FY 2013 CDFI & NACA Program Funding Round
Frequently Asked Questions

These Frequently Asked Questions help Applicants answer questions that often arise as they are completing their Applications. We have gathered these questions over the years and update them each year before the NOFA is released.

However, we may also update these questions while a funding round is open. We will issue a notification on our website letting Applicants know new questions have been added. We will indicate new questions and answers on this page, along with the date they were added. You are also encouraged to check back on occasion during a funding round to see if new questions have been added.

Updated Frequently Asked Questions as of February 12, 2013

1. **My organization is a CDFI and/or NACA Program FA Applicant that was originally or most recently certified prior to February 1, 2010. Am I required to be recertified by the CDFI Fund?**
   Yes. FA Applicants that were originally or most recently certified prior to February 1, 2010 must apply to the CDFI Fund for recertification no later than 11:59 PM EST on April 1, 2013. The CDFI Fund has updated its certification website, www.cdfifund.gov/cdficert, to include the new certification application as well as additional guidance. Certified CDFI Applicants that have questions about their certification status and/or the need to be recertified should review the List of Certified CDFIs with Recertification Application Due Dates, at the same webpage listed above. Applicants that have questions about the certification or recertification process should contact the CDFI Fund's Certification Compliance Monitoring, and Evaluation (CCME) office at 202-653-0423 or ccme@cdfi.treas.gov.

2. **My organization is required to be recertified. If we do not submit a recertification application by the April 1st deadline, will we be eligible to receive a CDFI or NACA Program FA award?**
   No. FA Applicants that were originally or most recently certified prior to February 1, 2010 must submit a recertification application by the April 1st deadline in order for the CDFI Fund to make a certification determination during the FY 2013 funding round.

3. **I am applying for a FA award and have not previously been certified by the CDFI Fund. What is the deadline for submitting a certification application?**
   CDFI and/or NACA Program Applicants that have not previously been certified as a CDFI but for which an award is contingent upon certification must submit a certification application no later than the 11:59 PM EST on April 1, 2013.

4. **What font size should be used for the FA or TA Application Narrative?**
   Correction to Question 20 – The Application Narrative template automatically defaults to Times New Roman 12pt font setting. Applicants do not have the ability to change this setting in the Word document.

5. **The CDFI and NACA Program Application Guidance states that the end of the matching funds window for the FY 2013 funding round is March 14, 2014. However,**

the CDFI and NACA Program NOFA states that the end of the matching funds window is January 15, 2014. Which date is correct?
The end of the matching funds window for the FY 2013 funding round is January 15, 2014.

6. **The Matching Funds Breakout Table (Excel attachment) includes two "Total" columns (columns I and J) with identical formulas and the "Comments & Contact" column (column H) is hidden. What should I do?**
Even though columns I and J provide the same information, Applicants can leave both "Total" columns in the spreadsheet. Applicants should unhide the "Comments & Contact" column (column H) and provide information in this field as directed in the Application Guidance. Applicants will not be penalized if Columns I, J, or H are not completed correctly. Furthermore, Applicants will not be penalized if they do not unhide and complete Column H.

7. **What period of time should the information included in Table E (Customer Profile) cover?**
Please include the characteristics of your organization's borrowers for the most recently completed fiscal year.

8. **What is the minimum prudent standard (MPS) for the Earnings Ratio measure?**
There is no minimum prudent standard for the Earnings Ratio measure. This ratio is calculated as Total Net Income/Total Assets.

Updated Frequently Asked Questions as of January 24, 2013
9. **What are the major changes for FY 2013?**
Matching Funds (Clarification) – In FY 2012, Congress waived the matching funds requirement for Category 1/SECA and NACA FA Applicants. Consequently, this waiver remains in effect under the current Continuing Resolution for FY 2013 appropriations. Therefore, the matching funds requirement pertains to Category II/Core FA Applicants only. Core Applicants must have 50% of matching funds in-hand or firmly committed at the time of Application submission.

10. **If I am a SECA or NACA FA Applicant, will I be given the opportunity to submit matching funds if Congress does not waive the requirement in the final appropriation? Also, will I have the ability to change my award request if this occurs?**
Yes, the CDFI Fund will provide additional guidance for SECA and NACA FA Applicants if matching funds are required in the final appropriation. However, Applicants will not be permitted to change their award request, including the type of award requested (FA or TA) and amount of award requested.

11. **Does the CDFI Fund expect Applicants to provide year-to-date or projected data for the "Current Year" column in Tables J, M, N, O, P, and Q?**
Please refer to the table below (Applicable for all Applicants regardless of Fiscal Year End):

Year-to-date Data	Tables J, O, P, and Q
Projected Data	Tables M and N

12. Can you provide additional guidance for Applicants with a Fiscal Year End (FYE) date of December 31? More specifically, a) how should we enter information into the applicable tables in Part III and b) what financial statements are we required to submit?

a) Applicants with a FYE date of December 31 should use 2013 as their current year in the applicable tables in the fillable pdf. Since Applicants are not able to manually modify the dates in the tables, Applicants should populate the "Current Year" (2012) column with data for FY 2013. Additionally, historic data should be provided for FY 2010-2012 and projected data should cover FY 2014-2018. (Refer to the sample tables below). Instructions for completing the tables impacted by this error can be found in Step 11 (pages 22-29) in the Application Guidance.

Sample for 12/31 FYE in Tables J, M, and N

	Historic Data			Current Year	Projected Data				
Auto-populated Fiscal Year Headings	2009	2010	2011	2012	2013	2014	2015	2016	2017
Revised Applicant Instructions	Enter FY 2010 data	Enter FY 2011 data	Enter FY 2012 data	Enter FY 2013 data	Enter FY 2014 data	Enter FY 2015 data	Enter FY 2016 data	Enter FY 2017 data	Enter FY 2018 data

Sample for 12/31 FYE in Tables O, P, and Q

	Historic Data			Current Year
Auto-populated Fiscal Year Headings	2009	2010	2011	2012
Revised Applicant Instructions	Enter FY 2010 data	Enter FY 2011 data	Enter FY 2012 data	Enter FY 2013 data

The CDFI Fund understands that audited or reviewed financial statements may not be available for FY 2012. Therefore, Applicants should provide internally prepared statements for FY 2012. Regulated applicants should also provide financial ratio summary pages for the last three completed fiscal years. If the financial ratio summary page for the most recently completed fiscal year is not available, provide the summary page for up to the most recently completed quarter. Instructions for submission of financial statements by institution type can be found in Step 15.4 (pages 40-41) in the Application Guidance.

13. What time period should the information reported in the Customer Profile Chart (Table E) cover?
The information provided in the Customer Profile Chart (Table E) should describe the clients you have served during your most recently completed fiscal year.

14. I am a credit union applicant and I noticed that the Total Liabilities line for my most recently completed FYE in Table M2 is calculating incorrectly. What should I do?

Please enter the applicable financial information from your NCUA 5300 Call report for all line items in Table M2. The CDFI Fund will ensure that this line item is correctly scored during the review process.

15. **Step 8.5 (Item 13 – Funding Period) in the Application Guidance instructs Applicants to use September 31st as the funding period date in the SF-424. However, this date does not exist. What is the correct funding period end date?**
TA Applicants should select an end date of September 30, 2015. FA, HFFI-FA, and NACA Sponsoring Entity Applicants should select an end date of September 30, 2016.

16. **My organization's partnership(s) do not meet the definition of Community Partner included in the Application Guidance. Should I still discuss my partnership(s) in Part V.9 (Community Partners) of the narrative?**
Yes, Applicants can discuss their partnerships in Part V.9 even if it does not meet the CDFI Fund's definition of Community Partner. Furthermore, use this space to explain how the partnerships enhance the ability of the Applicant to carry out the objectives of its Comprehensive Business Plan.

17. **I am confused about the order of Step 16 and Step 17. Do I save and submit and then upload my accompanying documents? Please clarify.**
Please attach all documents listed in Step 17 before you "Save & Submit" your application in Grants.gov, as stated in Step 16. To further clarify, follow the four steps listed below to submit your application with the attachments:
1. Once you have properly completed all required documents and attached any required or optional documentation to the PDF application, save the completed application by clicking on the "Save" button.
2. Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
3. The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
4. You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

18. **Am I required to submit a Certification of Material Events form with my FY 2013 CDFI or NACA Program application?**
No. Applicants applying under the FY 2013 CDFI and NACA Program funding rounds are not required to submit the Certification of Materials Events form.

Frequently Asked Questions as of December 20, 2012
19. **What are the major changes for FY 2013?**
a) Matching Funds – In FY 2012, Congress waived the matching funds requirement for Category 1/SECA and NACA FA Applicants. Consequently, this waiver remains in effect under the current Continuing Resolution for FY 2013 appropriations. Therefore, the matching funds requirement pertains to Category II/Core FA Applicants only. Core Applicants must have 50% of matching funds in-hand at the time of Application submission.

b) CDFI Certification Requirements – In order to receive a FA award in the FY 2013 funding round, Applicants must be newly certified or recertified in Calendar Year 2013, unless the Applicant is a Certified CDFI whose original three-year certification term has not expired. Additional information will be forthcoming from the CDFI Fund in late January 2013. This information will be announced publicly, as well as individually sent to each existing Certified CDFI.

c) Eligible Uses of FA Awards – Operations is no longer an eligible use of FA funding. FA awardees are held to a Deployment Performance Goal & Measure in their CDFI or NACA Program assistance agreement that stipulates an *equivalent* of 85 percent of the total FA award must be lent or invested in their certified Target Market by the end of the three year Performance Period. Awardees can use the 15 percent that is not calculated towards their Deployment Performance Goal & Measure for operations or other purposes.

d) Application Narrative – The narrative section of the CDFI and NACA Program Applications will no longer be completed in the fillable pdf. Applicants must provide narrative responses in the *FY 2013 CDFI & NACA Program FA or TA Application Narrative* MS Word document template.

e) Application Guidance – There is one combined CDFI and NACA Program Application Guidance document for the FY 2013 funding round. However, CDFI and NACA Applicants will continue to submit separate pdf Application forms.

f) Persistent Poverty Award Commitments – In FY 2012, Congress mandated that at least ten percent of the CDFI Fund's appropriation be directed to persistent poverty counties. This requirement remains in effect under the current Continuing Resolution for FY 2013 appropriations, this requirement remains in effect. FA Applicants should review the list of persistent poverty counties found at www.cdfifund.gov/persistentpoverty and indicate in the MS Excel Application attachment the minimum and maximum percentage of its award request that it will deploy in persistent poverty counties. TA Applicants do not need to submit persistent poverty award commitments.

g) Distress Points – In the FY 2012 funding round, CDFI Program FA Applicants were awarded up to four points for committing to serve highly distressed communities based on census tract-level indicators. Distress points will no longer be awarded in the FY 2013 funding round.

h) System for Award Management (SAM) – The Central Contractor Registration (CCR) system, which was previously used by CDFI and NACA Program Applicants and awardees, has been replaced by the System for Award Management (SAM). You must have an active SAM account in order to submit funding Applications through Grants.gov. If you do not have an active account, please visit www.SAM.gov to learn about the requirements and steps for SAM registration. Applicants are also encouraged to review the SAM Frequently Asked Questions (FAQs) document found on the CDFI Fund's website.

20. What font size should be used for the FA or TA Application Narrative?
The Application Narrative template automatically defaults to Times New Roman ~~Arial~~ 12pt font setting. Applicants do not have the ability to change this setting in the Word document.

21. Are there character, word, or page limits for the FA or TA Application Narrative?
The character limits for each narrative question are listed in the Application Guidance. The Application Narrative template will not allow Applicants to enter text beyond the established character limits for each question.

22. What fields must be completed in the SF-424?
Applicants are only required to complete the fields highlighted in yellow. In addition, the form allows an electronic signature. Therefore, Applicants do not need to print/sign/scan the form.

23. How does the CDFI Fund define the "Primary Line of Business" in Question 6a of Part II, Eligibility?
The CDFI Fund intends for Applicants to define what loan or investment activity constitutes the majority of their overall community and economic development lending activity.

24. How should I describe my track record if I am a new organization without much history of activity?
Applicants without a history of activity should provide an in depth explanation of their plan for providing financial products and services to their Target Market, including their overall business strategy that will lead to sustainable operations.

25. How do I apply for a Healthy Food Financing Initiative (HFFI) FA award?
CDFI Program FA Applicants (Core & SECA) that are interested in applying for a HFFI-FA award must complete the FA Application and indicate you are applying for HFFI-FA in Part 1. Organizational Information: Question 5 - Requested Award Type & Amount. NACA FA Applicants are also eligible to apply although they must select "CDFI" under the "Application" field above Part 1. Question 5. This will allow the HFFI award request box to appear. All Applicants that apply for a HFFI-FA award and meet a minimum FA score will also be required to complete a supplemental questionnaire, which the CDFI Fund will distribute to only those HFFI-FA Applicants at a later date. If you do not indicate that you are applying for an HFFI-FA award at the time your Application is submitted, you will not receive the supplemental questionnaire and will not be considered for an HFFI-FA award. If you are not selected for a HFFI-FA award, you will still be considered for a FA award.

26. Can an Awardee receive a NACA Program award and a CDFI Program award in the same funding round?
No. Although Certified Native CDFIs have the option to apply for FA or TA under the CDFI Program, NACA Program, or both, only one award will be given to an awardee per funding round.

27. Are FY 2012 CDFI and NACA Program Awardees eligible to apply for an award under the FY 2013 funding round?

Yes, organizations with prior awards are eligible to apply in consecutive years as long as all requirements related to prior awardees, as set forth in the NOFA, are met.

28. **Do I need a myCDFIFund account in addition to a Grants.gov account?**
Yes, Applicants must have a myCDFI Fund account. The EIN associated with the myCDFI Fund account must match the EIN used to register with Grants.gov. Go to www.CDFIFund.gov and click on "Log onto myCDFI Fund" to access the system. Follow instructions in the "Help" tab to establish a new user and organization account. Organizations with existing accounts must ensure that all organizational information is up to date since this will be used by the CDFI Fund as the primary means of communications with Applicants.

29. **Who should I contact if I experience technical issues when completing the Grants.gov registration and/or Application submission process?**
Call Grants.gov at 1-800-518-4726 to report technical problems with the registration and or Application submission process. The Grants.gov hours of operation are 24 hours a day, 7 days a week (Grants.gov is closed on federal holidays). Be sure to save the Grants.gov tracking and/or case number that you may receive during the call.

The CDFI Fund cannot help to resolve Grants.gov technical issues as it does not maintain the Grants.gov system. Please be sure to register and submit early in order to limit the opportunity for last minute mishaps. The CDFI Fund will only accept Applications submitted through Grants.gov by the deadline.

30. **How will I know if I have successfully submitted my Application?**
When you are ready to submit your CDFI and/or NACA Program Application package, you must have Internet access. The person registered with Grants.gov as your organization's Authorized Organization Representative (AOR) must be logged into his/her Grants.gov account. (If the AOR is not logged into his/her Grants.gov account, but is connected to the Internet, after pressing the Submit button, the AOR will be asked to log into his/her Grants.gov account.)

Upon successful submission, the AOR will receive an automated email that confirms receipt of an Application package and states that the package is being validated. It can take Grants.gov several hours, up to a couple of days, to generate this automated email.

Since this is the only way to know whether or not your package was submitted successfully, the CDFI Fund strongly encourages you to submit your Application early. If you do not receive the Grants.gov email within one hour of pressing the submit button, you should call the Grants.gov Help Desk at 1-800-518-4726 to confirm that the package has been received.

Once your package has been validated, you will receive a second message notifying you that your Application has been validated and sent to the CDFI Fund. If you do not receive such validation, it may mean your Application has not been submitted properly. You are responsible for submitting your Application properly.

The CDFI Fund will not accept Applications that are not submitted properly or after the deadline. Applicants are responsible for ensuring Grants.gov has successfully received their Application submission.

31. **Who do I contact to ask questions about the CDFI Fund's CDFI certification or recertification requirements?**
Applicants that have questions about their certification status and/or the certification or recertification process should contact the CDFI Fund's Certification Compliance Monitoring, and Evaluation (CCME) office at 202-653-0423 or ccme@cdfi.treas.gov.