

GRANTS MANAGEMENT

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GRANTS MANAGEMENT TOPICS

1. Overview
2. CDFI Programs
3. Application Submission
4. Application / Award Process



OVERVIEW

The Grants Management (GM) office is responsible for pre- and post- award activities for the CDFI Fund.



CDFI PROGRAMS

- **Bank Enterprise Award (BEA)**
- **Financial Assistance (FA)**
- **Technical Assistance (TA)**
- **Native American CDFI Assistance (NACA)**
- **New Market Tax Credits (NMTC)**



APPLICATION SUBMISSION

Grants Manager

Bureau of Public Debt

200 Third Street, PCB, Room 10

Parkersburg, WV 26101-5312

***Applications received in the
Washington, DC office will be rejected
and returned to the applicant.***



THE APPLICATION / AWARD PROCESS



February 6, 2004

CDFI Institute Workshop

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INTAKE

Applications must be received by the submission deadline date at the prescribed address by 5pm EST.

- ***BEA February 14, 2005***
- ***FA February 24, 2005***

COMPLETENESS

Complete Applications

- Received by deadline date
- Original signature by Authorized Representative
- Includes EIN and documentation to verify the EIN
- Includes DUNS number

Complete applications are accepted and forwarded for program review.



COMPLETENESS

- Obtain a DUNS number:
 - Call 1-866-705-5711, or
 - Apply on-line at www.dnb.com
- Obtain documentation to verify EIN:
Call 1-800-829-4933

COMPLETENESS

Fatally Incomplete Applications

- Not received by deadline date
- Not signed and/or signature not an original
- Excludes EIN

Fatally incomplete applications are rejected and returned to the applicant.

COMPLETENESS

Incomplete Applications

- **Excludes DUNS number**
- **Signature not that of the Authorized Representative**
- **IRS documentation to verify EIN not received**

GM contacts applicant to verify incomplete applications.

COMPLETENESS

Other

- **Environmental Review Form**
- **Assurance and Certifications**
- **501 C 4 Questionnaire**

AWARD REVIEW AND APPROVAL PROCESS

Recommendations are reviewed to ensure:

- Applications are adequately justified
- Recommended award amounts are allowable, reasonable and necessary based on the comprehensive business plan
- Debarment and Suspension
- Compliance Review



AWARD ANNOUNCEMENTS

- **Inform White House**
- **Inform Congress**
- **Notify Awardees**
- **Announce to Public**



NOTICE OF AWARD (NOA)

- **Send NOA to Awardees**
- **Awardee must sign and return within 5 days**
- **Facsimiles of NOA are not accepted**



DISBURSEMENT

- Disbursement process initiated after receipt of signed NOA
- Various Fund offices included in closing process
- GM process disbursement upon receipt of complete closing package
- Send subsequent disbursement information to the Grants Manager



CONTACTING GM

ALL correspondence or questions should be sent to GM at:

- **E-mail:** gmc@cdfi.treas.gov
- **Address:** 601 13th Street, NW
Suite 200 South
Washington, DC 20005
- **Phone:** 202-622-8226
- **Fax:** 202-622-9625
- **Website:** www.cdfifund.gov



CONTACTING GM

ALL correspondence should be addressed to the “Grants Manager”.

Be sure to include your organization name and award number when submitting your inquiries.



QUESTIONS

