

# COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

[www.cdfifund.gov](http://www.cdfifund.gov)



# Community Development Financial Institutions (CDFI) Fund

FY 2015 CDFI & NACA Programs **Matching  
Funds** Guidance Webinar

PRESENTED BY  
CDFI & NACA Program Team

PRESENTED On  
September 2014

# Your Presenters



## CDFI and NACA Program Team

Candace Herring, Acting Associate  
Program Manager

# Presentation Agenda



CDFI & NACA Program Matching Funds  
Overview

What's New or Different for FY2015

Steps and Guidance for Completing  
Match Funds Process

Contact Information

# Overview: What are Matching Funds?



- Matching Funds determine eligible award amount and form
- Forms: Grants, loans, equity, deposits, secondary capital, and in-kind contributions
- Required for Core FA, SECA FA and NACA FA Applicants
  - 50 percent of award request must be “In-hand” and/or “Committed” at time of application submission

# Presentation Agenda



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# Changes for FY 2015



- CORE, SECA, NACA-FA Requirement
  - Third party in-kind contributions will be accepted as an eligible form of Matching Funds
    - Eligible in-kind contributions will be matched in the form of a grant
    - The fair market value of goods and services received as in-kind contributions must be documented by the Applicant.
  - The designated use of matching funds, as approved by the non-Federal funder, must coincide with eligible FA activities



# Matching Funds Breakout Table

ABC Corporation

## Matching Funds Breakout Table

Directions:

- 1) **Type:** For each type of match (i.e. Grant, Equity) please list the source provider. If you have more than one source provider please insert a line. For example if you have two grants from different sources please add a line for each source. If additional rows are needed insert them in the middle of the table so that the "Total" formulas are automatically updated. Grants below \$50,000 are aggregated and the proper information should be filled out in Tab 14. The total should automatically populate from the MF Grants under \$50,000 (Tab 14).
- 2) **Name of Match Provider:** Insert the name of your matching funds provider.
- 3) **Program:** You must designate which program the match will be applied to. Choose either "FA" for standard Financial Assistance or "HFFI-FA" for the Healthy Foods Financing Initiative. Unless otherwise noted, the CDFI Fund reserves the right to reallocate Matching Funds between programs.
- 4) **Amount:** Insert the total amount of the award to be used as matching funds.
- 5) **Status:** Refer to the Matching Funds Guidance Tab 12, Step 1 and select status from dropdown menu.
- 6) **Date:** Refer to the Matching Funds Guidance Tab 12, Step 1 and insert appropriate date.
- 7) **Comments:** In the comments box, insert any additional or clarifying information. Refer to the Matching Funds Guidance Tab 12 for additional information.

Type	Name of Match Provider	Program	Eligible FA Activity	Amount	Status	Date	Comments
Please Select							
Please Select							
Please Select							
Please Select		---	---	\$ -	---		
Please Select		---	---	\$ -	---		
Please Select		---	---	\$ -	---		
Please Select		---	---	\$ -	---		
Grant total below \$50,000				\$ -			
Retained Earnings							
Core FA Subtotal				\$ -	0%		
HFFI-FA Subtotal				\$ -	#VALUE!		
<b>TOTALS</b>				\$ -			



# Materials Needed

- Matching Funds Guidance
- Matching Funds Breakout Table
- Retained Earnings Guidance (if applicable)

# Presentation Agenda



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# Steps for Completing Matching Funds



- Step 1: Determine Status of Match
- Step 2: Determine Eligibility
- Step 3: Review Documentation
- Step 4: Complete Breakout Table
- Step 5: Upload Documentation



# Step 1: Status

- Matching Funds Window
  - January 1, 2013- January 15, 2016
    - All documentation must be received by January 31, 2016
- Committed vs. In-hand status
  - Committed: Legal documentation noting commitment to receive funds
  - In-hand: Funds received, with proof of payment

# Sample Matching Funds Break out Table



Type	Name of Match Provider	Program	Eligible FA Activity	Amount	Status	Date	Comments
Grant	Foundation Money	FA	Loan Loss Reserves	\$ 400,000.00	In-Hand	01/30/13	
Grant	Foundation Money	FA	Financial Products	\$ 400,000.00	Committed	12/31/12	Multiple Disbursements to be received by December 2014
Grant							
Loan							
Please Select		---	---	\$ -	---		
Please Select		---	---	\$ -	---		
Please Select		---	---	\$ -	---		
Please Select		---	---	\$ -	---		
Grant total below \$50,000				\$ 60,000.00	In-Hand		
Retained Earnings					In-Hand		
Core FA Subtotal				\$ 800,000.00	114%		
HFFI-FA Subtotal				\$ -	#VALUE!		
<b>TOTALS</b>				<b>\$ 860,000.00</b>			



## Step 2: Eligible Sources

- Private funds from foundations and non-federal sources
- Federal Home Loan Bank, Fannie Mae and Freddie Mac Corporate Foundations
- Loan and fee forgiveness
- Donations of securities such as stock or loans receivable
- Adjusted Retained Earnings
- In-Kind Contributions



## Step 2: Ineligible Sources

- All Federal funds obtained directly from a Federal agency or indirectly from a pass-through entity
- Previously used funds for the CDFI Program FA award or another Federal grant
- Proceeds from a service contract
- Repayment of loan principal and interest

# FY 2015 Standard Loan Product



Term Sheet	
Amount	Based on submission of Matching Funds
Rate	2.5% fixed rate
Term	Thirteen (13) years
Principal	Principal amortized payments due in years eleven through thirteen
Interest Payments	Semi-annual
Collateral Requirements	None
Lender Position	Senior



# Loan Eligibility Requirements

- Loan submitted as Matching Funds must have a term of three years or more
- The following two loan options may also be considered eligible to be used as Matching Funds, refer to guidance for additional detail:
  - Lines of Credit
  - Renewals within Matching Funds Window



# Step 3: Documentation

- All documentation must clearly define the following:
  - Source
  - Date
  - Amount
  - Proof of Payment (to confirm in-hand status)

# Grants and Contributions below \$50,000, including In-Kind Contributions.



- Table-Tab 14 in Application Excel Workbook:

**UNITED STATES DEPARTMENT OF THE TREASURY**  
**Community Development Financial Institutions (CDFI) Fund**  
**FY 2014 CDFI & NACA Program Application**  
**FINANCIAL ASSISTANCE**  
**Grants and Contributions Under \$50,000**

ABC Corporation

Documentation for Grants and Contributions Under \$50,000						
Directions: Please refer to Matching Funds Guidance Tab 12 to fill out this table. Total Amount will link to Tab 13 Matching Funds Breakout Table. Please ensure correct date for each column. This Chart serves as the documentation for all grants below \$50,000. Acceptable Contact Data should include email address and/or phone number.						
Source	Eligible FA Activity	Amount	Date	Contact Name:	Contact Email Address:	Contact Phone Number:
Community Foundation ABC	Financial Products	\$ 20,000	1/31/2013	Program Officer	<a href="mailto:Pofficer@ABCFoundation.org">Pofficer@ABCFoundation.org</a>	(555) 555-5555
Mickey Mouse	Development Services	\$ 5,000	2/22/2014	M. Mouse	<a href="mailto:MickyM@acmcy.org">MickyM@acmcy.org</a>	(555) 555-5555
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<b>TOTALS</b>		<b>\$ 25,000</b>				

**Contact Name**  
 Please enter the name of the Contact Person.

# Step 4: Complete Matching Funds Breakout Table



ABC Corporation

### Matching Funds Breakout Table

Directions:

**1) Type:** For each type of match (i.e. Grant, Equity) please list the source provider. If you have more than one source provider please insert a line. For example if you have two grants from different sources please add a line for each source. If additional rows are needed insert them in the middle of the table so that the "Total" formulas are automatically updated. Grants below \$50,000 are aggregated and the proper information should be filled out in Tab 14. The total should automatically populate from the MF Grants under \$50,000 (Tab 14).

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**4) Amount:** Insert the total amount of the award to be used as matching funds.

**5) Status:** Refer to the Matching Funds Guidance Tab 12, Step 1 and select status from dropdown menu.

**6) Date:** Refer to the Matching Funds Guidance Tab 12, Step 1 and insert appropriate date.

**7) Comments:** In the comments box, insert any additional or clarifying information.

Refer to Matching Funds Guidance Tab 12 for additional information.

Type	Name of Match Provider	Program	Eligible FA Activity	Amount	Status	Date	Comments
Grant	Foundation Money	FA	Loan Loss Reserves	\$ 400,000.00	In-Hand	01/30/13	
Grant	Foundation Money	FA	Financial Products	\$ 400,000.00	Committed	12/31/12	Multiple Disbursements to be received by December 2014
Grant	Foundation Big Money	FA	Development Services	\$ 500,000.00	In-Hand	06/30/14	
Loan	Bank For Community Development	FA	Capital Reserves	\$ 145,000.00	Committed	03/31/14	\$1,000,000 loan
Please Select		---	---	\$ -	---		
Please Select		---	---	\$ -	---		
Please Select		---	---	\$ -	---		
Please Select		---	---	\$ -	---		
Grant total below \$50,000		FA	Financial Products	\$ -	In-Hand		
Retained Earnings		HFFI-FA	Financial Products	\$ 450,000.00	In-Hand	12/31/14	
Core FA Subtotal				\$ 1,445,000.00	206%		
HFFI-FA Subtotal				\$ 450,000.00	#VALUE!		
<b>TOTALS</b>				<b>\$ 1,895,000.00</b>			



# Step 5: Upload Documentation

- Save file as: Applicant Name\_Matching Funds
- PDF Documentation for Upload:
  - Cover Page
    - Source
    - Total Amount
  - Legal Documentation
  - Proof of Payment (to confirm in-hand status)
- Retained Earnings and Grants below \$50,000 have unique requirements



# Additional Guidance

Additional information about the FY 2015 CDFI and NACA Programs Application, including webinars covering the following topics, can be found at [www.cdfifund.gov/cdfi](http://www.cdfifund.gov/cdfi):

- FY 2015 CDFI Program Overview
- FY 2015 NACA Program Overview
- FY 2015 NACA Program Sponsoring Entities & Emerging Native CDFIs
- FY 2015 CDFI & NACA Programs HFFI-FA
- FY 2015 CDFI & NACA Programs FA and TA Narrative Template
- FY 2015 CDFI & NACA Programs Application Excel Workbook
- FY 2015 CDFI & NACA Programs Retained Earnings

# Contact Information for Applicants



## CDFI & NACA Program Help Desk

[cdfihelp@cdfi.treas.gov](mailto:cdfihelp@cdfi.treas.gov)

(202) 653-0431, Option #1



**for participating in today's training!**

The CDFI Fund is an equal opportunity provider.