

FY 2009 CDFI Program Funding Round Frequently Asked Questions

General Eligibility and NOFA Questions

1. When is the Application due?
2. When is the Certification Application Due?
3. Where is the Certification Application?
4. I am already a Certified CDFI. Do I have to submit anything?
5. How can I know if my Certification of Material Events form was received?
6. What if I amended or want to amend my Certification Target Market?
7. Can FA or TA Funds be used for new construction, e.g., building a new branch?
8. Is there a preference for In-Hand versus Firmly Committed matching funds?
9. Can you receive an Award two years in a row?

Application, Charts, and Attachments Questions

10. What is the difference between the TAP and the narrative in requesting TA?
11. How does the CDFI Fund define Operating Expenses and what are some examples?
12. Is there a new glossary for FY 2009?
13. Page limits requirement differences for Core vs. SECA/TA-Only?

Grants.gov and Other Submission Issues

14. Where can I find the SF-424 I filled out?
15. Which NAICS code should I use for the SF-424 question?
16. How will I know that I have successfully submitted the application?
17. Do I need a myCDFIFund account in addition to a Grants.gov account?

General Eligibility and NOFA Questions

1. When is the funding application due for the FY 2009 funding round of the CDFI Program?

The funding application must be received through Grants.gov by midnight ET, October 29, 2008.

2. When is the Certification Application Due?

For purposes of the FY 2009 funding round, a CDFI Certification Application must be received by midnight, ET, **October 1, 2008**.

3. How do I obtain a CDFI Certification Application?

The [CDFI Certification Application](#) is found on the CDFI [Certification website](#) as a PDF document. Please see the Notice of Funds Availability (NOFA) for the FY 2009 CDFI Program funding round for more details related to the submittal of a CDFI Certification Application.

4. My organization is a Certified CDFI. Do I have to submit anything related to certification prior to applying for CDFI Program funds?

In order to apply for CDFI Program funding in the FY 2009 funding round, an organization that is already certified as a CDFI (and whose certification has not expired or been terminated) must submit a Certification of Material Events Form to identify any occurrence that affects the organization's strategic direction, mission, or business operation and, thereby, its status as a CDFI. This form and additional guidance can be found on the [CDFI Fund Certification Web page](#).

5. How can I know if my organization's Certification of Material Events form was received?

In order to be considered for CDFI Program funding in the FY 2009 funding round, a Certified CDFI's Certification of Material Events Form must be received by midnight, ET, **October 1, 2008**. After the CDFI Program funding application deadline (midnight, ET, October 19, 2008), we will review the list of funding applications received to ascertain whether each funding Applicant has submitted either a CDFI Certification Application or a Certification of Material Event Forms, as applicable. If the CDFI Fund did not receive your form, you will be notified by approximately mid-November. If the CDFI Fund did not receive a CDFI Certification Application or a Certification of Material Event Form from a funding Applicant, that Applicant's funding application will not be reviewed.

6. How does my organization amend its Target Market designation?

A CDFI that wishes to amend its Target Market must complete and submit a new CDFI Certification Signature Page (CCSP) electronically through its myCDFI Fund account by **October 1, 2008**. The CCSP can be accessed from the "Applications" link in the left-hand menu bar on the CDFI's myCDFI Fund account homepage. The CDFI should follow the instructions contained in the electronic interface of the CCSP.

The CDFI will need to attach the following to the CCSP:

- ▶ Narrative descriptions of the existing and proposed revised Target Market(s);
- ▶ New up-to-date Target Market Table;
- ▶ New up-to-date Accountability Chart; and

- ▶ Required documentation attachments, as described in the “CDFI Certification Criteria - Target Market” section of the CDFI Certification Application. Such documents could include a narrative explanation and verification of the Investment Area or Other Targeted Population designation.
- ▶ Electronic map(s) of the proposed Target Market created with the Community Impact Mapping System (CIMS)*.

The CDFI Certification Application is available on the CDFI Fund website, as are the aforementioned Tables and Charts. The CDFI will also have to create electronic map(s) of its Target Market(s) using the CDFI Fund’s mapping program CIMS and save the map(s) to the new CCSP.

A CDFI must demonstrate that it is already actively engaged in providing Financial Products and Financial Services, and is accountable to the proposed revised Target Market(s). The proposed revised Target Market(s), if approved by the CDFI Fund, will replace the CDFI’s current Target Market(s).

The CDFI Fund will review the submitted materials and determine whether the organization continues to meet the CDFI certification requirements. The CDFI Fund will notify, in writing, the CDFI of its decision.

**Note: the CDFI must create, but not submit, the CCSP before it can save maps to the CCSP. For detailed information regarding saving maps to the CCSP, refer to the document, “Instructions: Designating a Target Market In myCDFIFund”, which is available on the CDFI Fund website.*

7. Can CDFI Program Financial Assistance or Technical Assistance funds be used by an Awardee for new construction, e.g., building a new branch or office?

No.

8. Is there a preference for “matching funds in-hand” or “firmly committed matching funds”?

No. Please refer to the NOFA for the percentage of matching funds in-hand that is required for the FY 2009 funding round.

9. Can my organization receive a CDFI Program award two years in a row?

Yes, so long as all application and other requirements related to prior Awardees, set forth in the NOFA, are met.

Application, Charts, and Attachments Questions

10. What is the difference between the Technical Assistance Proposal (TAP) and the TA narrative?

A complete Technical Assistance Proposal (TAP) includes the following three components:

- (1) Completed TA narrative entered in the first box in the Comprehensive Business Plan (CBP) template;
- (2) Completed TA Budget - Chart C; and
- (3) Justification of the requested TA items in at least one of the Weakness/TA Request questions, which is the final question of each major section of the CBP. Each requested use should be justified in the CBP section that the TA will most strengthen.

11. How does the CDFI Fund define Operations and what are some examples?

As stated in the NOFA, Operations are funds that the Applicant will use to undertake Development Services, Financial Services, and/or for related purposes that the CDFI Fund deems appropriate.

Examples of Operations expenses include, among others, staff salaries, training, travel, equipment and other capital purchases, and materials and supplies. As an illustration: a CDFI that opens a call center to provide housing counseling and foreclosure prevention could use up to 100 percent of its FA award for staff salaries, telephones, and other expenses that the Fund determines to be appropriate. Please note that with every FA award, regardless of whether it is used for Operations, the Awardee will be required to demonstrate that funds equivalent to at least 85 percent of the total FA award were deployed within the Target Market over the three year performance period, as set forth in the Assistance Agreement.

12. Is there a new glossary of defined terms for the FY 2009 funding round of the CDFI Program?

No, the [CDFI Fund Certification Glossary](#) found at the bottom of the CDFI Program webpage is still applicable. For the Financial Data Input Chart (Chart F1) of the CDFI Program funding application, additional notations are provided within the cell comments to explain individual line items. Scroll your cursor over those cells to read the comments.

13. Are there different page limit requirements for Core, SECA, and TA-Only Applicants?

No, all Applicants have identical page limit criteria as identified in the Application and the NOFA. Please disregard the recommended page length set forth in the CBP template and follow the narrative guidelines in the Application to ensure your response is complete, concise, and compelling.

Grants.gov and Other Submission Issues

14. Where can I find the SF-424 form that I completed?

The SF 424 is stored within the Grant Application Package document that you save to your computer. It is important to note the location of the document when you initially "Save" the Grant Application Package. That document is an Adobe file which includes both the SF 424 and the identification of all the application material (Attachments) to be transmitted when you hit the submit button. See Steps 4 through 7 in the [Instruction Document](#).

15. Which NAICS code should I enter on the SF-424 form?

You can find the NAICS or SIC code for your business by using the search engine on the US Census Bureau site at www.census.gov. Most financing activities fall within the 52XXXX category. In the search box enter "NAICS" then click on the link that reads "NAICS code for my business" to use the search feature.

16. How will I know that I have successfully submitted the application?

When you are ready to submit the Application Package, you must be connected to the Internet, and the person registered with Grants.gov as your Authorized Organization Representative (AOR) must be logged into his or her Grants.gov account. (If you, the AOR, are not logged into your Grants.gov account, but are connected to the Internet, after you press the Submit button, you will be asked to log into your Grants.gov account.)

Upon successful submission, the AOR will receive an automated email confirming receipt of an Application package and stating that the package is being validated. It can take Grants.gov several hours, possibly a couple of days, to generate this automated email. As this is the only way to know whether your package was submitted successfully, the CDFI Fund ***strongly*** encourages you to submit your application early.

If you do not receive the Grants.gov email within one hour of pressing the submit button, you may call the Grants.gov Help Desk at 1-800-518-4726 to confirm that the package has been received. Once your package has been validated, you will receive a second message notifying you that your application has been validated and sent to the CDFI Fund.

17. Do I need a myCDFIFund account in addition to a Grants.gov account?

Yes. No applications can be submitted unless you have opened an organization account on myCDFIFund with the same EIN as registered in your Grants.gov account. Go to www.CDFIFund.gov and click on "Log onto myCDFIFund" to access the system. Follow instructions in the "Help" tab to establish a new user and organization account. Applicants with existing accounts must ensure that contact information is updated.