

Non-substantive Change Justification Memo
Community Development Financial Institutions Fund
CDFI Program FY 2012 Application
OMB Paperwork Reduction Act No.1559-0021

The Community Development Financial Institutions (CDFI) Fund requests prompt PRA approval of a non-substantive, non-material change to the CDFI Program application for the 2012 round. The agency plans to release this application to the public no later than October 26, 2011.

The PRA number for this application was renewed on May 24, 2010 with an expiration date of February 28, 2013. This approval was based on the 2011 version of the application. This request reflects the addition of one question, which will gather information on how an applicant is collaborating with other federal agencies on neighborhood revitalization strategies. The question is being added to determine the degree to which applicants are participating in such strategies as part of a national initiative.

The CDFI Fund estimates the addition of a new question (see below) will add no more than one-half of an hour to the paperwork burden per applicant. (Paper work burden is currently estimated at 100 hours per applicant with 200 applicants per funding round.) This non-substantive change will increase the paperwork burden by a total of 100 hours.

The CDFI application includes nine sections, each requiring multiple narrative responses, and incorporates worksheets. Applicants submit this application via an electronic form so that the CDFI Fund can evaluate applicants for CDFI Program awards. The CDFI Fund collects this information once per funding round.

The annual requirements for completing the application and updated deadlines are communicated via a Notice of Funding Availability (NOFA) published in the Federal Register and through various agency outreach materials posted on the CDFI Fund website. The NOFA will remain largely the same for FY 2012 as it was for 2011, with dates and times updated for the new round schedule.

Added Question:

1. **Responsiveness to Target Market Needs** section; 5B. Service to the Target Market: Discuss Strategies for Serving the Target Market:

Question #2 - Discuss the extent to which your efforts will be part of, and contributing to, an area's broader neighborhood revitalization strategy. (Page 42 of the attached FY 2012 CDFI Program application)