



Roadmap to the CDFI Certification Application

Office of Certification Policy and Evaluation (OCPE)

COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

www.cdfifund.gov



Presentation Structure



Review Applicable Systems



CDFI Certification Application Roadmap Overview



Details on Roadmap Components



Technical Assistance & Contact Information

A Note on Systems...



Website /System	Web Address	Use For
CDFI Fund Certification website	https://www.cdfifund.gov/cdficert	Find up-to-date information and resources about CDFI Certification
System for Award Management (SAM.gov)	https://www.SAM.gov	Register to do business with the federal government and obtain UEI
Awards Management Information System (AMIS)	https://www.amis.cdfifund.gov	Apply for and maintain CDFI Certification for your organization
CDFI Information Mapping System (CIMS)	https://www.cdfifund.gov/mapping-system	If needed, identify eligible census tracts and counties in support of your CDFI Certification Application



Presentation Structure



CDFI Certification Application Roadmap Overview



- 1. Eligibility Criteria & Application Requirements;**
- 2. Organization Accounts;**
- 3. Updating AMIS information;**
- 4. Section Zero;**
- 5. Affiliate & CDFI Certification Entity Relevance records**

CDFI Certification Application Roadmap Overview



- 6. CDFI Certification Market Records;**
- 7. Organization Board & Organization Board Member records ;**
- 8. Accountable Board Members ;**
- 9. Transaction Level Report (TLR) & Target Market Calculator; and**
- 10. CDFI Certification Application**



Presentation Structure



Review Eligibility Criteria & Application Requirements



- **Collective Review**
- **Section Zero for Eligibility Considerations**



Organization Accounts



- **System Award Management (SAM.gov)**
- **Awards Management Information System (AMIS)**

Organization Accounts: SAM.gov



- Fully register with SAM.gov to obtain a Unique Entity Identification

https://sam.gov/content/home

SAM.GOV

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities**
- Contract Data**
(Reports ONLY from fpds.gov)
- Wage Determinations**
- Federal Hierarchy**
Departments and Subtiers
- Assistance Listings**
- Entity Information**
Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov)
- Entity Reporting**
SCR and Bio-Preferred Reporting

Are you searching for Federal Acquisition Supply Chain Security Act (FASCSA) orders? [View FASCSA Orders](#)

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Entity Status](#)

Organization Accounts: AMIS



TestUser Org03AR01

- Home
- Organizations
- Allocations
- Contacts
- Service Areas
- Service Requests
- Awards
- Reporting Schedule
- CMF Performance Report
- More ▾

Organization
Test Applicant Org 03

- Edit
- Refresh SAM
- Printable View ▾

Type	Phone	Website	Organization Owner System Administrator II	Industry	Mailing Address
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Details Related

Organization Name Test Applicant Org 03	Phone ...
Parent Relationship ...	Website ...
	EIN/TIN ...
	DUNS ...
	UEI 012345678913

Organization Accounts: AMIS



- **Authorized Representative or Point of Contact;**
- **Training materials at <https://amis.cdfifund.gov/Training>.**

Updating AMIS information



TestUser Org03AR01

- Home
- Organizations
- Allocations
- Contacts
- Service Areas
- Service Requests
- Awards
- Reporting Schedule
- CMF Performance Report
- More ▾

Organization Test Applicant Org 03

- Edit
- Refresh SAM
- Printable View
- ▾

Type	Phone 1234561234	Website	Organization Owner System Administrator II	Industry	Mailing Address 3615 West Spruce Street Tampa, FL 33607 USA
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Details Related

Organization Name Test Applicant Org 03	Phone 1234561234
Parent Relationship Controlling Entity	Website
	EIN/TIN 20-1780703
	DUNS 990000003
	UEI 012345678913

Section Zero / Eligibility Consideration



Obtaining CDFI Certification-related Determinations on:

- **New Financial Product type(s),**
- **New Financial Services type(s),**
- **amended responsible financing practice(s),**
- **New disregarded or included major Use(s) Of Assets/Staff Time,**
- **New Targeted Population(s), and**
- **New/amended Target Market assessment methodology(ies).**

Section Zero / Eligibility Consideration



Table of Contents

Application Instructions

Obtaining Determination Of Responsible Financing Practices, Similar Financial Products, Similar Financial Services, Disregarded Or Included Uses Of Major Assets/Staff Time, Targeted Populations, And Target Market Assessment Methodologies

Obtaining Determination Of Responsible Financing Practices, Similar Financial Products, Similar Financial Services, Disregarded Or Included Uses Of Major Assets/Staff Time, Targeted Populations, And Target Market Assessment Methodologies - General

CDFI CERT Proposals Confirmation Attestation

Attestation and Submission

CDFI-CERT-SEC0

Application Completion Steps

If you have questions regarding the CDFI Certification Application process, you may contact the CDFI Fund Office of Certification Policy and Evaluation team by submitting a Service Request in AMIS.

Information regarding the CDFI Certification Application and the Application process can also be obtained by visiting the CDFI Fund's [CDFI Certification webpage](#).

CDFI Certification Applicants must follow the detailed CDFI Certification Application instructions provided in the CDFI Certification Supplemental Guidance and Tips manual (available at [CDFI Certification - Apply | Community Development Financial Institutions Fund \(cdfifund.gov\)](#)) in order to properly complete an Application.

If a submitted CDFI Certification Application does not comply with an instruction(s) in the CDFI Certification Supplemental Guidance and Tips manual, the Application may be rejected as incorrect, invalid or incomplete.

If the CDFI Certification Supplemental Guidance and Tips manual is not available when an Applicant is preparing its CDFI Certification Application, the CDFI Fund strongly urges the Applicant to wait to submit the Application until the intended submission can be checked against the instructions in that manual.

The mission of the CDFI Fund is to expand economic opportunity for underserved people and communities by supporting the growth and capacity of a national network of community development lenders, investors and financial service providers.

[Need Help?](#)

Section Zero / Eligibility Consideration



2022 CDFI-CERT - Obtaining Determination Of Responsible Financing Practices, Similar Financial Products, Similar Financial Services, Disregarded Or Included Major Assets/Staff Time, Targeted Populations, And Target Market Assessment Methodologies - CDFI CERT Proposals Confirmation Attestation

CDFI CERT Proposals Confirmation Attestation

[Bookmark Subsection](#)

If you selected YES to any of the above questions, OD01 - OD05, please do not continue to complete the application until your CDFI proposal review has been approved or rejected.

If you selected NO to ALL of the above questions, OD01 - OD05, please continue on with completing the application.

I hereby certify that all of the information provided in Questions OD01 - OD05 are true, accurate and complete and the appropriate subsections are complete in the entirety and ready for their CDFI proposal review.

Check the box below to lock and save your CDFI Certification Application proposal responses. You must complete all the fields in this section, select the checkbox in the field below, and click the "Save" button to successfully submit your CDFI Certification Application proposals.*

CDFI Proposals Review Status:

This field will only be populated if any of the above questions, OD01 - OD04, were answered YES and the review has been completed.

Save

If you have identified the need for one or more considerations that must be approved prior to the submission of a CDFI Certification Application, the CDFI Fund will review each consideration and reach out to you within 90 days. If the CDFI Fund needs additional time to complete its review, you will be notified in advance. If you continue with the Application without receiving notification of Approval from the CDFI Fund, you will not be able to submit the Application. Please review your responses and make any appropriate changes.

If you have not identified the need for a consideration, you must complete the Transaction Level Data before completing and submitting the CDFI Certification Application.

Affiliate and CDFI Certification Entity Relevance Records



- **AMIS Organization Detail Page for Affiliates**
- **Affiliate Record**
- **Certification Entity Relevance Record**

Affiliate and CDFI Certification Entity Relevance Records



Affiliates/Related Entities (Organization) (2) New

AffiliateID	Affiliate Name	EIN
AF-3685	Test Applicant Org 02	20-1780702
AF-3811	Test Applicant Org 12	99-0000012

[View All](#)

Affiliate/Related Entity AF-3685 Edit Delete Clone

<p>AffiliateID AF-3685</p> <hr/> <p>Affiliate Test Applicant Org 02</p> <p>Affiliate Name Test Applicant Org 02</p> <hr/> <p>Affiliate's Date of Incorporation 3/26/2001</p> <hr/> <p>Affiliate's UEI 012345678912</p> <hr/> <p>EIN 20-1780702</p> <hr/> <p>Participates in BGP? <input type="checkbox"/></p> <hr/> <p>Created By Anand Indoori , 12/11/2023 12:08 PM</p>	<p>Organization Test Applicant Org 03</p> <hr/> <p>Last Modified By Anand Indoori , 12/11/2023 12:08 PM</p> <hr/> <p>Owner Anand Indoori</p>
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Entity Relevance to Certification Review (0) New

Affiliate and CDFI Certification Entity Relevance Records



Entity Relevance to Certification Review
ER-000040

Change Status

Detail Related

Affiliate ID
[AF-3685](#)

Affiliate
[Test Applicant Org 02](#)

Organization
[Test Applicant Org 03](#)

Record Type
CDFI Certification

Record Status
In Progress

Date Review Entered

▼ **Current Relationship to AMIS Account Holder**

Relationship to AMIS Account Holder
[Affiliate of AMIS Account Holder](#)

▼ **Relevance to AMIS Account Holder's CDFI Certification Primary Mission Review**

Relevance to Primary Mission Review ⓘ
[Relevant to AMIS Account Holder's CDFI Certification Primary Mission Review](#)

▼ **Relevance to AMIS Account Holder's CDFI Certification Collective Review**

Relevance to Collective Review ⓘ
[Relevant to AMIS Account Holder's CDFI Certification Collective Review](#)

CDFI Certification Market Records



A CDFI Certification Market Record is created for:

- **CDFI Certification Target Market component;**
- ***A Collective Certification Market; or***
- **The Native American CDFI designation**

CDFI Certification Market Records



 **CDFI Certification Markets** (Organization) (6+) New

Market Name	Market Type	Geographic Area	Status
Test - 5-3	LITP		Proposed ▼
Test Applicant Org 01_LITP_1	LITP		Proposed ▼
Test Applicant Org 01_NACDFI_1	Native American CDFI designation - Native Co...		Proposed ▼
Test-OwnCert-IA	Investment Area - Pre-qualified		▼
Test-Native-NativeComm	Native American CDFI designation - Native Co...		▼
TestAnand099-IA	Investment Area - Pre-qualified		Record complete/ready for submission ▼

View All

Organization Board & Organization Board Member records



Organization Boards (6+)

Board Name	Status	Alert	Board Composition Date
Org 13 Board01	In progress		▼
Org 01	In progress		▼
asas	In progress		▼
sdsdsd01	In progress		▼
New Org13 Board01	In progress		▼
New Org 13 Board01	In progress		▼

[View All](#)

Organization Board
Org 13 Board01

[Edit Org Board](#)
[New Org Board Member](#)
[Change Board Status](#) ▼

Detail Related

Organization Board Members (1)

Board member name	Board Member or Staff Title	LIC Representation Status
m1		▼

[View All](#)

Accountable Board Members



Organization Board Member
m1

New CDFI Certification Accountable Member

Edit Org Board Member

Printable View



Detail Related

CDFI Certification Accountable Members (0)

CDFI Certification Accountable Member
TMAM-017291

Edit Target Market Accountable Member

Delete

Printable View

Detail Related

Name

TMAM-017291

Organization Board

[TA Org02_Completed](#)

TM type board member presented for **1**

Investment Area - Pre-qualified

Native Community Type

▼ Target Market

Sources of IA Accountability **1**

Owner of a small business primarily located in a qualified census tract(s) in a qualified census tract(s) in the IA geography; Owner of a small business that principally provides goods or services to residents of a qualified census tract(s) in the IA geography

Sources of OTP Accountability **1**

CDFI Certification Market

[ORG 4 IA](#)

Board Member

[Sherrie Updike](#)

New Targeted Population name

Sources of LITP Accountability **1**

Sources of Accountability Native **1**

Transaction Level Report (TLR)



Transaction Level Report (TLR) is comprised of one or more of the following components:

- **CDFI TLR (abbreviated or full-length)**
- **Consumer Loans/Investments Originated (applicable only to Regulated Entities with Consumer Loans)**
- **Financial Services (applicable only to Depository Institutions who meet the requirements)**
- **Loan Purchases**

Transaction Level Report (TLR)



Abbreviated TLR

- Organization Information
- Transaction Profile
- Borrower/Investee Profile
- Impacts - IA, LITP and OTP

Full-Length TLR

- Organization Information
- Transaction Profile
- Borrower/Investee Profile
- Impacts - IA, LITP and OTP
- Impact - Jobs
- Impact - Community Facility
- Impact - Real Estate and Other Impacts
- Projected Impacts - HFFI-FA Awardee

Transaction Level Report (TLR)



- Which TLR does an entity complete?
 - An entity that has never been certified before →
 - Abbreviated TLR
 - A currently Certified entity that does not have any active Award Agreements →
 - Abbreviated TLR
 - An entity that has an active Award Agreement that does not have a TLR submission requirement regardless of Certification status →
 - Abbreviated TLR
 - An entity that has an active Award Agreement that has a TLR submission requirement regardless of Certification status →
 - Full-Length TLR

Transaction Level Report (TLR)



Manual/User Interface Method

A screenshot of the CDFI FUND web application interface. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Awards, Reporting Schedule, and More. A search bar and user profile (TestUser Org02AR01) are also visible. The main content area is divided into sections: Recent Items (listing TestUser Org02AR01, CACR-00010078, Test Applicant Org 02, RS-164412, P-084712, and P-084708), My Tasks (with a 'Today' dropdown), and a Calendar for February 4, 2024 - February 10, 2024. A dropdown menu is open, showing options like CMF Performance Report, Closeout Reports, Multi-CDE Projects, TLR Notes, TLR Projects, Loan Source and Disburs..., CDFI TLR (highlighted with a red box), Consumer Loans/Investm..., and TLR Import/Export/Certif... (also highlighted with a red box).

Completed	Date	Status	Subject
			CMF Performance Report
			Closeout Reports
			Multi-CDE Projects
			TLR Notes
			TLR Projects
			Loan Source and Disburs...
			CDFI TLR
			Consumer Loans/Investm...
			TLR Import/Export/Certif...

Bulk Upload Method

Transaction Level Report (TLR)



Manual/User Interface – Entity picks TLR type

Community Development Financial Institutions Fund | amis.cdfifund.gov/apex/NewCDFI... | +

← ↻ 🔒 https://amis.cdfifund.gov/apex/NewCDFITLRSplash

CDFI TLR Edit Next Cancel

Please select a Record Type and Organization

Record Type Input: Organization Name:

- None--
- Full CDFI TLR
- Abbreviated CDFI TLR

Next Cancel

Transaction Level Report (TLR)



Manual/User Interface – Entering Loan Purchase and Financial Service

The screenshot displays the user interface for the CDFI Fund. At the top, there is a navigation bar with the CDFI Fund logo on the left, a search bar, a notification bell, and the user profile 'TestUser Org02AR01'. Below the navigation bar is a menu with the following items: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. The main content area shows the details for 'Organization Test Applicant Org 02'. The details include: Type, Phone (000) 000-0000, Website, Organization Owner (System Administrator II), Industry, and Mailing Address (1234 Test Street, city, AK 55555, USA). A dropdown menu is open, showing options: New A-133 Audit Report, New ILR, Add Related Attachment, New Org Board, New CDFI Loan Purchase, and New Financial Service. The last two options are highlighted with a red box. Below the details, there are tabs for 'Details' and 'Related'. The 'Details' tab is active, showing the Organization Name (Test Applicant Org 02) and Phone ((000) 000-0000).

Transaction Level Report (TLR)



Bulk Upload Method: TLR Data Export Template



TestUser Org02AR01

- Home
- Organizations
- Allocations
- Contacts
- Service Areas
- Service Requests
- Awards
- Reporting Schedule
- More ▾

Organization

Organization Name: Test Applicant Org 02 [Change Organization](#)

[Certify CDFI TLR](#) Fiscal Year to Certify-CDFI: 2023

[Calculate Target Market Data](#) Fiscal Year to Calculate Target Market Data:

Import/Export Guidance

[CDFI Import/Export Guidance](#)

TLR Data Export Template

▼ CDFI CSV

- | | |
|---|--|
| New_CDFI_TLR_Project_August_2020.csv | New_CDFI_TLR_Address_August_2020.csv |
| New_Consumer_Loans_Investments_Originated_August_2020.csv | New_GEOCODING_Address.csv |
| New_Financial_Service.csv | New_Abbreviated_TLR.csv |

▼ CDFI XML

- | | |
|---|--|
| CDFI_TLR_Xml_Schema.xsd | Abbreviated_TLR_Xml_Schema.xsd |
| Consumer_Loans_Investments_Originated.xsd | Financial_Service_Xml_Schema.xsd |

TLR & the Target Market Calculator



TestUser Org02AR01

- Home
- Organizations
- Allocations
- Contacts
- Service Areas
- Service Requests
- Awards
- Reporting Schedule
- More ▾

Organization

Organization Name: Test Applicant Org 02

Fiscal Year to Certify CDFI: 2022

Fiscal Year to Calculate Target Market Data:

TLR & the Target Market Calculator



Target Market Calculator Sample Results

Target Market Calculation Results in Fiscal Year 2023 for Test Applicant Org 02

▼ **Threshold Results**

Has the Target Market Threshold been reached? Yes

The Target Market Amount Threshold is: 60.000%	The Target Market Count Threshold is: 60.000%
--	---

Has the Designated Native Threshold been reached? No

The Designated Native Amount Threshold is: 50.000%	The Designated Native Count Threshold is: 50.000%
--	---

▼ **Single Fiscal Year Threshold PASS**

Target Market Data has been calculated for fiscal year 2023.

Target Market Qualified Amount is: \$12000	The Target Market Qualified Count is: 12
The Target Market Total Amount is: \$13000	The Target Market Total Count is: 13
The Target Market Amount Percentage is: 92.308%	The Target Market Count Percentage is: 92.308%

▶ **Rolling Average Threshold PASS**

▶ **Affiliate Organization Threshold PASS**

▶ **Non-Metro Threshold PASS**

▶ **Customized Investment Area Threshold PASS**

▶ **Designated Native Area Threshold FAIL**

Close Window

CDFI Certification Application



Control Number
241CE06645

Progress: 2% Complete

Table of Contents

- Basic Information
 - Applicant Basic Information**
 - Board and Executive Staff
 - Demographic Information
- Financial Products and Financial Services
- Legal Entity
- Primary Mission
- Financing Entity
- Target Market
- Development Services
- Accountability
- Non-Government Entity
- Native American CDFI Designation

2022 CDFI-CERT - Basic Information - Applicant Basic Information

Applicant Basic Information Bookmark Subsection

BI01 - Applicant - Entity Name: *
Test Applicant Org 02

BI02 - Applicant - Financial Institution Type: *
Credit Union

BI03 - Applicant - Depository Institution Holding Company: *
[Dropdown menu]

BI04 - Applicant - Minority Depository Institution (as designated by the FDIC or NCUA): *
Yes

BI05 - Applicant - Employer Identification Number (EIN): *
20-1780702

BI06 - Applicant - Unique Entity ID: *
012345678912



Presentation Structure





Contact Information



- For questions about CDFI Certification contact the CDFI Fund’s Office of Certification Policy and Evaluation via email at ocpecert@cdfi.treas.gov or AMIS Service Request.
- For questions about the ACR or TLR contact the CDFI Fund’s Office of Financial Strategies and Research via cdfi-financialstrategiesandresearch@cdfi.treas.gov or AMIS Service Request.
- Detailed guidance information is also available on the CDFI Fund website at <https://www.cdfifund.gov/programs-training/certification/cdfi/apply-step> please check this page regularly for updated information.