# CERTIFICATION, COMPLIANCE MONITORING AND EVALUATION

## CDFI CERTIFICATION APPLICATION

TARGET MARKET
MODIFICATION
SUBMISSION GUIDE
UPDATED NOVEMBER 2018

WWW.CDFIFUND.GOV/CDFICERT

U.S. DEPARTMENT of the TREASURY
CDFI FUND
Community Development Financial Institutions Fund

# Target Market Modification Application Submission

# Table of Contents

# 1. Introduction

> *AE101: Getting Started – Navigating AMIS (for External Users)* is a pre-requisite for the training manual you are currently viewing, *Target Market Modification Application Submission.*

An entity seeking to update the Target Market must submit a Target Market Modification Application, to the CDFI Fund, in AMIS. To submit an application online, that entity must have an AMIS account. Please refer to the *AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* training manual on how to set up an account.

The objective of this training manual is to provide Certified CDFIs with instructions on how to complete a Target Market Modification Application. Applicants will learn how to complete and submit their application in AMIS.

# 2. Launching the Target Market Modification Application

A CDFI interested in submitting a Target Market Modification Application MUST be currently certified as a CDFI and have an AMIS account already established.

 AMIS will launch the correct application type based on the information on your organization's detail page. The steps below show how to verify that your organization's information in AMIS is up to date and how to launch the Target Market Modification template application.

## 2.1    Verifying Certification Status in AMIS

To verify that your certification information in AMIS is correct:

1. Log in to AMIS.
2. Click on the **Organizations** tab to be forwarded to the Organizations Home page.
   a. The organization is listed under the Recent Organizations section; alternatively,
   b. If the organization is not listed, click the **Go!** button next to the View drop-down menu to be forwarded to the Organizations list view.
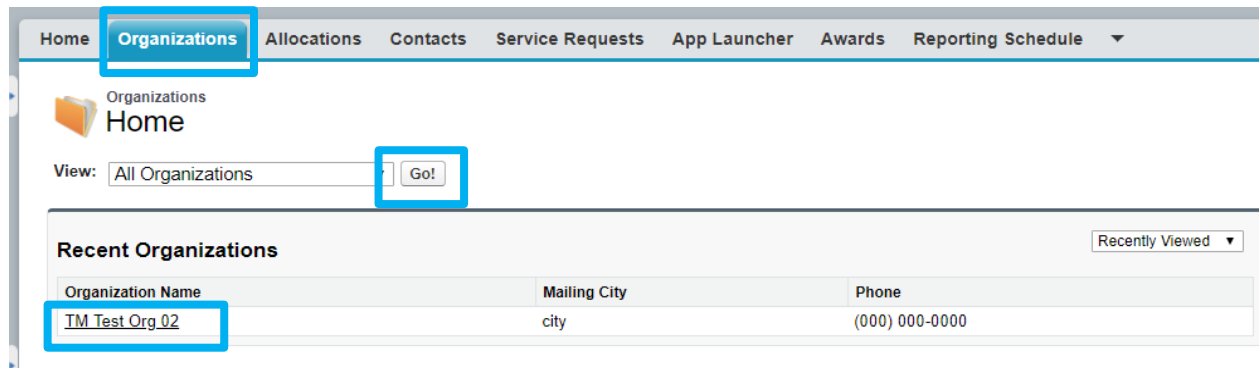


**Organizations Home Page**

3. From the Organizations Home Page, click the **Organization Name** link to access the organization's Detail page.

**Organization Detail Page**

4. From the Organization Detail page, locate the section "Certification Information".
5. Verify that the information about your CDFI Certification Status is correct.
6. If this information is not correct, please submit a service request to CCME to correct the error before beginning your application.
7. Once you have verified that your certification information is correct, you will be able to launch the application from the Program Profile.

## 2.2 Launching the Target Market Modification Application

To Launch the Target Market Modification Application:

1. From the Organization Detail page, scroll down to the Program Profiles related list.

**Program Profiles Related List**

2. Click the **Program Profile Name** for the CDFI-CERT Program Profile to be forwarded to the Program Profile Detail page.

Program Profile
## P-084712
« Back to Organization: TM Test Org 02

Applications [1]

**Program Profile Detail**

▼ Organization Data

| | | | |
|---|---|---|---|
| Organization | TM Test Org 02 | Program Profile Name | P-084712 |
| EIN/TIN | 20-1780702 | Record Type | CDFI-CERT |
| DUNS | 201780402 | Organization ID | 001t0000008tZ6t |

**CDFI-CERT Program Profile Detail Page**

3. Verify that the information on the Program Profile is up to date, update as necessary. Once the information in the Proram Profile has been verified, navigate to the "Applications" related list and click the **Target Market Modification Application** button.

**Applications**    Apply for CDFI Certification | Apply for Streamlined CDFI | Target Market Modification Application

| Action | Application | Application Type | Status | PDF Link | Last Modified By | |
|---|---|---|---|---|---|---|
| ☐ \| Edit | App-051190 | CDFI-CERT-CU | Certified | View PDF | TestUser Org02AR01 | 9/19/2018 3:14 PM |

**Certification Applications Related List**

4. This will launch the Target Market Modification application.

**Target Market Modification Template Application**

5. Complete the Target Market Modification Application and submit the application (see guidance, section 5 below).
6. The CDFI Fund will notify the Application submitter via email regarding their Target Market Modification Application status.

**NOTE** – Applicants need to allow the CDFI FUND email address "amis@cdfi.treas.gov" in order to ensure that email is delivered.
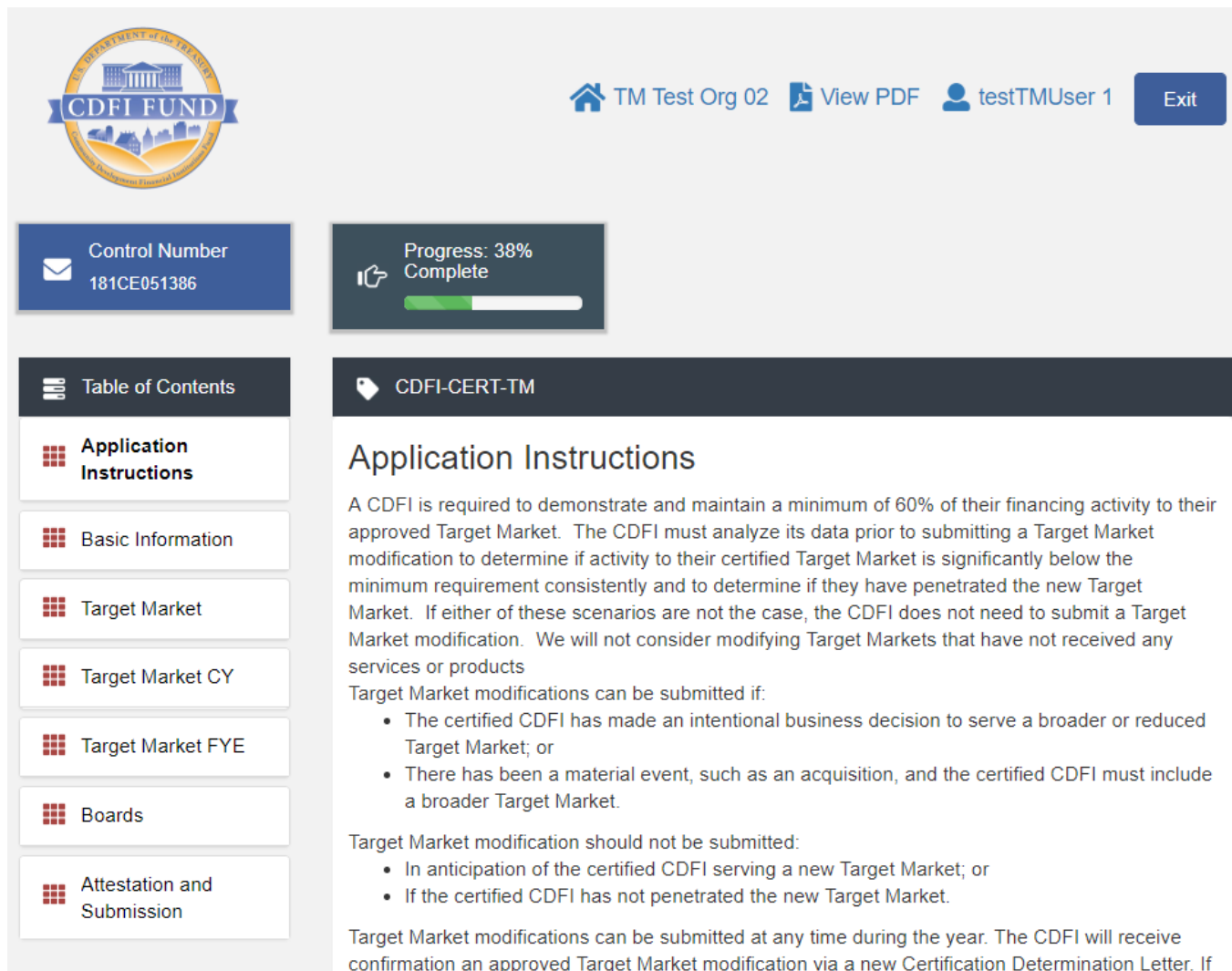
# 3. Target Market Modification Template Application Appearance and Navigation

Target Market Modification uses the template approach to collect information. Sections 3 and 4 provide general guidance on how to navigate and use template features to successfully complete your Target Market Modification Application.

For question-level guidance of the Target Market Modification Application, please see Sections 5, below.

## 3.1 Application Layout

The application home page will be displayed when you launch the application. The application home page has a stationary header that displays important application details.



**Application Home Page**

The header includes:
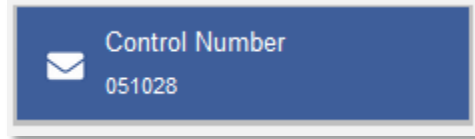


1. Control Number: The system-generated number assigned to your application.
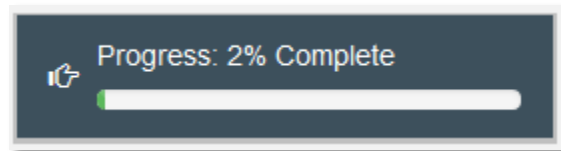


2. Progress Bar: Keeps track of your progress as you complete portions of the application. The progress bar may not start at 0% due to information already pre-populated in the application.



3. Organization: A hyperlink to your Organization's detail page. When you click this link, it will return you to your organization record in a new window.

4. View PDF: An option to export and view the application as a PDF file. The PDF prints the current state of the application. If blank, it will show application guidance, questions, and tables. Once responses are entered into the application, the PDF will also include responses.

5. User: Name of user profile currently editing the application.

6. Exit: Use this button to Exit the application **after** saving your work.

## 3.2   Using the Collapsible Menu

The menu on the left-hand side of the page will allow you to navigate to different sections of the application.
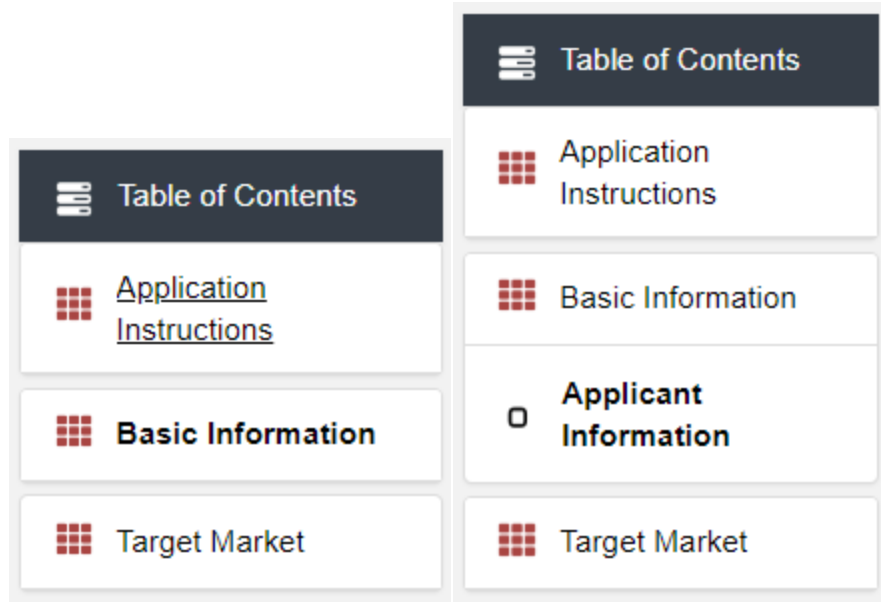
**Collapsible Menu- Collapsed and Expanded**

Click on the section title in the menu to expand and view subsections. This will display links to subsections below the section title in the menu bar.



**Target Market Section Page View**

Clicking on a section title will also bring up a section introduction page in the interface to the right of the menu. This page will describe the section and include any important details, tips, instructions the user may need before proceeding to the subsections.

To view a subsection, click on the hyperlink to the subsection title in the menu bar.

**Subsection Page View**

The page for the subsection, including application question and response fields, will be visible in the display to the right of the menu.

**Note** that the gray bar at the top of the display lists the name of the application, section, and subsection currently displayed.

To navigate to another subsection, click on that subsection's title.

If you are finished viewing an application section and would like to minimize its list of subsections, simply click on the section title link in the menu again.

The menu allows you to move from section to section as needed within the application. Just be sure to always **Save** any responses you have entered for a subsection before navigating away from that page.

**NOTE: If you do not save before navigating away from a subsection, you will lose your work.**

## 3.3    Saving and Completing a Section

When you click **Save** at the bottom of a subsection page, the application will save your answers. You will receive on-screen error messages and guidance based on the errors found. After clicking **Save**, you can navigate away from the subsection and your answer will be saved. **If you navigate away before you click Save you will lose your responses/answers**.  **REMEMBER TO ALWAYS CLICK SAVE.**

To complete a subsection, fill in all necessary fields. All required fields are marked with a red asterisk *.



**Sample Required Field**

At the bottom of the page click the **Save** button.
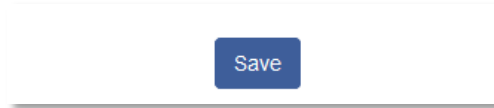
**Save Button**

The application will save all responses. If any of your responses require a correction, the subsection cannot be Marked Complete. Any error messages or guidance will be displayed. For example, a required field left empty will display "this response is required."
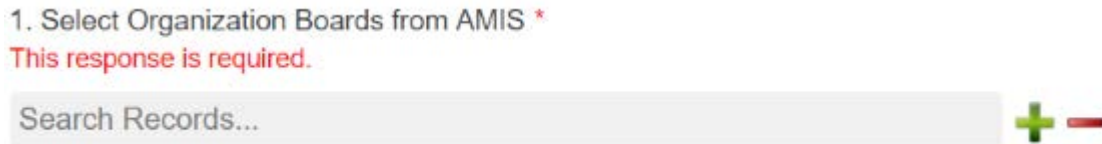


**Validation Error Message**

Correct any errors and try to save again. When the subsection page is successfully Marked Complete, the message will appear at the top of the display window.
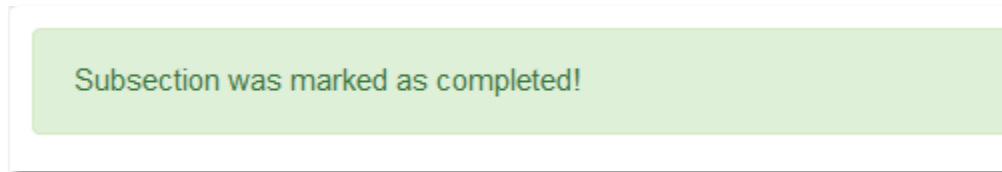


**Subsection Saved and Completed Message**

In the menu bar, a green checkmark will appear next to the saved and completed subsection.
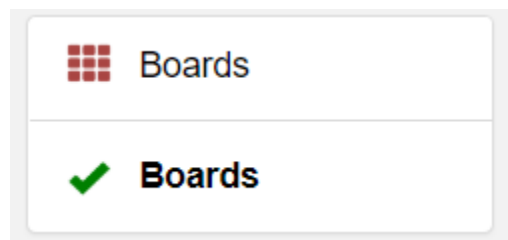


**Completed Subsection Checkmarks**

## 3.4    Time Management

You may save data, log out, and return to your application at a later date.  The electronic application will automatically log you off after **2 hours of inactivity** (i.e., no movement between screens).  **If this happens, you will lose any data that you entered and did not save.**

## 3.5   Bookmarks

If you need to flag a subsection to return to later, use the bookmark feature. When you click on any subsection, you will see the **Bookmark Subsection** checkbox visible in the upper-right of the display.



**Bookmark Subsection Checkbox**

Click the checkbox to bookmark the subsection. A bookmark symbol will appear next to that subsection in the application menu.
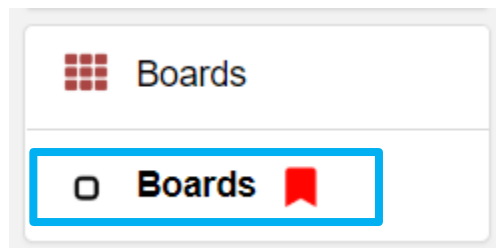


**Bookmarked Subsection**

To remove a bookmark, simply uncheck the checkbox.

NOTE: It is possible to save and submit an application with bookmarks checked.

# 4. Target Market Modification Template Application Form Features

## 4.1   Validation Rules, Error Messages, and Guidance

There are rules associated with required fields and other information in the application. When you **Save** a subsection and errors are detected, you will see error messages displayed by the field that needs to be adjusted. Please follow all error message guidance accordingly.

These errors may range from inputting an invalid value to omitting a required field.

You will receive a error message if you omit a response in any other required field, like a text box.



**Error Message for required response**

The guidance provided in these error messages will give you a clear idea of how to correct the validation error.

## 4.2    Narrative Responses

For all questions requiring a <u>narrative response</u>, please note that each text response field has an identified maximum character length.

These character maximums include spaces, punctuation, special characters, and line breaks. Be aware that most word processing programs do not typically count line breaks as a character. The text box will not allow you to exceed the maximum character limit. If you are copying a response from another source, please make sure you are within the character limit or the ***<u>text box may truncate your response.</u>***
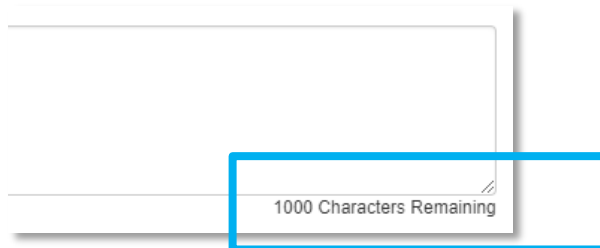


**Character Maximums for Text Responses**

> <u>TIP</u>:  Type your narrative answers into a separate word processing program (e.g., Microsoft Word).  Then copy and paste the answers into the appropriate sections of the electronic application.  This will prevent the loss of information if you encounter problems saving your application or connection problems.   It will also cut down on the time you spend directly filling out the application online.  When copying and pasting the narrative responses from a word processing program into the narrative text box, any special indentations or spacing will not carry over.  Formatting, such as bold, italicized, or underlined text, will not display in the narrative.

To copy and paste information in a Windows platform from a MS Word file or other word processing file:

1. Go to the document with the appropriate text.
2. Highlight the information you wish to paste.  ***Press and hold down the Ctrl button, then press C***.  Alternatively, you can press the right button on your mouse and then select **Copy**.
3. Go to the electronic application.  Click in the applicable text box.  ***Press and hold down the Ctrl button, then press V.***  This will paste the information into the text box.  Alternatively, you can press the right button on your mouse and then select **Paste**.
4. The text boxes only allow basic text.  Any formatting (e.g., italics, bold, bullets) will be simplified to a basic font.  <u>Charts and tables cannot be pasted or created in the text boxes.</u>  Additionally, you will not be able to check for spelling or grammatical errors within the electronic application.

## 4.3    Dependent Questions and Subsections

Responses to some questions will trigger the applicability of other dependent questions or subsections in the application. Be careful when changing the responses to these types of questions because the answers you input in earlier sections may affect the required fields and dependent subsections you will have to complete later in the application.

### Dependent Questions

**1. Does the Applicant's Target Market(s) include Investment Area? ***

<div>[dropdown field]</div>

**Sample Question that can Trigger A Dependent Question**

A **Dependent Question** will appear on the question page you are editing when your response requires additional responses or explanations. For example, in the question above, the Applicant will select "Yes" or "No" from the drop-down menu. If it is "No", no additional explanation is needed. However, if it is "Yes" then enter the explanation.

**1. Does the Applicant's Target Market(s) include Investment Area? ***

> Yes ▾

**1.1 If the Applicant's Target Market(s) include Investment Area(s), provide narrative description(s) of the significant unmet capital or financial service needs within each identified Investment Area: ***

[text box]

5000 Characters Remaining

**Dependent Question**

### Dependent Subsections

A **Dependent Subsection** is a subsection that is enabled or disabled for the applicant to complete based on input they have entered in the application. This feature is designed to make it easier for you to navigate the application by disabling sections that do not apply to your application.

For example, CDFIs requesting a Target Market Modification will need to provide the total number and dollar amount of financing activity by qualified product (i.e. loans, equity investments, loan purchases, and loan guarantees.).

| Product Category | # | $ |
|---|---|---|
| Loans | (0 Decimal Places) | $ (0 Decimal Places) |

**Question that Can Trigger a Dependent Subsection**

If you leave the # & $ fields blank, the subsection will be marked complete upon **Save** and no new subsections will be enabled.



**Completed Subsection in the Menu**

However, if you enter value in the # & $ fields, you will be asked to enter additional information about your Loan in a new subsection.

| Product Category | # | $ |
|---|---|---|
| Loans | 1 (0 Decimal Places) | $ 20000 (0 Decimal Places) |

**Question that Can Trigger a Dependent Subsection**

Once you click **Save**, this new subsection will be visible in the menu bar.



**Enabled Dependent Subsection**

Although the Application allows for the certified CDFI to respond to questions in any order, consider completing the application questions in the order in which they are presented because questions in earlier sections may trigger or disable dependent subsections later in the application.

## 4.4    Selecting Related Records

The application uses records associated with your organization in AMIS to help you populate information in certain fields, such as information about your organization's boards or service areas.
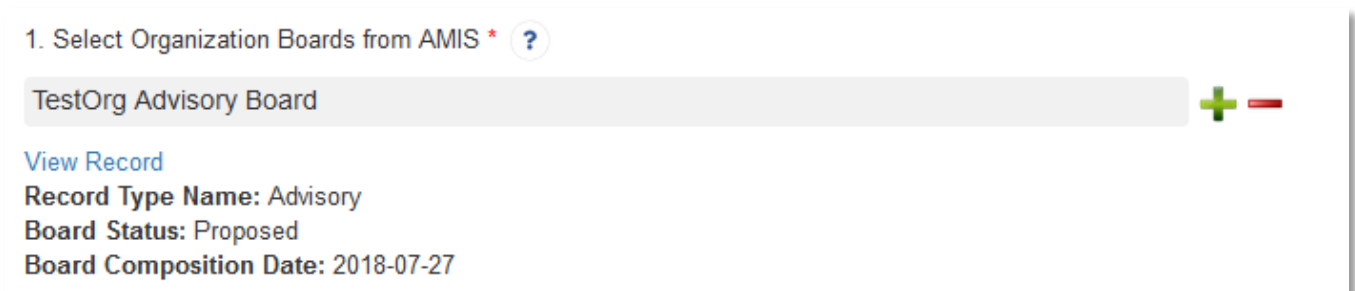


**Related Record Field**

Related record fields allow you to select from a list of records associated with your organization. Remember, these types of records are based on information previously entered on your organization detail page.  Begin typing the name of a board, service area, or contact in the gray search box and select the record you would like to use.



**Selected Related Record**

You can view more information about the record you selected by clicking the **View Record** link. This will direct you to the record detail page.

**Add an Additional Related Record Field**

Some related record fields will have a +/- sign next to the search box that allow you to add multiple related records. Simply click on the green plus sign to add another related record search field.



**Remove a Related Record Field**

If you need to delete a related record, click on the red minus sign next to the record you wish to delete.

## 4.5    Adding Attachments

Attachments can be uploaded using the Drag & Drop feature. You will see the Drag & Drop box below any question that requires an attachment.



**Drag & Drop Upload Box**

To upload using the Drag & Drop:

1. Locate the file you wish to upload on your computer. Open the folder the where the file is saved in File Explorer.
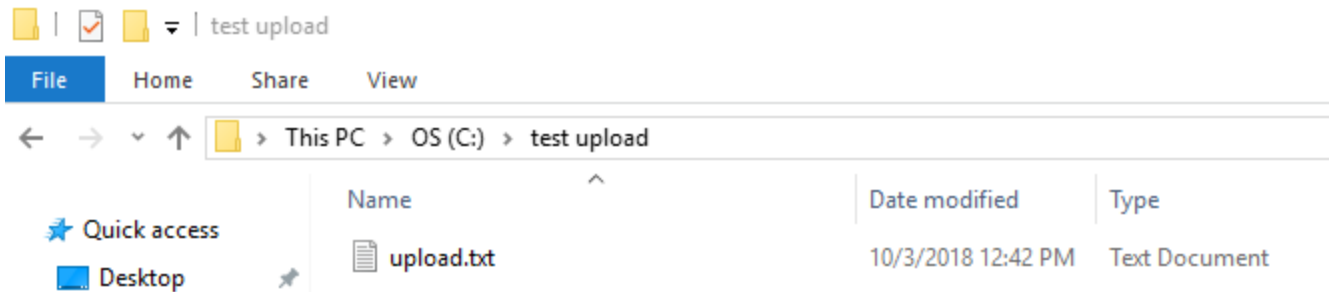
**Attachment to Upload in File Explorer**

2. Return to the Application page. Using your cursor, drag the file you want to upload from File Explorer to the Drag & Drop upload box on the Application.



**Upload File Using Drag & Drop**

3. Once your file is successfully uploaded, the file name will be displayed below the Drag & Drop box.

## 1. Total TM Activity As % of Total Activity #



**DRAG & DROP**
Upload Document Here

*upload.txt.txt* X

**Successful File Upload**

4. Upload any additional files using the same process. If you need to remove an uploaded file, simply click the gray "x" next to the file name. n

## 4.6 Additional Information Tables

Additional Information Tables collect information dynamically throughout the application. This allows the Applicant the ability to answer a question that requires two or more records.

In the Target Market Modification Application, an Additional Information table is used to collect information on for Development Services reported to be offered by the credit union in connection with its lending products.

You will recognize a subsection with an additional information table by the page setup. When you open a new subsection with one of these tables, an empty table field will be displayed below the table instructions at the top of the page. As you add records to the table, they will appear in the table overview.

Overview (1)

Add Row

| Name | Completed | Target Market Map Name | Number of Transactions | Dollar Amount | Sub Total TM Activity # | Sub Total TM Activity $ |
|---|---|---|---|---|---|---|
| New Row (active) | | | | | 0 | 0 |

Add Row

**Empty Table Overview**

Below the table overview is the field entry form. Data is entered in response to the questions on this form and saved to create a single record row in the table. Additional rows are created by populating the fields with new data and saving the form again.

New Row

1. Record

[                                                    ]

2. Target Market Map Name *

Search Records...                                                    Clear

3. Number of Transactions *

[                                                    ]
                                                    0 Decimal Places

4. Dollar Amount *

[ $  |                                              ]
                                                    0 Decimal Places

5. Sub Total TM Activity #

[                                                    ]

**New Row Entry Fields**

At the bottom of the page there are buttons to **Save**, **Download CSV**, and **Delete Record**.

| Save | Download CSV | Delete Record |

**Additional Information Table Buttons**

To add or edit Additional Information records:

1. Complete the field entry form for your first record.
2. When you have finished entering data for your first record, click the **Save** button. This will create a new row in the table overview at the top of the page.

**New Record Row in Table Overview**

3. The record you just created will still be active, with its field data still visible on the screen. To create a new record, click **Add Row** at the right of the table overview.

Overview (1)
                                                                                    [Add Row]

| Name | Completed | Target Market Map Name | Number of Transactions | Dollar Amount | Sub Total TM Activity # | Sub Total TM Activity $ |
|------|-----------|------------------------|------------------------|---------------|--------------------------|--------------------------|
| Loan 1 (active) | ✔ | Test Target market | 1 | 100,000 | 1 | 100,000 |

                                                                                    [Add Row]

**Active Record Indicator and Add Row Link**

4. This will create a new active record row in the overview table. Fill in the empty fields in the New Row section below just as you did for the first record. Click **Save** to populate the table overview with your second record's data.



| Name | Completed | Target Market Map Name | Number of Transactions | Dollar Amount | Sub Total TM Activity # | Sub Total TM Activity $ |
|------|-----------|------------------------|------------------------|---------------|-------------------------|-------------------------|
| Loan 1 | ✔ | Test Target market | 1 | 100,000 | 1 | 100,000 |
| New Row (active) | | | | | | |

Add Row

**New Active Record Row**

5. Repeat this process to add additional records as needed.
6. To edit any record, click on the hyperlink of the record name in the overview table.



| Name | Completed | Target Market Map Name | Number of Transactions | Dollar Amount | Sub Total TM Activity # | Sub Total TM Activity $ |
|------|-----------|------------------------|------------------------|---------------|-------------------------|-------------------------|
| Loan 1 | | Test Target market | 1 | 90,000 | 2 | 91,000 |
| Loan 2 (active) | ✔ | Map 1 | 1 | 1,000 | 2 | 91,000 |

Add Row

**Selected Active Record**

7. This will make that record active and display the active record's field form below. Update any information as needed and **Save**.

To delete dynamic table records:

1. If you need to delete a record, make sure that record is active in the overview table and select the **Delete Record _____** button at the bottom of the page.



**Delete Record**

To Download CSV:

1. The application will allow you to download a Comma Separated File (CSV File) for the records you enter into the dynamic table that you can open in Excel. After all desired records are entered and saved, click the **Download CSV** button at the bottom of the page.

2. Download using your browser's download feature. When you open the document in Excel it will display all the data you have entered for each record.

## 4.7    Direct-Entry Tables

The Target Market Application will require the certified CDFI to enter table data. These direct-entry tables are configured to collect specific data and are easy to navigate.  Unlike additional information tables, direct-entry tables allow you to input your data directly into the table.

| Product Category | # | $ |
|---|---|---|
| Loans | 2 <br> 0 Decimal Places | $ 100,000 <br> 0 Decimal Places |
| Equity Investments | 0 Decimal Places | $ <br> 0 Decimal Places |
| Loan Purchases | 0 Decimal Places | $ <br> 0 Decimal Places |
| Loan Guarantee | 0 Decimal Places | $ <br> 0 Decimal Places |
| Total | 2 | 100,000 |

**Formula Field Calculated Totals**

In the sample table above, you can see that a direct-entry table simply allows you to enter responses to multiple question rows for a number of different columns at the same time.

To navigate the table, simply use the "left to right" slide bar. If the number of columns exceeds the standard screen format, the slide bar will allow you to access the columns to the right.

If using the Tab key during data entry, please note Tab moves the cursor to the field in the column to the right.

Some tables have formula fields that auto-calculate a sum based on the formula configured and the table data entered. Formula fields will begin to populate as you enter your data into the table.

## 4.8    Export to PDF

The Application can generate an Adobe PDF version of your application for your organization's records. There are two ways to view your PDF: from within the Application and from the program profile page. You can use this feature to view your current progress on the application at any point in the application process.

To generate a PDF version of the application:

1. Navigate to the stationary menu bar at the top of the application and select **View PDF.**

**View PDF**

2. This will open a PDF of the application and your organization's responses in a new window. Download and save the PDF using your browser's download function.

To view the PDF from the Program Profile page:

1. Log in to AMIS.
2. Click on the Organizations tab and select your organization. On your organization's detail page, navigate to the Program Profiles related list.
3. Select the CDFI-CERT Program Profile.
4. On the Program Profile detail page, navigate to the Applications related list.



**Applications Related List**

5. Select the **View PDF** link to generate a PDF of the application.

**Note:** Once the application is submitted, you will no longer be able to launch the application and generate a PDF in the UI. However, you will still have access to a PDF of your application from the Program Profile detail page.

# 5. Target Market Modification Application

Below is a detailed walkthrough of the application organized by section, with guidance included for each question. Most of these questions are fairly straightforward drop-down menu selections or text entry responses, but a few require more detailed explanation or instruction.

## 5.1    Basic Information

This section includes basic information about your organization, organization contacts and Affiliates, if any.

**Basic Information Instructions**
Please refer to the instructions for each sub section to fill out basic information about your organization.

**TIP:** Ensure that your organization's AMIS Account is up to date so that the accurate information is reflected in the application. You can update your organization's data by clicking on your organization's name at the top of the application.

### 5.1.1   Applicant Information

**Question 1-7:**

- Pre-populated from your AMIS Account

**Question 8:**

- Type in the name of the Authorized Representative, identified on the AMIS Organization Detail Page, who will approve the submission of the application and attest that the information therein is accurate and true. If no Authorized Representative is selected, you will not be able to submit the application

**Question 9:**

- Type in the name of the Point of Contact identified on the AMIS Organization Detail Page

## 5.2    Target Market

An entity must serve at least one eligible Target Market, (Investment Area or Targeted Population). To be a certified CDFI, an organization must serve at least one eligible Target Market (either an Investment Area or Targeted Population). In addition, an organization must direct at least 60% of all of its Financial Product activities to one or more eligible Target Market.

**Types of Target Markets**

•**Investment Areas** – meet at least one of the following economic distress criteria and has significant unmet needs for Financial Products and Services, or are wholly located within an Empowerment Zone or Enterprise Community (as designated under section 1391 of the Internal Revenue Code of 1986 (26 U.S.C. 1391)).

- Economic Distress Criteria -
  - Poverty Rate greater than 20%
  - Median Family Income (MFI) at 80% or below specific MFI benchmarks
  - Unemployment Rate 1.5 time the national average

•**Targeted Populations**

- Low Income Targeted Populations – for a specified geographic unit, individuals whose family income (adjusted for family size) is:
  - For Metropolitan Areas, 80% of the area median family income; and
  - For non-Metropolitan Areas, the greater of:
    - 80% of the area median family income; or
    - 80% of the statewide non-Metropolitan Area median family income

•**Other Targeted Populations** – for a specified geographic unit:

- African-American
- Hispanic
- Native American
- Native Alaskan, residing in Alaska
- Native Hawaiian, residing in Hawaii
- Other Pacific Islander, residing in Other Pacific Islands
- Other

**TARGET MARKET INSTRUCTIONS**

Applicants must create and save Target Market Maps for each of their individual Target Markets in the Community Impact Mapping System (CIMS). Each distinct Investment Area will need a separate map. Targeted Populations that share the same geographic boundaries may be combined in one map, however, those that do not share the same geographic boundaries will need separate maps.  The map names are required to complete the Target Market sub sections and Board member accountability information.

Use the separate guidance on "Designating a Target Market In myCDFI Fund" to complete this requirement.

## 5.2.1   Target Market Descriptions
**Question 1:**

- Provide a brief description of the entire market (including geographic areas and populations) currently served by the Applicant.

o Given that the Target Market indicates that the Applicant only directs at least 60% of its financing activities to eligible Target Markets, the totality of the Applicant's markets served and its Target Market may not be identical. Moreover, the Applicant may characterize its markets differently than what is captured in the Target Market. This narrative provides the Applicant with the opportunity to describe its entire market expansively. However, within this discussion, indicate what portion of the Applicant's entire market make up its Target Market.

**Question 2:**

- Does the Applicant's Target Market(s) include Investment Area? Select Yes or No.
  - o If the response is "Yes", provide narrative description(s) of the significant unmet capital or financial service needs within each identified Investment Area:
  - o If the response is "Yes", provide a narrative explaining how the Applicant verifies that its financial activities (including all products and services) are directed towards Investment Areas.
  - o If the response is "Yes", provide a set of eligible tracts used for verifying activity to the Investment Area Target Market.

**Question 3:**

- Does the Applicant's Target Market(s) include any of the following CDFI approved Other Targeted Populations: African Americans, Alaska Natives residing in Alaska, Hispanics, Native Americans, Native Hawaiians residing in Hawaii or Other Pacific Islanders living in other Pacific Islands? Select Yes or No
  - o If the response is "Yes", Identify the proposed Other targeted Population(s)
  - o If the response is "Yes", select the OTP Target Market proposed.
  - o If the response is "Yes", provide a narrative explaining how the Applicant verifies that its financial activities (including all products and services) are directed towards the Other Targeted Population.

**Question 4:**

- Does the Applicant's Target Market(s) include OTP's other than African American's, Alaska Natives residing in Alaska, Hispanics, Native Americans, Native Hawaiians residing in Hawaii, and Other Pacific Islanders living in Other Pacific Islands? Select Yes or No
  - o If the response is "Yes", Identify the proposed "Other" Other Targeted Population.
  - o If the response is "Yes", enter the Other Other Targeted Population Target Market proposed.
  - o If the response is "Yes", provide narrative description(s) of the significant unmet capital or financial service needs for each identified OTP.
  - o If the response is "Yes", provide a narrative explaining how the Applicant verifies that its financial activities (including all products and services) are directed towards each Other-Other Targeted Population proposed.
  - o If the response is "Yes" and the Applicant is serving Other Certified CDFIs, provide a narrative explaining how the Applicant verifies that its financial activities (including all products and services) are directed towards the Other-Other Targeted Population Certified CDFIs.

**Question 5:**

- Does the Applicant's Target Market(s) include Low Income Targeted Population? Select Yes or No
  - If the response is "Yes", provide a narrative explaining how the Applicant verifies that its financial activities (including all products and services) are directed towards Low Income Targeted Population.

## 5.4 Target Market CY

**TARGET MARKET CY INSTRUCTIONS**

An organization must serve at least one eligible Target Market (either an Investment Area or Targeted Population). In addition, an organization must direct at least 60% of all of its Financial Product activities to one or more eligible Target Markets in the Current Year (CY) and its Fiscal Year (FY) end.

Target Market information, in this sub section, must be provided based on closed transactions analysis during the Current Year (CY) to date. In order to designate a particular Target Market, the Applicant must already be providing Financial Products to the Target Market.

In general, both the number and dollar amount of the organization's Financial Product activities should be at least 60% of all of its Financial Product activities. If either the number or dollar figure for transactions is less than the 60% benchmark, the organization may still be deemed to meet the Target Market requirement. However, the organization must provide a compelling argument as to why one of the two figures is less than the 60% benchmark. The CDFI Fund reserves the right, in its sole discretion, to accept or reject such explanation.

### 5.4.1 Target Market CY Questions

**Question 1:**

- Is the Applicant's primary business activity to provide Financial Products to certified CDFIs and/or emerging CDFIs? Select "Yes" or "No" from the picklist.

**Question 2:**

- Estimated Values— Enter "Yes" if the Applicant estimated values on the Target Market table.

  - If the Applicant estimated values entered in the Target Market Table, provide a narrative explaining the methodologies used to derive the estimated values.

### 5.4.2 Total Activity By Product Category

**Note:** This is a direct-entry table, please see Section 4.7 for additional help navigating these tables.

For the Current Year activity, enter all the financing activity closed by Product Category. This data will be used as the denominator to calculate the percentage of activity to the Target Market, in both number of financial products closed and dollar amount of the financing products closed, in a separate sub section.

When data is entered by product category, the corresponding sub section will display in the left menu. The sub sections identified by product category will capture the number and dollar amount of activity to the Target Markets.

Product Category Column – The Financial Product activities categories considered acceptable by the CDFI Fund include loans, equity investments to non-affiliated entities, loan purchases originated by non-affiliated CDFIs, and loan guarantees.

# Column – Enter the total number of closed transactions by product category in the Current Year.
$ Column – Enter the total dollar amount of closed transactions by product category in the Current Year.

Be sure to **Save** to capture your responses.

### 5.4.3   Loans/ Equity Investments/ Loan Purchases/ Loan Guarantee

These four subsections ask the applicant to list financial activity transactions by product category.

For each subsection page, answer Questions 1-4 (see guidance below), clicking the **Save** button after each entry to capture your responses (for more on navigating Dynamic Tables, see Section 4.7). Then click the **Add Row** button at the right of the Overview table to create a new row for each additional entry as needed.

**Question 1:**

- Used by the system to keep track of each record. This can be used by the Applicant to help keep track of each record, as well.

**Question 2:**

- Enter the Map Name used in CIMS and in the Target Market related list that describes the Loan Guarantee made to the Target Market.
  o You must have created a Target Market Map in CIMS and a corresponding Target Market record in AMIS for this. Refer to Section 5.5.3.1

**Question 3:**

- Enter the number of Transactions in the CY to the Target Market.

**Question 4:**

- Enter the dollar amount of these Transactions in the CY to the Target Market.

When you have finished entering all financial product information into the table, be sure to **Save** your responses.

Questions 5-6 will display automatically calculated totals for Target Market activity based on the information you provide once you **Save** each record.

Questions 7-8 will display the total number of Loans/ Equity Investments/ Loan Purchases/ Loan Guarantees based on the information you entered into the Total Activity by Product Category table in the previous subsection.

## 5.4.4 Product Category Summary Table

Based on the information provided in the previous Target Market sub sections, the Product Category Summary Table is auto calculated. The information indicates whether or not the Applicant is meeting the required 60% Target Market requirement.

Responses for questions #1 and #2 are only required if the percentage of total activity, in number and dollar, is less than the required 60%. If the activity is less than 60%, provide justification as to why the CDFI should consider the Applicant to meet the Target Market criterion.

- Review the summary table and click **Save** to mark the subsection complete.

- If you need to alter this summary table in any way, please return to the subsection that corresponds to the table row you wish to modify. Make any adjustments and **Save** to update information in the Summary table.

## 5.4.5 Total Deposits/Shares $: Regulated Institution

This subsection is only applicable to Regulated Institutions only. So they need to be one of the Financial Institution Types such as Credit Union; Bank Holding Company; Bank or Thrift

Regulated Institutions must provide the total dollar amount of deposits or shares for the Current Year. This data will be used as the denominator to calculate the percentage of financial services activity to the Target Market, in both number of financial services provided and dollar amount of the financing services provided, in a separate sub section.

**Question 1:**

- Enter the total dollar amount of deposits or shares for the Current Year.

## 5.4.6 Deposits/Shares $: Regulated Institution

This subsection is only applicable to Regulated Institutions only. So they need to be one of the Financial Institution Types such as Credit Union; Bank Holding Company; Bank or Thrift

For the Current Year activity, the financial services to the Target Market should be entered and identified with the maps created in CIMS and identified in the Target Markets related list found in the Organization Detail Page in AMIS.

Upon answering question #2 and 3, the information in the Deposits/Shares sub sections will display the percentage to the Target Market in the summary sub section.

**Question 1:**

- Used by the system to keep track of each record. This can be used by the Applicant to help keep track of each record, as well.

**Question 2:**

- Enter the Map Name used in CIMS and in the Target Market related list that describes the Deposits/Shares made to the Target Market.

**Question 3:**

- Enter the dollar amount of Deposits/Shares in the CY to the Target Market

**Question 4:**

- Auto calculated

Select Add Row, in the bottom right corner of the Overview matrix to include additional Target Markets where Deposits/Shares were provided in the CY.

## 5.4.7 Total Number of Members: Credit Unions

This subsection is only applicable to credit unions only.

Credit Unions must provide the total number of credit union members as of the Current Year. This data will be used as the denominator to calculate the percentage of members to the Target Market, in both number and dollar amount, in a separate sub section.

**Question 1:**

- Enter the total number of credit union members as of the CY.

## 5.4.8 Credit Union Members

This subsection is only applicable to credit unions only.

For the Current Year activity, the number of members to the Target Market should be entered and identified with the maps created in CIMS and identified in the Target Markets related list found in the Organization Detail Page in AMIS.

Upon answering question #2 and 3, the information in the Credit Union member sub sections will display the percentage to the Target Market in the summary sub section.

**Question 1:**

- Used by the system to keep track of each record. This can be used by the Applicant to help keep track of each record, as well.

**Question 2:**

- Enter the Map Name used in CIMS and in the Target Market related list that describes the Deposits/Shares made to the Target Market.

**Question 3:**

- Enter the number of credit union members as of the CY to the Target Market.

**Question 4:**

- Auto calculated

Select Add Row, in the bottom right corner of the Overview matrix to include additional Target Markets where Deposits/Shares were provided in the CY.

## 5.4.9 Total All Other Activities

For the Current Year activity, the Development Services and Other Activity should be entered and identified with the maps created in CIMS and identified in the Target Markets related list found in the Organization Detail Page in AMIS.

Upon answering question #1 - #3, the information in the Total All Other Activities sub sections will display the percentage to the Target Market in the summary sub section.

**Question 1:**

- Enter the total number of Development Service provided in the CY.

**Question 2:**

- Enter the total number for All Other Activity provided in the CY

**Question 3:**

- Enter the total dollar amount for All Other Activity provided in the CY.

## 5.4.10 All Other Activities

For the Current Year activity, the number of Development Services and All Other Activity to the Target Market should be entered and identified with the maps created in CIMS and identified in the Target Markets related list found in the Organization Detail Page in AMIS.

Upon answering question #2 - #5, the information in the All Other Activities sub sections will display the percentage to the Target Market in the summary sub section.

**Question 1:**

- Used by the system to keep track of each record. This can be used by the Applicant to help keep track of each record, as well.

**Question 2:**

- Enter the Map Name used in CIMS and in the Target Market related list that describes the activity made to the Target Market.

**Question 3:**

- Enter the number of Development Services provided in the CY to the Target Market

**Question 4:**

- Enter the number of Other Activity provided in the CY to the Target Market

**Question 5:**

- Enter the number of Other Activity provided in the CY to the Target Market

When you have finished entering all financial product information into the table, be sure to **Save** your responses.

Questions 6-8 will display automatically calculated totals for Target Market activity based on the information you have provided.

Select Add Row, in the bottom right corner of the Overview matrix to include additional Target Markets to ALL Other Activities provided as of the CY.

## 5.4.11 All Other Activities Summary Table

Based on the information provided in the previous Target Market sub sections, the All Other Activities Summary Table is auto calculated. The information indicates at what level the Applicant is providing Other Activities to the Target Market.

- Review the summary table and click **Save** to mark the subsection complete.

- If you need to alter this summary table in any way, please return to the subsection that corresponds to the table row you wish to modify. Make any adjustments and **Save** to update information in the Summary table.

## 5.5 Target Market FYE

**TARGET MARKET FYE INSTRUCTIONS**

An organization must serve at least one eligible Target Market (either an Investment Area or Targeted Population). In addition, an organization must direct at least 60% of all of its Financial Product activities to one or more eligible Target Markets in the Current Year (CY) and its Fiscal Year (FY) end.

Target Market information, in this sub section, must be provided based on closed transactions analysis Fiscal Year End (FYE) to data. In order to designate a particular Target Market, the Applicant must already be providing Financial Products to the Target Market.

In general, both the number and dollar amount of the organization's Financial Product activities should be at least 60% of all of its Financial Product activities. If either the number or dollar figure for transactions is less than the 60% benchmark, the organization may still be deemed to meet the Target Market requirement. However, the organization must provide a compelling argument as to why one of the two figures is less than the 60% benchmark. The CDFI Fund reserves the right, in its sole discretion, to accept or reject such explanation.

Please refer to the instructions in the Target Market FYE sub sections.

### 5.5.1 Target Market FYE Questions

**Question 1:**

- Is the Applicant's primary business activity to provide Financial Products to certified CDFIs and/or emerging CDFIs? Select "Yes" or "No" from the picklist.

**Question 2:**

- Estimated Values— Enter "Yes" if the Applicant estimated values on the Target Market table.

  o If the Applicant estimated values entered in the Target Market Table, provide a narrative explaining the methodologies used to derive the estimated values.

### 5.5.2 Total Activity By Product Category

**Note:** This is a direct-entry table, please see Section 4.7 for additional help navigating these tables.

For the Fiscal Year End activity, enter all the financing activity closed by Product Category.  This data will be used as the denominator to calculate the percentage of activity to the Target Market, in both number of financial products closed and dollar amount of the financing products closed, in a separate sub section.

When data is entered by product category, the corresponding sub section will display in the left menu. The sub sections identified by product category will capture the number and dollar amount of activity to the Target Markets.

Product Category Column – The Financial Product activities categories considered acceptable by the CDFI Fund include loans, equity investments to non-affiliated entities, loan purchases originated by non-affiliated CDFIs, and loan guarantees.

# Column – Enter the total number of closed transactions by product category in the Fiscal Year End.
$ Column – Enter the total dollar amount of closed transactions by product category in the Fiscal Year End.

Please refer to the instructions in the Target Market FYE sub sections

Be sure to **Save** to capture your responses.

### 5.5.3   Loans/ Equity Investments/ Loan Purchases/ Loan Guarantee

These four subsections ask the applicant to list financial activity transactions by product category.

For each subsection page, answer Questions 1-4 (see guidance below), clicking the **Save** button after each entry to capture your responses (for more on navigating Dynamic Tables, see Section 4.6). Then click the **Add Row** button at the right of the Overview table to create a new row for each additional entry as needed.

**Question 1:**

- Used by the system to keep track of each record. This can be used by the Applicant to help keep track of each record, as well.

**Question 2:**

- Enter the Map Name used in CIMS and in the Target Market related list that describes the Loan Guarantee made to the Target Market.
  - You must have created a Target Market Map in CIMS and a corresponding Target Market record in AMIS for this. Refer to Section 5.5.3.1

**Question 3:**

- Enter the number of Transactions in the FYE to the Target Market.

**Question 4:**

- Enter the dollar amount of these Transactions in the FYE to the Target Market.

When you have finished entering all financial product information into the table, be sure to **Save** your responses.

Questions 5-6 will display automatically calculated totals for Target Market activity based on the information you provide once you **Save** each record.

Questions 7-8 will display the total number of Loans/ Equity Investments/ Loan Purchases/ Loan Guarantees based on the information you entered into the Total Activity by Product Category table in the previous subsection.

## 5.5.3.1 Create a new Target Market record

Once your Target Market Maps are created in CIMS, you will need to create a Target Market Record for each Target Market in AMIS. These AMIS Target Market records will allow you to link information about your Target Markets to your Target Market Modification application.

To create a new Target Market Record in AIMS:
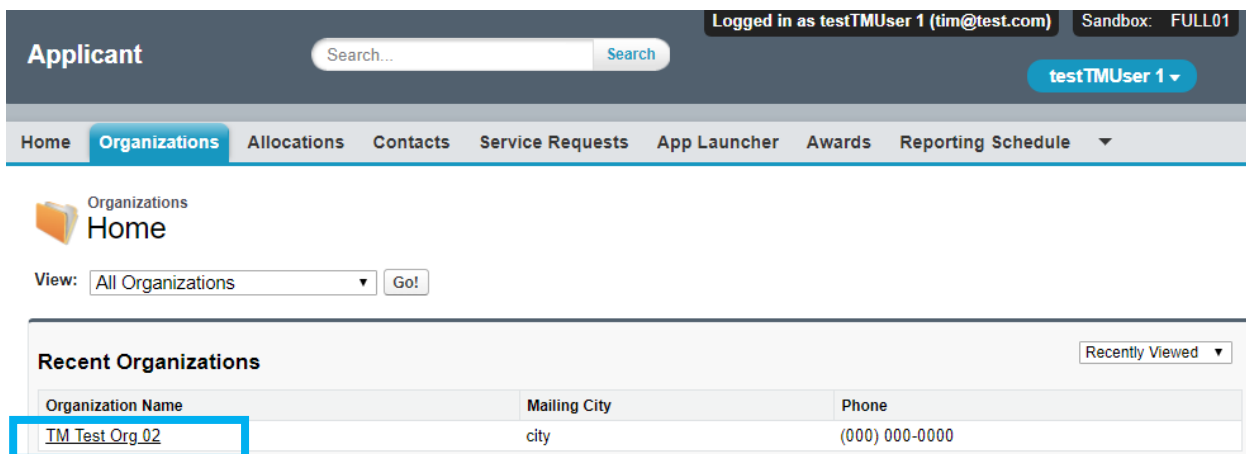
1. Log in to AMIS. From the home page select the Organizations tab.



**AMIS Home Page**

2. On the Organizations home page, select your organization.



**Organizations Home Page**

3. On your organization's detail page, scroll down to the Target Markets related list.
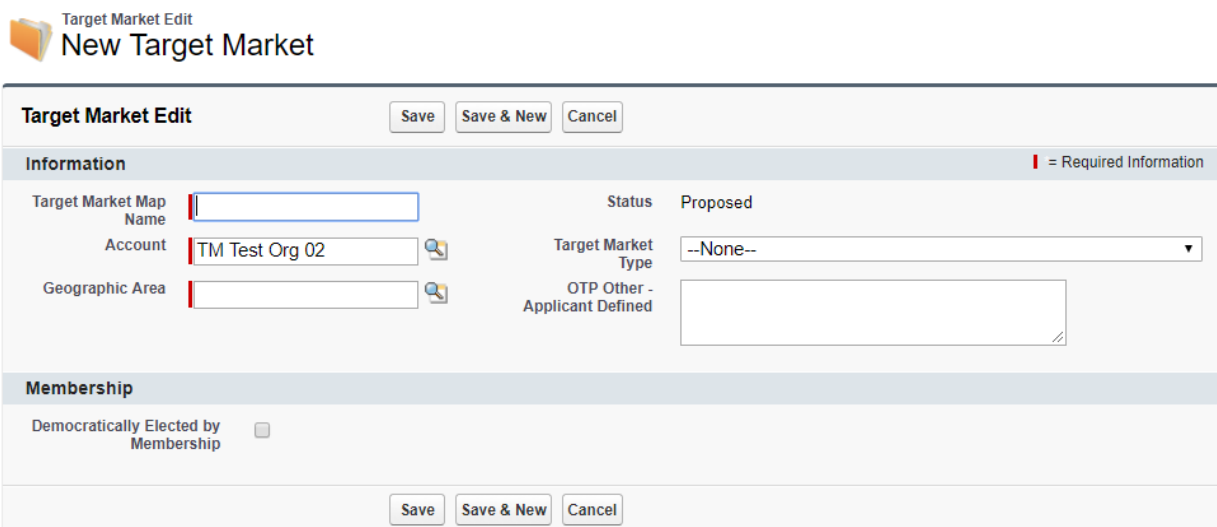


**Target Markets Related List**

4. Click **New Target Market**.



**New Target Market Edit**

5. On the New Target Market edit page, enter information including:
   a. The Target Market Map Name- The name you enter here should be identical to the name of the map for this Target Market you created in CIMS.
   b. Status- Proposed.(This is not an editable field)
   c. Account – The Organization it is tied to.
   d. Target Market Type- Select what type of Target Market this is from the picklist options IA, LITP, and different OTPs.
   e. Geographic Area – Lookup for County ,State, and National
   f. OTP Other- Applicant Defined- If you selected "OTP Other" as your Target Market type, define here what other population you are targeting.
   g. Democratically Elected by Membership –  For credit unions using the special accountability provision,

6. Click **Save. (**If you are entering information about multiple Target Markets, click **Save & New** to open a new New Target Market edit page.) You will be navigated to the Target Market detail page.



**Target Market Detail Page**

7. Click the Account link to navigate back to your Organization's detail page.
8. If adding Accountable Members for the Target Market click on the "New Target Market Accountable Member" button.



**New Target Market Accountable Member Edit Page**

9. On the Target Market Accountable Member Edit page, enter information including:
   a. Board Member- Lookup for the Board Member you need to associate with or provide more information for a Target Market
   b. Additional TM Accountability – If the Board Member has Accountability to more than one Target Market select values.
   c. Target Market – Lookup for any Target Market created in the Target Market section on the Organization Detail Page.
   d. Source of Accountability – For each additional way in which the board member may be accountable to the Target Market, provide a detailed justification of the connection.
   e. Status – Proposed. (This is not an editable field)
10. Click **Save. (**If you are entering information about multiple Target Market Accountable Member, click **Save & New** to open a new Target Market Accountable Member edit page.) You will be navigated to the Target Market detail page.



11. Click the Account link to navigate back to your Organization's detail page.

### 5.5.4 Product Category Summary Table

Based on the information provided in the previous Target Market sub sections, the Product Category Summary Table is auto calculated. The information indicates whether or not the Applicant is meeting the required 60% Target Market requirement.

Responses for questions #1 and #2 are only required if the percentage of total activity, in number and dollar, is less than the required 60%. If the activity is less than 60%, provide justification as to why the CDFI should consider the Applicant to meet the Target Market criterion.

- Review the summary table and click **Save** to mark the subsection complete.

- If you need to alter this summary table in any way, please return to the subsection that corresponds to the table row you wish to modify. Make any adjustments and **Save** to update information in the Summary table.

## 5.5.5 Total Deposits/Shares $: Regulated Institution

This subsection is only applicable to Regulated Institutions only. So they need to be one of the Financial Institution Types such as Credit Union; Bank Holding Company; Bank or Thrift

Regulated Institutions must provide the total dollar amount of deposits or shares for the Fiscal Year End. This data will be used as the denominator to calculate the percentage of financial services activity to the Target Market, in both number of financial services provided and dollar amount of the financing services provided, in a separate sub section.

**Question 1:**

- Enter the total dollar amount of deposits or shares for the Fiscal Year End.

## 5.5.6 Deposits/Shares $: Regulated Institution

This subsection is only applicable to Regulated Institutions only. So they need to be one of the Financial Institution Types such as Credit Union; Bank Holding Company; Bank or Thrift

For the Fiscal Year End activity, the financial services to the Target Market should be entered and identified with the maps created in CIMS and identified in the Target Markets related list found in the Organization Detail Page in AMIS.

Upon answering question #2 and 3, the information in the Deposits/Shares sub sections will display the percentage to the Target Market in the summary sub section.

**Question 1:**

- Used by the system to keep track of each record. This can be used by the Applicant to help keep track of each record, as well.

**Question 2:**

- Enter the Map Name used in CIMS and in the Target Market related list that describes the Deposits/Shares made to the Target Market.

**Question 3:**

- Enter the dollar amount of Deposits/Shares in the FYE to the Target Market

**Question 4:**

- Auto calculated

Select Add Row, in the bottom right corner of the Overview matrix to include additional Target Markets where Deposits/Shares were provided in the FYE.

## 5.5.7 Total Number of Members: Credit Unions

This subsection is only applicable to  credit unions only.

Credit Unions must provide the total number of credit union members as of the Fiscal Year End. This data will be used as the denominator to calculate the percentage of members to the Target Market, in both number and dollar amount, in a separate sub section.

**Question 1:**

- Enter the total number of credit union members as of the FYE.

## 5.5.8 Credit Union Members

This subsection is only applicable credit unions only.

For the Fiscal Year End activity, the number of members to the Target Market should be entered and identified with the maps created in CIMS and identified in the Target Markets related list found in the Organization Detail Page in AMIS.

Upon answering question #2 and 3, the information in the Credit Union member sub sections will display the percentage to the Target Market in the summary sub section.

**Question 1:**

- Used by the system to keep track of each record. This can be used by the Applicant to help keep track of each record, as well.

**Question 2:**

- Enter the Map Name used in CIMS and in the Target Market related list that describes the Deposits/Shares made to the Target Market.

**Question 3:**

- Enter the number of credit union members as of the FYE to the Target Market.

**Question 4:**

- Auto calculated

Select Add Row, in the bottom right corner of the Overview matrix to include additional Target Markets where Deposits/Shares were provided in the FYE.

## 5.5.9 Total All Other Activities

For the Fiscal Year End activity, the Development Services and Other Activity should be entered and identified with the maps created in CIMS and identified in the Target Markets related list found in the Organization Detail Page in AMIS.

Upon answering question #1 - #3, the information in the Total All Other Activities sub sections will display the percentage to the Target Market in the summary sub section.

**Question 1:**

- Enter the total number of Development Service provided in the FYE.

**Question 2:**

- Enter the total number for All Other Activity provided in the FYE

**Question 3:**

- Enter the total dollar amount for All Other Activity provided in the FYE.

## 5.5.10 All Other Activities

For the Fiscal Year End activity, the number of Development Services and All Other Activity to the Target Market should be entered and identified with the maps created in CIMS and identified in the Target Markets related list found in the Organization Detail Page in AMIS.

Upon answering question #2 - #5, the information in the All Other Activities sub sections will display the percentage to the Target Market in the summary sub section.

**Question 1:**

- Used by the system to keep track of each record. This can be used by the Applicant to help keep track of each record, as well.

**Question 2:**

- Enter the Map Name used in CIMS and in the Target Market related list that describes the activity made to the Target Market.

**Question 3:**

- Enter the number of Development Services provided in the FYE to the Target Market

**Question 4:**

- Enter the number of Other Activity provided in the FYE to the Target Market

**Question 5:**

- Enter the number of Other Activity provided in the FYE to the Target Market

When you have finished entering all financial product information into the table, be sure to **Save** your responses.

Questions 6-8 will display automatically calculated totals for Target Market activity based on the information you have provided.

Select Add Row, in the bottom right corner of the Overview matrix to include additional Target Markets to ALL Other Activities provided as of the FYE.

### 5.5.11 All Other Activities Summary Table

Based on the information provided in the previous Target Market sub sections, the All Other Activities Summary Table is auto calculated. The information indicates at what level the Applicant is providing Other Activities to the Target Market.

- Review the summary table and click **Save** to mark the subsection complete.

- If you need to alter this summary table in any way, please return to the subsection that corresponds to the table row you wish to modify. Make any adjustments and **Save** to update information in the Summary table.

## 5.6    Boards

- An organization must maintain accountability to its Target Market(s) – the residents of an Investment Area(s) and/or a Targeted Population(s) - through representation on its governing board and/or advisory board(s), and/or through other mechanisms such as focus groups, community meetings, and/or customer surveys.
- TIP - an organization may use multiple methods (as defined above) of creating accountability in any combination to demonstrate its accountability to its Target Market(s).
- If a board member of the certification applicant organization, or any member of his/her family, is a principal or staff member of the organization or its subsidiaries, affiliates or investors, he/she may not provide accountability for that organization, as he/she has a financial conflict of interest. The CDFI Fund defines "principal" as an individual that retains ownership, control or power to vote twenty five (25) percent or more of the outstanding shares of voting securities of the applicant CDFI.

**TIP**: You can create new Organization Boards and Board Members in AMIS by clicking on the Organization Name link at the top of the application and navigating to the Organization Boards related list in AMIS.
For governing and advisory boards, the options for how board members may be representative of target markets are as follows:

| For Investment Areas Board members may be: | For Low-Income Targeted Populations Board members may be: | For Other Targeted Populations Board members may be: |
|---|---|---|
| Residents of the Investment Area. | Low-Income individuals who live or work in the area served. | Members of the Other Targeted Population who live or work in the area served. |
| Business owners located in the Investment Area. (Business should employ residents of the Investment area and/or provide goods and/or services to the Investment Area.) | Individuals who work for (as employee or board member) an organization that primarily provides services to Low-Income people in the area served. | African American; Alaskan Native living in Alaska; Hispanic; Native Hawaiian living in Hawaii; or Other (as described in TARGET MARKET Criteria section). |

| For Investment Areas Board members may be: | For Low-Income Targeted Populations Board members may be: | For Other Targeted Populations Board members may be: |
|---|---|---|
| Elected officials for the Investment Area. | | |
| Individuals who work for (as employee or board member) an organization that primarily provides services to <u>residents</u> of the Investment Area. | | |

## 5.6.1 Boards

Before the Governing Board can be selected in the template application, Target Market Modification Applicants must first create a board record on the applicant organization's detail page in the Organization Detail Page.

Once the board record has been created in the Organization Detail Page, you will be able to search the name of the board to select it in the Target Market Modification Application.

**Question 1- Select Organization Board from AMIS**

- This question is a related record lookup field that will allow you select a board record associated with your organization. (For more on related record fields, please see section 4.4).

**<u>Before an Advisory/Governing Board can be selected in the template application, Applicants must first create a board record on the applicant organization's detail page in AMIS</u>**.

To create a new board record:

1. Exit the template application and navigate to your organization's detail page. (Click the **Organizations** tab at the top of the page and select the hyperlink of your organization's name from the "Recent Organizations" list or click **Go!** to view all orgs.)

**Organization Detail Page**

2. Scroll down to the Organization Boards related list.



**Organization Boards Related List**

3. Click the **New Organization Board** button.

**Select Organization Board Record Type**

4.  Select your board type from the drop-down menu, "Advisory" or "Governing". Click **Continue**.

**Organization Board Edit**

| Organization Board Edit | Save   Save & New   Cancel |
|---|---|

**Information**                                                                  ▌ = Required Information

Board Name: ▌[_____]          Board Composition Date: ▌[_____]  [ 10/5/2018 ]
Organization: ▌[Rahul Test Org_Credit Union] 🔍          Record Type: Advisory

**Member Narrative**

Process of Selection: ▌[_____]          How often does Board meet ? ▌[_____]

Board Member Feedback: [_____]          How is Information Used ? ▌[_____]

**CDFI Section**

50% of membership >= Target Market ☐
Democratically Elected by Membership ☐

**Signature**

Signature Attestation: I hereby certify that none of the Governing Board or Advisory Board members listed here that are Accountable Representatives, nor any of their family members are principals or staff members of the Applicant, its subsidiaries, its affiliates or its investors.

Signature: ☐

| Save   Save & New   Cancel |
|---|

**New Organization Board Edit Page**

5. Complete all required fields (marked in red). If the Applicant intends to maintain accountability to the residents of its LIC through their representation on Advisory Board(s), provide a brief narrative detailing each of the following:
   - The process by which members are selected for the advisory board;
   - How often the advisory board meets (to be accountable, a board must meet at least annually);
   - How the board solicits (or intends to solicit) feedback from residents of LICs and how often this information is (or will be) collected (e.g., feedback collected semi-annually at community meetings, feedback collected annually through surveys, etc.); and
   - How the information is used (or will be used) to inform the actions of the governing board in developing the organization's policies (e.g., an advisory board representative sits on the governing board; a member of the advisory board presents reports to the governing board, etc.).

6. Read and complete the Signature Attestation by selecting the checkbox. This signature is required to save the record.



**Signature**

Signature Attestation: I hereby certify that none of the Governing Board or Advisory Board members listed here that are Accountable Representatives, nor any of their family members are principals or staff members of the Applicant, its subsidiaries, its affiliates or its investors.

Signature: ☑

7.  Click **Save.** You will be forwarded to your new board's detail page.



**Organization Board Detail Page**

8.  Scroll to the Organization Board Members related list.



**Organization Board Members Related List**

9.  Click **New Organization Board Member** to add a board member.

**New Organization Board Member**

# Select Organization Board Member Record Type

Select a record type for the new organization board member.

### Select Organization Board Member Record Type

| Record Type of new record | Not an LIC Representative ▼ |
|---|---|

<div align="center">Continue   Cancel</div>

**Available Organization Board Member Record Types**

| Record Type Name | Description |
|---|---|
| **Board Member or Employee of non-affiliated charitable org** | An employee or Board Officer of a non-affiliated community-based or charitable organization providing more than 50% of its program activities and services to LIPs in the Service Area |
| **CDFI Certification Application Board Member** | ONLY Select if applying to the CDFI Certification Application |
| **Elected Official or staff to Elected Official** | Be, or work for, an elected official whose constituency is comprised principally of, or are residents of, qualified NMTC census tracts |
| **Governmental Agency/Department Employee** | An employee of a governmental agency or department that primarily serves LICs or whose job responsibility primarily involve serving LICs |
| **Not an LIC Representative** | Not an LIC Representative |
| **Religious Leader** | A religious leader whose congregation is located in a NMTC qualified census tract |
| **Resident** | Resides within a of qualified NMTC census tract in Service Area |
| **Small Business Owner** | Own, control, or manage a small business within a qualified NMTC census tract, in Service Area, that principally employees or provides appropriate goods and services to area LIC residents |

<div align="center">**Select Organization Board Member Record Type Page**</div>

**10.** Select the CDFI Certification Application Board.

**Organization Board Member Edit**

# New Organization Board Member

### Organization Board Member Edit
<div align="right">Save   Save & New   Cancel</div>

| | | **LIC Representation Status** |
|---|---|---|
| Board Name | Advisory Board 1 🔍 | |
| Board Members Name | | |
| Record Type | CDFI Certification Application Board Member | |
| Conflict of Interest | --None-- ▼ | |
| Street | | |
| City | | |
| State or US Territory | --None-- ▼ | |
| Zipcode | | |
| Census Tract | | |

<div align="center">Save   Save & New   Cancel</div>

<div align="center">**New Organization Board Member Edit Page**</div>

11. Complete all required fields (marked in red). Click **Save.**



**New Organization Board Member's Detail Page**

12. You will be forwarded to the new board member's detail page. To add additional board members, navigate back to your board's detail page by clicking on the "Board Name" link.
    If you are adding another board member of the same board member type, you can select the **Clone** button. This is useful if you have multiple board members that will have very similar responses to these fields. Just be sure to change the board member name to the new board member's and make any other necessary changes to these fields.

13. Once you have finished adding board members, your board will be complete and ready for approval. Return to your board's detail stage and review all information to verify it is correct.

To select your board record in the template application:

1. Launch the Target Market Modification application from the program profile. Navigate to the "Boards" section and open the subsection.



**Boards Related Record Field**

2. Use the related record lookup to select a board. When you click in the gray search box where it says "Search Records" a list of board records for your organization will appear.



**List of Boards Available to Select**

3. There may be one record or multiples depending on the number of boards that have been created for your organization. Select a board to attach to your application by clicking on the record name.



**Selected Board Record**

4. When you select a board, additional information about the board record will appear below the lookup field, as well as a link to "View Record" that will open that board record's detail page in a new window.



**Add an Additional Related Record Field**

5. Once you have selected a board, you can add additional boards (if needed) by clicking the green plus sign next to the search box. Click in the new search box and select the board you want to add.

6. **NOTE**: Remember additional boards can only be added if they have already been created in the applicant's organization detail page.



**Remove a Related Record Field**

7. If you accidentally select a board record you do not wish to include, or create more search record fields than you need, click the red minus sign next to that search box to delete that row.
8. Once you have selected all the boards you wish to include, click **Save.**

## 5.7  Attestation and Submission

### 5.7.1  Printing your Application

To print your application, click the *View PDF* link in the navigation menu at the top of the User Interface.



**View PDF Button**

This will generate a PDF of your application you can download using your browser's download function that you will be able to save to your computer and print. For more information on how to generate a PDF in this application, please see section 4.8 of this document.

## 5.7.2    Submitting your Application

All subsections must be marked complete in order for you to submit your application. To check which subsections have been marked complete, look for a green checkmark next to that section on the menu bar. Sections that are incomplete will not have a checkmark and will prevent you from successfully submitting the application.

**You will not be able to submit an application until all items are marked complete.  If you attempt to submit your application before all subsections are complete, you will receive error identifying which subsections remain incomplete.  Go back and correct those subsections.**

> The section "Boards - Boards" has not been marked as completed.
> The application has not been submitted. Please fix the errors and submit the application again.

**Example of Error Message for Incomplete Subsection**

Before you submit your application, the CDFI Fund recommends that you print and review your application. **ONCE SUBMITTED, YOUR APPLICATION RESPONSES MAY NOT BE ALTERED.**

The designated Authorized Representative will need to attest that the information provided in the application is accurate and complete to the best of your organization's knowledge.

To Attest and Submit an application:

1.  Log in to AMIS as an Authorized Representative for your organization. Only Authorized Representatives will be able to attest the application.

2.  Select the **Attestation and Submission** tab from the very bottom of the menu bar.

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🏷 **CDFI-CERT-CU**

## Attestation and Submission

#### Authorized Representative Signature

I hereby certify that none of the Governing Board or Advisory Board members listed here that are Accountable Representatives, nor any of their family members are principals or staff members of the Applicant, its subsidiaries, its affiliates or its investors.

☐ **By selecting this checkbox, I agree to the terms stated above.** *(Any Authorized Representatives)*

#### Authorized Representative Signature

I hereby certify that all of the information provided in connection with the above-named entity's certification as a CDFI is true, accurate and complete. The submission of such information has been duly authorized by the above-named entity's governing body

☐ **By selecting this checkbox, I agree to the terms stated above.** *(Any Authorized Representatives)*

[ Submit Application ]

3.  Read the **Electronic Signature Attestation** sections and signify agreement with the statement by selecting the checkbox.

## Attestation and Submission

### Authorized Representative Signature

I hereby certify that none of the Governing Board or Advisory Board members listed here that are Accountable Representatives, nor any of their family members are principals or staff members of the Applicant, its subsidiaries, its affiliates or its investors.

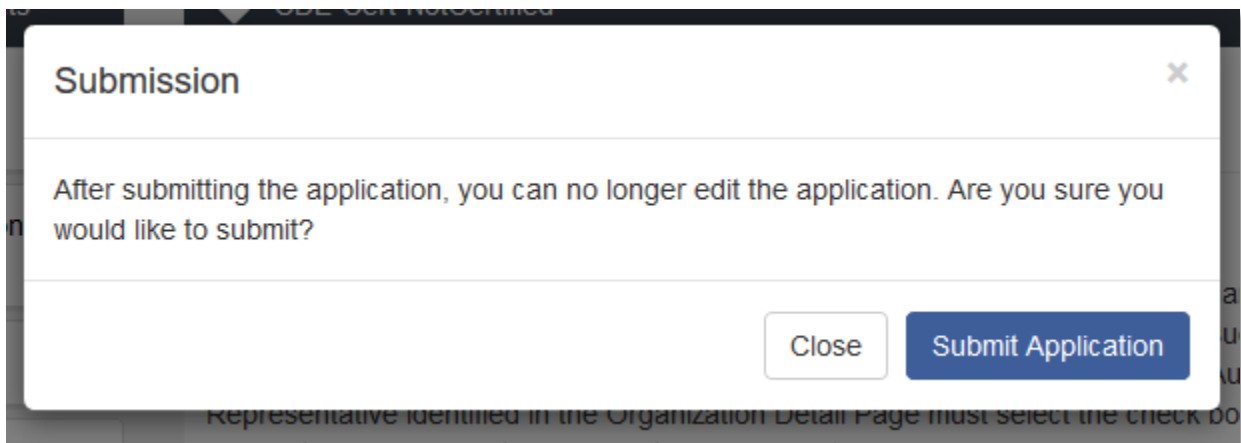☑ **By selecting this checkbox, I agree to the terms stated above.** *(Any Authorized Representatives)*

### Authorized Representative Signature

I hereby certify that all of the information provided in connection with the above-named entity's certification as a CDFI is true, accurate and complete. The submission of such information has been duly authorized by the above-named entity's governing body

☑ **By selecting this checkbox, I agree to the terms stated above.** *(Any Authorized Representatives)*

**Attestation and Submission Page- Attested**

4.  Once the statement is attested to, click **Submit Application**. A dialog box will appear. Confirm that you would like to submit the application and understand the application cannot be edited after this point.

## Submission

After submitting the application, you can no longer edit the application. Are you sure you would like to submit?

[ Close ]  [ Submit Application ]

**Submission Dialog Box**

5.  If any of your sections/subsections are incomplete, your submission attempt will be unsuccessful. An error message will identify which subsection is incomplete.

> The section "Boards - Boards" has not been marked as completed.
> The application has not been submitted. Please fix the errors and submit the application again.

**Application Submission- Failed Attempt Error Message**

6.  If your submission is successful, the application will return this message:

**CDFI-CERT-TM**

Thank you for submitting your application for CDFI Certification. A CDFI Program staff member will review your application for accuracy and completeness and contact you as soon as possible.

## Attestation and Submission

### Authorized Representative Signature

I hereby certify that all of the information provided in connection with the above-named entity's certification as a CDFI is true, accurate and complete. The submission of such information has been duly authorized by the above-named entity's governing body

**Application Submission- Successful Attempt Message**

7. You will receive an email confirming that your application has been submitted that includes the Authorized Representative's attestation and signature.