

Supporting Statement for Paperwork Reduction Act Submissions
Community Development Financial Institutions Fund (the CDFI Fund)
Community Development Entity (CDE) Certification Application
OMB Control Number 1559-0014
CDFI Form 0019

A. Justification

1. Circumstances necessitating collection of information

Pursuant to 12 U.S.C 4701 et seq. the Community Development Financial Institutions Fund (the CDFI Fund) administers the New Markets Tax Credit Program (NMTC Program). The CDFI Fund's mission is to increase economic opportunity and promote community development investments for underserved populations and in distressed communities in the United States. In order to qualify for a NMTC Program allocation award from the CDFI Fund, an applicant must be certified by the CDFI Fund as a Community Development Entity (CDE). As an integral part of the CDE Certification procedure, the CDFI Fund has developed a CDE Certification Application, which is used to determine whether an entity seeking CDE certification meets the CDFI Fund's requirements for such certification.

2. Method of collection and use of data

The CDE Certification Application will be collected from entities seeking CDE certification. The data collected via the CDE Certification Application will be used by the CDFI Fund to evaluate whether an entity may be certified as a CDE.

3. Use of Information Technology

At present, the CDE Certification Application is collected in paper format (PDF fillable). The CDFI Fund is planning to collect the renewed CDE Certification Application electronically either in part or in its entirety. The CDFI Fund is at the stage of evaluating proposals from vendors to develop an electronic awards management information system, which is expected to contain a CDE Certification Application component. This current initiative is broadly expected to create efficiencies across all CDFI Fund programs, and replaces the previous effort to develop a stand-alone electronic certification application. The CDFI Fund is also evaluating proposals from vendors to revise its electronic mapping system.

4. Efforts to identify duplication

Similar information is not available from other sources. The CDE Certification Application does not duplicate any other CDFI Fund or Federal program information-gathering tool.

5. Impact on small entities

This collection of information is not expected to have significant impact on small entities.

6. Consequences of less frequent collection and obstacles to burden reduction

Since CDE certification is a prerequisite for receiving NMTC Program allocation awards from the CDFI Fund, the CDE Certification Application is a critical part of the NMTC Program. Moreover, once certified, an entity's certification lasts indefinitely or until it ceases to meet the requirements for CDE certification.

7. Circumstances requiring special information collection

Any confidential business information submitted by applicants is safeguarded through the CDFI Fund's records management procedures and information technology security protocols.

8. Solicitation of comments on information collection

Comments on the CDE Certification Application were solicited via notice in the Federal Register on July 20, 2012, (77 FR 42832). No comments were received.

9. Provision of payment to respondents

No payments or gifts will be made to respondents.

10. Assurance of confidentiality

The CDFI Fund is subject to all Federal regulations with respect to confidentiality of the information provided in this collection of information. The CDFI Fund has provided no other assurances of confidentiality to respondents.

11. Justification of sensitive questions.

No questions of a sensitive nature are asked in this collection of information.

12. Estimate of the hour burden of information collection.

The total hour burden of this information collection is estimated at: 300 respondents x 1 response x 3.75 hours per respondent = 1,125 hours. As noted above, once certified as a CDE, an entity's certification lasts indefinitely provided the entity continues to meet the certification requirements.

# Respondents	# Responses Per Respondent	Annual Responses	Hours Per Response	Total Burden
300	1	300	3.75	1,125

13. Estimate of total annual cost burden to respondents

It is not expected that this information collection will have a cost burden to respondents. No purchases of equipment or services are necessary for this information collection.

14. Estimate of annualized cost to the Government

The cost to the Federal government is the CDFI Fund staff time required to review certification applications that are submitted by CDEs.

15. Any program changes or adjustments

The CDE Certification Application has been formatted as a fillable PDF document for ease of use. It is expected that this formatting update will reduce the burden by 15 minutes for a total burden reduction of 75 hours due to program change.

16. Plans for information tabulation and publication

Confidential or proprietary information collected through this information collection will not be published.

17. Reasons for not displaying expiration date of OMB approval

Display of the expiration date may lead to confusion among respondents who may have identical forms with a different expiration dates in their possession or lead them believe that this date represents a due date or sunset date. We request a non-display of the OMB expiration date.

18. Explanation of exceptions to certification statement

Not applicable.

B. Collections of Information Employing Statistical Methods

Not applicable.