees may also submit their Financial Reports through CIIS.

### *How Do I Access CIIS?*

The hyperlink to the CIIS Home Page is available through the Awardee's myCDFIFund Account in the "Applications" section. Awardees must log on through their organization's myCDFIFund Account in order to complete the reporting requirement. Awardees that mistakenly log on through their signatories', affiliates', subsidiaries', or other organization's account will need to re-complete the submission in their own account (the CDFI Fund is not able to "move" the data from one myCDFIFund account to another).

To access the CIIS Home Page:

- ❑ Log on to myCDFIFund User Account at [www.cdfifund.gov](http://www.cdfifund.gov).
- ❑ Log on to myCDFIFund Organization Account.
- ❑ Select "Applications" from left panel.
- ❑ The first time an Organization accesses CIIS, the **Organization's myCDFIFund Account Administrator** must select the "Community Investment Impact System (CIIS)" link from the "New Applications" section.
- ❑ Once the CIIS link has been "opened" by the **Account Administrator**, the link will be available under the "Open Applications" section.
- ❑ The **Account Administrator** must add additional CIIS users, if any, to the application:
  - Select "Organization Profile" and "Users" from left panel.
  - Select "Add Users" to add a new user to the Organization Account.
    - ◆ Select the User Name to change user status.
    - ◆ Select "Applications" from "Section Access" header.
    - ◆ Select "Edit" icon.
    - ◆ Select "Community Investment Impact System (CIIS)" checkbox.
    - ◆ Select "Update User Access" button.

### *What Is The Institution Level Report (ILR)?*

The ILR collects organizational data, which includes:

- Organizational Information
- Financial Position (based on Financial Statements)
- Financing (Portfolio)
- Community Development Impacts
- Development Services
- Individual Development Accounts (IDAs)

- Depository CDFI Offerings
- Award Compliance (with Performance Goals in Schedule 7-A)
- Data Collection and Tracking Systems
- Credit Reporting Agencies Used

The CDFI Fund uses the information provided in the ILR to determine the Awardee's compliance with the Performance Goals set forth in Schedule 7-A of the Assistance Agreement, and to measure overall performance. Awardees should review the ILR instructions to prepare the ILR. Instructions can be found online at [http://www.cdfifund.gov/what\\_we\\_do/ciis.asp](http://www.cdfifund.gov/what_we_do/ciis.asp).

### ***What Is The Transaction Level Report (TLR)?***

The TLR collects loan/investment level data on the Awardee's entire portfolio for the reporting period. The CDFI Fund uses the information provided in the TLR to measure overall performance. Awardees should review the instructions to prepare the TLR. The instructions provide:

- Three methods to submit the TLR: Manual entry, Excel template, and XML program
- Data points definitions
- Detailed data point instructions (mandatory versus voluntary data points, acceptable response format)

The TLR instructions can be found online at [www.cdfifund.gov/ciis](http://www.cdfifund.gov/ciis).

### ***Which Financial Statements Does My Organization Need To Submit?***

The Financial Report is described in detail in Schedule 6-A of the Awardee's Assistance Agreement. Financial Reports may be faxed to (202) 622-3569 or uploaded through CIIS.

### ***What Is Data Cleansing?***

The CDFI Fund reviews and "cleanses" the ILR and TLR after they are submitted. Cleansing is the process of comparing the data to the organization's Financial Report, other questions within CIIS, and, for regulated institutions, publicly available data. It is important that each organization enter data that is supported by these sources. During the cleansing process, the CIIS Help Desk will contact the organization with any questions about the submission. At a later date, the CDFI Fund's Compliance Monitoring Evaluation (CME) Unit may contact the organization with questions related to compliance with Assistance Agreement performance measure targets.

CIIS provides a Notes field for each ILR question. Please use the Notes field to explain financial entries that are not clearly identified in the Financial Report and related notes. Also use the Notes field to explain other responses that the CDFI Fund may question. The Notes are a great help to both the CDFI Fund and the Organization during the cleansing process.

After the ILR and TLR are submitted to the CDFI Fund, the CDFI Fund's CIIS Help Desk will review the report and send any questions to the Awardee. If the Awardee fails to respond to such questions within the CDFI Fund's required timeframe, the report will be considered not submitted.

### *How Do I Complete My Organization's CIIS Reports?*

1. **Get to Know CIIS:** Review *Quick Hints* and other CIIS documents on CIIS Home Page. Contact [ciishelp@kearneyco.com](mailto:ciishelp@kearneyco.com) or (703) 373-1516 with questions.
2. **Prepare ILR submission:** Use ILR Instructions, financial statements, and relevant documents to prepare ILR.
3. **Complete ILR:** Check ILR Summary for completeness status.
4. **Save ILR:** Save (and print) completed ILR PDF for your records.
5. **Prepare TLR submission.** If applicable, review TLR Entry/Upload Instructions for submission options.
6. **Prepare TLR submission.** If applicable, review QuickStart and TLR Data Point Guidance for data point definitions and requirements.
7. **Complete the TLR:**
  - 1) Complete the Crosswalk if you are uploading data.
  - 2) Enter/upload data.
  - 3) Validate transactions.
  - 4) Pre-Certify transactions.
8. **Submit Financial Statements:** Upload Financial Report to CIIS or fax to (202) 622-3569.
9. **Certify:** Certify the ILR and TLR, if applicable, using the "Certify" tab. ***Reports will not be submitted to the Fund until this final step is complete.***

### *How do I report if I am a Signatory?*

Signatories to the Awardee's Assistance Agreement are required to provide an ILR, TLR, and/or Financial Report in accordance with the requirements outlined at the end of Schedule 6-A of the Assistance Agreement. Awardees are responsible for ensuring that any signatories complete their reporting requirements.

Please note - Signatories must log on through their myCDFIFund account (and NOT the Awardee's myCDFIFund Account) in order to complete their reporting requirements.

### *What If I Need Help With CIIS?*

- If an organization has any questions about CIIS:
  - Contact the CIIS Help Desk at (703) 373-1516 or [ciishelp@kearneyco.com](mailto:ciishelp@kearneyco.com).
  - Visit: [www.cdfifund.gov/ciis](http://www.cdfifund.gov/ciis) for information on:
    - ♦ Accessing CIIS
    - ♦ Institution Level Report (ILR) Instructions
    - ♦ Transaction Level Report (TLR) Instructions and Templates
    - ♦ CIIS Glossary

- ◆ Frequently Asked Questions
- ◆ Rationale for Collecting Data
- ◆ CIIS Compatible Software
- Visit the CME Page of the CDFI Fund’s Website
  - ◆ Reporting assistance can be found on the CME page of the CDFI Fund’s website including; CME Frequently Asked Questions, 269A form and completion guidance, and links to relevant OMB Circulars.

The CME Page of the CDFI Fund’s website [www.cdfifund.gov](http://www.cdfifund.gov) can be accessed by clicking on “Awardees” and then clicking on “Compliance Monitoring and Evaluation.”



## APPENDIX G: CDFI FUND CONTACT LIST

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CDFI Fund Office Helpline	Helpline Phone Number	Helpline E-mail Address
Grants Management Helpline	202-622-8226	grantsmanagement@cdfi.treas.gov
Compliance, Monitoring and Evaluation Helpline	202-622-8226	cme@cdfi.treas.gov
CDFI Fund Help Desk (includes Certification, New Market Tax Credit Program, CDFI Programs, Native CDFI Program, and BEA Program) Questions to this help desk can include program as well as legal questions.	202-622-6355	cdfihelp@cdfi.treas.gov
Financial Management Helpline	202-927-9082	grantsmanagement@cdfi.treas.gov
Community Investment Impact System (CIIS)	703-373-1516	ciishelp@kearneyco.com

## APPENDIX H: SAMPLE MYCDFIFUND DATA CHANGE LETTERS

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Y O U R O R G A N I Z A T I O N ' S L E T T E R H E A D H E R E

To: CDFI Fund, Grants Management Department

From: <Authorized Representative>, <Organization Name>

Date: <Month, Day, Year>

Re: Permission to correct EIN in <Control Number> Application

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Because we submitted our organization's Application under an EIN that differs from what the CDFI Fund currently has in its systems for our organization, we need to request that the CDFI Fund correct our EIN in our <Control Number> Application.

Therefore I, <Authorized Representative>, by signing this memo and returning it to the CDFI Fund via fax, am authorizing the CDFI Fund to correct our EIN number in our Application subsequent to our application's submission.

Organization Name: <Organization Name>  
Application Control Number: <Control Number>  
Incorrect EIN in Application: <Incorrect EIN>  
EIN currently in the CDFI Fund's databases for your organization: <Correct EIN>

I agree to fax this signed memo – printed on our organization's letterhead - to the CDFI Fund Grants Management Department at 202-622-7754. I will also be faxing IRS documentation of the correct EIN .

I am also hereby certifying that the requested change of EIN is necessitated by a clerical error in initial data entry, as opposed to any change in the legal status of the organization or any other event (e.g., merger, acquisition, consolidation, dissolution or liquidation) that necessitated a new organization being formed and/or a new EIN being generated. I am further certifying that, notwithstanding the change in EIN, there have been no material events that have occurred that would affect the organization's strategic direction, mission or business operation; its status as a certified CDE or CDFI; and/or its compliance with the terms and conditions of its assistance/allocation agreement.

Sincerely,

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<Authorized Representative>  
Authorized Representative  
<Organization Name>

YOUR ORGANIZATION'S LETTERHEAD HERE

To: CDFI Fund, Grants Management Department  
From: <Authorized Representative>, <Organization Name>  
Date: <Month, Day, Year>  
Re: Permission to Change Organization Name in <Control Number> Application

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Because our organization has submitted an application to the CDFI Fund and subsequently changed its name, we need to update our organization's name in the <Control Number> Application.

Therefore I, <Authorized Representative>, by signing this memo and returning it to the CDFI Fund via fax, am authorizing the CDFI Fund to update our organization's name in your Application subsequent to our application's submission.

Application Control Number: <Control Number>  
Incorrect Name in Application: <Incorrect Name>  
Updated Organization Name: <Correct Name>

I agree to fax this signed memo – printed on our organization's letterhead - to the CDFI Fund Grants Management Department at 202-622-7754. I will also be faxing a copy of the Articles of Amendment filed with the state in which our organization is incorporated, which have a date stamp or other notation evidencing receipt and acceptance by the state government, to effectuate the name change.

I am also hereby certifying that, notwithstanding the change in name, the organization's Employer Identification Number (EIN) has not changed; and that there have been no material events that have occurred that would affect the organization's strategic direction, mission or business operation; its status as a certified CDE or CDFI; and/or its compliance with the terms and conditions of its assistance/allocation agreement.

Sincerely,

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<Authorized Representative>  
Authorized Representative  
<Organization Name>

YOUR ORGANIZATION'S LETTERHEAD HERE

To: CDFI Fund, Grants Management

From: <Authorized Representative>, <Organization Name>

Date: <Month, Day, Year>

Re: Change Fiscal Year End (FYE) in <Organization Name's> myCDFIFund Account and amend any active Assistance Agreements

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<Organization Name> requests that the CDFI Fund amend the Fiscal Year End (FYE) currently in our myCDFIFund Account and all of our organization's **active** Assistance Agreements, <Control Number(s)>. <Organization Name> understands that such an amendment to an active Assistance Agreement may affect the organization's performance goals and measures and reporting due dates. Amendments to the Assistance Agreement, reflecting the new FYE date, revised report due dates, and if applicable, revised performance goals and measures, will be prepared by the CDFI Fund for execution by <Organization Name>. Once executed, documents will be returned to the CDFI Fund's Awards Manager.

Therefore I, <Authorized Representative>, by signing this memo and returning it to the CDFI Fund via fax, am authorizing the CDFI Fund to change the FYE in our organization's myCDFIFund Organization Account and all applicable **active** Assistance Agreements to the correct FYE, as specified below:

Organization Name: <Organization Name>  
Organization EIN: <EIN Number>  
Old FYE Date: <Old FYE>  
New FYE Date: <New FYE>

I agree to fax this signed memo - printed on our organization's letterhead - to the CDFI Fund's Grants Management Department, at 202-622-7754.

Sincerely,

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<Authorized Representative>  
Authorized Representative  
<Organization Name>

YOUR ORGANIZATION'S LETTERHEAD HERE

To: CDFI Fund, Grants Management  
From: <Authorized Representative>, <Organization Name>  
Date: <Month, Day, Year>  
Re: Permission to Change Account Administrator for <Organization Name> myCDFIFund Account

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Because our organization's myCDFIFund Account Administrator is no longer with the organization, we need to request that the CDFI Fund update our Account Administrator.

Therefore I, <Authorized Representative>, by signing this memo and returning it to the CDFI Fund via fax, am authorizing the CDFI Fund to change the Account Administrator for our myCDFIFund Organization Account to a new person, as specified below.

Organization Name: <Organization Name>  
Organization EIN: <EIN>  
Former Account Administrator Name: <First name> <Last name>  
Updated Account Administrator Name: <First name> <Last name>  
Updated Account Administrator Email Address: <Email address>

I agree to fax this signed memo - printed on our organization's letterhead - to the CDFI Fund Grants Management Department, at 202-622-7754.

Sincerely,

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<Authorized Representative>  
Authorized Representative  
<Organization Name>