AMENDMENT GUIDANCE

COMMUNITY DEVELOPMENT ENTITY

CDE CERTIFICATION APPLICATION

SERVICE AREA AMENDMENT GUIDANCE

UPDATED SEPTEMBER 2025

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

WWW.CDFIFUND.GOV/CDE

Table of Contents

Table of Figures

1. Introduction

AE101: Getting Started – Navigating AMIS (for External Users) **training manual** is a pre-requisite for the training manual you are currently viewing, *CDE Service Area Amendment Application Submission for CDE Certified Applicants.*

A Certified Community Development Entity (CDE) seeking to amend an approved Service Area must submit a CDE Service Area Amendment Application, to the CDFI Fund, in AMIS. To submit an Application online, that entity must have an AMIS account. Please refer to the *AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* training manual on how to set up an account.

The objective of this training manual is to provide CDE certified applicants with instructions on how to complete a CDE Service Area Amendment Application and submit their Application in AMIS.

2. Launching the CDE Service Area Amendment Guidance Application

Once applicants have successfully created an AMIS account, they will have the ability to create, complete, and submit a CDE Service Area Amendment Application in AMIS.

The steps below show how to verify that your certification information in AMIS is up to date and how to launch the CDE Service Area Amendment Application.

2.1 Verifying Certification Status in AMIS

To verify that your certification information in AMIS is correct:

1. Log in to AMIS.
2. Click on the **Organizations** tab to be forwarded to the Organizations Home page.
    a. The organization is listed under the Recently Viewed; alternatively,
    b. If the organization is not listed, click the dropdown button and select the **All Organizations** list view to view the Organization.

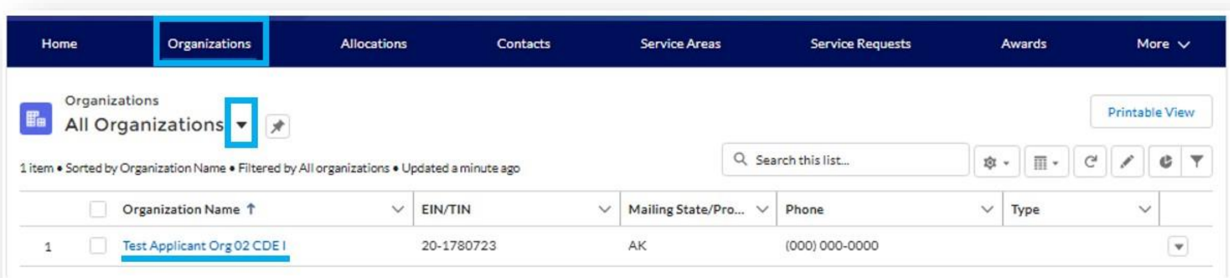


Figure 1: Organizations Home Page

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

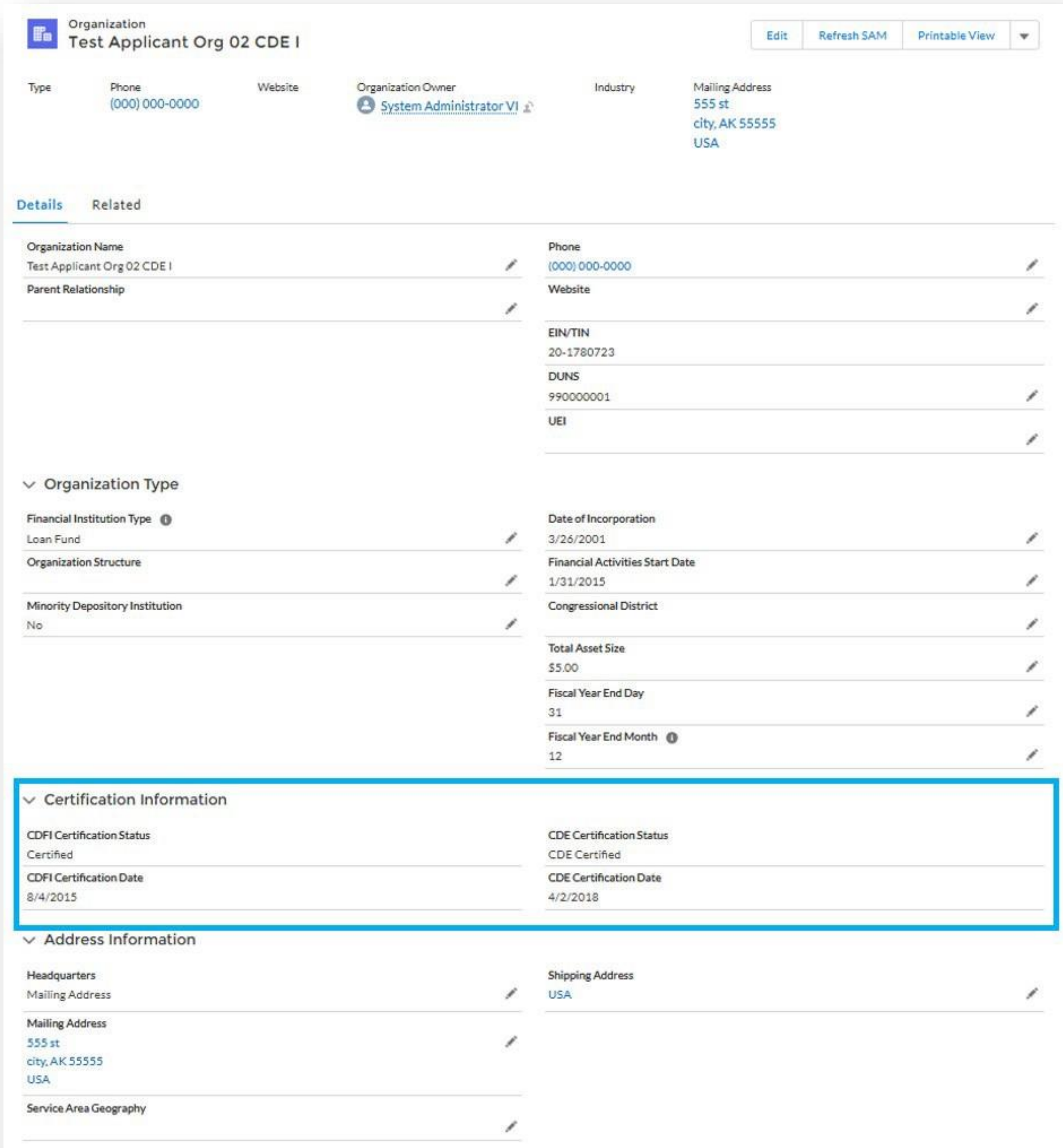


Figure 2: Organization Detail Page

4. From the Organization Detail page, locate the section "Certification Information".
5. Verify that the information about your CDFI and/or CDE Certification Status is correct.
6. If this information is not correct, please submit a service request to CCME to correct the error before beginning your Application. You will need to be CDE Certified before completing the CDE Service Area Amendment Application, so it is important that this information is accurate.
7. Once you have verified that your certification information is correct, you will be able to launch the Application from the Program Profile.

NOTE: If the Service Area Amendment request includes any subsidiaries, check the Applicant CDE's Organization

Detail Page to ensure the previously certified subsidiaries are available in the Subsidiary section.

2.2 Launching the CDE Service Area Amendment Application

To Launch the CDE Service Area Amendment Application:

1. From the Organization Detail page, click the **Related** tab.

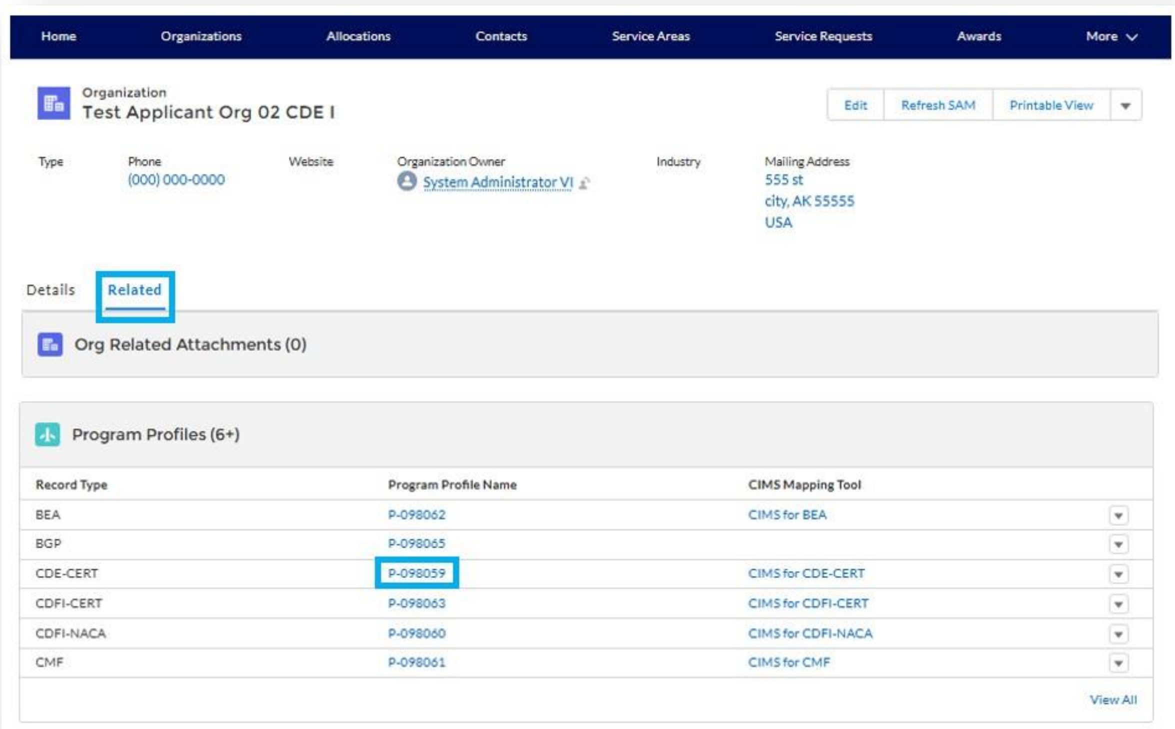


Figure 3: Program Profiles Related List

2. Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the Program Profile Detail page. Please verify that your Organization Data is correct and complete.

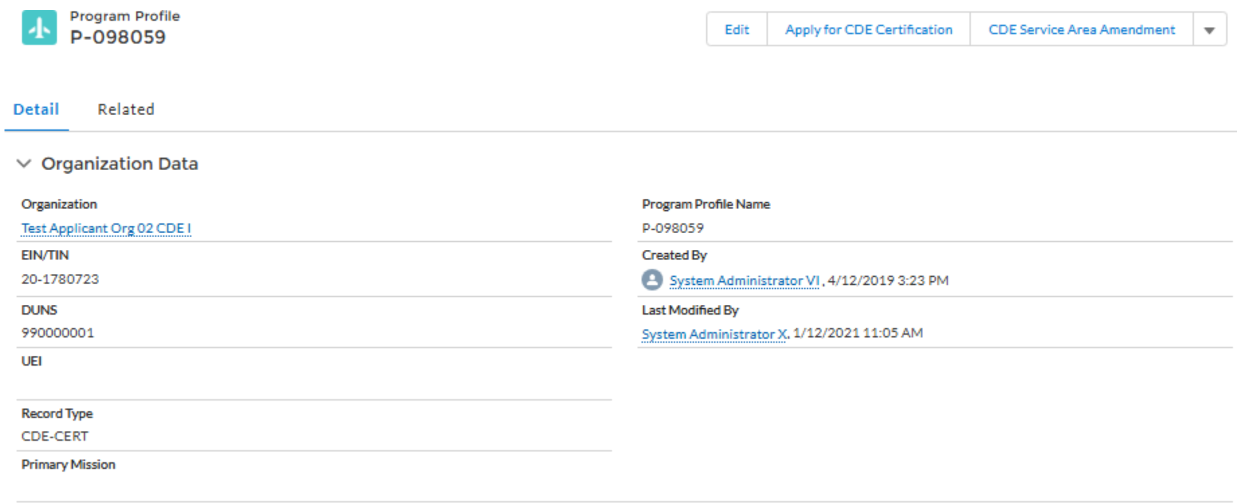


Figure 4: CDE-CERT Program Profile Detail Page

3. Once you have verified that the information on the Program Profile is up to date, click the **CDE Service Area Amendment** button.

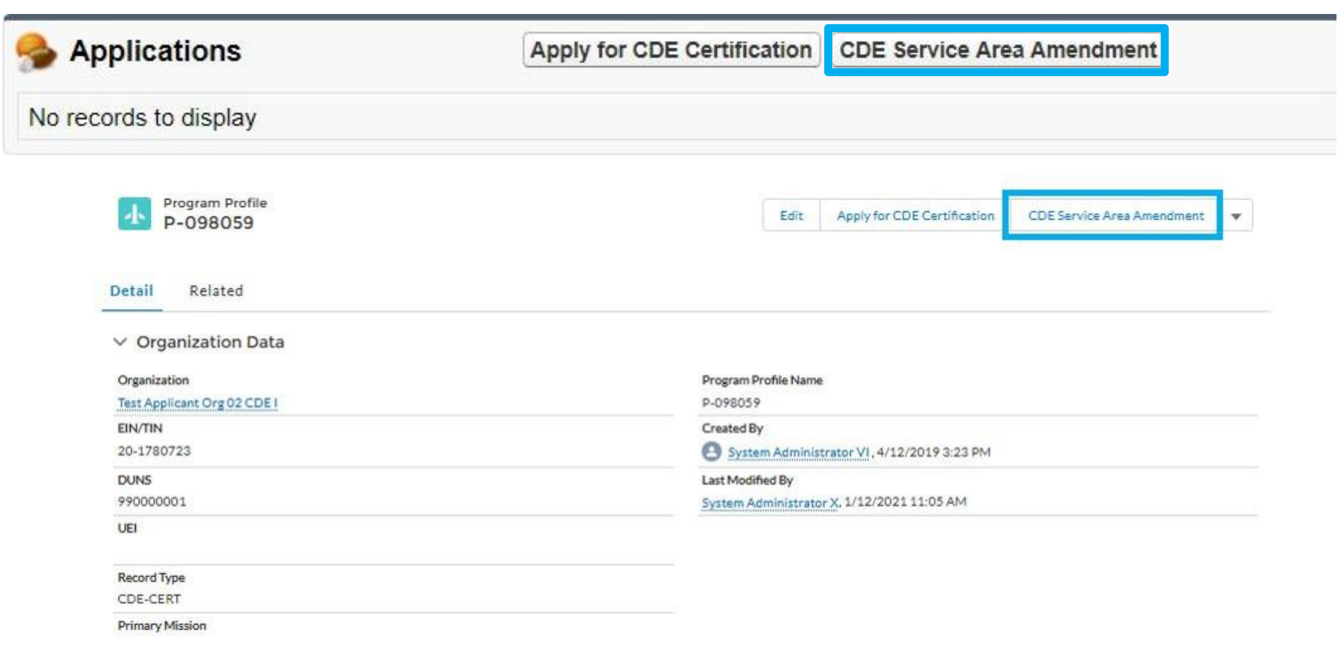


Figure 5: CDE Service Area Amendment Button

4. This will launch the CDE Service Area Amendment template Application.

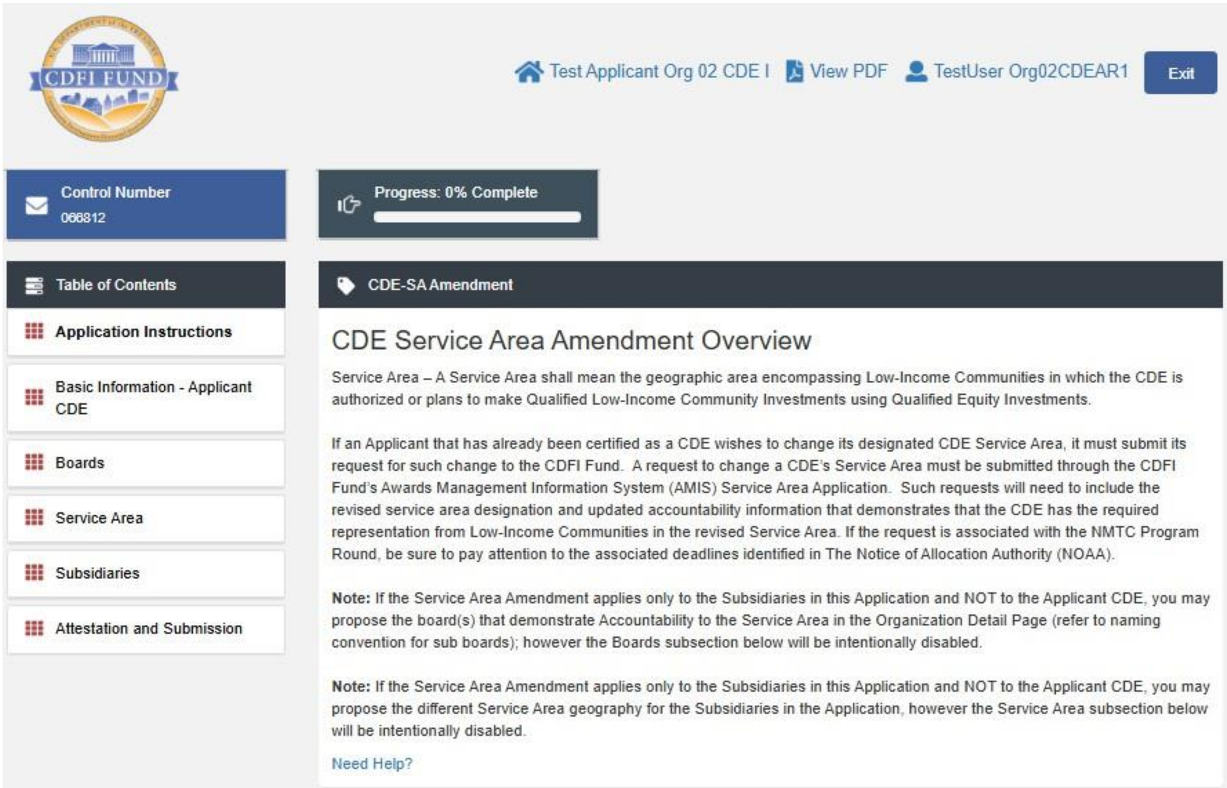


Figure 6: CDE Service Area Amendment Application

5. Complete the CDE Service Area Amendment Application and submit the Application (see guidance, section 5 below).
6. The Authorized Representative will receive an email notification once a determination on the CDE Service Area Amendment Application has been made. It can take up to 90 days from the date of submission to complete the Service Area Amendment review.

3. CDE Service Area Amendment Application Appearance and Navigation

In the CDE Service Area Amendment Application, Sections 3 and 4 provide general guidance on how to navigate and use template features to successfully complete your CDE Service Area Amendment Application.

For question-by-question guidance on the CDE Service Area Amendment Application, please see Section 5.

3.1 Application Layout

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

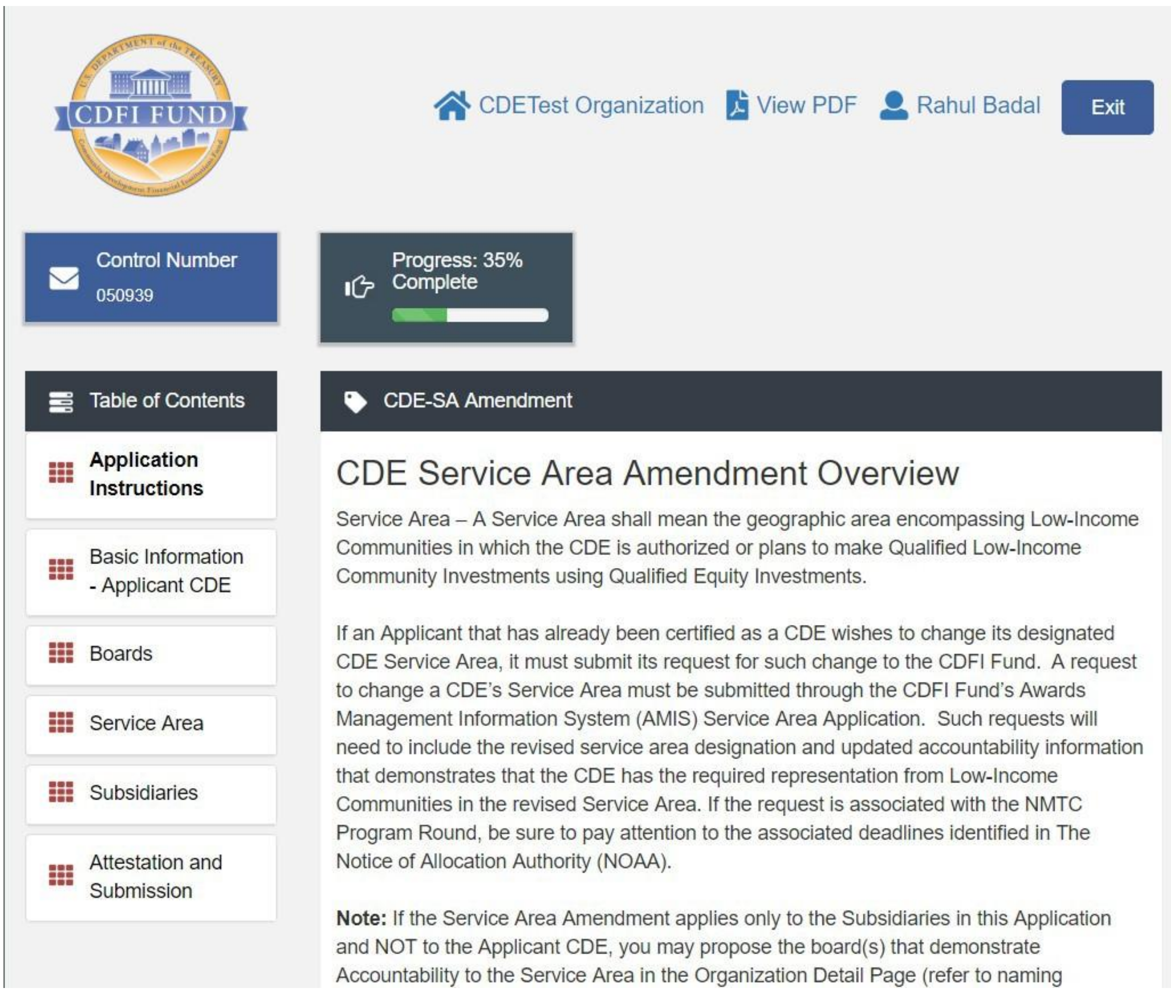
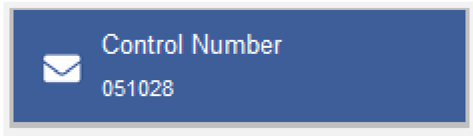
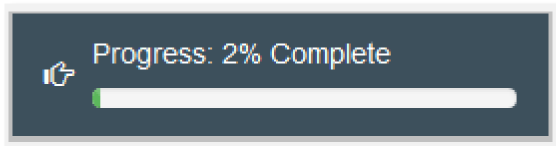


Figure 7: Application Home Page

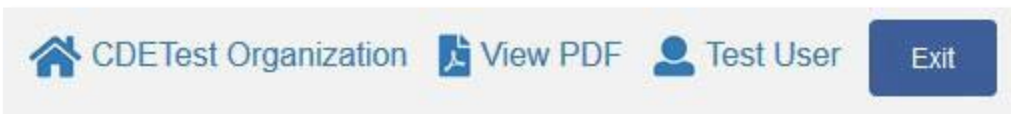
The header includes:



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



2. Progress Bar: Keeps track of your progress as you complete portions of the Application.



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

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

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

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

3.2 Using the Collapsible Table of Contents Menu

The menu on the left-hand side of the page will allow you to navigate to different sections of the Application.

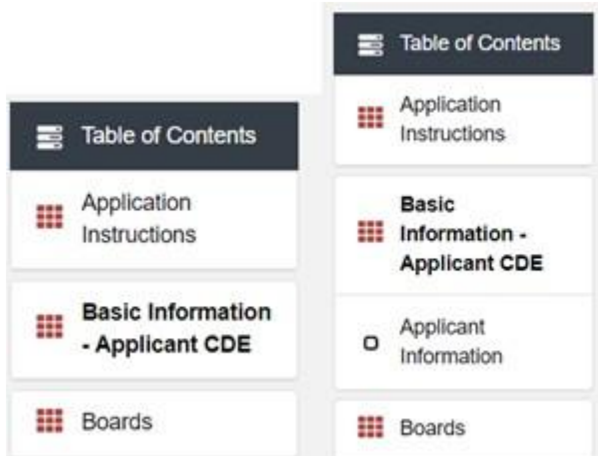


Figure 8: Collapsible Table of Contents Menu- Collapsed and Expanded

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

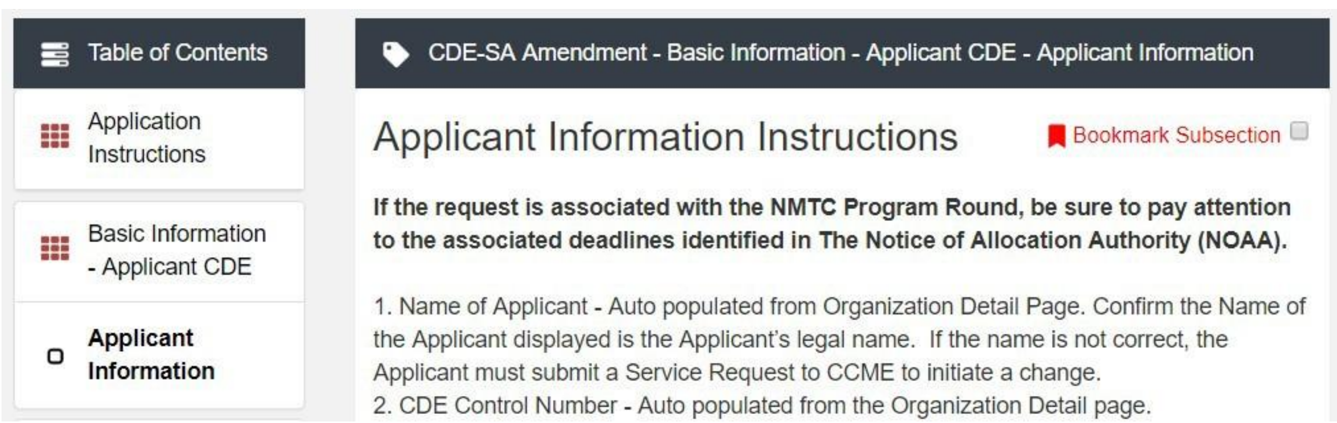


Figure 9: Applicant Information Section Page View

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

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

Figure 10: Subsection Page View

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

Note that the gray bar at the top of the page lists the name of the Application, section, and subsection currently displayed.

To navigate to another subsection, click on that subsection's title in the table of contents.

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

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

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

3.3 Saving and Completing a Section

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

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

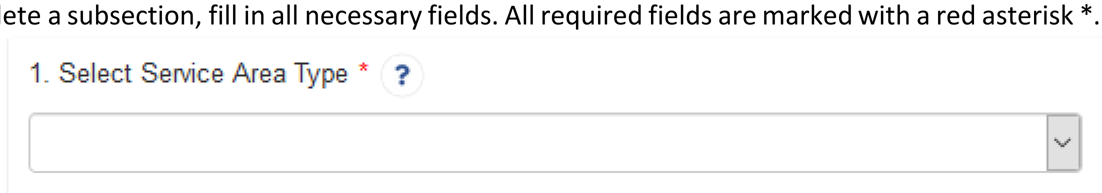


Figure 11: Sample Required Field

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

Figure 12: Save Button

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

Figure 13: Validation Error Message

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

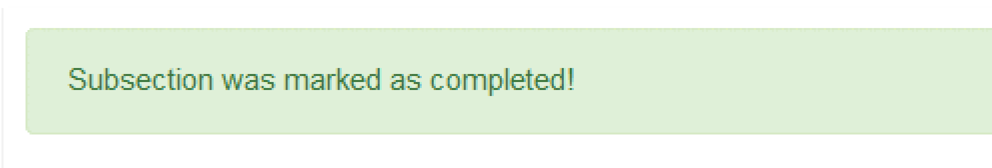


Figure 14: Subsection Saved and Completed Message

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

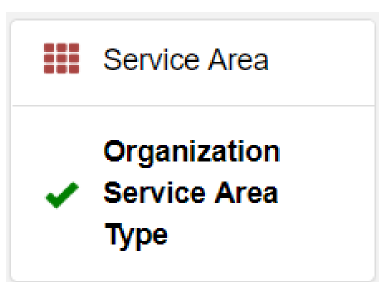


Figure 15: Completed Subsection Checkmarks

3.4 Time Management

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

3.5 Bookmarks

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

Figure 16: Bookmark Subsection Checkbox

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

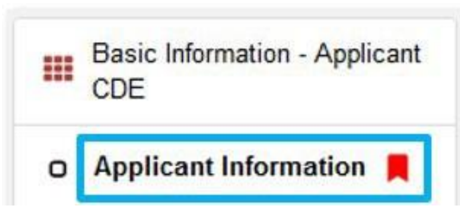


Figure 17: Bookmarked Subsection

To remove a bookmark, simply uncheck the checkbox.

3.6 Help Text

Some questions will have Help Text that will provide additional guidance. A question that has Help Text available will have a small circle with a question mark in it following the question text.

Figure 18: Question with Help Text

Hover your cursor over the Help Text button to view guidance.

Figure 19: Help Text Displayed

4. CDE Service Area Amendment Template Application Form Features

4.1 Validation Rules, Error Messages, and Guidance

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

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

For example, you may be asked to Select the Service Area Type.

Figure 20: Required Field

If you skipped over this required response, you would receive the following error message when you try to save:

Figure 21: Response Required Error Message

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

4.2 Narrative Responses

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

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

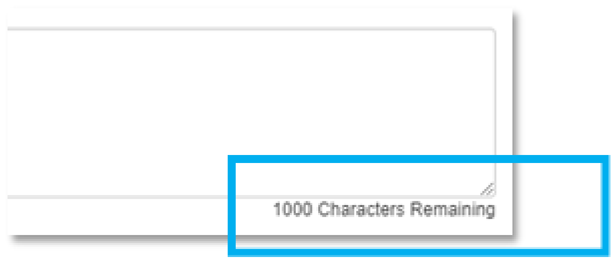


Figure 22: Character Maximums for Text Responses

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

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

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

4.3 Dependent Questions and Subsections

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

Dependent Questions

Figure 23: Sample Question that can Trigger a Dependent Question

A **Dependent Question** will appear on the question page you are editing when your response requires additional responses or explanations. For example, in the question above, the Applicant will select if their service area type is "National" or "Other" from the drop-down menu. If it is "National", no additional specifications for the service area is needed. However, if you indicate you are serving any "Other" service area, 2 new questions will appear on the page allowing you to more specifically identify your service area.

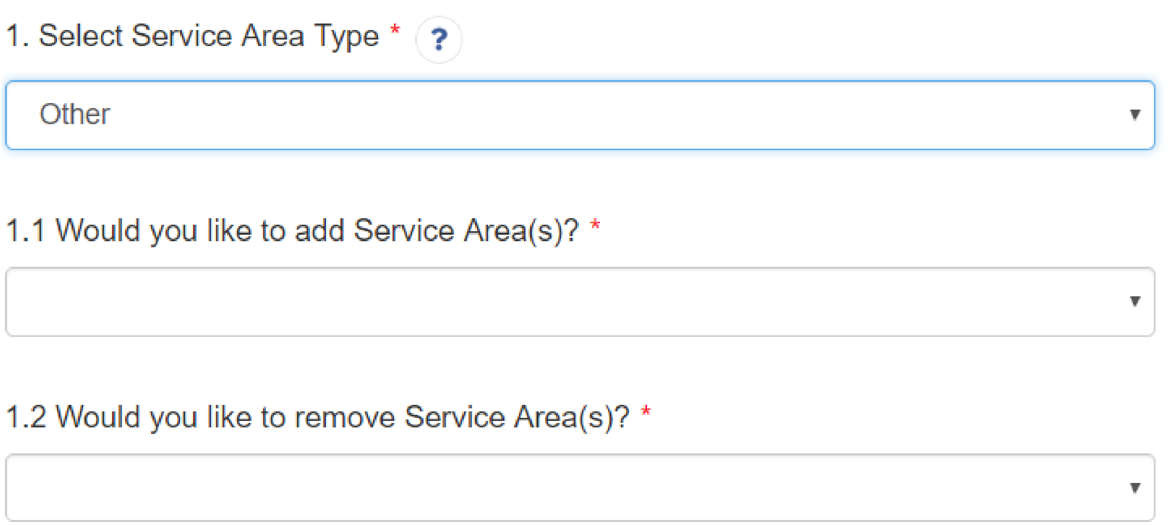


Figure 24: Dependent Question

(Instructions on how to create Service Area records to select in this subsection are available in the Application specific question guidance, section 5.5).

Dependent Subsections

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

For example, if Applicants select Other for the Service Area Type then they will be asked if they would like to add Service Area(s).

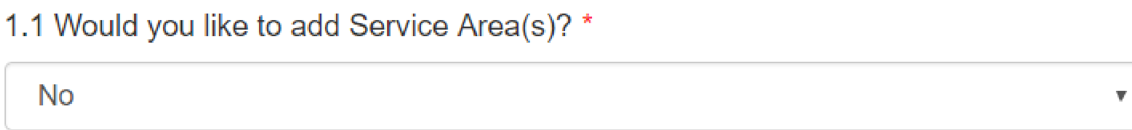


Figure 25: Question that Can Trigger a Dependent Subsection

If you select “No”, for adding Service Area(s), the subsection will be marked complete upon **Save** and no new subsections will be enabled.

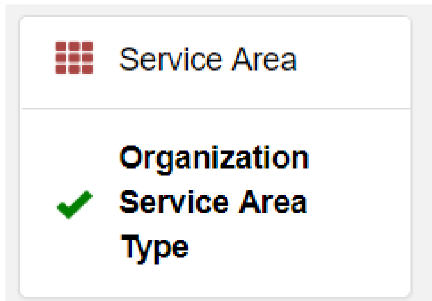


Figure 26: Completed Subsection in the Menu

However, if you select “Yes”, you will be asked to add Service Areas in a new subsection.

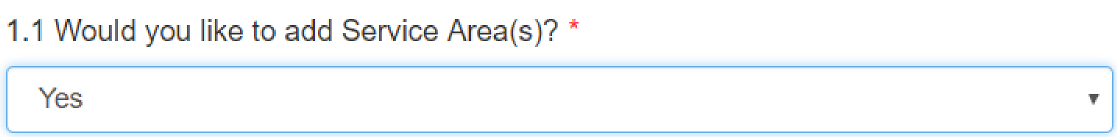


Figure 27: Question that Can Trigger a Dependent Subsection

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

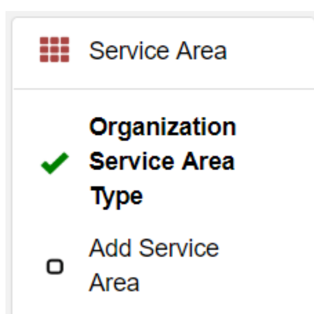


Figure 28: Enabled Dependent Subsection

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

4.4 Selecting Related Records

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

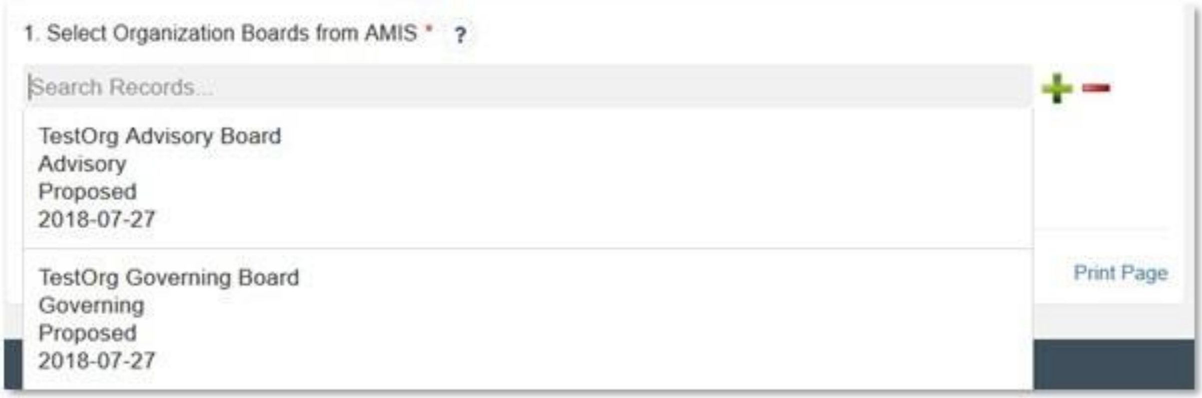


Figure 29: Related Record Field

Related record fields allow you to select from a list of records associated with your organization. Begin typing the name of a board, service area, or contact in the gray search box and select the record you would like to use.

Figure 30: Selected Related Record

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

Figure 31: Add an Additional Related Record Field

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

Figure 32: Remove a Related Record Field

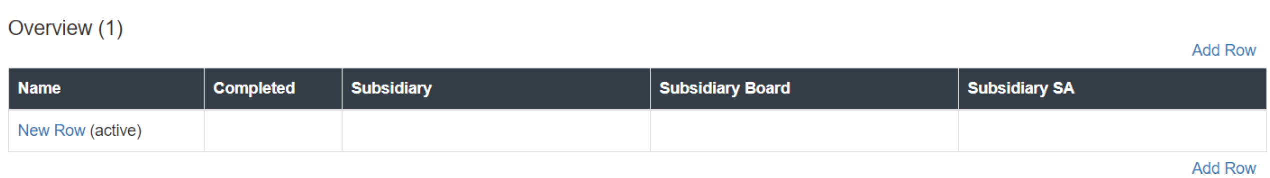
If you need to delete a related record, click on the red minus sign next to the record you wish to delete.

4.5 Additional Information Tables

Additional Information tables collect information dynamically through the Application. If the applicant needs to answer the same set of questions about different subsidiaries, the Additional Information table allows them to answer these questions, save a record of their responses, and then generate a new record where the same question set can be used to collect information about a different subsidiary. An applicant may need to create 2 or more records based on the Application question.

In the CDE Service Area Amendment Application, an Additional Information table is used to collect information on an applicant's subsidiaries, if the subsidiary has different Service Area than the applicant CDE. You will not encounter this table if the Service Area for the Subsidiary is same as applicant or if your organization does not have subsidiary applicants.

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


Overview (1)

Add Row

Name	Completed	Subsidiary	Subsidiary Board	Subsidiary SA
New Row (active)				

Add Row

Figure 33: Empty Table Overview

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

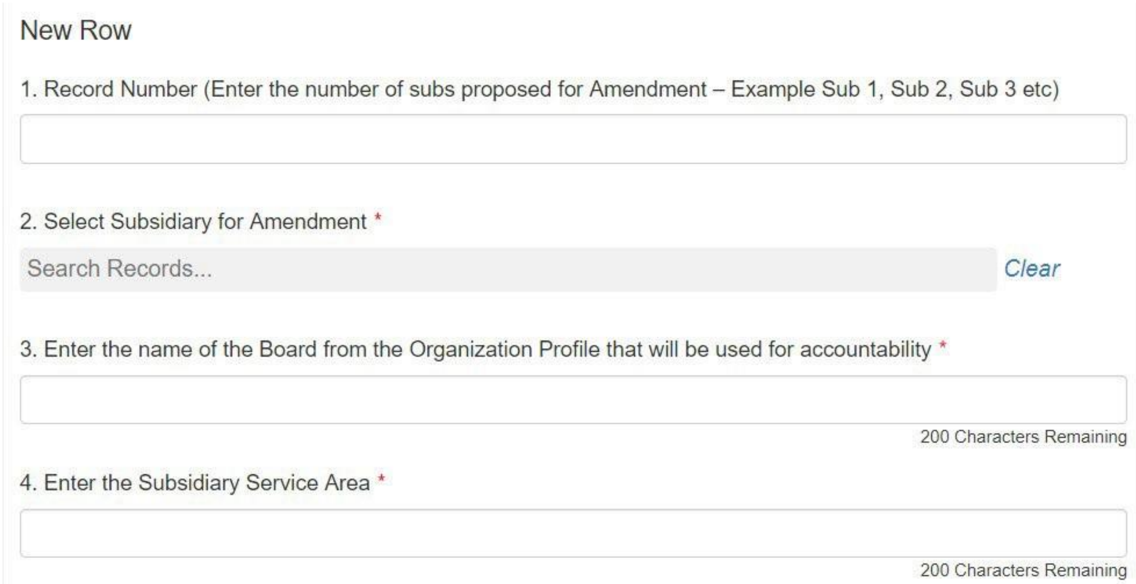


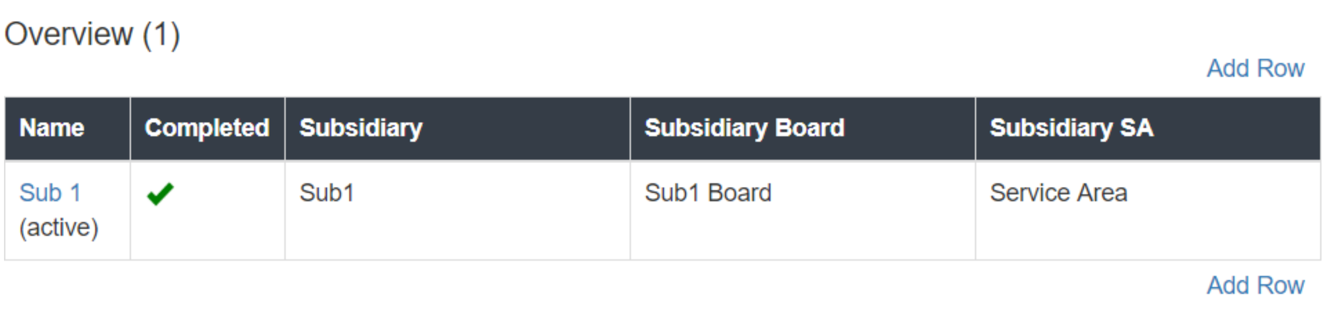
Figure 34: New Row Entry Fields

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

Figure 35: Additional Information Table Buttons

To add or edit Additional Information records:

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



Name	Completed	Subsidiary	Subsidiary Board	Subsidiary SA
Sub 1 (active)	✔	Sub1	Sub1 Board	Service Area

Figure 36: New Record Row in Table Overview

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

Overview (1)

Add Row

Name	Completed	Subsidiary	Subsidiary Board	Subsidiary SA
Sub 1 (active)	✔	Sub1	Sub1 Board	Service Area

Add Row

Figure 37: Active Record Indicator and Add Row Link

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

Overview (2)

Add Row

Name	Completed	Subsidiary	Subsidiary Board	Subsidiary SA
Sub 1	✔	Sub1	Sub1 Board	Service Area
New Row (active)				

Add Row

Figure 38: New Active Record Row

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

Overview (2)

Add Row

Name	Completed	Subsidiary	Subsidiary Board	Subsidiary SA
Sub 1	✔	Sub1	Sub1 Board	Service Area
Sub 2 (active)	✔	Sub2	Sub 2 Board	Service Area

Add Row

Figure 39: Selected Active Record

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

To delete dynamic table records:

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

Figure 40: Delete Record

To Download CSV:

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

Figure 41: Download CSV Button

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

4.6 Export to PDF

The Application can generate an Adobe PDF version of your Application for your organization's records. You can use this feature to view your current progress on the Application at any point in the Application process.

To generate a PDF version of the Application:

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

Figure 42: View PDF

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

5. CDE Service Area Amendment Application

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

NOTE: If the Service Area Amendment request includes any subsidiaries, check the Applicant CDE's Organization Detail Page to ensure the previously certified subsidiaries are available in the Subsidiary section. If there are any discrepancies, please submit a Service Request.

5.1 Basic Information- Applicant CDE

This section includes question responses that are pre-populated from your organization's account information in AMIS. Ensure that this information is up to date so that accurate information is reflected in the Application.

You can update your organization's data by clicking on your organization's name at the top of the Application.

5.1.1 Applicant Information

Question 1- Name of Applicant

- Auto populated from Organization Detail Page. Confirm the Name of the Applicant displayed is the Applicant's legal name. If the name is not correct, the Applicant must submit a Service Request to CCME to initiate a change.

Question 2- CDE Control Number

- Auto populated from the Organization Detail page.

Question 3- Is the Service Area amendment for the Applicant CDE Only? YES or NO

NOTE: If the Applicant CDE is requesting a Service Area amendment for itself and a different Service Area amendment for a Subsidiaries CDE(s), the Applicant CDE must submit a separate CDE Service Area Amendment Application for the Subsidiaries CDE(s).

- 3.1 Identify the entity(ies) in which the Service Area is for.
- 3.2 Does the Subsidiary(ies) share the same Service Area as the Applicant CDE?

Upon saving this section, a soft alert will show right below the question reminding the applicant to submit a separate Application:

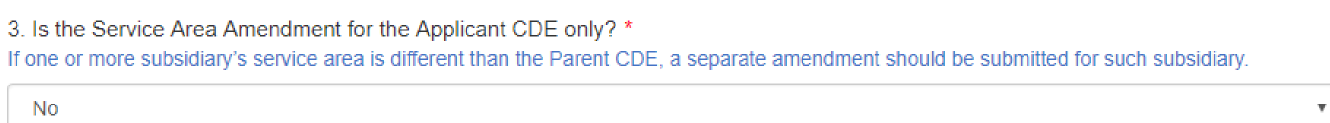


Figure 43: Soft Alert under Question 3

Question 4- Designate an Authorized Representative

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

NOTE: Any Point Of Contact for the Applicant identified in AMIS can start and fill out the CDE Service Area Amendment Application, but only an Authorized representative can propose a board for accountability and submit the Application.

Question 5- Designate a Point of Contact

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

5.2 Boards

5.2.1 Boards

Accountability Requirements:

An applicant must demonstrate that it is accountable to the residents of LICs in the new service area that it designates.

An applicant will be determined accountable if it has:
- at least two (2) governing or advisory board members; and
- if at least 20% of its governing board or advisory board(s) is representative of LICs within the selected service area.

In order to be determined a representative under this accountability requirement, a board member must either: (1) reside in a LIC within the selected service area(s); or (2) otherwise represent the interest of residents of LICs (e.g., a small business owner whose business is located in the LIC, an employee or a board officer of a community-based or charitable organization serving the LIC, etc.) in the selected service area. **See Board Member categories in the Board Instructions.**

The CDFI Fund encourages Applicant CDEs to appoint Low-Income Persons from LICs to their advisory and/or governing boards.

An entity that does not have a governing board, but in which the governing authority resides with a general partner or managing company, may satisfy the accountability requirements through the board(s) of the general partner or managing company.

Any entity seeking to maintain accountability through advisory board(s) must also be able to demonstrate that the viewpoints of the advisory board(s) are given sufficient consideration and attention by the governing board.

To maintain accountability to the LICs in a statewide service area, a multi-state service area, or a national service area, the applicant must demonstrate that at least 20% of its governing board or advisory board(s) is representative of a cross-section of LICs within the state(s) that it serves. An entity may need to establish multiple advisory boards in order to satisfy this requirement, or select board members that are from organizations that represent the interests of a cross-section of LICs (e.g., a state-wide organization or nationwide non-profit community development organization).

NAMING CONVENTION FOR BOARDS – To allow for future changes to your Organization Board, the CDFI Fund recommends avoiding generic names for board records (e.g., "Advisory Board").
Use the following naming convention:
[Organization Name]_[Board Type] (Month/Year of Creation)
Example: ACME CDE_AdvBd (Apr 2024)

NOTE: If the Service Area Amendment applies only to the Subsidiaries in this Application and NOT to the Applicant CDE, you may propose the board(s) that demonstrate Accountability to the Service Area in the Organization Detail Page (refer to naming convention for sub boards); however the Boards subsection below will be intentionally disabled.

Question 1- Select Organization Board from AMIS

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

NOTE: Before an Advisory/Governing Board can be selected in the template Application, Applicants must first create a board record on the applicant organization's detail page in AMIS.

To create a new board record:

1. Exit the template Application and navigate to your organization's detail page. (Click the **Organizations** tab at the top of the page and select the hyperlink of your organization's name from the "Recently Viewed" list or click the dropdown to select the **All Organizations** related list.)

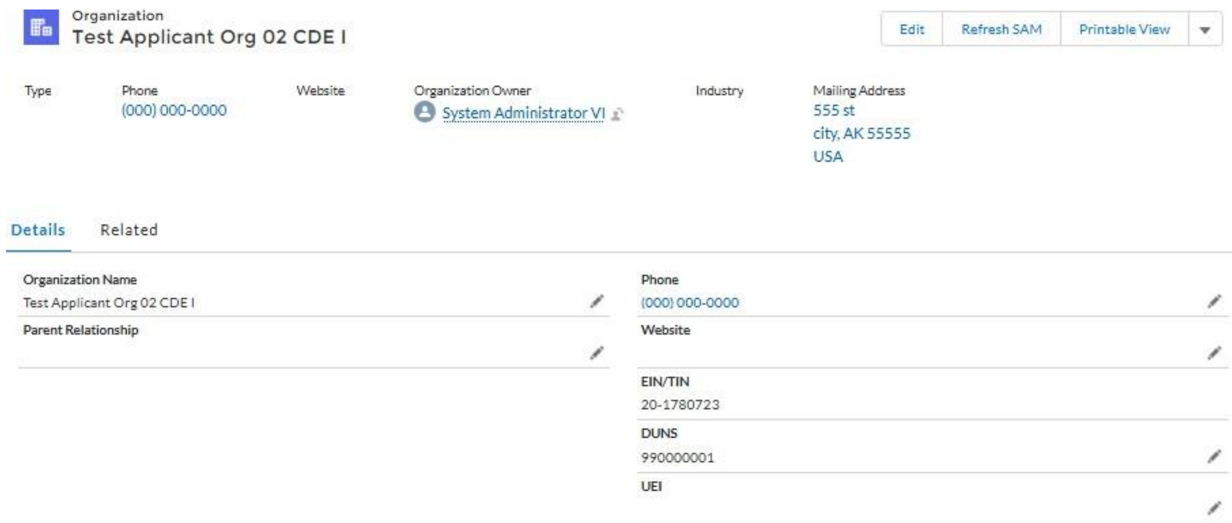


Figure 44: Organization Detail Page

2. Click the dropdown, at the top of the Organization page, and select **New Org Board**.

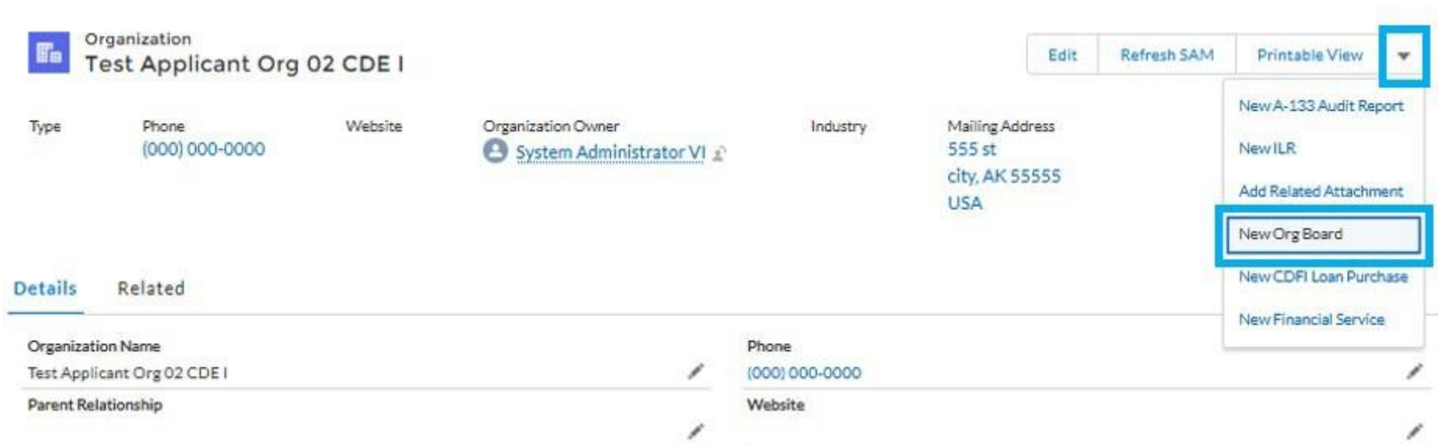


Figure 45: New Org Board Link

3. Click the **New Org Board** link.

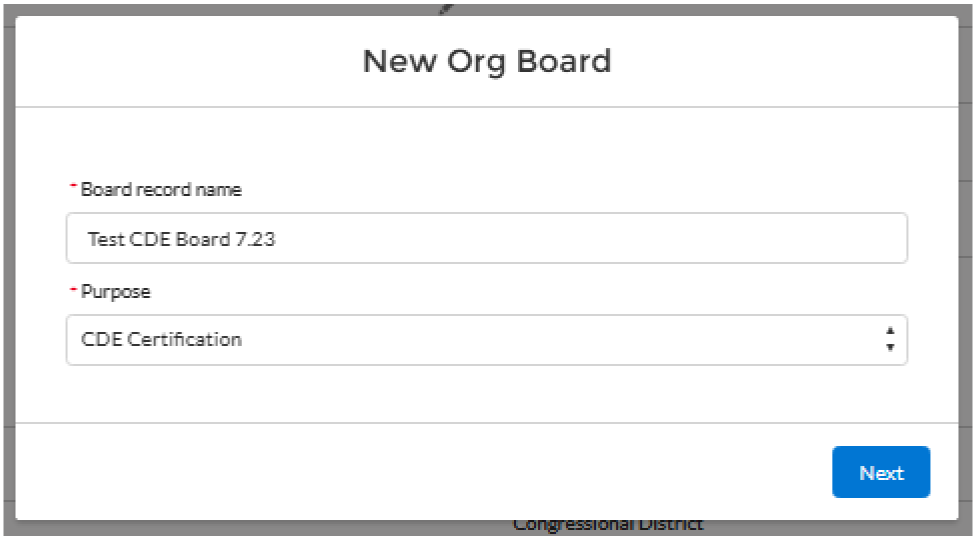


Figure 46: Name and Select Org Board Purpose

4. Click **Next** and select your board type from the drop-down menu, “Advisory board” or “Governing board”. Click **Next**.

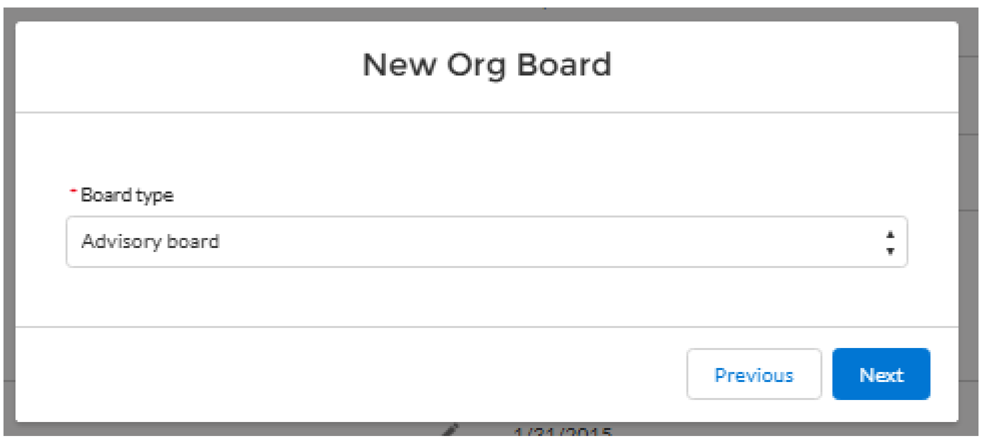


Figure 47: New Org Board Type Selection

5. Once Next is clicked, you will be taken back to the Organization page. Click the Related tab and scroll down to the Organization Boards related list and click on the Board Name.

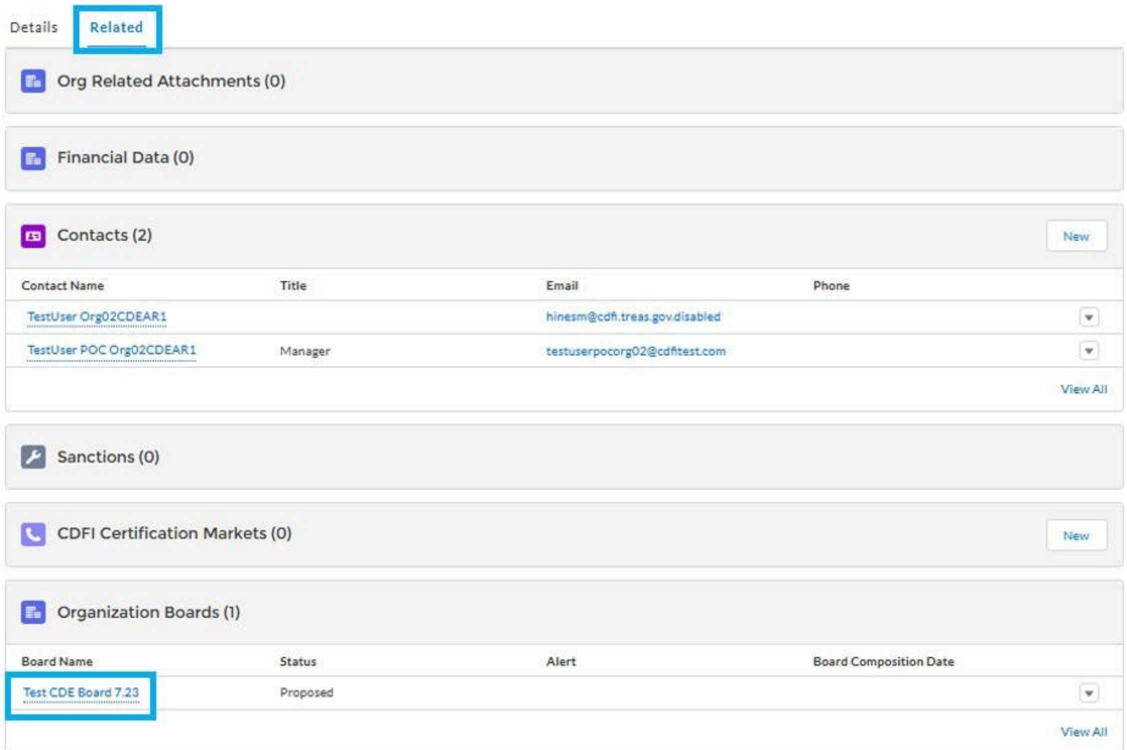


Figure 48: Organization Board Related List

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

7. The Board Composition Date is the date the most recently added board member is approved to be on the governing or advisory board. The Board Composition Date must be before the date the Application is submitted.

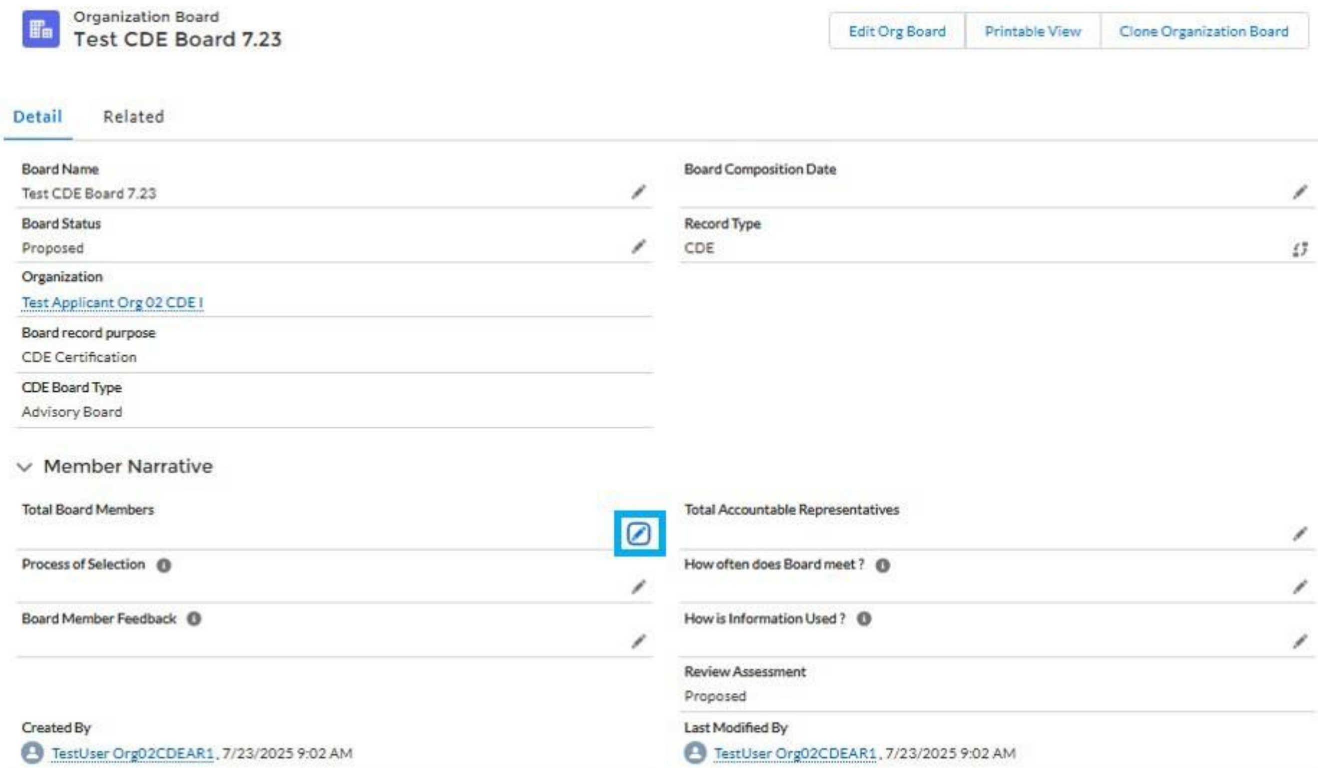


Figure 49: Edit on the Organization Board Record

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

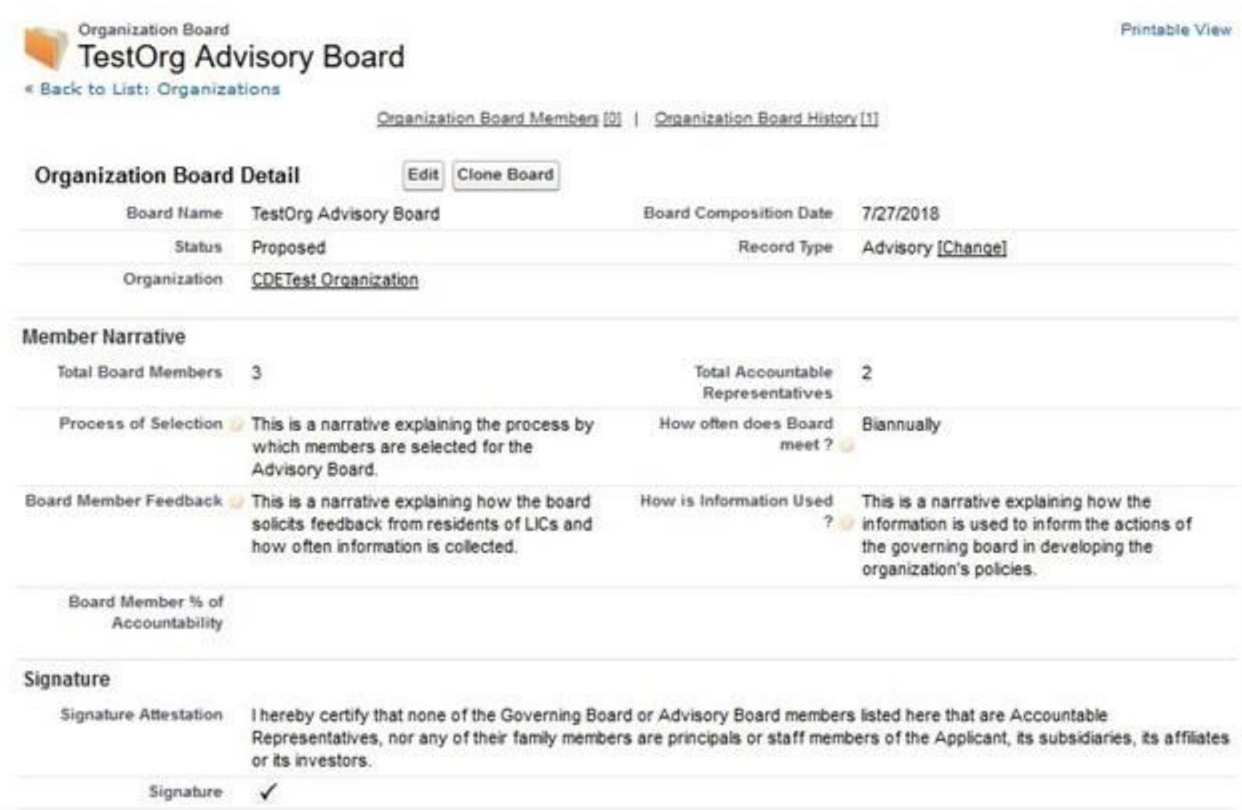


Figure 50: Organization Board Detail Page

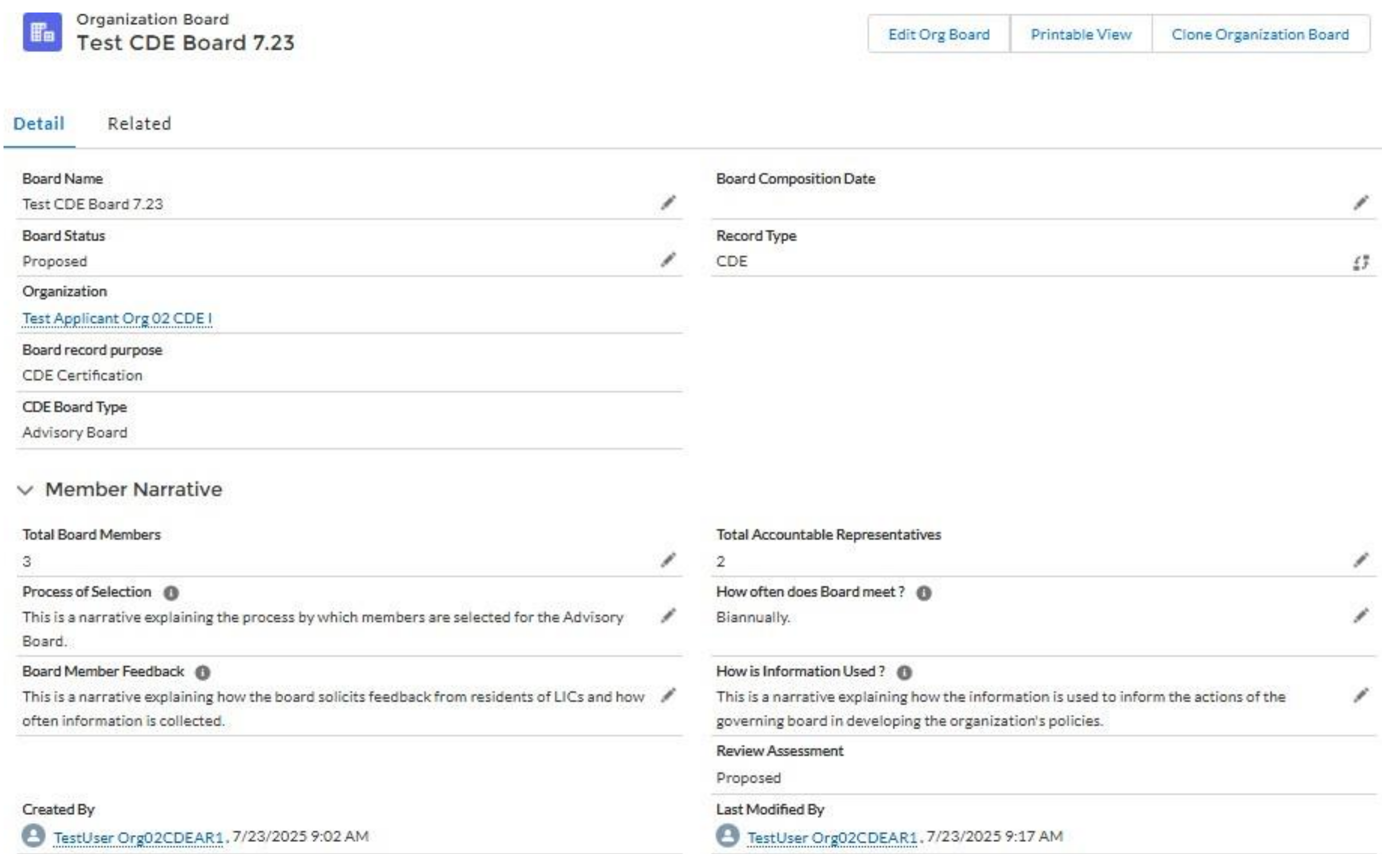


Figure 51: Organization Board Detail Page

9. Click the **Related** tab and click **New** within the Organization Board Members related list..

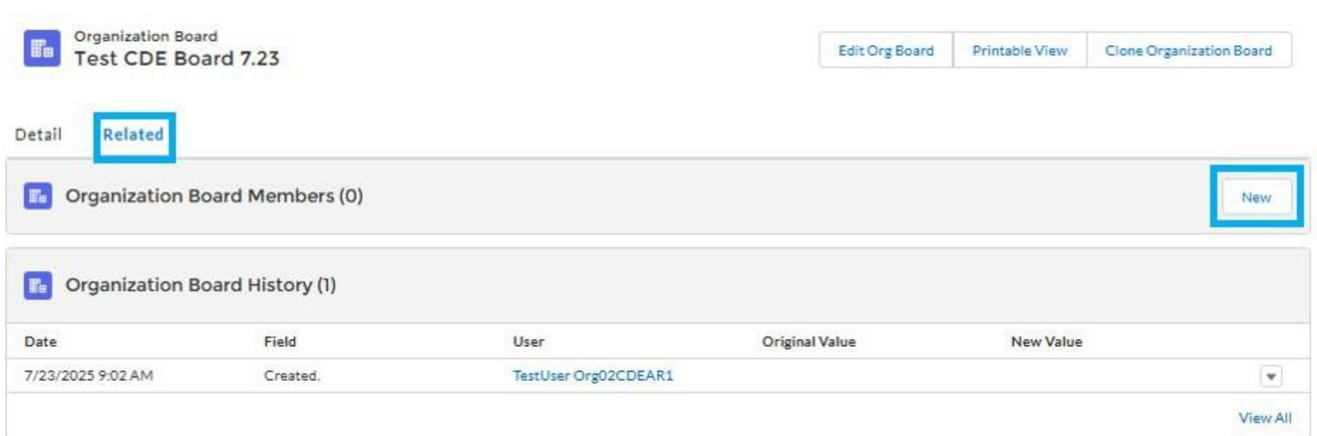


Figure 52: Organization Board Members Related List

10. Click **New Organization Board Member** to add a board member. Enter ALL members of the board.

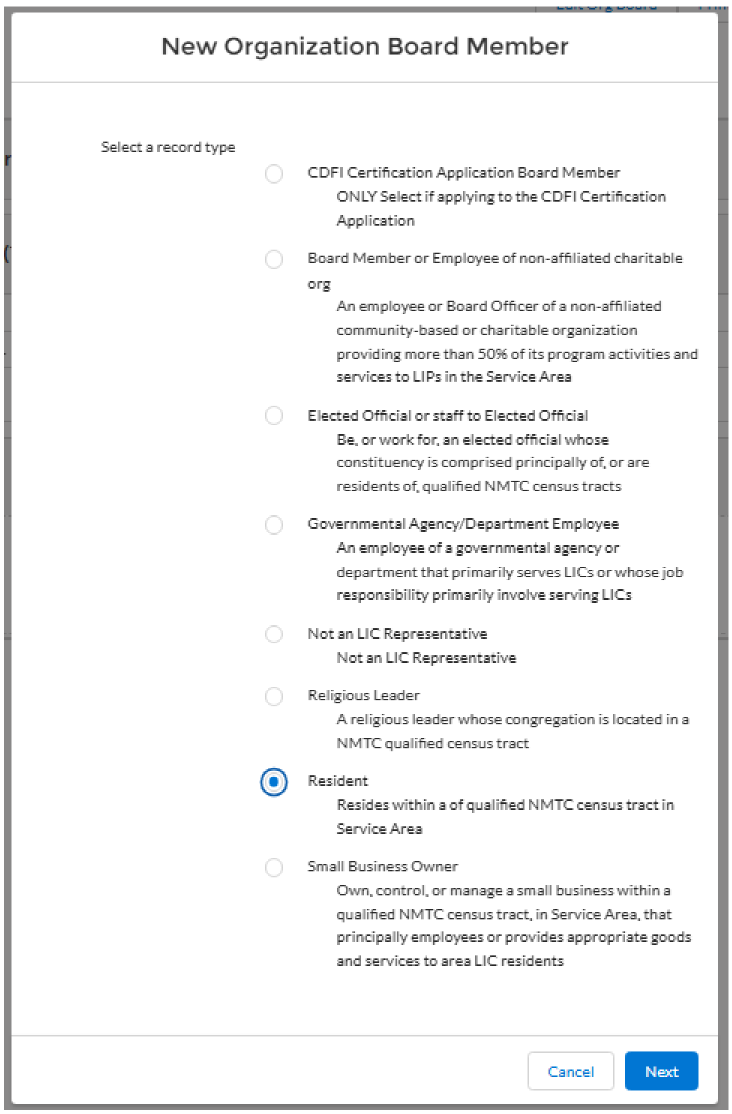


Figure 53: Select Organization Board Member Record Type Page

11. Select the appropriate board member type and click **Next**. **Board members that serve as Representatives of the LIC must belong to one of the following groups:**

- **Board Member or Employee of non-affiliated charitable org:**
    - Is an employee or board member of a non-affiliated community-based or charitable organization that provides more than 50 percent of its activities or services to Low-Income Persons and/or LICs.
- **Elected Official or staff to Elected Official:**
    - Is, or works for, an elected official whose constituency is comprised primarily of LICs or residents of LICs.
- **Governmental Agency/Department Employee:**
    - Is a governmental agency/department employee that primarily serves LICs, or is a governmental agency/department employee whose job responsibilities primarily involve serving LICs.

- **Religious Leader:**
    - Is a religious leader whose congregation is based primarily in an LIC.
- **Resident:**
    - Resides in a qualified NMTC census tract within the designated Service Area. Use CIMS (NMTC) to obtain and confirm the address and/or census tract qualifies.
- **Small Business Owner:**
    - Is a small business owner who controls, operates or manages a business located in a LIC that: a) provides goods and services to LIC residents; or b) principally employs LIC residents. If a board member is not being identified as Representative of the LIP/LIC, select “Not an LIC Representative”. Use CIMS (NMTC) to obtain and confirm the address and/or census tract qualifies.

If a Board Member is not a representative of an LIC, please select:

- **Not an LIC Representative:**
    - Select Not an LIC Representative for board member who are proposed as LIC Representative.

NOTE: An applicant will be determined accountable if it has at least two (2) governing or advisory board members and if at least 20% of its governing board or advisory board(s) is representative of LICs within the selected service area.

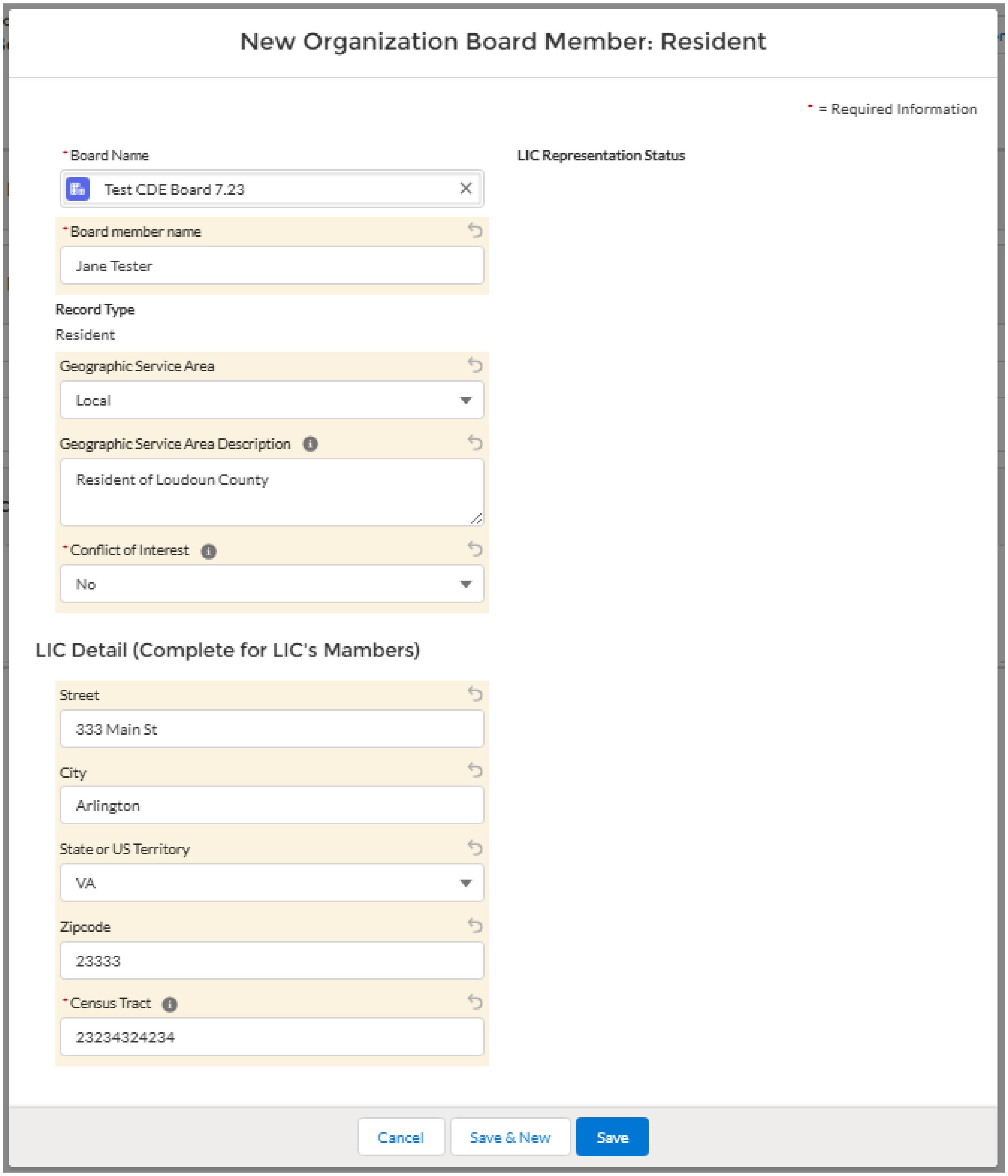


Figure 54: New Organization Board Member Edit Page

12. Complete all required fields (marked with red asterisk). **Note** that the "LIC Detail" section's fields may appear different depending on the board member type you selected. Click **Save.**

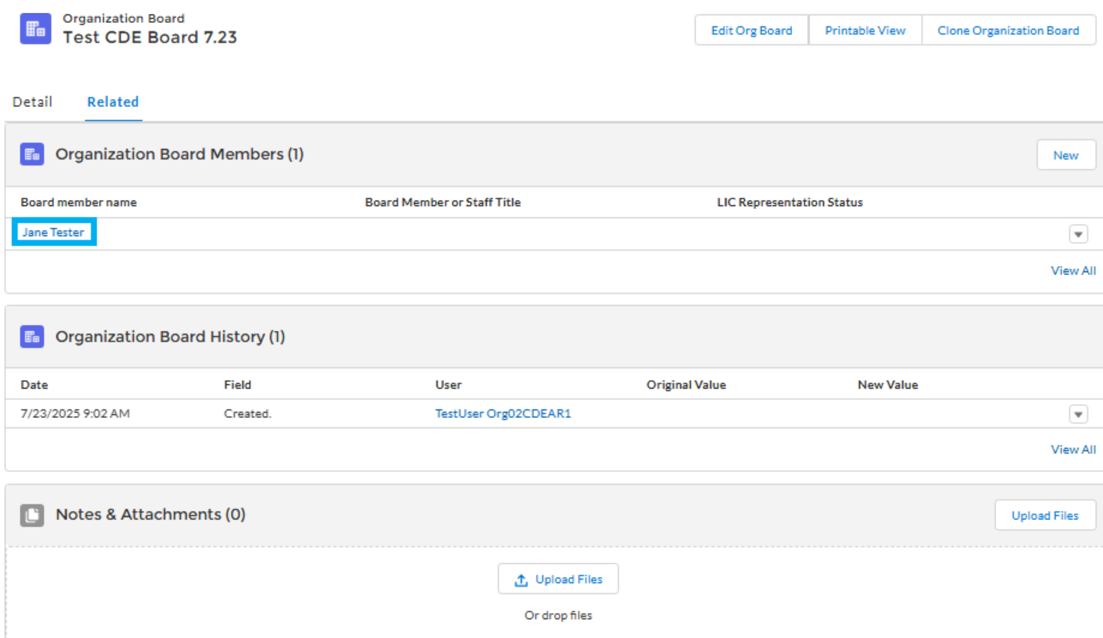


Figure 55: New Board Member shown in the Organization Board Members Related List

13. To add additional board members, click the **New** button on the Organization Board Members related list. Or, if you are adding another board member of the same board member type, you can select the **Clone** button. (Which is located within the Organization Board Member record.) This is useful if you have multiple board members that will have very similar responses to these fields. Just be sure to change the board member name to the new board member's and make any other necessary changes to these fields.
14. Once you have finished adding board members, your board will be complete and ready for approval. Return to your board's detail stage and review all information to verify it is correct.

NOTE: The Credit Union Special Acct Provision is not relevant for the CDE Certification Application or CDE Service Area Amendment Application. <u>Do not enter data in the Credit Union Special Acct Provision section</u>.

To select your board record in the Application:

1. Launch the CDE Service Area Amendment template Application from the Program Profile. Navigate to the “Boards” section and open the subsection.

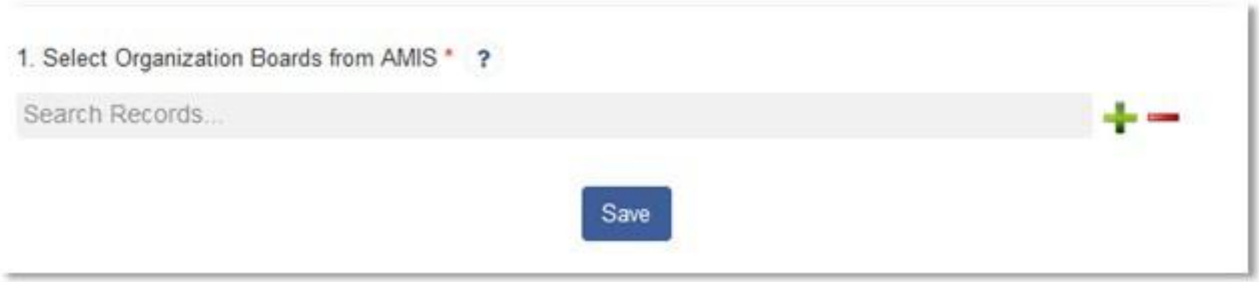


Figure 56:Boards Related Record Field

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

Figure 57:List of Boards Available to Select

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

Figure 58: Selected Board Record

4. When you select a board, additional information about the board record will appear below the lookup

field, as well as a link to "View Record" that will open that board record's detail page in a new window.

Figure 59:Add an Additional Related Record Field

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

Figure 60: Remove a Related Record Field

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

5.3 Service Area

5.3.1 Service Areas

Service Area Requirements:

Each entity seeking to amend its CDE certification service area under this Application must: 1) identify the service area that it serves or intends to serve; and 2) demonstrate that its accountability to the LICs aligns with the designated service area.

The Applicant CDE and each Subsidiary Applicant must identify the service areas that it serves or intends to serve. Each entity will be required to identify the geography that it serves or intends to serve.

NOTE: Although the service area will be identified in a geography such as county, statewide, or national, the New Markets Tax Credit Program only allows transactions/investments in qualified census tracts. Applicant CDEs should visit the CDFI Information Mapping System (CIMS) program located at www.cdfifund.gov. CIMS contain maps and worksheets identifying the program's qualifying census tracts throughout the country.

NOTE: If the Service Area Amendment applies only to the Subsidiaries in this Application and NOT to the Applicant CDE, if necessary you may propose a different Service Area geography for the Subsidiaries in the Application, however the Service Area subsection below will be intentionally disabled.

Question 1- Select Service Area Type

- If the Service Area the Applicant serves or intends to serve is National (including US Territories), select "National" from the drop-down menu. Click **Save.** The subsection will be marked complete.
- If the Service Area the Applicant serves or intends to serve is at the local (county level) or statewide level, select "Other" from the drop-down menu.
  - This will trigger 2 dependent questions to either Add or Remove Service Areas.

NOTE: Much like board records, <u>the Applicant must first create a Service Area record from the organization's detail page before they can select a record in the Application</u>.

To create a Service Area record:

1. Exit the Application and navigate to your organization's detail page. (Click the **Organizations** tab at the top of the page and select the hyperlink of your organization's name from the "Recently Viewed" list or click the dropdown to select the **All Organizations** related list.)

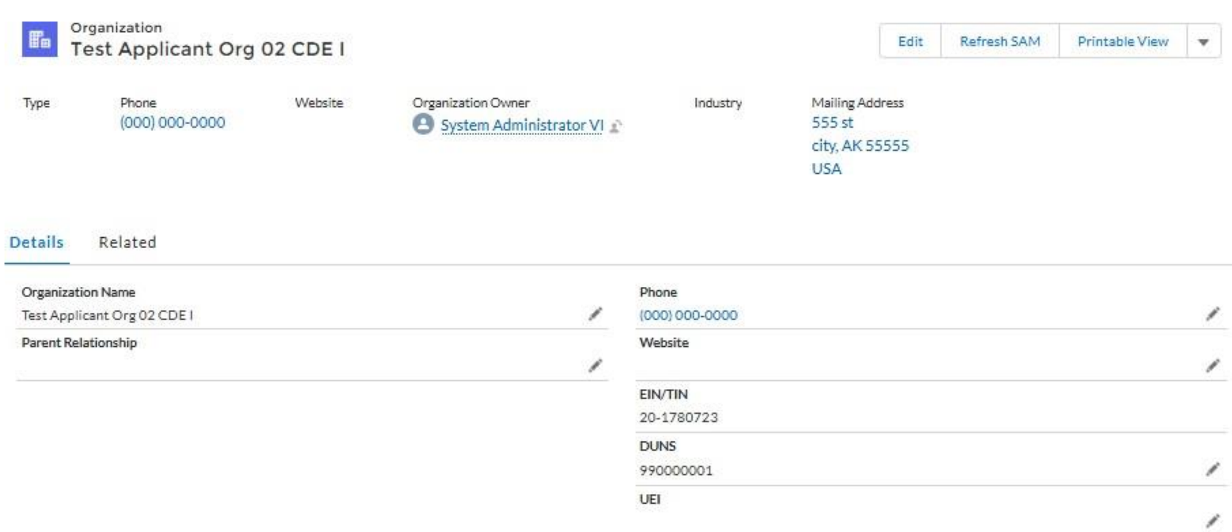


Figure 61: Organization Detail Page

1. Click the **Related** tab and click **New** within the Service Areas related list.

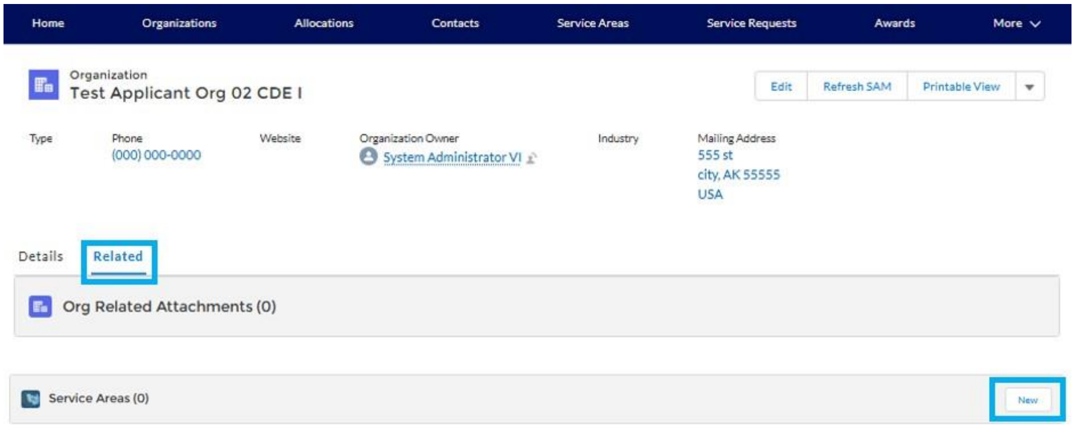


Figure 62: Service Areas - New Button

2. Click the **New Service Areas** button. You will be forwarded to the New Service Areas Edit page.

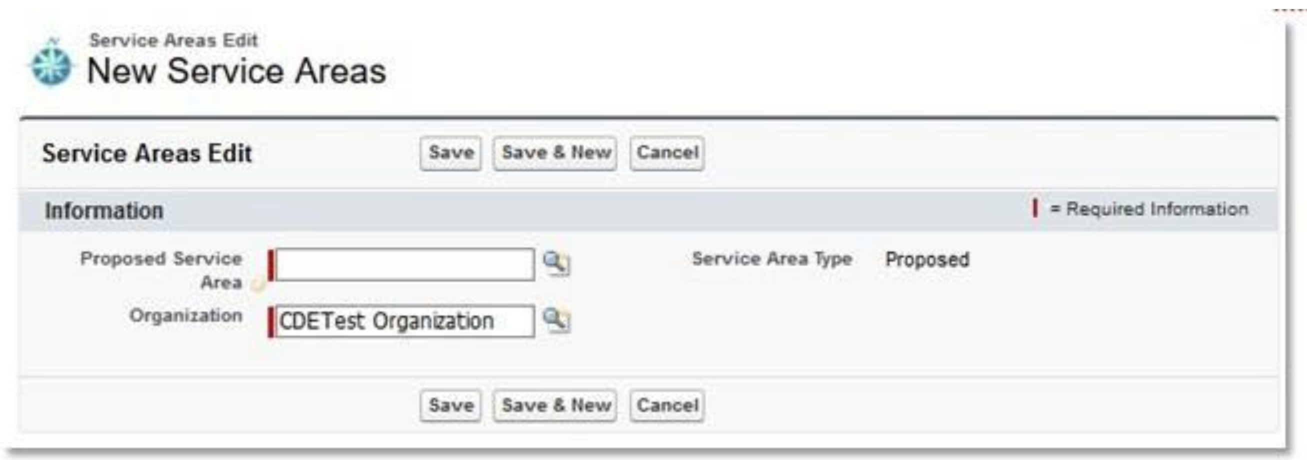


Figure 63: New Service Areas - Edit Page

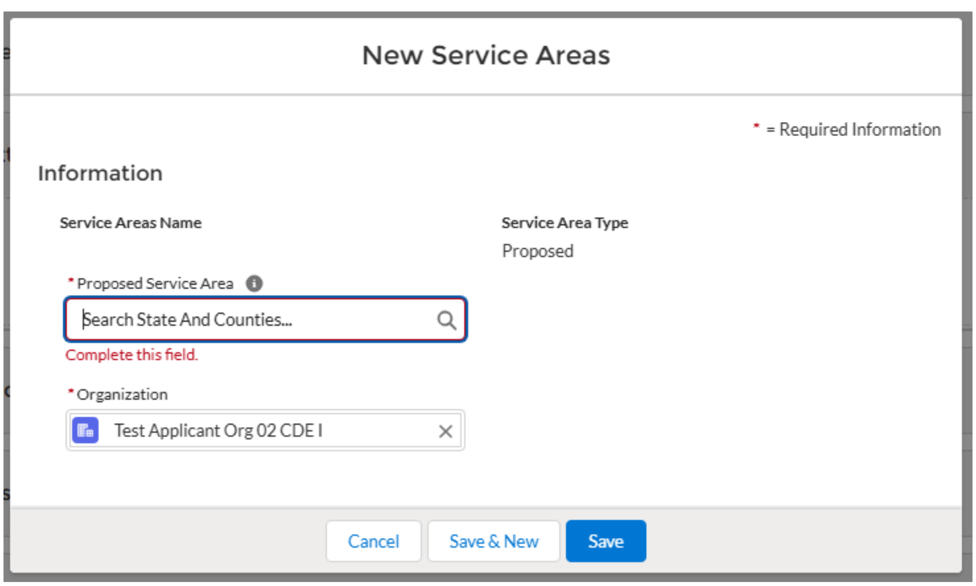


Figure 64: Selecting Proposed Service Area

3. Begin typing in the Proposed Service Area field to look up a service area.

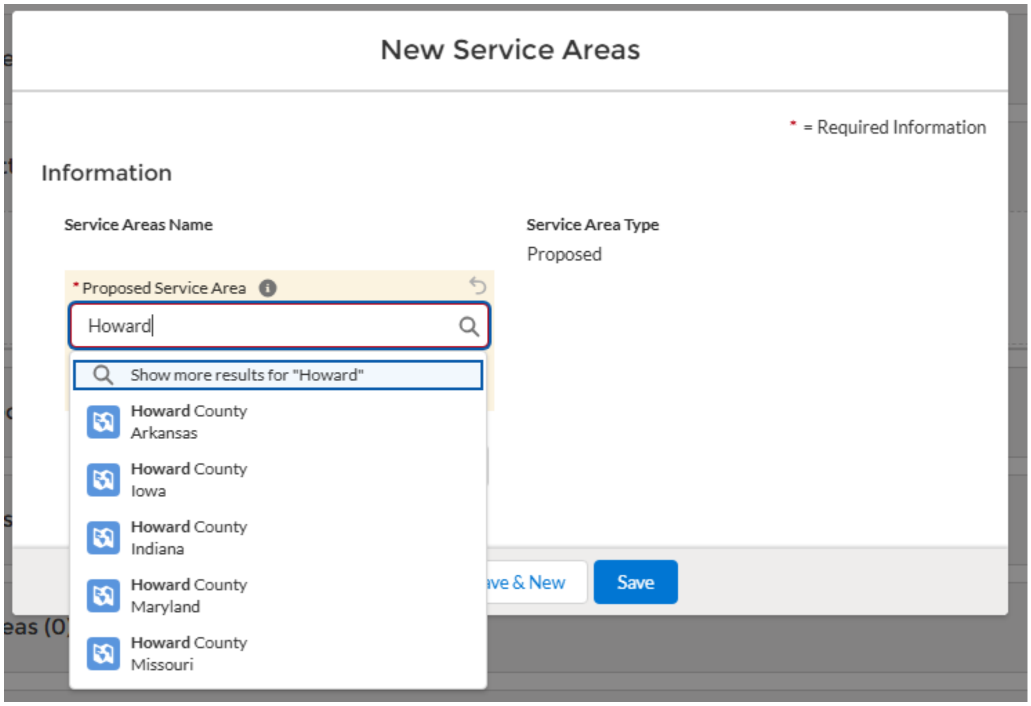


Figure 65: Searching Proposed Service Area

4. Select the correct county, city, municipality, or state by clicking on the State/County name link.

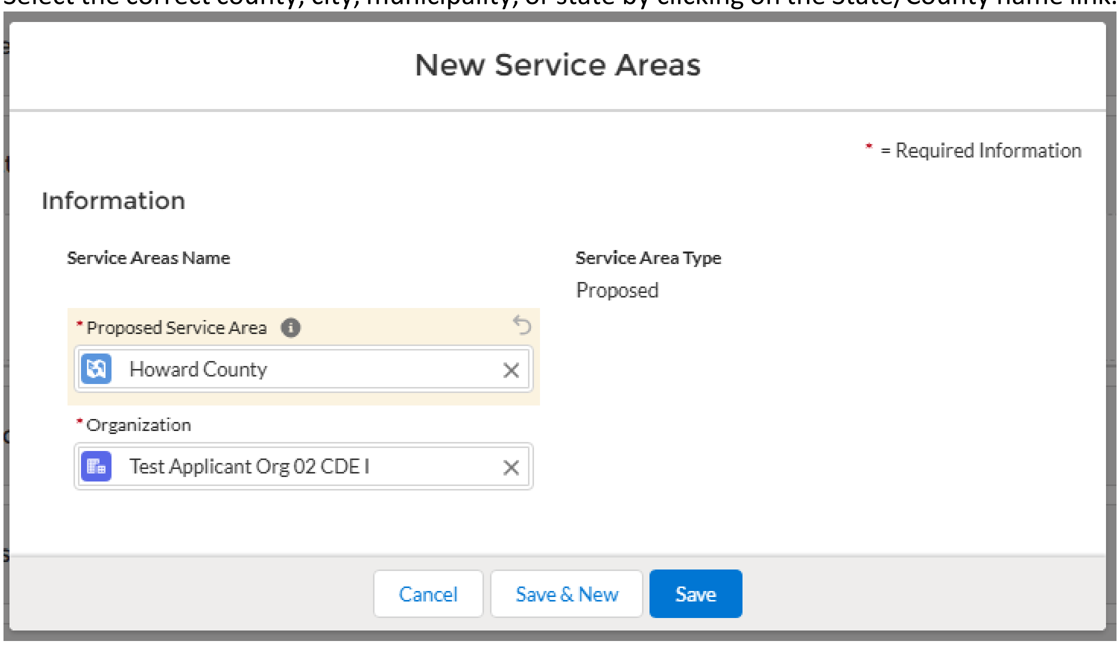


Figure 66: Saving New Service Area

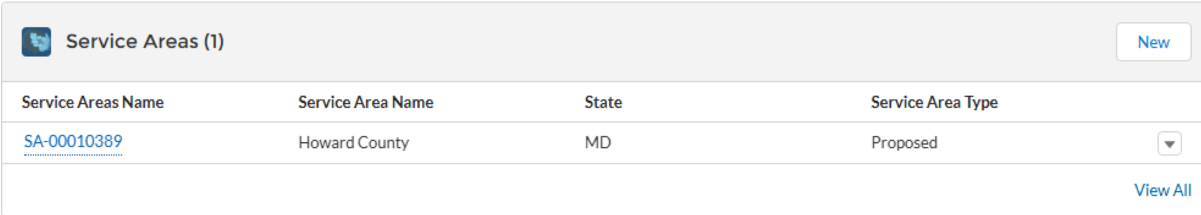


Figure 67: Service Area Related List

5. Each state or county you plan to serve must be selected in an individual record. To add another service area, click the button **Save & New.**
6. Once you have created records for all the states/counties you are proposing to serve, navigate back to your organization's detail page, and re-launch the Application from the Program Profile.

To select your service area record in the Application:

1. Launch the CDE Service Area Amendment Application from the Program Profile. Navigate to the "Service Area" section and open the subsection "Organization Service Area Type".

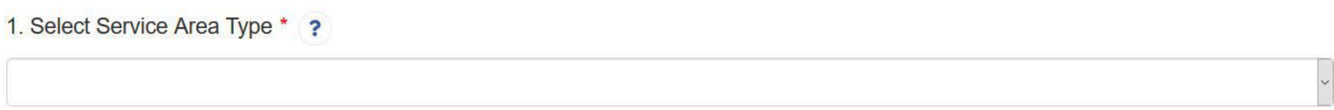


Figure 68: Service Area Type

2. Unless the proposed Service Area is "National", select "Other" for the response to question 1 in the drop down menu. Then select either Yes/No for 1.1 and 1.2 Questions and Save.

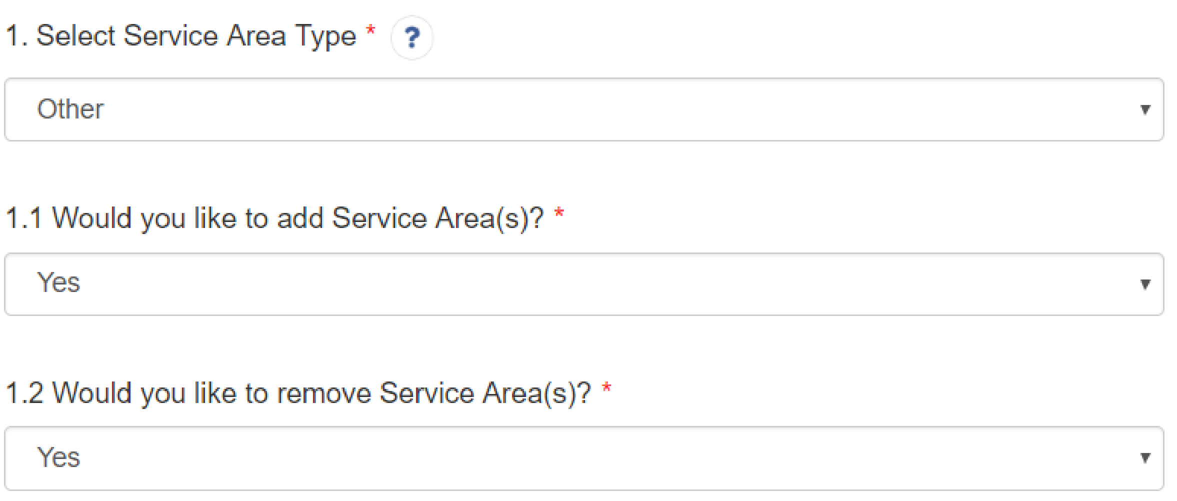


Figure 69: Service Area Dependent Questions

3. Only if "Yes" is selected for 1.1 and 1.2 it will show 2 new subsections under "Service Area" section.

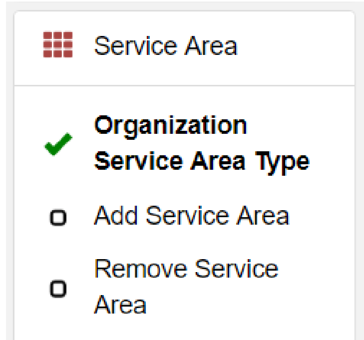


Figure 70:Service Area subsections

4. For either “Add Service Area” or “Remove Service Area” use the related record lookup in Question 1 to select a service area. Click in the gray search box where it says “Search Records” a list of service area records for your organization will appear.

Figure 71:Service Area Related Record field

5. There may be one record or multiples depending on the number of service area records that have been created for your organization. Select a Service Area to associate with your Application by clicking on the record name.

Figure 72: Selected Service Area Record

6. When you select a service area, additional information about the service area record will appear below the lookup field, as well as a link to “View Record” that will open that board record’s detail page in a new window.

Figure 73: Add an Additional Related Record Field

7. Once you have selected a service area, you can add additional service areas by clicking the green plus sign next to the search box. Click in the new search box and select the board you want to add.

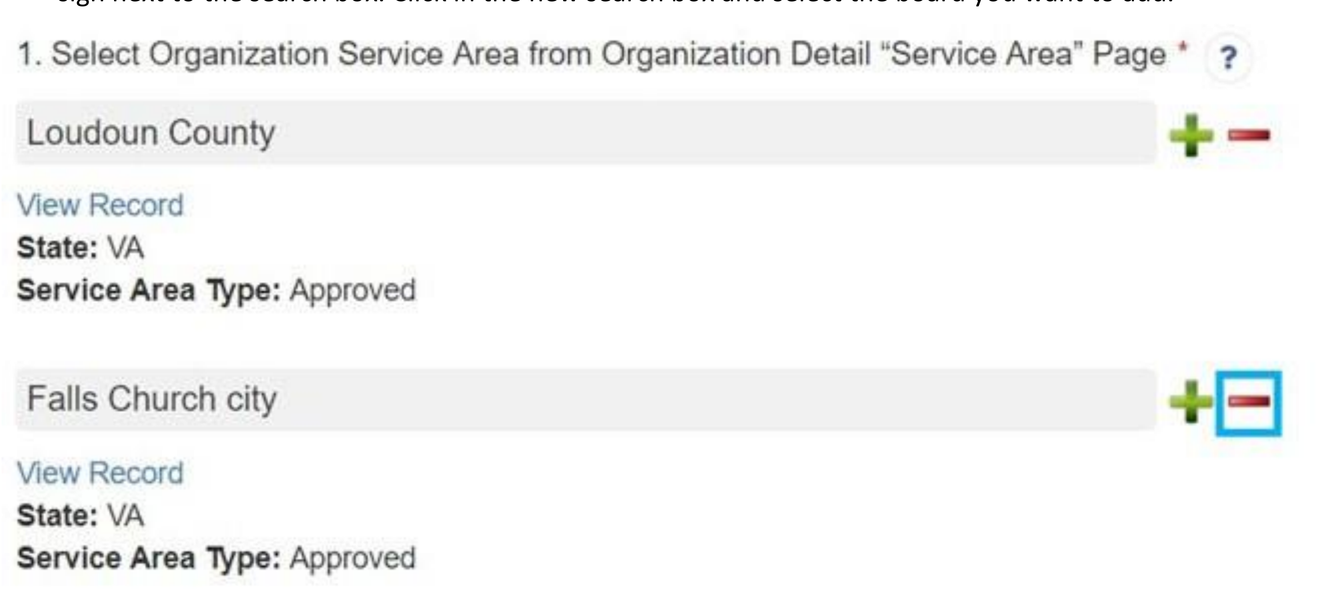


Figure 74: Remove a Related Record Field

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

5.4 Subsidiaries

5.4.1 Subsidiary Applicants Included?

NOTE: If the Service Area Amendment request includes any subsidiaries, check the Applicant CDE's Organization Detail Page to ensure the previously certified subsidiaries are available in the Subsidiary section.

NOTE: This is a dependent subsection and will only be visible if you select "Yes" in Question 3.2 in the Applicant Information subsection.

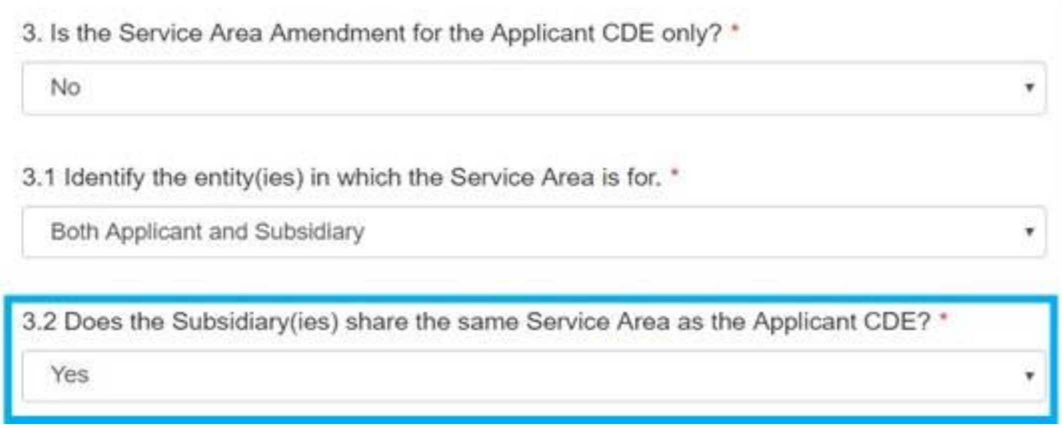


Figure 75: Subsidiary(ies) share same Service Area as applicant CDE

Question- Select Subsidiary for Amendment

- Select the Subsidiary(ies), from the Organization Detail Page in AMIS, being proposed for a Service Area Amendment.

To select your Subsidiary record in the template Application:

1. Click in the gray search box where it says "Search Records" a list of subsidiary records for your organization will appear.

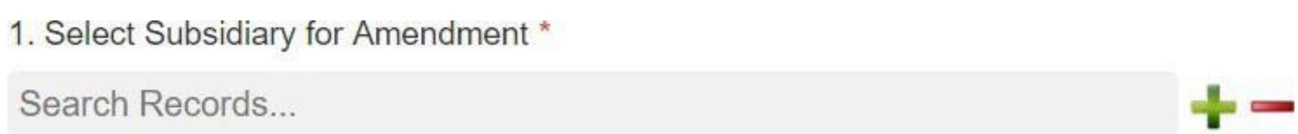


Figure 76: Subsidiary Related Record Field

2. There may be one record or multiples depending on the number of subsidiaries records that have been certified for your organization. Select a subsidiary to associate with your Application by clicking on the record name.

Figure 77: Selected Subsidiary Record

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

new window.

Figure 78: Add an Additional Related Record Field

11. Once you have selected a subsidiary, you can add additional subsidiaries by clicking the green plus sign next to the search box. Click in the new search box and select the subsidiary you want to add.

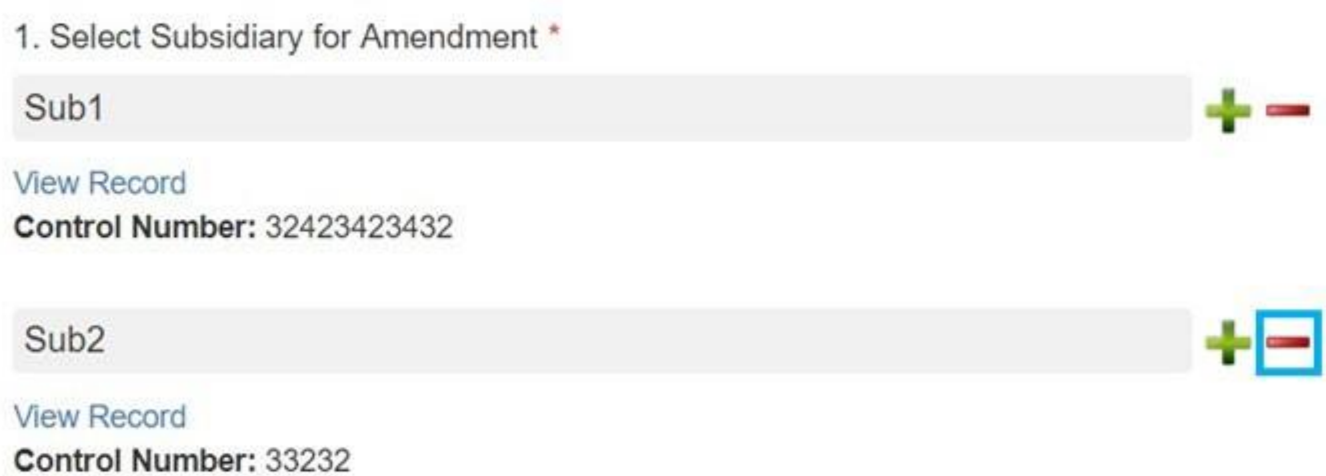


Figure 79: Remove a Related Record Field

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

5.4.2 Add Subsidiary CDE & Service Area

NOTE: If there are CDE Subsidiaries with different service areas from the Applicant CDE's Service Area, a separate amendment Application must be submitted for those subs.

NOTE: This is a dependent subsection and will only be visible if you select "No" in Question 3.2 in the Applicant Information subsection.

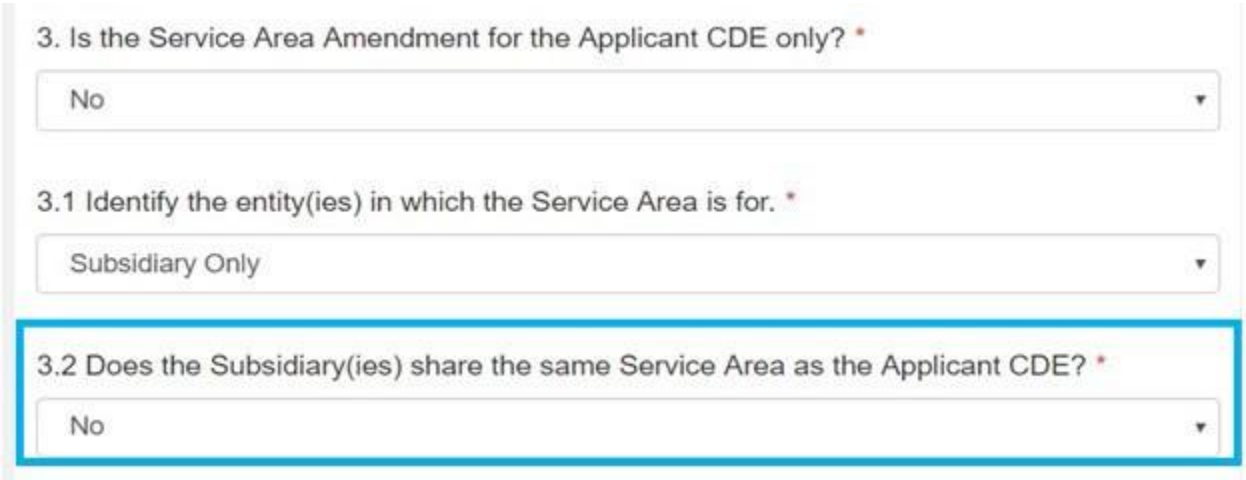


Figure 80: Subsidiary(ies) do not share same Service Area as applicant CDE

Information on subsidiary CDE applicants is collected in this subsection by an Additional Information table. Enter your responses to questions for one subsidiary at a time, click save, and then “Add Row” in the table overview in order to create a record for a different subsidiary. Answer the questions for your second subsidiary and save. Repeat this process until all of your subsidiaries have been entered and are visible as individual records in the Overview table. (For more detailed guidance on using Additional Information tables, see section 4.5).

<u>Answer questions 1 – 13 for each Subsidiary in which the CDE Applicant is seeking certification.</u>

Question 1- Record Number

- This question is not required. It is used to ensure the Applicant can identify the “active” record.

Question 2- Select Subsidiary for Amendment

- Select the Subsidiary in which the Applicant CDE is proposing a Service Area Amendment.

Question 3- Enter the name of the Board from the Organization Profile that is used for Accountability

Type in the name of the Board providing accountability

> **NAMING CONVENTION FOR BOARDS** – in order to maintain order for boards that are proposed/approved. The CDFI Fund recommends the following naming convention:
>
> Governing Board – CDE Name+GB+Year submitted (example – CDFI Fund CDE GB 2019)
>
> Advisory Boards – CDE Name & AB + Year submitted (example – CDFI Fund CDE AB 2019)
>
> If the CDE is submitting subsidiaries that do not share the same Governing or Advisory Boards as the Applicant:
>
> Advisory Board – CDE Sub Name(s) + AB + Year proposed (example CDE Sub IV & V AB 2019)

- **Question 4- Enter the Subsidiary Service Area**
- Type in the geography proposed for the amended Service Area. The geography must be identified as a county, state, or national.

Click **Save** to save this record and click “Add Row” above or below the table overview at the top of the page to create a record for any additional subsidiaries. Repeat as needed until all Subsidiaries are entered.

5.4 Attestation and Submission

5.4.1 Printing your Application

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

Figure 81: View PDF Button

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

5.4.2 Submitting your Application

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

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

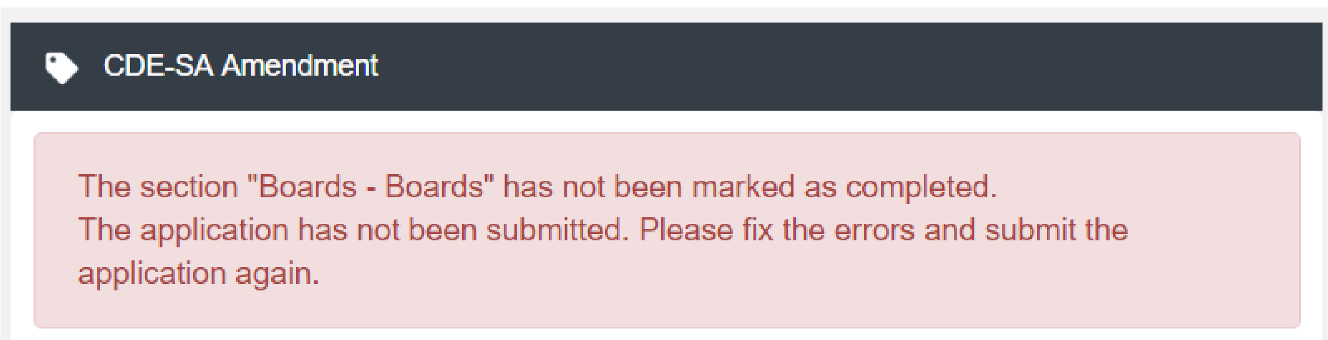


Figure 82: Example of Error Message for Incomplete Subsection

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

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

To Attest and Submit an Application:

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

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

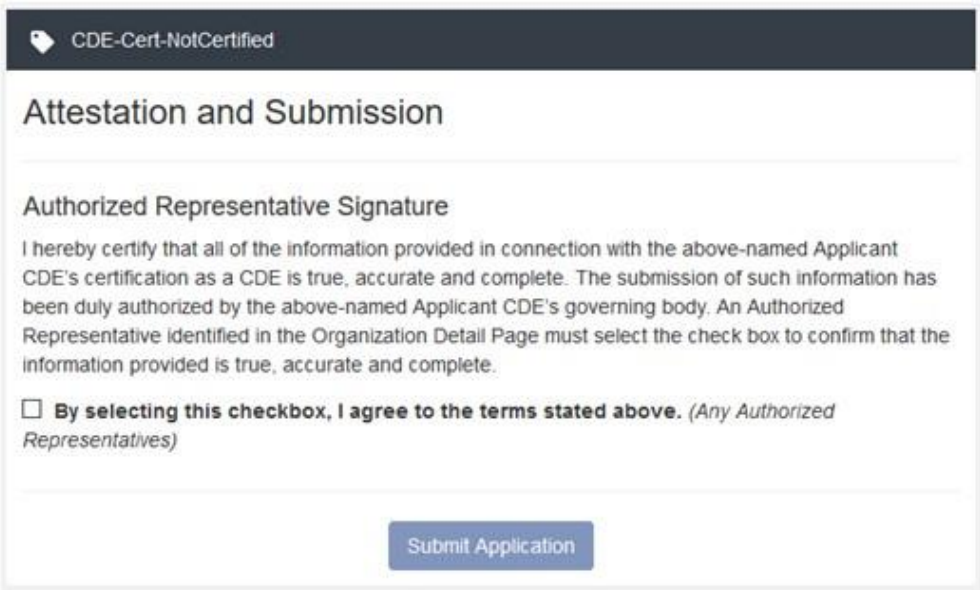


Figure 83: Attestation and Submission Page

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

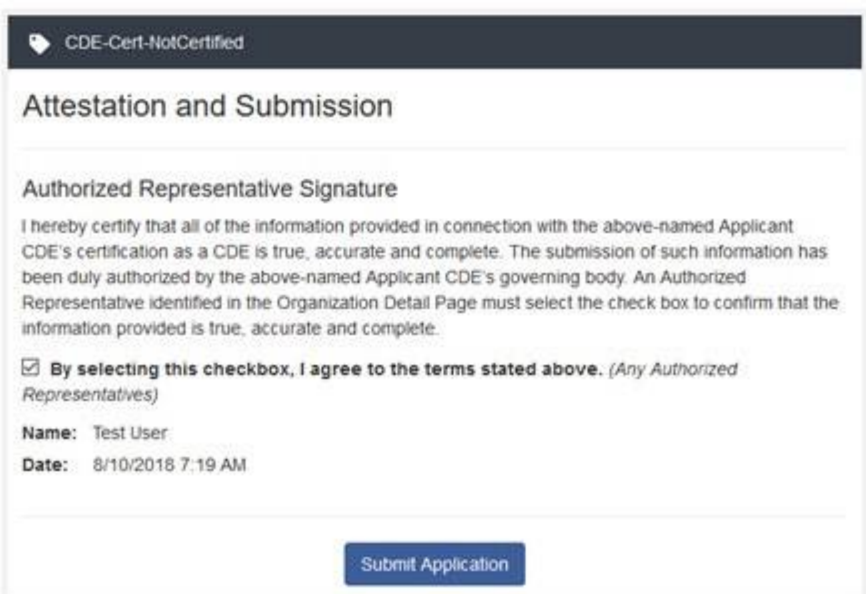


Figure 84: Attestation and Submission Page- Attested

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

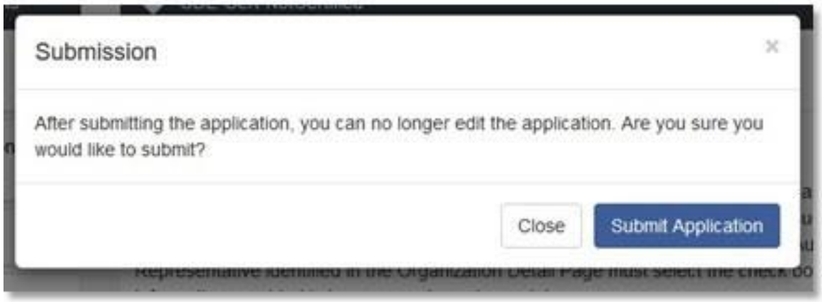


Figure 85: Submission Dialog Box

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

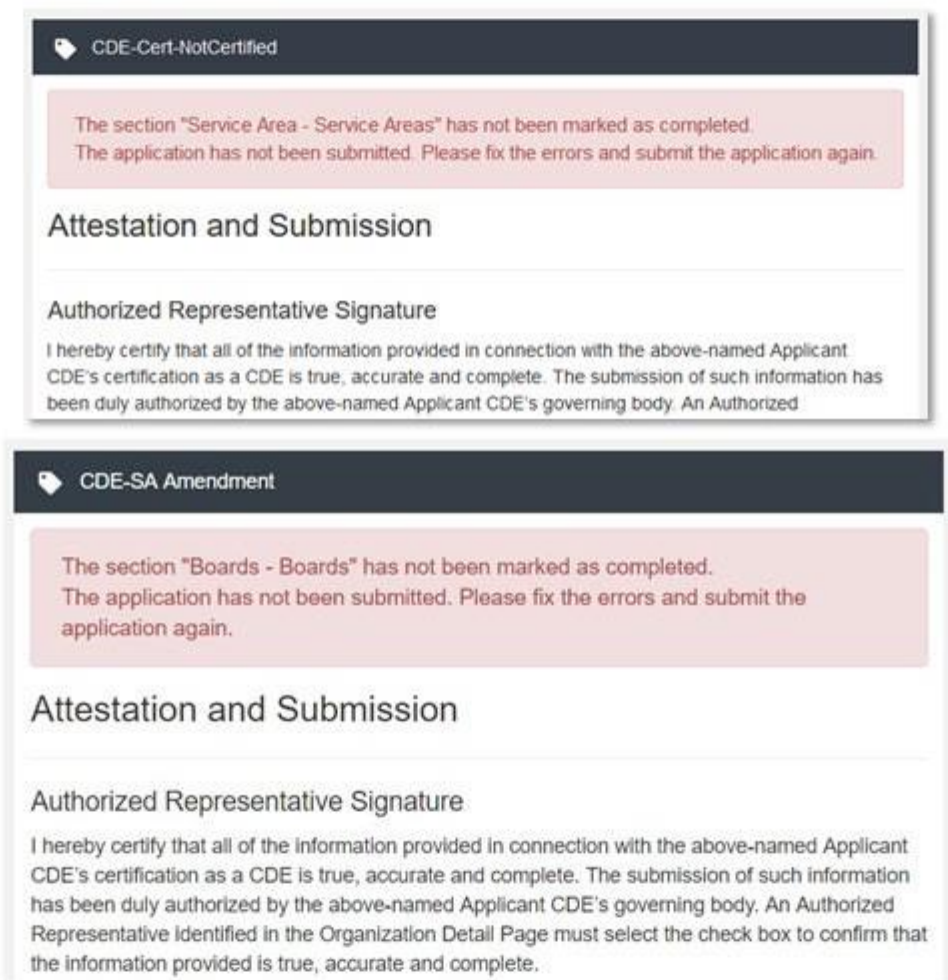


Figure 86: Application Submission- Failed Attempt Error Message

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

Figure 87: Application Submission- Successful Attempt Message

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