

CDFI Pricing Samples

Below are samples of two different CDFIs joining OTIS, so that you can better see the overall cost of joining based on their unique situations.

EXAMPLE #1: A RECENTLY CERTIFIED NCDFI IN OPERATION FOR 3 YEARS

Cost Breakdown

SERVICE	COST FOR YEAR 1
Set-up & Licensing Fee	\$999.00
On-Going Expenses	\$138.00 a month
Technical Assistance Plan Selected	\$1,200.00
Customization	\$3,302.00
Add-on Modules	\$0.00
TOTAL FIRST YEAR ONE-TIME AND RECURRING ESTIMATE	\$7,157.00
TOTAL RECURRING ANNUAL ESTIMATE	\$2,856.00

Explanation of Customization Plan for Example #1

Template Form Modification: In this example, a recently certified NCDFI is planning to utilize the pre-built forms and processes that are included in OTIS for most of their tracking needs. They would like to change some of the questions, but not very many. They plan to add one new activity that is not in the OTIS database, their Holiday Loan Fund. They would also like to make their inquiry form accessible online to the public.

Importing: The newly certified NCDFI is planning to import only the contact information and whether a client has participated in certain activities, instead of importing all of their application data (which they plan to data enter at a later date).

Reporting: In this example, the NCDFI wants one extra query that displays information on their Native artist clients but will utilize the pre-made reports for the rest of their data reporting needs at this time.



Customization Cost Worksheet for Example #1

BASIC CUSTOMIZATION

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Adding Additional Questions	Home loan, intake, inquiry, business loan	40	\$13.50	\$540.00
Changing Dropdowns/Moving Questions	Consumer, Home, Inquiry, Business	8	\$4.00	\$32.00
Hiding Questions	N/A	0	\$8.25	\$ -
Adding New Activities w/ Data Entry Form	Pre/Post Training, Firework loan check tracking	9	\$25.00	\$225.00
Custom Roles & Relationships	N/A	0	\$22.50	\$ -
Creation of Public Access Forms	N/A	0	\$15.00	\$ -
Creation of Self-Service Forms	inquiry, intake, biz app, consumer app, follow-up	6	\$15.00	\$90.00
Portal Setup	1 portal, 6 pages	2	\$195.00	\$390.00
BASIC CUSTOMIZATION SUBTOTAL				\$1,277.00

IMPORTING DATA

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Question Mapping & Import Template	Contact Import	1	\$90.00	\$90.00
Data Cleaning & Preparation	Contact Import	1	\$180.00	\$180.00
Import Tool Configuration & Implementation	Contact Import	1	\$180.00	\$180.00
Data Quality Checking	Contact Import	1	\$90.00	\$90.00
IMPORTING DATA SUBTOTAL				\$540.00

QUERY AND REPORT BUILDING

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Query Creation		0	\$200.56	\$ -
Creating OT Report		0	\$996.11	\$ -
QUERY AND REPORT SUBTOTAL				\$ -



LOAN SOFTWARE INTEGRATION

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Linking DownHome to OutcomeTracker	N/A	0	\$15.00	\$ -
Setting up Repeatable Export from Current Loan Software	N/A	0	\$85.00	\$ -
Setting up Repeatable Import into OTIS	N/A	0	\$85.00	\$ -
LOAN SOFTWARE INTEGRATION SUBTOTAL				\$ -

ADD-ON MODULES

Service	Description	# of Units/Hours	Fee Per Unit	Fee
IDA Module – Annual Subscription Fees	N/A	0	\$40.00	\$ -
HUD Housing Counseling Module – Annual Subscription Fees	N/A	0	\$20.00	\$ -
ADD-ON MODULES SUBTOTAL				\$ -

ADMINISTRATIVE FEES

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Customization Planning & Setup	Initial Calls, Form Development, Customization Setup	15	\$1,350.00	\$90.00
Administrative Fees	Communications, Review, Follow-up, Etc.	1	\$135.00	\$135.00
ADMINISTRATIVE FEES SUBTOTAL				\$1,485.00

TOTAL ESTIMATED COST FOR CUSTOMIZATION

Basic Customization Subtotal	\$1,277.00
Importing Data Subtotal	\$540.00
Loan Software Integration Subtotal	\$ -
Add-On Modules Subtotal	\$ -
Administrative Fees Subtotal	\$1,485.00
TOTAL	\$3,302.00



EXAMPLE #2: AN ESTABLISHED NCDFI IN OPERATION FOR 6 YEARS*Cost Breakdown*

SERVICE	COST FOR YEAR 1
Set-up & Licensing Fee	\$999
On-Going Expenses	\$138 a month
Technical Assistance Plan Selected	\$1,500.00
Customization	\$13,000.64
Add-on Modules	\$15 a month
TOTAL FIRST YEAR ONE-TIME AND RECURRING ESTIMATE	\$17,335.64
TOTAL RECURRING ANNUAL ESTIMATE	\$3,336.00

Explanation of Customization Plan for Example #2

Template Form Modification: In this example, a NCDFI needs more customization on their forms. They want to change 100 questions on the standard forms and they want to hide 20 questions that aren't applicable to them. They would like to build two additional loan activities and add an additional quarterly loan evaluation activity. They would like to add some internal tracking procedures around admin and expenses. They also provide a specific training that they conduct pre/post tests for that they would like in the database. Additionally, they would like to make their inquiry form and training registration accessible to the public. Finally, they want their clients to be able to fill out all applications online.

Importing: This NCDFI has a good deal of historical data that they want to import into the new system. They utilize DownHome Loan Manager and want to link those systems. They also have an additional database that they want to setup a standardized import for.

Reporting: In this example, the NCDFI wants a report developed to show the impact of their training over time with pre-test and post-test data and a more specific report for their loan impacts including change in income, employment status, business satisfaction, and community engagement.



Customization Cost Worksheet for Example #2

BASIC CUSTOMIZATION

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Adding Additional Questions	31 on business loan app; 22 on co-applicant supplement; 2 on inquiry; 6 on 1:1; 4 on training	43	\$13.50	\$580.50
Changing Dropdowns/Moving Questions	34 on inquiry, 1 on loan app	35	\$4.00	\$140.00
Hiding Questions	25 on inquiry	25	\$8.25	\$206.25
Adding New Activities w/ Data Entry Form	Admin & Support Tracking; Project Expense Tracking; Capacity Assessment; Document Upload Tacking; Application Supplement; Pre/Post forms; Additional Application	175	\$25.00	\$4,375.00
Custom Roles & Relationships	4 roles and 4 relationships	8	\$22.50	\$180.00
Creation of Public Access Forms	Inquiry	1	\$15.00	\$15.00
Creation of Self-Service Forms	Loan App, Loan Supplement; Capacity Assessment; Financials, Document Upload, Additional Application, Pre/Posts, & Co-Applicant	10	\$15.00	\$150.00
Portal Setup	One portal with 8 pages	2	\$195.00	\$390.00
BASIC CUSTOMIZATION SUBTOTAL				\$6,036.75

IMPORTING DATA

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Question Mapping & Import Template	DownHome Enrollment; Import/Export	2	\$90.00	\$180.00
Data Cleaning & Preparation	DownHome Enrollment; Import/Export	1	\$180.00	\$180.00
Import Tool Configuration & Implementation	DownHome Enrollment; Import/Export	2	\$180.00	\$360.00
Data Quality Checking	DownHome Enrollment; Import/Export	1	\$90.00	\$90.00
IMPORTING DATA SUBTOTAL				\$810.00

QUERY & REPORT BUILDING

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Query Creation	Admin & Expense Tracking, TA Tracking, Loan Dashboard, Loan Outcomes	12	\$200.56	\$2,406.67
Creating OT Report	Dashboard Report MPS Report	2	\$996.11	\$1,992.22
QUERY & REPORT BUILDING SUBTOTAL				\$4,398.89



LOAN SOFTWARE INTEGRATION

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Linking DownHome to OutcomeTracker	Fee to DownHome to set up and maintain linking to OTIS	12	\$15.00	\$180.00
Setting up Repeatable Export from Current Loan Software	N/A	0	\$85.00	\$ -
Setting up Repeatable Import into OTIS	N/A	0	\$85.00	\$ -
LOAN SOFTWARE INTEGRATION SUBTOTAL				\$ -

ADD-ON MODULES

Service	Description	# of Units/Hours	Fee Per Unit	Fee
IDA Module – Annual Subscription Fees	N/A	0	\$40.00	\$ -
HUD Housing Counseling Module – Annual Subscription Fees	N/A	0	\$20.00	\$ -
ADD-ON MODULES SUBTOTAL				\$ -

ADMINISTRATIVE FEES

Service	Description	# of Units/Hours	Fee Per Unit	Fee
Customization Planning & Setup	Initial Calls, Form Development, Customization Setup	15	\$1,350.00	\$90.00
Administrative Fees	Communications, Review, Follow-up, Etc.	3	\$135.00	\$405.00
ADMINISTRATIVE FEES SUBTOTAL				\$1,755.00

TOTAL ESTIMATED COST FOR CUSTOMIZATION

Basic Customization Subtotal	\$6,036.75
Importing Data Subtotal	\$810.00
Query & Report Building Subtotal	\$4,398.89
Loan Software Integration Subtotal	\$ -
Add-On Modules Subtotal	\$ -
Administrative Fees Subtotal	\$1,755.00
TOTAL	\$13,000.64

