



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

UNITED STATES DEPARTMENT OF THE TREASURY

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

Bank Enterprise Award Program

2006 Application

OMB Approval No. 1559-0005

CDFI Form: CDFI-0002

Paperwork Reduction Act Notice

This submission requirements package is provided to Applicants for Awards under the Bank Enterprise Award Program. The Estimated average burden associated with this collection of information is 15 hours per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Department of the Treasury, Community Development Financial Institutions Fund, 601 Thirteenth Street, N.W., Suite 200-South, Washington, DC 20005.

Catalog of Federal Domestic Assistance Number:

21.021

FY 2006 BEA PROGRAM OVERVIEW

NOTE Capitalized terms (other than titles) are defined in the Notice of Funds Availability (NOFA) for the FY 2006 funding round, the BEA Program Regulations, or the CDFI Fund Program Glossary, which may be downloaded from the Fund's website at www.cdfifund.gov. Certain terms used throughout the Application have meanings unique to the CDFI Program. Applicants should make sure that they are familiar with these meanings by consulting the NOFA, regulations, and glossary.

The mission of the Community Development Financial Institutions Fund (the Fund) is to expand the capacity of financial institutions to serve populations and communities lacking adequate access to Financial Products and Financial Services. The Fund achieves its mission by directly investing in and supporting Community Development Financial Institutions (CDFIs), Community Development Entities (CDEs), and other financial institutions through the CDFI Program, Native Initiatives, New Markets Tax Credit (NMTC) Program, and the Bank Enterprise Award (BEA) Program. The BEA Program complements the community development activities of banks and thrifts by providing financial incentives to expand investments in CDFIs and to increase lending, investment, and service activities within economically Distressed Communities. Providing monetary awards for increasing community development activities leverages the Fund's dollars and puts more capital to work in Distressed Communities throughout the nation.

Major Changes for the FY 2006 Round:

- **APPLICATION SUBMISSION VIA GRANTS.GOV:** As part of the Federal government's effort to streamline the process for applying for Federal grants and to improve public access to funding opportunities, **BEA Program Applications must be submitted via www.Grants.gov**, the official Federal grant website. This Application contains detailed instructions for accessing, completing, and submitting the Application via Grants.gov.
- **WAIVER FOR HURRICANE AFFECTED AREAS:** On September 6, 2004 the Fund announced in the BEA NOFA that CDFI banks may no longer receive an Award for financial assistance or otherwise qualified activities provided to another CDFI bank. This prohibition has been waived for this round of the BEA Program for financial assistance or qualified activities to CDFI Partners, including banks and bank holding companies, whose principal place of business is located in a county for which the Federal Emergency Management Agency (FEMA) has issued a "major disaster declaration" due to Hurricane Katrina on or after August 28, 2005 or due to Hurricane Rita on or after September 24, 2005 and made a determination that such county is eligible for both "individual and public assistance". A list of eligible counties may be found on the FEMA website (www.fema.gov).
- **DISTRESSED COMMUNITIES AND CDFI PARTNERS REGISTER VIA MYCDFIFUND:** Beginning this year, the Fund requires Applicants seeking awards in the Distressed Community Financing or Service Activities Categories to register their designated Distressed Communities via their myCDFIFund account. In addition, CDFI Partners must register as such via their MyCDFIFund account. Distressed Community Registration Materials consist of: (1) BEA-qualifying Distressed Community Maps and Worksheets; and (2) a "BEA Signature Page." The CDFI Partner Registration Materials consist of: (1) the Statement of Integral Involvement; (2) the associated BEA-qualifying Distressed Community Maps and Worksheets; and (3) a "BEA Signature Page." Each BEA Applicant seeking an award for providing CDFI Support to a CDFI Partner will identify the CDFI Partner by listing its full legal name on the its Report of Transactions. CDFI Fund staff will verify the CDFI Partner is registered via myCDFIFund. Detailed instructions for registering Distressed Communities or registering as a CDFI Partner are located on the Fund's website (www.cdfifund.gov), under the BEA Program page. Distressed Community and CDFI Partner registrations must be completed by 5:00 pm ET March 3, 2006.

In addition to this application and the Supplemental Guidance for Applicants, the BEA Program regulations (12 C.F.R. Part 1806) and the FY 2005 – 2006 Notice of Funding Availability (NOFA) (69 [Fed. Reg.](http://www.fedreg.gov) 54718) and FY 2006 NOFA Amendment (70 [Fed. Reg.](http://www.fedreg.gov) 73899) published in the Federal Register on December 13, 2005 outline all program requirements and guidelines. The Fund strongly encourages Applicants to read these materials.

Application Eligibility Factors

FDIC-Insured Depositories: The legislation authorizing the BEA Program specifies that eligible Applicants for the BEA Program must be Insured Depository Institutions, as defined in 12 U.S.C. §1813(c)(2). As set forth in the NOFA, an Applicant must be FDIC-insured by December 31, 2005 to be eligible for a BEA Program Award.

Prior Fund Awardees or Allocatees: The BEA Program NOFA includes certain eligibility requirements which generally apply to Applicants that are prior Awardees or allocatees under other Fund programs.

- **Failure to Meet Reporting Requirements.** The Fund will not consider an application submitted by an Applicant if the Applicant, or an entity that Controls (as such term is defined in paragraph (g) below) the Applicant, is Controlled by the Applicant or shares common management officials with the Applicant (as determined by the Fund) is a prior Fund awardee or allocatee under any Fund program and is not current on the reporting requirements set forth in the previously executed assistance, award or allocation agreement(s), as of the application deadline(s) of this NOFA. Please note that the Fund only acknowledges the receipt of reports that are complete. As such, incomplete reports or reports that are deficient of required elements will not be recognized as having been received.
- **Pending Resolution of Noncompliance.** If an Applicant that is a prior awardee or allocatee under any Fund program and if: (i) It has submitted complete and timely reports to the Fund that demonstrate noncompliance with a previous assistance, award or allocation agreement, and (ii) the Fund has yet to make a final determination as to whether the entity is in default of its previous assistance, award or allocation agreement, the Fund will consider the Applicant's application under this NOFA pending full resolution, in the sole determination of the Fund, of the noncompliance. Further, if another entity that Controls the Applicant, is Controlled by the Applicant or shares common management officials with the Applicant (as determined by the Fund), is a prior Fund awardee or allocatee and if such entity: (i) Has submitted complete and timely reports to the Fund that demonstrate noncompliance with a previous assistance, award or allocation agreement, and (ii) the Fund has yet to make a final determination as to whether the entity is in default of its previous assistance, award or allocation agreement, the Fund will consider the applicant's application under this NOFA pending full resolution, in the sole determination of the Fund, of the noncompliance.
- **Default Status.** The Fund will not consider an application submitted by an Applicant that is a prior Fund awardee or allocatee under any Fund program if, as of the application deadline of this NOFA, the Fund has made a final determination that such Applicant is in default of a previously executed assistance, award or allocation agreement(s) and the Fund has provided written notification of such determination to such Applicant. Further, an entity is not eligible to apply for an award pursuant to this NOFA if, as of the application deadline, the Fund has made a final determination that another entity that Controls the Applicant, is Controlled by the Applicant or shares common management officials with the Applicant (as determined by the Fund): (i) Is a prior Fund awardee or allocatee under any Fund program, (ii) has been determined by the Fund to be in default of a previously executed assistance, award or allocation agreement(s), and (iii) the Fund has provided written notification of such determination to the defaulting entity.
- **Termination in Default.** The Fund will not consider an application submitted by an Applicant that is a prior Fund awardee or allocatee under any Fund program if, within the 12-month period prior to the application deadline of this NOFA, the Fund has made a final determination that such Applicant's prior award or allocation terminated in default of the assistance, award or allocation agreement and the Fund has provided written notification of such determination to such Applicant. Further, an entity is not eligible to apply for an award pursuant to this NOFA if, within the 12-month period prior to the application deadline of this NOFA, the Fund has made a final determination that another entity that Controls the Applicant, is Controlled by the Applicant or shares common management officials with the Applicant (as determined by the Fund), is a prior Fund awardee or allocatee under any Fund program whose award or allocation terminated in default of the assistance, award or allocation agreement and the Fund has provided written notification of such determination to the defaulting entity.
- **Undisbursed Balances.** The Fund will not consider an application submitted by an Applicant that is a prior Fund awardee under any Fund program if the Applicant has a balance of undisbursed funds (defined below) under said prior award(s), as of the application deadline of this NOFA. Further, an entity is not eligible to apply for an award pursuant to this NOFA if another entity that Controls the Applicant, is Controlled by the Applicant or shares common management officials with the Applicant (as determined by the Fund), is a prior Fund awardee under any Fund program, and has a balance of undisbursed funds (defined below) under said prior award(s), as of the application deadline of this NOFA. In the case where another entity Controls the Applicant, is Controlled by the Applicant or shares common management officials with the Applicant (as determined by the Fund), is a prior Fund awardee under any Fund program, and has a balance of undisbursed funds under said prior award(s), as of the application deadline of this NOFA, the Fund will include the combined awards of the Applicant and such affiliated entities when calculating the amount of undisbursed funds.

Application Submission Requirements and Deadlines

Application Package

The Application Package is organized in four major parts – according to their method of submission:

Part	Application Component	Submission Procedures
Part I. Grants.gov	Application for Federal Assistance (Standard Form 424)	<ul style="list-style-type: none"> • Submit in Grants.gov and Mail a copy to BPD as cover page to paper attachments.
Part II. Grants.gov	Electronic Attachments Word Template (“My Bank Name 2006 Legal Forms and Certifications”): Required for All Applicants: <input type="checkbox"/> Environmental Review Form. <input type="checkbox"/> Assurances and Certifications. As Required: <input type="checkbox"/> Certification 1. ETAs, First Accounts, or New Branches. <input type="checkbox"/> Certification 2. Certification of Disbursement. <input type="checkbox"/> Certification 3. Certification of Same Distressed Community Excel Charts (“My Bank Name 2006 Application Charts”): Required for All Applicants: <input type="checkbox"/> Applicant Information. <input type="checkbox"/> Worksheet 1: BEA Rating and Calculations. (There are two versions of this worksheet: one for CDFI banks and one for Non-CDFI banks – be sure to use the correct one). <input type="checkbox"/> Report of Transactions.	<ul style="list-style-type: none"> • Complete MS Word Template. • Upload under “Attachments” in Grants.gov. • Complete MS Excel Template. • Upload under “Attachments” in Grants.gov.
Part III. myCDFIFund	Map of Distressed Communities and Worksheet of Eligible Census Tracts <input type="checkbox"/> Distressed Community Financing and Service Activities: Worksheet and Map <u>for the Applicant</u> . <input type="checkbox"/> CDFI Support Activities: Worksheet and Map for the CDFI Partner (submitted by Partner).	<ul style="list-style-type: none"> • Designate the Distress Community in CIMS (the Fund’s mapping system) accessed through myCDFIFund. • Distressed Community Financing and Service Activities: Applicant must register its Distressed Community <u>via myCDFIFund</u> according to the instructions on the Fund’s website. • CDFI Support Activities: A CDFI Partner that is the recipient of CDFI Support (loans or deposits) must register as a Partner via myCDFIFund according to the instructions on the Fund’s website.

Part IV. Hard Copy (BPD)	Qualified Activity Documentation /Other Attachments <input type="checkbox"/> Documentation of Qualified Activities: as described below under Part IV. Reporting and Documenting Qualified Activities. <input type="checkbox"/> Documentation from the Internal Revenue Service (IRS) evidencing that the Applicant itself (i.e., not its parent or Affiliate) has been assigned its own unique Employer/Taxpayer Identification Number (EIN/TIN). <input type="checkbox"/> CDFI Partner Balance Sheet: Submit a copy of each CDFI Partner's most recent balance sheet evidencing that it meets the asset limits described in the BEA Program NOFA.	<ul style="list-style-type: none"> • Submit to BPD at the address below as follows: <ul style="list-style-type: none"> ✓ One unbound copy of the completed SF-424 as the cover page along with required documentation and attachments. Copies of documentation are acceptable. No tabs, staples, or other forms of binding. ✓ One copy of SF-424 and documentation / attachments in a 3-ring binder (tabs, staples, and other binding are acceptable).
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Application Deadlines

The different parts of the Application Package must each be received by the following deadlines:

- **Parts I and II:** must be submitted through Grants.gov by 5:00 p.m. Eastern Time (ET) on **March 1, 2006**.
- **Part III :** must be registered by 5:00 p.m. ET on **March 3, 2006**.
- **Part IV (Documentation / Paper Attachments):** must be received by BPD (at the address specified below) by 5:00 p.m. ET on **March 3, 2006**:

CDFI Fund Grants Manager
BEA Program
Bureau of Public Debt
200 Third Street
Parkersburg, WV 26101-5312
(304) 480-6088

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

- Documentation / Paper Attachments received at the BPD offices designated above after 5:00 p.m. ET on March 3, 2006 will be rejected and returned to the sender.
- Documentation / Paper Attachments will not be accepted at the Fund's offices in Washington, DC. Packages received in the Fund's Washington DC offices will be returned to the sender.
- Documentation/Paper Attachments sent by facsimile or e-mail will not be accepted.
- The Fund will not grant exceptions or waivers for late delivery of documents including, but not limited to, late delivery that is caused by third parties such as the US Postal Service, couriers, or overnight delivery services.

Ensuring that the Application Package Is Complete

Complete Versus Incomplete Application Package: Applicants must complete and submit required all Application materials in such a manner as to comply with all requirements of the BEA Program Regulations, NOFA, and this Application by the applicable deadline. A complete Application Package is one that includes all required material described above. Some items – if missing or incomplete – will result in the immediate rejection of the entire Application. The Fund will immediately reject an Application Package if:

- The SF-424 is not submitted via Grants.gov.
- The SF-424 is not received (in paper) by BPD as the cover paper to the Documentation/Paper Attachments.
- The SF-424 is missing the EIN or the EIN is not valid.

The Fund will allow three business days for an Applicant to submit the following items if missing or incomplete:

- IRS Documentation of the Applicant's EIN.

- Dun and Bradstreet Data Universal Numbering System (DUNS) Number (a field on SF-424).
- Environmental & Legal Certifications.
- Documentation of Qualified Activities.
- Distressed Community or CDFI Partner Registration via myCDFIFund.

TIP Do not wait until the last minute to obtain a DUNS or EIN documentation. The Fund encourages Applicants to allow sufficient time to obtain the necessary numbers or documentation. If either the DUNS or EIN documentation is missing from the initial paper submission of the Application materials, the three days allowed by the Fund to submit these items may not be sufficient time to obtain them. It is always better to ensure that the initial Application submission contains all required items and documentation.

Awardee Notification and the Award Agreement

For the FY 2006 funding round, the Fund will notify Applicants selected to receive an Award by late September 2006. The Fund notifies an Applicant of the Award decision (positive or negative) via mail to the designated Authorized Representative. For an Applicant selected to receive an Award, in addition to the Award notification letter, the Fund will send two copies of an Award Agreement and two copies of the Notice of Award along with the letter informing the Applicant that it has been selected as an Awardee. The Awardee's Authorized Representative must sign all copies of both documents and return one copy of each (the Award Agreement and the Notice of Award) to the CDFI Fund within five business days from the date of the Award letter. Awardees should retain one copy of both the Notice of the Award and the Award Agreement for its files.

Contacting the Fund

The Fund will respond to questions between the hours of 9:00 a.m. and 5:00 p.m. ET, through February 27, 2006 (two business days before the Application deadline). The Fund will not respond to phone calls or e-mail inquiries that are received after 5:00 p.m. ET on February 27, 2006, until after the funding Application deadline of March 1, 2006.

NOTE: These are not toll-free numbers.

Main Office:	(202) 622-8662 (202) 622-7754 (fax)	www.cdfifund.gov	General inquiries; phone numbers for individual Fund staff; access to myCDFIFund and program webpage.
Program Support:	(202) 622-6355	cdfihelp@cdfi.treas.gov	How to complete application materials.
Grants Management Support	(202) 622-8226 (202) 622-9625 (fax)	grantsmanagement@cdfi.treas.gov	Application deadlines; Application submission requirements; completing the Environmental Review Form; Questions regarding EIN Documentation, DUNS, disbursements, and Notices of Awards.
Compliance and Monitoring Support	(202) 622-8226 (202) 622-9625 (fax)	cme@cdfi.treas.gov	Status of compliance with other Awards including outstanding reports.
IT Support	(202) 622-2455	ithelpdesk@cdfi.treas.gov	Registering and creating accounts on myCDFIFund.
Legal Support	If you have any questions or matters that you believe require response by the Fund's Office of Legal Counsel, please refer to the document titled "How to Request a Legal Review", found on the Fund's web site at www.cdfifund.gov.		

INSTRUCTIONS FOR GRANTS.GOV

The following instructions provide an overview of registering on Grants.gov, accessing the Application Package, and submitting a complete Application Package via Grants.gov. The Fund recognizes that this a new process – and one that can be confusing. Please call the Program staff if you have any questions about the process or are confused along the way. The Program staff can be reached during normal business hours at 202-622-6355.

TIP Registering on Grants.gov is the first step in submitting an Application. **Applicants are encouraged to start the registration process now as the process will take three to five days to complete.**

Step #1: Install the PureEdge Viewer.

In order to register on Grants.gov or access, complete, and submit applications, the Applicant must download and install the PureEdge Viewer, a small, free program.

- From the Grants.gov home page: scroll down under **TIPS AND TOOLS** on the right side of the screen, and click **Download PureEdge Viewer**.
- Choose to **Save** the file when the download process begins. This will open the **Save As** window where you can designate where the program should save on your computer. Browse to where you would like the program to save on your computer. Once you have browsed to where you want the PureEdge Viewer saved on your computer, click **Save**. This will download the program. Follow the screen prompts to complete the download process.
 - Make sure that the box next to **Close this dialog box when download completes** is **NOT** checked on the Download Complete window. If the Download Window closes when the download completes, you will need to locate the downloaded file on your computer and open it.

Step #2: Register Applicant Organization with Grants.gov

An Applicant cannot submit the Application Package without first registering on Grants.gov. Registering on Grants.gov entails four actions – described briefly below – which together take 3-5 business days. See the “Getting Started” brochure at www.grants.gov/assets/GrantsgovCoBrandBrochure8X11.pdf for more detailed instructions on the entire registration process. You can also go directly to the **Get Started** screen from the Grants.Gov home page (the first link at the top right of the homepage).

- Obtain a Dunn & Bradstreet Universal Number (DUNS). (Obtaining a DUNS will additional time to the 3-5 day time estimate for registering.)
- Register your organization with the Central Contractor Registry (CCR).
 - The CCR is the primary vendor database for the Federal Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition activities. Grants.gov uses the CCR to centralize information about grant recipients. CCR registration is also an element of the electronic signature process. A handbook describing CCR and the registration process can be found at the following link: www.ccr.gov/handbook.asp.
 - Online registration with CCR will take about 30 minutes to complete. Your registration should become active with CCR within 3-5 business days – so you should do this as soon as possible. **Do not wait until February 27 to register on the CCR!**
- Register with Grants.gov’s Credential Provider: Operational Research Consultants (ORC). The CCR registration must be active before you can register with ORC. Once you are registered with ORC, you will receive an ID and password to use when submitting your Application Package via Grants.gov.
- Authorize the appropriate representatives of your organization (called Authorized Organization Representatives (AOR)) to submit grant applications.
 - Anyone can find, download, and complete applications. Only AORs can submit applications.

Step #3: Access and Save Application Materials

To complete the BEA Program Application, you must access the Application Package and save it to your computer. Application materials – other than the Distressed Community maps and worksheets – are accessed through a link called the “Application Instructions” and then submitted (along with the SF-424) as “Attachments” via Grants.gov. The SF-424 and the application submission screen are accessed through a link called the “Application Package.” The instructions below describe how to access both links.

- Go to www.grants.gov and click on the third tab along the top right of your screen called **Apply for Grants** – this link brings you to the **Apply for Grants** screen, which has the most helpful menu of options along the left side of the screen for accessing the Application materials.
- Under **APPLY** on the left side of the screen, click on **Download Application Package**.
- You will have the option of entering the CFDA Number or the Funding Opportunity Number to call up the BEA Program 2006 Application Package. You must complete at least one of these fields to download an application. Enter either number in the box provided.
 - CFDA Number: **21.021**
 - Funding Opportunity Number: **CDFI-BEA-06**
- Click **Download Package**, which will take you to the **Selected Grant Applications for Download** screen.
- To download the Application Package (which includes the SF-424) and the Application Instructions (which includes the templates for all the Application Materials), click **Download** under Instructions & Application to get the **Download Opportunity Instructions and Application** screen.
 - At this point, you will have the option to download either the Application Instructions or the Application Package. This step walks you through downloading the Application Instructions. Instructions for downloading the Application Package are found under Step 4. Be sure to download both!
- Click **Download Application Instructions** to download the Application materials.
 - Choose **Save** during the download process and then Open Folder when done. Double-click on the saved Zip file and a list of documents opens up.
 - Under Actions, choose **Select All** then **Extract** to copy all files to your computer.
- You can now work on preparing your documents to be uploaded into Grants.gov. This does not include the SF-424 – see below for instructions on accessing, completing, and submitting the SF-424.

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

After you have downloaded the Application Instructions, you will need to download the Application Package.

- From the **Apply for Grants** page of Grants.gov, click on **Download Application Package** to return to the **Download Opportunity Instructions and Application** page.
- Click option 2, **Download Application Package**. This opens a file in the PureEdge software where you will complete the SF-424 and upload the Application materials that you completed offline (e.g., Worksheet 1, Report of Transactions, Certification of Disbursement, etc.).
 - This is where you will make your final submission. Do not click the submit button on the PureEdge Grant Application Package form until you are ready to submit the complete Application Package.
- Save this PureEdge file to your computer by clicking on **Save** at the top of the screen. Note: A warning message appears informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click **Yes**.
 - You are creating a PureEdge file that you will be able to return to later. Therefore, you need to save this file to readily available directory on your computer. The Fund recommends saving this file to your desktop so that it will be easy to find.
 - The Application Package can be completed in its entirety offline; however, you will need to log into Grants.gov to submit. You can save your application at any time by clicking **Save** at the top of your screen. The **Submit** button will not be functional until the application is complete and saved.
- Enter a name for the application in the Application Filing Name field.

Step #5: Completing the SF-424

You can complete the SF-424 offline by opening the Grant Application Package file from your computer.

- To open the saved Grant Application Package file, go to your Desktop (or wherever you saved it), and double click on the PureEdge icon.
- In the box on the left side of the screen labeled Mandatory Documents select Application for Federal Assistance (SF-424), then click on **Open Form** below the box to open the SF-424.
- Enter data on the SF-424. Click **Close Form** to save.
 - See below for details on how to complete the individual SF-424 fields.
- Once you have filled in all of the fields on all three pages, print the completed SF-424, and send the hard copy as the cover sheet with Documents/Paper Attachments. You will be unable to submit the entire Application Package if any of the required fields on the SF-424 are blank – so be sure to verify that all required fields are complete and the information is correct!

Step #6: Uploading Application Attachments

After completing the required Application templates in Word or Excel, you will need to access the Grant Application Package to submit the completed materials. As mentioned previously, you may attach files without being logged into Grants.gov – but you must be logged to submit the complete Application Package.

- After you close out of the SF-424, you return to the **Grant Application Package** screen. You can also return to the Grant Application Package screen by double clicking on the icon on your computer or by logging into Grants.gov (which you will need to do in order to submit).
- From the box on the left labeled **Mandatory Documents**: select **Attachments** then click on **Open Form**. A table will open allowing you to upload each of the documents you've completed.
- Use one row per document to upload all required templates for a complete Application. Click **Close Form** at top of screen when all documents have been added. When you close this form, you return to the Grants Application Package screen.

Step #7: Submitting the Final Application Package

- From the Grants Application Package screen, select Application for Federal Assistance (SF-424) from Mandatory Documents. Click on the arrow button between the two boxes to move the SF-424 to the box on the right box labeled Mandatory Documents Completed for Submission.
- Follow same procedure to move the Attachments to the Mandatory Documents Completed for Submission box.
- Click **Check Package for Errors** from the top menu. Make changes as necessary based on each error found in the package.
- When you are sure you have corrected all errors and have placed all required documents into the Mandatory Documents Completed for Submission box – then you are ready to submit your Application Package. By clicking **Submit**, you are sending the SF-424 plus the Attachments to the Fund as your final submission.
 - Make sure that all the required files (e.g., Worksheet 1, Report of Transactions, Environmental and Legal Certifications, other applicable forms) are included on the Attachments list. Verify by selecting Attachments, then clicking on Open Form.

APPLICANTS WILL NOT HAVE AN OPPORTUNITY TO PROVIDE MISSING ATTACHMENTS.

PART I: SF- 424

Required fields are prefaced with an asterisk (*). NOTE: Print a copy of the SF-424 for the cover page to the paper attachments. The Fund will use the EIN/TIN to match the paper attachments to the electronic submission.

Field	Instructions
* 1. Type of Submission:	<ul style="list-style-type: none"> Select Application.
*2. Type of Application:	<ul style="list-style-type: none"> Select New.
*3. Date Received:	<ul style="list-style-type: none"> Automatically filled by the system upon submission – no entry necessary.
4. Applicant Identifier:	<ul style="list-style-type: none"> Automatically filled by the system upon submission – no entry necessary.
5a. Federal Entity Identifier:	<ul style="list-style-type: none"> Leave blank
*5b. Federal Award Identifier:	<ul style="list-style-type: none"> Enter 21.021
6. State use only: Date Received by State:	<ul style="list-style-type: none"> Not Applicable – leave blank.
7. State use only: State Application Identifier:	<ul style="list-style-type: none"> Not Applicable – leave blank.
*8a. Applicant Information: Legal Name:	<ul style="list-style-type: none"> Enter the legal name of the Applicant.
*8b. Employer/Taxpayer Identification Number (EIN/TIN):	<ul style="list-style-type: none"> Enter the Applicant's EIN/TIN.
*8c. Organizational DUNS:	<ul style="list-style-type: none"> Enter the Applicant's DUNS. The electronic signature will not work unless the DUNS matches the CCR registration information.
*8d. Address:	<ul style="list-style-type: none"> Complete with the Applicant's mailing address. Include 9 digit zip code.
8e. Organizational Unit:	<ul style="list-style-type: none"> Organizational Unit – leave both boxes blank.
*8f. Name and contact information of person to be contacted on matters involving this application:	<ul style="list-style-type: none"> Enter the Contact Person's (not the Authorized Representative's) data in these boxes. If there is no contact person enter Authorized Rep's info. Organizational Affiliation: leave blank.
9. Type of Applicant:	<ul style="list-style-type: none"> Select most appropriate description from list of dropdown options.
*10. Name of Federal Agency	<ul style="list-style-type: none"> Pre-filled – no entry necessary.
11. Catalog of Federal Domestic Assistance Number / CFDA Title:	<ul style="list-style-type: none"> Pre-filled – no entries necessary.
*12. Funding Opportunity Number/Title:	<ul style="list-style-type: none"> Number: Pre-filled with CDFI-BEA-06. Title: enter CDFI Program 2006.
13. Competition Identification Number:	<ul style="list-style-type: none"> leave blank – no entry necessary.
14. Areas affected:	<ul style="list-style-type: none"> Leave blank
*15. Descriptive Title of Applicant's Project:	<ul style="list-style-type: none"> Enter Applicant's Name and BEA Program Application
*16. Congressional Districts of Applicant / Program/Project:	<ul style="list-style-type: none"> See www.house.gov to find congressional district. Use same for both boxes.
*17. Proposed Project	<ul style="list-style-type: none"> Start Date: Enter 01/01/2005; End Date: Enter 12/31/2005.
*18. Estimated Funding \$:	<ul style="list-style-type: none"> Enter Award request for Federal, enter zeroes in the other boxes.
*19. Is Application Subject to Review...	<ul style="list-style-type: none"> Select option C.
*20. Is the Applicant Delinquent...	<ul style="list-style-type: none"> Answer and provide Explanation if Yes selected.
*21. Applicant Certification / Authorized Representative:	<ul style="list-style-type: none"> Click the "I agree" button. Complete all fields for Authorized Representative information.

PART II. ELECTRONIC ATTACHMENTS

An Applicant will download the Word and Excel templates from Grants.gov and save them to its computer. After completing them – as applicable – the Applicant will submit them via Grants.gov as instructed above. See the Instructions for Grants.gov earlier in this application for details on how to access, upload, and submit these templates.

Word Template:

Signing the certification on the SF-424 (done electronically at time of submission) attests to the information provided in the Environmental Review Form and certifies that the Applicant will comply with the Assurances and Certifications (contained in this application) if an Award is made. This signature also attests to the information provided in Certification 1. ETAs, First Accounts, or New Branches; Certification 2. Certification of Disbursement; and Certification 3. Certification of Same Distressed Communities – if any of the certifications are applicable.

In an Applicant is required to submit Certification 1, Certification 2, and / or Certification 3: it will complete the certification as instructed below and upload via Grants.gov.

Required for All Applicants:

- Environmental Review Form.
- Assurances and Certifications. (The Applicant should review – but it is not necessary to include with the application submission).

As Required:

- Certification 1. ETAs, First Accounts, or New Branches:
 - ✓ Required for an Applicant seeking an Award for opening ETAs, or First Accounts, or a new retail branch.
 - ✓ Check the applicable certification.
- Certification 2. Certification of Disbursement:
 - ✓ Required for an Applicant providing internal documentation of disbursement.
- Certification 3. Certification of Same Distressed Communities:
 - ✓ Required for an Applicant seeking an Award for CDFI Support Activities.
 - ✓ Check the appropriate box and enter the name of at least one of its CDFI Partners.

Excel Charts:

Required for All Applicants:

- Applicant Information.
- Worksheet 1: Final BEA Rating and Calculations. (There are two versions of this worksheet, one for CDFI banks and one for Non-CDFI banks, please complete the correct one for your applicant type).
- Report of Transactions.

Environmental Review Form

This form is available as a Word template in Grants.gov or the Fund's website.

Applicant Name: _____

The Fund's environmental review requirements are set forth in 12 CFR Part 1815. The Applicant should review such regulations carefully before completing this section. In order to assure compliance with those regulations and other requirements related to the environment, the Applicant shall provide the following information:

	YES	NO
1. Are there any actions proposed in the Application that do not constitute a "categorical exclusion" as defined in 12 CFR 1815.110?	_____	_____
If YES, would any of these actions normally require an environmental impact statement (see 12 CFR 1815.108)?	_____	_____
2. Are there any activities proposed in the Application that involve:		
(a) Historical or archeological sites listed on the National Register of Historic Places or that may be eligible for such listing?	_____	_____
(b) Wilderness areas designated or proposed under the Wilderness Act?	_____	_____
(c) Wild or scenic rivers proposed or listed under the Wild and Scenic Rivers Act?	_____	_____
(d) Critical habitats of endangered or threatened species?	_____	_____
(e) Natural landmarks listed on the National Registry of Natural Landmarks?	_____	_____
(f) Coastal barrier resource systems?	_____	_____
(g) Coastal Zone Management Areas?	_____	_____
(h) Sole Source Aquifer Recharge Areas designated by EPA?	_____	_____
(i) Wetlands?	_____	_____
(j) Flood plains?	_____	_____
(k) Prime and unique farmland?	_____	_____
(l) Properties listed or under consideration for listing on the Environmental Protection Agency's List of Violating Facilities?	_____	_____

If YES to any of the above questions, attach a detailed description of each action, clearly identifying the category in which the action falls.

NOTIFICATION

As stated in 12 CFR 1815.105, if the Fund determines that the Application proposes actions which require an environmental assessment or an environmental impact statement, any approval and funding of the Application will be contingent upon:

1. The Applicant supplying to the Fund all information necessary for the Fund to perform or have performed any required environmental review;
2. The Applicant not using any Fund Financial Assistance to perform any of the proposed actions in the Application requiring an environmental review until approval is received from the Fund; and
3. The outcome of the required environmental review.

In addition, as stated in 12 CFR 1815.106, if the Fund determines that an Application, or any part thereof, is not sufficiently definite to perform a meaningful environmental review prior to approval of the Application, final approval and funding of the Application shall require supplemental environmental review prior to the taking of any action directly using Fund Financial Assistance for any action that is not a categorical exclusion.

Assurances and Certifications

Signing the certification on the SF 424 certifies that the Applicant will comply with the Assurances and Certifications listed below if an Award is made. Certain of these Assurances and Certifications may not be applicable to the Applicant. An Applicant may not modify any of the Assurances and Certifications.

A. Standard Form 424B: Assurances -- Non-Construction Programs

As the duly authorized representative of the Applicant, I certify that the Applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this Application.
2. Will give the Awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the Award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work (activities in Application) within the applicable time frame after receipt of approval of the Awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specifies in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L.88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.1681-1683, 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C.794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C.6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L.91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C.3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which Application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statutes which may apply to the Application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C.1501-1508 & 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451et seq.); (f) conformity of Federal actions to State Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L.93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L.93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the Awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this Award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this Award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

B. Additional Certifications

In addition to the assurances and certifications provided by the Applicant pursuant to OMB Standard Form 424B, the Applicant hereby assures and certifies that:

1. It is duly organized and validly existing under the laws of the jurisdiction in which it was incorporated or otherwise established, and is (or within 30 days will be) authorized to do business in any jurisdiction in which it proposes to undertake activities specified in this Application;
2. Its Board of Directors (or similar governing body) has by proper resolution or similar action authorized the filing of this Application, including all understandings and assurances contained herein, and directed and authorized the person identified as the authorized representative of the Applicant to act in connection with this Application and to provide such additional information as may be required;
3. It will comply with all applicable requirements of the Community Development Banking and Financial Institutions Act of 1994 (the Act) [12 U.S.C. 4701 et seq.], regulations implementing the Act and all other applicable Department of the Treasury regulations and implementing procedures (and any regulations or procedures which are later promulgated to supplement or replace them);
4. It will comply, as applicable and appropriate, with the requirements of OMB Circulars (e.g., A-110 and A-133) and any regulations and circulars which are later promulgated to supplement or replace them, including standards for fund control and accountability;
5. It has not knowingly and willfully made or used a document or writing containing any false, fictitious or fraudulent statement or entry as part of this Application or any related document, correspondence or communication. (The Applicant and its authorized representative should be aware that, under 18 U.S.C. 1001, whoever knowingly and willfully makes or uses such document or writing shall be fined or imprisoned for not more than five years, or both); and
6. The information in this Application, and in these assurances and certifications in support of the Application, is true and correct to the best of the Applicant's knowledge and belief and the filing of this Application has been duly authorized.

C. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions: Instructions for Certification

1. By signing and submitting this Application, the prospective primary participant (the Applicant) is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in the denial of participation in this covered transaction. The prospective Applicant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Fund's determination whether to enter into this transaction (approval and funding of the Application). However, failure of the Applicant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. This certification is a material representation of fact upon which reliance is placed when the Fund determines to enter into this transaction. If it is later determined that the Applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Fund may terminate this transaction for cause or default.
 4. The Applicant shall provide immediate written notice to the Fund if at any time the Applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 5. The terms "covered transactions," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal", and "voluntarily excluded," as used in this clause (certification), have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Fund for assistance in obtaining a copy of those regulations (31 CFR part 19).
 6. The Applicant agrees by submitting this Application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Fund.
 7. The Applicant further agrees by submitting this Application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," to be provided by the Fund, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions (see 31 CFR part 19, Appendix B).
 8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
 9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Fund may terminate this transaction for cause or default.
- (b) prohibited in the Applicant's workplace and specifying the actions that will be taken against employee for violations of such prohibition;
 - (b) establishing a drug-free awareness program to inform employees about:
 - (i) the dangers of drug abuse in the workplace;
 - (ii) the Applicant's policy of maintaining a drug-free workplace;
 - (iii) any available drug counseling, rehabilitation, and employee assistance program;
 - (iv) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
 - (c) making it a requirement that each employee to be engaged in the performance of the Award be given a copy of the statement required by subparagraph (a);
 - (d) notifying the employee in the statement required by subparagraph (a) that, as a condition of employment in such grant, the employee will:
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug use statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;
 - (e) notifying the granting agency in writing, within ten calendar days after receiving notice of a conviction under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction;
 - (f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted:
 - (iii) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (iv) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f).
2. The Applicant may insert in the space provided below the site(s) for the performance of work (activities carried out by the Applicant) to be done in connection with the Award (Place of Performance (Street Address, City, County, State and zip Code)):

Not Applicable

D. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions

1. The prospective primary participant (the Applicant) certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this Application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this Application had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the Applicant is unable to certify to any of the statements in this certification, such Applicant shall attach an explanation to this proposal.

E. Certification Regarding Drug-Free Workplace Requirements

1. The Applicant certifies that it will provide a drug-free workplace by:
 - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is

F. Certification Regarding Lobbying

1. The Applicant certifies, to the best of its knowledge and belief, that:
 - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Application, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
 - (c) The Applicant shall require that the language of this certification be included in the Award documents for all sub-awards of all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
2. This certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certification 1: ETAs, First Accounts, or New Branches

This form is available as a Word template in Grants.gov or the Fund's website.

Applicant Name: _____

Signing the certification on the SF 424 certifies that the Applicant has complied with the conditions listed below (as applicable for the checked activities).

ETAs

- The Applicant does hereby certify that (i) the Applicant has entered into, and is in compliance with, the Financial Agency Agreement with the Treasury Department; and (ii) each ETA for which the Applicant is seeking a BEA Award possesses ALL of the characteristics listed below:
 - ✓ Is an individually owned account at a Federally-insured financial institution;
 - ✓ Permits a minimum of four cash withdrawals and four balance inquiries per month, which are included in the monthly fee, through any combination of proprietary ATM transactions and/or over-the-counter transactions;
 - ✓ Allows access to the insured depository institution's on-line point-of-sale network (if any);
 - ✓ Requires no minimum balance except as required by Federal or state law;
 - ✓ Provides a monthly statement;
 - ✓ Provides the same consumer protections that are available to other account holders at the financial institution;
 - ✓ Is offered only to individuals receiving Federal benefit, wage, salary, or retirement payments;
 - ✓ Allows set-off only for fees directly related to the account; and
 - ✓ Is subject to a maximum monthly account-servicing fee of \$3.00.
 - ✓ Is in compliance with its Financial Agency Agreement with the U.S. Department of Treasury.

First Accounts

- The Applicant does hereby certify that each First Account for which the Applicant is seeking consideration possess all of the characteristics checked below:
 - ✓ Is an individually owned account at a Federally-insured financial institution held by an individual(s) who has had no prior relationship with a federally insured financial institution;
 - ✓ Permits a minimum of four cash withdrawals and four balance inquiries per month, which are included in the monthly fee, through any combination of proprietary automated teller machine (ATM) transactions and/or over-the-counter transactions;
 - ✓ Allows access to the insured depository institution's on-line point-of-sale network (if any);
 - ✓ Requires no minimum balance except as required by Federal or state law;
 - ✓ Provides a monthly statement; and
 - ✓ Provides the same consumer protections that are available to other account holders at the financial institution.

Certification for Opening Retail Branches

- The Applicant does hereby certify that on _____ (enter date branch opened for business), the Applicant opened a new branch office located at: _____
The Applicant has not operated a retail branch office in the same census tract in which it is opening such new branch office within the three years prior to opening said branch on the aforementioned date; and such new branch office will remain in operation for at least the next five years.

Certification 3: Certification of Same Distressed Community

This form is available as a Word template in Grants.gov or the Fund's website.

Applicant Name:

The Applicant does hereby certify that it is designating the same Distressed Community as the following CDFI Partner (enter name of CDFI Partner below):

Applicant Information

This form is available as an Excel template in Grants.gov or the Fund's website.

Part II: Applicant Information				
Applicant Organization Name:		Application Control Number: (for Fund use only)		
Applicant Mailing Address:				
Taxpayer/Employer Identification Number (EIN):		FDIC Certificate Number:		
Authorized Representative Information				
Authorized Representative (Name and Title):				
Email Address:		Telephone Number:		
Applicant Characteristics				
Applicant's Total Assets as reported on the 12/31/2005 Call Report or TFR. Report in thousands: \$				
Indicate whether any of the following apply to your institution:				
Minority Bank. An institution in which minorities have at least 51% ownership, the majority of Board Directors or account holders are minority, or the community that the institution services is predominantly minority. Minorities include: African-Americans, Native Americans, Alaska Natives, Native Hawaiians, Hispanic Americans, Asian-Americans, or women.				
Community Bank. Any institution that identifies itself as a "community bank" should check this item.				
Certified CDFI. An institution certified as a CDFI by the Fund as of 12/31/2005 (FY 2006).				
Applicant's Type of Charter:				
State in which the Applicant's headquarters is physically located:				
Indicate which of the following states are within your institution's service area:				
Alaska	No		Mississippi	No
Alabama	No		Montana	No
Arkansas	No		North Carolina	No
American Samoa	No		North Dakota	No
Arizona	No		Nebraska	No
California	No		New Hampshire	No
Colorado	No		New Jersey	No
Connecticut	No		New Mexico	No
District of Columbia	No		Nevada	No
Delaware	No		New York	No
Florida	No		Ohio	No
Fed. St. of Micronesia	No		Oklahoma	No
Georgia	No		Oregon	No
Guam	No		Pennsylvania	No
Hawaii	No		Puerto Rico	No
Iowa	No		Palau	No
Idaho	No		Rhode Island	No
Illinois	No		South Carolina	No
Indiana	No		South Dakota	No
Kansas	No		Tennessee	No
Kentucky	No	Texas	No	
Louisiana	No	Utah	No	
Massachusetts	No	Virginia	No	
Maryland	No	Virgin Islands	No	
Maine	No	Vermont	No	
Marshall Islands	No	Washington	No	
Michigan	No	Wisconsin	No	
Minnesota	No	West Virginia	No	
Missouri	No	Wyoming	No	
Northern Mariana Isl.	No			
How many hours did it take you to complete this application?				

Worksheet 1: Final BEA Rating and Calculations

This form is available as an Excel template in Grants.gov or the Fund's website.

CDFI RELATED ACTIVITIES:

- Line 1: List the dollar value of Equity Investments / Equity-Like Loans for the Baseline Period (Column B) and Assessment Period (Column C). Subtract the value in Column B from the value in Column C and list the result in Column D to yield the change in Qualified Activities. Multiply the amount in Column D by 15% and list the product in Column F to yield the Estimated Award Amount for Equity Investments / Equity-Like Loans.
- Line 2: List the dollar value of CDFI Support Activities for the Baseline Period (Column B) and Assessment Period (Column C). Subtract the value in Column B from the value in Column C and list the result in Column D to yield the change in Qualified Activities. Multiply the amount in Column D by the applicable Award percentage in Column E (18% if the Applicant is a CDFI or 6% if the Applicant is not a CDFI) and list the product in Column F to yield the Estimated Award Amount for CDFI Support Activities.
- Line 3: Add the values listed on lines 1 and 2 of Column F to yield the Estimated Award Amount for CDFI Related Activities.

DISTRESSED COMMUNITY FINANCING ACTIVITIES:

- Lines 4-9: List the dollar value of each sub-category of Distressed Community Financing Activities for the Baseline Period in Column B and for the Assessment Period in Column C. Subtract the value in Column B from the value in Column C for each sub-category of activity and list the result in Column D to yield the change in Qualified Activities. Multiply the amount in Column D for each line by the corresponding Priority Factor in Column E to yield a weighted value. List the weighted value of each sub-category of activity in Column F.
- Line 10: Add the values listed on lines 4 to 9 of Column F to yield a Total Score. List the Total Score in Column F, Line 10.
- Line 11: Multiply the Total Score (Column F, line 10) by the applicable Award percentage (3% (non-CDFI Applicants) or 9% (CDFI Applicants)) to yield an Estimated Award Amount for Distressed Community Financing Activities. List the Estimated Award Amount in Column F, Line 11

SERVICE ACTIVITIES:

- Lines 12-16: List the dollar value of each sub-category of Service Activity for the Baseline Period in Column B and for the Assessment Period in Column C. Subtract the value in Column B from the value in Column C for each sub-category of activity and list the result in Column D to yield the change in Qualified Activities. Multiply the amount in Column D for each line by the corresponding Priority Factor in Column E to yield a weighted value. List the weighted value of each sub-category of activity in Column F.
- Line 17: Add the values listed on lines 12 to 16 of Column F to yield a Total Score. List the Total Score in Column F, Line 17.
- Line 18: Multiply the Total Score (Column F, Line 17) by the applicable Award percentage (3% (non-CDFI Applicants) or 9% (CDFI Applicants)) to yield an Estimated Award Amount for Service Activities. List the Estimated Award Amount in Column F, Line 18.

If the Applicant has carried out no activity in a category during the Baseline Period and/or Assessment Period, write "0" in the applicable columns and check the box in Column A.

CDFI RELATED ACTIVITIES		A	B	C	D	E	F
		Not Reporting	Baseline Period	Assessment Period	Change in Activity	Award Percent	Estimated Award Amount
1.	Equity Investments / Equity-Like Loans	<input type="checkbox"/>				15%	
2.	CDFI Support Activities	<input type="checkbox"/>				6% / 18%	
3.	Estimated Award Amount for CDFI Related Activities:						
DISTRESSED COMMUNITY FINANCING ACTIVITIES		A	B	C	D	E	F
		Not Reporting	Baseline Period	Assessment Period	Change in Activity	Priority Factor	Weighted Value
4.	Affordable Home Mortgage Loans	<input type="checkbox"/>				3.0	
5.	Affordable Housing Development Loans and Project Investments	<input type="checkbox"/>				2.0	
6.	Small Business Loans and Project Investments	<input type="checkbox"/>				3.0	
7.	Home Improvement Loans	<input type="checkbox"/>				3.0	
8.	Education Loans	<input type="checkbox"/>				3.0	
9.	Commercial Real Estate Loans and Project Investments	<input type="checkbox"/>				2.0	
10.	Total Score:						
11.	Estimated Award Amount for Distressed Community Financing Activities:						
SERVICE ACTIVITIES		A	B	C	D	E	F
		Not Reporting	Baseline Period	Assessment Period	Change in Activity	Priority Factor	Weighted Value
12.	Deposits	<input type="checkbox"/>				1.0	
13.	Community Services	<input type="checkbox"/>				1.0	
14.	Financial Services	<input type="checkbox"/>				1.0	
15.	Targeted Financial Services	<input type="checkbox"/>				3.0	
16.	Targeted Retail Savings/Investment Products	<input type="checkbox"/>				1.0	
17.	Total Score:						
18.	Estimated Award Amount for Service Activities:						

Report of Transactions

This form is available as an Excel template in Grants.gov or the Fund's website.

Column A:	Transaction Number (For Fund Use Only)	
Column B: Service Provided/ Borrower/Investee	For Service Activities, report each activity or transaction carried out during the Assessment Period by the service provided. For all other types of activities, report each activity by the borrower, investee, grantee, CDFI, or other recipient.	
Column C: Total Dollar Value	For Service Activities, report the grand total of each category of activity. For all other types of activities, report the total original dollar amount of each transaction.	
Column D: Amount Disbursed to Date	List the total dollar amount disbursed on each transaction by the end of the Assessment Period. For Service Activities, TA provided to CDFIs, and Distressed Community Financing Activities of less than \$250,000: record the same dollar figure as reported in Column B.	
Column E: Census Tract	For CDFI Related Activities, leave this column blank. For all other types of activities, list in the census tract (including the state and county code) where the activity occurred or the borrower, investee, grantee, or other recipient is located.	
Column F: Date of Execution	List the date the activity occurred or the transaction was closed.	
Column G: Date of Initial Disbursement	List the date the Applicant made the initial disbursement. Leave blank if no initial disbursement has been made.	
Column H: Date of Final Disbursement	List the date the Applicant made the final disbursement. Leave blank if the transaction is not fully disbursed.	
Column I: Type of Activity	For all activities, list the type of activity using the abbreviations provided below:	
	<u>CDFI Related Activities:</u>	
	CDFI Equity Investments / Equity-Like Loans	CEI
	CDFI Equity Like Loans	ELL
	CDFI Grants	CG
	CDFI Loans	LNS
	CDFI Deposits / Shares	DS
	TA provided to CDFIs	TAC
	<u>Distressed Community Financing Activities:</u>	
	Affordable Housing Mortgage Loans	AHM
	Affordable Housing Development Loans and Project Investments	AHD
	Commercial Real Estate Loans and Project Investments	CRE
	Education Loans	EDU
	Home Improvement Loans	HIL
	Small Business Loans and Project Investments	SBL
	<u>Service Activities:</u>	
	Deposit Liabilities	D
	Financial Services	FS
	Targeted Financial Services	TFS
	Targeted Savings Products	TSP
	Community Services	CS
Column J: Impact (For Informational Purposes Only)	For Distressed Community Financing Activities, provide the number of the appropriate measure for each transaction: Affordable Housing Mortgages: Number of homebuyers. Affordable Housing Development: Number of units developed or rehabilitated. Small Business: Number of full-time equivalent jobs created or maintained by borrower/investee. Commercial Real Estate: Square footage of commercial real estate. For Financial Services and Targeted Financial Services: Number of accounts opened, checks cashed, etc.. For Targeted Savings/Investment Products: Number of Products sold. For Community Services: Number of individuals who received the identified service.	

PART III: DISTRESSED COMMUNITY MAPS AND WORKSHEETS

Applicants required to designate Distressed Communities and CDFI Partners must create an account on myCDFIFund in order to access CIMS – the Fund’s mapping system. Follow the instructions on the Fund’s website for creating an account. Once the Application has created a myCDFIFund account, it should enter CIMS and follow the directions for completing and saving maps and worksheets of eligible qualified Distressed Communities.

Who Needs to Designate a Distressed Community?

- An **Applicant** must designate one or more Distressed Communities if it is proposing to: (i) carry out Distressed Community Financing Activities and/or Services Activities, and/or (ii) engage in CDFI Support Activities.
- Each **CDFI Partner** that will be the recipient of CDFI Support Activities from an Applicant must also designate a Distressed Community in which it is Integrally Involved.

Definition of Distressed Community

- A Distressed Community, defined in 12 CFR Part 1806.103(r), and as more fully described in 12 CFR 1806.200, consists of a geographic area with continuous boundaries that is located within the boundaries of one Unit Of General Local Government that meets certain minimum population, poverty, and unemployment requirements. The Glossary (available on the BEA Page of the Fund’s website) describes the specific characteristics of a Distressed Community.
- An Applicant may designate an area as a Distressed Community by selecting a Geographic Unit(s) that individually meets the minimum population, poverty, and unemployment requirements. An Applicant may also designate a Distressed Community by selecting two or more *contiguous* Geographic Units that, in the aggregate, meet the geographic, population, poverty, and unemployment requirements -- provided that no designated Geographic Unit within the Distressed Community has a poverty rate of less than 20 percent.
- The CDFI Partner’s designated Distressed Community must meet the requirements of the BEA Program. A Distressed Community as defined by the BEA Program is not the same as an Investment Area as defined by the CDFI Program (i.e., Core and SECA).

Designating a Distressed Community

- An Applicant and/or CDFI Partner designates a Distressed Community by creating: (1) a map; and (2) a List of Eligible Census Tracts in CIMS. For more information on how to use CIMS, please refer the tutorial “**View the Tutorial to help you get started and better understand the myCDFI Mapping System,**” under the Mapping homepage. The tutorial contains step-by-step instructions on how to create a Distressed Community map and a corresponding List of Eligible Census Tracts at your desk.
- An Applicant may designate the same Distressed Community as the recipient of its CDFI Support Activities. This option applies **ONLY** to Applicants whose activities are limited to CDFI Support Activities and is **NOT** available to Applicants proposing Distressed Community Financing Activities and/or Service activities. If this option is chosen, the Applicant must submit a signed Certification 3: Certification for Same Distressed Community Designation.

Registering a Distressed Community Designation or Registering as a CDFI Partners

- Beginning this year, an Applicant seeking an award in the Distressed Community Financing Activity and / or Service Activity categories must first designate its BEA-qualified Distressed Communities and then register them via myCDFIFund.
- In addition, beginning this year, a CDFI Partner that is the recipient of a CDFI Support Activity (i.e., a loan or deposit) must designate BEA-qualified Distressed Communities and then register with the CDFI Fund via its MyCDFIFund account (including the submission of a Statement of Integral Involvement).

- Detailed instructions on registering a Distressed Community designation and registering as a CDFI Partner are available on the Fund's website, under the BEA Program. See the document called "Registration Instructions." The following is a brief overview of the instructions:
 - ✓ Step 1. **CDFI Partners ONLY:** Download a blank Statement of Integral Involvement from Fund's website and save it to your computer. Complete the Statement.
 - ✓ Step 2. If not already registered, register your organization with MyCDFIFund by following the instructions , on the Fund's website (www.cdfifund.gov). Access your organization's MyCDFIFund account.
 - ✓ Step 3: Designate a Distressed Community in CIMS. Note: A Distressed Community as defined by the BEA Program is not the same as an Investment Area as defined by the CDFI Program and for certification as a CDFI.
 - ✓ Step 4: Open the BEA Program Signature Page and attach the Distressed Community designation materials (i.e., the map and worksheet for each Distressed Community). CDFI Partners will also attach the completed Statement of Integral Involvement.
 - ✓ Step 5. Sign and submit the completed Signature Page.

**Due date For Distress Community and CDFI Partner Registration: March 3,
2006 at 5:00 pm ET**

- Each BEA Applicant seeking an award for providing CDFI Support to a CDFI Partner will identify the CDFI Partner by listing its full legal name on the its Report of Transactions. CDFI Fund staff will verify the CDFI Partner is registered via myCDFIFund. Each BEA applicant seeking an award for providing CDFI Support to a CDFI Partner must submit a copy of the CDFI Partner's most recent audited Balance Sheet.

PART IV: REPORTING AND DOCUMENTING QUALIFIED ACTIVITIES

The checklist below provides a summary of required documentation for Qualified Activities. Detailed instructions on reporting and documenting Qualified Activities follows.

Application Checklist: Summary of Required Documentation by Category

Category	Closing Documents	Disbursement Documents	Other Documentation
CDFI Equity: Equity, Pre-Approved Equity-Like Loans, and Grants	<input type="checkbox"/> Investment agreement. <input type="checkbox"/> Stock purchase certificate. <input type="checkbox"/> Equity-Like Loan agreement. <input type="checkbox"/> Grant letter. <input type="checkbox"/> Other forms of documentation acceptable to the Fund.	<input type="checkbox"/> Copies of checks, wire transfer receipts, and credit/debit slips from the general ledger. OR <input type="checkbox"/> Internal documentation (requests for wire transfers or account print screens) AND Certification of Disbursement. <input type="checkbox"/> Other documentation acceptable to the Fund.	<input type="checkbox"/> Copy of the CDFI Partner's Balance Sheet from its most recent fiscal year end.
CDFI Support: Loans, Certificates of Deposit/Share Certificates, TA to CDFI Partner	<input type="checkbox"/> Loan Agreement. <input type="checkbox"/> Promissory note. <input type="checkbox"/> Certificate of Deposit. <input type="checkbox"/> Share Certificate. <input type="checkbox"/> Other documentation acceptable to the Fund.	<input type="checkbox"/> Copies of checks, wire transfer receipts, and credit/debit slips from the general ledger. OR <input type="checkbox"/> Internal documentation (requests for wire transfers or account print screens) AND Certification of Disbursement. <input type="checkbox"/> Other documentation acceptable to the Fund.	<input type="checkbox"/> List of Eligible Census Tracts saved to Applicant's myCDFI Fund account (see below for details). <input type="checkbox"/> Distressed Community Map(s) registered in the CDFI Partner's myCDFI Fund account. <input type="checkbox"/> Statement of Integral Involvement submitted as part of registration in the CDFI Partner's myCDFI Fund account. <input type="checkbox"/> Copy of CDFI Partner's Balance Sheet from its most recent fiscal year end.
Distressed Community Financing Activities	Loans of \$250,000 or more: <input type="checkbox"/> Loan Agreement. <input type="checkbox"/> Promissory note. <input type="checkbox"/> Other documentation acceptable to the Fund.	Loans of \$250,000 or more: <input type="checkbox"/> Copies of checks, wire transfer receipts, and credit/debit slips from the general ledger. OR <input type="checkbox"/> Internal documentation (requests for wire transfers or account print screens) AND Certification of Disbursement. <input type="checkbox"/> Other documentation acceptable to the Fund.	Any Applicant in this Category – regardless of the size of the Qualified Activities: <input type="checkbox"/> List of Eligible Census Tracts saved to Applicant's myCDFI Fund account (see below for details). <input type="checkbox"/> Distressed Community Map(s) saved to Applicant's myCDFI Fund account (see below for details).
Service Activities	<input type="checkbox"/> Deposit Liabilities: narrative on methodology used to determine that: (1) account holders are Residents; and (2) Deposit Liabilities were accepted at a location in the Distressed Community. <input type="checkbox"/> Community Services: narrative describing the methodology used to: (1) derive the value, and (2) determine that Community Services provided to LMI Residents, new small businesses, LMI homeowners, or homeowners in the Distressed Community. <input type="checkbox"/> Targeted Financial Services; New Branch: Certification 1: ETA, First Accounts, or New Branch.		

GENERAL INFORMATION

The following details the requirements for reporting and documenting Qualified Activities. Applicants should use this guidance in conjunction with the instructions for each worksheet as well as the BEA Program Regulations, FY 2005-FY2006 NOFA and FY 2006 NOFA Amendment, and the Supplemental Guidance for Applicants (all available on the Fund's website). The BEA Program regulations contain definitions of all Qualified Activities.

Activities of the Applicant: To be eligible for BEA Program consideration, the Applicant or a Subsidiary of the Applicant must originate all Qualified Activities. Transactions carried out by Affiliates are not eligible. Loans brokered through another institution or loans purchased by the Applicant from another institution are not eligible for BEA Program consideration. If you are unsure of the eligibility of any Subsidiary or Affiliate, contact the Fund for clarification.

Arms-length transactions: To be considered an eligible Qualified Activity, each loan and investment must be an arms-length transaction with a third party that is not an Affiliate of the Applicant.

What to Report: All reported amounts should be rounded to the nearest dollar. For both the Baseline Period and the Assessment Period, report all Qualified Activities that were closed during the applicable period. To be considered Closed:

- The transaction must have been executed on a date within the applicable Assessment Period; and
- The Applicant and the borrower or investee must have entered into a legally binding agreement that specifies the final terms and conditions of the transaction; and
- An initial cash disbursement of loan or investment proceeds must have occurred in a manner that is consistent with customary business practices and is reasonable given the nature of the transaction (as determined by the Fund). If it is normal business practice to make no initial disbursement at closing (as is typical for lines of credit or construction loans), the Applicant must provide a brief narrative stating such and demonstrating that the borrower had access to the proceeds, subject to reasonable conditions (such as meeting certain project milestones), beginning at closing.

Face value: For term loans, each transaction must be reported at the total principal dollar amount of the closed loan or investment, subject to the dollar amount and time limitations imposed by the Fund, and as set forth in the applicable NOFA. For lines of credit (including construction lines of credit), each transaction should be reported at the maximum amount of credit available through the instrument, subject to dollar amount and time limitations imposed by the Fund. For transactions that are not fully disbursed as of the end of the Assessment Period, the amount reported should only reflect the amount expected to be disbursed within 12 months of the end of the applicable Assessment Period (December 31, 2006), subject to dollar amount limitations imposed by the Fund, and as set forth in the applicable NOFA.

Cap on Qualified Activity Amount: In calculating Award amounts, the Fund will count only the amount an Applicant reasonably expects to disburse on a transaction within 12 months from the end of the Assessment Period, but in no event shall the value of a Qualified Activity for purposes of determining a BEA Program Award exceed \$10 million in the case of Commercial Real Estate Loans or any CDFI Related Activities (i.e., the total principal amount of the transaction must be \$10 million or less to be considered a Qualified Activity).

Low-Income Housing Tax Credits; New Markets Tax Credits: Investments for which the Applicant receives federal Low-Income Housing Tax Credits or New Markets Tax Credits as an investor are not considered Qualified Activities. If an Applicant is providing a loan or an investment for a project in which Low-Income Housing Tax Credits or New Markets Tax Credits are a part of the financing package, the activity will be considered a Qualified Activity -- provided that the Applicant and/or any of its Affiliates do not have a ownership stake in the subject project and have not received Low-Income Housing Tax Credits or New Markets Tax Credits in exchange for the investment.

CDFI Related Activities

Eligible CDFI Related Activities:

CDFI Related Activities consists of Equity Investments, Equity Like Loans, and CDFI Support Activities.

Reporting CDFI Related Activities:

On Worksheet 1: Applicant must report the total dollar value of all qualified CDFI Related Activities closed during the Baseline Period and the Assessment Period. Calculate the total dollar value of each category by summing the total principal amount of each grant, investment, deposit, or loan closed during the applicable period. Calculate the dollar amount of Technical Assistance provided to a CDFI Partner during the applicable period by summing the administrative costs of providing such services.

For the purpose of reporting an Applicant's Baseline Period activities on Worksheet 1, the Applicant must report all CDFI Related Activities that it engaged in with any certified CDFI that would have qualified as an eligible CDFI Partner according to the BEA Program regulations and applicable NOFA during the Baseline Period -- not just new activities engaged in with specific CDFIs during the Assessment Period.

On the Report of Transactions: Applicants report the dollar value of each *individual* transaction. For Technical Assistance to a CDFI Partner, list the dollar value of each unit of Technical Assistance according to each CDFI Partner recipient. See instructions for Report of Transactions for additional required information.

TIP The Report of Transactions must reflect the CDFI Partner's full legal name as the Fund will use this document to identify the Applicant's CDFI Partners in order to confirm that each is registered via MyCDFIFund.

Documenting CDFI Related Activities:

Closing Documents: For all CDFI Related Activities (except Technical Assistance provided to CDFIs), provide documentation demonstrating that the transaction closed during the Assessment Period. Such documentation must include a legally binding agreement between the Applicant and the CDFI Partner (e.g., grant letter, loan agreement, promissory note, investment agreement, or stock purchase agreement). Document Technical Assistance provided to CDFIs by providing an itemized list of the administrative costs of providing such services.

Disbursement Documents: For all CDFI Related Activities (except TA provided to CDFIs), provide documentation demonstrating that an initial disbursement occurred during the Assessment Period in a manner consistent with customary business practices and that was reasonable given the nature of the transaction. Acceptable documentation includes copies of checks, wire transfer receipts, and credit/debit slips from the general ledger. Internal requests for wire transfers or account print screens are acceptable documentation if accompanied by a signed Certification 2: Certification of Disbursement. If the Applicant has not made a disbursement on a transaction closed within the Assessment Period, provide a narrative describing: (1) why making no initial disbursement was customary business practice and reasonable given the nature of the transaction, and (2) that funds were available at the CDFI Partner's discretion at closing, subject to reasonable conditions (such as meeting project milestones).

Equity-Like Loans: For purposes of this NOFA, Equity-Like Loans must meet the following characteristics:

1. At the end of the initial term, the loan must have a definite rolling maturity date that is automatically extended if the CDFI continues to be financially sound and carry out a community development mission;
2. Periodic payments of interest and/or principal may only be made out of the CDFI borrower's available cash flow after satisfying all other obligations;
3. Failure to pay principal or interest (except at maturity) will not automatically result in default; and
4. The loan must be subordinated to all other debt except for other Equity-Like Loans.

Notwithstanding the foregoing, the Fund reserves the right to determine, in its sole discretion and on a case-by-case basis, if an instrument meets the above-stated characteristics of an Equity-Like Loan. Applicants are encouraged to submit to the Fund for review, not later than 45 days prior to the Application deadline, all documents evidencing loans that they wish to be considered as Equity-Like Loans. Applicants that do not obtain prior approval of their Equity-Like Loans should submit full CDFI Partner documentation as described below in case the transaction is found to not qualify (in which case the Fund would consider the transaction a CDFI Support Activity).

CDFI Partner Documentation

Eligible CDFI Partners:

For the FY 2006 funding round, an eligible CDFI Partner is a CDFI whose certification is current and valid as of the end of the applicable Assessment Period, and is:

- An Insured Depository Institution or Depository Holding Company that has up to \$500 million in total assets as of its most recently completed fiscal year.
- An Insured Credit Union that has up to \$25 million in total assets as of its most recently completed fiscal year.
- Not an Insured Credit Union, Insured Depository Institution, Or Depository Holding Company, and that has up to \$25 million in total assets as of its most recently completed fiscal year.
- A CDFI exceeding the above asset limits that is proposing a new level or type of activity in a Hot Zone.

Required Documentation:

To demonstrate eligibility, CDFI Partners must submit the following materials (as necessary):

- A CDFI Partner that is the recipient of a CDFI Support Activity (i.e., a loan or deposit) must designate BEA-qualified Distressed Communities and then register with the CDFI Fund via its MyCDFIFund account (including the submission of a Statement of Integral Involvement).
- An Applicant seeking an award in the CDFI Related Category must submit a copy of each CDFI Partner's Balance Sheet (or other appropriate financial statement evidencing that the CDFI meets the asset limits described in the NOFA) for from its most recently completed fiscal year (via the Bank Applicant's paper submission to BPD). A CDFI Partner that exceeds the asset limitations may qualify as a CDFI Partner by submitting (with the paper submission to BPD) information demonstrating that the CDFI Partner is proposing a new level or type of activity in a Hot Zone (see below for additional information on fulfilling this requirement).

CDFI Partners in Hot Zones:

To demonstrate that a CDFI Partner is proposing a new level or type of activity in a CDFI Program-qualified Hot Zone, the CDFI Partner must submit: (1) a Map and Worksheet from the CDFI Program Online Help Desk designating an area that qualifies as a Hot Zone under the CIMS mapping program; and (2) a narrative describing the activity, whether it is a new activity for the designated area or an increase in activity, and how the increase in activity or the new activity will benefit the designated Hot Zone. For step-by-step instructions on creating a map in CIMS, walk through the CIMS tutorial available on the mapping page. The CDFI Partner may submit this narrative and associated Hot Zone designation materials with the paper submission to BPD by the application deadline – or directly to the BEA Program Manager prior to the BEA application due date.

Statement of Integral Involvement:

A CDFI Partner that receives CDFI Support Activities must demonstrate that it is Integrally Involved in a BEA-eligible Distressed Community by: (1) designating a Distressed Community; and (2) providing a Statement of Integral Involvement. (See 12 CFR 1805.104(s)) The Applicant must submit these materials to the Fund via its myCDFIFund account according to the instructions for registering as a CDFI Partner. This information is not required of CDFI Partners that are the recipient of Equity Investments / Equity-Like Loans or Grants.

A CDFI Partner will be found to be "Integrally Involved in a Distressed Community" if it demonstrates, to the satisfaction of the Fund, that:

- At least five percent of its financial transactions or dollars transacted (e.g., loans or equity investments as defined in 12 CFR 1805.104(s)), or five percent of Development Service activities, were made in the Distressed Community identified by the Applicant or the CDFI Partner, as applicable, in each of the three calendar years preceding December 31, 2005, or
- At least ten percent of the CDFI Partner's financial transactions (e.g., loans or equity investments) were made in said Distressed Community in at least one of the three calendar years preceding December 31, 2005, or
- Attained at least five percent of market share for a particular product in said Distressed Community (e.g., it originated five percent of all home mortgages originated in the Distressed Community) in at least one of the three calendar years preceding December 31, 2005.

Statement of Integral Involvement

This form is available as a Word template on the Fund's website (www.cdfifund.gov) .

CDFI Partner: _____

City, State: _____

Name of Distressed Community: _____

Date Began Incurring Operating Expenses: _____
 (information purposes only)

Total Assets: _____
 as of the most recently completed Fiscal Year

- For each type of lending or investing activities, provide an appropriate measure of volume, such as the annual number and dollar amount of loans closed. If the CDFI Partner has more than one type of loan product, it may list each product individually or all together.
- For each type of Development Service, provide an appropriate measure of activity level such as the number of clients receiving technical assistance, marketing loan products, or community meetings.
- For Financial Services, provide an appropriate measure of activity level, such as number of accounts opened each year.
- Information should be provided for the CDFI Partner's three most recently completed fiscal years.

CDFI Partner Activity in Identified Distressed Community	FY 200_			FY 200_			FY 200_		
	Total #/\$ Amount	# / \$ Amount To Distressed Community	% To Distressed Community	Total #/\$ Amount	# / \$ Amount To Distressed Community	% To Distressed Community	Total #/\$ Amount	# / \$ Amount To Distressed Community	% To Distressed Community
Lending/Investments:									
Financial Services:									
Development Services:									

Distressed Community Financing Activities

Eligible Distressed Community Financing Activities:

Affordable Housing Loans; Affordable Housing Development Loans and related Project Investments; Education Loans; Home Improvement Loans; Commercial Real Estate Loans and related Project Investments; and Small Business Loans and related Project Investments.

Affordable Housing Development Loans and related Project Investments: In order to be considered Qualified Activities, Affordable Housing Development Loans and Related Project Investments must be loans or investments to finance the acquisition, construction, and/or development of single- or multi-family residential real property, where at least 60 percent of the units in such property are affordable to Low- and Moderate-Income individuals. For purposes of this application, affordable is defined as a unit that is or will be sold or rented to a Low- and Moderate-Income Individual.

Affordable Housing Mortgage Loans: In order to be considered a Qualified Activity, an Affordable Housing Mortgage Loan must be made to a Low- and Moderate-Income Resident. An Applicant may determine the total dollar value of such loans closed during the Baseline Period and the Assessment Period using one of the following methods (an Applicant may use different methods for the Baseline and Assessment Periods):

- **Exact Count Method:** Collect income data on each mortgage borrower. Use this data to determine which mortgage borrowers are Low- and Moderate-Income Residents. Count only those mortgage loans where the borrower is a Low- and Moderate-Income Resident.
- **Certification Method:** Count the number of mortgage borrowers that the Applicant reasonably believes are Low- and Moderate-Income Residents. Provide a brief analytical narrative with information describing how this determination was made (e.g., all borrowers for a certain mortgage loan must pre-qualify as Low-Income).

Reporting Distressed Community Financing Activities:

On Worksheet 1: An Applicant must report the total dollar value of all qualified Distressed Community Financing Activities closed during the Baseline Period and the Assessment Period. Calculate the total dollar value of each category by summing the total principal amount of each transaction closed during the applicable period. Report the total dollar value of each category on the applicable line of Worksheet 1.

- If the Applicant does not engage in a particular type of activity check the appropriate box in Column A.

On the Report of Transactions: an Applicant must report the total dollar value of *each* individual loan or investment. See instructions for Report of Transactions for additional required information.

Documenting Distressed Community Financing Activities:

Closing Documents: For transactions with a principal value of greater than or equal to \$250,000, the Applicant shall provide documentation showing that the transaction closed during the Assessment Period. Such documentation must consist of a legally binding agreement between the Applicant and the borrower/investee/recipient (e.g., loan agreement, promissory note, investment agreement, or stock purchase agreement).

Disbursement Documents: For transactions with a principal value of greater than or equal to \$250,000, the Applicant shall provide documentation showing that an initial disbursement occurred during the Assessment Period in a manner that was consistent with customary business practices and reasonable given the nature of the transaction. Acceptable documentation includes copies of checks, wire transfer receipts, and credit/debit slips from the general ledger. Internal requests for wire transfers or account print screens are acceptable if accompanied by a signed Certification of Disbursement.

Service Activities

Service Activities include: Deposit Liabilities; Financial Services; Community Services; Targeted Financial Services; and Targeted Retail Savings/Investment Products. The BEA Program regulations, applicable NOFA, and Supplemental Guidance for Applicants contain definitions of these Qualified Activities. An Applicant may only include Financial Services, Targeted Financial Services, and Targeted Retail Savings/Investment Products provided to Low- and Moderate-Income Residents.

Reporting and Documenting Deposit Liabilities:

- Calculate the net change in the amount of eligible Deposit Liabilities within the Baseline Period and within the Assessment Period.
- Report the dollar value of the net change in Deposit Liabilities for each period in the appropriate column on Worksheet 1, Line 12 and on the Report of Transactions. Do not report the total dollar value of Deposit Liabilities as of the last day of each applicable period – instead calculate the net change over the course of the applicable period. Do not report each individual depositor on the Report of Transactions – only report the net change for each period from the Deposit Liabilities Calculation Worksheet.
- Attach a narrative explaining the methodology used to determine that: (1) account holders are Residents; and (2) Deposit Liabilities were accepted at a location in the Distressed Community.

Reporting and Documenting Community Services:

- Calculate the total dollar value of providing the Community Service by determining the administrative cost of providing the activity. For staff time, use the number of hours contributed times the staff person's hourly salary. For other administrative costs, the Applicant should report the actual cost.
- Report the total dollar value of all Community Service Activities for each period on Worksheet 1, Line 13. Report the dollar value of each individual Community Service Activity on the Report of Transactions.
- Submit a narrative describing the methodology used to: (1) derive the value, and (2) determine that the Applicant provided the Community Service to Low- and Moderate-Income Residents, newly-formed small businesses, Low- and Moderate-Income homeowners, or homeowners in the Distressed Community.

Reporting and Documenting All Other Service Activities:

- Determine the total dollar value of Financial Services, Targeted Financial Services, and Targeted Retail Savings/Investment Products provided to Low- and Moderate-Income Residents during the Baseline Period and Assessment Period using one of the following methods:
 - ✓ **Exact Count Method:** Collect income data on each recipient of the specified activity. Use this data to determine which recipients are Low- and Moderate-Income Residents. Multiply this number by (i) the per unit value specified in the NOFA, or (ii) if the activity is not specified in the NOFA, by the Applicant's estimate of the per unit value.
 - ✓ **Certification Method:** Take the number of recipients that the Applicant reasonably believes are Low- and Moderate-Income Residents and multiply it by (i) the per unit value specified in the NOFA, or (ii) if the activity is not specified in the NOFA, by the Applicant's estimate of the per unit value. The Applicant must provide a brief analytical narrative with information describing how this determination was made.
- Report the combined total dollar value of Financial Services, Targeted Financial Services, and Targeted Retail Savings/Investment Products on the applicable line of Worksheet 1 and on the Report of Transactions. Do not report the value of each individual service activity separately on the Report of Transactions (i.e., do not list each check cashed or new account opened separately on its own line on the Report of Transaction). In the first column, indicate the transaction according to the type (e.g., "checks cashed" or "new accounts opened").
- For Financial Services, if using a per unit value not prescribed in the NOFA, describe the methodology used to derive the value. The Fund will determine if this value is acceptable.
- An Applicant seeking an Award for providing Targeted Financial Services or for opening a new retail branch must complete and submit Certification 1: ETA, First Accounts, or New Branches.