

CERTIFICATION, COMPLIANCE MONITORING AND EVALUATION

CDFI CERTIFICATION APPLICATION



SUPPLEMENTAL GUIDANCE
AND TIPS
UPDATED DECEMBER 2018

CDFI Certification Application Supplemental Guidance and Tips

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1. INTRODUCTION



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

An entity seeking to be certified as a Community Development Financial Institutions (CDFI) must submit a CDFI Certification 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.

COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

The mission of the CDFI Fund is to expand the capacity of financial institutions to provide credit, capital, and financial services to underserved populations and communities in the United States.

PURPOSE OF THIS DOCUMENT

This document is designed to provide the CDFI Certification Applicant with guidance and tips for completing and submitting the CDFI Certification Application and a Target Market Modification Application.

CDFI CERTIFICATION DESIGNATION

CDFI certification is a designation conferred by the CDFI Fund. In order to be certified as a CDFI, a financial institution must meet each of the following seven certification criteria at the time a CDFI Certification Application is submitted to the CDFI Fund:

1. Be a legal entity;
2. Have a primary mission of promoting community development;
3. Be a financing entity;
4. Primarily serve one or more Target Markets;
5. Provide Development Services in conjunction with its financing activities;
6. Maintain accountability to its defined Target Market; and
7. Be a non-government entity and not be under control of any government entity

CDFI Certification does not constitute an opinion by the CDFI Fund as to the effectiveness or financial viability of the Applicant.

APPLICATION PROCESS OVERVIEW

Note: Each CDFI Certification Applicant must have its own valid Employer Identification Number (EIN) and be a legal entity at the time it submits the CDFI Certification Application. Failure to include this information for any entity will result in the rejection of the entire application without a substantive review. Additionally, an EIN and a Dun & Bradstreet Number are required in order to establish an AMIS organizational account.

Additional Questions and Resources: Please contact the CCME staff if you have questions regarding the CDFI Certification application. CCME staff can be contacted by telephone at (202) 653-0421, and by e-mail at ccme@cdfi.treas.gov. Information regarding the CDFI Certification application and process can also be obtained by visiting the CDFI Fund's [CDFI Certification page](#).

Application Process:

- Carefully review the CDFI Program Revised Interim Regulations, 12 CFR Part 1805, also available on the CDFI Fund's CDFI Certification page located at www.cdfifund.gov.
- Consult the Glossary of Terms and the CDFI Program Revised Interim Regulations (12 CFR Part 1805) for clarification of defined and capitalized terms. These documents may be found on the CDFI Fund's CDFI Certification page located at www.cdfifund.gov.
- Review the CDFI Certification Application and supplemental CDFI Certification Application guidance documents provided on the CDFI Fund's CDFI Certification page located at www.cdfifund.gov.
- Log into the Awards Management Information System (AMIS). For more information on creating or accessing AMIS, please review the [CDFI Fund AMIS - Quick Start Guide](#).
- Start a new CDFI Certification Signature Page for the Applicant from within the "myCDFI Fund" tile to create and submit electronic maps in the Community Impact Mapping System (CIMS).
 - Click on the "Applications" option in the menu list on the left-hand side of the screen.
 - Click on the text link "CDFI Certification Signature Page" in the "Open Applications" section.
 - Follow the instructions in the CDFI Certification Signature Page for completion and submission of the CDFI Certification Signature Page.

Note: You only need to associate the maps to the Signature Page.

- In order to “Save” and “Attach” the Applicant’s electronic maps to the Applicant’s CDFI Certification Signature Page, the Applicant must start a new CDFI Certification Signature Page (from the “Applications” section of the Applicant’s myCDFI Fund organizational account), and leave it open, (i.e. unsubmitted.) Once all components of the Application are completed, including creating and “saving/attaching” electronic maps, will the Applicant submit the CDFI Certification Signature Page.
- Target Market maps created in the CIMS mapping program are different from other attachments, as they are not “Attached” to the application in the same way as the rest of the attachments. Rather, when a map is being “Saved” in the CIMS mapping program, the Applicant has the option to check a box which will “attach” the map to the Applicant’s already started but not submitted CDFI Certification Signature Page. The Applicant will need to identify the map name in the Target Market and Organization Boards sections of the AMIS Organization Detail Page and with the Certification Application and Target Market Application.
- Complete and submit the CDFI Certification Application in AMIS. Upon submission of the CDFI Certification Application, the Applicant’s AMIS contacts will receive notification that the Application has been received by the CDFI Fund. The review process can take up to 90-days.

CDFI CERTIFICATION APPLICATION COMPONENTS

The CDFI Certification Application is comprised of two main components:

- **The CDFI Certification Application in AMIS** – all of the major elements of the Application is housed in the AMIS Application. It contains all of the application questions and directions to attach certain other documents. It also contains a number of data points where individual worksheets related to the various sections (criteria) of the Application, (Basic Information, Affiliates, Legal Entity, Primary Mission, Financing Entity, Target Market CY, Target Market FYE, Boards, Accountability, Development Services, Non-Govt Entity).
- **Electronic Maps** – in the Target Market criteria section of the CDFI Certification Application, the Applicant will be directed to create and save electronic maps that describe the Applicant's Target Market. These maps are created in the CDFI Fund's mapping program called the Community Impact Mapping System, or "CIMS". Applicant's access CIMS through their organizational myCDFI Fund accounts, (in the "Mapping" section.)

Additional Attachments – there are a number of documents that the Applicant is required to submit as a part of the CDFI Certification Application. Depending on the organization type, some of the following documents are not required.

- Stock Summary Reports (as necessary)
- By-Laws
- EIN Documentation
- Legal Documentation
- Primary Mission (for Applicant)
- Affiliate Primary Missions (for each Affiliate)
- FYE Financial Statements
- YTD Financial Statements
- Service Contract-Agreement (as necessary)
- Gov Contract-Grant Agmt (as necessary)
- Gov Fin Relationship Explanation (as necessary)

TECHNICAL NOTES OF THE CDFI CERTIFICATION APPLICATION

- The Application will only allow for a contact identified as an Authorized Representative in AMIS to attest to the information in the Application and submit the Application. The Authorized Representative should be identified as a person who has decision making authority for the Applicant.
- The CDFI Certification Application pre-populates data from the Applicant's Organization Detail Page in AMIS. It is important for the Applicant to review and update all information that is pre-populated to ensure accuracy.
- To maximize the quality of the information being submitted, please note the following:
 - The Application has been developed with conditions and validations for required information. Missing or improperly formatted entries will result in an error message being displayed and an option for the applicant to correct the information.
- Notifications will be sent to contacts identified in AMIS. Make sure the Applicant's e-mail system and firewalls are set to accept messages generated by the CDFI Fund's AMIS portal. For assistance with this, please contact the AMIS Help Desk via an AMIS Service Request.

BASIC INFORMATION (BI)

BI – Basic Information

The Basic Information section of the CDFI Certification Application contains information about the Applicant entity such as Financing Entity type, organization contacts, fiscal year timeframe, Affiliates (if any)

TIP: Most of the data in the Basic Information section is pre-populated from the data entered on the AMIS Organization Detail Page. Ensure that your organization's AMIS Account is up to date so that accurate data is reflected in the application. The data can be updated by selecting the link to the Applicant organization's name at the top of the application.

NOTE: A CDFI Certification Applicant that is a Depository Institution Holding Company may qualify as a CDFI only if the Applicant individually and collectively with its Affiliates meet each of the seven (7) certification criteria. An Applicant that is an affiliate of a Depository Institution Holding Company may qualify as a CDFI only if the Applicant individually and collectively with the Depository Institution Holding Company and all of its Affiliates meet each of the seven (7) certification criteria. An Applicant that is a Subsidiary of an Insured Depository Institution may qualify as a CDFI only if the Applicant individually and collectively with the Insured Depository Institution and its Subsidiaries meets each of the seven (7) certification criteria. Attach stock certificate summary reports that support the above narrative indicating the proportion of voting securities held by IDIs and DIHCs. Make sure that the reports clearly indicate the proportion of voting securities held by IDIs and DIHCs.

BI – Applicant Information Subsection

Review and confirm the information in questions #1- #7. If any of the information is inaccurate it should be updated. If there are any technical issues, please contact the AMIS Helpdesk via an AMIS Service Request.

1. Organization Name - the name should display the way it appears on the Applicant's legal organizing/establishing documents.
2. Financial Institution Type – the financial institution type should identify the Applicant as Loan Fund, Credit Union, Bank or Thrift, Bank Holding Company, Venture Capital, Housing Organization, or Sponsoring Entity.
3. Type of Organization –the option that best describes the Applicant's organizational type.
4. DUNS# - enter the Applicant's DUNS#. (Note: enter nine digits no dashes.)
5. EIN – Confirm the EIN is entered correctly, as it appears on the Applicant's EIN documentation from the IRS.
6. Fiscal Year End Month – confirm the Applicant's fiscal year end month

7. Fiscal Year End Day – confirm the Applicant’s fiscal year end day
8. Is the Applicant a Subsidiary of any Insured Depository Institution (IDI) or a Depository Institution Holding Company (DIHC) (i.e. does any IDI or DIHC control 25% or more of any class of the Applicant’s voting shares or otherwise control, in any manner, the election of a majority of directors of the Applicant)? Select Yes or No.
9. Does the Applicant want to be designated as a Native American CDFI? Select Yes or No. If “Yes”, that the Applicant wants to be designated as a Native American CDFI, indicate the percentage of activities provided to Native American communities during the most recent fiscal year. – Enter the percentage of activities provided to Native American communities during the most recent fiscal year.

TIP - A Native American CDFI is one that “Primarily Serves” a “Native Community.” “Primarily Serves” is defined as 50% or more of an Applicant’s activities being directed to a Native Community. “Native Community” is defined as “Native American, Alaska Native and Native Hawaiian peoples or communities.”

NOTE - The “Native American CDFI” criterion only applies to organizations that primarily serve Native American communities, and wish to be designated as a “Native CDFI”, and is not required for CDFI certification. A group that serves Native American communities may still be certified as a CDFI, even if it does not meet the “Native American CDFI” criteria. Such a group would, however, not be considered by the CDFI Fund to be a Native American CDFI, and not included in the CDFI Fund’s record and tally of Native American CDFIs.

NOTE - A CDFI that is operated or controlled by a tribal government is eligible to apply for certification. Indian tribes are considered “domestic dependent nations” rather than agencies or instrumentalities of the U.S. or any state.

10. Does the Applicant issue stock? Select Yes or No. If “Yes”, the Applicant issues stock, provide a brief narrative indicating the proportion of voting securities held by IDIs or DIHCs and any control that could be exercised by IDIs or DIHCs over the election of a majority of directors of the Applicant.

TIP - The Fund defines control as “25 percent or more of any class of the Applicant’s voting shares, or otherwise controls, in any manner, the election of a majority of directors of the Applicant.”

11. Attach a copy of the Applicant’s board-approved by-laws

TIP - Make sure that the By-Laws contain evidence that demonstrate that they are board-approved – e.g. they contain a statement indicating that the board approved the By-Laws at a particular meeting on a particular date, and that the appropriate board official(s), such as the board secretary or others, have certified the statement by signing and dating it.

BI – Affiliates Subsection

Applicants should enter all affiliates into the Organization Detail Page, as the names appear on the organizing documents. Each CDFI Certification Applicant and its affiliates must have its own valid Employer Identification Number (EIN) and be a legal entity at the time it submits the CDFI Certification Application. Failure to include this information for any entity will result in the rejection of the entire application without a substantive review.

TIP- The CDFI Fund defines Affiliate as “any legal entity that controls or is controlled by, or is under common control with, the organization”.

TIP - Ensure that your AMIS Organization Account is updated with all Affiliates information. The Affiliates entered in the Applicant’s AMIS Organization Account will be listed in the questions in the Basic Information subsection for regulated entities. The Applicant will be able to select Affiliates in subsequent subsections where necessary (e.g. Primary Mission, Development Services)

TIP – The Affiliates entered into the Applicant’s AMIS Organization Account will be available for selection for the Development Services criterion.

TIP - Applicants that are certified Community Development Entities (CDEs) do not need to list the certified subsidiaries associated with the New Market Tax Credit (NMTC) Program.

Criteria: LEGAL ENTITY (LE)

LE – Legal Entity

To be a CDFI, an entity must be a legal entity as of the date the Certification Application is submitted, with articles of incorporation (or other applicable organizing documents) filed with the State or other appropriate body in which it was incorporated and/or legally established.

This section includes information related to the Applicant's legal entity status.

LE – Legal Entity Subsection

Most of the data in the Legal Entity section is pre-populated from the data entered on the AMIS Organization Detail Page. Ensure that your organization's AMIS Account is up to date so that accurate data is reflected in the application. The data can be updated by selecting the link to the Applicant organization's name at the top of the application.

1. EIN – Confirm the EIN is entered correctly, as it appear on the Applicant's EIN documentation from the IRS.
2. Attach a copy of the Applicant's IRS EIN documentation. If using the online SS-4 form, make sure that it is completed/submitted, and that a printout of the online confirmation of receipt by the IRS is included in the attachment. Online documentation should have the URL displayed at the bottom of the document.
3. Date of Incorporation/Organization/Establishment- Confirm the Applicant's date of incorporation/organization/establishment as evident on the Applicant's incorporation/organization/establishment documents that will be attached to the application in questions #9 and #10
4. Financial Institution Type - the financial institution type should identify the Applicant as Loan Fund, Credit Union, Bank or Thrift, Bank Holding Company, Venture Capital, Housing Organization, or Sponsoring Entity.
5. Applicant's Federal Regulator – For regulated entities, this field will pre-populate the Applicant's primary Federal Regulator
6. Applicant's Charter Number – For regulated entities, this field will pre-populate the Applicant's charter number from its chartering documentation
7. FDIC Insurance Certificate Number – For regulated entities, this field will pre-populate the Applicant's FDIC Insurance Certificate Number.
8. If State Regulator or "Other" – please enter the name of the State or "Other" Regulator's name.

9. Attach a copy of the appropriate Legal Documentation. Documents must be signed, stamped, and filed with the appropriate agency.
10. Attach copies of any amendments to attached organizing documents. Documents must be signed, stamped, and filed with the appropriate agency. Applicants can attach more than one document to the Application using the drag & drop feature.

TIP - Make sure that legal documentation contains evidence that it has been filed and when it was filed with the appropriate government agency. This evidence often takes the form of either a cover page from the government agency that indicates when the Applicant's legal documents were filed and signed by the appropriate agency official, or a stamp of the appropriate government agency containing the date the documents were filed and initialed by the appropriate government official. The CDFI Fund reserves the right to decline an application if the legal documents provided does not evidence that of being filed with the appropriate agency official.

TIP - as of the date that the CDFI Certification Application is submitted, the Applicant must be duly organized and validly exist under the laws of the state jurisdiction in which it is incorporated, organized, or established.

TIP - an organization that is not yet a legal entity or does not yet have a valid EIN cannot apply for CDFI Certification.

TIP - a regulated financial institution that does not have a charter issued by the appropriate Federal Banking Agency or State Agency cannot apply for CDFI Certification.

TIP - An Applicant may not apply for certification on behalf of a program of a legal entity. The application must be from the legal entity which is applying for CDFI certification, and the entire applicant organization will be evaluated in the review process. The Applicant also cannot submit a CDFI Certification Application on behalf of another entity (e.g. subsidiary, parent, yet-to-be established entity).

Criteria: PRIMARY MISSION (PM)

PM – Primary Mission

A CDFI shall have a primary mission of promoting community development. In determining whether an Applicant has such a primary mission, the CDFI Fund will consider whether the activities of the Applicant are purposefully directed toward improving the social and/or economic conditions of underserved people (which may include Low-Income persons and persons who lack adequate access to capital and/or Financial Services) and/or residents of economically distressed communities (which may include Investment Areas).

A community development primary mission may be evident if it's incorporating documents or board-approved narrative statement (mission statement or resolution) clearly indicates that it has a mission of purposefully improving the social and/or economic needs of:

- Low income individuals
- Individuals that lack adequate access to capital and/or financial services
- Distressed communities
- Other underserved markets

Missions directed solely towards moderate income, handicapped, single sex, or minority populations must be corroborated by activities conducted in an eligible Target Market.

- If the Applicant is a Depository Institution Holding Company, or either a subsidiary or an affiliate of a Depository Institution Holding Company, it must have an official document referencing each of its affiliate's or subsidiary's mission statement. The Primary Mission Certification Test must be met individually and collectively for each of the affiliates and subsidiaries.
- If the Applicant is a credit union and is designated a low-income designated credit union by the National Credit Union Administration (NCUA), the entity meets the primary mission requirement. However, the entity must provide documentation supporting this designation.

PM – Applicant Primary Mission Subsection

1. Are any of the board-approved organizational documents listed attached in the previous section. Select Yes or No.
 - 1.1 If "Yes" **or** "No", you will need to select the document(s) that confirms the Applicant has a primary mission of promoting community development. If the same document has been used to provide evidence of its legal entity status, the Applicant does not need to attach the document again

Attach a copy of the Applicant's organizational documents for which the Applicant proposes clearly demonstrate that the Applicant has a primary mission of community development.

NOTE: Evidence of a Primary Mission will not be accepted in documents such as brochures, annual reports, and other marketing materials.

2. Enter primary mission of the Applicant – using the language from the organizational document attached, enter the primary mission.
3. Provide a narrative describing how Applicant’s primary mission is consistent with the CDFI Certification definition regarding primary mission, as stated above.

TIP – the Applicant primary mission narrative must discuss how the Applicant’s activities and financial products and services support the Applicant’s primary mission and include a brief profile of the Applicant’s customers/clients.

PM – Affiliate Primary Mission Subsection

A CDFI Certification Applicant that is a Depository Institution Holding Company may qualify as a CDFI only if the Applicant individually and collectively with its Affiliates meet each of the seven (7) certification criteria. An Applicant that is an affiliate of a Depository Institution Holding Company may qualify as a CDFI only if the Applicant individually and collectively with the Depository Institution Holding Company and all of its Affiliates meet each of the seven (7) certification criteria. An Applicant that is a Subsidiary of an Insured Depository Institution may qualify as a CDFI only if the Applicant individually and collectively with the Insured Depository Institution and its Subsidiaries meets each of the seven (7) certification criteria.

The bank family must demonstrate that it meets the Primary Mission criterion collectively and individually.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Affiliate Primary Mission subsection, entering the number of affiliates or subsidiaries in this field may be a helpful use of this field (e.g., Affiliate 1, Affiliate 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Select Affiliate or Subsidiary Name – select the name of the Affiliate or Subsidiary that was identified on the Applicant’s Organization Detail Page.
3. Indicate the type of board-approved organizational documents that provide evidence of the primary mission of promoting community development of the Applicant's Affiliate or Subsidiary – for the Affiliate or Subsidiary selected from the Applicant’s Organization Detail Page in question #2, select the document(s) to be attached to the Application that clearly demonstrates the Affiliate or Subsidiary has a primary mission of promoting community development.

Attach a copy of the organizational document(s) selected in question #3

NOTE: Evidence of a Primary Mission will not be accepted in documents such as brochures, annual reports, and other marketing materials.

4. Enter primary mission of Applicant's Affiliate or Subsidiary - using the language from the organizational document attached, enter the primary mission of the Affiliate or Subsidiary.
5. Provide a narrative describing how Applicant's Affiliate's or Subsidiary's primary mission is consistent with the CDFI Certification definition regarding primary mission, as stated above.

TIP – the Affiliate or Subsidiary primary mission narrative must discuss how the Affiliate or Subsidiary activities and financial products and services support the Affiliate or Subsidiary primary mission and include a brief profile of the Affiliate or Subsidiary customers/clients.

TIP - The Applicant Affiliate or Subsidiary primary mission should evidence a mission of serving low- income individuals; individuals that lack adequate access to capital and/or financial services; distressed communities; or underserved people or communities. Also, note that Applicant Affiliate or Subsidiary primary missions that are directed solely toward moderate income, handicapped, single sex, or minority populations must be corroborated by activities in an eligible Target Market.

Repeat steps 1 – 5 for each Affiliate or Subsidiary identified in the Organization Detail Page, with the exception of any New Market Tax Credit (NMTC) Subsidiaries used for the NMTC Program Allocation.

PM - Product Information Subsection

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Product Information subsection, entering the number of products in this field may be a helpful use of this field (e.g., Product 1, Product 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Product Name – enter the name of the Product
3. Select a Product Category - The CDFI Fund recognizes the following types of Financial Products - Loans, eligible equity investments, and similar financing activities (as determined by the Fund) including the purchase of loans originated by certified CDFIs and the provision of eligible loan guarantees. Select the category that best describes the product.

NOTE - If the Applicant offers a product that does not fall in one of these categories (e.g. Grants), the CDFI Fund may not consider it to be a financial product.

4. Product Description – provide a brief description of the product

Repeat steps 1 – 4 for each product offered by the Applicant.

Criteria: FINANCING ENTITY (FE)

To be a CDFI, a financing entity must demonstrate that its predominant business activity is the provision, in arms-length transactions, Financial Products (and Financial Services), Development Services, and /or other similar financing.

FE – Assets Dedicated to Financing Products and Related Activities.

For regulated institutions

A regulated Insured Depository Institution, Depository Institution Holding Company, and Insured Credit Union is presumed to meet the financing entity certification criterion by virtue of being chartered by an appropriate federal banking agency, which licenses such entities to provide Financial Products. The organization does not have to submit any additional information to demonstrate this certification criterion.

For non-regulated institutions

- An organization that is not a regulated entity must engage in direct financing activity (e.g., the provision of Financial Products, Financial Services, and Development Services) as reflected on its financial statements and executed notes.
- An organization that is not a regulated entity must dedicate a predominance of its assets to Financial Products, Development Services, and/or other similar financing.
- An organization that is not a regulated entity must demonstrate that it has begun to use its own capital to provide Financial Products to non-affiliated entities. In general, to be deemed to have begun the use of “its own capital,” the organization must have closed an appropriate number of transactions within the specified time period to demonstrate that it is in regular operation. In determining the appropriate number of transactions, the CDFI Fund, in its sole discretion, may consider a variety of factors.
- An organization that is not a regulated entity must dedicate a predominance of its staff-time to the provision of Financial Products, Development Services, and/or other similar financing.
- Development services should be a minority (related to Financial Products and financial activities) of the Applicant’s financing activities. If not, and if the Applicant’s development services are more than half of its financing activities, The Applicant must provide a compelling argument as to why this level of development services is critical to the Applicant’s strategy.
- An organization that is not a regulated entity must maintain sufficient capital to continue financing activities for at least three months.

FE – Financial Statements and Narratives Subsection

1. Attach the Applicant's most recent audited year-end financial statements

NOTE – unaudited statements are accepted.

2. Attach the Applicant's most recent year-to-date internal financial statements.
3. Describe how the Applicant's activities and financial products and services, as indicated in the primary mission criteria narratives and Product Table, are reflected in the Applicant's financial statements and Asset Table.

TIP – make sure to explain how the Applicant's financial products are reflected in the Applicant's financial statements and Asset Information table.

TIP – make sure to explain any information where it is not obvious how information from the financial statements was translated onto the Asset Information table.

FE – Total Assets Subsection

Information entered into the Total Assets subsection should come from the Applicant's most current year-to-date financial statements, which have been attached to the Application in the previous subsection "Financial Statements and Narratives".

TIP - Information entered into the Total Assets subsection should be for the Applicant only. Do not enter consolidated information from a parent's financial statement.

If the Applicant selects "Yes" for any of the 8 asset questions, related subsections for each financial line item will appear in the menu that will require a response.

1. Total Assets – Enter the total assets as stated on the Applicant's most current year to day financial statement.
2. Are any assets dedicated to cash and cash equivalents? – Of the total assets, are there assets identified as cash or cash equivalent? Only consider the amounts that are dedicated as financial product capital or specifically for financing activity – exclude amounts supporting general non-financing operations. Select Yes or No.
3. Are any assets dedicated to loan receivables and/or equity investments? Of the total assets, are there assets identified as loan receivables and/or equity investments? Only consider those transactions that are "arms-length". Select Yes or No
4. Are any assets dedicated to loans purchased from CDFIs? Of the total assets, were there loans purchased from other certified CDFIs? Select Yes or No.

5. Are any assets dedicated to other financing assets? Of the total assets, are there assets identified as loan guarantees? Select Yes or No.
6. Are any assets dedicated to financing related activities? Of the total assets, are there assets dedicated other financing related activities? Select Yes or No

NOTE: the CDFI Fund reserves the right to determine the eligibility of any Financing Related Activities not clearly falling into established Financial Product categories.

7. Are any assets dedicated to development services? Typical assets in this category include, but are not limited to, prepaid expenses or cash designated for Development Services activities. Select Yes or No
8. Are any assets dedicated to Major Non Financing Activities? Typical assets include, but are not limited to, real estate in development or held for sale, rental properties managed by the Applicant (for either housing or business), etc.

FE - Cash and Cash Equivalent Subsection

TIP - “Cash and Cash Equivalent” Subsection – include only amounts that are dedicated as financial product capital or specifically for financing activities – exclude amounts supporting general non-financing operations.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Cash and Cash Equivalent subsection, entering the number of Cash and Cash Equivalent accounts in this field may be a helpful use of this field (e.g., Bank Account 1, Bank Account 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Balance Sheet Account Name – Enter the name of the Cash and Cash Equivalent account as identified on the financial statements
3. Dollar Amount – Enter the dollar amount of the Cash and Cash Equivalent account(s) as identified on the financial statements
4. Sub-Total – is the sum of all of the line items entered that are dedicated as financial product capital or specifically for financing activities.

Repeat steps 1 – 3 for each Cash and Cash Equivalent line item that is dedicated as financial product capital or specifically for financing activities as identified on the financial statement.

FE – Loans Receivables and/or Equity Investments Subsection

TIP - “Loans Receivable and/or Equity Investments” – include only those transactions that are “arms-length”, i.e. to non-affiliated entities.

1. **Name of Record** – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loans Receivables and/or Equity Investments subsection, entering the number of Loans Receivables and/or Equity Investments accounts in this field may be a helpful use of this field (e.g., Loans Receivables 1, Loans Receivables 2, Equity Investment 1, and Equity Investment 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. **Balance Sheet Account Name** – Enter the name of the Loans Receivables and/or Equity Investment account(s) as identified on the financial statements
3. **Dollar Amount** – Enter the dollar amount of the Loans Receivables and/or Equity Investments account as identified on the financial statements
4. **Sub-Total** – is the sum of all of the line items entered that are dedicated as financial product capital or specifically for financing activities.

Repeat steps 1 – 3 for each Loans Receivables and/or Equity Investments line item that is dedicated as financial product capital or specifically for financing activities as identified on the financial statement.

FE – Loans Purchased from CDFIs Subsection

TIP - “Loans Purchased from CDFIs” – to qualify, these loans must be purchased from a certified CDFI.

1. **Name of Record** – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loans Purchased from CDFIs subsection, entering the number of Loans Purchased from CDFIs accounts in this field may be a helpful use of this field (e.g., CDFI 1, CDFI 2, CDFI 3...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. **Balance Sheet Account Name** – Enter the name of the Loans Purchased from CDFIs account as identified on the financial statements
3. **Dollar Amount** – Enter the dollar amount of the Loans Purchased from CDFIs account as identified on the financial statements

4. Sub-Total – is the sum of all of the line items entered that are dedicated as financial product capital or specifically for financing activities.

Repeat steps 1 – 3 for each Loan Purchased from CDFIs line item that is dedicated as financial product capital or specifically for financing activities as identified on the financial statement.

FE – Other Financing Assets Subsection

TIP - “Other Financing Assets” – enter loan guarantees in this section.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Other Financing Assets subsection, entering the number of Other Financing Assets accounts in this field may be a helpful use of this field (e.g., Loan Guarantee 1, Loan Guarantee 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Balance Sheet Account Name – Enter the name of the Other Financing Assets account as identified on the financial statements
3. Dollar Amount – Enter the dollar amount of the Other Financing Assets account as identified on the financial statements
4. Sub-Total – is the sum of all of the line items entered that are dedicated as financial product capital or specifically for financing activities.

Repeat steps 1 – 3 for each Other Financing Assets line item that are dedicated as financial product capital or specifically for financing activities as identified on the financial statement.

FE – Financing Related Activities Subsection

TIP - “Financing Related Activities” – note that the CDFI Fund reserves the right to determine the eligibility of any Financing Related Activities not clearly falling into established Financial Product categories.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Financing Related Activities subsection, entering the number of Financing Related Activities accounts in this field may be a helpful use of this field (e.g., Financing Related Activity 1, Financing Related Activity 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.

2. Balance Sheet Account Name – Enter the name of the Financing Related Activities account as identified on the financial statements
3. Dollar Amount – Enter the dollar amount of the Financing Related Activities account as identified on the financial statements
4. Sub-Total – is the sum of all of the line items entered that are dedicated as financial product capital or specifically for financing activities.

Repeat steps 1 – 3 for each Financing Related Activity line item that is dedicated as financial product capital or specifically for financing activities as identified on the financial statement.

FE – Development Services Assets Subsection

TIP - “Development Services Assets” – typical assets in this category include, but are not limited to, pre-paid expenses or cash designated specifically for Development Services activities.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Development Services Assets subsection, entering the number of Development Services Assets accounts in this field may be a helpful use of this field (e.g., DS Asset 1, DS Asset 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Balance Sheet Account Name – Enter the name of the Development Services Assets account as identified on the financial statements
3. Dollar Amount – Enter the dollar amount of the Development Services Assets account as identified on the financial statements
4. Sub-Total – is the sum of all of the line items entered that are dedicated as financial product capital or specifically for financing activities.

Repeat steps 1 – 3 for each Development Services Asset line item that are dedicated as financial product capital or specifically for financing activities as identified on the financial statement.

FE – Major Non-Financing Assets Subsection

TIP - “Major Non-Financing Assets” – typical assets in this category include, but are not limited to, real estate in development or held for sale, rental properties managed by the Applicant (for either housing or business), etc.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Major Non-Financing Asset subsection, entering the number Major Non-Financing Asset accounts in this field may be a helpful use of this field (e.g., MNF Asset 1, MNF Asset 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Balance Sheet Account Name – Enter the name of the Major Non-Financing Assets account as identified on the financial statements
3. Dollar Amount – Enter the dollar amount of that Major Non-Financing Assets account as identified on the financial statements
4. Sub-Total – is the sum of all of the line items entered that are dedicated as financial product capital or specifically for financing activities.

Repeat steps 1 – 3 for each Major Non-Financing Assets line item that are dedicated as financial product capital or specifically for financing activities as identified on the financial statement.

FE – Summary Assets Dedicated to Financing Products and Related Activities Subsection

The first thing the Applicant will need to do in the Summary Assets Dedicated to Financing Products and Related Activities subsection is to “Save” the page.

The Summary Assets Dedicated to Financing Products and Related Activities subsection provides a summary of the data entered into the previous subsections to determine how much assets of the Applicants total assets are dedicated to Financing Products and Related Activities.

Review the data provided to determine if it accurately reflects the last completed fiscal year end financials. To update the data in this subsection, the Applicant must revisit and update any of the previous subsections. Save all updated entries.

FE – LIQUID ASSETS AVAILABLE FOR FINANCING IN THE NEXT THREE MONTHS

NOTE: An organization that is not a regulated entity that must maintain sufficient capital to continue financing activities for at least three months.

FE - Liquid Assets Narrative Subsection

1. Describe the types and amounts of liquid assets that are available for financing activity and how they meet the demand in the Applicant’s pipeline of transactions.

TIP – make sure it is clear how the Applicant will be able to fund its expected pipeline of transactions, and continue in regular operation, (e.g. not run out of capital, and be able to operate as a financing organization.)

2. Are any cash and cash equivalent dedicated towards liquid assets? – Select Yes or No.
3. Are Other Financing Assets dedicated towards Liquid Assets? Select Yes or No.

TIP - “Other Financing Assets” – Applicant may include expected repayments from financing receivables; and regarding “Off Balance Sheet and Other Sources” – Applicant may include undrawn portions of lines of credit.

4. Are Liquid Assets available from off balance sheet and other sources? Select Yes or No.

FE – Cash and Cash Equivalent Subsection

This subsection will display if the Applicant selected “Yes” to question #2 in the Liquid Asset Narrative Subsection.

TIP - “Cash and Cash Equivalent” – include only amounts that are dedicated as financial product capital or specifically for financing activities – exclude amounts supporting general non-financing operations.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the related Cash and Cash Equivalent subsection, entering the number of Cash and Cash Equivalent accounts that will be used as liquid assets in this field may be a helpful use of this field (e.g., Liquid CCA 1, Liquid CCA 2...). The Applicant may also consider using the same record name as used in the “Financing Entity: Assets Dedicated to Financing Products and Related Activity” Subsection. If no name is entered, the system will assign its own name to the “Name of Record” field.

2. Balance Sheet Account Name – Enter the name of the Cash and Cash Equivalent account as identified on the financial statements
3. Dollar Amount – Enter the dollar amount of that Cash and Cash Equivalent account as identified on the financial statements
4. Sub-Total – is the sum of all of the line items entered that are dedicated as liquid assets available for financing activity.

Repeat steps 1 – 3 for each Cash and Cash Equivalent line item that are dedicated as liquid assets available for financing as identified on the financial statement.

FE – Other Financing Assets

This subsection will display if the Applicant selected “Yes” to question #3 in the Liquid Asset Narrative Subsection.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the related Other Financing Assets subsection, entering the number of Other Financing Assets accounts that will be used as liquid assets in this field may be a helpful use of this field (e.g., Liquid OFA 1, Liquid OFA 2...). The Applicant may also consider using the same record name as used in the “Financing Entity: Assets Dedicated to Financing Products and Related Activity” Subsection. If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Balance Sheet Account Name – Enter the name of the Other Financing Assets account as identified on the financial statements
3. Dollar Amount – Enter the dollar amount of that Other Financing Assets account as identified on the financial statements
4. Sub-Total – is the sum of all of the line items entered that are dedicated as liquid assets available for financing activity.

Repeat steps 1 – 3 for each Other Financing Assets line item that are dedicated as liquid assets available for financing as identified on the financial statement

FE – Off Balance Sheet and Other Sources Subsection

This subsection will display if the Applicant selected “Yes” to question #4 in the Liquid Asset Narrative Subsection.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the related Off Balance Sheet subsection, entering the number of Off Balance Sheet accounts that will be used as liquid assets in this field may be a helpful use of this field (e.g., Off Balance Sheet 1, Off Balance Sheet 2, Other Source 1, Other Source 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Balance Sheet Account Name – Enter the name of the Off Balance Sheet and Other Sources account as identified on the financial statements
3. Dollar Amount – Enter the dollar amount of that Off Balance Sheet and Other Sources account as identified on the financial statements
4. Sub-Total – is the sum of all of the line items entered that are dedicated as liquid assets available for financing activity.

Repeat steps 1 – 3 for each Off Balance Sheet and/or Other Sources line item that are dedicated as liquid assets available for financing as identified on the financial statement

FE – Projections Subsections

1. Use cash or other liquid assets available for financing activities, as identified on the Current Year to Date financial statement. Types of capital that may not be available for financing activities include, but are not limited to, cash needed for operations, and cash or other liquid assets that have been earmarked, set aside, board or funder designated for a non-financing activities, (such as, but not limited to, real estate development, property management, land acquisition, etc.)
2. Projected Dollar Amount of Financing Transactions to be made in Next Three Months – enter the dollar amount the Applicant projects to finance in the next three month
3. Projected Number of Transactions in Next Three Months – enter the number of related transactions the Applicant projects to finance with available liquid assets in the next three months.

FE – Summary Liquid Assets Available for Financing Transactions Subsection

The first thing the Applicant will need to do in the Summary Liquid Assets Available for Financing Transactions subsection is to "Save" the page.

The Summary Liquid Assets Available for Financing Transactions subsection provides a summary of the data entered into the previous subsections to determine how much liquid assets the Applicants has available for the next three months of activity.

Review the data provided to determine if it accurately reflects the last completed fiscal year end financials. To update the data in this subsection, the Applicant must revisit and update any of the previous subsections. Save all updated entries.

FE – Staff Allocation Menu

An organization that is not a regulated entity must dedicate a predominance of its staff-time to the provision of Financial Products, Development Services, and/or other similar financing.

FE – Staff Allocation Subsection

TIP "Major Non-Financing Activities" – typical staff activities in this category include, but are not limited to, real estate development or sales, rental property management (for either housing or business), etc

1. Total Number of Full-Time Equivalent (FTE) Staff – enter the total number of full-time equivalent staff.
2. Describe how each FTE position (including significant volunteer positions) supports Financial Product and Development Services activities. Explain how the organization utilizes consultants or Affiliate staff to provide the above-stated activities.

TIP – provide a breakdown of each FTE

3. Are any of the FTE's dedicated to major non-financing activities? Select Yes or No.

FE – Staff Allocation: Major Non-Financing Activities Subsection

This subsection will display if the Applicant selected "Yes" to question #3 in the "Staff Allocation" Subsection.

1. Name of Record – The "Name of Record" is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identity the "active" record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Staff Allocation: Major Non-Financing Activities subsection, entering the number of major non-financing activities

may be a helpful use of this field (e.g., Housing Team 1, Housing Team 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.

2. Staff Type – Enter the FTE Position and Activity
3. FTEs Devoted to Major Non-Financial Activities – Enter number of FTEs devoted to the Major Non-Financing activity
4. Sub-Total – is the sum of all of the line items of FTEs devoted to Major Non-Financing Activities

Repeat steps 1 – 3 for each Major Non-Financing FTE activity

FE – Staff Allocation Table Subsection

The Staff Allocation Table displays the number and percentages of the Applicant’s staffing resources dedicated to the provision of financing, financing related activities, and development services.

1. Total Number of Full-Time Equivalent (FTE) Staff – auto populated from
2. FTEs Devoted to Provisioning of Financing Products - Enter the number (#) of FTEs Devoted to the provision of financing products
3. FTEs Devoted to Financing Related Activities - Enter the number (#) of FTEs Devoted to Financing Related activities
4. Sub-Total for FTEs Devoted to Financing Activities – auto calculated
5. FTEs Devoted to Development Services - Enter the number (#) of FTEs Devoted to Development Services
6. Total FTEs Devoted to Financing Activities and Development Services – auto calculated
7. Total FTEs Devoted to Major Non-Financing Activities – auto populated from item entry #4 of the “Staff Allocation: Major Non-Financing Activities”.

Saving the page will update question #1, 2, and 3 with the data entry required above.

Review the data provided to determine if it accurately reflects the Applicants FTEs. To update the data in this subsection, the Applicant must revisit and update the related previous subsections. Save all updated entries.

NOTE: Totals and subtotals may not total to 100%, as all staff FTEs may not be entered on the table. However, totals and subtotals should not exceed 100%

Criteria: TARGET MARKET (TM)

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. For regulated institutions; an organization must direct at least 60% of its deposits/shares and 60% of its members (credit unions only) to one or more eligible Target Markets.

TIP - To meet this benchmark, an organization may serve any combination of eligible Target Markets, described below. However, each transaction may only be counted once (i.e., even though some transactions may fall into more than one Target Market, each transaction may only be counted in one Target Market for purposes of calculating the percentage of an organization's total transactions directed to all Target Markets)

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
-

TIP – in order to designate a particular Target Market, the Applicant must already be serving that Target Market.

- The Applicant must serve at least one eligible Target Market (either an Investment Area or Targeted Population).
- The Applicant must conduct analysis on its most recently completed fiscal year financing activities AND its current year to date financing activities to determine which transactions have been directed to its Target Market(s) for entry into the Target Market CY and FEY subsections.
- An organization must direct at least 60% of all of its Financial Product activities to one or more eligible Target Markets. 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.
- For an Investment Area Target Market, an organization must demonstrate that there are significant unmet capital or financial services needs within each Investment Area it proposes to serve. Some examples might include, but not be limited to, the lack of financial institution branches or high loan denial rates in the Investment Area.
- For Other Targeted Populations including African-Americans, Hispanics, Native Americans, Native Hawaiians residing in Hawaii, Native Alaskans residing in Alaska, and Other Pacific Islanders residing in Other Pacific Islands, an organization does not need to provide any additional documentation.
- For Other Targeted Populations other than African-Americans, Hispanics, Native Americans, Native Hawaiians residing in Hawaii, Native Alaskans residing in Alaska, and Other Pacific Islanders residing in Other Pacific Islands, an organization must demonstrate that the specific Other Targeted Population(s) has significant unmet capital or financial services needs. To make this demonstration, the organization, at a minimum, must reference specific studies or surveys (published by credible independent third party sources within five years prior to the submission of the certification application) for the immediate

(not national) geographic population service area.

- If an organization serves a Targeted Population (Low-Income or Other Targeted Population) in at least 7 different states and roughly dispersed across the United States (e.g. by quadrant, North, South, East, West), it may be deemed to be serving the corresponding Targeted Population nationally.
- An organization must demonstrate how it verifies that its Financial Products, Financial Services and Development Services are directed toward one or more eligible Target Markets.
- If an organization provides Financial Products, Financial Services or Development Services to other CDFIs, the organization must demonstrate how its Financial Products, Financial Services, and Development Services are directed toward one or more eligible Target Markets.

Target Market Maps (CIMS)

Applicants **must** create and submit Target Market Maps for each of their individual Target Markets. 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.

If the Applicant designates an **Investment Area(s)** as its Target Market, it is required to submit a narrative that describes the unmet needs for credit within the designated Investment Area(s). If the Applicant does not provide such a narrative, or does not adequately describe such unmet needs or that such unmet needs exist, the CDFI Fund may consider the Investment Area Target Market ineligible. The narrative should include:

Key factors in determining whether an **Investment Area** is eligible are:

- An Applicant may designate one or multiple Investment Areas. However, if the geographic units are not contiguous, they are considered separate Investment Areas and should be mapped separately.
- Investment Areas must be “Qualified” in the electronic mapping system, which means they must have no less than 85% of its population meeting the basic Investment Area criteria, and they must be composed of contiguous units (census tracts or counties), with one exception:
- The mapping system defines contiguity differently than the Fund. That is, the mapping system will consider two areas contiguous if they share common border in two places (i.e. two points); whereas the Fund will consider two areas contiguous as long as they touch (i.e. one point). Additionally, the mapping system is unable to consider land areas separated by a body of water as contiguous, such as islands. The Fund, however, will in some cases consider these areas as contiguous.

- As a result of this discrepancy in definitions, the system may consider a map “not contiguous” when the Fund considers it contiguous. If the reviewer finds that an Applicant has submitted a map that contains a contiguity issue, the reviewer should contact the Certification staff for assistance.

Key factors in determining whether a **Targeted Population** is eligible are:

- In designating a Target Market for a Targeted Population (either a Low-Income Targeted Population (LITP) or Other Targeted Population (OTP)), the Applicant must identify specific metropolitan, county, and/or state geographies. For example, designating “southeastern Virginia” is not acceptable, but designating “the counties of Sussex, Greenville, and Southampton” is acceptable. For LITP, the end borrower/investee must have an income below 80% of the area median family income (MFI), per the program regulations.
- For LITP and OTP designation, the Applicant designates the geographic area of the LITP/OTP it serves in the electronic mapping system. Unlike Investment Areas, Targeted Population Target Markets are not “eligible” or “not eligible”. Rather, it will be the borrowers and investees within those geographic areas that will be evaluated for eligibility.
- To be certified for Other Targeted Populations including African-Americans, Hispanics, Native Americans, Native Hawaiians residing in Hawaii, Native Alaskans residing in Alaska, and Other Pacific Islanders residing in other Pacific Islands, an organization does not need to provide any additional documentation. CDFI Fund commissioned research determined that the aforementioned groups lacked adequate access to capital.
- Applicants that designate an “Other” Other Targeted Population as its Target Market must submit a narrative describing the significant unmet capital or financial services needs for each of the OTP(s) selected. Any supporting evidence (e.g., study, survey) must have been conducted within the past five years, from a third-party source, and pertain specifically to the proposed OTP in the geographic area designated in the application.

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

For the current year and fiscal year financing activity, the loan activity to the Target Market should be associated with the one or more Target Market Map created in CIMS and identified in the Target Market section found in the Organization Detail Page in AMIS. See the AMIS CDFI Certification User Guide for more instructions.

Target Markets Selection in Organization Detail Page

- **Information:**

- Select “New Target Market”
- Target Market Map Name – enter the name of the map created in CIMS of the proposed Target Market
- Account – auto populated with the name of the Applicant
- Geographic Area – use the “look up” to search for the geography being proposed.

TIP - The system will not allow for multiple selections. If the geography is two or more counties or two or more states, enter one geography to satisfy the requirement.

- Status – Proposed (uneditable)
- Target Market Type - Select the Target Market Type depicted by the map
- OTP Other – Applicant Defined – If Other OTP is selected in the Target Market Type, the Applicant must enter the name of the Other OTP

- **Membership**

- Democratically Elected by Membership - select ONLY if the Applicant is a Low Income Designated Credit Union and the membership to the proposed Target Market is 50% or more.

TIP – For use by Credit Unions only.

Repeat the steps above for each Target Market being proposed by the Applicant.

TM – Target Market Descriptions Subsection

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

TIP - 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.

TIP - If the Applicant has significant non-financing activities, for which the Applicant entered data on the Target Market table(s) under the “All Other Activities” column, provide an explanation/description in this narrative.

2. Does the Applicant's Target Market(s) include an Investment Area? Select Yes or No.

2.1 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.

TIP – be sure to address this question for each identified Investment Area.

TIP – be sure to specifically explain the lack of access to capital and financial services within the identified Investment Area(s), and not just describe the distress criteria (poverty rate, median family income, unemployment rate) that have made the Investment Area eligible.

2.2 Explain how the Applicant verifies that its financial activities (including all products and services) are directed towards Investment Areas.

TIP – for example, the Applicant may geocode the addresses all of its transactions in the CDFI Fund mapping system CIMS. The CIMS geocoder function will produce a report showing the census tract in which a transaction address is located and indicate whether or not the census tract qualifies. The Applicant would then compare the census tract to its certified Investment Area Target Market to determine if the census tract, and thus the transaction, falls within the Applicant's Target Market. Make sure to explain this process in detail.

2.3 What set of eligible tracts are used for verifying activity to the Investment Area Target Market? Select the appropriate set of CIMS data used "2006 – 2010 eligible tracts" or "2011 – 2015 eligible tracts"

3. Does the Applicant's Target Market(s) include any of the following CDFI approved Other Targeted Populations (OTP): African Americans, Alaska Natives residing in Alaska, Hispanics, Native Americans, Native Hawaiians residing in Hawaii or Other Pacific Islanders living in other Pacific Islands?

3.1 Identify the proposed Other Targeted Population(s) - Select one or more OTP from the list.

3.2 Explain how the Applicant verifies that its financial activities (including all products and services) are directed towards the Other Targeted Population.

TIP – for example, the Applicant may collect self-reported demographic information on in-take forms during the underwriting process, and then the Applicant's staff may verify the information during in-person interactions with the potential borrowers/investees. If the Applicant was unable to verify the information from the in-take forms, they would need to find another method of verification.

TIP – if the Applicant is unable to verify the membership of borrowers/investees in an Other Targeted Population, the Applicant may want to investigate the possibility that these borrowers/investees may fall into another Target Market category, such as Investment Area or Low-Income Targeted Population, for which the Applicant can verify membership.

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.

- 4.1 Identify the proposed “Other” Other Targeted Population – Enter the Other-Other Targeted Population(s) being proposed by the Applicant.

- 4.2 If the Applicant’s Target Market(s) include OTPs **other than** African Americans, Alaska Natives residing in Alaska, Hispanics, Native Americans, Native Hawaiians residing in Hawaii, and Other Pacific Islanders living in Other Pacific Islands, provide narrative description(s) of the significant unmet capital or financial service needs for each selected OTP.

- For Other Targeted Populations other than African-Americans, Hispanics, Native Americans, Native Hawaiians residing in Hawaii, Native Alaskans residing in Alaska, and Other Pacific Islanders residing in Other Pacific Islands, an Applicant must demonstrate that the specific Other Targeted Population(s) has significant unmet capital or financial services needs. To make this demonstration, the Applicant, at a minimum, must reference specific studies or surveys (published by credible independent third party sources within five years prior to the submission of the certification application) for the immediate (not national) geographic population service area.

TIP – if the Applicant is unable to make the required demonstration of lack of access to capital for an Other Targeted Population – Other, the Applicant may find that its borrowers/investees also fall into another Target Market category, for which the Applicant can verify.

- 4.3 Explain how the Applicant verifies that its financial activities (including all products and services) are directed towards the Other-- Other Targeted Population(s).

TIP – for example, the Applicant may collect self-reported demographic information on in-take forms during the underwriting process, and then the Applicant’s staff may verify the information during in-person interactions with the potential borrowers/investees. If the Applicant was unable to verify the information from the in-take forms, they would need to find another method of verification.

TIP – if the Applicant is unable to verify the membership of borrowers/investees in an Other Targeted Population, the Applicant may want to investigate the possibility that these borrowers/investees may fall into another Target Market category, such as Investment Area or Low-Income Targeted Population, for which the Applicant can verify membership.

- 4.4 For Applicants serving other CDFIs (i.e. CDFI Intermediaries), provide a narrative explaining how the Applicant's products and services serve one or more eligible Target Markets.

TIP – for example, the Applicant ensures that the CDFIs earmarks the capital provided to go directly to financing loan products to the CDFIs approved Target Market(s) and provides confirmation.

5. Does the Applicant's Target Market(s) include Low Income Targeted Population? Select Yes or No

- 5.1 Explain how the Applicant verifies that its financial activities (including all products and services) are directed towards Low Income Targeted Population

TIP – for example, the Applicant may collect tax returns from potential borrowers/investees during the underwriting process. The Applicant would then compare the potential borrowers'/investees' incomes against 80% of the area median family income to determine if the borrowers/investees are low-income. Make sure to explain this process in detail, including the data source for the area median family income benchmark.

TM – TARGET MARKET CY

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 both the Current Year (CY) and its Fiscal Year (FY) end.

Target Market information, in this sub section, must be provided based on analysis of closed transactions for Current Year (CY) to date time period. 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.

TM – Target Market CY Questions Subsection

The Applicant will need to conduct analysis on Applicant's current year-to-date financing activities to determine which transactions have been directed to its Target Market(s).

1. Is the Applicant's primary business activity to provide Financial Products to certified CDFI and/or emerging CDFIs? Select Yes or No

2. Estimated Values? The analysis of the financing activity for the current year to date was derived by estimating the values of the activity to the Target Market(s)? Select Yes or No.
3. If the Applicant estimated values entered in the Target Market Table, provide a narrative explaining the methodologies used to derive the estimated values. The CDFI Fund reserves the right, in its sole discretion, to accept or reject such explanation.

TIP – if utilizing a sampling methodology to estimate values on the Target Market tables, (1) make sure to calculate the sample size using a 95% confidence interval and a 5% margin of error; (2) make sure that the sample taken is a random sample, and (3) make sure to provide clear responses to question #3 as to how the Applicant verified the sampled transactions are directed to the Applicant’s identified Target Market(s).

TM CY-Total Activity by Product Subsection

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.

For the Current Year activity, enter all the financing activity closed (Target Market and Non-Target Market activity) 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 the “Product Category Summary Table” subsection.

When data is entered into the number (#) and dollar (\$) columns for the one or more product category, a corresponding sub section will display in the left menu. The subsections identified by product category will capture the number and dollar amount of activity to the Target Markets.

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.

TM CY – Loans Subsection

This subsection will display if the Applicant entered the number (#) and dollar (\$) figures for the financial products provided in the current year to date by Target Market.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identity the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loan subsection, tracking by the number of Target Markets may be a helpful use of this field (e.g., 1st IA TM, 2nd IA TM...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Number of Transactions – Enter the total number of transactions (Loans) provided to the Target Market as of the current year to date.
4. Dollar Amount – Enter the total dollar amount of the transactions (Loans) provided to the Target Market as of the current year to date.
5. Sub Total TM Activity # - auto calculated
6. Sub Total TM Activity \$ - auto calculated
7. Total Loans # - auto calculated from the Total Activity Product Category subsection
8. Total Loans \$ - auto calculated from the Total Activity Product Category subsection

Repeat the steps above for each Target Market that the Applicant has closed loans.

TM CY – Equity Investments Subsection

This subsection will display if the Applicant entered the number (#) and dollar (\$) figures for the financial products provided in the current year by Target Market.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identity the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loan subsection, tracking by the number of Target Markets may be a helpful use of this field (e.g., EQ TM1, EQ TM2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.

3. Number of Transactions – Enter the total number of transactions (equity investments) provided to the Target Market as of the current year to date.
4. Dollar Amount – Enter the total dollar amount of the transactions (equity investments) provided to the Target Market as of the current year to date.
5. Sub Total TM Activity # - auto calculated
6. Sub Total TM Activity \$ - auto calculated
7. Total Loans # - auto calculated from the Total Activity Product Category subsection
8. Total Loans \$ - auto calculated from the Total Activity Product Category subsection

Repeat the steps above for each Target Market that the Applicant has closed equity investments.

TM CY – Loan Purchases Subsection

This subsection will display if the Applicant entered the number (#) and dollar (\$) figures for the financial products provided in the current year to date by Target Market.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loan Purchases subsection, tracking by the CDFIs may be a helpful use of this field (e.g., CDFI 1, CDFI 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Number of Transactions – Enter the total number of transactions (Loan Purchases from other CDFIs) provided to the Target Market as of the current year to date.
4. Dollar Amount – Enter the total dollar amount of the transactions (Loans Purchases from other CDFIs) provided to the Target Market as of current year to date.
5. Sub Total TM Activity # - auto calculated
6. Sub Total TM Activity \$ - auto calculated
7. Total Loans # - auto calculated from the Total Activity Product Category subsection
8. Total Loans \$ - auto calculated from the Total Activity Product Category subsection

Repeat the steps above for each Target Market that the Applicant has purchased loans from other certified CDFIs.

TM CY – Loan Guarantee Subsection

This subsection will display if the Applicant entered the number (#) and dollar (\$) figures for the financial products provided in the current year by Target Market.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loan Guarantee subsection, tracking projects may be a helpful use of this field (e.g., Housing Guarantee 1, Housing Guarantee 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Number of Transactions – Enter the total number of transactions (Loan Purchases from other CDFIs) provided to the Target Market as of the current year to date.
4. Dollar Amount – Enter the total dollar amount of the transactions (Loans Purchases from other CDFIs) provided to the Target Market as of the current year to date.
5. Sub Total TM Activity # - auto calculated
6. Sub Total TM Activity \$ - auto calculated
7. Total Loans # - auto calculated from the Total Activity Product Category subsection
8. Total Loans \$ - auto calculated from the Total Activity Product Category subsection

Repeat the steps above for each Target Market that the Applicant has provided loan guarantees.

TM CY – Product Category Summary Table Subsection

The first thing the Applicant will need to do in the Product Category Summary Table subsection is to “Save” the page.

The Product Category Summary Table subsection provides a summary of the data entered into the previous subsections to determine how much assets of the Applicants financial products are dedicated to the Target Market.

Review the data provided to determine if it accurately reflects financing activity provided to the Target Market by financial product. To update the data in this subsection, the Applicant must revisit and update any of the previous subsections. Save all updated entries.

1. Total TM Activity as % of Total Activity # - upon saving the page, this field is auto-calculated.

2. If the total percentage of the number of financial products to the Target Market(s) is below the required 60% threshold, the system will generate message for the Applicant to attach a justification. The CDFI Fund reserves the right, in its sole discretion, to accept or reject such explanation.
3. Total TM Activity as % of Total Activity \$ - upon saving the page, this field is auto-calculated. If the total percentage of the dollar amount of financial products to the Target Market(s) is below the required 60% threshold, the system will generate message for the Applicant to attach a justification. The CDFI Fund reserves the right, in its sole discretion, to accept or reject such explanation.

TM CY – Total Deposits/Shares \$: Regulated Institution

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.

NOTE – only visible to regulated entities.

1. Deposit/Shares \$ - enter the total dollar amount of deposits or shares for the Current Year.

TM CY – Deposits/Shares \$: Regulated Institution

For the Current Year activity, enter each financial service provided to the Target by proposed Target Market.

NOTE – only visible to regulated entities.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Deposits/Shares \$ - Enter the dollar amount of deposit or share accounts to the Target Market.
4. Sub Total Deposits/Shares \$ - auto calculated

Repeat the steps above for each Target Market that the Applicant has deposits or share accounts.

TM CY - Total Number of Member: Credit Unions

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.

1. # OF Members (CU) – enter the total number of credit union members as of the CY.

TM CY - Credit Union Members

For the Current Year activity, enter the number (#) of credit union members that were of the Target Market by each proposed Target Market.

NOTE – only visible to regulated entities.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. # of Members (CU) - Enter the number of credit union members by the Target Market for the time period.
4. Sub Total # of Members (CU) - auto calculated

Repeat the steps above for each proposed Target Market.

TM CY - Total All Other Activities Subsection

1. # of Development Services – enter the number of development services provided in the CY
2. All Other Activity # - enter the number of activity in this data field only if the Applicant has activities that do not appear to fall into the established Product Categories that the Applicant feels are important to consider.
3. All Other Activity \$ - enter the dollar amount of the activity in this data field only if the Applicant has activities that do not appear to fall into the established Product Categories that the Applicant feels are important to consider

TM CY - All Other Activities Subsection

Development Services and All Other Activities in which the Applicant engages, that do not appear to fall into the established Product categories that the Applicant feels are important for the CDFI Fund to consider should be represented in this subsection.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the All Other Activities subsection, tracking the activity by activity name may be a helpful use of this field (e.g., Dev Serv 1, Dev Serv 2, ...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Number of Development Services – Enter the total number of development services activity provided to the Target Market as of the last completed in the CY.
4. All Other Activity # – Enter the total number of activity provided to the Target Market in the CY.
5. All Other Activity \$ - Enter the total dollar amount of the activity provided to the Target Market in the CY.
6. Sub Total # of Development Services - auto calculated
7. Sub Total # All Other Activity # - auto calculated
8. Sub Total All Other Activity \$ - auto calculated

Repeat the steps above for each Target Market that the Applicant has provided Development Services and Other Activities.

TIP- Question #3 “# of Development Services” is a required field. To add more “Other Activity” but not any more Development Services activity, enter zero (0) for question #3.

TM CY – All Other Activities Summary Table Subsection

The first thing the Applicant will need to do in the All Other Activities Summary Table subsection is to “Save” the page.

The All Other Activities Summary Table subsection provides a summary of the data entered into the previous subsections to determine how much activity, in number and dollar, has been provided by Target Market.

Review the data provided to determine if it accurately reflects the activity in the CY. To update the data in this subsection, the Applicant must revisit and update any of the previous subsections. Save all updated entries.

If the Applicant is not a regulated institution, Deposits/Shares (\$) and # of Members (for CUs) is not required and no data will display.

TM – TARGET MARKET FYE

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 both the Current Year (CY) and its Fiscal Year (FY) end.

Target Market information, in this sub section, must be provided based on analysis of closed transactions for Applicant's most recently completed fiscal year end (FYE) time period. 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.

TM FYE – Target Market FYE Questions Subsection

TIP- Conduct analysis on Applicant's last completed fiscal year end financing activities to determine which transactions have been directed to its Target Market(s)

1. Is the Applicant's primary business activity to provide Financial Products to certified CDFI and/or emerging CDFIs? Select Yes or No
2. Estimated Values? The analysis of the financing activity for the current year to date was derived by estimating the values of the activity to the Target Market(s)? Select Yes or No.
3. If the Applicant estimated values entered in the Target Market Table, provide a narrative explaining the methodologies used to derive the estimated values. The CDFI Fund reserves the right, in its sole discretion, to accept or reject such explanation.

TIP – if utilizing a sampling methodology to estimate values on the Target Market tables, (1) make sure to calculate the sample size using a 95% confidence interval and a 5% margin of error; (2) make sure that the sample taken is a random sample, and (3) make sure to provide clear responses to question #3 as to how the Applicant verified the sampled transactions are directed to the Applicant's identified Target Market(s).

TM FYE - Total Activity by Product Subsection

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.

For the last completed fiscal year end's activity, enter all the financing activity closed (Target Market and Non-Target Market activity) 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 the "Product Category Summary Table" subsection.

When data is entered into the number (#) and dollar (\$) columns for the one or more product category, a corresponding sub section will display in the left menu. The subsections identified by product category will capture the number and dollar amount of activity to the Target Markets.

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.

TM FYE – Loans Subsection

This subsection will display if the Applicant entered the number (#) and dollar (\$) figures for the financial products provided in the current year end by Target Market.

1. Name of Record – The "Name of Record" is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the "active" record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loan subsection, tracking by the number of Target Markets may be a helpful use of this field (e.g., 1st IA TM, 2nd IA TM...). If no name is entered, the system will assign its own name to the "Name of Record" field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Number of Transactions – Enter the total number of transactions (Loans) provided to the Target Market as of the last completed fiscal year end.
4. Dollar Amount – Enter the total dollar amount of the transactions (Loans) provided to the Target Market as of the last completed fiscal year end.
5. Sub Total TM Activity # - auto calculated
6. Sub Total TM Activity \$ - auto calculated
7. Total Loans # - auto calculated from the Total Activity Product Category subsection

8. Total Loans \$ - auto calculated from the Total Activity Product Category subsection

Repeat the steps above for each Target Market that the Applicant has closed loans.

TM FYE – Equity Investments Subsection

This subsection will display if the Applicant entered the number (#) and dollar (\$) figures for the financial products provided in the last completed fiscal year end by Target Market.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identity the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loan subsection, tracking by the number of Target Markets may be a helpful use of this field (e.g., EQ TM1, EQ TM2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Number of Transactions – Enter the total number of transactions (equity investments) provided to the Target Market as of the last completed fiscal year end.
4. Dollar Amount – Enter the total dollar amount of the transactions (equity investments) provided to the Target Market as of the last completed fiscal year end.
5. Sub Total TM Activity # - auto calculated
6. Sub Total TM Activity \$ - auto calculated
7. Total Loans # - auto calculated from the Total Activity Product Category subsection
8. Total Loans \$ - auto calculated from the Total Activity Product Category subsection

Repeat the steps above for each Target Market that the Applicant has closed equity investments.

TM FYE – Loan Purchases Subsection

This subsection will display if the Applicant entered the number (#) and dollar (\$) figures for the financial products provided in the last completed fiscal year end by Target Market.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identity the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loan Purchases subsection, tracking by the CDFIs may be a helpful use of this field (e.g., CDFI 1, CDFI 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.

2. Target Market Map Name – Enter the name of the Target Market map.
3. Number of Transactions – Enter the total number of transactions (Loan Purchases from other CDFIs) provided to the Target Market as of the last completed fiscal year end.
4. Dollar Amount – Enter the total dollar amount of the transactions (Loans Purchases from other CDFIs) provided to the Target Market as of the last completed fiscal year end.
5. Sub Total TM Activity # - auto calculated
6. Sub Total TM Activity \$ - auto calculated
7. Total Loans # - auto calculated from the Total Activity Product Category subsection
8. Total Loans \$ - auto calculated from the Total Activity Product Category subsection

Repeat the steps above for each Target Market that the Applicant has purchased loans from other certified CDFIs.

TM FYE – Loan Guarantee Subsection

This subsection will display if the Applicant entered the number (#) and dollar (\$) figures for the financial products provided in the last completed fiscal year end by Target Market.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Loan Guarantee subsection, tracking projects may be a helpful use of this field (e.g., Housing Guarantee 1, Housing Guarantee 2...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Number of Transactions – Enter the total number of transactions (Loan Purchases from other CDFIs) provided to the Target Market as of the last completed fiscal year end.
4. Dollar Amount – Enter the total dollar amount of the transactions (Loans Purchases from other CDFIs) provided to the Target Market as of the last completed fiscal year end.
5. Sub Total TM Activity # - auto calculated
6. Sub Total TM Activity \$ - auto calculated
7. Total Loans # - auto calculated from the Total Activity Product Category subsection

8. Total Loans \$ - auto calculated from the Total Activity Product Category subsection

Repeat the steps above for each Target Market that the Applicant has provided loan guarantees.

TM FYE – Product Category Summary Table Subsection

The first thing the Applicant will need to do in the Product Category Summary Table subsection is to "Save" the page.

The Product Category Summary Table subsection provides a summary of the data entered into the previous subsections to determine how much assets of the Applicants financial products are dedicated to the Target Market.

Review the data provided to determine if it accurately reflects financing activity provided to the Target Market by financial product. To update the data in this subsection, the Applicant must revisit and update any of the previous subsections. Save all updated entries.

1. Total TM Activity as % of Total Activity # - upon saving the page, this field is auto-calculated.
2. If the total percentage of the number of financial products to the Target Market(s) is below the required 60% threshold, the system will generate message for the Applicant to attach a justification. The CDFI Fund reserves the right, in its sole discretion, to accept or reject such explanation.
3. Total TM Activity as % of Total Activity \$ - upon saving the page, this field is auto-calculated. If the total percentage of the dollar amount of financial products to the Target Market(s) is below the required 60% threshold, the system will generate message for the Applicant to attach a justification. The CDFI Fund reserves the right, in its sole discretion, to accept or reject such explanation.

TM FYE – Total Deposits/Shares \$: Regulated Institution

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.

NOTE – only visible to regulated entities.

1. Deposit/Shares \$ - enter the total dollar amount of deposits or shares for the Current Year.

TM FYE – Deposits/Shares \$: Regulated Institution

For the Fiscal Year End activity, enter each financial service provided to the Target by proposed Target Market.

NOTE – only visible to regulated entities.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Deposits/Shares \$ - Enter the dollar amount of deposit or share accounts to the Target Market.
4. Sub Total Deposits/Shares \$ - auto calculated

Repeat the steps above for each Target Market that the Applicant has deposits or share accounts.

TM FYE - Total Number of Member: Credit Unions

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.

1. # OF Members (CU) – enter the total number of credit union members as of the CY.

TM FYE - Credit Union Members

For the Current Year activity, enter the number (#) of credit union members that were of the Target Market by each proposed Target Market.

NOTE – only visible to regulated entities.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. # of Members (CU) - Enter the number of credit union members by the Target Market for the time period.
4. Sub Total # of Members (CU) - auto calculated

Repeat the steps above for each proposed Target Market.

TM FYE - Total All Other Activities Subsection

1. # of Development Services – enter the number of development services provided in the FYE
2. All Other Activity # - enter the number of activity in this data field only if the Applicant has activities that do not appear to fall into the established Product Categories that the Applicant feels are important to consider.
3. All Other Activity \$ - enter the dollar amount of the activity in this data field only if the Applicant has activities that do not appear to fall into the established Product Categories that the Applicant feels are important to consider

TM FYE - All Other Activities Subsection

Development Services and All Other Activities in which the Applicant engages, that do not appear to fall into the established Product categories that the Applicant feels are important for the CDFI Fund to consider should be represented in this subsection.

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identity the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the All Other Activities subsection, tracking the activity by activity name may be a helpful use of this field (e.g., Dev Serv 1, Dev Serv 2, ...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Target Market Map Name – Enter the name of the Target Market map.
3. Number of Development Services – Enter the total number of development services activity provided to the Target Market as of the last completed fiscal year end.
4. All Other Activity # – Enter the total number of activity provided to the Target Market in the FYE.
5. All Other Activity \$ - Enter the total dollar amount of the activity provided to the Target Market in the FYE.
6. Sub Total # of Development Services - auto calculated
7. Sub Total # All Other Activity # - auto calculated
8. Sub Total All Other Activity \$ - auto calculated

Repeat the steps above for each Target Market that the Applicant has provided Development Services and Other Activities.

TIP- Question #3 “# of Development Services” is a required field. To add more “Other Activity” but not any more Development Services activity, enter zero (0) for question #3.

TM FYE – All Other Activities Summary Table Subsection

The first thing the Applicant will need to do in the All Other Activities Summary Table subsection is to “Save” the page.

The All Other Activities Summary Table subsection provides a summary of the data entered into the previous subsections to determine how much activity, in number and dollar, has been provided by Target Market.

Review the data provided to determine if it accurately reflects the activity in the FYE. To update the data in this subsection, the Applicant must revisit and update any of the previous subsections. Save all updated entries.

If the Applicant is not a regulated institution, Deposits/Shares (\$) and # of Members (for CUs) is not required.

Criteria: ACCOUNTABILITY (AC)

AC - Accountability

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).

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).

NOTE - 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.

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, residing in a qualified census tract.	Low-Income individuals who live or work in the geography served.	Members of the Other Targeted Population who live or work in the geography served: African American; Alaskan Native living in Alaska; Hispanic; Native Hawaiian living in Hawaii; or Other (as described in TARGET MARKET Criteria Section).
Business owners located in qualified census tract 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 <u>primarily</u> provides services to <u>Low-Income</u> people in the geography served.	
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.		

TIPS - for Determining Accountability to Investment Areas:

- Residents of the Investment Area – geocode the address of the board member, in CIMS, to ensure that the board member resides in an eligible census tract in the Applicant’s Investment Area.
- Business owners located in the Investment Area - geocode the address of the board member’s business, in CIMS, to ensure that the business is located in an eligible census tract in the Applicant’s Investment Area. Moreover, keep in mind that the Applicant needs to demonstrate how the board member is connected to the Investment Area as a business owner. In general, the Applicant should show how the business is principally providing goods and/or services to the local Investment Area residents where the business is located, and/or principally hiring the local residents of the Investment Area where the business is located.
- Elected officials for the Investment Area – in general, the Applicant should be able to demonstrate that the majority of the elected official’s jurisdiction is located in the Applicant’s Investment Area.
 - For example, the majority of census tracts in the elected official’s jurisdiction are eligible census tracts in the Applicant’s Investment Area; or the majority of the residents in the elected official’s jurisdiction are the residents of eligible census tracts in the jurisdiction and the Applicant’s Investment Area.
- Individuals who work for (as employee or board member) an organization that primarily provides services to residents of the Investment Area – the organizations these board members work for are most typically non-profit and/or mission-driven organizations. If it is not self-evident from the mission of the organization, it is incumbent upon the Applicant to demonstrate how the organization primarily serves the residents of the Applicant’s Investment Area.
- In general, representative that work for banks that are not CDFI Certified are not considered accountable representatives.
- **Special Provision for Credit Unions:** If an organization that is a credit union can demonstrate that a majority of its members meet the definition of any specific Target Market identified by the credit union and the credit union can demonstrate that its governing board is elected by the membership, the organization’s governing board members, at the sole discretion of the CDFI Fund, will be deemed to be accountable to each Target Market so identified, as long as the following are true:
 - There is a majority of the credit union’s members meeting the definition of each Target Market to which the governing board is deemed accountable; and
 - There is otherwise no conflict with CDFI Certification policies on Accountability.

TIPs for Determining Accountability for Low Income Targeted Populations:

- Low-Income individuals who live or work in the area served – indicate how the Applicant determined that the board member is low-income.
- Individuals who work for (as employee or board member) an organization that primarily provides services to Low-Income people in the area served - the organizations these board members work for are most typically non-profit and/or mission-driven organizations. If it is not self-evident from the mission of the organization, it is incumbent upon the Applicant to demonstrate how the organization primarily serves low-income people in the area.
- If an organization that is a credit union can demonstrate that a majority of its members meet the definition of a Low Income Targeted Population and demonstrate that its governing board is elected by the membership, the organization's governing board members will, at the sole discretion of the CDFI Fund, be deemed to be accountable to the Low Income Targeted Population of the organization's Target Market.
- **Special Provision for Credit Unions:** If an organization that is a credit union can demonstrate that a majority of its members meet the definition of any specific Target Market identified by the credit union and the credit union can demonstrate that its governing board is elected by the membership, the organization's governing board members, at the sole discretion of the CDFI Fund, will be deemed to be accountable to each Target Market so identified, as long as the following are true:
 - There is a majority of the credit union's members meeting the definition of each Target Market to which the governing board is deemed accountable; and
 - There is otherwise no conflict with CDFI Certification policies on Accountability.

TIPs for Determining Accountability to Other Targeted Populations:

- Members of the Other Targeted Population who live or work in the area served – for board members to be accountable to Other Targeted Populations, the board members themselves must be members of the Other Targeted Population served, and in general should reside in the area served. The CDFI Fund will not accept a board member that is not of the OTP but works for an organization that primarily serves members of the OTP.

AC – Boards Subsection

For the Board subsection, the Applicant will need to create a board in the Organization Detail Page in AMIS and provide as much information, as possible, pertaining to how each board member is accountable to the Target Market(s). The Target Markets should be created prior to creating the boards in order to best associate each board member to the appropriate Target Market. See the AMIS CDFI Certification User guide for more instructions.

Board Record Creation in Organization Detail Page

- **Select the type of Board record – Advisory or Governing**
 - To use more than one board for accountability to the Target Market(s), the Applicant will need to create one board at a time
 - The Applicant is required to provide the Board Name. The CDFI Fund understands that boards are not typically given proper names. However, for CDFI Certification purposes create a name for the board (e.g. [Name of Applicant] Advisory Board, [Abbreviation of Applicant Name] Governing Board.
 - Board Composition Date – the board must have been in place during the time period for which the financing has occurred. The date of the board composition should not be days within the submission of the CDFI Certification Application. The CDFI Fund will review the full application to ensure the activities corroborate.
 - Enter the date the board was composed of its current members
 - When using an Advisory Board, the Applicant is required to provide responses to four (4) Member Narrative questions.
 - Credit Union Special Acct Provision – is used by credit unions ONLY to inform the CDFI Fund that the special accountability provision is being utilized. The Credit Union must select the Target Market in which it is using the special provision for and select the democratically elected by membership options.
 - Signature – check the signature box to confirm the attestation
- **Identifying Organization Board Members**
 - When adding a “New Organization Board Member” the Applicant must select “CDFI Certification Application Board Member” ONLY for each board member record type. The CDFI and CDE application shares this platform; therefore in order to make a distinction between the accountability sources for each application, the CDFI Certification Application Accountability must use the “CDFI Certification Application Board Member” record type. Selecting the wrong record type may result in an inability for the Applicant to become certified.
 - The Applicant is required to provide the Board Name. The CDFI Fund understands that boards are not typically given proper names. However, for CDFI Certification purposes create a name for the board (e.g. [Name of Applicant] Advisory Board, [Abbreviation of Applicant Name] Governing Board
 - Board Member Name – Enter the name of the board member
 - Record Type – Prepopulated (uneditable)

- Conflict of Interest – Select “Yes” if the board member, or any of their family member, is a principal for staff member of the Applicant (or Subsidiary); its affiliated entities, or investors. Select “No” if the board member does not have a financial conflict of interest.
 - Street, City, State/Territory, Zipcode and Census Tract – the address of the applicant is not required for all accountability categories. See the TIPs for determining accountability. All Credit Unions using the Streamlined CDFI Certification Application is required to provide the residential address for each board member OR the census tract.
- **Target Market Accountable Members** – for board members that are being connected to a Target Market the Applicant must select “New Target Market Accountable Member”.
 - Board Member Name – Enter the name of the board member
 - Target Market – Enter the Target Market map previously created in the Target Market section in the AMIS Organization Detail Page
 - Status – proposed (uneditable)
 - Additional TM Accountability – Select at least one source of accountability for the proposed Target Market for which the board member can provide accountability
 - Source of Accountability – Provide a much detail of the board member’s connection to the Target Market for each source of accountability identified.

TIP – For board members that are government representative or official, the following information **must be** provided: board members’ government title, agency name, describe any special powers or authority the board members’ may have a board member (e.g. board president, chair of investment committee, veto authority, etc.)

Repeat for each board member and each Target Market they represent.

NOTE: Once the board(s) have been created on the Organization Board section in AMIS, the Applicant can resume with completing the application.

1. Select Organization Boards from AMIS – enter the Organization board name.

Repeat for each board that the Applicant is proposing as accountable to the Target Markets.

Criteria: DEVELOPMENT SERVICES (DS)

To be a CDFI, an entity must provide Development Services in conjunction with its Financial Products.

An organization must provide at least one Development Services activity in conjunction with the Financial Products it provides.

An organization's Development Services must be clearly linked to Financial Products offered by the organization (e.g., offering first-time home buyer counseling to applicants for down-payment assistance loans).

An organization must exercise significant control in directing the provision of its Development Services through its own staff, an Affiliate (defined in the CDFI Program regulations at 12 C.F.R. 1805.201), or a contract with another provider.

TIP - It is not acceptable for an organization to simply refer its customers or potential customers to a non-affiliated provider.

DS – Development Services Activity Subsection

1. Name of Record – The “Name of Record” is used for the functionality of the CDFI Certification Application. It is used to help the Applicant identify the “active” record. This field is not required for data entry, but can be used by the Applicant to keep track of the information being entered for each record. For the Development Services Activity subsection, entering the number development services offered in this field may be a helpful use of this field (e.g., 1, 2, 3...). If no name is entered, the system will assign its own name to the “Name of Record” field.
2. Development Service Activity Name – Enter the name of the Development Service
3. Development Service Activities Topic – Select the category that best fits the type of Development Service offered.

If Other, Explain – if the Applicant selected “Other” in question #3, provide the description of the category that best suites the Development Service.

4. Related Product – Enter the name of the Applicant's Financial Product, identified on the Product Information subsection, that are supported by the Applicant's Development Services.
5. Format – Select the format of the Development Services activity.

If Other, Explain – if the Applicant selected “Other” in question #5, provide the format in which the Development Service is provided.

6. Provider – Select the provider delivering the Development Service
 - 6.1 If “Affiliate”, enter the name of the Affiliate. The Affiliate name is generated from the Affiliate record on the Organization Detail Page in AMIS.

If “Other”, enter the name of the third party organization delivering the Development Service

6.2 For Applicants that have any contractual or financial relationship(s) with another Affiliate or "Other" entity to provide Development Services to the Applicant's Target Market, identify and describe the nature of the contractual relationship

6.3 Specify how the Applicant maintains control over the provider's service provision:

6.4 Attach a copy of the services contract(s)/agreement(s) for any "Other" entity that provides Development Services on behalf of the Applicant. If the Applicant has multiple service contracts/agreements, attach all such service contracts/agreements

7. Estimated Clients Per Year (#) – Enter the estimated annual number of clients receiving the Applicant's Development Services.
8. Estimated % of Development Service Clients Receiving Applicant's Financing - Enter the estimated annual percentage of clients who are both receiving Applicant Development Services and Applicant Financial Products of the total number of clients receiving Applicant Development Services.
9. Estimated % of Development Service Clients Receiving Applicant's Financing in the Target Market - enter the estimated annual percentage of clients receiving Applicant Development Services and Applicant Financial Products and is in, or is a part of, the Applicant's Target Market of the total number of clients receiving Applicant Development Services
10. Description of how Development Services Activity is provided in conjunction with Applicant's products - Make sure the links between the Applicant Development Services activities and the Applicant Financial Products listed in each row are clearly identified and described. Some links will be fairly obvious, while others may be more nuanced and require more clarification.

Repeat steps 1 - 10 for each Development Service offered in connection with the financial products.

Criteria: NON-GOVERNMENT ENTITY (NG)

NG – Non-Government Entity

A CDFI shall not be an agency or instrumentality of the United States, or any State or political subdivision thereof. An entity that is created by, or that receives substantial assistance from, one or more government entities may be a CDFI provided it is not controlled by such entities and maintains independent decision-making power over its activities.

TIP - Generally, the CDFI Fund will consider an Applicant to be controlled by a government entity if one or more of the following apply:

- The Applicant's organizing documents (articles of incorporation, by-laws, charter, etc.) indicate that the Applicant is a government entity.
- A majority or substantial minority of the Applicant's board consist of government officials, (elected, appointed, employees, etc.).
- One or more government entities control the election or appointment of a majority of the members of the Applicant's board of directors, or even control a substantial minority of such directors.
- One or more government entities have veto power over the selection of the executive director, CEO, or comparable officer of the Applicant, or specific investment decisions of the Applicant.
- Employees of the Applicant are government employees or employees of an organization controlled by one or more government entities.
- The Applicant primarily carries out functions of a government agency.
- The Applicant receives operating and/or capital funds from a government entity, and the government entity has the ability to control the use of those funds.
- The Applicant exhibits other characteristics, (not already covered above), that, in the assessment of the Fund, indicate that the Applicant is controlled by a government entity or entities.

TIP - A CDFI that is operated or controlled by a tribal government is eligible to apply for certification. Indian tribes are considered "domestic dependent nations" rather than agencies or instrumentalities of the U.S. or any state.

1. Do one or more government entities or officials control the election or appointment of a majority of the members of the Applicant's board of directors, or control a substantial minority of such directors?

1.1 If you answered "Yes" to the above question, provide narrative description and explanation

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

2. Does a majority or substantial minority of the Applicant's board of directors consist of

government officials (elected, appointed, employees, etc.)?

2.1 If you answered “Yes” to the above question, provide narrative description and explanation

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

3. Does the Applicant’s organizing/establishing documents or by-laws require that a certain number of the Applicant’s board of directors be government employee’s or elected/appointed government officials?

3.1 If you answered “Yes” to the above question, provide narrative description and explanation

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

4. Do one or more government entities have veto power over the selection of the Applicant’s executive director, CEO, or comparable officer, or specific investment decisions?

4.1 If you answered “Yes” to the above question, provide narrative description and explanation

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

5. Does any government entity provide more than 50% of the Applicant’s operating and/or capital budget?

5.1 If you answered “Yes” to the above question, provide narrative description and explanation

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

6. If the Applicant receives operating and/or capital funds from a government entity, does that government entity have the ability to control the use of those funds (for example, does a government entity have veto power over the lending/investing transactions made with those funds)?

6.1 If you answered “Yes” to the above question, provide narrative description and explanation

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

- Attach a copy of the contract or grant agreement(s) for any government entity that provides operating and/or capital funds to the Applicant.

7. Does any government entity manage any aspect of the Applicant's operations?

7.1 If you answered "Yes" to the above question, provide narrative description and explanation

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

8. Are any of the employee's of the Applicant government employees or employees of an organization controlled by one or more government entities?

8.1 If you answered "Yes" to the above question, provide narrative description and explanation

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

9. If the Applicant organization is controlled by another entity, is that entity controlled by one or more government entities?

9.1 If you answered "Yes" to the above question, provide narrative description and explanation

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

10. For Applicants that have any contractual or financial relationship with any Federal, State, or Local government entities.

10.1 If you answered "Yes" to the above describe the nature of the contractual or financial relationship(s) with the Federal, State, or local government entities.

- Attach copy(s) of contracts with Federal, State or local government entities discussed above. If the Applicant has multiple service contracts/agreements attach all such copies of service contracts/agreements

TIP – make sure to explain how this circumstance does not evidence government control of the Applicant. If the CDFI Fund, in its sole discretion, determines that this circumstance evidences government control of the Applicant, the Applicant may not be certified.

ATTESTATION AND SUBMISSION

- The Application will only allow for a contact identified as an Authorized Representative in AMIS to attest to the information in the Application and submit the Application. The Authorized Representative should be identified as a person who has decision making authority for the Applicant.
- The Authorized Representative must review the CDFI Certification Application, in its entirety; including the Organization Boards on the Organization Detail Page, the Target Markets located on the Organization Detail Page, and the contents of the Application.
- If in agreement with the attestations, select the checkboxes.
- Submit the Application