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## CERTIFICATION APPLICATION OVERVIEW

### COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND (CDFI FUND) MISSION

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

### COMMUNITY DEVELOPMENT FINANCIAL INSTITUTION (CDFI) CERTIFICATION

CDFI Certification is an official U.S. Department of the Treasury designation issued by the CDFI Fund to entities that provide financing activities to underserved people and communities. CDFI Certification does not constitute an opinion by the CDFI Fund as to the effectiveness or financial viability of an entity.

In order to be certified as a CDFI, an entity must meet each of the following criteria<sup>1</sup>:

- Be a legal entity;
- Have a Primary Mission of promoting community development;
- Be a financing entity that predominantly engages in the provision of arm's-length<sup>2</sup>, on-balance sheet<sup>3</sup> Financial Products<sup>4</sup> and/or Financial Services for at least 12 months;
- Primarily serve one or more Target Markets with its arm's-length, on-balance sheet Financial Products and, if elected, Financial Services;
- Provide Development Services in conjunction with its arm's-length, on-balance sheet Financial Products;
- Maintain accountability to each component of its CDFI Certification Target Market; and
- Be a non-governmental<sup>5</sup> entity.

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<sup>1</sup> In some cases, the entity as well as its affiliates may be subject to some or all of the listed criteria.

<sup>2</sup> Entities that are controlled by a Certified CDFI and seek to participate in the CDFI Fund's Bond Guarantee Program (BG Program) can meet the certification requirements using Financial Product activity that is not arm's-length as long the activity is by and between such entities and their Controlling CDFIs. Such activity must be pursuant to operating agreements that include management and ownership provisions and are in a form and substance acceptable to the CDFI Fund (see 12 C.F.R. 1805.201(b)(2)(C)(iii)).

<sup>3</sup> Unless otherwise noted, balance sheet also refers to statement of financial position or statement of financial condition which shows an organization's assets, liabilities, and owner's equity (or stockholders' equity); based on entity type.

<sup>4</sup> The CDFI Fund recognizes the following types of Financial Products – loans (excludes forgivable loans unless pre-approved by the CDFI Fund); Equity Investments; loan guarantees; debt with equity features; the purchase of loans originated by Certified CDFIs; the purchase of certain loans from organizations that are not certified as CDFIs; and any similar financing activity pre-approved by the CDFI Fund.

<sup>5</sup> A CDFI that is operated or controlled by a Tribal Government is eligible to apply for certification. Indian tribes are not agencies or instrumentalities of the U.S. or any state.

## KEY DEFINITIONS

### KEY DEFINITIONS FOR CERTIFICATION APPLICANTS WITH AFFILIATES/SUBSIDIARIES

Affiliate: a company or entity that Controls, is Controlled by, or operates under common Control with another company.

Subsidiary: a company that is owned or Controlled directly, or indirectly, by another company.

Control, Controlled or Controlling:

- (1) Ownership, control, or power to vote 25% or more of the outstanding shares of any class of voting securities of any company, directly or indirectly or acting through one or more other persons;
- (2) Control in any manner over the election of a majority of the directors, trustees, general partners or individuals exercising similar functions of any company; or
- (3) Power to exercise, directly or indirectly, a controlling influence over the management, credit, or investment decisions or policies of any company.

Spinoff: A newly created entity formed by one or more separate entities and that has received the financing assets and activities of the original entity(ies) for the purpose of continuing that financing activity and becoming a certified CDFI.

### KEY DEFINITIONS OF REGULATED FINANCING ENTITIES

Depository Institution Holding Company (DIHC): a bank holding company or a savings and loan holding company as defined in section 3 of the Federal Deposit Insurance Act (12 U.S.C. 1813(w)(1)).

Insured Depository Institution (IDI): any bank or thrift with deposits insured by the Federal Deposit Insurance Corporation.

Insured Credit Union: any credit union with member accounts insured by the National Credit Union Share Insurance Fund.

State-Insured Credit Unions: credit unions that are regulated by and/or have insurance for their member accounts from a state agency or instrumentality.

State: refers to any of the 50 U.S. states, the District of Columbia or any territory of the United States, Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and Northern Mariana Islands.

### **KEY DEFINITIONS OF FINANCIAL PRODUCTS**

The CDFI Fund recognizes the following types of Financial Products for CDFI Certification purposes:

- Loans (does not include forgivable loans, unless pre-approved by the CDFI Fund);
- Equity Investments;
- Loan guarantees;
- Purchase of loans originated by Certified CDFIs;
- Purchase of loans originated by entities that do not have the CDFI Certification but were made to members of the Applicant's Target Market(s);
- Credit cards;
- Line of credit;
- Debt with equity features; and
- Any similar financing activity not listed above must be specially approved by the CDFI Fund to be recognized as a Financial Product.

Unless otherwise indicated, to be recognized as a Financial Product, the related transactions must be arm's-length and on-balance sheet.

### **KEY DEFINITIONS OF FINANCIAL SERVICES**

The CDFI Fund recognizes the following types of Financial Services for CDFI Certification purposes:

- Checking accounts;
- Savings and share accounts;
- Check cashing;
- Money orders;
- Certified checks;
- Automated teller machines;
- Money market accounts;
- Safe deposit box services; and
- Any similar services not listed above must be specially approved by the CDFI Fund to be recognized as a Financial Service).

The CDFI Fund recognizes all of the above Financial Services for the purpose of the CDFI Certification criterion except the Target Market test. For the purposes of the Target Market criterion, only the direct holding of depository accounts will be accepted as an eligible Financial Service. Depository accounts include: savings/share accounts, checking accounts, certificates of deposit, money market accounts, specialized savings accounts, and specialized checking accounts.

### **OBTAINING PRE-APPROVAL TO INCLUDE SIMILAR FINANCIAL PRODUCTS, SIMILAR FINANCIAL SERVICES, NEW TARGETED POPULATIONS, OR DEVELOPMENT SERVICES**

Applicants seeking approval to include Financial Products, Financial Services, new Targeted Populations, or Development Services that are not currently allowed or previously approved by the CDFI Fund, must

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submit a Service Request in AMIS for the CDFI Fund to consider in advance of an Application submission. The request must include the name and description of the Financial Product, Financial Service, Targeted Population, and/or Development Service being proposed. Provide a narrative describing the significant unmet capital, financial services and/or development services needs as rationale for the request. 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 request.

## SPECIAL REQUIREMENTS AND PROVISIONS

### **REQUIREMENTS FOR DEPOSITORY INSTITUTION HOLDING COMPANIES (DIHCs), AFFILIATES OF DIHCs, AND SUBSIDIARIES OF INSURED DEPOSITORY INSTITUTIONS (IDIs)**

If the entity seeking CDFI Certification is a Depository Institution Holding Company (DIHC), an Affiliate of a DIHC, or a Subsidiary of an Insured Depository Institution (IDI) it must meet the CDFI Certification requirements based on an individual review of its compliance with those requirements, as well as a collective review of the following Affiliates:

- Any Affiliate that is a DIHC or an IDI that Controls the Applicant;
- 
- If an Applicant is a DIHC, any Affiliate that the Applicant Controls that directly engages in the provision of Financial Products and/or Financial Services; or
- 
- Any Affiliate that is mutually Controlled with the Applicant by a DIHC or an IDI and that directly engages in the provision of Financial Products and/or Financial Services.

DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs may obtain or maintain CDFI Certification only if:

- they individually meet each of the CDFI Certification requirements (DIHCs can meet the Target Market requirements based on the activity of an Affiliate(s));
- all of their relevant Affiliates individually meet Primary Mission, Accountability, and Development Services requirements; and
- they and their relevant Affiliate(s) meet the Target Market Test in the aggregate.

### **PRIMARY MISSION REQUIREMENTS FOR CERTIFICATION APPLICANTS WITH AFFILIATES**

For DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs, including Subsidiaries of a Tribal Government, the CDFI Certification Primary Mission requirements must be met by any Affiliate relevant, as described in the “Requirements for DIHCs, Affiliate of DIHCs, and Subsidiaries of IDIs” above, to the collective CDFI Certification review.

For all other Applicants, the CDFI Certification Primary Mission requirements must be met by any Affiliate of the Applicant that Controls the Applicant or that directly engages in the provision of Financial Products and/or Financial Services.

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For more information, see the Primary Mission section of the application form and the guidance materials.

**SPECIAL PROVISIONS/EXCEPTIONS IN MEETING THE CDFI CERTIFICATION REQUIREMENTS**

The following entities are allowed certain exceptions in meeting the CDFI Certification requirements:

**ENTITIES CONTROLLED BY TRIBAL GOVERNMENTS – EXCEPTIONS FOR THE PRIMARY MISSION REQUIREMENTS**

Entities operated or controlled by a Tribal Government are eligible to apply for the CDFI Certification. Indian tribes are not agencies or instrumentalities of the U.S. or any state. An entity's affiliation with a Tribal Government will not affect its ability to meet the non-governmental entity criteria.

The CDFI Certification Applicant and/or relevant Affiliates that are operated or controlled by a Tribal Government will need to demonstrate that they meet the Primary Mission requirements; the Tribal Government is not required to meet Primary Mission requirements.

**DEPOSITORY INSTITUTION HOLDING COMPANIES (DIHCs), INSURED DEPOSITORY INSTITUTIONS (IDIs), INSURED CREDIT UNIONS, AND STATE-INSURED CREDIT UNIONS – SPECIAL PROVISION FOR THE FINANCING ENTITY REQUIREMENTS**

DIHCs, IDIs, Insured Credit Unions, and State-Insured Credit Unions are automatically presumed to meet the CDFI Certification Financing Entity requirements, provided their date of incorporation, organization, or establishment was at least 12 full months prior to submission of the application.

**DIHCs THAT DO NOT ENGAGE IN THEIR OWN FINANCIAL PRODUCT OR FINANCIAL SERVICES ACTIVITY OR CANNOT MEET THE TARGET MARKET REQUIREMENTS BASED ON THEIR OWN ACTIVITY – SPECIAL PROVISION FOR THE TARGET MARKET REQUIREMENTS**

DIHCs that do not directly provide Financial Products or Financial Services, or are unable to meet the CDFI Certification Target Market test based on their individual activity, may meet the Target Market requirements by relying on the activity of all Affiliates.

**ENTITIES APPLYING FOR CERTIFICATION SOLELY FOR PARTICIPTION AS ELIGIBLE CDFIS IN THE CDFI BOND GUARANTEE (BG) PROGRAM – SPECIAL PROVISION FOR THE FINANCING ENTITY AND ARM'S-LENGTH TRANSACTION REQUIREMENTS**

Entities applying for certification solely for participation as Eligible CDFIs in the CDFI Fund's CDFI Bond Guarantee Program (BG Program) that are unable to meet CDFI Certification Financing Entity requirements based on their own status, will be considered Financing Entities if they are Controlled by a Certified CDFI. Such entities may also need to meet additional parameters and

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restrictions established via the applicable Notice of Guarantee Availability for the particular CDFI Fund BG Program application round (see 12 CFR 1805.201(b)(2)(C)(ii)).

Entities applying for certification solely for participation as Eligible CDFIs in the CDFI Fund's CDFI Bond Guarantee Program (BG Program) must be Controlled by a Certified CDFI and meet CDFI Certification requirements using on-balance sheet Financial Product activity and Development Services activity that is not arm's-length, provided that the activity is by and between such entities and their Controlling Certified CDFIs. Such activity must be pursuant to operating agreements that include management and ownership provisions and that are in a form and substance acceptable to the CDFI Fund (see 12 CFR 1805.201(b)(2)(C)(iii)).

Entities certified under this provision are not eligible for CDFI Fund funding programs other than the BG Program. If such an entity seeks access to other CDFI Fund programs, it must apply for CDFI Certification using the regular application process and demonstrate it meets all of the regular requirements for CDFI Certification.

### **CREDIT UNIONS – SPECIAL ACCOUNTABILITY PROVISION**

At the sole discretion of the CDFI Fund, a credit union's governing board members may be deemed accountable to one or more Target Markets if the credit union can:

- demonstrate at least 50% of its members are of a specific Target Market type(s);
- document its governing board is democratically elected through membership; and
- meet all other accountability requirements.

### **SPINOFF ENTITIES – SPECIAL PROVISION FOR THE PRIMARY MISSION, FINANCING ENTITY AND TARGET MARKET REQUIREMENTS**

An entity spun off from one or more other entities that offer arm's-length, on-balance sheet Financial Products is eligible to seek CDFI Certification even if it has less than 12 full months of its own financing activity. Such entities must be able to meet the requirements of the special CDFI Certification provision for Spinoff entities outlined in the Financing Entity and Target Market sections.

In addition, if an Applicant seeks to use the special CDFI Certification provision for Spinoff entities, it must meet the Primary Mission timeframe requirement by demonstrating that either the Applicant or an entity from which the Applicant received Financial Products had an appropriate Primary Mission of community development in place throughout the 12 full months completed just prior to submission of the CDFI Certification Application.

For more detail on these special provisions/exceptions, please see the instructions for each relevant CDFI Certification criterion in the CDFI Certification Application form, and in the guidance materials.

**OTHER SPECIAL CONDITIONS**

**ACCOUNTABILITY REQUIREMENTS AND CONFLICT OF INTEREST**

Governing Board and Advisory Board members who are principals<sup>6</sup> or staff members of the Applicant organization or its Subsidiaries, Affiliates, or investors, or whose family members are principals or staff members, cannot be used to demonstrate Target Market Accountability.

**TARGET MARKET - CERTIFICATION TRANSACTIONAL LEVEL REPORT**

All Applicants must complete and submit a Certification Transaction Level Report (CTLR) before an application for CDFI Certification can be reviewed. The CTLR is a data collection tool that provides a method to evaluate the extent to which an entity serves distressed areas and underserved populations. Data provided through the CTLR will be used to automatically complete portions of the CDFI certification application and determine the share of an entity's Financial Products and/or Financial Services that are deployed to the entity's proposed Target Market(s). For additional information on the CTLR, review the related CDFI Certification Transaction Level Report documents.

**NON-GOVERNMENTAL ENTITY - LOSING GOVERNMENT CONTROL**

If an Applicant was previously under government control, it can demonstrate that it is no longer controlled by a government entity if its organizing documents and actual practice allow for an election or appointment of a non-governmentally controlled board, and such a board remains non-governmentally controlled for one year from the date of the change.

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<sup>6</sup> The CDFI Fund defines Principal as an individual that retains ownership, Control or power to vote 25% or more of the outstanding shares of voting securities of the Applicant.



## APPLICATION PROCESS

- 1) Review the Certification as a Community Development Financial Institution and Definitions sections of the CDFI Program Revised Interim Regulations, 12 CFR Part 1805, available on the CDFI Fund's public website—[www.cdfifund.gov](http://www.cdfifund.gov). Note, capitalized words or phrases throughout the CDFI Certification Application are defined terms that can be found in the Interim Regulation and Key Definitions (page 3-4).
- 2) Review the Application and supplemental Application guidance documents provided on the CDFI Fund's [CDFI Certification webpage](#).
- 3) Refer to [guidance materials](#) on how to access and use the CDFI Fund's online portal, Awards Management Information System (AMIS).
- 4) Create or access an existing account for the Applicant entity in AMIS using the [guidance materials](#) located on the CDFI Fund's webpage.
- 5) Review and update the Applicant's Employer Identification Number (EIN) on the organization detail page in AMIS, if needed. Note: Each CDFI Certification Applicant must have its own valid EIN and be a legal entity at the time it submits the CDFI Certification Application.
- 6) Review and update the Applicant's contact information on the organization detail page in AMIS, if needed. At least one Authorized Representative must be identified in order to submit a completed CDFI Certification Application. Anyone listed as a contact in the online account can fill out the CDFI Certification Application. However, only a contact designated as an Authorized Representative will be able to make submissions. Note: An Authorized Representative must be a person who is authorized to act on behalf of the Applicant. Consultants cannot be identified as an Authorized Representative.
- 7) Email systems and firewalls should be set to accept messages generated by AMIS. Contact the AMIS Help Desk via an AMIS Service Request for assistance, if needed.
- 8) Applicants must provide additional Basic Information and Legal Entity documentation for relevant Affiliates in the Applicant's account in AMIS and/or within the CDFI Certification Application. Note: Legal documents not written in English must be translated.
- 9) Review and update information on Applicant's relevant Affiliates in AMIS, as needed.
- 10) Upload transactional data to the Certification Transaction Level Report (CTLR) collection tool that supports the proposed Target Market and Accountability criteria.
- 11) If required, create a Target Market map(s) using the [guidance materials](#) for the CDFI Fund's Community Impact Mapping System (CIMS).
- 12) The following Application sections will require the Applicant to confirm and/or update information in the Applicant's Organization Detail Page in AMIS: Basic Information, Target Market and Accountability.

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- 13) Submit the CDFI Certification Application in AMIS and the CIMS map (if required). Upon submission of the CDFI Certification Application, the Applicant's contacts identified in AMIS will receive notification that the application has been received. Note: The review process can take up to 90 days to complete.
- 14) The application cannot be reopened for modification by the Applicant after submission in AMIS.
- 15) A determination letter for approved applications and a Certified CDFI Logo toolkit will be sent to the Applicant's Authorized Representative via email.
- 16) A determination letter for declined applications will be sent to the Applicant's Authorized Representative via email. Applicants that receive denials can request a debriefing through AMIS. New CDFI Certification Applications can be submitted with or without a debriefing.
- 17) All Applicants are required to retain records that clearly support all responses and data provided in the application for future reference.

**Absent sufficient explanation, Applications will be rejected if they contain inconsistencies in the Applicant's name and in related or required documents.**

**Upon designation as a Certified CDFI, entities must continue to meet all Certification requirements. The CDFI Certification can be revoked if documentation demonstrating the entity meets the certification requirements is not provided on demand.**

**The CDFI Certification status cannot be transferred to another entity. Applicants that are acquired or merge with another entity while the Certification Application review is in progress will not be certified regardless of whether the Applicant is the surviving entity; the merger or acquisition is considered a material event. In such cases, the surviving entity must submit a new Certification Application after the merger or acquisition is consummated.**

### Additional Questions and Resources

If you have questions regarding the CDFI Certification Application process, you may contact the CDFI Fund Certification, Compliance Monitoring and Evaluation (CCME) team by submitting a Service Request in AMIS.

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

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*The following sections include specific guidance, questions, and data points for Applicants to complete the CDFI Certification Application in AMIS. The Application contains conditional questions that will appear in AMIS only for those Applicants to which the questions apply, based upon financial institution type and/or responses to other questions. In this document, which is for illustrative purposes only, such questions are generally identified and/or appear nested below the questions to which they apply.*

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## APPLICANT BASIC INFORMATION

The Basic Information section of the CDFI Certification Application collects general information about the CDFI Certification Applicant and its Affiliates that must be reviewed in connection with CDFI Certification requirements. Certain information in this section will be auto-populated based on data from the Applicant’s AMIS account.

**To ensure accurate data is auto-populated into the Application’s Basic Information section, Applicant and Affiliate accounts must be up to date in AMIS.**

To complete the Basic Information section, the Applicant should:

- Review autopopulated information in the Basic Information fields for accuracy. If information is missing or inaccurate, submit all updates and make corrections in the Organization Detail Page in AMIS. For assistance with technical issues, submit a Service Request in AMIS.
- Complete the unpopulated Basic Information fields.
- Attach copies of all required documentation in the Basic Information section of the Application.

The Applicant and/or Affiliate names listed in the Application and in AMIS should match those listed in any uploaded Basic Information documentation. The application will be rejected if the names differ unless sufficient documentation or explanation can be provided.

Section	Question or purpose of data field	Response
BI01	Applicant - Entity Name	[Auto-populated from the Applicant’s AMIS account.]
BI02	Applicant - Financial Institution Type	[Auto-populated from the Applicant’s AMIS account.]
BI03	Applicant - Type of Entity	[Auto-populated from the Applicant’s AMIS account.]
BI04	Applicant – Minority Depository Institution	<b>Select Yes or No.</b>
BI05	Applicant - DUNS #	[Auto-populated from the Applicant’s AMIS account.]
BI06	Applicant - Employer Identification Number (EIN)	[Auto-populated from the Applicant’s AMIS account.]
BI07	Applicant - Date of Incorporation/Organization/Establishment	[Auto-populated from the Applicant’s AMIS account.]
BI08	Applicant – Fiscal Year End Month	[Auto-populated from the Applicant’s AMIS account.]
BI09	Applicant – Fiscal Year End Day	[Auto-populated from the Applicant’s AMIS account.]
BI10	Does the Applicant engage in its own arm’s-length, on-balance sheet Financial Product or Financial Services activity and can it meet the CDFI Certification requirements based on its	<b>Select Yes or No.</b>

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Section	Question or purpose of data field	Response
	own Financial Product and/or Financial Services activity?	
	<p>BI10.1 <b>If no</b>, identify the special provision(s) the Applicant seeks to use that enables it to use the Financial Product or Financial Services activity of an Affiliate(s) or to use on-balance sheet Financial Product activity that is not arm's-length to meet the CDFI Certification requirements.</p>	<p><b>Select one:</b></p> <ul style="list-style-type: none"> <li>- Applicant is applying for certification solely to participate in the BG Program and is an Affiliate of a Controlling Certified CDFI.</li> <li>- Applicant is a DIHC relying on the activity of an Affiliate(s) to meet the CDFI Certification requirements.</li> </ul>
BI11	Have at least 12 full months passed since the date the Applicant's incorporation/organization/establishment documentation was filed with or approved by the appropriate authorizing agency?	<b>Yes or No.</b>
	<p>BI11.1 <b>If yes</b>, what is the earliest date that the Applicant can demonstrate that it closed an arm's-length, on-balance sheet Financial Product or completed a Financial Services transaction?</p>	<b>Enter date.</b>
	<p>BI11.2 <b>If no</b>, identify the exception(s) to the CDFI Certification requirement that 12 full months must have passed since an entity began its financing activity that the Applicant seeks to use.</p>	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Applicant is participating in the BG Program and is an Affiliate of a Controlling Certified CDFI.</li> <li>- Applicant seeks to use the special CDFI Certification provision for Spinoff entities.</li> <li>- Applicant is a DIHC relying on the activity of an Affiliate(s) to meet the CDFI Certification requirements.</li> </ul>
BI12	If the Applicant seeks to use a special CDFI Certification provision for entities seeking certification solely for participating in the CDFI Fund's Bond Guarantee Program (BG Program):	<b>Select the Certified CDFI Affiliate from Picklist.</b>

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Section	Question or purpose of data field		Response
	Identify a Certified CDFI that Controls the Applicant.		
BI13	<p>If the Applicant is a DIHC that does not engage directly in the provision of Financial Products and/or Financial Services, or if it does but it cannot meet the Target Market requirements based on its own Financial Product/Services activity:</p> <p>Does the Applicant have at least one Affiliate(s) that closed an arm’s-length, on-balance sheet Financial Product or completed a Financial Services transaction at least the 12 months prior to submission of the CDFI Certification Application?</p>		<b>Yes or No.</b>
BI14	Is the CDFI Certification Applicant an Affiliate of a Depository Institution Holding Company (DIHC)?		<b>Yes or No.</b>
BI15	Is the CDFI Certification Applicant a Subsidiary of an Insured Depository Institution (IDI)?		<b>Yes or No.</b>
BI16	Does the Applicant issue stock?		<b>Yes or No.</b>
	BI16.1	<b>If yes</b> , attach stock certificate summary report that indicates voting securities held.	<b>Attach document(s).</b>
BI17	If the Applicant seeks to use the special CDFI Certification provision for Spinoff entities:		
	BI17.1	Can the Applicant demonstrate that at least one Financial Product it currently offers was transferred over to it by at least one Affiliate?	<b>Yes or No.</b>
	BI17.2	For at least one transferred Financial Product currently offered by the Applicant, can the Applicant demonstrate that the Financial Product has been offered either by the Applicant or an original entity from which it received Financial Product activity for at least the 12 full months prior to submission of this application?	<b>Yes or No.</b>
	BI17.3	Can the Applicant demonstrate that for either the Applicant or an Affiliate from which it	<b>Yes or No.</b>

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Section	Question or purpose of data field	Response
	<p>received Financial Product activity, an acceptable Primary Mission has been in place for at least the 12 months completed just prior to submission of the CDFI Certification Application?</p>	
<p>BI18</p>	<p>Applicant bylaws or similar documentation:  Attach a copy of the Applicant’s governing or managing board-approved or owner-approved bylaws, partnership agreement, or similar documentation.</p>	<p><b>Attach documentation.</b></p>
<p>BI19</p>	<p>Applicant bylaws or similar documentation:  Indicate how governing or managing board/owner-approval of the Applicant’s bylaws, partnership agreement or similar and the date of approval is evidenced in the attached documentation.</p>	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Documentation indicates the date approved by the governing or managing board or the owner and is signed by an officer(s) of the governing/managing board, owner, or authorized representative.</li> <li>- A statement attached to the documentation indicates the date approved by the governing or managing board or owner and is signed by an officer(s) of the governing/managing board, owner, or authorized representative.</li> <li>- Official governing/managing board meeting minutes signed by an officer(s) of the governing/managing board show the date of the governing/managing board meeting at which the documentation was approved and clearly indicate governing/managing board approval of the documentation at that meeting.</li> </ul>

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Section	Question or purpose of data field	Response
BI20	<p>If governing or managing board or owner-approval and/or the date of approval of the Applicant’s bylaws, partnership agreement, or similar is not evidenced within the relevant document itself:</p> <p>Attach additional documentation that evidences approval.</p>	<p>- Other – explain</p> <p><b>Attach documentation.</b></p>
BI21	<p>If the applicant is a credit union:</p> <p>Does the Applicant seek to use the special CDFI Certification Accountability provision for credit unions to demonstrate that it is accountable to any of its proposed Target Markets?</p>	<p><b>Yes or No.</b></p>
	<p><b>If yes:</b></p> <p>BI21.1 Do the credit union’s bylaws demonstrate that the credit union’s governing board is democratically-elected by the credit union membership?</p> <p>BI21.2 If the Applicant’s bylaws demonstrate that the credit union’s governing board is democratically-elected by the credit union members:</p> <p>Indicate the section of the credit union bylaws that demonstrates that the credit union’s governing board is democratically elected by the credit union members.</p> <p>BI21.3 If the Applicant’s bylaws do not demonstrate that the credit union’s governing board is democratically-elected by the credit union members:</p> <p>Indicate what governing board-approved legal entity documents or what statutory/regulatory requirements demonstrate that the credit union’s governing board is democratically-elected by the credit union members.</p>	<p><b>Select Yes or No.</b></p> <p><b>Enter section.</b></p> <p><b>Select one:</b></p> <ul style="list-style-type: none"> <li>- Articles of Incorporation or similar</li> <li>- Regulatory charter or similar</li> <li>- Statute or regulation governing credit union operations</li> </ul>

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Section	Question or purpose of data field		Response
	BI21.4	If the Applicant is using documentation other than the credit union bylaws to demonstrate that the credit union’s governing board is democratically elected by the credit union members:	
	BI21.4a	Attach a copy of the relevant documentation.	<b>Attach documentation.</b>
	BI21.4b	Indicate how governing board/owner-approval of the documentation and the date of approval is evidenced in the attached documentation.	<p><b>Select one:</b></p> <ul style="list-style-type: none"> <li>- The relevant legal entity documentation indicates the date when approved by the governing board and is signed by an officer(s) of the governing board.</li> <li>- A statement attached to the relevant legal entity documentation indicates the date when that document was approved by the governing board and is signed by an officer(s) of the governing board.</li> <li>- Official governing board meeting minutes signed by an officer(s) of the governing board show the date of the governing board meeting at which the relevant legal entity documentation was approved and clearly indicate governing board approval of that document at that meeting.</li> </ul> <p>Other – explain</p>
	BI21.4c	If the governing board approval and/or the date of approval of the relevant legal entity	<b>Attach documentation.</b>



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Section	Question or purpose of data field		Response
		<p>documentation is not evidenced within the documentation itself:</p> <p>Attach additional documentation that evidences approval of the legal entity document by the Applicant’s governing board and the date approved that is signed by an officer(s) of the governing board.</p>	
		<p>BI21.4d Attach an attestation signed by an officer of the credit union’s governing board affirming that the credit union’s governing board is democratically-elected by the credit union’s membership.</p>	<p><b>Attach attestation.</b></p>
		<p>BI21.4e Indicate the page and section of the relevant governing board-approved legal entity documentation or statutory/regulatory requirements that demonstrate that the credit union’s governing board is democratically elected by the credit union members.</p>	<p><b>Enter page and section.</b></p>
<p>BI22</p>	<p>Designate an Authorized Representative for the CDFI Certification Application.</p>		<p><b>Select Authorized Representative.</b></p>
<p>BI23</p>	<p>Designate a Point of Contact for the CDFI Certification Application.</p>		<p><b>Select Point of Contact.</b></p>

**BASIC INFORMATION – AFFILIATES**

CDFI Certification Applicants that have Affiliates relevant to the CDFI Certification review, as indicated below, must identify those Affiliates in the Affiliates section of the application and present information on them in various sections of the CDFI Certification Application, per the instructions for those sections.

DIHCs or Affiliates of DIHCs

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If the Applicant is a DIHC or an Affiliate of a DIHC, it must identify any Affiliate in its family of entities that meets any of the following criteria:

- The Affiliate directly engages in Financial Product and/or Financial Services activity and the Applicant is a DIHC that Controls the Affiliate;
- The Affiliate is a DIHC that Controls the Applicant; or
- The Affiliate directly engages in Financial Product and/or Financial Services activity and the Affiliate and the Applicant are under the mutual Control of a DIHC.

### Subsidiaries of IDIs

If the Applicant is the Subsidiary of an IDI, it must identify any Affiliate in its family of entities that meets any of the following criteria:

- The Affiliate is an IDI that Controls the Applicant or
- The Affiliate directly engages in Financial Product and/or Financial Services activity and the Affiliate and the Applicant are under the mutual Control of an IDI.

### Applicants that are not DIHCs, Affiliates of DIHCs, or Subsidiaries of IDIs

If the CDFI Certification Applicant is not a DIHC, an Affiliate of a DIHC, or a Subsidiary of an IDI, in addition to presenting Affiliates relevant to any special CDFI Certification provision or exception, it must identify any Affiliate in its family of entities that meets any of the following criteria for consideration in connection with the Primary Mission requirements:

- The Affiliate Controls the Applicant, except if the Controlling entity is a Tribal Government;
- The Affiliate directly engages in Financial Product and/or Financial Services activity and the Applicant and the Affiliate are under the mutual Control of another entity; or
- The Affiliate directly engages in Financial Product and/or Financial Services activity and the Applicant Controls the Affiliate.

### Applicants seeking certification solely for participating in the CDFI Fund's Bond Guarantee Program (BG Program)

Applicants seeking to use the special provision for entities seeking certification solely for participating in the CDFI Fund's CDFI Bond Guarantee Program (BG Program) must, in addition to presenting Affiliates relevant to other CDFI Certification requirements, present information on their Controlling Certified CDFI(s).

### Spinoff Entities

**For Request for Public Comments Purposes Only**

Applicants seeking to use the special CDFI Certification provision for Spinoff entities, must identify and present for review the original entity(ies) from which they received spun-off Financial Product or Financial Services activity.

<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
BI-A01	Affiliate - Entity Name	<b>Identify Affiliate.</b>
BI-A02	Affiliate – Employer Identification Number (EIN)	[Auto-populated from the Applicant’s AMIS account.]
BI-A03	Affiliate - Date of Incorporation/Organization/Establishment	[Auto-populated from the Applicant’s AMIS account.]
BI-A04	If the Applicant seeks to use a special provision solely to participate in the CDFI Fund’s BG Program:  Is the Affiliate a Certified CDFI that Controls the Applicant?	<b>Yes or No.</b>
BI-A05	If the Applicant is a DIHC or an Affiliate of a DIHC:  Identify the relationship between the Applicant and the Affiliate.	<b>Select one:</b> <ul style="list-style-type: none"> <li>- The Affiliate is a DIHC that Controls the Applicant.</li> <li>- The Affiliate directly engages in Financial Product and/or Financial Services activity and it and the Applicant are under the mutual Control of a DIHC.</li> <li>- The Affiliate directly engages in Financial Product and/or Financial Services activity and the Applicant is a DIHC that controls the Affiliate.</li> </ul>
BI-A06	If the Applicant is a Subsidiary of an IDI:  Identify the relationship between the Applicant and the Affiliate.	<b>Select one:</b> <ul style="list-style-type: none"> <li>- The Affiliate is an IDI that Controls the Applicant.</li> <li>- The Affiliate directly engages in Financial Product and/or Financial Services activity and it and the Applicant are under the mutual Control of an IDI.</li> </ul>
BI-A07	If the Applicant is <u>not</u> a DIHC, an Affiliate of a DIHC, or a Subsidiary of an IDI:	<b>Select one:</b> <ul style="list-style-type: none"> <li>- The Affiliate Controls the Applicant (do not include Tribal Governments).</li> </ul>

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Section	Question or purpose of data field	Response
	<p>Identify the relationship between the Applicant and the Affiliate.</p>	<ul style="list-style-type: none"> <li>- The Affiliate is Controlled by the Applicant and directly engages in the provision of Financial Products and/or Financial Services.</li> <li>- The Affiliate and Applicant are mutually Controlled by another entity and the Affiliate directly engages in the provision of Financial Products and/or Financial Services.</li> </ul>
<p>BI-A08</p>	<p>If the Applicant seeks to use the special CDFI Certification provision for Spinoffs in order to meet the Financing Entity and Target Market criteria:</p> <p>Identify the relationship between the Applicant and the original entity from which it received Spinoff Financial Product activity.</p>	<p><b>Select one:</b></p> <ul style="list-style-type: none"> <li>- The entity Controlled the Applicant at the time it transferred Financial Product activity to the Applicant.</li> <li>- The entity was Controlled by the Applicant at the time it transferred Financial Product activity to the Applicant.</li> <li>- The entity and Applicant were mutually Controlled by another entity at the time it transferred Financial Product activity to the Applicant.</li> </ul>
<p>BI-A09</p>	<p>If the Applicant relies on the Affiliate to provide Development Services and the Affiliate relationship was not identified in any of the other Affiliate relationship data fields:</p> <p>Identify the relationship between the Applicant and the Affiliate.</p>	<p><b>Select one:</b></p> <ul style="list-style-type: none"> <li>- The Affiliate currently Controls the Applicant.</li> <li>- The Affiliate is currently Controlled by the Applicant.</li> <li>- The Affiliate and Applicant are currently mutually Controlled by another entity.</li> </ul>

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
BI-A10	<p>If the Applicant seeks to use the special provision solely to participate in the CDFI Fund’s BG Program and this Affiliate is a Certified CDFI that Controls the Applicant:</p> <p>What is the earliest date that the Affiliate can demonstrate that it closed an arm’s-length, on-balance sheet Financial Product or completed a Financial Services transaction?</p>	<b>Enter date.</b>
BI-A11	<p>If the Applicant is a DIHC that is relying on the activity of its Affiliate(s) to meet the Target Market requirements:</p> <p>Is this Affiliate a depository institution that currently provides Financial Services?</p>	<b>Yes or No.</b>
BI-A12	<p>If the Applicant seeks to use the special CDFI Certification provision for Spinoff entities and the Applicant received spun-off Financial Product activity from this entity:</p> <p>Is the Applicant currently offering at least one arm’s-length, on-balance sheet Financial Product that was spun off to it by the original entity?</p>	<b>Yes or No.</b>
	<b>If yes:</b>	
BI-A12.1	Identify at least one Financial Product that was spun off to the Applicant by the original entity.	<b>Enter name.</b>
BI-A12.2	Provide the earliest date the original entity can demonstrate it closed a spun off Financial Product currently offered by the Applicant.	<b>Enter date.</b>
	<b>If the Applicant has multiple Affiliates that need to be reviewed in connection with one or more of the CDFI Certification requirements, it will need to repeat the Affiliate – Basic Information data entry for each relevant Affiliate.</b>	

**APPLICANT - FINANCIAL PRODUCTS AND FINANCIAL SERVICES BASIC INFORMATION**

To be eligible for CDFI Certification, an entity must provide at least one Financial Product or be eligible to rely on the Financial Product activity of an Affiliate(s).

Financial Services can be used to meet the CDFI Certification requirements by depository institutions (i.e., bank/thrifts, credit unions, or bank/thrift holding companies) only.

**BASIC INFORMATION - FINANCIAL PRODUCT INFORMATION – APPLICANT**

<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
BI-FP01	Is the applicant a DIHC that does not directly offer any arm’s-length, on-balance sheet Financial Products?	<b>Select Yes or No.</b>
BI-FP02	Is the Applicant a participant in the CDFI Fund’s BG Program and seeks to use the special provision for such entities that allows on-balance sheet Financial Product activity that is not arm’s-length to meet the CDFI Certification requirements solely for the purposes of participating in the BG Program?	<b>Yes or No.</b>
BI-FP03	For each of the Applicant’s Financial Products, select a Financial Product purpose.	<b>Select one:</b> <ul style="list-style-type: none"> <li>- Home mortgage</li> <li>- Residential real estate development</li> <li>- Commercial real estate</li> <li>- Consumer</li> <li>- Business</li> <li>- Microenterprise</li> <li>- Auto</li> <li>- Education</li> <li>- Other (describe)</li> </ul>
BI-FP04	For each of the Applicant’s Financial Products, select a Financial Product transaction type	<b>Select one:</b> <ul style="list-style-type: none"> <li>- Loans</li> <li>- Lines of credit</li> <li>- Equity Investments</li> <li>- Debt with Equity features</li> <li>- Loan guarantees</li> <li>- Loans purchased from Certified CDFIs</li> <li>- Loans directed to the Applicant’s proposed Target Market purchased from entities without CDFI Certification</li> <li>- Other similar financing (pre-approved by the CDFI Fund)</li> </ul>
BI-FP05	If the Financial Product transaction type is “other similar financing:”	<b>Yes or No.</b>

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
	Has the “other similar financing” been pre-approved as an allowed new Financial Product category by the CDFI Fund?	
	<b>If yes:</b>	
	BI-FP05.1 Provide the name of the new Financial Product category exactly as it appears in the approval letter from the CDFI Fund.	<b>Enter name.</b>
	BI-FP05.2 Attach approval letter evidencing the CDFI Fund’s approval of the “other similar financing” product.	<b>Attach documentation.</b>
BI-FP06	Is this a Financial Product that the Applicant offers directly?	<b>Yes or No.</b>
BI-FP07	Is this Financial Product on-balance sheet for the Applicant?	<b>Yes or No.</b>
BI-FP08	Is this a Financial Product that the Applicant offers at arm’s-length?	<b>Yes or No.</b>
BI-FP09	What is the earliest date that the Applicant can demonstrate that it closed an arm’s-length, on-balance sheet transaction with this Financial Product?	<b>Enter date.</b>
BI-FP10	Financial Product description  Include terms/conditions of note, including the per transaction dollar amount or range of financing amount offered, interest rate, repayment terms, repayment timeframes, etc.	<b>Narrative.</b>
	If the Applicant has multiple financial products, create separate entries for each product.	

**BASIC INFORMATION - FINANCIAL SERVICES INFORMATION - APPLICANT**

<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
BI-FS01	Does the Applicant offer Financial Services?	<b>Yes or No.</b>
BI-FS02	If the Applicant is a DIHC, does it directly offer any Financial Services?	<b>Yes or No.</b>
	If the Applicant engages in the direct provision of Financial Services:	

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Section	Question or purpose of data field		Response						
	BI-FS02.1	Select a Financial Services category from the drop-down menu that best categorizes the relevant Financial Service.	<b>Select one:</b> <ul style="list-style-type: none"> <li>- Savings and Share Accounts</li> <li>- Checking Accounts</li> <li>- Certificates of Deposit</li> <li>- Money Market Accounts</li> <li>- Check Cashing</li> <li>- Money Orders</li> <li>- Certified Checks</li> <li>- Automated Teller Machines</li> <li>- Safe Deposit Box Services</li> <li>- Other similar Financial Service (pre-approved by the CDFI Fund)</li> </ul>						
	BI-FS02.2	If “other similar financial service” was selected, has the service been approved by the CDFI Fund?	<b>Yes or No.</b>						
		<b>If yes:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="516 913 634 1087">BI-FS02.2a</td> <td data-bbox="634 913 1029 1087">Provide the name of the new Financial Service exactly as it appears in the approval letter from the CDFI Fund.</td> <td data-bbox="1029 913 1409 1087"><b>Enter Name.</b></td> </tr> <tr> <td data-bbox="516 1087 634 1226">BI-FS02.2b</td> <td data-bbox="634 1087 1029 1226">Attach approval letter evidencing the CDFI Fund’s approval of “other similar financial service”.</td> <td data-bbox="1029 1087 1409 1226"><b>Attach documentation.</b></td> </tr> </table>	BI-FS02.2a	Provide the name of the new Financial Service exactly as it appears in the approval letter from the CDFI Fund.	<b>Enter Name.</b>	BI-FS02.2b	Attach approval letter evidencing the CDFI Fund’s approval of “other similar financial service”.	<b>Attach documentation.</b>	
BI-FS02.2a	Provide the name of the new Financial Service exactly as it appears in the approval letter from the CDFI Fund.	<b>Enter Name.</b>							
BI-FS02.2b	Attach approval letter evidencing the CDFI Fund’s approval of “other similar financial service”.	<b>Attach documentation.</b>							
	BI-FS02.3	Is the selected Financial Service one that the Applicant offers directly?	<b>Yes or No.</b>						
	BI-FS02.4	Provide the earliest date a selected Financial Services transaction was completed.	<b>Enter date.</b>						
	BI-FS02.5	Describe the Financial Service.	<b>Narrative.</b>						
If the Applicant has multiple Financial Services, create separate entries for each service.									

**BASIC FINANCIAL PRODUCT INFORMATION– AFFILIATE**

The Applicant must enter Financial Product information for any Affiliate subject to review in connection with any of the CDFI Certification requirements.



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**BASIC FINANCIAL SERVICES INFORMATION– AFFILIATE**

The Applicant must enter Financial Services information for any Affiliate that is subject to review in connection with any of the CDFI Certification requirements.

## LEGAL ENTITY

To be a Certified CDFI, the Applicant must be duly organized and validly exist under the laws of the State or jurisdiction in which it is incorporated or established as of the date the Application is submitted. The Applicant must also have a valid EIN.

To complete the Legal Entity section of the application, Applicants will:

- Review and confirm the information included in the auto-populated Legal Entity fields is correct. If information is missing or inaccurate, submit all updates and make corrections on the Organization Detail Page in AMIS. For assistance with technical issues, submit a Service Request in AMIS.
- Provide information, as requested, in any of the Legal Entity fields that are not auto-populated.
- Attach original copies of all required Legal Entity documents, including any amendments.
- Include evidence that the Legal Entity documentation was filed and approved by the appropriate government agency and of the date the documentation was filed or approved. A letter from a government agency that is signed and dated by the appropriate official stipulating when the Applicant’s legal documents were filed and signed, or a stamped document from the government agency containing the date the documents were filed and initialed by the appropriate government official may be submitted to meet this requirement.

**The Applicant and/or Affiliate names should match those listed in the Basic Information section or, if sufficient documentation or explanation cannot be provided, the application may be rejected.**

**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. Regulated credit unions and banks/thrifts or bank/thrift holding companies must include a copy of their charter.**

Section	Question or purpose of data field	Response
LE01	Applicant EIN	<b>Auto-populated</b>
LE02	Applicant EIN documentation  Indicate the type of documentation the Applicant is providing as evidence of its EIN.	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- Official letter from IRS providing EIN</li> <li>- Confirmation fax from local IRS office with the organization’s name and EIN</li> <li>- A printout of completed and submitted online SS-4 (with organization’s EIN in upper right hand corner) from IRS website, accompanied by a printout of the</li> </ul>

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
		online confirmation of receipt of EIN from IRS website
LE03	Applicant’s EIN documentation  Attach a copy of each EIN documentation selected in question LE02.	<b>Attach documentation.</b>
LE04	Date of Incorporation/Organization/Establishment	<b>Auto-populated</b>
LE05	Applicant Institution Type	<b>Auto-populated</b>
LE06	Applicant Federal Regulator	<b>Auto-populated</b>
LE07	Applicant Charter Number	<b>Auto-populated</b>
LE08	Is the Applicant FDIC-insured?	<b>Yes or No.</b>
LE09	Applicant FDIC Insurance Certificate Number	<b>Auto-populated</b>
LE10	Applicant State or Other Regulator	<b>Auto-populated</b>
LE11	Is the Applicant a State-Insured Credit Union?	<b>Select Yes or No.</b>
LE12	Applicant Legal Entity document(s)	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- Articles of Incorporation</li> <li>- Articles of Organization</li> <li>- Certificate of Incorporation</li> <li>- Organization Certificate</li> <li>- Certificate of Formation</li> <li>- Certificate of Existence</li> <li>- Regulatory Charter</li> <li>- Other Legal Entity documentation (please describe)</li> </ul>
LE13	Applicant Legal Entity documentation:  Attach documentation selected in question LE12 that evidences the Applicant’s Legal Entity status.	<b>Attach documentation.</b>
LE14	Applicant Legal Entity documentation:  Indicate how governing or managing board/owner-approval of the Applicant’s Legal Entity documentation and the date of approval is evidenced in the related documentation attached to the application.	<b>Select one:</b> <ul style="list-style-type: none"> <li>- Legal Entity documentation indicating date approved by the governing or managing board or the owner, and signed by an officer(s) of the governing/managing board, owner, or authorized representative.</li> <li>- A statement attached to the Legal Entity documentation indicating date document(s) was approved by the governing or managing board or owner and signed by an officer(s) of the</li> </ul>

**For Request for Public Comments Purposes Only**

Section	Question or purpose of data field	Response
		<p>governing/managing board, owner, or authorized representative.</p> <ul style="list-style-type: none"> <li>- Official governing/managing board meeting minutes signed by an officer(s) of the governing/managing board show the date of the governing/managing board meeting at which the Legal Entity document(s) was approved and clearly indicate governing/managing board approval of the document(s) at that meeting.</li> <li>- Other – explain</li> </ul>
LE15	<p>If governing or managing board or owner-approval and/or the date of approval of the Applicant’s Legal Entity documentation is not evidenced within the relevant document itself:</p> <p>Attach additional documentation that evidences approval of the Applicant’s Legal Entity documentation by the Applicant’s governing/managing board or owner and the date approved that is signed by an officer(s) of the governing/managing board, a managing/general partner, or a managing member (or an authorized representative of a general partner or managing member).</p>	<p><b>Attach documentation.</b></p>
LE16	<p>Have there been any amendments to the Applicant’s Legal Entity documentation?</p>	<p><b>Yes or No.</b></p>
	<p>LE16.1 <b>If yes</b>, attach all amendments.</p>	<p><b>Attach amendments.</b></p>
LE17	<p>If the Applicant seeks to use a special provision solely to participate in the CDFI BG Program:</p> <p>Attach the operating agreement between the Applicant and a Controlling Certified CDFI that includes management and ownership provisions. The operating agreement will be evaluated to ensure it is in a form and substance acceptable to the CDFI Fund per 12 CFR 1805.201(b)(2)(C)(ii-iii).</p>	<p><b>Attachment.</b></p>

## PRIMARY MISSION

A Certified CDFI shall have a primary mission of promoting community development.

In determining whether an entity has a primary mission of promoting community development, the CDFI Fund will consider whether the activities of the Applicant (and of certain Affiliates) are purposefully directed toward improving the social and/or economic conditions of underserved people<sup>7</sup> and/or residents of economically distressed communities. As part of its assessment, the CDFI Fund will consider whether the entity has a reasonable community development strategy and, to the extent the CDFI Fund is able, whether the entity engages in responsible financing practices.

All Applicants with Affiliates must meet the Primary Mission requirements based on a review of their own status and that of certain members in their family of Affiliated entities.

### DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs

An Applicant that is a DIHC, an Affiliate of a DIHC, or a Subsidiary of an IDI, including Subsidiaries of a Tribal Government, is required by statute to meet the CDFI Certification requirements based on a collective review of its family of entities. Such entities must demonstrate that any Affiliate in its family of entities that meets any of the following criteria each individually meets the Primary Mission requirements:

- The Affiliate is a DIHC or an IDI that Controls the Applicant;
- The Affiliate is Controlled by the Applicant and the Applicant is a DIHC; or
- The Applicant and the Affiliate are mutually Controlled by a DIHC or an IDI and the Affiliate directly engages in the provision of Financial Products and/or Financial Services.

### Applicants other than DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs

Applicants (except a DIHC, Affiliate of a DIHC, Subsidiary of an IDI) must demonstrate that any Affiliate in its family of entities that meets any of the following criteria each individually meet the Primary Mission requirements:

- The Affiliate Controls the Applicant, except if the Controlling entity is a Tribal Government; or
- The Affiliate engages in the provision of Financial Products and/or in Financial Services.

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<sup>7</sup> Includes Low Income persons and/or, as approved by the CDFI Fund, other persons who lack adequate access to capital and/or Financial Services.

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### Spinoffs

Any Applicant that seeks to use the special CDFI Certification provision for Spinoff entities must demonstrate that for either the Applicant or an original entity there was an acceptable Primary Mission of community development in place for the full 12 months completed just prior to submission of the CDFI Certification Application. Spinoffs also must demonstrate that all relevant Affiliates each individually meets all of the Primary Mission criteria.

### **DOCUMENTING MISSION**

The Applicant must be able to demonstrate that it and any relevant Affiliate has an acceptable Primary Mission of community development in place for at least the 12 full months completed just prior to submission of the application.

To demonstrate that it has and has had an acceptable Primary Mission, an entity must present documentation specified by the CDFI Fund that clearly articulates that the entity's primary purpose is to promote community development and that demonstrates board or owner approval of that mission. Examples of promoting community development include the provision of Financial Products/Services or other efforts to promote affordable or low income housing, public facilities, infrastructure or economic development and/or the provision of community services such as childcare, education, healthcare, social services, workforce development, etc.

### **COMMUNITY DEVELOPMENT STRATEGY**

The Applicant must be able to demonstrate that it and any relevant Affiliate has an acceptable community development strategy such that Financial Products and/or Financial Services are offered that are supportive of community development objectives for underserved populations and/or residents of economically distressed communities.

### **RESPONSIBLE FINANCING PRACTICES**

To meet the CDFI Certification requirements for responsible financing practices, an entity should provide Financial Products and Financial Services in a way that does not harm consumers. Financial Products should be affordable and based upon a borrower's ability to repay. CDFIs should practice transparency, fair collections, and be in compliance with federal, state, and local laws and regulations.

To measure compliance with these principles, the Application asks a series of questions related to the Applicant's Financial Products and Financial Services, including questions on the annualized rate of interest and other fees charged to a borrower. For purposes of calculating this rate, the CDFI Fund requires Applicants use the methodology prescribed in [32 CFR § 232.4 of the Military Lending Act](#) (referred to as the Military Annual Percentage Rate (MAPR)), **regardless of borrower status**. This methodology captures interest and other charges, including application fees and participation fees, sets a single standard for all Applicants, and ensures that Applicants do not have incentives to disguise their rates by not including certain fees in calculating the Annual Percentage Rate.<sup>8</sup>

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<sup>8</sup> For additional guidance on calculating the MAPR, see the Consumer Financial Protection Bureau's [Military Lending Act \(MLA\), Interagency Examination Procedures—2015 Amendments](#), Terms of Consumer Credit Extended to Covered Borrowers (Calculation of MAPR) – 32 CFR 232.4, pp. 6-9.

**PRIMARY MISSION - APPLICANT**

Section	Question or purpose of data field	Response
PM01	Indicate the type(s) of document(s) presented as evidence of the Applicant’s current Primary Mission of promoting community development.	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Legal Entity documents</li> <li>- Bylaws</li> <li>- Governing or managing board resolution</li> <li>- Owner resolution/directive</li> <li>- NCUA Low Income Designation (LID) letter</li> </ul>
PM02	<p>Attach all document(s) needed to evidence the Applicant’s:</p> <ul style="list-style-type: none"> <li>• Current Primary Mission of promoting community development;</li> <li>• Governing or managing board or owner approval of the current mission; and</li> <li>• Date the current mission went into effect.</li> </ul>	<p><b>Attach all documents.</b></p>
PM03	Indicate how the document(s) demonstrate governing or managing board or owner approval of the Applicant’s current mission documentation.	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- The document(s) is signed by an officer(s) of the governing or managing board or the owner.</li> <li>- The document(s) is supplemented by official governing/managing board meeting minutes.</li> <li>- The document(s) is supplemented by a statement that confirms approval of the document(s) by the governing or managing board or owner and is signed by an officer(s) of the governing or managing board, owner, or authorized representative.</li> <li>- Not applicable - provided NCUA LID letter as evidence of mission.</li> </ul>
PM04	Indicate how the document(s) demonstrates the date the current mission went into effect.	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- The document(s) shows the date it was adopted via the date it was signed.</li> <li>- The document(s) is supplemented by official governing/managing board meeting minutes that clearly indicate the date of the meeting at</li> </ul>

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Section	Question or purpose of data field	Response
		<p>which the document(s) was adopted.</p> <ul style="list-style-type: none"> <li>- The document(s) is supplemented by a statement that clearly indicates the date the document(s) was approved by the governing or managing board or owner.</li> <li>- Date on the NCUA LID letter stating that NCUA has activated the LID status.</li> </ul>
PM05	Applicant’s current mission as stated in the attached mission documentation.	<b>Enter current mission.</b>
PM06	Page number(s) in the attached mission documentation where the Applicant’s current mission is articulated.	<b>Enter Page Number(s).</b>
PM07	Enter the date that the Applicant’s current mission was formally approved.	<b>Enter date.</b>
PM08	Date by which an appropriate Primary Mission must have been in place.	<b>Auto-populated.</b>
	<p>If the date the Applicant’s current mission was formally approved is less than 12 full months prior to the submission of the CDFI Certification Application:</p>	
PM08.1	Indicate the type(s) of document(s) presented as evidence that the Applicant had an immediate prior Primary Mission of promoting community development.	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Legal Entity documents</li> <li>- Bylaws</li> <li>- Governing or managing board resolution</li> <li>- Owner resolution/directive</li> <li>- NCUA LID letter</li> </ul>
PM08.2	<p>Attach all document(s) needed to evidence the Applicant’s:</p> <ul style="list-style-type: none"> <li>• Immediate <u>prior</u> Primary Mission of promoting community development;</li> <li>• Governing or managing board or owner approval of the immediate prior mission; and</li> <li>• Date when the immediate prior mission went into effect.</li> </ul>	<b>Attach document(s).</b>
PM08.3	Indicate how the document(s) demonstrates governing or managing board or owner approval of the	<b>Select all that apply:</b>



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Section	Question or purpose of data field	Response
	Applicant's immediate prior mission documentation.	<ul style="list-style-type: none"> <li>- The document(s) is signed by an officer(s) of the governing or managing board or the owner.</li> <li>- The document(s) is supplemented by official governing/managing board meeting minutes for the meeting at which the document(s) was adopted, are signed by an officer(s) of the governing/managing board, and clearly indicate approval of the document(s) by the board.</li> <li>- The document(s) is supplemented by a statement that confirms approval of the document(s) by the governing or managing board or owner and is signed by an officer(s) of the governing or managing board, owner, or authorized representative.</li> <li>- Not applicable - provided NCUA LID letter as evidence of mission.</li> </ul>
PM08.4	Indicate how the document(s) demonstrates the date the immediate prior mission went into effect.	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- The document(s) shows the date it was adopted via the date it was signed.</li> <li>- The document(s) is supplemented by official governing/managing board meeting minutes that clearly indicate the date of the meeting at which the document(s) was adopted.</li> <li>- The document(s) is supplemented by a statement that clearly indicates the date the document(s) was approved by the governing or managing board or owner.</li> <li>- Date on the NCUA LID letter stating that NCUA has activated the LID status.</li> </ul>

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Section	Question or purpose of data field	Response
	PM08.5 Enter the Applicant’s immediate <u>prior</u> mission exactly as stated in the attached mission documentation.	<b>Enter mission statement(s).</b>
	PM08.6 For each type of document presented as evidence of the Applicant’s immediate prior mission, enter the page number(s) in that document where the immediate prior mission is articulated.	<i>Not required if the Applicant is a credit union and a LID letter from the NCUA is being used as proof of mission.</i>  [The type(s) of document(s) presented as evidence of current mission may be auto-populated based on information entered in PM08.1]  <b>Enter page number.</b>
	PM08.7 Enter the date that the Applicant’s <u>immediate prior</u> mission was formally approved by its governing or managing board or owner, or the date on a past NCUA LID letter.	<b>Enter date.</b>
	If the date the Applicant’s most recent prior mission is still less than 12 complete full months prior to the submission of the CDFI Certification Application:  Repeat the prior mission related questions, as needed, until a 12 full month’s timeframe has been provided.	
<b>PRIMARY MISSION – Applicant’s Community Development Strategy</b>		
PM09	What are the Applicant’s community development objective(s)?	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- Promote housing opportunity</li> <li>- Promote financial access</li> <li>- Promote economic development</li> <li>- Promote the development of community facilities</li> <li>- Promote infrastructure development</li> <li>- Promote the availability of community services (such as child care, education, healthcare, social services, workforce development, etc.)</li> <li>- Promote community revitalization</li> <li>- Promote the availability of consumer products/services</li> <li>- Other (describe the objective and explain why it can be</li> </ul>

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Section	Question or purpose of data field	Response
		considered a community development objective)
PM10	Through which of its community development objectives identified in question PM09 does the Applicant address the social and/or economic conditions of underserved people and/or residents of economically distressed communities?	<p>[A list of the Applicant’s community development objectives will be auto-populated based on information entered in PM09.]</p> <p><b>Select all that apply.</b></p>
PM11	For each community development objective selected in question PM10, identify the type of output or outcome supported by the Financial Product(s) in which the Applicant engages.	<p>[A list of the Applicant’s community development objectives will be auto-populated based on information entered in PM10.]</p> <p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Business development</li> <li>- Asset/wealth building</li> <li>- Homeless/transitional housing/services</li> <li>- Senior housing/services</li> <li>- Community facilities development/improvements</li> <li>- Special needs housing/services</li> <li>- Accessibility modifications</li> <li>- Affordable housing</li> <li>- Job creation/retention</li> <li>- Charter school development</li> <li>- Community healthcare centers development</li> <li>- Commercial real estate development</li> <li>- Other (explain)</li> </ul>
PM12	For each output selected in question PM11, what Financial Product terms, conditions, or practices does the Applicant employ to promote positive community development results for underserved population(s) and/or residents of economically distressed communities?	<p>[A list of the Applicant’s Financial Product outputs may be auto-populated based on entries made in question PM11.]</p> <p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Below market interest rates are offered for some or all of the Financial Products</li> <li>- Below market fees are offered for some or all of the loan guarantee products</li> </ul>

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Section	Question or purpose of data field	Response
		<ul style="list-style-type: none"> <li data-bbox="987 235 1424 338">- Below market rates of return are accepted for some or all of the Equity Investment products</li> <li data-bbox="987 380 1424 512">- Lower than standard origination fees are offered for some or all of the Financial Products</li> <li data-bbox="987 554 1424 686">- Longer than standard amortization periods are offered for some or all of the Financial Products</li> <li data-bbox="987 728 1424 972">- Underwriting practices for some or all of the Financial Products promote access to credit for individuals or entities that might not meet mainstream underwriting criteria</li> <li data-bbox="987 1014 1424 1146">- Non-traditional forms of collateral are accepted for some or all of the Financial Products</li> <li data-bbox="987 1188 1424 1472">- Financial Product offerings include a specialized Financial Product(s) that supplements mainstream offerings in order to promote opportunity for underserved people/residents of economically distressed communities</li> <li data-bbox="987 1514 1424 1757">- Some or all Equity Investments products support businesses that offer goods and services to underserved people/residents of economically distressed communities or underserved populations</li> <li data-bbox="987 1799 1424 1896">- Financial Product offerings include a Financial Product(s) that is directed to less</li> </ul>

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Section	Question or purpose of data field	Response
		<p>established markets (places where there are Market Gaps)</p> <ul style="list-style-type: none"> <li>- Lower profitability levels are accepted with some or all Financial Products</li> <li>- Loan purchases are made from third party entities that serve distressed communities and/or underserved populations</li> <li>- Some or all Financial Product transactions are allowed to be subordinated</li> <li>- Fees or interest can be waived, interest rates can be reduced or principal can be forgiven to assist struggling borrowers</li> <li>- Other (explain)</li> </ul> <p>Repeat this process for each of the selected Financial Product outputs.</p>
PM13	For each Financial Product term, condition, or practice selected in question PM12, explain how positive community development results for underserved population(s) and/or residents of economically distressed communities are supported.	<p>[A list of the Applicant’s Financial Product terms, conditions, or practices may be auto-populated based on entries made in question PM12.]</p> <p><b>Narrative.</b></p> <p>Repeat this process for each of the selected Financial Product outputs.</p>
<i>Questions PM14-PM16 will be asked of depository institution Applicants only</i>		
PM14	For each of the community development objectives selected in question PM09, which of the Financial Services type(s) offered by the Applicant or, if applicable, offered by a relevant Affiliate(s) support the Applicant’s efforts to promote positive community development results for underserved population(s) and/or residents of economically distressed communities?	<p>[A list of the Applicant’s community development objectives selected in question PM09 and the Applicant’s or, if applicable, a relevant Affiliate’s(s’) Financial Services type will be auto-populated based on entries made in question BI-FS02.]</p> <p><b>Select all that apply.</b></p>
PM15	For each Financial Services type selected in question PM14, what terms, conditions, or	[A list of the Applicant’s community development objectives and selected

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Section	Question or purpose of data field	Response
	practices does the Applicant employ in connection with that Financial Services type to promote positive community development results for underserved population(s) and/or residents of economically distressed communities?	<p>Financial Services type may be auto-populated based on entries made in question PM14.]</p> <p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Mainstream Financial Services are offered in a geography that is considered to be a banking desert</li> <li>- Lower profitability levels are accepted for some or all Financial Services</li> <li>- Outreach is conducted with consumers with high levels of overdraft fees to assist them in reducing those fees</li> <li>- Low barrier or other depository accounts are available to consumers who have a negative account screening credit history</li> <li>- Other (explain)</li> </ul> <p>Repeat this process for each selected Financial Services type.</p>
PM16	For each Financial Services term, condition, or practice selected in question PM15, explain how positive community development results for underserved population(s) and/or residents of economically distressed communities are supported.	<p>[A list of the Applicant’s Financial Services terms, conditions, or practices may be auto-populated based on entries made in question PM15.]</p> <p><b>Narrative.</b></p> <p>Repeat this process for each of the selected Financial Services terms conditions, or practices.</p>
<b>PRIMARY MISSION – APPLICANT - Responsible Financing Practices</b>		
<i>Questions PM17-PM22 will be asked of Applicants that offer loan products (including credit cards or purchased loans) only.</i>		
PM17	Do any of the Applicant’s loan products (including credit cards or purchased loans) allow for an annual percentage rate in excess of 36%	<p><b>Yes or No.</b></p> <p>If yes, the Applicant will be required to respond to additional financing-</p>

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Section	Question or purpose of data field	Response
	when that rate is calculated using the Military Annual Percentage Rate (MAPR) standard <sup>9</sup> ?	practices questions about the loan products that allow for an annual percentage rate in excess of 36 percent when that rate is calculated using MAPR standard.
	If yes:	<i>Only for Applicants that offer any loan products (including credit cards or purchased loans) that allow for an annual percentage rate in excess of 36% when that rate is calculated using the MAPR standard.</i>
PM17.1	What is the current highest allowable MAPR-based annual percentage rate charged on any of the Applicant’s loans (including credit cards or purchased loans)?	[A list of the Applicant’s loan product purposes may be auto-populated based on information entered in BI-FP03.]  <b>Enter or select loan product purposes and enter highest allowable MAPR.</b>
<i>Questions PM17.2-PM17.9 - For any loan product with a MAPR in excess of 36%:</i>		
	For the 12 full months completed just prior to submission of the application:	
PM17.2	Do the Applicant’s underwriting standards include measures to ensure the borrower has an ability to: 1) repay the loan according to the terms of the loan, and 2) meet their other major financial obligations and basic expenses, without having to reborrow or refinance?	<b>Yes or No.</b>
PM17.3	Did any of the loan products in question have a default rate over five percent?	<b>Yes or No.</b>
PM17.4	Has the Applicant offered deferred presentment or deferred deposit loans?	<b>Yes or No.</b>
PM17.5	If the product in question includes installment loans of \$1,000 or less, have the repayment timeframes been limited to no more than twelve months?	<b>Yes or No or NA.</b>

<sup>9</sup> For additional guidance on calculating the MAPR, see the Consumer Financial Protection Bureau’s [Military Lending Act \(MLA\), Interagency Examination Procedures—2015 Amendments](#), Terms of Consumer Credit Extended to Covered Borrowers (Calculation of MAPR) – 32 CFR 232.4, pp. 6-9.

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
	PM17.6 For any installment loan products, has the Applicant set limits on the number of times a borrower can refinance a loan within a specific amount of time ?	<b>Yes or No.</b>
	If yes, please describe.	<b>Narrative.</b>
	PM17.7 Has a cooling off period of at least 60 days after a borrower has paid off a loan before the borrower can take out a new loan been in place for each of the Applicant’s installment loan products in question?	<b>Yes or No.</b>
	PM17.8 Are all fees spread evenly over the life of the loan and pro rata refundable in the event of early repayment for each of the Applicant’s installment loan products in question?	<b>Yes or No.</b>
	PM17.9 Are all loan payments substantially equal and do they amortize smoothly to a zero balance by the end of the loan term for each of the Applicant’s installment loan products in question?	<b>Yes or No.</b>
PM18	As of at least 12 full months completed just prior to submission of the application, do the Applicant’s underwriting standards for each of its non-consumer loan products include measures to ensure the borrower has an ability to repay the loan according to the terms of the loan, meet any of the borrower’s other major financial obligations, and still pay basic expenses, without having to reborrow or refinance?	<b>Select Yes or No.</b>
	If no, please explain.	<b>Narrative.</b>
PM19	As of at least 12 full months completed just prior to submission of the CDFI Certification Application, for each of the Applicant’s loan products, does the Applicant disclose the periodic payment due, the total amount to be repaid over the life of the loan, the total finance charges over the life of the loan, and the annual percentage rate (APR) – or for open-end loans, the effective APR – of the loan?	<b>Yes or No.</b>
	If no, please explain.	<b>Narrative.</b>
PM20	Has the Applicant had programs for each of its loan products (including credit cards) to waive fees or interest, reduce interest rates, forgive principal or otherwise modify loans to assist	<b>Yes or No.</b>



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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
	struggling borrowers for at least the 12 full months completed just prior to submission of the CDFI Certification Application?	
	If no, please explain.	<b>Narrative.</b>
PM21	Does the Applicant use external debt collectors or sell its charged off debt to debt buyers?	<b>Yes or No.</b>
	If yes, please explain.	<b>Narrative.</b>
PM22	Does the Applicant report some or all consumer Financial Product transactions to a major credit bureau?	<b>Yes or No.</b>
<i>Questions PM23-PM24 will be asked of Applicants that offer Equity Investment Financial Products only</i>		
PM23	Has the Applicant had a policy or practice in place for its Equity Investment Financial Products for at least the 12 full months completed just prior to submission of the application that prevents the Applicant from gaining Control over an investee except if the Applicant must save a business through ownership as a last resort for a limited period of time?	<b>Yes or No.</b>
	If no, please explain.	<b>Narrative.</b>
PM24	During the 12 full months completed just prior to submission of the application, did the Applicant leverage, for its own benefit, the assets of any of its active investees?	<b>Select Yes or No.</b>
	If yes, please explain.	<b>Narrative.</b>
<b>RESPONSIBLE FINANCING PRACTICES – FINANCIAL SERVICES</b>		
<i>Questions PM25-PM28 will be asked of depository institution Applicants only</i>		
PM25	Does the Applicant or any of its relevant Affiliates offer at least one low barrier to entry checking account that has a minimum balance requirement of no greater than \$25, and that is accessible to consumers who have a negative account screening credit history?	<b>Select Yes or No.</b>
PM26	Does the Applicant or any of its relevant Affiliates offer at least one Financial Services depository account with total functionality and either a monthly maintenance fee of no greater than \$5 or, if waivable, no greater than \$10?	<b>Select Yes or No.</b>
PM27	Does the Applicant or any of its relevant Affiliates offer at least one checkless checking, prepaid, or other deposit account that is not subject to any nonsufficient funds (NSF) or overdraft fees?	<b>Select Yes or No.</b>

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
PM28	If the Applicant offers any other non-standard Financial Service specifically designed to serve the un- and/or under-banked and promote community development, please describe.	<b>Narrative.</b>
PM29	If an account holder is subject to any potential fees for nonsufficient funds (NSF) or overdraft, are there limits on the number and frequency of such fees that can be charged annually?	<b>Select Yes or No.</b>
	If no, please explain.	<b>Narrative.</b>

**PRIMARY MISSION – AFFILIATES**

The Applicant must enter Primary Mission information for each Affiliate subject to review in connection with any of the CDFI Certification requirements.

## FINANCING ENTITY

To meet the CDFI Certification Financing Entity test, an Applicant must demonstrate that its predominant business activity is the provision of Financial Products and/or Financial Services, and that it has been engaged in such activity for at least 12 months. Unless otherwise indicated, the provision of Financial Products must be arm's-length and on-balance sheet. Only depository institutions (bank/thrifts, credit unions or bank/thrift holding companies) may use Financial Services to meet the Financing Entity test. For this test, Applicants must:

- Dedicate a predominance of both its assets and its staff time to the direct provision of Financial Products and/or Financial Services.
- Demonstrate that it has been in regular operation closing Financial Product transactions and/or providing Financial Services for at least 12 full months prior to the date of submission of the CDFI Certification Application.
- Maintain sufficient capital to continue regular operations for at least three months from the date the CDFI Certification Application is submitted.

### **EXCEPTIONS TO THE STANDARD FINANCING ENTITY REQUIREMENTS**

#### Entities participating in the CDFI Fund's Bond Guarantee Program (BG Program)

Solely for the purposes of participating in the CDFI Fund's BG Program:

- Entities participating in the BG Program that do not meet the CDFI Certification Financing Entity requirements on their own will be considered Financing Entities as long as they are Controlled by a Certified CDFI that has a date of incorporation/organization/establishment at least 12 full months prior to submission of the Affiliate's CDFI Certification Application. Such entities may also need to meet additional parameters and restrictions established via an applicable Notice of Guarantee Availability (NOGA) for a CDFI BG Program application round (see 12 CFR 1805.201(b)(2)(C)(ii)).
- Entities participating in the BG Program that are Controlled by a Certified CDFI can meet the CDFI Certification Financing Entity requirements using on-balance sheet Financial Product activity that is not arm's-length as long as the activity is by and between these entities and their Controlling Certified CDFIs. Such activity must be pursuant to operating agreements that include management and ownership provisions and that are in a form and substance acceptable to the CDFI Fund (see 12 CFR 1805.201(b)(2)(C)(iii)).

#### Certain Regulated Financial Institutions

The following entities are presumed to meet the CDFI Certification Financing Entity requirements and are exempt from completing this section of the application as long as their dates of incorporation, organization, or establishment occurred at least 12 full months prior to submission of a CDFI Certification Application:

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- Depository Institution Holding Companies (DIHCs)
- Depository Institutions with Federal Deposit Insurance Corporation (FDIC) Insurance
- State-Insured Credit Unions and State-Regulated Credit Unions

### Special CDFI Certification Provision for Spinoff Entities

Spinoff entities with a portfolio containing arm's-length, on-balance sheet financial product transactions that were transferred from the original entity – not bought or sold – are eligible for CDFI Certification.

Such entities must demonstrate that they closed at least one Financial Product within the 12 months prior to submission of this application and must meet the following conditions:

1. Be a separate legal entity;
2. Have received a transferred Financial Product from at least one original entity.
3. Demonstrate that it currently offers at least one of the transferred Financial Products.
4. Demonstrate that at least one of the transferred Financial Products currently offered was available from the original entity for at least the 12 full months completed just prior to submission of this application.
5. Demonstrate that at least one original entity from which it received any Financial Products had an acceptable Primary Mission in place for at least the 12 full months just prior to submission of this application.
6. Demonstrate that it closed, on its own, at least one Financial Product of the type transferred at any time during the 12 full months just prior to submission of this application.

For the purposes of the Financing Entity test, the Spinoff should include any transferred Financial Products and Financial Services assets that appear on its balance sheet as part of its own overall Financial Product and Financial Services asset amounts.

### **ELIGIBLE FINANCIAL PRODUCTS/FINANCIAL SERVICES<sup>10</sup>**

#### Financial Products

Financial Products include loans, Equity Investments and other similar financing activities approved by the CDFI Fund. In addition, credit card products count as loan products; forgivable loans, unless pre-approved by the CDFI Fund, do not.

Other similar financing activities currently pre-approved by the CDFI Fund as Financial Products include:

- the provision of loan guarantees;
- the purchase of loans originated by a Certified CDFI; and

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<sup>10</sup> Financial Products and Financial Services are defined by the CDFI Fund in the CDFI Program Revised Interim Regulations, 12 CFR Part 1805.104

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- the purchase of loans originated by entities that do not have the CDFI Certification but were made to members of the Applicant's Target Market(s)

If an entity wants to include any financing other than the pre-approved similar financing activities as Financial Products for the purpose of meeting any CDFI Certification requirements, it must obtain prior approval from the CDFI Fund to do so.

### Financial Services

Financial Services can be used to meet the CDFI Certification requirements by depository institutions only.

Financial Services include the provision of checking and savings accounts, check cashing, money orders, money market accounts, certified checks, automated teller machines, safe deposit box services, and other similar services.

If a depository institution wants to include any similar financial service as an eligible Financial Service for the purposes of meeting any of the CDFI Certification requirements, it must obtain prior approval from the CDFI Fund.

### **ASSETS DEDICATED TO THE DIRECT PROVISION OF FINANCIAL PRODUCTS AND/OR FINANCIAL SERVICES**

Unless otherwise directed, the asset information provided in the Financing Entity section of the application should be based on the Applicant's information only. Do not use a consolidated statement.

Furthermore, Applicants must base their responses on the activity from which the assets were used or are currently available to be used, as reflected in their current fiscal year-to-date balance sheet. Examples of such assets include loans receivable, Equity Investments, pre-paid expenses, buildings/real estate. Assets currently available to support eligible financing activities, such as cash/cash equivalents, should also be included.

Assets that count as dedicated to the direct provision of Financial Products and/or Financial Services include:

- The portion of any assets reflected in an entity's current year-to-date balance sheet that are used or are currently available to be used as capital for the direct provision of Financial Products.
- The portion of any assets reflected in an entity's current year-to-date balance sheet that are used for or are currently available to support staffing and other operating costs related to the direct provision by that entity of Financial Products.
- For depository institutions that do not automatically qualify as Financing Entities (e.g., banks/thrifts that do not have federal deposit insurance or holding companies that do not meet the CDFI Fund's definition of a DIHC), the portion of any assets reflected in the entity's current year-to-date balance sheet that are used for or are currently available to support the direct provision of Financial Services by that entity.

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The CDFI Fund does not consider assets used for or currently available to support the following types of activities as assets dedicated to the direct provision of Financial Products and/or Financial Services:

- Real estate development
- Property management
- The provision of financing for affiliated individuals or entities
- Loan servicing for financing provided by other entities
- Loan packaging for financing provided by other entities
- The provision of Development Services

### **STAFF TIME DEDICATED TO THE DIRECT PROVISION OF FINANCIAL PRODUCTS AND/OR FINANCIAL SERVICES**

Unless otherwise directed, the staffing information provided in the Financing Entity section of the application should be based on the Applicant's activity only.

Staffing allocations for the Financing Entity test must be based on the way an Applicant used its staff time during the last 12 full months just prior to the submission of this application. The Applicant should calculate the average FTE staff time available to it during the last 12 full months and identify how that time was allocated to its different activities. If an Applicant relies on staffing provided by another entity, only the portion of the other entity's FTE staff time that is spent directly on the activities undertaken on behalf of the Applicant should be included.

### **PREDOMINANCE**

The Applicant's financial statements and staffing information, must demonstrate that the direct provision of Financial Products and/or Financial Services is the Applicant's predominant business activity.

To be predominant, the provision of Financial Products and/or Financial Services does not have to be the majority of the Applicant's overall activity, but must be the activity that constitutes the greatest amount of the Applicant's assets and dedicated staff time when compared to any other separate and distinct type of activity in which the Applicant engages. No other single activity type should claim more of an Applicant's assets and staff time.

Some Applicants may have major assets (including any fixed assets such as real property, endowments or equipment) that do not support the direct provision of Financial Products and/or Financial Services. This may skew the Applicant's asset data such that the direct provision of Financial Products and/or Financial Services does not appear to be the Applicant's predominant activity. All assets, including those that do not support the direct provision of Financial Products and/or Financial Services, must be presented. However, the Applicant can provide an explanation of why such assets incorrectly appear to indicate that the Applicant is not predominantly a Financing Entity, or why the assets are essential for the Applicant to conduct its primary business of offering Financial Products and/or Financial Services. The CDFI Fund maintains sole discretion to determine the applicability of such assets toward the Financing Entity test.

### **DEMONSTRATING REGULAR OPERATIONS AS A PROVIDER OF FINANCIAL PRODUCTS**

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To determine if an Applicant is in regular operation as a provider of Financial Products, the CDFI Fund will review financial statements and other financial records, in conjunction with an Applicant’s Financial Product activity data.

The CDFI Fund will assess whether or not the Applicant has closed an appropriate number and/or dollar volume of eligible Financial Product transactions during the timeframe under review. The CDFI Fund also will assess whether the Applicant maintains sufficient capital to continue in regular operation to provide Financial Products for at least three months.

In determining the appropriate level of activity with the provision of Financial Products, the CDFI Fund in its sole discretion, may consider the following:

- Whether the Applicant’s level of Financial Product activity is consistent with its business strategy and expected typical level of activity for the timeframe under review.
- How the level of Financial Product activity compares to the Applicant’s capitalization level for the period under review.

Unless applying for the special CDFI Certification provision for Spinoff entities, entities that are in start-up mode with less than 12 full months of financing activity, are not eligible for CDFI Certification.

**FINANCING ENTITY – APPLICANT ONLY - ASSETS - NON-CONSOLIDATED CURRENT FISCAL YEAR-TO-DATE DATA**

Section	Question or purpose of data field	Response
FE-A01	If the Applicant has indicated that it is seeking to use the special CDFI Certification provision for entities solely participating in the CDFI Fund’s BG Program that allows it to be considered a Financing Entity:	
	FE-A01.1 Is the Applicant Controlled by a Certified CDFI that has a date of incorporation/organization/establishment at least 12 full months prior to submission of the Affiliate’s CDFI Certification Application?	<b>Yes or No.</b>
	FE-A01.2 Will the Applicant use Financial Product activity that is not arm’s-length to meet any of the Financing Entity requirements?	<b>Yes or No.</b>
FE-A02	End date of the Applicant’s current fiscal year-to-date balance sheet.	<b>Enter Month/Date/Year.</b>
FE-A03	Applicant’s current fiscal year to date.	[Auto-populated based on Applicant’s fiscal year end date and date of submission of the application.]
FE-A04	Total Assets - Applicant only	<b>Enter total assets.</b>

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Section	Question or purpose of data field	Response
	Provide the total assets from current FY-to-date financial statements for the Applicant entity only.	
FE-A05	Based on the Applicant's current FY-to-date balance sheet, for each item for which some or all of the asset is currently dedicated to the direct provision of Financial Products and/or Financial Services:	
FE-A05.1	Provide account name(s) for each of the cash/cash equivalents line item(s)	<b>Enter balance sheet line item name(s).</b>
FE-A05.2	Provide dollar amount of each of the cash/cash equivalents line item(s)	<b>Enter dollar amount.</b>
FE-A05.3	Are any assets derived from Financial Product receivables?	<b>Yes or No.</b>
	<b>If yes:</b>	
FE-A05.3a	Provide explanation	<b>Narrative.</b>
FE-A05.3b	Provide name(s) of the receivables line item(s)	<b>Enter balance sheet line item name(s).</b>
FE-A05.3c	Provide dollar amount of the receivables line items	<b>Enter dollar amount.</b>
FE-A05.4	Provide name(s) of Equity Investment line item(s)	<b>Enter balance sheet line item name(s).</b>
FE-A05.5	Provide dollar amount of the Equity Investment line items	<b>Enter dollar amount.</b>
FE-A05.6	Provide name(s) of Other Assets line item(s)	<b>Enter balance sheet line item name(s).</b>
FE-A05.7	Provide dollar amount of Other Assets line item names	<b>Enter dollar amount.</b>
FE-A05.8	Provide name(s) of the line items for Other Similar Financing assets	<b>Enter balance sheet line item name(s).</b>
FE-A05.9	Provide dollar amount of Other Similar Financing assets	<b>Enter dollar amount.</b>
FE-A05.10	Provide the name(s) of the Other Similar Financial Services line items by line item.	<b>Enter name(s).</b>
FE-A05.11	Provide the dollar amount of the Other Similar Financial Services line items.	<b>Enter dollar amount.</b>
FE-A05.12	Are any assets currently dedicated to the provision of training, counseling, or technical assistance services (including those that qualify as Development Services)?	<b>Yes or No.</b>
	<b>If yes:</b>	
FE-A05.12a	Provide the name(s) of the balance sheet line item	<b>Enter balance sheet line item name(s).</b>
FE-A05.12b	Provide the dollar amount of the assets	<b>Enter dollar amount.</b>
FE-A05.13	Are any assets shown dedicated to activities other than the direct provision	<b>Yes or No.</b>



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Section	Question or purpose of data field		Response
		of Financial Products and/or Financial Services?	
		<b>If yes:</b>	
	FE-A05.13a	Identify the relevant activity(ies)	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- real estate development</li> <li>- property management</li> <li>- the provision of financing for affiliated individuals or entities</li> <li>- loan servicing for financing for which other entities bear the credit risk</li> <li>- loan packaging for financing for which other entities bear the credit risk</li> <li>- the provision of Development Services and/or other training,</li> <li>- counseling and technical assistance</li> <li>- other (describe)</li> </ul>
	FE-A05.13b	Provide the dollar amount of assets dedicated to each such activity.	<b>Enter dollar amount.</b>
FE-A06	Applicant's financial statements for its most recently completed fiscal year.		<b>Attach document(s).</b>
FE-A07	Applicant's non-consolidated, current fiscal year-to-date financial statements.		<b>Attach document(s).</b>
FE-A08	Describe how the Applicant's Financial Products and/or Financial Services activities are reflected in its current fiscal year-to-date balance sheet.		<b>Narrative.</b>
FE-A09	Explain how the assets dedicated to Financial Products and/or Financial Services identified in the Asset table correspond with the assets listed in the Applicant's current fiscal year-to-date balance sheet.		<b>Narrative.</b>
FE-A10	Does the Applicant's current fiscal year-to-date balance sheet show any major non-financing assets?		<b>Select Yes or No.</b>
	FE-A10.1	<b>If yes</b> , explain why the Applicant is still predominately a Financing Entity or why the assets are essential to the Applicant in conducting its primary business of providing Financial Products and/or Financial Services.	<b>Narrative.</b>

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**FINANCING ENTITY – APPLICANT ONLY - STAFFING ALLOCATIONS**

<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
FE-AS01	Average Number of Full-Time Equivalent (FTE) staff – 12 full months completed just prior to submission of the application– Applicant entity only.	<b>Enter number.</b>
FE-AS02	Average number of FTEs dedicated to the provision of loans – 12 full months completed just prior to submission of the application - Applicant entity only.	<b>Enter number.</b>
FE-AS03	Average number of FTEs dedicated to the provision of Equity Investments – 12 full months completed just prior to submission of the application – Applicant entity only.	<b>Enter number.</b>
FE-AS04	Average Number of FTEs dedicated to the provision of loan guarantees – 12 full months completed just prior to submission of the application– Applicant entity only.	<b>Enter number.</b>
FE-AS05	Average Number of FTEs dedicated to loan purchases from non-Affiliated Certified CDFIs – 12 full months completed just prior to submission of the application – Applicant entity only.	<b>Enter number.</b>
FE-AS06	Average Number of FTEs dedicated to loan purchases made from non-Affiliated entities that do not have the CDFI Certification and that were directed to the Applicant’s Target Market – 12 full months completed just prior to submission of the application – Applicant entity only.	<b>Enter number.</b>
FE-AS07	Average Number of FTEs dedicated to Financial Products Other Similar Financing approved by the CDFI Fund – 12 full months completed just prior to submission of the application – Applicant entity only.	<b>Enter number.</b>
FE-AS08	Total Average Number of FTEs dedicated to Financial Products – 12 full months completed just prior to submission of the application – Applicant entity only.	[Auto-calculated.]
FE-AS09	Average Number of FTEs dedicated to Financial Services listed in the CDFI regulations – 12 full months completed just prior to submission of the application – Applicant entity only.	<b>Enter number.</b>
FE-AS10	Average Number of FTEs dedicated to other similar Financial Services specially approved by the CDFI Fund – 12 full months completed just prior to submission of the application – Applicant entity only.	<b>Enter number.</b>

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
FE-AS11	Total average number of FTEs dedicated to Financial Products and/or Financial Services – 12 full months completed just prior to submission of the application– Applicant entity only.	[Auto-calculated.]
FE-AS12	Were any of the Applicant’s FTEs dedicated to activities other than the direct provision of Financial Products and/or Financial Services the 12 full months prior to the submission of the application?	<b>Yes or No.</b>
	<b>If yes:</b>	
FE-AS11.1	Identify the non-financing activity type(s).	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- real estate development</li> <li>- property management</li> <li>- provision of financing for affiliated individuals or entities</li> <li>- loan servicing for financing for which other entities bear the credit risk</li> <li>- loan packaging for financing for which other entities bear the credit risk</li> <li>- provision of Development Services and/or other training</li> <li>- counseling and technical assistance</li> <li>- other (describe)</li> </ul>
FE-AS11.2	Provide FTE staff time dedicated to such activity – Applicant entity only.	<b>Enter amount.</b>
	If the Applicant has multiple non-financing activities, repeat data entry to identify the activity type and the number of FTE staffing dedicated to that activity type.	

**FINANCING ENTITY – APPLICANT ONLY - CAPITAL AVAILABLE FOR FINANCIAL PRODUCT ACTIVITY IN NEXT THREE MONTHS**

The Applicant must possess sufficient capital to sustain its Financial Product activity. Generally, the CDFI Fund considers at least three months of capital sufficient to find that the Applicant can support its future financing activities. Applicants that cannot demonstrate ability to support projected financing activity will not be certified.

Enter cash or other liquid assets available for financing activities, as identified in the current year-to-date financial statement. Types of capital that should not be included as available for financing activities

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include, but are not limited to: cash needed for operations and cash or other liquid assets that have been earmarked, set aside, or board- or funder-designated for a non-financing activity. This may include, but is not limited to: capital designated for real estate development, property management, and land acquisition.

<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
FE-AC01	Describe the types and amounts of liquid assets and other resources that are available to the Applicant for the delivery of Financial Products over the three months after the submission date on the application. Describe as well how those assets/resources will enable the Applicant to meet the next three months of demand in its Financial Product pipeline.	<b>Narrative.</b>
FE-AC02	How much cash and/or cash equivalent is available to be used as capital for Financial Products over the next three months?	<b>Enter dollar amount.</b>
FE-AC03	How much Other Financing Assets capital is available to be used as capital for arm’s-length Financial Products over the next three months?	<b>Enter dollar amount.</b>
FE-AC04	Does the Applicant have any lines of credit or similar credit for which there is an unused balance available to be used as capital for Financial Products over the next three months?	<b>Yes or No.</b>
	FE-AC04.1 Provide the type of credit available	<b>Enter type.</b>
	FE-AC04.2 Provide the source of the credit available	<b>Enter source.</b>
	FE-AC04.3 Provide the dollar amount available	<b>Enter dollar amount.</b>

**FINANCING ENTITY – PROJECTIONS**

<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
FE-P01	Number of transactions projected to be closed in next three months.	<b>Enter number.</b>
FE-P02	Dollar amount of financing transactions projected to be closed in the next three months.	<b>Enter dollar amount.</b>

## TARGET MARKET

To be a Certified CDFI, an entity must demonstrate that it serves at least one eligible Target Market (either an Investment Area or Targeted Population). In addition, it must direct at least 60% of both the number and dollar volume of arm's-length, on-balance sheet Financial Products to one or more eligible Target Market types. Depository Institutions also have the option of meeting this test by providing at least 60% of the number of their Financial Services depository accounts **and** at least 50% of both the number and dollar volume of their Financial Products to one or more eligible Target Market types.

New CDFI Applicants must meet the applicable Target Market percentage benchmarks over the 12 full months completed just prior to submission of the application. To maintain the certification status, Certified CDFIs are required to demonstrate compliance with the Target Market percentage benchmarks based on a three-year average through the last day of their most recently completed fiscal year.<sup>11</sup> To confirm activity to the Target Market(s), transaction level data will be submitted annually through the CTLR.

All Applicants must meet the applicable Target Market percentage benchmarks as stated. If an Applicant falls below the required level for any of the applicable Target Market percentage benchmarks, it will not be eligible for CDFI Certification.

As a means of meeting the Target Market requirements, an entity may serve a combination of eligible Target Market types. However, for the purposes of calculating the overall Target Market percentage of an entity's activity, each Financial Product transaction or Financial Service item may be counted towards only one Target Market type (even if the transaction or account qualifies as having been directed to more than one Target Market).

### COLLECTIVE REVIEW FOR DIHCS, AFFILIATES OF DIHCS, OR SUBSIDIARIES OF IDIS

For a DIHC, an Affiliate of a DIHC, or a Subsidiary of an IDI to be certified as a CDFI, it must meet the Target Market requirements both:

- **Individually**, based on the Applicant's own Financial Product and, if elected, Financial Services activity; **and**
- **Collectively**, based on the aggregate Financial Product and, if elected, Financial Services activity of the Applicant and any Affiliate in its family of entities.

### SPECIAL PROVISIONS & EXCEPTIONS

The following entities are allowed certain exceptions in meeting the CDFI Certification Target Market requirements.

#### Depository Institution Holding Companies (DIHCs)

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<sup>11</sup> Certified CDFIs with less than three years of CDFI Certification will be measured based upon the full history of their financing activity, up to three full fiscal years but not earlier than through the 12 months prior to the submission of their application.

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DIHCs that do not directly provide Financial Products or Financial Services, or that cannot meet the Target Market requirements based on their own activity, may rely on the activity of all Affiliates subject to the statutory collective CDFI Certification review. DIHCs using this special provision will present just the aggregate Financial Product and, if elected, Financial Services activity of all relevant Affiliates for review.

### Entities participating in the CDFI Fund's Bond Guarantee Program (BG Program)

Entities applying for certification solely for participation as Eligible CDFIs in the CDFI Fund's BG Program may meet CDFI Certification Target Market requirements using Financial Product activity that is not arm's-length, provided that the activity is by and between such entities and their Controlling Certified CDFIs. Such activity must be pursuant to operating agreements that include management and ownership provisions and that are in a form and substance acceptable to the CDFI Fund (see 12 CFR 1805.201(b)(2)(C)(iii)).

### Spinoffs

If an entity is eligible for the special CDFI Certification provision for Spinoffs (as described in the Financing Entity section of the application), it must include the following Financial Product and Financial Services activity data for review in connection with the Target Market requirements:

- Any Financial Product transactions it closed during the relevant Target Market review timeframe;
- Any Financial Product transactions received as part of a spun-off Financial Product portfolio that were closed by the original entity during the relevant Target Market review timeframe and that remain on the Spinoff's balance sheet as of the end of the relevant review timeframe; and
- Any Financial Services depository accounts held by the Spinoff entity that were still open as of the end of the relevant review period.

### **ALLOWED TARGET MARKET TYPES**

An entity's Target Market can be comprised of one or more of the following Target Market types.

#### Investment Area<sup>12</sup>

An Investment Area meets 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; or
- Unemployment Rate 1.5 times the national average.

There are two ways to identify an Investment Area (IA):

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<sup>12</sup> CDFI Fund in the CDFI Program Revised Interim Regulations 12 C.F.R. 1805.201(b)(3)(ii)

### **Pre-qualified Investment Area – Qualified Census Tracts Only**

A Pre-qualified Investment Area consists only of individual census tracts that the CDFI Fund has determined meet one or more of the statutory economic distress criteria. If an Applicant elects to serve an Investment Area comprised of qualified census tracts only, then the Financial Product and/or Financial Services activity that falls within qualified census tracts anywhere within the United States and its territories is counted as being within the entity's Target Market.

### **Customized Investment Areas**

Applicants also may establish Customized Investment Areas consisting of specially designated geographic areas established at either the census tract or county level that:

- Include a contiguous mix of both qualified and non-qualified geographic units of a single type, which may be census tracts, non Metro counties, or parishes; **and**
- validate as a distressed community per the CDFI Fund's mapping system by meeting the following criteria:
  - o More than 85% of the population must be in qualified geographic units
  - o The geographic units must be contiguous

If an Applicant designates a Customized Investment Area as its Target Market, only the Financial Products and/or Financial services activity that falls within the boundaries of the mix of tracts is counted as being within a Target Market.

Although financing activity can occur and be counted in individually non-qualifying census tracts within a Customized Investment Area, the Applicant must direct at least 85% of their financing activity within individually qualified census tracts. In addition, financing activity to individually non-qualifying census tracts within a Customized Investment Area should support the financing activity within the qualified census tracts. Detailed transaction level financing must be provided upon request. Likewise, Applicants must direct at least 85% of financing activity that occurs within non-Metro counties or parishes, that qualify as an Investment Area wholly, within individually qualified census tracts.

### **Targeted Population**

A Targeted Population is defined as individuals, or an identifiable group of individuals who are low-income or lack adequate access to Financial Products or Financial Services. The Targeted Population is specific to the individual borrowers whose socio-economic characteristics are used to determine inclusion in the Target Market. The Applicant must use the CDFI Fund's approved verification processes to demonstrate that it is serving the Targeted Population.

Targeted Populations include:

### **Low-Income Targeted Population (LITP)**

Individuals qualify as members of the Low-Income Targeted Population (LITP) if their family income is:

- For Metropolitan Areas:

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- 80% of the area median family income (adjusted for family size); or
- For non-Metropolitan Areas, the greater of:
  - 80% of the area median family income (adjusted for family size); or
  - 80% of the statewide non-Metropolitan Area median family income (adjusted for family size).

### Other Targeted Populations (OTP)

Other Targeted Populations currently recognized by the CDFI Fund are:

- Other Targeted Population - African American
- Other Targeted Population – Hispanic
- Other Targeted Population - Native American (with maintained tribal affiliation or community connection)
- Other Targeted Population - Native Alaskan residing in Alaska (with maintained tribal affiliation or community connection)
- Other Targeted Population - Native Hawaiian residing in Hawaii
- Other Targeted Population - Other Pacific Islander residing in Other Pacific Islands
- Other Targeted Population – Persons with Disabilities
- Other Targeted Population – Certified CDFIs

Targeted Populations that are not already recognized by the CDFI Fund must be approved by the CDFI Fund before they can be included as part of an entity’s Target Market for CDFI Certification purposes.

### MAPPING REQUIREMENTS

**Target Market maps are required for Customized Investment Area Target Markets and certain Other Targeted Populations.**

The CDFI Information Mapping System (CIMS) provides mapping and geocoding capabilities to support the application process and to assess the eligibility of investments, lending and financial and development services activities in specific geographic areas. Applicants are able to upload and process accurate batch geo-coding of addresses, whether these be prospective locations for individual projects or actual transactions funded, and to confirm addresses of relevant board members.

Maps must be created for **each** proposed Customized Investment Area Target Market and for certain Other Targeted Populations. Applicants creating maps for a new application or modifying an existing Customized Investment Area Target Market must utilize the most recent set of eligible census tracts deployed for use by the CDFI Fund. Refer to the CIMS user [guidance](#) for further information on creating Target Market maps.

### COMPILING TARGET MARKET DATA

Data on Financial Product activity presented for review in connection with the Target Market requirements will be submitted in the CTRLR based on the date the Financial Product transactions were



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closed or, in the case of active, outstanding Loan Purchases, on the date the bundle of loans were purchased.

Even if related funds were not disbursed on that date or were not eventually fully disbursed, the transaction amounts will be the total amount of financing approved.

The CDFI Fund counts credit card products and lines of credit as loan products. Credit card and lines of credit product activity should be presented for review in connection with the Target Market requirements as follows:

- Each new account opened and issued will count as one Financial Product transaction.
- The date an account was opened and issued will be considered the date the Financial Product transaction was closed; not each time the credit is used nor each year the credit is used.
- The credit limit approved when the account was first opened will constitute the transaction amount, not individual charges or draws or the outstanding balance.

Target Market Verification Processes

A Target Market verification process or combination of such processes will be used to verify whether or not Financial Products, Financial Services depository accounts, and/or credit union members meet the Target Market criteria.

Only those Target Market verification processes approved by the CDFI Fund may be used when compiling Target Market data.

Applicants may request approval of a Target Market verification process(es) not already accepted by the CDFI Fund. To use a new Target Market verification process(es) when compiling Target Market data for the CDFI Certification Application, the new process(es) must be approved by the CDFI Fund prior to submission of the application.

Approved CDFI Fund Target Market Verification Processes must be used exactly as approved unless and until modification of the process is authorized by the CDFI Fund.

Section	Question or purpose of data field	Response
TM01	Identify a proposed Target Market.	<b>Select at least one:</b> <ul style="list-style-type: none"><li>- Investment Area – Pre-qualified</li><li>- Investment Area – Customized</li><li>- Low Income Targeted Population</li><li>- Other Targeted Population – African American</li><li>- Other Targeted Population – Hispanic</li><li>- Other Targeted Population – Native American</li></ul>

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Section	Question or purpose of data field	Response						
		<ul style="list-style-type: none"> <li>- Other Targeted Population – Native Alaskan residing in Alaska</li> <li>- Other Targeted Population – Native Hawaiian residing in Hawaii</li> <li>- Other Targeted Population – Other Pacific Islander residing in Other Pacific Islands</li> <li>- Other Targeted Population – Persons with Disabilities</li> <li>- Other Targeted Population – Certified CDFIs</li> <li>- New Targeted Population (Pre-approved by the CDFI Fund)</li> </ul>						
TM02	<p>If the proposed Target Market type is a Customized Investment Area:</p> <p>Identify the map that represents the Customized Investment Area, including both qualified and non-qualified census tracts.</p>	<b>Enter map name.</b>						
TM03	If the proposed Target Market is an Investment Area:							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="326 1087 451 1514">TM03.1</td> <td data-bbox="451 1087 932 1514">What type(s) of Financial Product(s) and/or Financial Service(s) is needed within the Investment Area, but is not currently available at a level sufficient to meet the need?</td> </tr> <tr> <td data-bbox="326 1514 451 1730">TM03.2</td> <td data-bbox="451 1514 932 1730">Indicate the basis for the Applicant’s determination that the Financial Products and/or Financial Services identified as being needed within the Investment Area are actually needed within that area.</td> </tr> <tr> <td data-bbox="326 1730 451 1871">TM03.3</td> <td data-bbox="451 1730 932 1871">Indicate the basis for the Applicant’s determination that the Financial Products and/or Financial Services identified as being needed within the</td> </tr> </table>	TM03.1	What type(s) of Financial Product(s) and/or Financial Service(s) is needed within the Investment Area, but is not currently available at a level sufficient to meet the need?	TM03.2	Indicate the basis for the Applicant’s determination that the Financial Products and/or Financial Services identified as being needed within the Investment Area are actually needed within that area.	TM03.3	Indicate the basis for the Applicant’s determination that the Financial Products and/or Financial Services identified as being needed within the	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Small dollar loans</li> <li>- Microenterprise loans</li> <li>- Equity Investments</li> <li>- Down payment and closing cost assistance loans with deferred repayment</li> <li>- Community facilities loans</li> <li>- Affordable housing development loans</li> <li>- Other – please explain</li> </ul> <p><b>Narrative.</b></p> <p><b>Narrative.</b></p>
TM03.1	What type(s) of Financial Product(s) and/or Financial Service(s) is needed within the Investment Area, but is not currently available at a level sufficient to meet the need?							
TM03.2	Indicate the basis for the Applicant’s determination that the Financial Products and/or Financial Services identified as being needed within the Investment Area are actually needed within that area.							
TM03.3	Indicate the basis for the Applicant’s determination that the Financial Products and/or Financial Services identified as being needed within the							

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Section	Question or purpose of data field		Response
		Investment Area are not currently available at levels sufficient to meet the existing need.	
TM04	If the Applicant selected “New Targeted Population” in question TM01, has the new Targeted Population been pre-approved by the CDFI Fund?		<b>Yes or No.</b>  If No, the Applicant cannot propose a new Targeted Population.
		<b>If Yes:</b>	
	TM04.1	Enter the name of the new Targeted Population exactly as it appears in the approval letter from the CDFI Fund.	<b>Enter name.</b>
	TM04.2	Attach a letter from the CDFI Fund approving the new Targeted Population.	<b>Attach letter.</b>
TM05	Is the Applicant proposing multiple Target Markets?		<b>Yes or No.</b>  If yes, the Applicant will need to repeat the Target Market data entry for each proposed Target Market type/component.
TM06	Target Market verification process attestation – Financial Product(s):  Applicant attests that only a CDFI Fund-approved Target Market verification process(es) has been and will continue to be used to determine whether or not Financial Product transactions have been directed to an allowed Target Market type.		<b>Yes or No.</b>
TM07	Is the Applicant using a Target Market verification process that is not identified on the full list of approved CDFI Fund verification processes to determine whether or not Financial Product transactions have been directed to an allowed Target Market?		<b>Yes or No.</b>
		If yes:	
	TM07.1	Identify the Target Market verification process(es) used by the Applicant and separately approved by the CDFI Fund.	<b>Describe verification process.</b>
	TM07.2	Attach approval letter(s) from the CDFI Fund for any Financial Product activity-related Target Market verification processes used by the Applicant.	<b>Attach approval letter(s).</b>
<i>Question TM08 will be asked of depository institution Applicants only</i>			

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
TM08	Does the Applicant intend to use Financial Services depository accounts to meet the Target Market requirement?	<b>Yes or No.</b>
	<b>If yes:</b>	
TM08.1	Applicant attests that only a CDFI Fund-approved Target Market verification process(es) has been and will continue to be used to determine whether or not Financial Services depository accounts have been directed to an allowed Target Market type.	<b>Yes or No.</b>
TM08.2	Is the Applicant using any Target Market verification process that is not identified on the full list of approved CDFI Fund verification processes to determine whether or not Financial Services depository accounts have been directed to an allowed Target Market type?	<b>Yes or No.</b>
	<b>If yes:</b>	
TM08.2a	Identify the CDFI Fund-approved Target Market verification process(es).	<b>Describe verification process.</b>
TM08.2b	Attach approval letter(s) from the CDFI Fund for any Financial Services account-related Target Market verification processes used by the Applicant.	<b>Attach approval letter(s).</b>

**TARGET MARKET – GENERAL FINANCIAL PRODUCTS AND FINANCIAL SERVICES ACTIVITY INFORMATION**

<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
TM-G01	Financial Product types of transactions closed by the Applicant during its most recently completed fiscal year.	[The Financial Product types will auto-populate based on information provided in BI-FP04.]
TM-G02	Does the Financial Product activity data include any Other similar financing that does not appear on the approved list of Financial Products?	<b>Yes or No.</b>
	<b>If yes:</b>	
TM-G02.1	Enter the product name of the Other similar financing.	<b>Enter names(s).</b>

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Section	Question or purpose of data field	Response
	TM-G02.2	Attach a letter from the CDFI Fund approving the Other similar financing.
<i>Question TM-G03 will be asked only of depository institution Applicants that have selected to use Financial Services to meet the Target Market test</i>		
TM-G03	Identify all of the Financial Services account types for which the Applicant had open depository accounts as of the last day of last full month completed just prior to submission of the CDFI Certification Application.	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- Savings/Share Accounts</li> <li>- Checking Accounts</li> <li>- Certificates of Deposit</li> <li>- Money Market Accounts</li> <li>- Specialized Savings Accounts</li> <li>- Specialized Checking Accounts</li> </ul>

**TARGET MARKET – APPLICANT - FINANCIAL PRODUCT AND FINANCIAL SERVICES ACTIVITY BY FINANCIAL PRODUCT/FINANCIAL SERVICES CATEGORY AND TARGET MARKET TYPE (MOST RECENTLY COMPLETED 12 FULL MONTHS)**

Applicant data presented by Financial Product category, will be collected in the CTLR (see OMB 1559-0046). The data must include all Financial Product transactions, by number and dollar, that were closed during the 12 full months completed just prior to submission of the CDFI Certification Application. Transactions provided to the proposed Target Market components must be identified in the CTLR in order to count towards the 60% requirement.

Depository Institutions selecting the option to use Financial Services to meet the Target Market test because their Financial Product activity is between 50% - 59%, also must enter in the CTLR the data of all relevant Financial Services depository accounts as of the last day of the last full month completed prior to submission of the CDFI Certification Application.

**TARGET MARKET – APPLICANT AND RELEVANT AFFILIATE(S) - FINANCIAL PRODUCT AND FINANCIAL SERVICES ACTIVITY BY FINANCIAL PRODUCT/FINANCIAL SERVICES CATEGORY AND TARGET MARKET TYPE (MOST RECENTLY COMPLETED FISCAL YEAR)**

Applicant and relevant Affiliate(s) data presented by Financial Product category, will be collected in the CTLR. The data must include all Financial Product transactions, by number and dollar, that were closed during the Applicant’s most recently completed fiscal year. Transactions provided to the proposed Target Market components must be identified in the CTLR in order to count towards the 60% requirement.

Depository Institutions selecting the option to use Financial Services to meet the Target Market test because their Financial Product activity is between 50% - 59%, must also enter the data for all relevant Financial Services depository accounts as of the fiscal year end in the CTLR.

## DEVELOPMENT SERVICES

To be a Certified CDFI, the Applicant shall provide Development Services in conjunction with its Financial Products and/or Financial Services either directly, through an Affiliate, or through a contract with another provider.

A Development Service is a formal stand-alone training, counseling, or technical assistance service that promotes access to and/or success with an entity's Financial Products and/or Financial Services, and that the entity offers separately and distinctly from its other products/services.

CDFI Certification Applicants must:

- Offer at least one Development Service;
- Demonstrate that they maintain control over the content and delivery parameters of their Development Service(s);
- Clearly link the Development Service(s) provided by the Applicant or a relevant Affiliate, to at least one of the Applicant's Financial Products or Financial Services;
- Make at least one Development Service available on an ongoing basis at least four times per year;
- Track delivery of and participation in the Development Service(s); and
- Track the amount of staff time spent on the administration and delivery of the Development Service, if the Applicant is the direct provider.

Development Services should address subject matter that prepares consumers to access and be successful in using an entity's Financial Products and/or Financial Services (e.g., first-time homebuyer counseling for prospective mortgage borrowers).

Publically-available online training can be considered a Development Service only if the Applicant can demonstrate that it has a relationship with the developer of the training, either because the Applicant is the developer, an Affiliate is the developer, or the Applicant has a service agreement in place with the developer.

The CDFI Fund does not consider the following activities to be Development Services:

- Training, counseling, or technical assistance not clearly intended to prepare consumers to access and/or be successful with a Financial Product and/or Financial Service offered by the Applicant. Examples of such services include workforce development, parenting training/support groups, and training/counseling intended solely to enable consumers to access financing provided by other entities.
- The process of making referrals, whether it be to training, counseling, or technical assistance available to services provided at the discretion of other entities.
- Information presented in newsletters, flyers, or online.

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- Workshops for children or conferences/workshops for broad audiences.
- Presentations made at one-off events (like annual fairs), or at regular events held by other entities.
- Marketing events/activities.
- Services provided at the will and discretion of other entities (e.g., publically-available online training).
- Non-structured conversations with consumers on Development Services subject matter.

**EXCEPTION(S) TO THE STANDARD DEVELOPMENT SERVICES REQUIREMENTS**

Applicants participating in the CDFI Fund’s BG Program

Entities applying for certification solely for participation as Eligible CDFIs in the CDFI Fund’s CDFI BG Program may be exempt from the following Development Services requirements that require training/counseling to be:

- Offered at arm’s-length; and/or
- Provided in connection with financing products or services that the Applicant offers on-balance sheet, but not at arm’s length.

To qualify for this exemption, the training/counseling and/or the related non-arm’s-length financing products or services must be provided by and between such entities and their Controlling Certified CDFI. Such activities must be pursuant to operating agreements that include management and ownership provisions and that are in a form and substance acceptable to the CDFI Fund (see 12 CFR 1805.201(b)(2)(C)(ii-iii)) and the relevant training/counseling must meet all other Development Services requirements.

Section	Question or purpose of data field	Response
DS01	Does the Applicant seek to use the special provision solely to participate in the CDFI Fund’s BG Program to meet the CDFI Certification Development Services requirements?	<b>Yes or No.</b>
	<b>If yes:</b>	
DS01.1	If the Applicant seeks to meet the CDFI Certification Development Services requirements using training/counseling it offers, but not at arm’s length:  Identify the page number(s) and/or section(s) of the operating agreement between the Applicant and a Controlling Certified CDFI that indicates that the	<b>Enter page number(s) and/or section(s) and provide relevant text.</b>

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Section	Question or purpose of data field		Response
		training/counseling activity is by and between the Applicant and the Controlling Certified CDFI, and provide the relevant text.	
	DS01.2	<p>If the Applicant seeks to meet the CDFI Certification Development Services requirements using training/counseling it provides in connection with a financing product(s) or service(s) it offers on-balance sheet, but not at arm’s length:</p> <p>Identify the page number(s) and/or section(s) of the operating agreement between the Applicant and a Controlling Certified CDFI that indicates that such financing product(s) or service(s) for which training/counseling is being provided are offered by and between the Applicant and its Controlling Certified CDFI, and provide the relevant text.</p>	<p><b>Enter page number(s) and/or section(s) and provide relevant text.</b></p>
DS02	<p>Identify the topic of a Development Service currently offered by the Applicant (directly or through another provider/resource) to un-Affiliated third parties that promotes success with at least one of the Applicant’s Financial Products or Financial Services.</p>		<p><b>Select topic:</b></p> <ul style="list-style-type: none"> <li>- Financial Education/Financial Literacy</li> <li>- Credit Building</li> <li>- Financial Management</li> <li>- Small Business Development</li> <li>- Homeownership Counseling/Foreclosure Prevention</li> <li>- Nonprofit Capacity Building</li> <li>- Affordable Housing /Commercial Real Estate Development</li> <li>- Basic Banking Skills</li> <li>- Introduction to retirement saving</li> <li>- Financial Management/Budgeting</li> <li>- Banking for businesses</li> <li>- Other</li> </ul>
	DS02.1	<p>If Other, describe the topic and explain how it is relevant as a Development Service.</p>	<p><b>Narrative.</b></p>
DS03	<p>Is this Development Service being offered by the Applicant in connection with one of its Financial Product(s)?</p>		<p><b>Yes or No.</b></p>



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Section	Question or purpose of data field	Response
	<p>DS03.1 If yes, identify at least one Financial Product purpose that is offered by the Applicant that is directly related to the Development Service topic.</p>	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Home mortgage</li> <li>- Residential real estate development</li> <li>- Commercial real estate</li> <li>- Consumer</li> <li>- Business</li> <li>- Microenterprise</li> <li>- Auto</li> <li>- Education</li> <li>- Other (describe)</li> </ul>
<p><i>Question DS04 will be asked of depository institutions only</i></p>		
DS04	<p>Is this Development Service being offered by the Applicant in connection with one of its Financial Services?</p>	<p><b>Select Yes or No.</b></p>
	<p>DS04.1 If yes, identify at least one Financial Service type that is offered by the Applicant that is directly related to the Development Service topic.</p>	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>- Savings/Share Accounts</li> <li>- Checking Accounts</li> <li>- Certificates of Deposit</li> <li>- Money Market Accounts</li> <li>- Check cashing</li> <li>- Money orders</li> <li>- Certified checks</li> <li>- Automated teller machines</li> <li>- Safe deposit box services</li> <li>- Other Similar financial service (must be pre-approved as a Financial Service by the CDFI Fund)</li> </ul>
DS05	<p>Provide a brief description of the Development Service. Include information such as:</p> <ul style="list-style-type: none"> <li>- When and how the Development Service is delivered</li> <li>- At what point in the consumer’s interaction with the Applicant the service might be received</li> <li>- How it promotes success with the related Financial Product or Financial Service type(s).</li> </ul>	<p><b>Narrative.</b></p>
DS06	<p>Identify the format in which the Development Service is provided.</p>	<p><b>Select one:</b></p> <ul style="list-style-type: none"> <li>- Group training - classroom/workshop</li> <li>- One-on-one counseling</li> <li>- Self-directed training via formal training module/course</li> </ul>

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
DS07	Identify a provider that currently offers this Development Service on a regular and consistent basis.	<b>Select one:</b> <ul style="list-style-type: none"> <li>- Applicant</li> <li>- Affiliate(s)</li> <li>- Non-Affiliate(s)</li> </ul>
DS08	If the Development Service is currently provided by an Affiliate of the Applicant:	
	DS08.1	Indicate an Affiliate that is currently a regular and consistent provider of the Development Service.
		[Select from the picklist of Affiliates identified in the Organization Detail Profile]  <b>Identify Affiliate.</b>
	DS08.2	Does the Applicant affirm that it maintains control over the content and delivery parameters of the Development Service as provided by its Affiliate?
		<b>Yes or No.</b>
DS09	If the Development Service is provided by a non-Affiliate:	
	DS09.1	Identify a non-Affiliate that is currently a regular provider of the Development Service.
		<b>Enter name.</b>
	DS09.2	Does the Applicant have an agreement with the non-Affiliate Development Service provider that evidences how the Applicant maintains control over the content and delivery parameters of the Development Service?
		<b>Yes or No.</b>
	DS09.3	Attach a fully executed copy of the service agreement with the non-Affiliate Development Service provider that evidences how the Applicant maintains control over the content and delivery parameters of the Development Service.
		<b>Attach agreement.</b>
	DS09.4	Identify where the service agreement with the non-Affiliate Development Service provider indicates that the Applicant has control over the content and delivery parameters of the Development Service.
		<b>Enter page number(s) and/or section(s).</b>
DS10	How often is this Development Service available?	<b>Select one:</b> <ul style="list-style-type: none"> <li>- Daily</li> <li>- Weekly</li> <li>- Monthly</li> <li>- Quarterly</li> <li>- Other (explain)</li> </ul>

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>
DS11	Does the Applicant have a system in place to track the delivery of and participation in the Development Service?	<b>Yes or No.</b>
DS12	How are consumers notified of the availability of the Development Service?	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- Notices posted in Applicant's offices</li> <li>- E-mail notifications</li> <li>- Regular mail notifications</li> <li>- Online training system notification</li> <li>- Phone calls</li> <li>- Other – explain</li> </ul>
DS13	<p>If this Development Service is currently offered directly by the Applicant:</p> <p>Does the Applicant track staff time spent administering and/or delivering the Development Service?</p>	<b>Yes or No.</b>
DS14	Does the Applicant currently offer more than one Development Service?	<b>Yes or No.</b> <p><b>If Yes, the applicant may repeat the Development Services data entry for each relevant Development Service it would like to present.</b></p>

## ACCOUNTABILITY

To be a CDFI, an entity must maintain accountability to residents of its Investment Area or Targeted Population, through representation on its governing board and/or advisory board(s). The CDFI Fund requires that a board consist of no less than three (3) members.

In determining whether an Applicant maintains accountability to its proposed Target Market(s), the board structure must be assembled in the following manner:

*Applicants that have a formally established governing board must:*

Demonstrate that:

- At least one governing board member is accountable to each proposed Target Market, *and*
- At least 33% of the governing board is accountable to the overall proposed Target Market(s);

**OR**

Demonstrate that:

- At least one advisory board member is accountable to each proposed Target Market;
- At least 60% of the advisory board is accountable to the overall proposed Target Market(s);
- At least 20% of the governing board members are accountable to at least one proposed Target Market; *and*
- At least one governing board member has a seat on the advisory board.

*Applicants without a formally established governing board must:*

Demonstrate that at least 80% of advisory board members are accountable to the overall proposed Target Market(s) and at least one partner/owner has a seat on the advisory board.

*Assessing an Advisory Board*

In order to assess whether an advisory board provides accountability, in addition to reviewing each board member, the CDFI also will consider the following factors:

- How often the advisory board meets;
- How the board members were selected;
- How members obtain input from the Target Market(s);
- Whether a governing board/partner/owner has a seat on the advisory board; and
- How the advisory board input is incorporated into the organization's governing board's decision-making process

*Special provision for credit unions to demonstrate Accountability to Target Markets:*

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If a credit union, using a CDFI Fund-approved Target Market verification process(es), can demonstrate that a majority of its members are of a specific Target Market type(s) and it can document that its governing board is democratically elected by its membership, its governing board members may, at the sole discretion of the CDFI Fund, be deemed to be accountable to the relevant Target Market type(s).

Credit unions also must meet all other Accountability requirements.

**CONFLICT OF INTEREST**

Governing Board and Advisory Board members who are principals or staff members of the Applicant organization or its Subsidiaries, Affiliates, or investors, or whose family members are principals or staff members, cannot be used to demonstrate Target Market Accountability.

**ACCOUNTABILITY – GENERAL INFORMATION**

Section	Question or purpose of data field	Response
AC01	Source of Accountability – Applicant	<b>Select one:</b> <ul style="list-style-type: none"> <li>- Governing board only</li> <li>- Governing board and advisory board</li> <li>- Advisory board only (If no formal governing board only)</li> </ul>
AC02	Source of Accountability – Affiliate(s)	<b>Select one:</b> <ul style="list-style-type: none"> <li>- Governing board</li> <li>- Governing board and advisory board</li> <li>- Advisory board (If no formal governing board only)</li> </ul>

**ACCOUNTABILITY – GOVERNING AND/OR ADVISORY BOARD (IF APPLICABLE)**

Section	Question or Purpose of data field	Response
AC03	If the Applicant or any relevant Affiliate will use its governing board to maintain Accountability to the Applicant’s proposed Target Market(s), identify that board.	<b>Enter board name.</b>
	If the Applicant or any relevant Affiliate will use an advisory board to maintain Accountability to the Applicant’s proposed Target Market(s):	
	AC03.1 Identify that advisory board.	<b>Enter board name.</b>
	AC03.2 Does the board meet at least bi-annually?  The CDFI Fund requires that the Advisory Board meet at least bi-annually.	<b>Yes or No.</b>  <b>If no, the Applicant is not eligible for certification.</b>

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Section	Question or Purpose of data field	Response
		-
<b>Applicants will enter all relevant board member data in questions AC04-AC11 for each board and for each board member.</b>		
AC04	Total number of board members	<b>Enter number.</b>
AC05	Board member name	<b>Enter name.</b>
AC06	If the Applicant is using an advisory board to meet the Accountability test, does the member of the advisory board serve on both the Applicant’s governing and advisory boards?	<b>Yes or No.</b>
AC07	Is this board member or any member of his/her family an employee of the Applicant or any of its Affiliates?	<b>Yes or No.</b>  If Yes, no further information on this board member is required as this board member is ineligible to be presented as accountable.  If No, continue to the next question.
AC08	Is this board member or any member of his/her family a principal of the Applicant or any of its Affiliates?	<b>Yes or No.</b>  If Yes, no further information on this board member is required as this board member is ineligible to be presented as accountable.  If No, continue to the next question.
AC09	Is the board member or any member of his/her family an investor of the Applicant or any of its Affiliates?	<b>Yes or No.</b>  If Yes, no further information on this board member is required as this board member is ineligible to be presented as accountable.  If No, continue to the next question.
AC10	Is this board member accountable to a Target Market?	<b>Yes or No.</b>  If No, no further information on this board member is required.  If Yes, continue to the next question.
AC11	Identify the Target Market type to which the board member is accountable.	<b>Select all that apply.</b>

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Section	Question or Purpose of data field	Response	
		[A list of the Applicant’s Target Markets will be auto-populated based on information entered in TM01.]	
<i>Questions AC12-AC17 will be asked only for board members identified as accountable to a Pre-qualified Investment Area</i>			
Means of Accountability – Pre-qualified Investment Area			
AC12	What means of accountability does the board member use to demonstrate that he/she is currently connected to a Pre-qualified Investment Area?	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- Resides in a qualified census tract</li> <li>- Small business owner of a business located in a qualified census tract(s)</li> <li>- An elected official serving qualified census tracts</li> <li>- Employee of an organization that primarily provides services to residents of qualified census tracts</li> <li>- Governing or Advisory board member of an organization that primarily provides services to residents of qualified census tracts</li> </ul>	
AC13	If the board member is listed as accountable as a resident of a qualified census tract, provide the FIPS <sup>13</sup> code for the census tract within which the board member resides.	<b>Enter FIPs code.</b>	
AC14	If the board member is listed as accountable as the owner of a small business that is located in a qualified census tract:		
	AC14.1	What percentage of ownership does the board member have in the business?	<b>Enter percentage.</b>
	AC14.2	What is the name of the business owned by the board member?	<b>Enter name.</b>
	AC14.3	Does the business have multiple locations (e.g., a franchise)?	<b>Yes or No.</b>

<sup>13</sup> The Federal Information Processing Standards (FIPS) code uniquely identifies states and counties and county equivalents and census tracts in the United States, certain U.S. possessions, and certain freely associated states.

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Section	Question or Purpose of data field		Response
		If yes:	
	AC14.3a	Are at least 51% of the businesses located in a qualified census tract?	<b>Yes or No.</b>
	AC14.3b	What are the FIPs codes of the business locations?	<b>Enter the business FIPs code.</b>  Enter the FIPs code for each business location.
		If no:	
	AC14.3c	Is the business located in a qualified census tract?	<b>Yes or No.</b>
	AC14.3d	What is the FIPs code of the business location?	<b>Enter the business FIPs code.</b>
	AC14.4	If the small business is <u>not</u> located in a <u>qualified census tract</u> , the Applicant must demonstrate that the business principally employs residents of qualified census tracts.	<b>Narrative.</b>
AC15	If the board member is listed as accountable as an elected official serving qualified census tracts:		
	AC15.1	Provide the total number of census tracts under the elected official's jurisdiction.	<b>Enter number.</b>
	AC15.2	Provide the total number of qualified census tracts under the elected official's jurisdiction.	<b>Enter number.</b>
	AC15.3	Percentage of qualified census tracts under the elected official's jurisdiction.  Percentage of qualified census tracts must be greater than 50% for the board member to be considered accountable.	<b>Auto calculated</b>
AC16	If the board member is listed as accountable as an employee of a third party organization that primarily provides services to residents of qualified census tracts:		
	AC16.1	Provide the name of the third party organization.	<b>Enter name.</b>
	AC16.2	Provide the mission statement of the organization.	<b>Enter mission statement.</b>
	AC16.3	Identify, in terms of county(ies) or state(s), the geography of the market served by the organization.	<b>Enter market.</b>
	AC16.4	Provide the employee's job title.	<b>Enter job title.</b>
	AC16.5	Describe how the board member's employment allows him/her to be connected to qualified census tracts.	<b>Narrative.</b>



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Section	Question or Purpose of data field		Response
AC17	If the board member is listed as accountable as a governing or advisory board member of a third-party organization that primarily provides services to residents of qualified census tracts:		
	AC17.1	Provide the name of the third party organization.	<b>Enter name.</b>
	AC17.2	Provide the mission statement of the organization.	<b>Enter mission statement.</b>
	AC17.3	Describe how the board member's role allows him/her to be connected to the qualified census tracts.	<b>Narrative.</b>

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Section	Question or purpose of data field	Response	
<i>Questions AC18-AC23 will be asked only for board members identified as accountable to a Customized Investment Area</i>			
Means of Accountability – Customized Investment Area			
AC18	What means of accountability does the board member use to demonstrate that he/she is currently connected to the Customized Investment Area?	<p>Select all that apply:</p> <ul style="list-style-type: none"> <li>- Resides in a qualified census tract of the Customized Investment Area</li> <li>- Small business owner where the business is located in a qualified census tract(s)</li> <li>- An elected official serving the Customized Investment Area</li> <li>- Employee of an organization that primarily provides services to residents of the Customized Investment Area</li> <li>- Governing or Advisory board member of an organization that primarily provides services to residents of the Customized Investment Area</li> </ul>	
AC19	If the board member is listed as accountable as a resident of a qualified census tract of the Customized Investment Area, provide the FIPS code for the census tract within which he/she resides	<b>Enter FIPs code.</b>	
AC20	If the board member is listed as accountable as the owner of a small business that is located in a qualified census tract of the Customized Investment Area:		
	AC20.1	What percentage of ownership does the board member have in the business?	<b>Enter percentage.</b>
	AC20.2	What is the name of the business owned by the board member?	<b>Enter name.</b>
	AC20.3	Does the business have multiple locations (e.g., a franchise)?	<b>Yes or No.</b>

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Section	Question or purpose of data field		Response
	AC20.3a	Are at least 51% of the businesses located in a qualified census tract of the Customized Investment Area?	<b>Yes or No.</b>
	AC20.3b	What are the FIPs codes of the other locations?	<b>Enter the business FIPs code.</b>  Enter the FIPs code for each business location.
		<b>If no:</b>	
	AC20.3c	Is the business located in a qualified census tract of the Customized Investment Area?	<b>Yes or No.</b>
	AC20.3d	What is the FIPs code of the business location?	<b>Enter FIPs code.</b>
	AC20.4	If the small business is located in the Customized Investment Area but <u>not in a qualified census tract</u> , the Applicant must demonstrate that the business principally employs residents of the Investment Area.	<b>Narrative.</b>
AC21	If the board member is listed as accountable as an elected official serving the Customized Investment Area:		
	AC21.1	Provide the total number of census tracts under the elected official's jurisdiction.	<b>Enter number.</b>
	AC21.2	Provide the total number of qualified census tracts under the elected official's jurisdiction.	<b>Enter number.</b>
	AC21.3	Percentage of qualified census tracts under the elected official's jurisdiction.  Percentage of qualified census tracts must be greater than 50% for the board member to be considered accountable.	<b>Auto calculated</b>
AC22	If the board member is listed as accountable as an employee of a third party organization that primarily provides services to residents of the Customized Investment Area:		
	AC22.1	Provide the name of the third party organization.	<b>Enter name.</b>
	AC22.2	Provide the mission statement of the organization.	<b>Enter mission statement.</b>
	AC22.3	Identify, in terms of county(ies) or state(s), the geography of the market served by the organization.	<b>Enter market.</b>
	AC22.4	Provide the employee's job title.	<b>Enter job title.</b>
	AC22.5	Describe how the board member's employment allows him/her to be connected to the Customized Investment Area.	<b>Narrative.</b>

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Section	Question or purpose of data field	Response
AC23	If the board member is listed as accountable as a governing or advisory board member of a third party organization that primarily provides services to residents of the Customized Investment Area:	
	AC23.1 Provide the name of the third party organization.	<b>Enter name.</b>
	AC23.2 Provide the mission statement of the organization.	<b>Enter mission statement.</b>
	AC23.3 Identify, in terms of county(ies) or state(s), the geography of the market served by the organization.	<b>Enter market.</b>
	AC23.4 Describe how the board member’s role allows him/her to be connected to the Customized Investment Area.	<b>Narrative.</b>
<i>Questions AC24-AC27 will be asked only for board members identified as accountable to a Low-Income Targeted Population</i>		
<b>Means of Accountability – Low-Income Targeted Population</b>		
AC24	What means of accountability does the board member use to demonstrate that he/she is currently connected to a Low-Income Targeted Population?	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- Low-income individual</li> <li>- An individual who is an employee of an organization that primarily provides services to low-income people</li> <li>- An individual who is a governing or advisory board member of an organization that primarily provides services to low-income people</li> </ul>
AC25	If the board member is listed as accountable to the Low-Income Targeted Population as a low-income person, has the Applicant verified the board member’s income?	<b>Yes or No.</b>
AC26	If the board member is listed as accountable as an employee of a third party organization that primarily provides services to low-income people:	
	AC26.1 Provide the name of the third party organization.	<b>Enter name.</b>
	AC26.2 Provide the mission statement of the organization.	<b>Enter mission statement.</b>
AC27	If the board member is listed as accountable as a governing or advisory board member of a third party	

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Section	Question or purpose of data field	Response
	organization that primarily provides services to low-income people:	
	AC27.1 Provide the name of the third party organization.	<b>Enter name.</b>
	AC27.2 Provide the mission statement of the organization	<b>Enter mission statement.</b>
<i>Questions AC28-AC32 will be asked only for board members identified as accountable to an Other Targeted Population</i>		
<b>Means of Accountability – Other Targeted Population</b>		
AC28	Other Targeted Population  What means of accountability does the board member use to demonstrate that he/she is currently connected to the Other Targeted Population?	<b>Select all that apply:</b>  <ul style="list-style-type: none"> <li>- Member of the Other Targeted Population</li> <li>- Employee of a Certified CDFI (OTP-CDFI only)</li> <li>- Employee of an organization that primarily provides services to the Other Targeted Population (OTP – Persons with Disability only)</li> <li>- Governing or Advisory board member of an organization that primarily provides services to the Other Targeted Population (OTP – Persons with Disability only)</li> </ul>
AC29	If the board member is listed as accountable as a member of the Other Targeted Population, identify the verification methodology used to confirm. (See guidance for acceptable means of verification by OTP.)  Repeat as necessary if the board member is listed as accountable to more than one Other Targeted Population.	<b>Select one:</b>  <ul style="list-style-type: none"> <li>- Board member self-reported</li> <li>- Surname</li> <li>- Tribal identification cards</li> <li>- Other (pre-approved by CDFI Fund)</li> </ul>
AC30	If the board member is listed as accountable to the Other Targeted Population – CDFI:	
	AC30.1 Provide the name of the Certified CDFI.	<b>Enter name.</b>
	AC30.2 Provide the employee’s job title.	<b>Enter job title.</b>
AC31	If the board member is listed as accountable as an employee of a third-party organization that primarily serves persons with disabilities:	
	AC31.1 Provide the name of the organization.	<b>Enter name.</b>
	AC31.2 Provide the mission statement of the organization.	<b>Enter mission statement.</b>
	AC31.3 Provide the employee’s job title.	<b>Enter job title.</b>

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Section	Question or purpose of data field		Response
	AC31.4	Describe how the board member’s employment allows him/her to be connected to Persons with Disabilities.	<b>Narrative.</b>
AC32	If the board member is listed as accountable as a governing or advisory board member of a third-party organization that primarily serves persons with disabilities:		
	AC32.1	Provide the name of the organization.	<b>Enter name.</b>
	AC32.2	Provide the mission statement of the organization.	<b>Enter mission statement.</b>
<b>If there are multiple entities that must demonstrate Accountability to the Applicant’s proposed Target Market and that will use a governing board or advisory board to do so, repeat entry for each board.</b>			

**ACCOUNTABILITY – SPECIAL CREDIT UNION PROVISION (IF APPLICABLE)**

<i>Questions AC-CU01 - AC-CU05 will be asked only for credit union Applicants seeking to use the Special Provision for Credit Unions to demonstrate accountability to one or more Target Markets</i>			
Section	Question or purpose of data field		Response
AC-CU01	Are the credit union’s Board of Directors elected by the credit union’s membership, per the credit union’s by-laws?		<b>Yes or No.</b>
AC-CU02	Total number of credit union members active with the Applicant as of the last day of the last month of the 12 full months completed just prior to submission of the application.		<b>Enter number.</b>
AC-CU03	For each of the Applicant’s identified Target Markets, enter the total number of credit union members who are members of that Target Market, as of the last day of the last month of the 12 full months completed just prior to submission of the application.		[A list of the Applicant’s Target Markets will be auto-populated based on information entered in TM01.]  <b>Enter number.</b>
AC-CU04	Unduplicated count of Credit Union Members active with the Applicant as of the last day of the last month of the 12 full months completed just prior to submission of the application that are from the overall Target Market.		<b>Enter number.</b>
AC-CU05	Applicant attests that only a CDFI Fund-approved Target Market verification process(es) has been and will continue to be used to determine whether credit union members are of an allowed Target Market type(s).		<b>Yes or No.</b>

## NON-GOVERNMENTAL ENTITY

To be a Certified CDFI, the Applicant may not be an agency or instrumentality of the United States, or of any State or political subdivision therein. An entity that is created by or 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 authority over its activities.

A CDFI that is operated or Controlled by a Tribal Government is eligible to apply for certification. Indian tribes are not agencies or instrumentalities of the U.S. or any state.

### Losing Government Control

If an Applicant was previously under government control, it can demonstrate that it is no longer controlled by a government entity if its organizing documents and actual practice allow for an election or appointment of a non-governmental controlled board, and such a board remains non-governmentally controlled for one year from the date of the change.

Section	Question or purpose of data field	Response
NGE01	Do one or more government entities or officials Control the election or appointment of a majority of the members of the Applicant's governing board or Control a substantial minority of such members?	<b>Yes or No.</b>
	NGE01.1 If yes, explain how this circumstance is not evidence of government Control.	<b>Narrative.</b>
NGE02	Does the Applicant's governing board contain members that are government officials (elected, appointed, employees, etc.)?	<b>Yes or No.</b>
	<b>If Yes:</b>	
	NGE02.1 Identify the governing board members that are government officials including the relevant government entity and the board member's role with that entity.	<b>Select all that apply.</b> [Auto-populated list of board members entered in Accountability section.]
	NGE02.2 Does a majority or substantial minority of the Applicant's board of directors consist of government officials (elected, appointed, employees, etc.)?	<b>Yes or No.</b>
	NGE02.2a If yes, explain how this circumstance is not evidence of government Control.	<b>Narrative.</b>
	NGE02.3 Does the Applicant's organizing/establishing documents or by-laws require that a certain number of the Applicant's governing board be government employees or elected/appointed government officials?	<b>Yes or No.</b>

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Section		Question or purpose of data field		Response
		NGE02.3a	If yes, explain how this circumstance does not constitute government Control.	<b>Narrative.</b>
NGE03	Do one or more government entities have veto power over the selection of the Applicant’s executive director, CEO, or comparable officer, or over specific investment decisions?			<b>Yes or No.</b>
	NGE03.1	If yes, explain how this circumstance does not constitute government Control.		<b>Narrative.</b>
NGE04	Does any government entity provide more than 50% of the Applicant’s operating and/or capital budget?			<b>Yes or No.</b>
		<b>If yes:</b>		
	NGE04.1	Explain how this circumstance does not constitute government Control.		<b>Narrative.</b>
	NGE04.2	Does that government entity have the ability to control the use of those funds?		<b>Yes or No.</b>
	NGE04.3	Attach a copy of the contract or grant agreement(s) for any government entity that provides operating and/or capital funds to the Applicant.		<b>Attachment(s).</b>
	NGE04.4	Provide the page number of the document that provides confirmation.		<b>Enter page number(s).</b>
NGE05	Does any government entity manage any aspect of the Applicant’s operations?			<b>Yes or No.</b>
	NGE05.1	If yes, explain how this circumstance does not constitute government Control.		<b>Narrative.</b>
NGE06	Are any of the employees of the Applicant government employees or employees of an organization Controlled by one or more government entities?			<b>Yes or No.</b>
	NGE06.1	If yes, explain how this circumstance does not constitute government Control.		<b>Narrative.</b>
NGE07	If the Applicant is Controlled by another entity, is that entity Controlled by one or more government entities?			<b>Yes or No.</b>
	NGE07.1	If yes, explain how this circumstance does not constitute government Control of the Applicant.		<b>Narrative.</b>
NGE08	Does 50% or more of the Applicant’s funding to support programs or activities developed by that government entity and implemented by the Applicant on behalf of that government entity come from a single government entity?			<b>Yes or No.</b>
		<b>If Yes:</b>		
	NGE08.1	Explain how this funding does not constitute government Control.		<b>Narrative.</b>
	NGE08.2	Attach a copy of contract(s).		<b>Attachment(s)</b>



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Section	Question or purpose of data field	Response
	NGE08.3 Provide the page number of the document that provides confirmation.	Enter page number(s).

## NATIVE CDFI DESIGNATION

To receive the Native CDFI designation, an entity must:

- meet all other CDFI Certification requirements;
- primarily serve Native Communities, as evidenced by at least 50% of its Financial Product and, if applicable, Financial Services depository account activity having been directed to one or more Native Communities during the most recently completed 12 months prior to the submission of the CDFI Certification Application; and
- demonstrate representation to a Native Community through one of two options:

### **Governing Board Only**

- o At least 33% of the governing board are members of a Native Community population or residents of a Native Community geography; **and**
- o At least 50% of such representative board members are members of a Native Community population(s).

### **Advisory Board and Governing Board**

- o At least 60% of an advisory board are members of a Native Community population or residents of a Native Community geography;
- o At least 50% of such representative board members are members of a Native Community population(s);
- o At least 20% of the governing board members are members of a Native Community population or residents of a Native Community geography; **and**
- o At least one governing board member has a seat on the advisory board.

\* **Native Communities includes the following populations:** Native American/American Indian with maintained tribal affiliation or community attachment, Native Alaskan residing in Alaska with maintained tribal affiliation or community attachment, and Native Hawaiian residing in Hawaii; **and the following geographies:** Native American areas defined as Federally-designated reservations, Hawaiian homelands, Alaska Native Villages and/or U.S. Census Bureau designated Tribal Statistical Areas.

Note: the statutorily required collective review process for DIHCs, affiliates of DIHCs, and subsidiaries of IDIs, required for the general CDFI Certification, does not apply to the Native CDFI designation.

### **NATIVE CDFI DESIGNATION – GENERAL**

Section	Question or purpose of data field	Response
NA01	Does the Applicant want to be designated as a Native CDFI?	<b>Yes or No.</b>  [If no, no further questions in this section.]
NA02	If the Applicant provided Financial Products and/or Financial Services depository accounts to any Native Community(ies) during the 12 full months completed just prior to submission of the CDFI Certification	<b>Select all that apply:</b>  - Native American - Native Alaskan

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Section	Question or purpose of data field	Response
	Application, identify the Native Community(ies) that received the Financial Products and/or the Financial Services depository accounts.	<ul style="list-style-type: none"> <li>- Native Hawaiian</li> <li>- Native American areas defined as Federally-designated reservation(s)</li> <li>- Hawaiian homeland(s)</li> <li>- Alaska Native Village(s)</li> <li>- U.S. Census Bureau designated Tribal Statistical Area(s)</li> </ul>

**NATIVE CDFI DESIGNATION – ACTIVITY DIRECTED TO NATIVE COMMUNITIES**

Applicant and relevant Affiliate(s) data presented by Financial Product category, will be collected in the CTLR. The data must include all Financial Product transactions, by number and dollar, that were closed during the Applicant’s most recently completed fiscal year. Transactions provided to Native Communities must be identified in the CTLR in order to count towards the 50% requirement for Native Designation.

Depository Institutions may use Financial Services to meet the Native Designation. To do so, the Applicant must enter the data of all relevant Financial Services depository accounts as of the fiscal year end in the CTLR.

Section	Question or purpose of data field	Response
NA-NC01	Is the Applicant a DIHC that is relying on its Affiliates to meet the CDFI Certification Financing Entity or Target Market requirements?	<b>Yes or No.</b>
	NA03.1 <b>If yes</b> , identify all Affiliate(s) that were required to be presented for review in connection with the CDFI Certification collective review.	<b>Identify the relevant Affiliate(s).</b>
NA-NC02	Native Communities verification process attestation – Financial Products:  Applicant attests that Financial Product/Financial Services transactions/accounts counted have been and will continue to be directed to Native Communities using the verification process(es) that was pre-approved by the CDFI Fund.	<b>Yes or No.</b>
	NA-NC02.1 Identify the verification process(es) approved by the CDFI Fund that was used.	<b>Narrative.</b>
	NA-NC02.2 Attach a letter(s) from the CDFI Fund approving any Financial Product activity-related Native Communities verification processes being used by the Applicant that do not show in the approved list.	<b>Attachment(s).</b>

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Section	Question or purpose of data field	Response						
NA-NC03	<p>If the Applicant offers Financial Services depository accounts:</p> <p>Applicant attests that Financial Services depository accounts are and will continue to be counted as having been directed to Native Communities only if a verification process(es) pre-approved by the CDFI Fund was used.</p>	<b>Yes or No.</b>						
	<table border="1"> <tr> <td>NA-NC03.1</td> <td>Identify the verification process(es) approved by the CDFI Fund that was used.</td> <td><b>Narrative.</b></td> </tr> <tr> <td>NA-NC03.2</td> <td>Attach a letter(s) from the CDFI Fund approving any Financial Services-related Native Communities verification processes being used by the Applicant that do not show in the approved list.</td> <td><b>Attachment(s).</b></td> </tr> </table>	NA-NC03.1	Identify the verification process(es) approved by the CDFI Fund that was used.	<b>Narrative.</b>	NA-NC03.2	Attach a letter(s) from the CDFI Fund approving any Financial Services-related Native Communities verification processes being used by the Applicant that do not show in the approved list.	<b>Attachment(s).</b>	
NA-NC03.1	Identify the verification process(es) approved by the CDFI Fund that was used.	<b>Narrative.</b>						
NA-NC03.2	Attach a letter(s) from the CDFI Fund approving any Financial Services-related Native Communities verification processes being used by the Applicant that do not show in the approved list.	<b>Attachment(s).</b>						

**NATIVE CDFI DESIGNATION – NATIVE COMMUNITY REPRESENTATION**

Section	Question or purpose of data field	Response
NA-CR01	What type of board is being used to maintain the Applicant’s Native Community representation?	<b>Select one:</b> <ul style="list-style-type: none"> <li>- Governing board</li> <li>- Governing and Advisory boards</li> </ul>
NA-CR02	Identify the board the Applicant will use to maintain its Native Community representation.	<b>Enter Board Name.</b>
NA-CR03	Total number of board members.	<b>Enter number.</b>
NA-CR04	Representative Board member(s’) name(s).	<b>Enter names.</b>
NA-CR05	If the Applicant is using an advisory board to meet the Native Community representation test, does this board member serve on both the Applicant’s governing and advisory boards?	<b>Yes or No.</b>
NA-CR06	Is this board member an employee of the Applicant or any of its Affiliates?	<b>Yes or No.</b>
NA-CR07	Is this board member a family member of the Applicant or any Affiliate?	<b>Yes or No.</b>
NA-CR08	Is this board member a principal of the Applicant or any of its Affiliates?	<b>Yes or No.</b>
NA-CR09	Is the board member an investor of the Applicant or any of its Affiliates?	<b>Yes or No.</b>
<b>Native Community Representation</b>		
<i>Questions NA-CR10 – NA-CR15] will be asked only for board members identified as accountable to a Native Community</i>		

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<b>Section</b>	<b>Question or purpose of data field</b>	<b>Response</b>	
NA-CR10	Identify the source or representation the board member uses to demonstrate that he/she is currently connected to a Native Community.	<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- Resides in a Native Community geography</li> <li>- Small business owner where the business is located in a Native Community geography</li> <li>- Elected Tribal Government official serving the Native Community</li> <li>- Employee of an organization that primarily provides services to residents of the Native Community</li> <li>- Governing or Advisory board member of an organization that primarily provides services to residents of the Native Community</li> </ul>	
NA-CR11	If the board member is a resident of a qualified census tract of the Native Community geography, provide the board member’s FIPS code for the census tract within which he/she resides.	<b>Enter FIPS code.</b>	
NA-CR12	If the board member is the owner of a small business that is located in a Native Community geography:		
	NA-CR12.1	What percentage of ownership does the board member have in the business?	<b>Enter Percentage.</b>
	NA-CR12.2	What is the name of the business owned by the board member?	<b>Enter Name.</b>
	NA-CR12.3	Is the business located in a Native Community geography?	<b>Yes or No.</b>
	NA-CR12.4	What is the business address and FIPS code of the business location?	<b>Enter FIPS code.</b>
	NA-CR12.5	If the small business has multiple locations (e.g., franchise), are at least 51% of the businesses located in a Native Community geography?	<b>Yes or No.</b>
NA-CR13	If the board is an elected Tribal Government official serving the Native Community geography:		
	NA-CR13.1	Provide the total number of tracts under the elected official’s jurisdiction.	<b>Enter number.</b>
	NA-CR13.2	Provide the total number of Native census tracts under the elected official’s jurisdiction.	<b>Enter number.</b>

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Section		Question or purpose of data field	Response
	NA-CR13.3	Percentage of qualified Native census tracts under the elected official's jurisdiction.	[May auto-calculate.]
NA-CR14	If the board member is representative to a Native Community geography as an employee of a third party organization that primarily provides services to residents of the Native Community geography:		
	NA-CR14.1	Provide the name of the third party organization.	Enter Name.
	NA-CR14.2	Provide the mission statement of the organization.	Enter mission statement.
	NA-CR14.3	Provide the employee's job title.	Enter job title.
	NA-CR14.4	Describe how the board member's employment allows him/her to be connected to the Native Community geography that consists of Native census tracts.	Narrative.
NA-CR15	If the board member is representative to a Native Community geography as a governing or advisory board member of a third party organization that primarily provides services to residents of the Native Community geography:		
	NA-CR15.1	Provide the name of the third party organization.	Enter name.
	NA-CR15.2	Provide the mission statement of the organization.	Enter mission statement.
	NA-CR15.3	Describe how the board member's role allows him/her to be connected to the Native Community geography that consists of Native census tracts.	Narrative.
<b>Means of Accountability – Other Targeted Population</b>			
<i>Questions NA-CR16 – NA-CR17 will be asked only for board members identified as representative to an Other Targeted Population</i>			
NA-CR16	Is the board member representative to Other Targeted Population – Native American, Native Alaskan, or Native Hawaiian?		Yes or No.
NA-CR17	If the board member is an Other Targeted Population – Native American, Native Alaskan, or Native Hawaiian, identify the verification methodology used to confirm ethnicity or race.		<b>Select all that apply:</b> <ul style="list-style-type: none"> <li>- Board member self-reported</li> <li>- Tribal identification cards</li> </ul>
	<b>Repeat board member data entry for each board member.</b>		
	<b>If there are multiple entities that must demonstrate Accountability to the Applicant's proposed Target Market, repeat board and all board member data entry for each such entity.</b>		