

OFFICE OF CERTIFICATION POLICY AND EVALUATION

CDFI CERTIFICATION APPLICATION

GUIDANCE MANUAL
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The CDFI Fund reserves the right to publish responses to select questions provided during the reporting process. This information may include, but may not be limited to organization name, date certified, financial institution type, organization's address and organization's website.

All materials are available on the CDFI Fund Website: www.cdfifund.gov.

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INTRODUCTION

Entities seeking to be certified by the Community Development Financial Institutions Fund (CDFI Fund) as Community Development Financial Institutions (CDFIs) must submit a CDFI Certification Application, in the CDFI Fund's interactive online portal, the Awards Management Information System (AMIS).

To access and complete a CDFI Certification Application, Applicants must have an active AMIS account. For information on how to create and maintain an AMIS account, please refer to [AE101: Getting Started Navigating AMIS](#). Review the [AMIS Training Manual](#) for instructions on navigating and/or modifying an AMIS account.



CDFI Certification Applicants must follow the detailed CDFI Certification Application instructions provided in this manual.

If a submitted CDFI Certification Application does not comply with either the CDFI Certification requirements or the instruction(s) in this manual, the Application will be rejected as incomplete, inaccurate, incorrect, or invalid. The CDFI Fund expects Applicants to fully review their Application for completeness, accuracy, and validity prior to submission. Entities whose CDFI Certification Applications are rejected for missing, inaccurate or invalid information will be required to submit a new Application.

NOTE: *Entities must maintain records to demonstrate the validity of all information provided in the CDFI Certification Application, as well as the Applicant's full compliance with all applicable CDFI Certification and CDFI Certification Application requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to an entity's CDFI Certification Application at any time within the five years after it has been submitted.*

NOTE: *CDFI Certification Applications cannot be reopened for modification after submission in AMIS.*

NOTE: *CDFI Certification Applications may be denied for CDFI Certification if there are inconsistencies between the Applicant's name in the Application form and any required documents.*



Applicants that acquire, are acquired by or merge with another entity(ies) or, for Applicants subject to the CDFI Certification collective review, have an entity relevant to its CDFI Certification collective review process that acquires, is acquired by or merges with another entity after the CDFI Certification Application has been submitted, but before the review has been completed must report the event to the CDFI Fund. CDFI Certification Applications from such Applicants cannot be approved, regardless of whether the Applicant is a surviving entity; and/or whether the merger or acquisition is considered a material change. In such cases, the Applicant or, if applicable, surviving entity must submit a new CDFI Certification Application after the merger or acquisition has been finalized.

CDFI CERTIFICATION APPLICATION SUBMISSION DEADLINES

A CDFI Certification Application may be submitted to the CDFI Fund through AMIS at any time, unless otherwise directed by the CDFI Fund. Entities interested in applying to any CDFI Fund funding program for which CDFI Certification may be needed for general eligibility purposes and/or to access a special provision, must review CDFI Certification-related deadlines in the relevant CDFI Fund program Notices of Funds Availability (NOFAs) or Notices of Guarantee Availability (NOGAs).

CDFI CERTIFICATION APPLICATION RESOURCE MATERIALS

Applicants are strongly encouraged to review all CDFI Certification Application resource materials available on the CDFI Fund’s website before completing and submitting a CDFI Certification Application, including the [Community Development Financial Institutions Program regulations](#) and the [Riegle Community Development And Regulatory Improvement Act Of 1994](#). The CDFI Fund may add to or update the Application materials on the website from time to time. Applicants should verify that they are referencing the most up-to-date guidance.

INVESTIGATIONS/PROSECUTIONS/FREEDOM OF INFORMATION ACT (FOIA)/CDFI FUND PUBLIC WEBSITE

The CDFI Fund, may upon request, provide any organizational information or data, collected in AMIS or otherwise provided to the CDFI Fund (e.g., CDFI Certification Application, CDFI Certification Target Market Application, Annual Certification Report, Transaction Level Report, periodic requests for additional information) to a federal, State, tribal, local, international, or foreign law enforcement agency or other appropriate authority charged with investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order.

Additionally, except for personally identifiable information (PII), information submitted to the CDFI Fund, including but not limited to the CDFI Certification Application and attachments, may be posted to the CDFI Fund’s public website, shared with other federal agencies, or accessed in connection with the Freedom of Information Act (FOIA; see 5 U.S.C. 552).

PURPOSE OF THE CDFI CERTIFICATION APPLICATION GUIDANCE MANUAL

The CDFI Certification Application Guidance manual provides CDFI Certification Applicants with instructions on how to provide information in connection with the CDFI Certification Application questions, data points, related records, and required attachments. This guidance is intended to be used in conjunction with additional CDFI Certification Application materials, all of which are available [on the CDFI Fund’s website](#).

This guidance document is a reference tool only. Applicants must enter their responses to the CDFI Certification Application-related questions and data input fields in the CDFI Certification Application form in AMIS or in related AMIS records. Attachments must also be provided in the CDFI Certification Application form in AMIS or in related AMIS records, as instructed.



CDFI Fund’s Awards Management Information System (AMIS): This guidance document does not contain detailed instructions on the technical aspects of creating, navigating through and entering information into CDFI Certification-related AMIS forms/records. For technical instructions on how to use AMIS, please refer to the general AMIS guidance materials and particularly to the [CDFI Certification Application AMIS guidance](#).

CDFI CERTIFICATION APPLICATION COMPONENTS

Application Component	Submission Method	Required?
SAM registration	Submit via SAM.gov	Required for all Applicants.
Transaction Level Report (TLR)	Submit electronically via AMIS	Required for all Applicants.
CDFI Certification Application	Submit electronically via AMIS	Required for all Applicants.

Application Component	Submission Method	Required?
CDFI Certification Accountability Records	Create/save AMIS board and board member records	Required for all Applicants.
CDFI Certification Market Record(s) (Formerly Target Market Record)	Create/save CDFI Certification Market record(s) in AMIS	Required for all Applicants.
CDFI Information Mapping System (CIMS) customized Investment Area Map(s)	Create/save in CIMS in AMIS	Required for Applicants presenting an application involving any customized Investment Area Target Market component(s) or an OTP that is not currently approved and that is not proposed to be served in all U.S. states and territories.
CIMS Map(s) for Accountability	Create/save in CIMS in AMIS	Required for Applicants presenting an application involving board members with certain sources of Accountability.

CDFI FUND CONTACT INFORMATION

Area	Website/Topic	Phone	Email
System for Awards Management (SAM)	https://www.sam.gov	866-606-8220	See website.
CDFI Certification	Application questions	202-653-0423	Submit a Service Request in AMIS (preferred) or email – OCPECert@cdfi.treas.gov
Abbreviated TLR (Non CDFI Fund Award Recipients only)	Abbreviated TLR related questions	202-653-0423	Submit a Service Request in AMIS (preferred) or email – OCPECert@cdfi.treas.gov
Long Form TLR (CDFI Fund Award Recipients only)	Long form TLR related questions	202-653-0423	Submit a Service Request in AMIS (preferred) or email – CDFI-FinancialStrategiesandResearch@cdfi.treas.gov
IT Support	Technical issues related AMIS and CIMS	202-653-0422	Submit a Service Request in AMIS (preferred) or email AMIS@cdfi.treas.gov

CDFI CERTIFICATION APPLICATION GUIDANCE STRUCTURE

[Where to Find Information on CDFI Certification Requirements](#)

The general CDFI Certification requirements are explained in general overview sections of this guidance manual. Information on requirements related to specific CDFI Certification criteria is provided in the criterion-specific sections of the manual.

[CDFI Certification Application Data Field Tables](#)

Data fields that must be completed in order to submit a CDFI Certification Application, along with information and/or instructions on how to complete them can be found in data field tables in this document.

The data field tables use the following columns or rows to identify the information needed and provide guidance on how to respond:

- **Field:** Identifies the section and question number in the Application.
- **Field Label/Question Text:** Identifies the data field label indicating the information needed or the specific question that requires a response.
- **Response:** Identifies the type of answer needed or answer options that must be used to respond to the Field Label/Question.
- **Response Information/Instruction(s):** Provides specific information and/or guidance on how to respond to the Field Label/Question. The guidance must be followed to conduct accurate analysis, provide the proper attachments, and/or enter the appropriate response in order to correctly complete a data field.
- **Field Type:** Identifies the form the response in a particular data field will take.

AMIS Field Types

The field types that will be encountered in the Application in AMIS are:

- **Attachment:** These fields allow for the upload of documents that support the requirement (e.g., community development strategy, advisory board policy).
- **Auto-populated:** These fields will be automatically populated in AMIS based on other data inputs. No data entry is required for fields that are marked “auto-populated,” but Applicants should review these fields, including auto-calculated fields, for accuracy.
- **Currency:** These fields allow the Applicant to enter currency data points and have a dollar sign in front. For example, the Applicant’s total amount of available assets/asset amount dedicated to a particular activity as of the last day of the current fiscal year/asset amounts dedicated to date is \$200,000.00.
- **Date:** Fields that request dates will display a calendar for the Applicant to select the related month, day, and year or the Applicant can enter the month, day, and year into the data field directly.
- **Look-up:** These fields allow the Applicant to search and select from existing data in AMIS. For example, when entering board(s), the Applicant can “look-up” the board(s) being presented as its means of Accountability.
- **Numeric:** These fields allow the Applicant to enter a number (that is not a dollar figure or a percentage). For example, the number of staff time hours available to the Applicant overall/dedicated to a particular activity during a typical week during the last 12 calendar months is 100.
- **Percentage:** These fields allow the Applicant to enter a percentage. For example, the current highest Annual Percentage Rate (APR) charged on any small business loans is 37%. Percentages (e.g., percentage of staff time dedicated to eligible Financial Product and/or eligible Financial Services activity, percentage of eligible Financial Product activity that is Target Market-directed) will not round to the nearest whole number and may display two or more decimals.
- **Picklist:** These fields allow the Applicant to select one or more options from a suite of choices (e.g., a dropdown of “Yes” or “No”).
- **Text or Narrative:** These fields allow the Applicant to enter text and can include Numeric characters. They are used for names and narrative responses. These fields will typically have character limits.

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.

ABOUT THE CDFI CERTIFICATION

“CDFI Certification” or “CDFI Certified” is the official U.S. Department of the Treasury designation issued by the CDFI Fund to entities that specialize in providing financing to communities and populations that lack adequate access to capital and/or Financial Services with an intent to promote economic, housing, and/or social opportunity.

CDFI Certification does not constitute an opinion by the CDFI Fund as to the effectiveness or financial viability of an entity. The questions in this application are based on existing laws, regulations, and CDFI Fund Policy.

CDFI Certification is not meant to help entities become CDFIs. Instead, it is conferred on entities that are already engaging in community development finance and can demonstrate that they are meeting all requirements in accordance with CDFI-related standards established by the CDFI Fund.

An entity may apply for CDFI certification regardless of whether or not it is seeking funding from the CDFI Fund.

GENERAL CDFI CERTIFICATION REQUIREMENTS

To be certified as a CDFI, an entity must, unless otherwise allowed in connection with certain CDFI Certification provisions, meet all of the following criteria, in some cases along with certain of its Affiliates, and if applicable, along with other entities relevant to the CDFI Certification collective review process:

- be a legal entity.
- have the promotion of community development as its binding primary mission.
- be a financing entity that predominantly engages in the provision of eligible Financial Product and/or eligible Financial Services activity¹ for at least one full 12-month fiscal year.
- substantially serve a CDFI Certification Target Market with its eligible Financial Product and, as allowed, its eligible Financial Services activity.
- provide eligible Development Services in conjunction with its eligible Financial Product and/or eligible Financial Services activity.
- have sufficient accountability to its CDFI Certification Target Market.
- be a non-government² entity.

The CDFI Certification can only be conferred on an entity that is the primary holder of a federal Employer Identification Number (EIN). If an entity does not have an EIN or it is not the primary holder of the EIN it uses (including entities disregarded for federal tax purposes that share an EIN with another group(s)), it must obtain and maintain its status as the primary holder of its own EIN to obtain and maintain the CDFI Certification.

An entity may not seek or maintain CDFI certification on behalf of another entity (e.g., Subsidiary, parent, non-existent entity).

¹ For information on what constitutes eligible Financial Product and/or eligible Financial Services activity or an eligible Financial Product transaction or an eligible Financial Service, see the key terms.

² An entity that is Controlled by a tribal government (includes both federally and state recognized tribal governments), but not by a governmental body of the United States or any of its political subdivisions is eligible for CDFI Certification. Indian tribes are not governmental bodies nor agencies or instrumentalities of the United States or any of its political subdivisions.

The CDFI Certification is linked to the primary EIN holder in connection with which it was approved. It cannot be extended to cover any other entity, including entities that may share the relevant EIN, but are disregarded for federal tax purposes or Affiliates, nor can it be transferred to an entity with a different EIN (including a successor entity formed under a new EIN).

If an EIN to which a CDFI Certification was linked ceases to exist, the CDFI Certification also ceases to exist.

There is no specific legal structure an entity must have for CDFI certification purposes. An entity can be non-profit or for-profit and it can take any of the allowed legal forms (e.g., corporation, limited liability company (LLC), partnership, sole proprietorship, etc.).

An entity is assessed for compliance with the CDFI Certification requirements as a whole and, except where allowed or required in connection with certain CDFI Certification provisions (e.g., the provision for Depository Institution Holding Companies (DIHCs) that do not engage in their own direct eligible financing activity, the collective review process, the spinoff provision, etc.), on its own merit based on how it is delineated as an entity by its EIN (i.e., a single entity, including those with multiple trade names/DBAs, can typically be identified by all operations, offices, locations, branches, divisions, programs, projects, activities, etc. for the relevant entity that are associated with the relevant EIN, excluding disregarded entities that may also use that particular EIN). This means that all of an entity's operations and activities, including all of its eligible Financial Product and/or eligible Financial Services activity, associated with the relevant EIN must be presented for review in connection with its CDFI Certification assessment (not just a subset of those operations or activities, such as a specific office(s), branch(es), division(s), department(s) or program(s) or selected eligible Financial Products/Financial Services activity, etc.) and, except where allowed or required in connection with certain CDFI Certification provisions, only that particular entity's operations and status (not those of an Affiliate(s) nor of an entity(ies) that might share the EIN) can be considered.

- **Example:** A community action agency is the primary holder of an EIN and operates a loan fund that has its own advisory board. The loan fund, however, is not legally established as its own separate entity. Because the loan fund is not an independent legal entity, nor the primary holder of its own EIN, the community action agency is the entity that could seek to obtain the CDFI Certification and it would need to meet the CDFI Certification requirements in its entirety based on all of its operations, not just based on its loan fund activity.

Upon designation as a Certified CDFI, an entity must continue to meet all CDFI Certification requirements. CDFI Certification may be revoked if the entity fails to adequately demonstrate it continues to meet CDFI Certification requirements.

NOTE: *Details on how the CDFI Fund assesses compliance with the CDFI Certification requirements are provided in the criterion-specific sections of this and other CDFI Certification guidance materials.*

ADDITIONAL CDFI CERTIFICATION REQUIREMENTS AND PROVISIONS BY ENTITY TYPE

NOTE: *For details on the following requirements and provisions, please see the information and instructions for each applicable CDFI Certification criterion in the criterion specific sections of this and other relevant CDFI Certification guidance materials.*

[Depository Institution Holding Companies \(DIHCs\), Affiliates of DIHCs, and Subsidiaries of Insured Depository Institutions \(IDIs\) – Collective Review Requirements](#)

If an entity seeking to obtain or maintain CDFI Certification is a DIHC, an Affiliate of a DIHC, or a Subsidiary of an IDI, including any such entity that is operated by or Affiliated with a tribal government, it is subject to the CDFI Certification collective review process. An entity subject to the CDFI Certification collective review process must

meet the CDFI Certification requirements based on a review of its individual compliance with those requirements as the primary entity under review, as well as in accordance with a collective review process that includes Affiliates and/or other relevant entities, other than tribal governments. No exceptions, other than for tribal governments, will be made to exclude any Affiliate or other entity that meets the collective review relevancy criteria from the collective review process, even if any such Affiliate or other entity is not itself seeking to obtain or maintain CDFI Certification and even if that other entity is a passive entity that conducts no business activity other than the ownership of stock (e.g., Employee Stock Ownership Plan (ESOP) entities).

DIHC, Affiliates of DIHCs, and Subsidiaries of IDI – Collective Review Requirements		
NOTE: <i>The CDFI Certification criteria to which the collective review process currently applies are the Primary Mission, Target Market and Accountability tests. There is no collective review in connection with the Legal Entity, Financing Entity, Development Services or Non-Government Entity requirements.</i>		
If the primary entity under review (the entity seeking to obtain or maintain CDFI Certification) is:	Entities relevant to and included in the primary entity under review’s CDFI Certification collective review process are:	DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs may obtain or maintain CDFI Certification only if:
A Depository Institution Holding Company (DIHC)	all Affiliates of the DIHC that are either bank/thrift holding companies or that engage in eligible Financial Product and/or eligible Financial Services activity	<ul style="list-style-type: none"> - they individually meet all of the standard CDFI Certification requirements (DIHCs that do not engage in their own direct eligible Financial Product activity can meet the Target Market requirements based on the eligible Financial Product and, if elected and allowed, the eligible Financial Services activity of each entity relevant to their collective review process that engages in such activity); - each entity relevant to their collective review process individually meets all applicable CDFI Certification Primary Mission, and Accountability requirements; - they and along with each entity relevant to their collective review process meet the Target Market test in the aggregate; and - in connection with the general CDFI Certification Primary Mission requirements, each Affiliate that is not relevant to their collective review process, but is relevant to the Primary Mission assessment under the general Primary Mission standards for entities with Affiliates (includes each Affiliate, other than a tribal government, that engages in eligible Financial Product and/or eligible Financial Services activity or that Controls the primary entity under review even if the Controlling entity does not engage in any eligible Financial Product or eligible Financial Services activity) individually meets all Primary Mission-related requirements applicable to such entities (see “Primary Mission for Entities with an Affiliate(s)”).*
An Affiliate of a DIHC(s)	all Affiliates of the Affiliated DIHC(s) (including entities that may not be directly Affiliated with the primary entity under review) that are either bank/thrift holding companies or that engage in eligible Financial Product and/or eligible Financial Services activity	
The Subsidiary of an Insured Depository Institution(s) (IDI(s)); which is an entity with FDIC insurance	all Affiliates of the Controlling IDI(s) that are either bank/thrift holding companies or that engage in eligible Financial Product and/or eligible Financial Services activity.	

DIHC, Affiliates of DIHCs, and Subsidiaries of IDI – Collective Review Requirements

** The requirement that entities subject to the CDFI Certification collective review also comply with the general Primary Mission standards for entities with Affiliates may add to the list of entities relevant to their Primary Mission review. This is due to each Affiliate of the entity subject to the CDFI Certification collective review, other than a tribal government, that is not relevant to their collective review process, but that engages in eligible Financial Product and/or eligible Financial Services activity or that Controls the entity subject to the collective review even if the Controlling Affiliate does not engage in any eligible Financial Product or eligible Financial Services activity would also be relevant specifically to the Primary Mission review.*

Example: A non-bank entity that Controls the primary entity under review that does not engage in its own direct eligible Financial Product and/or eligible Financial Services activity and is not an IDI, a DIHC or a bank/thrift holding company is not relevant to the primary entity under review's collective review process because it wouldn't qualify as an IDI that Controls the primary entity under review; and it isn't a DIHC or bank/thrift holding company that would be relevant regardless of whether or not it engages in eligible financing activity. If the primary entity under review is an Affiliate of a DIHC, it could have an entity(ies) that is Affiliated with the primary entity under review that engages in its own direct eligible Financial Product and/or eligible Financial Services activity but is not relevant to the primary entity under review's collective review process because it does not qualify as an Affiliate of the primary entity under review's Affiliated DIHC(s).

For the purposes of the CDFI Certification collective review:

- Each entity relevant to another entity's CDFI Certification collective review process must meet the following requirements in connection with the CDFI Certification Primary Mission test:
 - o must have the promotion of community development as its current governing leadership-approved primary mission.
 - o if the entity seeking to obtain or maintain CDFI Certification is a DIHC that does not engage in its own direct eligible Financial Product activity, each entity relevant to that DIHC's CDFI Certification collective review process that engages in eligible Financial Product and/or eligible Financial Services activity must, in addition to having the promotion of community development as its current governing leadership approved primary mission, also have had the promotion of community development as its governing leadership-approved primary mission for at least the most recent six full calendar months (in connection with the CDFI Certification Application, this is the six full calendar months prior to submission of the Application; this requirement can be met via a continuous series of acceptable missions).
 - o all applicable eligible Financial Product or eligible Financial Services activity it engages in must meet the Primary Mission-related responsible financing practice standards.
 - o in connection with the assessment of the primary entity under review's community development strategy, it must provide a description of how its mission and activities support and/or are consistent with the primary entity under review's community development mission.

NOTE: *For each entity relevant to the collective review that only engages in eligible Financial Services activity, its eligible Financial Services will be assessed in connection with the Primary Mission test but will only be included in the collective review of Target Market if the primary entity under review elects to use the Financial Product with Financial Services option for its Target Market test.*

- If the entity seeking to obtain or maintain CDFI Certification is a DIHC that does not engage in its own direct eligible Financial Product activity, at least one entity relevant to that DIHC's CDFI Certification collective review process must have been engaging in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year (based on the relevant related entity's own fiscal year timeframe, even its fiscal year timeframe is different from that of the primary entity under review).

- All eligible Financial Product and, if elected by the primary entity under review and allowed, applicable eligible Financial Services activity engaged in by an entity relevant to the CDFI Certification collective review process must be presented all together along with all eligible activity engaged in by the primary entity under review, as well as by each additional entity relevant to the primary entity's collective review process in the aggregated eligible Financial Product and, if elected by the primary entity under review and allowed, applicable eligible Financial Services activity used for the collective assessment of the primary entity under review's compliance with the Target Market requirements, in connection with which, Target Market-directed activity for each entity relevant to the collective review process is determined based solely on the CDFI Certification collective review market selected for its own use for the collective review of the applicable primary entity.
 - o The CDFI Certification collective review market for an entity relevant to another entity's collective review process can be either the allowed CDFI Certification Target Market for the primary entity under review or a Target Market component(s) that has been formally identified for the entity relevant to the collective review's own use in connection with the applicable primary entity's collective review process. Whichever market is selected for an entity relevant to the collective review in connection with a particular primary entity's review process must be used solely and consistently by the relevant related entity for that particular primary entity's collective review process for the Target Market (if applicable because relevant eligible financing is engaged in) and Accountability tests.
 - o If an entity relevant to the collective review process for another entity seeking to obtain or maintain the CDFI Certification does not engage in any eligible Financial Product activity (e.g., it only engages in eligible Financial Services activity or it is a DIHC that does not engage directly in any eligible financing at all, etc.), it will be disregarded when data on eligible Financial Product activity is being aggregated for the Target Market-related collective review of the primary entity under review.
 - o If an entity relevant to the collective review process for another entity seeking to obtain or maintain the CDFI Certification only engages in eligible Financial Services activity, its applicable eligible Financial Service(s) will only be included in the Target Market-related collective review of the entity seeking to obtain or maintain the CDFI Certification if the primary entity under review elects to use the Financial Product and Financial Services option for its Target Market test.
 - o If an entity seeking to obtain or maintain the CDFI Certification is subject to the CDFI Certification collective review process and elects to use the Financial Product and Financial Services option for its Target Market test, each entity relevant to its collective review process that does not engage in any applicable eligible Financial Services activity will be disregarded when data on the applicable eligible Financial Services activity is being aggregated for the collective review of Target Market.
- Each entity relevant to another entity's CDFI Certification collective review process must be able to demonstrate its accountability in connection with the other entity's CDFI Certification based solely on the CDFI Certification collective review market selected for its use for that particular collective review via its own governing and/or formal advisory board or, if it does not engage in its own Financial Product activity, via the accountability to its selected CDFI Certification market of an entity that Controls it, even if it has not adopted the relevant board(s) used by the Controlling entity as its own board(s).

The CDFI Certification collective review market for an entity relevant to another entity's collective review process can be either the allowed CDFI Certification Target Market for the primary entity under review or a Target Market component(s) that has been formally identified for the entity relevant to the collective review's own use in connection with the applicable

primary entity's collective review process. Whichever market is selected for an entity relevant to the collective review in connection with a particular primary entity's review process must be used solely and consistently by the relevant related entity for that particular primary entity's collective review process for the Target Market (if applicable because relevant eligible financing is engaged in) and Accountability tests.

- If a Controlling entity will be used to provide Accountability for an entity(ies) relevant to another entity's CDFI Certification collective review process, a governing leadership-approved document evidencing the applicable Control relationship must be available.
- The primary entity subject to the collective review is allowed to be used as a Controlling entity that provides Accountability to entities relevant to its CDFI Certification review that do not engage in any eligible Financial Product and/or eligible Financial Services activity if the needed Control relationship exists.
- A single Controlling entity can provide Accountability for as many entities relevant to a CDFI Certification collective review process as meet the conditions to use that provision.

Entities with an Affiliate(s) and/or Entities Subject to the CDFI Certification Collective Review – Primary Mission Requirements

- Primary Mission for entities with an Affiliate(s)

Any entity seeking to obtain or maintain CDFI Certification that has an Affiliate(s) must not only demonstrate its own compliance with the standard CDFI Certification Primary Mission requirements as the primary entity under review for CDFI Certification purposes, but must also demonstrate that each Affiliate, other than a tribal government, that Controls it or that engages in eligible Financial Product and/or eligible Financial Services activity meets the following Primary Mission-related requirements:

- it currently has a mission that supports and/or is consistent with the primary entity under review's primary mission of promoting community development;
- a description can be provided of how its mission and/or activities support and/or are consistent with the community development mission of the primary entity under review; and
- if it engages in eligible Financial Product and/or eligible Financial Services activity, that activity meets the CDFI Certification Primary Mission-related responsible financing practices standards.

- Primary Mission for entities subject to the CDFI Certification collective review (DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs)

Any entity subject to the CDFI Certification collective review (i.e., DIHC, Affiliate of a DIHC(s), or Subsidiary of an IDI(s), including any such entity operated by or Affiliated with a tribal government) must not only demonstrate its own compliance with the CDFI Certification Primary Mission requirements as the primary entity under review for CDFI Certification purposes, but must also demonstrate that each entity relevant to its CDFI Certification collective review process (entities relevant to the CDFI Certification collective review process are described in the "Requirements for DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs" above) meets the following standard Primary Mission and other applicable Primary Mission-related requirements:

- the promotion of community development is its current primary mission;

- if it engages in eligible Financial Product and/or eligible Financial Services activity and the entity seeking to obtain or maintain CDFI Certification is a DIHC that does not engage in its own direct eligible Financial Product activity, it has had the promotion of community development as its primary mission for at least the most recent six full calendar months; and
- a description can be provided of how its mission and/or activities support and/or are consistent with the community development mission of the primary entity under review; and
- if it engages in eligible Financial Product and/or eligible Financial Services activity, that activity meets the CDFI Certification Primary Mission-related responsible financing practices standards.

Each Affiliate of an entity subject to the CDFI Certification collective review that is not relevant to the CDFI Certification collective review process, but is relevant to the primary entity under review's Primary Mission assessment under the general Primary Mission standards for entities with Affiliates (includes each Affiliate, other than a tribal government, that engages in eligible Financial Product and/or eligible Financial Services activity or that Controls the primary entity under review even if that Controlling Affiliate does not engage in any eligible Financial Product or eligible Financial Services activity), must meet the Primary Mission-related requirements applicable to such entities (see "Primary Mission for Entities with an Affiliate(s)").

Each Affiliate or other entity relevant to the review of compliance with the Primary Mission requirements for another entity seeking to obtain or maintain CDFI Certification that has its own active CDFI Certification or CDE certification at the time the other entity's CDFI Certification review is being conducted, or whose sole activity at the time the other entity is being reviewed is the participation in other federal financing programs will be presumed to meet the applicable Primary Mission requirements in connection with that other entity's CDFI Certification.

For more information on the Primary Mission requirements, see the Primary Mission section of the Application form, of this guidance document and of any other applicable CDFI Certification guidance materials.

[Entities Affiliated with a Tribal Government and Tribal Governments Relevant to Another Entity's CDFI Certification Review](#)

Entities Controlled by a tribal government (includes both federally and state recognized tribal governments), but not by a governmental body of the United States or any of its political subdivisions are eligible to apply for CDFI Certification. American Indian tribes are not governmental bodies nor agencies or instrumentalities of the United States or any of its political subdivisions. An entity's connection to a tribal government will not affect its ability to meet the Non-Government Entity criteria.

Entities seeking to obtain or maintain CDFI Certification that are or are Affiliated with a tribal government and each entity relevant to another entity's CDFI Certification review that is Affiliated with a tribal government, must meet all applicable Primary Mission requirements; however, if a tribal government is relevant to another entity's CDFI Certification review, the tribal government is not required to meet any Primary Mission requirements in connection with that other entity's CDFI Certification.

[Depository Institution Holding Companies, Insured Depository Institutions, Insured Credit Unions, and State-Insured Credit Unions – Financing Entity Requirements](#)

DIHCs, IDIs, Insured Credit Unions, and State-Insured Credit Unions are presumed to meet the CDFI Certification Financing Entity requirements, provided they have been engaged in eligible financing for at least one full 12 month fiscal year (for CDFI Certification Applicants, this must be the most recently completed full 12 month fiscal year prior to submission of the Application).

DIHCs that do not engage in their own direct eligible Financial Product or Financial Services activity will be accepted as meeting the requirement related to having been engaged in eligible financing for at least one full 12 month fiscal year as long as at least one entity relevant to their CDFI Certification collective review process meets that standard (based on the relevant related entity's own fiscal year timeframe even if that timeframe is different than that of the DIHC seeking to obtain or maintain CDFI Certification).

NOTE: *Banks/thrifts that are not FDIC-insured are not currently presumed to meet the Certification Financing Entity requirements and must provide all relevant information to demonstrate that they meet those standards.*

[DIHCs That Do Not Engage in Their Own Direct Eligible Financial Product Activity – Primary Mission and Target Market Requirements](#)

If the entity seeking to obtain or maintain CDFI Certification is a DIHC that does not engage in its own direct eligible Financial Product activity meets the requirements for the CDFI Certification provision for such entities, it is eligible for CDFI Certification, even if it has not, as is normally required in connection with the CDFI Certification Financing Entity criterion, been engaged in closing eligible Financial Product transactions or delivering an eligible Financial Services(s) for at least one full 12 month fiscal year; and/or it cannot demonstrate compliance with the CDFI Certification Target Market requirements based on its own direct eligible Financial Product and, if allowed, eligible Financial Services activity.

A DIHC that does not engage in any eligible Financial Product activity is eligible for this provision even if it does engage in eligible Financial Services activity.

If the entity seeking to obtain or maintain CDFI Certification is a DIHC that does not engage in its own direct eligible Financial Product activity:

- each entity relevant to that DIHCs CDFI Certification collective review process that engages in eligible Financial Product and/or eligible Financial Services activity must not only have a current primary mission of promoting community development and meet the CDFI Certification Primary Mission-related responsible financing practices standards for its eligible Financial Product and/or eligible Financial Services activity, but it must also have had the promotion of community development as its primary mission for at least the most recent six full calendar months.
- at least one entity relevant to its CDFI Certification collective review process has been engaged in closing eligible Financial Product transactions or completing eligible Financial Services activities for at least one full 12 month fiscal year (based on the relevant related entity's own fiscal year timeframe, even if it is different than that of the DIHC seeking to obtain or maintain CDFI Certification; for CDFI Certification Applicants, this must be the most recently completed full 12 month fiscal year prior to submission of the DIHC's CDFI Certification Application).
- it must meet the CDFI Certification Target Market requirements using the collective eligible Financial Product and, if elected and allowed, relevant eligible Financial Services activity of each entity relevant to its CDFI Certification collective review process that engages in such activity.
- it must meet all other applicable CDFI Certification requirements directly and of its own accord, unless, in addition to the provision for DIHCs that do not engage in any direct eligible Financial Product activity, it also qualifies for another CDFI Certification provision that allows an alternative.

[Entities Using CDFI Certification Solely for Participation as Eligible CDFIs in the CDFI Fund's Bond Guarantee Program \(BP Program\) – Financing Entity and Arm's-Length Financial Product/Financial Services Activity Requirements](#)

If an entity is seeking to obtain or maintain CDFI Certification solely for the purpose of participating in the CDFI Fund's Bond Guarantee Program (BG Program) and meets the requirements of a CDFI Certification provision for such entities, it is eligible for CDFI Certification, even if it has not, as is normally required in connection with the CDFI Certification Financing Entity criterion, been engaged in closing eligible Financial Product transactions or delivering an eligible Financial Services(s) for at least one full 12 month fiscal year; and/or it cannot demonstrate compliance with the CDFI Certification Target Market requirements based solely on Financial Product and/or Financial Services activity for which it is a financing entity of record that is offered at arm's-length, but could if allowed to include activity with a Controlling Certified CDFI.

Entities seeking to obtain or maintain CDFI Certification solely to participate as Eligible CDFIs in the CDFI Fund's Bond Guarantee (BG) Program will be:

- considered Financing Entities, even if they are cannot meet the CDFI Certification Financing Entity requirements based on their own status, if they are Controlled by at least one Certified CDFI; they can demonstrate that either they or a Controlling Certified CDFI has been engaged in eligible financing for at least one full 12 month fiscal year (if a Controlling Certified CDFI will be used to meet the standard, the Controlling Certified CDFI's own fiscal year timeframe will be used for the test, even if that timeframe is different than that of the DIHC seeking to obtain or maintain CDFI Certification); and they meet any additional parameters and restrictions established via the applicable Notice of Guarantee Availability for the particular CDFI BG Program Application round (see 12 CFR 1805.201(b)(2)(C)(ii)).
- allowed to meet CDFI Certification requirements using non-arm's-length-Financial Product activity for which they are named as a financing entity of record in associated transaction closing documents, non-arm's-length Financial Services activity, and non-arm's-length Development Services activity if they are Controlled by at least one Certified CDFI and if the relevant activity is directed to their Controlling Certified CDFI(s). 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 CDFI Program interim regulations, 12 CFR 1805.201(b)(2)(C)(iii)).

An entity that uses a CDFI Certification provision for entities seeking to obtain or maintain CDFI Certification solely to participate in the CDFI Fund's BG Program must be able to demonstrate that an entity identified as a Controlling Certified CDFI is actually its Controlling entity.

- If an entity relying on a CDFI Certification BG Program provision will not use activity with a Controlling Certified CDFI to meet any CDFI Certification requirements, the only proof needed of the Control relationship with an entity identified as a Controlling Certified CDFI is a governing-leadership approved document evidencing that relationship.

NOTE: *Examples of documents that evidence a Control relationship between entities include a stock summary report showing that the Controlling entity owns at least 25% of the other entity's voting shares; a memorandum of understanding between the two entities that addresses the Control relationship; a copy of Subsidiary's governance document stating that the Controlling entity appoints a majority of the Subsidiary's governing board or that indicates of forms of Control; etc. The document must evidence governing leadership approval in a way accepted by the CDFI Fund for CDFI Certification purposes (see the main overview section of this guidance manual for information on the ways governing leadership approval can be evidenced).*

- If an entity relying on a CDFI Certification BG Program provision will use eligible activity with a Controlling Certified CDFI to meet any CDFI Certification requirements, the proof of the relationship with a Controlling Certified CDFI must, per the CDFI Program interim regulations, take the form of an operating agreement that includes management and ownership provisions, and that are in a form and substance acceptable to the CDFI Fund (12 CFR 1805.201(b)(2)(C)(iii)).

An entity that uses a CDFI Certification provision for entities seeking to obtain or maintain CDFI Certification solely for the purpose of participating in the CDFI Fund's BG Program must meet all applicable CDFI Certification requirements not referenced above directly and of its own accord, unless, in addition to a provision for entities seeking to obtain or maintain CDFI Certification solely for the purpose of participating in the CDFI Fund's BG Program, it also qualifies for another CDFI Certification provision that allows an alternative.



Entities that receive the CDFI Certification using a provision for participants in the BP Program will not be accepted as Certified CDFIs for CDFI Fund assistance programs other than the CDFI BG Program. If such an entity seeks access to other CDFI Fund assistance programs or to a special provision offered in connection with those other CDFI Fund assistance programs as a Certified CDFI, it must apply for CDFI Certification using the standard CDFI Certification Application process and demonstrate it meets all mandated requirements for CDFI Certification.

[Spin-off Entities – Primary Mission, Financing Entity, and Target Market Requirements](#)



The CDFI Certification Spin-off provision cannot be used if the only way a Spin-off can demonstrate compliance with a CDFI Certification requirement(s) is to use the Financial Product activity or other status of an entity that was a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off's most recently completed fiscal year timeframe.

An entity spun off, either as a new entity or as a reconfigured previously existing entity, from another entity(ies) which is or was engaged in closing an arm's-length Financial Product(s) for which it is named as a financing entity of record in the associated transaction closing documents and was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off's most recently completed fiscal year timeframe that qualifies for the CDFI Certification Spin-off provision is eligible to seek CDFI Certification, even if it or, if it is a DIHC that does not engage in any eligible Financial Product activity, an Affiliate or other entity relevant to its CDFI Certification collective review process has not, as is normally required in connection with the CDFI Certification Financing Entity criterion, been engaged in closing eligible Financial Product transactions or delivering an eligible Financial Services(s) for at least one full 12 month fiscal year; it cannot demonstrate that its primary mission was the promotion of community development for at least the most recent six full calendar months; and/or it cannot demonstrate compliance with the CDFI Certification Target Market requirements based on its own direct eligible Financial Product and, if allowed, eligible Financial Services activity.

For CDFI Certification purposes, a Spin-off is essentially an entity that will carry on some or all of the eligible Financial Product activity originally undertaken by an Affiliate(s) as long as, the Spin-off will not use the eligible Financial Product activity or other status of any entity that was a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off's most recently completed fiscal year timeframe.

While an entity using the CDFI Certification Spin-off provision does not have to meet the CDFI Certification requirements related to the length of time that eligible Financial Product and/or eligible Financial Services activity has been underway, the length of time that an acceptable primary mission of community development has been in effect or the Target Market requirements based on its own status, it must meet all other CDFI Certification requirements directly and of its own accord, unless, in addition to the Spin-off provision, it also qualifies for another CDFI Certification provision that allows an alternative.

To use the CDFI Certification Spin-off provision, an entity must meet the following conditions:

- is a separate and independent legal entity that is the primary holder of its own Employer Identification Number (EIN).
- has received at least one portfolio of Financial Product transactions transferred to it at no cost (i.e., not purchased), from a spin-off related Affiliate(s), that includes at least one eligible Financial Product transaction closed by the transferring entity at arm's-length and as a financing entity of record in the associated transaction closing documents where the transferring entity:
 - o was an Affiliate of the Spin-off at the time the eligible Financial Product portfolio transfer took place;
 - o remained Affiliated with the Spin-off as of the date the CDFI Certification Application using the Spin-off provision is submitted; and
 - o was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off's most recently completed fiscal year timeframe.
- is not using, as an eligible Spin-off-related entity, any entity that was a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off's most recently completed fiscal year timeframe and will not include the Financial Product activity or other status information of any such entity to demonstrate its compliance as a Spin-off with any of the CDFI Certification requirements.
- currently offers, in the form of eligible Financial Product activity, at least one eligible Financial Product type that is of the same type and has the same purpose as a Financial Product included in a transferred (not purchased) portfolio of Financial Product transactions received from an eligible Spin-off-related Affiliate that had a history of closing at arm's-length as the financing entity of record in the associated closing documents for at least the 12 full calendar months completed immediately prior to the relevant Financial Product portfolio transfer date (i.e., the eligible Spin-off-related Affiliate must have closed at least one transaction involving the applicable eligible Financial Product type at arm's-length and as a financing entity of record in the associated transaction closing documents as of the first day of the 12 full calendar months completed immediately prior to the relevant Financial Product portfolio transfer date).
- can demonstrate that it or at least one eligible Spin-off-related Affiliate has had the promotion of community development as its primary mission for at least the six full calendar months immediately prior to submission of the CDFI Certification Application using the Spin-off provision.
- has, at any time during the 12 full calendar months completed immediately prior to submission of its CDFI Certification Application (even if it was before it received an eligible transferred Financial Product portfolio), closed at least one eligible Financial Product transaction, which is of the same eligible Financial Product type and purpose as at least one transaction included in a Financial Product portfolio transferred to it at no cost by an eligible Spin-off-related Affiliate that the transferring Affiliate had itself closed at arm's-length and as a financing entity of record in the associated transaction closing documents at some point prior to the relevant Financial Product portfolio transfer date.

An entity using the CDFI Certification Spin-off provision must have and maintain records that clearly demonstrate that all conditions of the Spin-off provision have been met (including, but not limited to, documentation that evidences that any Financial Product portfolio it received from an entity it is claiming as an eligible Spin-off-related Affiliate was transferred to it at no cost and closing documents showing that it has closed at least one eligible Financial Product transaction, which is of the same eligible Financial Product type and has the same purpose as at least one transaction included in a Financial Product portfolio transferred to it at no cost by an eligible Spin-off-related Affiliate that the transferring Affiliate had itself closed at arm's-length and as a financing entity of record in the associated transaction closing documents at some point prior to the relevant Financial Product portfolio

transfer date. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records and/or other information related to an entity's eligibility to use the CDFI Certification Spin-off provision at any time within the five years after a CDFI Certification Application using the Spin-off provision is submitted.

Spin-Offs and the CDFI Certification Primary Mission test: As noted above, if an Applicant seeks to use the CDFI Certification provision for Spin-off entities, it must meet the CDFI Certification primary mission timeframe requirement by demonstrating that either it or an eligible Spin-off-related Affiliate (i.e., an entity from which the Spin-off received a transferred (not purchased) portfolio of Financial Product transactions that is an Affiliate as of the date the CDFI Certification Application using the Spin-off provision is submitted; was an Affiliate at the time the eligible Financial Product portfolio transfer took place; and was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off's most recently completed fiscal year timeframe whose transferred portfolio included Financial Product transactions it closed at arm's-length and as a financing entity of record in the associated transaction closing documents) had the promotion of community development as its primary mission for at least the full six calendar months immediately prior to submission of the Spin-off's CDFI Certification Application. Spinoffs also must demonstrate that each relevant current Affiliate and, if the Spinoff is subject to the CDFI Certification collective review, that each entity relevant to its collective review process each individually meet all applicable Primary Mission criteria.

Spin-Offs and the CDFI Certification Financing Entity test: For the purposes of the CDFI Certification Financing Entity test, an entity using the CDFI Certification Spin-off provision should include as part of its overall eligible Financial Product and eligible Financial Services activity asset amounts all assets that appear on its own, non-consolidated balance sheet, even if they were transferred to it by an eligible Spin-off-related entity, that are dedicated to the its eligible Financial Product or eligible Financial Services activity or were derived from a Financial Product transaction(s) closed arm's-length and as a financing entity of record in associated transaction closing documents by an eligible Spin-off-related Affiliate or from an eligible Spin-off-related Affiliate's eligible Financial Services activity.

Spin-Offs and the CDFI Certification Target Market test: If an entity is eligible for the CDFI Certification provision for Spin-offs, it must include the following Financial Product and Financial Services activity data for review in connection with the Target Market requirements:

- All eligible Financial Product transactions it closed during any part of what would have been its most recently completed fiscal year timeframe as of when the CDFI Certification application is submitted (if it was in existence and closed any eligible Financial Product transactions during that time); and all eligible Financial Product transactions received as part of a spun-off Financial Product portfolio transferred to it at no cost by each entity it is claiming as an eligible Spin-off-related Affiliate (i.e., an entity that is an Affiliate as of the date the CDFI Certification Application using the Spin-off provision is submitted; was an Affiliate at the time the Financial Product portfolio transfer took place; and was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off's most recently completed fiscal year timeframe whose transferred portfolio included Financial Product transactions it closed at arm's-length and as a financing entity of record in the associated transaction closing documents) that were closed by the transferring entity during what would have been the Spin-off's most recently completed fiscal year at the time the CDFI Certification Application is submitted and that were still on the Spin-off's balance sheet as of the CDFI Certification Application submission date; and
- If elected and allowed for a depository institution, all depository accounts held by the Spin-off entity that were still open as of the last day of what would have been its most recently completed fiscal year based on when the CDFI Certification Application is submitted (if it was in existence at that time).

NOTE: *The CDFI Certification Spin-off provision can only be used at the time an entity applies for CDFI Certification. Once an entity receives the CDFI Certification, it must be able to demonstrate ongoing compliance with all CDFI Certification requirements without relying on any elements of the Spin-off provision, with the exception that TLR*

data submitted in connection with the CDFI Certification Application may, if needed and if applicable, be included in the up to three fiscal year timeframe that can be used for the assessment of compliance with the CDFI Certification Target Market benchmark requirements even if that particular data includes Financial Product transactions that were closed by an eligible Spin-off-related Affiliate (see Spin-off-related Target Market information for more details on this).

NOTE: *Not all entities that qualify for the CDFI Certification Spin-off provision will need to use it. Some Spin-offs may be able to meet all the CDFI certification requirements without it.*

NOTE: *Entities that cannot meet the CDFI Certification requirements of their own accord cannot claim the CDFI Certification status for themselves via an Affiliated Spin-off. The CDFI certification status does not extend to a parent entity or to any other Affiliate of the Certified CDFI. The CDFI certification only covers the entity that applied for and received it.*

CDFI CERTIFICATION - DOCUMENTATION REQUIREMENTS

Entities seeking to obtain or maintain CDFI Certification must maintain records that evidence the validity of all information provided to the CDFI Fund to demonstrate compliance with the CDFI Certification requirements. This includes any document specifically required in connection with the CDFI Certification requirements (e.g., governance document; mission documentation; if applicable, advisory board policy, etc.).

Documents specifically required in connection with the CDFI Certification requirements (e.g., governance document; mission documentation; if applicable, advisory board policy, etc.) must be maintained to continuously meet the related CDFI Certification requirement(s), as well as the CDFI Certification documentation standards (see below for the general CDFI Certification documentation standards), and be available upon request, even if not specifically collected by the CDFI Fund as part of a CDFI Certification-related submission (e.g., CDFI Certification Application, Annual Certification and Data Collection Report (ACR), etc.).

For CDFI Certification Applications, if a required document does not meet the CDFI Fund's documentation standards, it will not be considered valid, which may result in the decline of the CDFI Certification Application. Required CDFI Certification documents must meet the following general standards:

- If the document is being used to substantiate the compliance of a particular entity involved in the CDFI certification review (e.g., the entity seeking to obtain or maintain CDFI Certification, an entity relevant to another entity's CDFI Certification collective review process, an Affiliate relevant to the CDFI Certification Primary Mission review, etc.) with a CDFI Certification requirement(s), the name of that entity must show clearly in the document and it must either match the current name of that entity as it appears in its AMIS account, if there is one, otherwise as it appears in the Affiliate section of the AMIS account for the entity seeking to obtain or maintain CDFI Certification or documentation filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry linking the entity name in the relevant document to the current entity name in AMIS must be provided.
- If the document needs to evidence that it is binding upon an entity involved in the CDFI Certification review and/or its approval date, there must be clear evidence, in one of the ways accepted by the CDFI Fund, of its approval by the relevant entity's governing leadership and of its approval date (see Evidence that a Document is Governing- Leadership Approved below for information on evidence of governing- leadership approval that is accepted by the CDFI Fund).
- Documents must be prepared using the English language. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.

NOTE: *In addition to the above general CDFI Certification standards for required documentation, additional standards may apply in connection with certain requirements. For example, for certain requirements, the CDFI Fund may only accept a certain type(s) of document (e.g., to document an entity’s mission, only the following document types are accepted: organizing document (e.g., articles of incorporation, charter, or similar), governing leadership-approved governance document (e.g., bylaws, operating agreement, partnership agreement, or similar), governing or managing board resolution or managing member/owner resolution/directive).*

[Evidence that a Document is Governing Leadership-Approved](#)

For CDFI Certification purposes, the CDFI Fund currently accepts the following evidence that a document is governing leadership approved:

- A statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was incorporated into the relevant document when it was ratified indicates the document was approved by the governing leadership and identifies its approval date.
- A statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the relevant document, but clearly references it, indicates the document or the governing leadership decision it records was approved by the governing leadership and specifies the approval date.
- The document includes evidence that it was filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry.
- Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was incorporated into the minutes when they were originally prepared affirms that the minutes are true and accurate.
- Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the original minutes, but clearly references the version of the minutes provided affirms that they are true and accurate.

SECTION 0 – OBTAINING CDFI CERTIFICATION-RELATED DETERMINATIONS ON NEW FINANCIAL PRODUCT TYPE(S), NEW FINANCIAL SERVICES TYPE(S), AMENDED RESPONSIBLE FINANCING PRACTICE(S), NEW DISREGARDED OR INCLUDED MAJOR USE(S) OF ASSETS/STAFF TIME, NEW TARGETED POPULATION(S)³, AND NEW/AMENDED TARGET MARKET ASSESSMENT METHODOLOGY(IES)

The CDFI Fund establishes the Financial Products, Financial Services, disregarded or included uses of assets and/or staff time, Targeted Populations, Target Market assessment methodologies and the responsible financing practices eligible for CDFI Certification purposes.

If, to meet the CDFI Certification requirements, an entity seeks to include a new similar financing product(s) as an eligible Financial Product(s) or a new similar financing service(s) as an eligible Financial Service(s); amend standards for responsible financing practices; add to the major use(s) of assets and/or staff time that can be disregarded or included; add an Other Targeted Population(s); or use an alternative or amended Target Market assessment methodology(ies), it must *first* respond to a set of questions at the start of the CDFI Certification Application. For each request to be considered, the Applicant must provide detailed information and/or justification for the CDFI Fund to review. The Applicant will not be able to continue the Application process until the CDFI Fund renders a decision on the request. When a decision is made, the Applicant may continue with the Application process and complete the Transaction Level Report and CDFI Certification Application.

If the CDFI Fund approves a new Financial Product type, new Financial Services type, new major use(s) of assets and/or staff time to be disregarded or included, new Other Targeted Population, new or amended Target Market assessment methodology, or amended standard for any responsible financing practices, it will publicly release information related to the change and update relevant list(s) or standard(s), as well as any CDFI Certification guidance materials.

[Obtaining Determination to Include New Financing Product Type\(s\) or Financing Service Type\(s\) as Eligible Financial Product\(s\) or Eligible Financial Service\(s\)](#)

CDFI Certification Applicants that seek to include financing products or services not currently recognized by the CDFI Fund as eligible Financial Products or eligible Financial Services for the purposes of meeting the CDFI Certification requirements must provide the following information for the CDFI Fund’s consideration in advance of completing and submitting their CDFI Certification Application:

- name of proposed similar financing product or similar financing service;
- type of proposed similar financing product or similar financing service;
- core consumer (i.e., what individuals or entities utilize the product or service);
- description (including rates, terms, conditions) and purpose of similar financing product or similar financing service;
- description of any protections intended to prevent the similar financing product or service from harming consumers;
- evidence that consumers are not harmed by the similar financing product or service (e.g., for a financing product, the rate of successful repayment under the original rates, terms, and conditions of that product); and
- any additional information necessary for the CDFI Fund to consider the request.

Any change made by the CDFI Fund to its eligible Financial Products and/or eligible Financial Services will be made available to all existing Certified CDFIs, as well as future CDFI Certification Applicants.

³ Targeted Population means individuals or an identifiable group of individuals meeting the requirements of 12 CFR § 1805.201(3)

Obtaining Determination to Amend a Responsible Financing Practices Standard(s)

The current responsible financing practices standards established in connection with the CDFI Certification Primary Mission test allow for certain circumstances under which eligible Financial Product or Financial Services activity involving an otherwise disqualifying financing practice(s) might still be acknowledged as serving an acceptable community development purpose and would, therefore, not prevent an entity engaging in such activity or that has an Affiliate or another entity relevant to its CDFI Certification review that engages in such activity from being able to obtain or maintain the CDFI Certification. For example, entities that offer consumer loans that exceed an annual percentage rate (APR) of 36% may still be determined eligible for CDFI Certification if certain conditions are met for that product, such as that product having, among other conditions, a default rate no greater than 5%, a limit on fees to refinance a relevant loan, and substantially equal loan payments that amortize to a zero balance. Similarly, certain otherwise disqualifying residential real estate mortgage loan characteristics are allowable for the purposes of CDFI Certification if additional criteria are met.

Entities that engage in or that have Affiliates or other entities relevant to their CDFI Certification review that engage in eligible Financial Product and/or eligible Financial Services activity that do not meet a current responsible financing practices standard(s) in connection with the CDFI Certification Primary Mission test, nor any relevant existing additional criteria that would enable such activity to still be acknowledged as serving an acceptable community development purpose, may seek an amendment to the relevant responsible financing practices standard(s).

CDFI Certification Applicants that seek to amend a CDFI Certification Primary Mission-related responsible financing practices standard(s) must provide the following information for the CDFI Fund's consideration in advance of the submission of their CDFI Certification Application:

- description of the eligible Financial Product or eligible Financial Services activity that does not meet a current CDFI Certification responsible financing practice standard(s), nor any relevant existing additional criteria that would enable such activity to still be acknowledged as serving an acceptable community development purpose in connection with the CDFI Certification;
- current responsible financing practices standard(s) that the eligible Financial Product or eligible Financial Services activity does not meet;
- explanation of why and how the eligible Financial Product or eligible Financial Services activity serves a community development purpose even though it does not meet the applicable current responsible financing practices standard(s);
- explanation of why and how the applicable current responsible financing practices standard(s) should be amended that includes a description of any protections intended to prevent the eligible Financial Product or eligible Financial Services activity from harming consumers and/or any conditions under which the eligible Financial Product or eligible Financial Services activity should be considered an acceptable community development activity even though it does not meet the applicable current responsible financing practices standard(s) (e.g., limits on rates charged, purpose, borrower characteristics, etc.);
- evidence that consumers are not harmed by the eligible Financial Product or eligible Financial Services activity even though it does not meet the applicable current responsible financing practices standard(s) (e.g., if discussing a Financial Product characteristic, the rate of successful repayment under the original rates, terms, and conditions of the Financial Product); and
- any additional relevant information.

Any amendment(s) made by the CDFI Fund to a responsible financing practice standard will be made available to all existing Certified CDFIs, as well as future CDFI Certification Applicants.

[Obtaining Determination to Add Major Use\(s\) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI Certification Financing Entity Predominance Test](#)

Entities that seek to disregard as irrelevant or include as acceptable any major use(s) of an asset(s) and/or staff time not currently eligible to be disregarded or included for the purposes of determining whether or not an entity is predominantly engaged in eligible Financial Product and/or eligible Financial Services activity in connection with the CDFI Certification Financing Entity requirements must obtain a determination from the CDFI Fund allowing the change before the related assets and/or staff time may be disregarded or included for the purposes of the Financing Entity predominance test.

CDFI Certification Applicants that seek to add any major use(s) of an asset(s) and/or staff time to the those eligible to be disregarded or included for the purposes of the CDFI Certification Financing Entity predominance test must provide the following information for the CDFI Fund's consideration in advance of the submission of their CDFI Certification Application:

- a description of what major purpose(s)/activity(ies) the asset(s) to be disregarded or included is dedicated to/derived from and/or what major activity(ies) the staff time to be disregarded or included supports;
- for an asset-related request, the name of each relevant balance sheet line item that includes assets dedicated to/derived from the relevant purpose/activity and the dollar amount for the portion of each balance sheet line item to be disregarded or included;
- for a staff time-related request, the average FTE staff time dedicated to the relevant activity to be disregarded or included;
- an explanation of how the amount of the asset(s) and/or staff time to be disregarded or included was determined;
- if seeking to disregard any major use of an asset(s) and/or staff time, an explanation of why that particular use of the asset(s) and/or staff time would incorrectly contribute to the appearance that the Applicant is not predominantly engaged in eligible Financial Product and/or eligible Financial Services activity;
- if seeking to include any major use of an asset(s) and/or staff time, an explanation of why the purpose/activity the asset(s) is dedicated to/derived from or the activity the staff time supports eligible Financial Product and/or eligible Financial Services is essential to the eligible Financial Product and/or eligible Financial Services activity; and
- a copy of an income statement and balance sheet for the entity's most recently completed fiscal year and of the entity's current fiscal year-to-date balance sheet (the current fiscal year to date balance sheet must have an as of date no more than 60 days prior to when the request is submitted) that show the entity's own, non-consolidated financial information separately and distinctly from any other entity.

Any change made by the CDFI Fund to the use(s) of assets and/or staff time eligible to be disregarded or included for the CDFI Certification Financing Entity Predominance Test practices will be made available to all existing Certified CDFIs, as well as future CDFI Certification Applicants.

[Obtaining Determination for New Targeted Population\(s\)](#)

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 CDFI Certification Target Market.

CDFI Certification Applicants that seek recognition of a new Targeted Population for CDFI Certification Target Market purposes, must provide the following information for the CDFI Fund's consideration in advance of the submission of their CDFI Certification Application:

- a name for and description of the proposed new Targeted Population, including the specific characteristic(s) used to identify members of that population;

- the geographic area to be associated with the proposed new Targeted Population (e.g., all U.S. states and territories, a specific state and/or U.S. territory or a specific set of contiguous states and/or U.S. territory(ies), a specific county or a specific set of contiguous counties, a specific census tract or a specific set of contiguous census tracts). Unless the proposed geography is all U.S. states and territories, include a map generated in the CDFI Information Mapping System (CIMS) depicting the associated geography;
- a narrative demonstrating that members of the proposed new Targeted Population experience significant unmet capital, credit and/or Financial Services needs specifically within the chosen geographic area;
- specific evidence showing that members of the proposed new Targeted Population experience disparate treatment with regard to their access to eligible Financial Products and Financial Services specifically within the chosen geographic area and, controlling for poverty and income effects, expressly because they have or are perceived to have the characteristic(s) used to identify/define the relevant population (i.e., specifically because of their actual or perceived status as members of the proposed Targeted Population; the evidence should demonstrate that the characteristic(s) that defines the proposed new Targeted Population is the determinant cause of the disparate treatment its members experience with regard to their access to eligible Financial Products and Financial Services within the chosen geographic area);
- an explanation of whether the Applicant serves the proposed new Targeted Population directly through its own eligible Financial Product or Financial Services activity and/or, for its eligible Financial Product activity only, indirectly or through its Financial Product consumers; and
- a proposed Target Market assessment methodology(ies) for determining if eligible Financial Product or eligible Financial Services activity has been directed to the new Targeted Population that, if applicable, addresses how the Applicant will ensure that any consumers of its Financial Product activity via which it may indirectly serve members of the proposed new Targeted Population are properly verifying Targeted Population status.

Any change made by the CDFI Fund to the recognized CDFI Certification Targeted Populations will be made available to all existing Certified CDFIs, as well as future CDFI Certification Applicants.

[Obtaining Determination for New or Amended Target Market Assessment Methodology\(ies\)](#)

An acceptable Target Market assessment methodology or combination of such methodologies must be used to verify whether eligible Financial Product activity or eligible depository account activity can be counted as Target Market-directed, and to assess whether board members presented as accountable in certain ways, and/or credit union members are part of a particular Target Market type(s).

Only the Target Market assessment methodologies approved by the CDFI Fund may be used when compiling CDFI Certification-related Target Market data. A list of pre-approved CDFI Certification Target Market assessment methodologies can be found on the CDFI Fund website.

Entities may request approval of a CDFI Certification Target Market assessment methodology(ies) not already allowed by the CDFI Fund or amendment of an existing methodology(ies).

CDFI Certification Applicants that seek to use a Target Market assessment methodology other than one that appears on or in a way other than that described in the list of approved CDFI Certification Target Market assessment methodologies (i.e., that seek to use a new or amended Target Market assessment methodology), including the use of programmatic proxy assessments, must provide the following information for the CDFI Fund to consider prior to submission of their CDFI Certification Application:

- the applicable Target Market type (i.e., Investment Area, Low-Income Targeted Population, or Other Targeted Population);
- a description of the proposed Target Market assessment methodology (e.g., description of the proposed methodology and/or model design, including the step-by-step process used to collect the needed data, review any documentation, and/or run the assessment model and process its results);

- all supporting or supplemental documentation;
- a description of how the proposed assessment methodology provides sufficient confidence that a Financial Product consumer, board member or credit union member can be assigned to a specific Target Market component;
- if proposing a programmatic proxy, the program's detailed eligibility criteria or the step-by-step process used to compare programmatic data to CDFI Fund parameters for the relevant CDFI Certification Target Market type (e.g., income sources, income thresholds);
- the process for recordkeeping; and
- the process for updating any methodology dependent on underlying data changes.

Applicants may attach documents that provide a fuller description of a proposed assessment methodology than what is allowed by the online request form due to character limits in the response fields.

All Target Market assessment methodologies must be used exactly as prescribed, unless and until modification of the process is authorized by the CDFI Fund. Failure to use an approved CDFI Certification Target Market assessment methodology exactly as prescribed by the CDFI Fund (or maintain related required documentation) may result in the termination of a Certified CDFI's certification.

Any change made by the CDFI Fund to the approved CDFI Certification Target Market assessment methodologies will be made available to all existing Certified CDFIs, as well as future CDFI Certification Applicants.

CDFI CERTIFICATION 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 at cdfifund.gov.

NOTE: Capitalized words or phrases throughout the CDFI Certification Application are defined terms that can be found in the CDFI Program Revised Interim Regulations, the Community Development Banking and Financial Institutions Act of 1994 (12 U.S.C. 4701 et seq.), or the most recent CDFI Fund Native American CDFI Assistance (NACA) Program Notice of Funds Availability (NOFA) or in the CDFI Certification guidance.

- (2) Review the Application and supplemental Application guidance materials provided on the CDFI Fund’s [CDFI Certification webpage](#).
- (3) Create or access an existing a [System for Award Management](#) (SAM) account to obtain or verify a Unique Entity ID (UEI) and complete a full SAM registration. Update existing SAM information for the Applicant and, if applicable, for each other entity relevant to its CDFI Certification review (e.g., each Affiliate relevant to the Primary Mission review and/or each entity relevant to the CDFI Certification collective review process).

NOTE: Questions about SAM registration or the UEI should be directed to SAM.gov via contact information identified. The CDFI Fund does not manage SAM.gov and is unable to respond to any questions related to that system.

- (4) Create or access an existing account for the Applicant in AMIS or review and, if needed update data fields on the Organization page in an existing account using the AMIS [guidance materials](#) located on the CDFI Fund’s webpage.
- (5) If applicable, create or access an existing account in AMIS for each entity relevant to the Applicant’s CDFI Certification collective review process or review and, if needed, update an existing account using the AMIS [guidance materials](#) located on the CDFI Fund’s webpage.
- (6) Verify the Employer Identification Number (EIN) for the Applicant and, if applicable, for each other entity relevant to its CDFI Certification review (e.g., each Affiliate relevant to the Primary Mission review and/or each entity relevant to the CDFI Certification collective review process) via the relevant Organization page and/or Affiliate record in AMIS.

NOTE: Each CDFI Certification Applicant must be the primary holder of its own valid EIN and be a legal entity at the time it submits the CDFI Certification Application. The Applicant’s entity name and EIN in AMIS must match its name and EIN in SAM.

- (7) Verify the Applicant’s contact information on the Organization page in its AMIS. At least one Authorized Representative must be identified in order to submit a completed CDFI Certification Application. Anyone listed as a contact in the Applicant’s 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 and legally bind on behalf of the Applicant. Consultants cannot be identified as an Authorized Representative.

- (8) Set email systems and firewalls to accept messages generated by AMIS. Contact the AMIS Help Desk via an AMIS Service Request for assistance if needed.

- (9) Create a record for each Affiliate or other entity relevant to the Applicant’s CDFI Certification review (e.g., each Affiliate relevant to the Primary Mission review and/or each entity relevant to the CDFI Certification collective review process) in the Affiliate section of the Applicant’s AMIS account.
- (10) Upload or enter transactional data to the Transaction Level Report (TLR) collection tool that supports the proposed Target Market criteria (for Investment Areas, using the eligible American Community Survey (ACS) dataset approved by the CDFI Fund) for the most recently completed fiscal year as of the date the CDFI Certification Application is submitted, either in connection with active CDFI/NACA Program funding or, if there is no active CDFI/NACA Program funding, via an abbreviated CDFI Certification-related TLR.



The following steps must be followed by the Applicant (not an Affiliate or entity relevant to the collective review process) to properly launch and submit a CDFI Certification Application.

1. Upload or enter transaction data to TLR for the Applicant and all entities relevant to the collective review.
 1. Do not certify the transactions as final, unless confident that all eligible Financial Product transactions have been entered and ready to proceed with the full application. Once the TLR is certified, transactions will no longer be able to be uploaded or edited.
2. Run the Target Market Calculator to determine if the CDFI Certification Target Market benchmark requirements are met.
3. Launch the CDFI Certification Application and respond to the questions related to Section 0 - “Obtaining CDFI Certification-related determinations on new Financial Product type(s), new Financial Services type(s), amended responsible financing practice(s), new disregarded or included major use(s) of assets/staff time, new Targeted Population(s), and new/amended Target Market assessment methodology(ies)”.
4. If a response to any question in Section 0 indicate that an Applicant does not need or want any considerations to meet the CDFI Certification requirements and the TLR(s) has been certified, begin filling out the rest of the CDFI Certification Application.
5. If a response to any questions in Section 0 indicate that an Applicant needs or wants a consideration(s) to meet the CDFI Certification requirements, determine if the Applicant can meet the CDFI Certification requirements without any considerations being approved by the CDFI Fund.
6. If the Applicant can meet the CDFI Certification requirements without any considerations being approved by the CDFI Fund, and it elects to proceed without a consideration(s), revise responses in Section 0 to reflect that no consideration(s) is needed or wanted, certify the TLR(s), and begin filling out the rest of the CDFI Certification Application. The Application will not be able to be submitted if responses in Section 0 indicate the Applicant needs or wants a consideration(s).
7. If the Applicant cannot or does not choose to meet the CDFI Certification requirements without a consideration(s) being approved by the CDFI Fund, submit Section 0. Once a determination has been received on its Section 0 request, if it still seeks to apply for CDFI Certification, ensure that all relevant TLR data still reflects the most recently completed fiscal year information (may need to be updated if a new fiscal year has ended for the Applicant or, if applicable for any entity relevant to its CDFI Certification collective review process for which a TLR must also be completed) that since the TLR data was first uploaded) and repeat the above steps starting with step 2.

8. An Applicant that passes the Target Market check and has certified all transactions in the TLR(s) as final can complete and submit the Application.
 - a. If a certified TLR(s) to be used for CDFI Certification Application purposes no longer reflects most recently completed fiscal year information (may need to be updated if a new fiscal year has ended for the Applicant or entity relevant to its CDFI Certification collective review process, for which a TLR must also be completed, since the TLR data was first uploaded), the TLR data will be considered invalid. DO NOT SUBMIT THE APPLICATION. CONTACT OCPD VIA A SERVICE REQUEST IN AMIS.

- (11) Review the CDFI Fund's CDFI Certification-related lists of eligible Financial Products, eligible Financial Services, disregarded and qualified assets/staff time, eligible Targeted Populations, and eligible Target Market assessment methodologies, as well as the list of ineligible financing practices. Prior to submitting the Application, Applicants must indicate whether they are requesting an eligibility determination for any related item it requires or would like to submit to the CDFI Fund for purposes of CDFI Certification. If any requested similar Financial Product, similar Financial Service, financing practice, asset/staff time, Targeted Population, or Target Market assessment methodology is deemed ineligible by the CDFI Fund for the requested purpose, the Applicant is prohibited from presenting that information in the CDFI Certification Application in the manner requested. See "Obtaining CDFI Certification-related determinations on new Financial Product type(s), new Financial Services type(s), amended responsible financing practice(s), new disregarded or included major use(s) of assets/staff time, new Targeted Population(s), and new/amended Target Market assessment methodology(ies)".
- (12) Create CDFI Certification market, board, board member and accountable board member records in the Applicant's AMIS account and, as applicable, in the AMIS account for each entity relevant to the Applicant's CDFI Certification collective review process.
- (13) If applicable, create board, board member and accountable board member records in the Applicant's AMIS account to demonstrate accountability in connection with the Native American CDFI designation.
- (14) If required, create a Customized Investment Area and/or Other-OTP Target Market map(s) for the Applicant and/or, as applicable, for each pertinent entity relevant to the Applicant's CDFI Certification collective review process (see the [guidance materials](#) for CIMS). If an AMIS map is not created, or the analysis demonstrates that the geography is not eligible, the respective Target Market will not be approved.
- (15) If required, create a map(s) using CIMS to demonstrate Accountability via certain sources of Accountability for the Applicant and/or, as applicable for each pertinent entity relevant to the Applicant's CDFI Certification collective review process (see the [guidance materials](#) for CIMS).
- (16) Complete and submit the full CDFI Certification Application in AMIS (including certifying the Applicant's TLR and, if applicable, the TLR for any entity relevant to the Applicant's CDFI Certification Collective review process that engages in eligible Financial Product activity and/or if applicable based on the Applicant's chosen method of meeting the CDFI Certification Target Market benchmark requirements, applicable eligible Financial Services activity). Upon submission of the CDFI Certification Application, the "Point of Contact" identified in the Application will receive notification that the Application has been received.

NOTE: *Although the Application allows for the CDFI Applicant to respond to questions in any order, you are strongly encouraged to complete 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.*

NOTE: CDFI Certification Applications cannot be reopened for modification by the Applicant after submission in AMIS.

NOTE: CDFI Certification Applications that are incomplete, or contain inaccurate, incorrect, or invalid information will be rejected. The CDFI Fund expects Applicants to fully review their Applications for completeness, accuracy, and validity prior to submission. Entities whose CDFI Certification Applications are rejected for missing, inaccurate or invalid information will be required to submit a new Application.

NOTE: CDFI Certification Applications may be denied for CDFI Certification if there are inconsistencies between the Applicant's name in the Application form and any required documents.

NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.



Applicants that acquire, are acquired by or merge with another entity(ies) or, for Applicants subject to the CDFI Certification collective review process, have an entity relevant to an Applicant's CDFI Certification collective review process that acquires, is acquired by or merges with another entity after the CDFI Certification Application has been submitted, but before the review has been completed must report the event to the CDFI Fund. CDFI Certification Applications from such Applicants cannot be approved, regardless of whether the Applicant is a surviving entity; and/or whether the merger or acquisition is considered a material change. In such cases, the Applicant or, if applicable, surviving entity must submit a new CDFI Certification Application after the merger or acquisition has been finalized.

(17) Receive CDFI Certification Application determination letter.

(18) If declined for CDFI Certification, review decline determination letter and, if desired, request a debriefing from the CDFI Fund on the decline decision.

If an entity's CDFI Certification Application is declined, a determination letter will be sent to the Authorized Representative and the point of contact identified in the Application via email. Applicants that receive denials can request a debriefing through the submission of a Service Request via AMIS. New CDFI Certification Applications can be submitted with or without a debriefing.

(19) If approved for CDFI Certification, receive the CDFI certification Agreement and a Certified CDFI Logo toolkit and sign the CDFI Certification Agreement.

If an entity's CDFI Certification Application is approved, a CDFI Certification Agreement and a Certified CDFI Logo toolkit will be sent to the Authorized Representative and point of contacts identified in the AMIS Application via email. An Authorized Representative must electronically review, sign, and return the CDFI Certification Agreement to the CDFI Fund via AMIS within 30 business days. A copy of the executed Agreement will be available in the Certified CDFI's AMIS account for future reference.

When the CDFI Certification Agreement is signed: (1) the Certification shall be administered pursuant to the General Terms and Conditions, and (2) the CDFI Certification shall be subject to further provisions, terms, conditions, requirements, certifications, and representations that are set forth in additional schedules that will be attached and become a material part of the agreement.

NOTE: Upon designation as a Certified CDFI, certain organizational information about the Applicant and its activities may be posted on the CDFI Fund’s public website for the purpose of creating a public list and description of Certified CDFIs. A copy of the CDFI Certification Agreement template can be found on the CDFI Fund website.

NOTE: Upon designation as a Certified CDFI, the CDFI will be required to meet annual reporting requirements through the submission of an Annual Certification and Data Collection Report (ACR) and TLR, no later than 180 days after its fiscal year end or as requested by the CDFI Fund.

NOTE: Upon designation as a Certified CDFI, the Certified CDFI shall maintain all CDFI Certification-related records and documentation supporting the data reported to the CDFI Fund, including supporting documents related to the initial Certification Application, for a minimum of five years after submission of the document(s) or record(s) to the CDFI Fund. Under 12 CFR 1805.201(c), the CDFI Fund will review a CDFI's certification status, as deemed appropriate, to ensure that the CDFI meets the certification requirements, as well as review the CDFI’s organizational capacity, lending activity, community impacts, and such other information that the CDFI Fund deems appropriate. Access to Applicant and/or Certified CDFI records shall also be maintained in accordance with the Freedom of Information Act (5 U.S.C. § 552) (FOIA).

Authorized Representative Signature

The Authorized Representative is required to attest to the following terms:

I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application just the same as a pen-and paper signature; I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the FOIA 5 U.S.C. 552 et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge, and belief; I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, title 218, Section 1001).

By selecting this checkbox, I agree to the terms stated above.

Name: Authorized Representative Name Selected via AMIS

Date: Electronically stamped

SECTION 0 – OBTAINING CDFI CERTIFICATION-RELATED DETERMINATIONS ON NEW FINANCIAL PRODUCT TYPE(S), NEW FINANCIAL SERVICES TYPE(S), AMENDED RESPONSIBLE FINANCING PRACTICE(S), NEW DISREGARDED OR INCLUDED MAJOR USE(S) OF ASSETS/STAFF TIME, NEW TARGETED POPULATION(S)⁴, AND NEW/AMENDED TARGET MARKET ASSESSMENT METHODOLOGY(IES) – CDFI CERTIFICATION APPLICATION DATA FIELDS – APPLICATION DATA FIELDS

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
If the Applicant requests consideration of similar Financial Products or similar Financial Services, complete questions OD01.1 through OD01.8.				
OD01	Does the Applicant want to propose a similar Financial Product or similar Financial Services that are not currently pre-approved?	Yes or No.	<p>Are the similar Financial Products or similar Financial Services offered by the Applicant something other than Financial Products or Financial Services currently allowed by the CDFI Fund?</p> <p>The CDFI Fund recognizes the following types of Financial Products: loans; 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.</p> <p>The CDFI Fund recognizes the following types of Financial Services for CDFI Certification purposes: - consumer checking accounts; consumer</p>	Picklist.

⁴ Targeted Population means individuals or an identifiable group of individuals meeting the requirements of 12 CFR § 1805.201(3)

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			<p>savings and share accounts; check cashing; money orders; certified checks; automated teller machines; money market accounts; and safe deposit box services.</p> <p>The CDFI Fund recognizes all of the above Financial Services for the purpose of meeting the CDFI Certification requirements, except in connection with the Target Market test and the Development Services test, for which only the direct holding of consumer depository accounts will be accepted as an eligible Financial Service. Depository accounts are savings/share accounts, checking accounts, and money market Accounts.</p> <p>If “Yes,” OD01.1 – ODO1.8 If “No,” skip to OD02.</p>	
OD01.1	Select the proposed activity.	Select one: <ul style="list-style-type: none"> - Similar Financial Product. - Similar Financial Service. 	Select the appropriate response to identify the activity to be presented. <p>The Applicant will need to present one Similar Financial Product or Similar</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			Financial Service at a time.	
OD01.2	Provide the name of the proposed similar Financial Product/similar Financial Service.	Enter name.	Enter the name of the similar Financial Product or similar Financial Service as presented to the consumer.	Text.
OD01.3	Provide a description of the proposed similar Financial Product/similar Financial Service and its purpose.	Narrative.	The narrative should include, but is not limited to, purpose of similar financial product or service, rates, terms, conditions, and fees.	Narrative.
OD01.4	Identify the target borrower, investee, and/or service recipient.	Narrative.	Describe who is the intended consumer for the similar Financial Product/similar Financial Service	Narrative.
OD01.5	Describe any protections that ensure the proposed similar Financial Product does not harm consumers.	Narrative.	Fully describe any guardrails intended to prevent the similar financial product or service from harming the consumer.	Narrative.
OD01.6	Provide evidence that consumers are not harmed by the proposed similar Financial Product.	Narrative.	Evidence should include, but is not limited to, the rate of successful repayments under the original rates, terms, and conditions of the product.	Narrative.
OD01.7	Provide any additional information necessary for the CDFI Fund to consider the request.	Narrative or N/A.	In addition to the responses provided above, provide any additional information deemed necessary for the consideration of the similar Financial Product or similar	Narrative.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			Financial Service proposed.	
OD01.8	Attach relevant support document(s).	Attachment(s).	Attach any relevant supporting documents deemed necessary for the consideration of the similar Financial Product or similar Financial Service proposed.	Attachment.
If the Applicant requests consideration of multiple similar Financial Products or similar Financial Services, repeat questions OD01.1 through OD01.8.				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
If the Applicant requests consideration to amend a responsible financing practices standard(s), complete questions OD02.1 through OD02.8.				
OD02	Does the Applicant want to propose an amended responsible financing practice standards?	Yes or No.	Are there financing activities in which the Applicant seeks to engage that do not meet the standards for responsible financing practices set forth by the CDFI Fund? The Applicant will need to present one proposed amended standard at a time. If "No," skip to OD03.	Picklist.
OD02.1	Describe the financing activity.	Narrative.	Fully describe the financing activity that does not meet a current CDFI Certification responsible financing practice standard(s).	Narrative.
OD02.2	Identify the current standard the financing activity does not meet.	Narrative.	State the current responsible financing practices standard(s) set by the CDFI Fund that the financing activity does not meet.	Narrative.
OD02.3	Describe how the financing activity serves a	Narrative.	Fully describe how the Applicant believes the	Narrative.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	community development purpose.		financing activity serves a community development purpose.	
OD02.4	Describe any protections that ensure the financing activity does not harm consumers and/or conditions under which the financing activity should be considered an acceptable community development activity.	Narrative.	<p>Explain why and how the applicable current responsible financing practice standard should be amended.</p> <p>Fully describe any guardrails provided that intends to prevent the financing activity from harming the consumer and/or how the financing activity should be considered an acceptable community development activity.</p>	Narrative.
OD02.5	Provide evidence that consumers are not harmed.	Narrative.	<p>If discussing a financial product characteristic, evidence should include, but be not limited to, the rate of successful repayments under the original rates, terms, and conditions of the product.</p> <p>Provide evidence that consumers are not harmed by the eligible Financial Product or Financial Service activity even though it does not meet the applicable current responsible financing practice standard.</p>	Narrative.
OD02.6	Provide any additional information necessary for the CDFI Fund to consider the request.	Narrative.	In addition to the responses provided above, provide any additional information deemed necessary for the consideration of any amendments to the responsible financing practice proposed.	Narrative.
OD02.7	Attach relevant support document(s).	Attachment(s).	Attach any relevant support documents deemed necessary for the consideration of the responsible financing practice proposed.	Attachment.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
If the Applicant requests amendment of multiple financing practice standards, repeat questions OD02.1 through OD02.7				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
If the Applicant requests consideration of major uses(s) of an asset(s) and/or staff time to be eligible to be disregarded or included, complete questions OD03.1 through OD03.8.				

OD03	Does the Applicant want to propose major assets and/or staff time to be disregarded or included for purposes of the Financing Entity predominance test?	Yes or No.	Does the Applicant seek to disregard or include a major use(s) of an asset(s) and/or use of staff time for the purposes of the Financing Entity predominance test other than those allowed by the CDFI Fund? If “No,” skip to OD04.	Picklist.
OD03.1	Does the Applicant seek to disregard or include major assets and/or staff time?	Select one: - Include major assets and/or staff time. - Disregard major assets and/or staff time.	The Applicant will need to specify whether it is seeking to include or disregard a major asset and/or use of staff time to include or major asset and/or use of staff time to disregard one at a time.	Picklist.
OD03.2	Provide a description of the major assets and/or staff time to be disregarded or included.	Narrative.	The narrative should include, but not be limited to, the line item(s) of the major asset, and description of the major asset or use of staff time.	Narrative.
OD03.3	Enter the dollar amount for the portion of the balance sheet line item(s) to be disregarded or included, and the name of the balance sheet line item(s).	Enter dollar amount and name of balance sheet line item.	Enter the name of the balance sheet line item and associated dollar amount for the asset requested to be disregarded or included.	Text.
OD03.4	Enter the average FTE staff time to be disregarded.	Enter average FTE staff time.	Enter the average FTE staff time for the activity that is requested to be disregarded.	Text.
OD03.5	How did the Applicant determine the amount of the major asset(s) and/or staff time to be disregarded or included?	Narrative.	Describe how the Applicant determined the amount of the major asset(s) and/or FTE staff time to be disregarded or included.	Narrative.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
OD03.6	If seeking to disregard any major asset(s) and/or staff time, provide an explanation for why the major asset(s) and/or staff time incorrectly appears to indicate the Applicant is not predominately a financing entity.	Narrative.	Provide an explanation for why the major asset(s) and/or staff time to be disregarded incorrectly appears to indicate the Applicant is not predominately a financing entity.	Narrative.
OD03.7	If seeking to include any major asset(s) and/or staff time, provide an explanation for why the major asset(s) and/or staff time dedicated to this activity is essential for the Applicant to conduct its Financial Product and/or Financial Services activity.	Narrative.	Provide an explanation for why the major asset(s) to be and/or FTE staff time to be included is essential for the Applicant to conduct its Financial Product and/or Financial Services activity.	Narrative.
OD03.8	Attach Applicant's most recently completed fiscal year balance sheet and income statement, and current fiscal year-to-date balance sheet.	Attachment(s).	Attached the Applicant's recently completed fiscal year balance sheet and income statement, and current fiscal year-to-date balance sheet.	Attachment.
If the Applicant requests consideration of multiple major assets and/or staff time to be disregarded or included, repeat questions OD03.1 through OD03.8.				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
If the Applicant requests consideration of Targeted Populations, complete questions OD04.1 through OD04.9. For each proposed Targeted Population, the Applicant also must submit a proposed Target Market assessment methodology for that Targeted Population.				
OD04	Does the Applicant want to propose additional Targeted Population(s)?	Yes or No.	Select the appropriate response. Does the Applicant want to propose a Targeted Population other than those currently approved by the CDFI Fund? The Applicant will need to present one proposed Targeted Population at a	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			time. If “No,” skip to OD05.	
OD04.1	Provide the name of/for the Targeted Population.	Enter Name.	Identify the name of/for the proposed Targeted Population.	Text.
OD04.2	Provide a description of the Targeted Population.	Narrative.	Fully describe the proposed Targeted Population.	Narrative.
OD04.3	Identify the geographic location of the Targeted Population intended to be served.	Enter geography.	Describe the geography in which the proposed Targeted Population is intended to be served. This can include but is not limited to a local area (county(ies), state(s), region(s), and/or in all U.S. states and territories.	Text.
OD04.4	Unless “national,” enter map name of geography created in CIMS.	Enter Map Name.	If the Applicant is presenting a geography, other than all U.S. states and territories, use CIMS to create a map of the proposed geography. Enter the map name.	Text.
OD04.5	Provide a narrative that demonstrates that the specific Targeted Population has significant unmet capital for Financial Services needs.	Narrative.	Provide information that evidences the significant unmet capital and/or financial services needs of the Targeted Population. The supporting evidence must pertain specifically to the Targeted Population proposed, in the geographic area designated for that population. Also include information that evidences the population cannot be served through an eligible Investment Area.	Narrative.

Response Information/Instruction(s):

The following are examples of potentially acceptable data sources to ODO4.5:

Mortgage (Home Mortgage Disclosure Act – HMDA) and small business lending data indicating that traditional financial institutions do not serve the group or decline individuals from the group at a higher rate than other groups.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
<p>Studies indicating inadequate access to capital or high levels of loan or account denials by traditional financial institutions among members of the OTP in the geographic area.</p> <p>Information showing an inadequate number of bank branches or other traditional financial institutions within the geographic area.</p> <p>Data regarding the proliferation of high cost/predatory lenders within the geographic area.</p> <p>Data that demonstrate that a larger and significant portion of the OTP is “unbanked” when compared to other populations.</p>				
OD04.6	Identify whether the Applicant serves the members of the Targeted Population directly or indirectly.	Select all that apply: - Directly. - Indirectly.	Select the appropriate response that identifies whether or not the Applicant serves the members of the Targeted Population directly or indirectly (e.g., through borrowers or investees that serve such members).	Picklist.
OD04.7	Provide a description of the specific evidence showing the proposed Targeted Population has disparities, controlling for poverty and income effects, in their access to Financial Products and Services for the geographic population service area.	Narrative.	Provide specific evidence showing the proposed Targeted Population has disparities, controlling for poverty and income effects, in their access to Financial Products and Services for the geographic population service area.	Narrative.
OD04.8	Attach the specific evidence used to demonstrate support of the need.	Attachment(s).	Attach the specific evidence used to demonstrate support of the need.	Attachment.
OD04.9	Provide any additional information necessary for the CDFI Fund to consider the request.	Narrative or N/A.	In addition to the responses provided above, provide any additional information deemed necessary for the consideration of the Targeted Population proposed or enter N/A.	Narrative.
<p>If the Applicant requests consideration of multiple Targeted Populations, repeat questions OD04.1 through OD04.9.</p>				

STOP: For each proposed Targeted Population, the Applicant also must propose the related Target Market assessment methodology for that Targeted Population.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
OD05	Does the Applicant want to propose other Target Market assessment methodologies?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant wants to propose Target Market methodologies other than the Target Market methodologies currently allowed by the CDFI Fund?	Picklist.
OD05.1	Identify the applicable Target Market Type.	Select one: <ul style="list-style-type: none"> - Investment Area. - Low-Income Targeted Population. - Other Targeted Population. 	Select the appropriate response to identify the Target Market associated with the Target Market methodology being proposed.	Picklist.
OD05.2	Describe the assessment methodology	Narrative.	The narrative should include, but not be limited to, the step-by-step process used to collect the data, review any documents, and/or run the model and process its results.	Narrative.
OD05.3	Attach any supporting or supplemental documentation necessary to provide a full description of the proposed assessment methodology.	Attachment.	In addition to the responses provided above, provide any supporting or supplemental documentation deemed necessary to fully describe the proposed assessment methodology.	Attachment.
OD05.4	Describe how the proposed assessment methodology provides sufficient confidence that a transaction can be assigned to a specific Target Market.	Narrative.	Fully describe how the proposed assessment methodology provides sufficient confidence that a Financial Product consumer, board member or credit union member can be assigned to a specific Target Market component.	Narrative.
OD05.5	If proposing a programmatic proxy,	Narrative.	Fully describe the programmatic proxy being	Narrative.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	provide the program’s detailed eligibility criteria or the step-by-step process used to compare programmatic data to CDFI Fund definitions.		proposed, including but not limited to, income sources and/or income thresholds. If the Applicant is not proposing a programmatic proxy, enter NA.	
OD05.6	Describe the process for recordkeeping as well as updating any methodology dependent on underlying data changes.	Narrative.	Fully describe the recordkeeping process and how the Applicant will update any methodology that is dependent on changes to underlying data.	Narrative.
OD05.7	Provide any additional information necessary for the CDFI Fund to consider the request.	Narrative.	In addition to the responses provided above, provide any additional information deemed necessary for consideration of the methodology being proposed.	Narrative.
If the Applicant requests consideration of multiple Target Market assessment methodologies, repeat questions OD05.1 through OD05.7.				

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

If you have not identified the need for a consideration, in questions OD01, OD02, OD03, OD04, and OD05 – or upon receipt of a determination, if you still wish to proceed – you must certify the Transaction Level Data and rerun the Target Market calculator before completing and submitting the CDFI Certification Application.

BASIC INFORMATION

The Basic Information section of the CDFI Certification Application collects general information about the CDFI Certification Applicant and, if applicable, each Affiliate or other entity that must be reviewed along with the Applicant as part of the assessment of its compliance with the CDFI Certification requirements.

Certain information in the Basic Information section will be auto-populated based on data from the Applicant's AMIS account or from the AMIS account of an Affiliate or other entity relevant to the review.

To ensure that accurate information is auto-populated into the CDFI Certification Application form, data in the Applicant's AMIS account and, if applicable, in the AMIS account for each Affiliate or other entity relevant to the Applicant's CDFI Certification review must be up to date.

NOTE: *CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.*

Completing the CDFI Certification Application Basic Information Section

To complete the Basic Information section of the CDFI Certification Application, Applicants will:

- create an AMIS account for itself or review and, if needed, update data fields on the Organization page in an existing account.
- if applicable, create a record for each Affiliate or other entity relevant to the Applicant's CDFI Certification review in the AMIS Affiliate section of the Applicant's AMIS account.
- if applicable, create an AMIS account for each Affiliate or other entity relevant to its CDFI Certification review or review and, if needed, update existing accounts.
- review and, if needed, provide or correct any information intended to be auto-populated into the CDFI Certification Application Basic Information section fields.



If information in the CDFI Certification Application that is supposed to be auto-populated from the Applicant's or another entity's AMIS account is missing or inaccurate, that information must be provided or updated in the relevant AMIS account and correctly auto-populated in the CDFI Certification Application form prior to submission of that form. To update AMIS account data that can be modified directly by the account holder, follow the instructions in the AMIS guidance. For assistance with AMIS account data that can only be updated by the CDFI Fund, an AMIS Service Request should be submitted.

- complete the non-auto-populated Basic Information section fields.
- attach copies of all required documentation.

NOTE: *If, in accordance with an exception made by an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry, an entity does not have a governance document (bylaws, operating agreement, partnership agreement, or similar), a document that explains that situation, that is signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) and that includes the governing leader/official Corporate*

Secretary’s signature date must be provided, along with documentation from the relevant government or tribal government agency that verifies the exception.

The name of the Applicant and, if applicable, of each Affiliate or other entity relevant to the Applicant’s CDFI Certification review that shows in the CDFI Certification Application must match the entity name as it is registered in the federal government’s System for Award Management (SAM) at SAM.gov, or the Application will be rejected. As discussed in more detail under Legal Entity, entities seeking to obtain or maintain CDFI Certification and, if applicable, each Affiliate or other entity relevant to their CDFI Certification review must have a UEI generated by SAM and must maintain an active and valid SAM registration at [SAM.gov](https://sam.gov).



Information collected in the “Basic Information – Board and Executive Staff Demographic information – Applicant” section is not assessed as part of the CDFI Certification review and has no bearing on the CDFI Certification determination.

Basic Information – Applicant – CDFI Certification Application Data Fields

Field	Field Label/Question Text	Response	Field Type
BI01	Applicant – Entity Name	[Auto-populated from the Applicant’s AMIS account.]	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Reflects the entity name entered on the Organization page (Details tab) of the Applicant’s AMIS account.</p> <p>Must be the legal name of the Applicant entity as it appears in all relevant legal documents such as the Applicant’s organizing documentation (e.g., articles of incorporation, charter or similar) and that was used for its SAM registration at SAM.gov or the Application will be rejected. DBA/trade/assumed/fictitious names are not allowed. Please make sure spelling, punctuation, and capitalization, are all correct.</p> <p>If the entity name in this field is not the Applicant’s exact legal name as it appears in its SAM registration, please contact the CDFI Fund via an AMIS Service Request to have it corrected before the CDFI Certification Application is submitted.</p>			
BI02	Applicant – Financial Institution Type	[Auto-populated from the Applicant’s AMIS account.]	Auto-populated.
<p>Reflects the selection made on the Organization page (Details tab) of the Applicant’s AMIS account.</p> <p>If the data in this field is not accurate, please contact the CDFI Fund via an AMIS Service Request to have it corrected before the CDFI Certification Application is submitted.</p>			
BI03	Applicant – Depository Institution Holding Company	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” if the Applicant is a Depository Institution Holding Company (DIHC) as defined in the Definitions section of the CDFI Program interim regulations (section 104; 12 CFR Part 1805.104).</p>			

Field	Field Label/Question Text	Response	Field Type
<p>DIHC is defined in the Definitions section of the CDFI Program interim regulations (section 104; 12 CFR Part 1805.104) as 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)).</p>			
BI04	Applicant – Minority Depository Institution	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” only if the Applicant is a depository institution that has been designated as a Minority Depository Institution (MDI) by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).</p> <p>If the Applicant is not a depository institution, it must answer “No” to this question.</p> <p>To verify MDI status, see the list of FDIC-designated MDIs here and NCUA-designated MDIs here.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – depository institution. 			
BI05	Applicant – EIN	[Auto-populated from the Applicant’s AMIS account.]	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Reflects information entered on the Organization page (Details tab) of the Applicant’s AMIS account.</p> <p>If the data in this field is not accurate, please contact the CDFI Fund via an AMIS Service Request to have it corrected before the CDFI Certification Application is submitted.</p>			
BI06	Applicant – Unique Entity ID	[Auto-populated from Applicant’s AMIS account.]	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Reflects information entered on the Organization page (Details tab) of the Applicant’s AMIS account.</p> <p>Must be the Unique Entity ID generated by SAM at SAM.gov.</p> <p>If the data in this field is not accurate, please contact the CDFI Fund via an AMIS Service Request to have it corrected before the CDFI Certification Application is submitted.</p>			
BI07	Applicant – Date of Incorporation/Organization/Establishment	[Auto-populated from the Applicant’s AMIS account.]	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Reflects information entered on the Organization page (Details tab) of the Applicant’s AMIS account.</p> <p>An entity’s date of incorporation/organization/establishment is the date it was first officially registered with an</p>			

Field	Field Label/Question Text	Response	Field Type
<p>appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry.</p> <p>The date of incorporation/organization/establishment showing in this field must match the date of registration with a relevant government or tribal government agency evidenced in the Applicant’s official incorporation/organization/establishment documentation (will typically be the date the incorporation/organization/establishment paperwork was filed with or approved by the relevant government or tribal government agency).</p> <p>If the data in this field is not accurate, please contact the CDFI Fund via an AMIS Service Request to have it corrected before the CDFI Certification Application is submitted.</p>			
BI08	Applicant – Fiscal Year End Month	[Auto-populated from the Applicant’s AMIS account.]	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Reflects information entered on the Organization page (Details tab) of the Applicant’s AMIS account.</p> <p>If the data in this field is not accurate, please contact the CDFI Fund via an AMIS Service Request to have it corrected before the CDFI Certification Application is submitted.</p>			
BI09	Applicant – Fiscal Year End Day	[Auto-populated from the Applicant’s AMIS account.]	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Reflects information entered on the Organization page (Details tab) of the Applicant’s AMIS account.</p> <p>If the data in this field is not accurate, please contact the CDFI Fund via an AMIS Service Request to have it corrected before the CDFI Certification Application is submitted.</p>			
BI10	Can the Applicant meet the CDFI Certification requirements based on its own arm’s-length, on-balance sheet Financial Product and/or, as allowed, its own direct arm’s-length Financial Services activity?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” only if the Applicant can meet all CDFI Certification requirements based on its own direct arm’s-length, on-balance sheet Financial Product activity and, as allowed, its own direct arm’s-length Financial Services activity.</p> <p>Select “No,” if the Applicant cannot meet all CDFI Certification requirements based on its own direct arm’s-length, on-balance sheet Financial Product activity and, as allowed, its own direct arm’s-length Financial Services activity.</p>			

Field	Field Label/Question Text	Response	Field Type
<p>If an option to indicate that the CDFI Certification Spin-off provision is being used is not available, use field BI-11 and BI-11.1 to indicate that that particular provision will be used.</p> <p>By arm’s-length, on-balance sheet Financial Product activity, the CDFI Fund means activity involving all eligible Financial Product types offered at arm’s-length and for which the entity claiming to provide the product(s) is named as a financing entity of record in the associated transaction closing documents.</p> <p>Meeting all CDFI Certification requirements based on the Applicant’s own direct own direct arm’s-length, on-balance sheet Financial Product activity and, as allowed, its own direct arm’s-length Financial Services activity includes being able to demonstrate that it had closed such a Financial Product transaction or provided such a Financial Service as of the first day of its most recently completed full 12 month fiscal year.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – on-balance sheet Financial Product activity/transaction. 			
<p><i>BI10.1 – will only appear if the response for the preceding field is “No”.</i></p>			
BI10.1	<p>If “No,” identify the CDFI Certification provision(s) the Applicant seeks to use that either enables it to use the Financial Product or Financial Services activity of an Affiliate(s) or to use on-balance sheet Financial Product activity with an Affiliated Controlling Certified CDFI to meet the CDFI Certification requirements.</p>	<p>Select all that apply:</p> <ul style="list-style-type: none"> - Applicant seeks to use the CDFI Certification provision for Spin-off entities. - Applicant will use the CDFI Certification solely to participate in the BG Program and is Controlled by a Certified CDFI. - Applicant is a DIHC that does not engage in its own direct eligible Financial Product activity and is relying on the entities relevant to its collective review process to meet the CDFI Certification requirements. 	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the provision(s) the Applicant is seeking to use if it will rely on another eligible entity and/or it will use non-arm’s-length Financial Product and/or, as allowed, Financial Services activity with a Controlling Certified CDFI to help it meet one or more CDFI Certification requirements.</p> <p>If the Applicant seeks to use the CDFI Certification Spin-off provision and an option to indicate that is not available, use fields BI-11 and BI-11.1 to indicate that that particular provision will be used.</p> <p>If the response for the preceding field is “No,” and the Applicant is not a Spin-off, it is not a DIHC that does not engage in its own direct eligible Financial Product activity and it is not using the CDFI Certification solely for participation in the CDFI Fund’s BG Program, it cannot be certified as a CDFI.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – on-balance sheet Financial Product activity/transaction; - Spin-off provision; - provision for entities using the CDFI Certification solely for participation in the CDFI Fund’s Bond Guarantee Program; - provision for DIHCs that do not engage in their own direct eligible Financial Product activity. 			

Field	Field Label/Question Text	Response	Field Type
BI11	Has the Applicant completed at least one full 12-month fiscal year since the date of its incorporation/organization/establishment documentation was filed with or approved by the appropriate authorizing agency?	Yes or No.	Picklist.

Response Information/Instruction(s):

Select “Yes,” only if the Applicant had directly closed at least one eligible Financial Product transaction or directly provided at least one eligible Financial Service as of the first day of its most recently completed full 12 month fiscal year.

While the label/question for this field indicates that the Applicant’s response should reflect whether or not it has been in existence for at least one full 12 month fiscal year, the response should actually reflect whether or not the Applicant has engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year (i.e. it had directly closed at least one eligible Financial Product transaction or directly provided at least one eligible Financial Service as of the first day of its most recently completed full 12 month fiscal year).

If the Applicant has not been in existence long enough to have completed one full 12 month fiscal year, it must respond “No” to this question.

Review the following information before completing this field:

- key term – eligible Financial Product activity/transaction;
- key term – eligible Financial Services activity/Financial Service.

BI11.1 – will only appear if the response for the preceding field is “No”.

BI11.1	If “No,” identify the exception(s) to the CDFI Certification requirement that at least one full 12 month fiscal year has passed since an entity began its eligible financing activity.	Select all that apply: <ul style="list-style-type: none"> - Applicant seeks to use the CDFI Certification provision for Spin-off entities. - Applicant is a DIHC that does not engage in its own direct Financial Product or Financial Services activity and is relying on the activity of an Affiliate(s) to meet the CDFI Certification requirements. 	Picklist.
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Response Information/Instruction(s):

Select the provision(s) the Applicant is seeking to use if it will rely on another eligible entity and/or it will use non-arm’s-length Financial Product and/or Financial Services activity with a Controlling Certified CDFI to meet the requirement that eligible Financial Product and/or eligible Financial Services activity has been engaged in for at least one full 12 month fiscal year.

If the Applicant seeks to use a provision for entities using the CDFI Certification solely to participate in the BG Program and an option to indicate that is not available, use fields BI-10 and BI-10.1 to indicate that that

Field	Field Label/Question Text	Response	Field Type
<p>particular provision will be used.</p> <p>If the response for the preceding field is “No,” and the Applicant is not a Spin-off, it is not a DIHC that does not engage in its own direct eligible Financial Product activity and it is not using the CDFI Certification solely for participation in the CDFI Fund’s BG Program, it cannot be certified as a CDFI.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – eligible Financial Product activity/transaction; - key term – eligible Financial Services activity/Financial Service; - Spin-off provision; - provision for entities using the CDFI Certification solely for participation in the CDFI Fund’s Bond Guarantee Program; - provision for DIHCs that do not engage in their own direct eligible Financial Product activity. 			
BI12	<p>If the Applicant seeks to use a CDFI Certification provision for entities seeking CDFI Certification solely for participation in the CDFI Fund’s BG Program:</p> <p>Identify the Certified CDFI that Controls the Applicant.</p>	Select the Certified CDFI Affiliate from Picklist.	Look-up.
<p>Use the look-up function in this field to find a Certified CDFI that Controls the Applicant correct entity and then enter that entity name as the chosen response by selecting it from the look-up results list.</p> <p>The Certified CDFI that Controls the Applicant must be listed as a related entity via an Affiliate record in the Affiliates section on the Organization page (Related tab) in the Applicant’s AMIS account.</p> <p>If the Applicant is not Controlled by a Certified CDFI, it cannot rely on a provision for entities using the CDFI Certification solely for participation in the CDFI Fund’s BG program to meet the CDFI Certification requirements.</p> <p>If either the Applicant or a Controlling Certified CDFI has not been engaged in eligible Financial Product or eligible Financial Services activity for at least one full 12 month fiscal year, the Applicant cannot rely on a provision for entities using the CDFI Certification solely for participation in the CDFI Fund’s BG program to meet the CDFI Certification requirements.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – Control, Controlled, or Controlling; - provision for entities using the CDFI Certification solely for participation in the CDFI Fund’s Bond Guarantee Program. 			
BI13	<p>If the Applicant is a DIHC that does not engage directly in the provision of Financial Products and/or Financial Services:</p>	Select the Affiliate from Picklist.	Look-up.

Field	Field Label/Question Text	Response	Field Type
	Identify the Affiliate that has completed at least one full 12-month fiscal year prior to submission of the CDFI Certification Application.		
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find an entity relevant to the DIHC Applicant’s CDFI Certification collective review process that had directly closed at least one eligible Financial Product transaction or directly provided at least one eligible Financial Service as of the first day of its most recently completed full 12 month fiscal year and then enter that entity name as the chosen response by selecting it from the look-up results list.</p> <p>While the label/question for this field indicates that it is only relevant to DIHC Applicants that do not engage in eligible Financial Product nor eligible Financial Services activity, the field will be completed for any DIHC Applicant that does not engage in eligible Financial Product activity regardless of whether or not it directly provides any eligible Financial Service(s).</p> <p>While the label/question for this field indicates that any Affiliate that meets the standard of having been in existence for at least one full 12 month fiscal year can be presented, the identified entity must be one that is relevant to the DIHC Applicant’s CDFI Certification collective review process and that has been engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year.</p> <p>If at least one entity relevant to the DIHC Applicant’s CDFI Certification collective review process has not been in existence long enough to have completed one full 12 month fiscal year, it cannot be presented as having been engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 months fiscal year.</p> <p>The full 12 month fiscal year timeframe used in connection with this provision is not the Applicant’s fiscal year timeframe but is instead the fiscal year timeframe used by the entity relevant to the Applicant’s CDFI Certification collective review process.</p> <p>Each entity relevant to the Applicant’s CDFI Certification collective review process must be listed as a related entity via an Affiliate record in the Affiliates section on the Organization page (Related tab) in the Applicant’s AMIS account.</p> <p>If a DIHC that does not directly engage in its own eligible Financial Product activity does not have at least one entity relevant to its CDFI Certification collective review process that had directly closed at least one eligible Financial Product transaction or directly provided at least one eligible Financial Service as of the first day of its most recently completed full 12 month fiscal year, that DIHC is not eligible for CDFI Certification.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – eligible Financial Product activity/transaction; - key term – eligible Financial Services activity/Financial Service; - provision for DIHCs that do not engage in their own direct eligible Financial Product activity. 			
<p><i>BI13.1 – will only appear if the Applicant has indicated that it is a DIHC that does not directly engage in its own eligible Financial Product activity.</i></p>			

Field	Field Label/Question Text	Response	Field Type
BI013.1	Affiliate date of incorporation.	[Auto-populated from Applicant’s AMIS account.]	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Reflects information entered in the record for the entity relevant to the Applicant’s CDFI Certification collective review process from the Affiliates section on the Organization page (Related tab) in the Applicant’s AMIS account.</p> <p>If the data in this field is not accurate, please contact the CDFI Fund through a Service Request to have it corrected before the CDFI Certification Application is submitted.</p>			
BI14	Is the CDFI Certification Applicant an Affiliate of a DIHC?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” if the Applicant is an Affiliate of a Depository Institution Holding Company(ies) (DIHC(s)).</p> <p>If the Applicant is an Affiliate of a DIHC(s), it is subject to the CDFI Certification collective review requirements.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – Affiliate; - key term – Control, Controlled, or Controlling; - key term – Depository Institution Holding Company (DIHC). 			
BI15	Is the CDFI Certification Applicant a Subsidiary of an IDI?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” if the Applicant is a Subsidiary of an Insured Depository Institution(s) (IDI(s)).</p> <p>If the Applicant is a Subsidiary of an IDI(s), it is subject to the CDFI Certification collective review requirements.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – Subsidiary; - key term – Control, Controlled, or Controlling; - key term – Insured Depository Institution (IDI). 			
BI16	Does the Applicant issue stock?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response.</p> <p>If the Applicant issues stock, the stock ownership will be assessed to determine if, via stock ownership, the Applicant is Controlled by a DIHC or an IDI and is therefore the Affiliate of a DIHC (via being the Subsidiary of a DIHC) or the Subsidiary of an IDI and, as such, is subject to the CDFI Certification collective review requirements.</p>			

Field	Field Label/Question Text	Response	Field Type
<i>BI16.1 – will only appear if the Applicant has indicated that it issues stock.</i>			
BI016.1	If “Yes,” attach stock certificate summary report that indicates voting securities held.	Attach document(s).	Attachment.
<p>Response Information/Instruction(s):</p> <p>Attach the Applicant’s current stock ownership summary report indicating any individuals or entities that own 25% or more of its available voting stock shares.</p> <p>NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</p>			
BI17	If the Applicant seeks to use the CDFI Certification provision for Spin-off entities:		
<i>BI17.1 through BI17.4 – will only appear if the Applicant has indicated that it seeks to use the CDFI Certification provision for Spin-offs.</i>			
BI17.1	Can the Applicant demonstrate that at least one Financial Product it currently offers was transferred (not sold) to the Applicant by at least one Affiliate?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” only if the Applicant has records that clearly demonstrate that it currently offers in the form of eligible Financial Product activity at least one eligible Financial Product type that is of the same type and has the same purpose as a Financial Product included in a transferred (not purchased) portfolio of Financial Product transactions received from an eligible Spin-off-related Affiliate.</p> <p>If the answer to this question is “No,” the Applicant is not eligible to use the CDFI Certification provision for Spin-off entities.</p> <p>An eligible Spin-off-related Affiliate is an entity from which a Spin-off received a transferred (not purchased) portfolio of Financial Product transactions that is an Affiliate as of the date the CDFI Certification Application using the Spin-off provision is submitted; was an Affiliate at the time the eligible Financial Product portfolio transfer took place; and was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off’s most recently completed fiscal year timeframe whose transferred portfolio included Financial Product transactions it closed at arm’s-length and as a financing entity of record in the associated transaction closing documents.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the Spin-off provision have been met (including documentation that evidences that any Financial Product portfolio it received from an entity it is claiming as an eligible Spin-off-related Affiliate was transferred to it at no cost). The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request</p>			

Field	Field Label/Question Text	Response	Field Type
<p>documentation, records, and/or other information related to an entity’s eligibility to use the CDFI Certification Spin-off provision at any time within the five years after the CDFI Certification Application is submitted.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – eligible Financial Product activity/transaction; - key term – eligible Financial Services activity/Financial Service; - Spin-off provision. 			
BI17.2	<p>Can the Applicant demonstrate that at least one of its currently offered, transferred Financial Products has been offered by the Applicant and/or an original entity from which it received the Financial Product activity for at least one full fiscal year prior to submission of this Application?</p>	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” only if the Applicant has records that clearly demonstrate that it currently offers in the form of eligible Financial Product activity at least one eligible Financial Product type that is of the same type and has the same purpose as a Financial Product included in a transferred (not purchased) portfolio of Financial Product transactions received from an eligible Spin-off-related Affiliate, and which the transferring Affiliate had a history of closing at arm’s-length and as a financing entity of record in the associated transaction closing documents for at least the 12 full calendar months completed immediately prior to the relevant Financial Product portfolio transfer date (i.e., the eligible Spin-off-related Affiliate must have closed at least one transaction involving the applicable eligible Financial Product type at arm’s-length and as a financing entity of record in the associated transaction closing documents as of the first day of the 12 full calendar months completed immediately prior to the relevant Financial Product portfolio transfer date).</p> <p>If the answer to this question is “No,” the Applicant is not eligible to use the CDFI Certification provision for Spin-off entities.</p> <p>An eligible Spin-off-related Affiliate is an entity from which a Spin-off received a transferred (not purchased) portfolio of Financial Product transactions that is an Affiliate as of the date the CDFI Certification Application using the Spin-off provision is submitted; was an Affiliate at the time the eligible Financial Product portfolio transfer took place; and was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off’s most recently completed fiscal year timeframe whose transferred portfolio included Financial Product transactions it closed at arm’s-length and as a financing entity of record in the associated transaction closing documents.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the Spin-off provision have been met (including, but not limited to, documentation that evidences that any Financial Product portfolio it received from an entity it is claiming as an eligible Spin-off-related Affiliate was transferred to it at no cost). The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to an entity’s eligibility to use the CDFI</p>			

Field	Field Label/Question Text	Response	Field Type
<p>Certification Spin-off provision at any time within the five years after the CDFI Certification Application is submitted.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – eligible Financial Product activity/transaction; - key term – eligible Financial Services activity/Financial Service; - Spin-off provision. 			
BI17.3	Subsequent to the receipt of any transferred Financial Products, can the Applicant demonstrate that it has closed at least one such Financial Product using its own capital?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” only if the Applicant has records that clearly demonstrate that at any time during the 12 full calendar months completed immediately prior to submission of its CDFI Certification Application (even if it was before it received an eligible transferred Financial Product portfolio), it closed at least one eligible Financial Product transaction, which is of the same eligible Financial Product type and has the same purpose as at least one transaction included in a Financial Product portfolio transferred to it at no cost by an eligible Spin-off-related Affiliate that the transferring Affiliate had itself closed at arm’s-length and as a financing entity of record in the associated transaction closing documents at some point prior to the relevant Financial Product portfolio transfer date.</p> <p>If the answer to this question is “No,” the Applicant is not eligible to use the CDFI Certification provision for Spin-off entities.</p> <p>While the label/question for this field indicates that the Spin-off must have closed the qualifying Financial Product transaction(s) AFTER it received an eligible transferred Financial Product portfolio, the qualifying transaction(s) can have been closed at any time during the 12 full calendar months completed immediately prior to submission of the Spin-off’s CDFI Certification Application, even if it was before it received an eligible transferred Financial Product portfolio.</p> <p>An eligible Spin-off-related Affiliate is an entity from which a Spin-off received a transferred (not purchased) portfolio of Financial Product transactions that is an Affiliate as of the date the CDFI Certification Application using the Spin-off provision is submitted; was an Affiliate at the time the eligible Financial Product portfolio transfer took place; and was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off’s most recently completed fiscal year timeframe whose transferred portfolio included Financial Product transactions it closed at arm’s-length and as a financing entity of record in the associated transaction closing documents.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the Spin-off provision have been met (including, but not limited to, documentation that evidences that any Financial Product portfolio it received from an entity it is claiming as an eligible Spin-off-related Affiliate was transferred to it at no cost and closing documents showing that it has closed at least one eligible Financial Product transaction, which is of the same eligible Financial Product type and has the same purpose as at least one transaction included in a Financial Product portfolio transferred to it at no cost by an eligible Spin-off-related Affiliate that the transferring Affiliate</p>			

Field	Field Label/Question Text	Response	Field Type
<p>had itself closed at arm’s-length and as a financing entity of record in the associated transaction closing documents at some point prior to the relevant Financial Product portfolio transfer date. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to an entity’s eligibility to use the CDFI Certification Spin-off provision at any time within the five years after the CDFI Certification Application is submitted.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – eligible Financial Product activity/transaction; - key term – eligible Financial Services activity/Financial Service; - Spin-off provision. 			
BI17.4	Can the Applicant demonstrate that for either the Applicant, or an Affiliate from which it received Financial Product activity, an acceptable primary mission has been in place for at least the immediate six months completed prior to submission of the CDFI Certification Application?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes” only if the Applicant has records that clearly demonstrate that it or at least one eligible Spin-off-related Affiliate has had the promotion of community development as its primary mission for at least the six full calendar months immediately prior to submission of the CDFI Certification Application.</p> <p>If the answer to this question is “No”, the Applicant is not eligible to use the CDFI Certification provision for Spin-off entities.</p> <p>An eligible Spin-off-related Affiliate is an entity from which a Spin-off received a transferred (not purchased) portfolio of Financial Product transactions that is an Affiliate as of the date the CDFI Certification Application using the Spin-off provision is submitted; was an Affiliate at the time the eligible Financial Product portfolio transfer took place; and was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off’s most recently completed fiscal year timeframe whose transferred portfolio included Financial Product transactions it closed at arm’s-length and as a financing entity of record in the associated transaction closing documents.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the Spin-off provision have been met (including, but not limited to, documentation that evidences that any Financial Product portfolio it received from an entity it is claiming as an eligible Spin-off-related Affiliate was transferred to it at no cost). The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to an entity’s eligibility to use the CDFI Certification Spin-off provision at any time within the five years after the CDFI Certification Application.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – eligible Financial Product activity/transaction; - key term – eligible Financial Services activity/Financial Service; 			

Field	Field Label/Question Text	Response	Field Type
<ul style="list-style-type: none"> - Spin-off provision; - Primary Mission requirements. 			
BI18	Does the Applicant have a Controlling Entity or any Affiliate(s) that engage in the provision of Financial Products or Financial Services?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” if the Applicant is either Controlled by another entity(ies), even if the Controlling entity(ies) does not engage in any eligible Financial Product or eligible Financial Services activity, or if the Applicant has an Affiliate(s) that engages in eligible Financial Product or eligible Financial Services activity, unless the only relevant Controlling entity or Affiliate is a tribal government.</p> <p>If yes, the Basic Information – Affiliates and Other Entities Relevant to the CDFI Certification Review sub-section must be completed.</p> <p>Each Affiliate of the Applicant, other than a tribal government, that Controls the Applicant or that directly engages in any eligible Financial Product or Financial Services activity <u>must meet applicable</u> CDFI Certification Primary Mission-related requirements, in accordance, in some cases with the Primary Mission requirements for an entity relevant to the CDFI Certification collective review process if the Applicant is subject to that particular review process.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – Affiliate; - key term – Control, Controlled, or Controlling; - key term – eligible Financial Product activity/transaction; - key term – eligible Financial Services activity/Financial Service. 			
BI19	Attach a copy of the Applicant’s signed and dated board/owner-approved document (bylaws, operating agreement, partnership agreement, or similar documentation).	Attach documentation.	Attachment.
<p>Response Information/Instruction(s):</p> <p>Attach a copy of the Applicant’s current binding governance document (bylaws, operating agreement, partnership agreement, or similar) with clear acceptable evidence (in one of the ways accepted by the CDFI Fund) of its approval by the Applicant’s governing leadership and of its approval date.</p> <p>By board/owner-approved, the CDFI Fund means governing leadership-approved.</p> <p>If the documentation provided does not include evidence that the relevant document is binding via clear acceptable evidence (in one of the ways allowed by the CDFI Fund) of its approval by the Applicant’s governing</p>			

Field	Field Label/Question Text	Response	Field Type
	<p>leadership and of its approval date, the document will not be considered valid, which may result in the decline of the CDFI Certification Application. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund, see Evidence that a Document is Governing- Leadership Approved in the CDFI Certification – Documentation Requirements section of this guidance manual.</p> <p>NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i></p> <p>The Applicant’s entity name must show clearly in the governance document and must match its current entity name as it appears in its AMIS account or documentation filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry linking the entity name in the governance document to the current entity name in AMIS must be provided.</p> <p>The effective date of the current governance document (bylaws, operating agreement, partnership agreement, or similar) must be as of or prior to the date of submission of the CDFI Certification Application.</p> <p>If, in accordance with an exception made by an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry, the Applicant does not have a governance document (bylaws, operating agreement, partnership agreement, or similar), a document that explains that situation, that is signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) and that includes the governing leader/official Corporate Secretary’s signature date must be provided, along with documentation from the relevant government or tribal government agency that verifies the exception.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – governing leadership. - CDFI Certification – Documentation Requirements. 		
BI20	Indicate how governing or managing board/owner approval of the Applicant’s bylaws, partnership agreement, or similar document and the date of approval is evidenced in the attached documentation.	<p>Select one:</p> <ul style="list-style-type: none"> - A. Statement validly signed by governing leader(s) or official Corporate Secretary that was incorporated into the relevant document when it was ratified indicates the document was approved by the governing leadership and its approval date. - B. Statement validly signed by governing leader(s)/official Corp. Sec. prepared separately from the relevant document but clearly referencing it, indicates gov leadership approval of the doc or the gov leadership decision it records and the approval date.. - C. Document evidences that it was filed with a government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry. 	Picklist.

Field	Field Label/Question Text	Response	Field Type
		<ul style="list-style-type: none"> <li data-bbox="618 268 1239 457">- D. Governing leadership mtg mins show gov leadership approval of the document or the gov leadership decision it records and mtg date & statement validly signed by gov leader(s)/off. Corp. Sec. included in mins when first prepared affirms their accuracy. <li data-bbox="618 489 1239 678">- E. Gov leadership mtg mins show gov leadership approval of the document or the gov leadership decision it records & mtg date & statement validly signed by gov leader(s)/off. Corp. Sec. prepared separately from but referencing mins affirms their accuracy. 	

Response Information/Instruction(s):

Indicate how the Applicant’s governance documentation (bylaws, operating agreement, partnership agreement, or similar) evidences its status as a binding document of record (i.e., that it is governing leadership-approved) and its effective date by identifying the option below that reflects how this is demonstrated by the provided documentation and then selecting the response option in the data field that is preceded by the same letter.

The documentation provided must show the correct name of the Applicant, which must match the Applicant’s current entity name as it appears in its AMIS account, and it must include evidence that the relevant document is binding via clear acceptable evidence in one of the ways allowed by the CDFI Fund of its approval by the Applicant’s governing leadership and of its approval date or the document will not be considered valid, which may result in the decline of the CDFI Certification Application. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund, see Evidence that a Document is Governing- Leadership Approved in overview for the Basic Information section of this guidance manual.

The effective date of the governance document provided must be as of or prior to the submission date of the CDFI Certification Application.

Select option A if the Applicant does not have a governance document (bylaws, operating agreement, partnership agreement, or similar) and it is providing a document that explains why it does not have that type of documentation, that is signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) and that includes the governing leader’s signature date.

- A. Statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was incorporated into the relevant document when it was ratified indicates the document was approved by the governing leadership and its approval date.
- B. Statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the relevant document, but clearly references it, indicates the document or the governing leadership decision it records was approved by the governing leadership and specifies the approval date.

Field	Field Label/Question Text	Response	Field Type
	<ul style="list-style-type: none"> - C. Document provides evidence that it was filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry. - D. Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was incorporated into the minutes when they were originally prepared affirms that the minutes are true and accurate. - E. Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the original minutes, but clearly references the version of the minutes provided affirms that they are true and accurate. 		
BI21	<p>If governing or managing board or owner approval and/or the date of approval of the Applicant’s bylaws, partnership agreement, or similar document is not evidenced within the relevant document itself: Attach additional documentation that evidences approval.</p>	Attach documentation.	Attachment.
<p>Response Information/Instruction(s):</p> <p>If the governance documentation attached above does not include all needed evidence to demonstrate the approval of the Applicant’s governance document clearly and acceptably (bylaws, operating agreement, partnership agreement, or similar) by its governing leadership and the approval date in one of the ways accepted by the CDFI Fund, attach any additional documentation needed for that purpose. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund, see Evidence that a Document is Governing-Leadership Approved in the CDFI Certification – Documentation Requirements section of this guidance manual.</p> <p>NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i></p> <p>The Applicant’s entity name must show clearly in the governance document and must match its current entity name as it appears in its AMIS account or documentation filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry linking the entity name in the governance document to the current entity name in AMIS must be provided.</p>			

Field	Field Label/Question Text	Response	Field Type
<p>The documentation provided must evidence governing leadership approval of the relevant document and the approval date in one of the allowed ways or the document will not be considered valid, which may result in the decline of the CDFI Certification Application.</p> <p>If, in accordance with an exception made by an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry, the Applicant does not have a governance document (bylaws, operating agreement, partnership agreement, or similar), attach a document that explains the situation, that is signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) and that includes the governing leader/official Corporate Secretary’s signature date, along with documentation from the relevant government or tribal government agency that verifies the exception.</p>			
BI22	Designate an Authorized Representative for the CDFI Certification Application.	Select Authorized Representative.	Look-up.
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find an Authorized Representative from among the contacts identified in the Applicant’s AMIS account and then enter an Authorized Representative’s name as the chosen response by selecting it from the look-up results list.</p> <p>An Authorized Representative is an employee or officer who is authorized to sign legal documents on behalf of an entity and bind that entity organization accordingly. Consultants working on behalf of an entity cannot be designated as Authorized Representatives and may not sign the CDFI Certification Application.</p> <p>The Applicant should make sure that the Authorized Representative information in the Contacts section on the Organization page (Related tab) in its AMIS account is valid and up to date. If any entry in the Contacts list is not valid or accurate, use AMIS guidance to correct it before the CDFI Certification Application is submitted.</p>			
BI23	Designate a Point of Contact for the CDFI Certification Application.	Select Point of Contact.	Look-up.
<p>Use the look-up function in this field to find a contact from among the contact identified in the Applicant’s AMIS account and then enter a contact’s name as the chosen response by selecting it from the look-up results list.</p> <p>The Applicant should make sure that the information in the Contacts section on the Organization page (Related tab) in its AMIS account is valid and up to date. If any entry in the Contacts list is not valid or accurate, use AMIS guidance to correct it before the CDFI Certification Application is submitted.</p>			

[Basic Information – Board and Executive Staff Demographic Information – Applicant – CDFI Certification Application Data Fields](#)

Provide the following information about the members of the Applicant’s governing leadership and Executive Staff.⁵ Governing leadership or executive staff members who identify as a member of more than one race and ethnicity may be counted under each race and ethnicity with which they identify.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
BI-DI01	Indicate the total number of governing leadership members.	Enter number.	Enter the total number of governing leadership members.	Numeric.
BI-DI02	Indicate the total number of governing leadership members who identify as a member of a minority population.	Enter number.	For purposes of this Application, the CDFI Fund relies on definitions established by the 1997 Office of Management and Budget (OMB) standards on race and ethnicity . The CDFI Fund defines” Minority” as ”any Black American, Hispanic American, Asian American, Native American, Native Alaskan, Native Hawaiian, or Pacific Islander.”	Numeric.
BI-DI03	Percentage of governing leadership members who identify as a member of a minority population.	[Auto-calculated.]	Total number of governing leadership members who identify as a member of a minority population /Total number of governing leadership members = Percentage of governing leadership members who identify as a member of a minority population.	Auto-populated.
BI-DI03.1	Indicate the number of governing leadership members who identify as Black.	Enter number.	Enter the number of governing leadership members who identify as Black.	Numeric.
BI-DI03.2	Percentage of governing leadership members who identify as Black.	[Auto-calculated.]	The number of governing leadership identified as Black/ Total number of governing leadership members = Percentage of governing leadership members who identify as Black.	Auto-populated.

⁵ “Executive Staff” means the chief executive and all executive officers or senior decision-makers that have a reporting relationship to the chief executive or the Board of Directors.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
BI-DI03.3	Indicate the number of governing leadership members who identify as Asian.	Enter number.	Enter the number of governing leadership members who identify as Asian.	Numeric.
BI-DI03.4	Percentage of governing leadership members who identify as Asian.	[Auto-calculated.]	The number of governing leadership members identified as Asian / Total number of governing leadership members = Percentage of governing leadership members who identify as Asian.	Auto-populated.
BI-DI03.5	Indicate the number of governing leadership members who identify as Native American.	Enter number.	Enter the number of governing leadership members who identify as Native American.	Numeric.
BI-DI03.6	Percentage of governing leadership members who identify as Native American.	[Auto-calculated.]	The number of governing leadership members identified as Native American / Total number of governing leadership members = Percentage of governing leadership members who identify as Native American.	Auto-populated.
BI-DI03.7	Indicate the number of governing leadership members who identify as Native Alaskan.	Enter number.	Enter the number of governing leadership members who identify as Native Alaskan.	Numeric.
BI-DI03.8	Percentage of governing leadership members who identify as Native Alaskan.	[Auto-calculated.]	The number of governing leadership members identified as Native Alaskan / Total number of governing leadership members = Percentage of governing leadership members who identify as Native Alaskan.	Auto-populated.
BI-DI03.9	Indicate the number of governing leadership members who identify as Native Hawaiian.	Enter number.	Enter the number of governing leadership members who identify as Native Hawaiian.	Numeric.
BI-DI03.10	Percentage of governing leadership members who identify as Native Hawaiian.	[Auto-calculated.]	The number of governing leadership members identified as Native Hawaiian / Total number of governing leadership members =	Auto-populated.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			Percentage of governing leadership members who identify as Native Hawaiian.	
BI-DI03.11	Indicate the number of governing leadership members who identify as Pacific Islander.	Enter number.	Enter the number of governing leadership members who identify as Pacific Islander.	Numeric.
BI-DI03.12	Percentage of governing leadership members who identify as Pacific Islander.	[Auto-calculated.]	The number of governing leadership members identified as Pacific Islander / Total number of governing leadership members = Percentage of governing leadership members who identify as Pacific Islander.	Auto-populated.
BI-DI03.13	Indicate the number of governing leadership members who identify as Hispanic.	Enter number.	Enter the number of governing leadership members who identify as Hispanic.	Numeric.
BI-DI03.14	Percentage of governing leadership members who identify as Hispanic.	[Auto-calculated.]	The number of governing leadership members identified as Hispanic / Total number of governing leadership members = Percentage of governing leadership members who identify as Hispanic.	Auto-populated.
BI-DI04	Indicate the number of governing leadership members who identify as Non-Hispanic White.	Enter number.	Enter the number of governing leadership members identified as Non-Hispanic White.	Numeric.
BI-DI05	Percentage of governing leadership members who identify as Non-Hispanic White.	[Auto-calculated.]	The number of governing leadership members identified as Non-Hispanic White / Total number of governing leadership members = Percentage of governing leadership members who identify as Non-Hispanic White.	Auto-populated.
BI-DI06	Indicate the number of governing leadership members whose race and ethnicity are not known or who prefer not to say.	Enter number.	Enter the number of governing leadership members whose ethnicity are not known or who prefer not to say.	Numeric.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
BI-DI07	Percentage of governing leadership members whose race and ethnicity are not known or who prefer not to say.	[Auto-calculated.]	The number of governing leadership members whose ethnicity are not known or who prefer not to say / Total number of governing leadership members = Percentage of governing leadership members whose race and ethnicity are not known or who prefer not to say.	Auto-populated.
BI-DI08	Indicate the number of governing leadership members who identify as female.	Enter number.	Enter the number of governing leadership members who identify as female.	Numeric.
BI-DI09	Percentage of governing leadership members who identify as female.	[Auto-calculated.]	The number of governing leadership members identified as female / Total number of governing leadership members = Percentage of governing leadership members who identify as female.	Auto-populated.
BI-DI10	Indicate the number of governing leadership members who identify as male.	Enter number.	Enter the number of governing leadership members who identify as male.	Numeric.
BI-DI11	Percentage of governing leadership members who identify as male.	[Auto-calculated.]	The number of governing leadership members identified as male / Total number of governing leadership members = Percentage of governing leadership members who identify as male.	Auto-populated.
BI-DI12	Indicate the number of governing leadership members who identify as non-binary or other.	Enter number.	Enter the number of governing leadership members who identify as non-binary.	Numeric.
BI-DI13	Percentage of governing leadership members who identify as non-binary or other.	[Auto-calculated.]	The number of governing leadership members identified as nonbinary or other / Total number of governing leadership members = Percentage of governing leadership members who identify as non-binary or	Auto-populated.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			other.	
BI-DI14	Indicate the total number of Executive Staff.	Enter number.	Enter the total number of Executive Staff.	Numeric.
BI-DI15	Indicate the total number of Executive Staff who identify as a member of a minority population.	Enter number.	Enter the total number of Executive Staff who identify as a member of the minority population.	Numeric.
BI-DI16	Percentage of Executive Staff who identify as a member of a minority population.	[Auto-calculated.]	The total number of Executive Staff identify as a minority population / Total number of Executive Staff = Percentage of Executive Staff who identify as a minority population.	Auto-populated.
BI-DI16.1	Indicate the number of Executive Staff who identify as Black.	Enter number.	Enter the number of Executive Staff who identify as Black.	Numeric.
BI-DI16.2	Percentage of Executive Staff who identify as Black.	[Auto-calculated.]	The number of Executive Staff who identify as Black / Total number of Executive Staff = Percentage of Executive Staff who identify as a Black.	Auto-populated.
BI-DI16.3	Indicate the number of Executive Staff who identify as Asian.	Enter number.	Enter the number of Executive Staff who identify as Asian.	Numeric.
BI-DI16.4	Percentage of Executive Staff who identify as Asian.	[Auto-calculated.]	The number of Executive Staff who identify as Asian / Total number of Executive Staff = Percentage of Executive Staff who identify as a Asian.	Auto-populated.
BI-DI16.5	Indicate the number of Executive Staff who identify as Native American.	Enter number.	Enter the number of Executive Staff who identify as Native American.	Numeric.
BI-DI16.6	Percentage of Executive Staff who identify as Native American.	[Auto-calculated.]	The number of Executive Staff who identify as Native American / Total number of Executive Staff = Percentage of Executive Staff who identify as a Native American.	Auto-populated.
BI-DI16.7	Indicate the number of Executive Staff who identify as Native Alaskan.	Enter number.	Enter the number of Executive Staff who identify as Native Alaskan.	Numeric.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
BI-DI16.8	Percentage of Executive Staff who identify as Native Alaskan.	[Auto-calculated.]	The number of Executive Staff who identify as Native Alaskan / Total number of Executive Staff = Percentage of Executive Staff who identify as a Native Alaskan.	Auto-populated.
BI-DI16.9	Indicate the number of Executive Staff who identify as Native Hawaiian.	Enter number.	Enter the number of Executive Staff who identify as Native Hawaiian.	Numeric.
BI-DI16.10	Percentage of Executive Staff who identify as Native Hawaiian.	[Auto-calculated.]	The number of Executive Staff who identify as Native Hawaiian / Total number of Executive Staff = Percentage of Executive Staff who identify as a Native Hawaiian.	Auto-populated.
BI-DI16.11	Indicate the number of Executive Staff who identify as Pacific Islander.	Enter number.	Enter the number of Executive Staff who identify as Pacific Islander.	Numeric.
BI-DI16.12	Percentage of Executive Staff who identify as Pacific Islander.	[Auto-calculated.]	The number of Executive Staff who identify as Pacific Islander / Total number of Executive Staff = Percentage of Executive Staff who identify as a Pacific Islander.	Auto-populated.
BI-DI16.13	Indicate the number of Executive Staff who identify as Hispanic.	Enter number.	Enter the number of Executive Staff who identify as Hispanic.	Numeric.
BI-DI16.14	Percentage of Executive Staff who identify as Hispanic.	[Auto-calculated.]	The number of Executive Staff identify as Hispanic / Total number of Executive Staff = Percentage of Executive Staff who identify as a Hispanic.	Auto-populated.
BI-DI17	Indicate the number of Executive Staff who identify as Non-Hispanic White.	Enter number.	Enter the number of Executive Staff who identify as Non-Hispanic White.	Numeric.
BI-DI18	Percentage of Executive Staff who identify as Non-Hispanic White.	[Auto-calculated.]	The number of Executive Staff who identify as Non-Hispanic White / Total number of Executive Staff = Percentage of Executive Staff who identify as a Non-Hispanic White.	Auto-populated.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
BI-DI19	Indicate the number of Executive Staff whose race and ethnicity are not known or who prefer not to say.	Enter number.	Enter the number of Executive Staff whose race and ethnicity are not known or who prefer not to say.	Numeric.
BI-DI20	Percentage of Executive Staff whose race and ethnicity are not known or who prefer not to say.	[Auto-calculated.]	The number of Executive Staff whose race and ethnicity are not known or who prefer not to say / Total number of Executive Staff = Percentage of Executive Staff whose race and ethnicity are not known or who prefer not to say.	Auto-populated.
BI-DI21	Indicate the number of Executive Staff who identify as female.	Enter number.	Enter the number of Executive Staff who identify as female.	Numeric.
BI-DI22	Percentage of Executive Staff who identify as female.	[Auto-calculated.]	The number of Executive Staff who identify as female / Total number of Executive Staff = Percentage of Executive Staff who identify as female.	Auto-populated.
BI-DI23	Indicate the number of Executive Staff who identify as male.	Enter number.	Enter the number of Executive Staff who identify as male.	Numeric.
BI-DI24	Percentage of Executive Staff who identify as male.	[Auto-calculated.]	The number of Executive Staff who identify as male / Total number of Executive Staff = Percentage of Executive Staff who identify as male.	Auto-populated.
BI-DI25	Indicate the number of Executive Staff who identify as non-binary or other.	Enter number.	Enter the number of Executive Staff who identify as non-binary or other.	Numeric.
BI-DI26	Percentage of Executive Staff who identify as non-binary or other.	[Auto-calculated.]	The number of Executive Staff who identify as non-binary or other / Total number of Executive Staff = Percentage of Executive Staff who identify as binary or other.	Auto-populated.
BI-DI27	Indicate the race/ethnicity of the Applicant's Chief Executive Officer/Executive Director.	Select all that apply: - Non-Hispanic White. - Black.	Identify the race/ethnicity of the Applicant's Chief Executive Officer/Executive Director.	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		<ul style="list-style-type: none"> - Asian. - Native American. - Native Alaskan. - Native Hawaiian. - Pacific Islander. - Hispanic. - Prefer not to say. 		
BI-DI28	Indicate the gender of the Applicant's Chief Executive Officer/Executive Director.	Select one: <ul style="list-style-type: none"> - Female. - Male. - Non-Binary. - Other. 	Identify the gender of the Applicant's Chief Executive Officer/Executive Director	Picklist.

[Basic Information – Affiliates and Other Entities Relevant to the CDFI Certification Review – CDFI Certification Application Data Fields](#)

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
BI-A01	Affiliate – Entity Name	Identify Affiliate.	Select the name of the Affiliate or other entity relevant to the Applicant's CDFI Certification review. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Look-up
<p>Response Information/Instruction(s):</p> <p>While the label for this data field indicates the Basic Information – Affiliates section only pertains to Affiliates, it will be completed for each entity relevant to the Applicant's CDFI Certification review even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.</p> <p><u>Review the following information before completing this field:</u> key term – Affiliate; key term – Control, Controlled, or Controlling; key term – eligible Financial Product activity/transaction; key term – eligible Financial Services activity/Financial Service; Primary Mission requirements; collective review provision; Spin-off provision; provision for entities using the CDFI Certification solely for participation in the CDFI Fund's Bond Guarantee Program.</p>				
BI-A02	Affiliate – EIN	[Auto-populated from the Applicant's AMIS account.]	The EIN will auto-populate for the identified Affiliate or other entity relevant to the Applicant's CDFI Certification review. While the label for this data field indicates it only pertains	Auto-populated.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			to Affiliates, it is completed for each entity relevant to the Applicant's CDFI Certification review even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.	
BI-A03	Affiliate – Date of Incorporation/Organization /Establishment	[Auto-populated from the Applicant's AMIS account.]	<p>The date of incorporation/organization/e stablishment will auto-populate for the identified Affiliate or other entity relevant to the Applicant's CDFI Certification review.</p> <p>While the label/question for this field indicates that it only pertains to Affiliates, it is completed for each entity relevant to the Applicant's CDFI Certification review even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.</p>	Auto-populated.
BI-A04	Is the Affiliate a Certified CDFI?	Yes or No.	<p>Select the appropriate response to indicate whether or not the identified Affiliate or other entity relevant to the Applicant's CDFI Certification review is a Certified CDFI as of the date the CDFI Certification Application is submitted.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.
<p>Response Information/Instruction(s):</p> <p>While the label/question for this field indicates that it only pertains to Affiliates, it will be answered for each entity relevant to the Applicant's CDFI Certification review even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.</p> <p>Affiliates or other entities related to the one seeking to obtain or maintain the CDFI Certification that meet conditions to be assessed as part of the primary entity under review's compliance with the CDFI Certification</p>				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
<p>Primary Mission requirements that are Certified CDFIs at the time the review of that other entity is being conducted are presumed to meet all Primary Mission requirements in connection with the primary entity under review's CDFI Certification. The Primary Mission section of the CDFI Certification Application does not have to be completed for any such Affiliate/other related entity.</p>				
BI-A04.1	Does the Applicant seek to use the CDFI Certification provision for BG Program participation solely to participate in the CDFI Fund's BG Program?	Yes or No.	<p>Applicants must make sure that the response in this field is consistent with responses in other fields that address whether or not a CDFI Certification provision for entities using the CDFI Certification for the sole purpose of participating in the CDFI Fund's BG Program.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.
<p>Response Information/Instruction(s):</p> <p>Inconsistent responses about whether or not a CDFI Certification provision for entities using the CDFI Certification for the sole purpose of participating in the CDFI Fund's BG Program will be utilized may result in the decline of the CDFI Certification Application.</p> <p>An Applicant seeking to use the CDFI Certification for the sole purpose of participating in the CDFI Fund's BG Program that meet the eligibility standards for a CDFI Certification provision(s) for such entities will be allowed to rely on a Controlling Certified CDFI and/or to use non-arm's-length Financial Product and/or, as applicable and allowed, Financial Services activity with a Controlling Certified CDFI-to help it meet the CDFI Certification Financing Entity, Target Market and/or Development Services requirements.</p> <p><u>Review the following information before completing this field:</u> provision for entities using the CDFI Certification solely for participation in the CDFI Fund's Bond Guarantee Program; check for consistency in responses made between this field and other fields in the CDFI Certification Application that address whether or not a CDFI Certification provision for entities using the CDFI Certification for the sole purpose of participating in the CDFI Fund's BG Program will be utilized.</p>				
BI-A04.2	Does the Affiliate Control the Applicant?	Yes or No.	<p>Select the appropriate response to indicate whether or not the identified Affiliate or other entity relevant to the Applicant's CDFI Certification review Controls the Applicant.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
<p>Response Information/Instruction(s):</p> <p>While the label/question for field BI-A04.2 indicates that it only pertains to Affiliates, it will be answered for each entity relevant to the Applicant’s CDFI Certification review even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.</p> <p><u>Review the following information before completing this field:</u> key term – Affiliate; key term – Control, Controlled, or Controlling.</p>				
BI-A05	Is the Affiliate a certified Community Development Entity (CDE)?	Yes or No.	<p>Select the appropriate response to indicate whether or not the identified Affiliate or other entity relevant to the Applicant’s CDFI Certification review is certified by the CDFI Fund as a CDE as of the date the CDFI Certification Application is submitted.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.
<p>Response Information/Instruction(s):</p> <p>While the label/question for this field indicates that it only pertains to Affiliates, it will be answered for each entity relevant to the Applicant’s CDFI Certification review even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.</p> <p>Affiliates or other entities related to the one seeking to obtain or maintain the CDFI Certification that meet conditions to be assessed as part of the primary entity under review’s compliance with the CDFI Certification Primary Mission requirements that have an active Community Development Entity (CDE) certification with the CDFI Fund at the time the review of that other entity is being conducted are presumed to meet all Primary Mission requirements in connection with the primary entity under review’s CDFI Certification. The Primary Mission section of the CDFI Certification Application does not have to be completed for any such Affiliate/other related entity.</p> <p><u>Review the following information before completing this field:</u> key term – Affiliate; key term – Control, Controlled, or Controlling; Primary Mission requirements.</p>				
BI-A06	Is the Affiliate’s sole line of business the administration of another federal financing program(s)?	Yes or No.	Select the appropriate response to indicate whether or not the sole activity for the identified Affiliate or other entity relevant to the Applicant’s CDFI Certification review as of the date the CDFI Certification Application is submitted is the	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			<p>participation in other federal financing programs.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	

Response Information/Instruction(s):

While the label/question for this field indicates that it only pertains to Affiliates, it will be answered for each entity relevant to the Applicant’s CDFI Certification review even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.

Sole line of business means the entity’s only purpose is to administer or participate in a federal financing program(s) other than the CDFI Fund’s award programs.

Affiliates or other entities related to the one seeking to obtain or maintain the CDFI Certification that meet conditions to be assessed as part of the primary entity under review’s compliance with the CDFI Certification Primary Mission requirements whose sole activity is the participation in other federal financing programs are presumed to meet all Primary Mission requirements in connection with the primary entity under review’s CDFI Certification. The Primary Mission section of the CDFI Certification Application does not have to be completed for any such Affiliate/other related entity.

Review the following information before completing this field: key term – Affiliate; key term – Control, Controlled, or Controlling; Primary Mission requirements.

BI-A06.1	If the Affiliate’s/other related entity’s sole line of business is the administration of another federal financing program(s): Identify the other federal financing program(s).	Enter name(s).	<p>Enter the names of the other federal financing program(s), the administration of which is the sole line of business for the identified Affiliate or other entity relevant to the Applicant’s CDFI Certification review.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Text.
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Response Information/Instruction(s):

While the label/question for this field indicates that it only pertains to Affiliates, it will be answered for each entity relevant to the Applicant’s CDFI Certification review for which the sole line of business is the administration of another federal financing program(s), even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.

Review the following information before completing this field: Primary Mission requirements.

BI-A07	If the Applicant is a DIHC or an Affiliate of a DIHC:	Select one: - The Affiliate is a	Select the appropriate response that identifies the	Picklist.
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Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	Identify the relationship between the Applicant and the Affiliate.	<ul style="list-style-type: none"> - DIHC that Controls the Applicant. - 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. - The Affiliate directly engages in Financial Product and/or Financial Services activity, and the Applicant is a DIHC that Controls the Affiliate. 	<p>relationship between the DIHC Applicant or DIHC Affiliate Applicant and identified Affiliate or other entity relevant to the Applicant’s CDFI Certification review.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	

Response Information/Instruction(s):

While the label/question for this field indicates that it only pertains to Affiliates, it will be answered for each entity relevant to a DIHC Applicant’s or Affiliate of a DIHC Applicant’s CDFI Certification review, even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.

Select the “The Affiliate is a DIHC that Controls the Applicant.” response option if the identified entity relevant to the Applicant’s CDFI Certification review is a DIHC Affiliated with the Applicant, even if it does not Control the Applicant.

Select the “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.” response option if the Applicant is a DIHC and the identified entity relevant to the Applicant’s CDFI Certification review is not a DIHC, it directly engages in eligible Financial Product and/or eligible Financial Services activity and it and the DIHC Applicant are under the mutual Control of another entity (i.e., a third-party(ies) Controls them both) , even if that other Controlling entity is not a DIHC, or if the Applicant is the Affiliate of a DIHC and the identified entity is not a DIHC, it directly engages in eligible Financial Product and/or eligible Financial Services activity and it and a DIHC Affiliated with the Applicant are under the mutual Control of another entity (i.e., a third-party(ies) Controls them both), even it that other Controlling entity is not a DIHC.

Select the “The Affiliate directly engages in Financial Product and/Financial Services activity, and the Applicant is a DIHC that Controls the Affiliate.” response option if the Applicant is a DIHC and the identified entity relevant to the Applicant’s CDFI Certification review is not a DIHC, it directly engages in eligible Financial Product and/or eligible Financial Services activity, and it is either Controlled by or Controls (excludes Controlling entities that are tribal governments) the DIHC Applicant, or if the Applicant is an Affiliate of a DIHC and the identified directly is not a DIHC, it directly engages in eligible Financial Product and/or eligible Financial Services activity, and it is either Controlled by or Controls (excludes Controlling entities that are tribal governments) a DIHC Affiliated with the Applicant.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
<p><u>Review the following information before completing this field:</u> key term – Affiliate key term – Control, Controlled, or Controlling; key term – eligible Financial Product activity/transaction key term - eligible Financial Services activity/Financial Service; collective review provision</p>				
BI-A08	<p>If the Applicant is a Subsidiary of an IDI:</p> <p>Identify the relationship between the Applicant and the Affiliate.</p>	<p>Select one:</p> <ul style="list-style-type: none"> - The Affiliate is an IDI that Controls the Applicant. - 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. 	<p>Select the appropriate response that identifies the relationship between the IDI Subsidiary Applicant and identified Affiliate or other entity relevant to the Applicant’s CDFI Certification review.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.
<p>Response Information/Instruction(s):</p> <p>While the label/question for this field indicates that it only pertains to Affiliates, it will be answered for each entity relevant to a Subsidiary of an IDI Applicant’s CDFI Certification review even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.</p> <p>Select the “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.” response option if the identified entity relevant to the Applicant’s CDFI Certification review directly engages in eligible Financial Product and/or eligible Financial Services activity and it and the Subsidiary of an IDI Applicant are under the mutual Control of an IDI (i.e., any IDI Controls them both).</p> <p><u>Review the following information before completing this field:</u> key term – Affiliate; key term – Control, Controlled, or Controlling; key term – eligible Financial Product activity/transaction; key term – eligible Financial Services activity/Financial Service; collective review provision.</p>				
BI-A09	<p>If the Applicant is <i>not</i> a DIHC, an Affiliate of a DIHC, or a Subsidiary of an IDI:</p> <p>Identify the relationship between the Applicant and the Affiliate.</p>	<p>Select one:</p> <ul style="list-style-type: none"> - The Affiliate Controls the Applicant (do not include tribal governments). - The Affiliate is Controlled by the Applicant and directly engages in the provision of Financial Products 	<p>Select the appropriate response that identifies the relationship between Applicant that is NOT a DIHC, an Affiliate of a DIHC, or a Subsidiary of an IDI to the identified Affiliate.</p> <p>By directly engages in Financial Product and/or Financial Services activity, the CDFI Fund means directly engages in eligible Financial</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		<p>and/or Financial Services.</p> <ul style="list-style-type: none"> - 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. 	<p>Product and/or eligible Financial Services activity.</p> <p><u>Review the following information before completing this field:</u> key term – Affiliate; key term – Control, Controlled, or Controlling; key term – eligible Financial Product activity/transaction; key term - eligible Financial Services activity/Financial Service; collective review provision.</p>	
BI-A10	<p>If the Applicant seeks to use the CDFI Certification provision for Spin-offs 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 Spin-off Financial Product activity.</p>	<p>Select one:</p> <ul style="list-style-type: none"> - The entity Controlled the Applicant at the time it transferred Financial Product activity to the Applicant. - The entity was Controlled by the Applicant at the time it transferred Financial Product activity to the Applicant. - The entity and Applicant were mutually Controlled by another entity at the time it transferred Financial Product activity to the Applicant. - N/A. 	<p>Applicants that selected “Applicant seeks to use the CDFI Certification Provision for Spin-off entities,” in question BI11.1 must identify the relationship between it and the entity from which it received the transfer of Financial Product activity.</p>	Picklist.
BI-A11	<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>Select one:</p> <ul style="list-style-type: none"> - The Affiliate currently Controls the Applicant. - The Affiliate is currently Controlled by the Applicant. 	<p>Select the appropriate response that identifies the relationship between Applicant and the Affiliate providing Development Services.</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	Identify the relationship between the Applicant and the Affiliate.	<ul style="list-style-type: none"> - The Affiliate and Applicant are currently mutually Controlled by another entity. - N/A. 		
BI-A12	<p>If the Applicant seeks to use the CDFI Certification provision for BG Program participation, solely to participate in the CDFI Fund's BG Program and such 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>	Enter date.	Enter the earliest date the Certified CDFI Affiliate that controls the Applicant can demonstrate that it closed an arm's length, on balance sheet Financial Product or completed a Financial Service.	Date.
BI-A13	<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>	Yes or No.	Select the appropriate response that indicates whether or not the DIHC Applicant is relying on the activity of a depository institution affiliate that currently provides Financial Services to meet the Target Market requirements,	Picklist.
BI-A14	<p>If the Applicant seeks to use the CDFI Certification provision for Spin-off entities and the Applicant received Spin-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</p>	Yes or No.	Select the appropriate response. Applicants that selected "Applicant seeks to use the CDFI Certification Provision for Spin-off entities," in question BI11.1 must indicate whether it is currently offering at least one arm's-length, on-balance sheet Financial Product that was spun off by the original entity.	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	spun off by the original entity?		If “No,” the Applicant is not eligible to use the special CDFI Certification provision for Spin-off entities.	
BI-A14.1	If “Yes”: Identify at least one Financial Product that was spun off to the Applicant by the original entity.	Enter name.	Enter the name of at least one Financial Product, transferred to the Applicant that it is currently offering at arm’s length.	Text.
BI-A14.2	Provide the earliest date the original entity can demonstrate it closed a Spin-off Financial Product currently offered by the Applicant.	Enter date.	Enter the earliest date the original entity can demonstrate it closed the Financial Product that is now offered by the Applicant.	Text.
If the Applicant has multiple Affiliates or other entities relevant to its CDFI Certification review that need to be assessed in connection with one or more of the CDFI Certification requirements, repeat the “Affiliate – Basic Information” data entry for each such entity.				

[Basic Information – Financial Product Information – Applicant – CDFI Certification Application Data Fields](#)

Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)

If an entity wants to include any financing product or service not currently recognized by the CDFI Fund as an eligible Financial Product or eligible Financial Service in order to count related activity as eligible Financial Product or eligible Financial Services activity for the purpose of meeting any of the CDFI Certification requirements, it must obtain prior approval from the CDFI Fund. Prior approval must be received before the CDFI Certification Application is submitted. Please see “Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)” in the “Obtaining CDFI Certification-Related Determinations on New Financial Product Type(s), New Financial Services Type(s), Amended Responsible Financing Practice(s), New Disregarded or Included Major Use(s) of Assets/Staff Time, New Targeted Population(s), and New/Amended Target Market Assessment Methodology(ies)” section of this guidance for more information on the relevant approval process.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
BI-FP01	Is the Applicant a DIHC that does not directly offer any arm’s-length, on-balance sheet Financial Products?	Yes or No.	Select the appropriate response.	Picklist.
BI-FP02	Is the Applicant seeking to use the CDFI Certification provision that allows on-	Yes or No.	Select the appropriate response.	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	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?		Applicants applying solely for the purpose of CDFI Certification is allowed to include Financial Product activity this is not arm's length to meet the CDFI Certification Financing Entity requirement. If "Yes," the Applicant will skip question BI-FP09.	
BI-FP03	Identify the Financial Product transaction types offered directly by the Applicant.	Select all that apply: <ul style="list-style-type: none"> - Loans. - Lines of credit. - Credit Cards. - Equity Investments. - Debt with Equity features. - Loan guarantees. - Loans purchased from Certified CDFIs. - Loans directed to the Applicant's proposed Target Market purchased from entities without CDFI Certification. - For CDFI Intermediaries - deposits in Insured Credit Union CDFIs, emerging Insured Credit Union CDFIs or State-Insured Credit Union CDFIs - Other similar financing (pre-approved by the CDFI Fund). 	Select all Financial Product transaction types allowed by the CDFI Fund, that are offered directly by the Applicant. For the CDFI Certification Application, the terms emerging Insured Credit Union CDFIs or State-Insured Credit Union CDFIs mean an Insured Credit Union or State-Insured Credit Union that has applied for or has received CDFI Program Technical Assistance and has not become CDFI Certified by the time the CDFI Certification Application has been submitted by a CDFI intermediary. CDFI Intermediaries are defined as an entity that meets the CDFI Program eligibility requirements described in §1805.200 (i.e., the CDFI cert requirements) and whose primary business activity is the provision of Financial Products to CDFIs and/or emerging CDFIs.	Picklist.
BI-FP04	If "Other similar financing" was selected as a Financial Product transaction type:	Yes or No.	If "Other similar financing" was selected as a Financial Product transaction type that was recently approved by the	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	Has the “Other similar financing” been pre-approved as an eligible new Financial Product category by the CDFI Fund?		CDFI Fund but does not display as a category in the BI-FP03 picklist, select “Yes.” If “No,” the Applicant cannot include the financing as an eligible Financial Product.	
BI-FP04.1	If “Yes”: Provide the name of the new Financial Product category exactly as it appears in the approval letter from the CDFI Fund.	Enter name.	Enter the name of the new Financial Product transaction type exactly as it appears in the approval letter from the CDFI Fund.	Text.
BI-FP05	For each of the Financial Product types offered directly by the Applicant, select the available Financial Product purpose(s).	Select all that apply: <ul style="list-style-type: none"> - Home Purchase. - Home Improvement. - Real Estate – Construction/ Permanent/Acquisition w/o Rehabilitation– Commercial. - Real Estate – Construction– Housing–Multi-Family. - Real Estate – Construction– Housing–Single Family. - Real Estate – Rehabilitation– Commercial. - Real Estate – Rehabilitation– Housing– Multi-Family. - Real Estate – Rehabilitation– Housing–Single-Family. - Consumer. - Non-Real Estate Business. - Non-Real Estate Microenterprise. 	Select the appropriate response to identify the Financial Product purpose(s) for each Financial Product offered directly by the Applicant.	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		<ul style="list-style-type: none"> - Climate-Centered Finance. - Other (e.g., Intermediary support other Certified CDFIs). 		
BI-FP06	If “Other” was selected for Financial Product Purpose, describe the purpose.	Provide description.	If “Other” was selected in BI-FP05, describe the Financial Product purpose.	Text.
BI-FP07	Are the selected Financial Product transaction types offered directly by the Applicant?	Yes or No.	<p>Select the appropriate response.</p> <p>If “No,” only a DIHC Applicant may include the Financial Products as eligible Financial Products.</p>	Picklist.
BI-FP08	Are the selected Financial Product transaction types on-balance sheet for the Applicant?	Yes or No.	<p>Select the appropriate response.</p> <p>If “No,” only a DIHC Applicant can include the Financial Products as eligible Financial Products.</p>	Picklist.
BI-FP09	Are the selected Financial Product transaction types offered by the Applicant at arm’s-length?	Yes or No.	<p>Select the appropriate response.</p> <p>If BI-FP02 response is “Yes,” the Applicant will skip this question.</p> <p>If “No,” only a DIHC Applicant can include the Financial Products as eligible Financial Products.</p>	Picklist.
BI-FP10	What is the earliest date that the Applicant can demonstrate that it closed an arm’s-length, on-balance sheet transaction with its Financial Product?	Enter date.	Enter the earliest date that the Applicant can demonstrate that it closed an arm’s-length, on-balance sheet transaction with its Financial Product?	Date.
BI-FP11	Does the Applicant report all consumer Financial Product transactions to a major credit bureau?	Yes, No, or N/A (i.e., does not offer consumer loan products).	Select the appropriate response.	Picklist.

Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)

If an entity wants to include any financing product or service not currently recognized by the CDFI Fund as an eligible Financial Product or eligible Financial Service in order to count related activity as eligible Financial Product or eligible Financial Services activity for the purpose of meeting any of the CDFI Certification requirements, it must obtain prior approval from the CDFI Fund at. Prior approval must be received before the CDFI Certification Application is submitted. Please see “Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)” in the “Obtaining CDFI Certification-Related Determinations on New Financial Product Type(s), New Financial Services Type(s), Amended Responsible Financing Practice(s), New Disregarded or Included Major Use(s) of Assets/Staff Time, New Targeted Population(s), and New/Amended Target Market Assessment Methodology(ies)” section of this guidance for more information on the relevant approval process.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
BI-FS01	Does the Applicant offer Financial Services?	Yes or No.	Select the appropriate response to identify whether the Applicant offers Financial Services approved by the CDFI Fund.	Picklist. Narrative.
BI-FS02	If the Applicant is a DIHC, does it directly offer any Financial Services?	Yes or No.	Select the appropriate response to identify whether the Applicant is a DIHC that offers Financial Services directly.	Picklist.
BI-FS03	Identify each of the Financial Services categories offered directly by the Applicant.	Select all that apply: <ul style="list-style-type: none"> - Checking accounts. - Savings accounts. - Certificates of deposit (CDs). - Money market accounts. - Check cashing. - Money orders. - Certified checks. - Automated teller machines. - Safe deposit box services. 	Select the appropriate response(s) that Identify each Financial Services offered directly by the Applicant.	Picklist.
BI-FS04	Provide the earliest date a Financial Services transaction was completed.	Enter date.	Enter the earliest date a Financial Services transaction was completed by the Applicant.	Date.

[Basic Information – Financial Product Information – Affiliates and Other Entities Relevant to the CDFI Certification Review – CDFI Certification Application Data Fields](#)

The Applicant must enter Financial Product information for each Affiliate or other entity relevant to review in connection with any of the CDFI Certification requirements.

Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)

If an entity wants to include any financing product or service not currently recognized by the CDFI Fund as an eligible Financial Product or eligible Financial Service in order to count related activity as eligible Financial Product or eligible Financial Services activity for the purpose of meeting any of the CDFI Certification requirements, it must obtain prior approval from the CDFI Fund. Prior approval must be received before the CDFI Certification Application is submitted. Please see “Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)” in the “Obtaining CDFI Certification-Related Determinations on New Financial Product Type(s), New Financial Services Type(s), Amended Responsible Financing Practice(s), New Disregarded or Included Major Use(s) of Assets/Staff Time, New Targeted Population(s), and New/Amended Target Market Assessment Methodology(ies)” section of this guidance for more information on the relevant approval process.

[Basic Information – Financial Services Information – Affiliates and Other Entities Relevant to the CDFI Certification Review – CDFI Certification Application Data Fields](#)

The Applicant must enter Financial Services information for each Affiliate or other entity relevant to review in connection with any of the CDFI Certification requirements.

Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)

If an entity wants to include any financing product or service not currently recognized by the CDFI Fund as an eligible Financial Product or eligible Financial Service in order to count related activity as eligible Financial Product or eligible Financial Services activity for the purpose of meeting any of the CDFI Certification requirements, it must obtain prior approval from the CDFI Fund. Prior approval must be received before the CDFI Certification Application is submitted. Please see “Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)” in the “Obtaining CDFI Certification-Related Determinations on New Financial Product Type(s), New Financial Services Type(s), Amended Responsible Financing Practice(s), New Disregarded or Included Major Use(s) of Assets/Staff Time, New Targeted Population(s), and New/Amended Target Market Assessment Methodology(ies)” section of this guidance for more information on the relevant approval process.

LEGAL ENTITY

[CDFI Certification Legal Entity Requirements](#)

An entity seeking to obtain or maintain CDFI Certification must be duly organized in accordance with the standards of an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry. For banks/thrifts or credit unions, a charter issued by an appropriate federal or State agency is required. The entity must also be the primary holder of an Employer Identification Number (EIN) provided by the United States Internal Revenue Service.

To demonstrate its legal entity status, an entity must have a Unique Entity ID (UEI) generated by the federal government's System for Award Management (SAM) and must maintain an active and valid SAM registration at SAM.gov as an entity that directly bid on or manage federal contracts or directly apply for or manage federal financial assistance as the prime responsible entity.

[Completing the CDFI Certification Application Legal Entity Section](#)

Certain information in the Legal Entity section of the CDFI Certification Application will be auto-populated based on data from the Applicant's AMIS account. **To ensure that accurate information is auto-populated into the CDFI Certification Application form, data in the Applicant's AMIS account must be up to date.**

To complete the Legal Entity section of the CDFI Certification Application, Applicants will:

- enter a UEI obtained via SAM.gov in the Details section of the Organization page in their AMIS account.
- maintain an active and valid SAM registration at [SAM.gov](https://sam.gov) as an entity that directly bid on/or manage federal contracts or directly apply for or manage federal financial assistance as the prime responsible entity.
- review and, if needed, provide or correct any information intended to be auto-populated into the CDFI Certification Application Legal Entity section fields.

If information in the CDFI Certification Application that is supposed to be auto-populated from the Applicant's or another entity's AMIS account is missing or inaccurate, that information must be provided or updated in the relevant AMIS account and correctly auto-populated in the CDFI Certification Application prior to its submission. To update AMIS account data that can be modified directly by the account holder, follow the instructions in the AMIS guidance. For assistance with AMIS account data that can only be updated by the CDFI Fund, an AMIS Service Request should be submitted.

- complete the non-auto-populated Legal Entity section field(s).
- attach copies of all required documentation.

NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.



Applicants are advised to ensure that they have an active and valid SAM account before beginning any aspect of the CDFI Certification Application. The SAM website is: www.SAM.gov.

Questions about SAM registration or the UEI should be directed to SAM.gov via contact information identified. The CDFI Fund does not manage SAM.gov and is unable to respond to any questions related to that system.

Legal Entity – CDFI Certification Application Data Fields

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
LE01	Applicant EIN.	[Auto-populated from the Applicant's AMIS account.]	Reflects the EIN on the AMIS Organization page (Details tab). <i>See below for other response information and instruction(s) needed to complete this field.</i>	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Must be the Applicant's EIN exactly as it shows in EIN documentation generated by the Internal Revenue Service and that was used for its SAM registration at SAM.gov or the CDFI Certification Application will be rejected.</p> <p>The Applicant must be the primary holder of the EIN.</p> <p>If the EIN in this field is not the Applicant's exact EIN, please contact the CDFI Fund via an AMIS Service Request to have it corrected before the Application is submitted.</p>				
LE02	Applicant – Unique Entity ID.	[Auto-populated from the Applicant's AMIS account.]	Must match the Unique Entity ID that shows for the Applicant in SAM.gov or the CDFI Certification Application will be rejected	Auto-populated.
LE03	Date of Incorporation/ Organization/ Establishment.	[Auto-populated from the Applicant's AMIS account.]	Reflects the Date of Incorporation/Organization/Establishment on the AMIS Organization page (Details tab).	Auto-populated.
LE04	Applicant Institution Type.	[Auto-populated from the Applicant's AMIS account.]	Applicants self-identify as a loan fund, bank or thrift, credit union, bank holding company, or venture capital fund.	Auto-populated.
LE05	Applicant Federal Regulator.	[Auto-populated from the Applicant's AMIS account.]	Federally regulated banks/thrifts, bank/thrift holding companies and credit unions must provide the Federal regulator.	Auto-populated.
LE06	Applicant Charter Number.	[Auto-populated from the Applicant's AMIS account.]	Federally chartered banks/thrifts, bank/thrift holding companies	Auto-populated.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			and credit unions must provide the charter number	
LE07	Applicant FDIC Insurance Certificate Number.	[Auto-populated from the Applicant's AMIS account.]	Federally insured banks/thrifts, bank/thrift holding companies and credit unions must provide the FDIC insurance certificate number	Auto-populated.
LE08	Applicant RSSID Number.	[Auto-populated from the Applicant's AMIS account.]	Applicants assigned an RSSID number by the Federal Reserve must provide the RSSID number	Auto-populated.
LE09	Applicant State or Other Regulator.	[Auto-populated from the Applicant's AMIS account.]	Banks/thrifts, bank/thrift holding companies and credit unions that are not Federally regulated must identify whether it regulated by a State or other regulator.	Auto-populated.
LE10	If the Applicant is a depository institution, identify the Applicant's insurer.	Select one: <ul style="list-style-type: none"> - FDIC. - NCUA. - State Regulator. - Other. - None. - N/A. - Applicants other than those insured by the FDIC, NCUA, or a State Regulator must complete the Financing Entity section of the Application. 	Depository Institutions must select the appropriate insurer. Depository Institutions that are not Federally or State insured must complete the Financing Entity section.	Picklist.
LE011	If the Applicant seeks to use the CDFI Certification provision solely for participation in the BG Program: Attach the operating agreement between the Applicant] and a Controlling Certified CDFI that includes management and ownership provisions.	Attach operating agreement.	Attach proof of the Applicant's status as a Subsidiary of a Controlling Certified CDFI(s) or, if the Applicant will use eligible activity with a Controlling Certified CDFI(s) to meet any CDFI Certification requirement, attach a copy of the Applicant's current binding operating agreement(s) with a Certified CDFI(s) with clear acceptable evidence (in one of the ways accepted by the CDFI Fund) of its approval by the Applicant's governing leadership and of its approval date.	Attachment.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			<i>See below for other response information and instruction(s) needed to complete this field.</i>	
<p>Response Information/Instruction(s):</p> <p>If an Applicant relying on a provision allowed for entities seeking to obtain or maintain CDFI Certification for the sole purposes of participating in the CDFI Fund’s BG Program will not use activity with a Controlling Certified CDFI to meet any CDFI Certification requirement, the only proof needed of the Control relationship with an entity identified as a Controlling Certified CDFI is a governing-leadership approved document evidencing that relationship. Examples of documents that evidence a Control relationship between entities include a stock summary report showing that the Controlling entity owns at least 25% of the other entity’s voting shares; a memorandum of understanding between the two entities that addresses the Control relationship; a copy of Subsidiary’s governance document stating that the Controlling entity appoints a majority of the Subsidiary’s governing board or that indicates of forms of Control; etc. The document must evidence governing leadership approval in a way accepted by the CDFI Fund for CDFI Certification purposes (see the main overview section of this guidance manual for information on the ways governing leadership approval can be evidenced).</p> <p>If an Applicant relying on a provision allowed for entities seeking to obtain or maintain CDFI Certification for the sole purposes of participating in the CDFI Fund’s BG Program will use eligible activity with a Controlling Certified CDFI to meet any CDFI Certification requirement, the proof of the relationship with a Controlling Certified CDFI must, per the CDFI Program interim regulations, take the form of an operating agreement that includes management and ownership provisions, and that are in a form and substance acceptable to the CDFI Fund (12 CFR 1805.201(b)(2)(C)(iii)).</p> <p>While the field label/question for this field indicates that an operating agreement must be provided, if the Applicant that will not use activity with a Controlling Certified CDFI to meet any CDFI Certification requirement, then an operating agreement is not specifically required.</p> <p>If the documentation provided does not include evidence that the relevant document is binding via clear acceptable evidence (in one of the ways allowed by the CDFI Fund) of its approval by the Applicant’s governing leadership and of its approval date, the document will not be considered valid, which may result in the decline of the CDFI Certification Application. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund, see Evidence that a Document is Governing- Leadership Approved in the CDFI Certification – Documentation Requirements section of this guidance manual.</p> <p>The Applicant’s entity name must show clearly in the relevant document(s) and must match its current entity name as it appears in its AMIS account or documentation filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry linking the entity name in the governance document to the current entity name in AMIS must be provided.</p> <p>The effective date of any operating agreement provided must be as of or prior to the submission date of the CDFI Certification Application.</p> <p>If an Applicant is using the CDFI Certification provision for entities seeking to obtain/maintain CDFI Certification solely for participation in the CDFI Fund’s BG Program will rely on multiple Controlling Certified CDFIs to meet the CDFI Certification requirements, the current operating agreement with each such entity must be provided.</p>				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
<p>NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</p> <p>Any operating agreement provided 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>				

PRIMARY MISSION

CDFI Certification Primary Mission Requirements

To meet the CDFI Certification requirements, an entity must have the promotion of community development as its primary mission.

In determining whether an entity's primary mission is the promotion of community development, the CDFI Fund will consider whether its activities (and, as applicable, those of certain Affiliates and/or of other entities relevant to the CDFI Certification review) are, as per the CDFI Program interim regulations ([12 CFR § 1805.201\(b\)\(1\)](#)), *purposefully* directed toward improving the social and/or economic conditions of underserved people (includes Low-Income persons and/or, as approved by the CDFI Fund, other populations that lack adequate access to capital and/or Financial Services) and/or residents of economically distressed communities.

Further, if an entity has any Affiliates that either Controls it or that engage in eligible Financial Product and/or eligible Financial Services activity, those Affiliates will also be taken into considerations as part of the Primary Mission review as will, if the primary entity under review is subject to the CDFI Certification collective review, each entity relevant to the collective review process.

An entity seeking to obtain or maintain CDFI Certification must, except as allowed in connection with certain CDFI Certification provisions (e.g., DIHCs that do not engage in their own direct Financial Product activity, entities seeking CDFI Certification solely for participation in the CDFI Fund's Bond Guarantee Program and/or, in connection with the submission of the CDFI Certification Application only, Spin-off entities), demonstrate that:

- its current governing leadership-approved mission is the promotion of community development;
- its governing leadership-approved mission has been the promotion of community development for at least the most recent six full calendar months;
- it has a governing leadership-approved community development strategy; and
- it meets the CDFI Certification Primary Mission-related standards for responsible financing practices.

Examples of promoting community development include providing responsible Financial Products and Financial Services to Low-Income individuals, Other Targeted Populations recognized for CDFI Certification purposes, and/or residents of or businesses located in economically distressed communities; promoting affordable housing, the availability and viability of Community Facilities (i.e., facilities where health care, childcare, educational, cultural, or social services are provided), or economic development, particularly in distressed communities; and/or supporting the provision of community services such as child care, education, health care, social services, or workforce development.

If an entity seeking to obtain or maintain CDFI Certification has an Affiliate(s) or is subject to the CDFI Certification collective review, the following Primary Mission-related requirements also apply.

- Primary Mission for entities with an Affiliate(s)

Any entity seeking to obtain or maintain CDFI Certification that has an Affiliate(s) must not only demonstrate its own compliance with the CDFI Certification Primary Mission requirements as the primary entity under review for CDFI Certification purposes, but must also demonstrate that each Affiliate, other than a tribal government, that Controls it or that engages in eligible Financial Product and/or eligible Financial Services activity meets the following Primary Mission-related requirements:

- it currently has a mission that supports and/or is consistent with the primary entity under review's primary mission of promoting community development;
 - a description can be provided of how its mission and activities support and/or are consistent with the community development mission of the primary entity under review; and
 - if it engages in eligible Financial Product and/or eligible Financial Services activity, that activity meets the CDFI Certification Primary Mission-related responsible financing practices standards.
- Primary Mission for entities subject to the CDFI Certification collective review (DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs)

Any entity subject to the CDFI Certification collective review (i.e., DIHC, Affiliate of a DIHC(s), or Subsidiary of an IDI(s), including any such entity operated by or Affiliated with a tribal government) must not only demonstrate its own compliance with the CDFI Certification Primary Mission requirements as the primary entity under review for CDFI Certification purposes, but must also demonstrate that each entity relevant to its CDFI Certification collective review process (entities relevant to the CDFI Certification collective review process are described in the "Requirements for DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs" above) meets the following standard Primary Mission and other applicable Primary Mission-related requirements:

- the promotion of community development is its current primary mission;
- if it engages in eligible Financial Product and/or eligible Financial Services activity and the entity seeking to obtain or maintain CDFI Certification is a DIHC that does not engage in its own direct eligible Financial Product activity, it has had the promotion of community development as its primary mission for at least the most recent six full calendar months;
- a description can be provided of how its mission and activities support and/or are consistent with the community development mission of the primary entity under review; and
- if it engages in eligible Financial Product and/or eligible Financial Services activity, that activity meets the CDFI Certification Primary Mission-related responsible financing practices standards.

Each Affiliate of an entity subject to the CDFI Certification collective review that is not relevant to the CDFI Certification collective review process, but is relevant to the primary entity under review's Primary Mission assessment under the general Primary Mission standards for entities with Affiliates (includes each Affiliate, other than a tribal government, that engages in eligible Financial Product and/or eligible Financial Services activity or that Controls the primary entity under review even if that Controlling Affiliate does not engage in any eligible Financial Product or eligible Financial Services activity), must meet the Primary Mission-related requirements applicable to such entities (see "Primary Mission for Entities with an Affiliate(s)").

Affiliates or other entities related to the one seeking to obtain or maintain the CDFI Certification that meet conditions to be assessed as part of the primary entity under review's compliance with the CDFI Certification Primary Mission requirements that have their own active CDFI Certification or CDE certification from the CDFI Fund at the time the CDFI Certification review of the other entity is being conducted or whose sole activity at the time that other entity is being reviewed is the participation in other federal financing programs are presumed to meet applicable Primary Mission requirements in connection with the primary entity under review's CDFI Certification. The Primary Mission section of the CDFI Certification Application does not have to be completed for any such Affiliate or other related entity.

Primary Mission and Tribal Governments

Entities seeking to obtain or maintain CDFI Certification that are or are Affiliated with a tribal government and any entity relevant to another entity's CDFI Certification review that is Affiliated with a tribal government, must meet all applicable Primary Mission requirements; however, if a tribal government is relevant to another entity's CDFI Certification review, the tribal government is not required to meet any Primary Mission requirements in connection with that other entity's CDFI Certification.

Primary Mission and the CDFI Certification Spin-off Provision

If a CDFI Certification Applicant seeks to use the CDFI Certification provision for Spin-off entities, it must meet the CDFI Certification Primary Mission requirement related to the length of time that an acceptable primary mission of community development has been in place by demonstrating that either it or an eligible Spin-off-related Affiliate (i.e., an entity from which the Applicant received a transferred (not purchased) portfolio of Financial Product transactions that is an Affiliate as of the date the CDFI Certification Application using the Spin-off provision is submitted; was an Affiliate at the time the eligible Financial Product portfolio transfer took place; and was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off's most recently completed fiscal year timeframe whose transferred portfolio included Financial Product transactions it closed at arm's-length and as a financing entity of record in the associated transaction closing documents) has had the promotion of community development as its primary mission for at least the full six calendar months immediately prior to submission of the Spin-off's CDFI Certification Application.

Spin-offs must also demonstrate that each relevant Affiliate and, if the Spin-off is subject to the CDFI Certification collective review, that each entity relevant to its collective review process, except tribal governments, each individually meet all applicable Primary Mission-related requirements.

Documenting Mission

To demonstrate its mission, an entity must have a CDFI Fund-accepted governing leadership-approved document that clearly states its mission or purpose. The CDFI Fund currently accepts the following types of documents to demonstrate mission: organizing document (e.g., articles of incorporation, charter, or similar), governing leadership-approved governance document (e.g., bylaws, operating agreement, partnership agreement, or similar), governing or managing board resolution or managing member/owner resolution/directive.

Documenting that community development is an entity's primary mission: To demonstrate that an entity's primary mission is the promotion of community development, the mission document provided must clearly indicate that community development is the entity's PRIMARY purpose. Language that indicates a community development purpose includes references to providing responsible Financial Products and Financial Services to Low-Income individuals, Other Targeted Populations recognized for CDFI Certification purposes, and/or residents of or businesses located in economically distressed communities; promoting affordable housing, the availability and viability of Community Facilities (i.e., facilities where health care, childcare, educational, cultural, or social services are provided), or economic development, particularly in distressed areas; and/or supporting the provision of community services such as child care, education, health care, social services, or workforce development.

Documenting the length of time that a particular mission has been in place: The CDFI Fund considers a mission to be effective as of the date when formal action was taken by an entity's governing leadership to recognize or authorize that mission. For a mission's effective date to be recognized by the CDFI Fund, there must be documentation of the recognizing/authorizing action from the date when that action was purportedly taken. Attesting or resolving that action was previously taken to recognize or authorize a mission is not accepted as evidence of a mission's earlier effective date.

Evidence that a document is governing leadership-approved: See corresponding information in the Basic Information section of this guidance.

Primary Mission and Community Development Strategy

An entity seeking to obtain or maintain CDFI Certification must be able to demonstrate that it has a community development strategy such that the eligible Financial Product and/or eligible Financial Services activity it engages in supports a community development objective(s) for underserved populations and/or residents of economically distressed communities. To demonstrate that it has an acceptable community development strategy, an entity must have either:

- a governing leadership-approved strategic plan that shows evidence of such a community development strategy.
- if it does not have a strategic plan or if its strategic plan does not properly evidence its community development strategy (either because a community development strategy is not referenced at all or it is not clearly referenced in the strategic plan), a governing leadership approved narrative that describes the community development outcomes expected to result from its eligible Financial Product and/or eligible Financial Services activity, and how that eligible Financial Product and/or eligible Financial Services activity leads to those outcomes.

As evidence of a community development strategy, an entity's strategic plan or narrative should include references to:

- the geographic and/or demographic market served by the entity and the needs of and/or opportunities in that market, which might include quantitative data or qualitative input from members of that market;
- one or more community development goals and objectives and/or how the entity intends to meet those goals and objectives; and
- how the entity's eligible Financial Product and/or eligible Financial Services activity, Development Services, and, if applicable, other activities are expected to improve the social and/or economic conditions of the relevant market.

A separate community development strategy is not required for Affiliates or other entities relevant to the CDFI Certification Primary Mission review (including in connection with the CDFI Certification collective review process), but a description of how the mission and activities of each such Affiliate or other relevant entity support and/or are consistent with the community development mission of the Applicant must be provided.

CDFI Certification Applicants must submit either a governing leadership-approved strategic plan that provides evidence that its community development strategy or, if it does not have a strategic plan or if it does, but that strategic plan does not properly evidence its community development strategy (either because a community development strategy is not referenced at all or it is not clearly referenced in the strategic plan), a governing leadership-approved narrative that describes the community development outcomes expected to result from its eligible Financial Product and/or eligible Financial Services activity, and how that eligible Financial Product and/or eligible Financial Services activity leads to those outcomes.

For CDFI Certification Applicants, the community development strategy must have been approved by the governing leadership as of the date the CDFI Certification Application is submitted.

Primary Mission and Responsible Financing Practices

To meet the CDFI Certification Primary Mission standards for responsible financing practices, an entity seeking to obtain or maintain CDFI Certification (and each Affiliate or other entity relevant to its CDFI Certification review) should provide Financial Products and Financial Services that are consistent with promoting community development. Such Financial Products should not harm consumers, be affordable, be originated based upon an

assessment of whether a borrower can pay back a loan, and have terms and conditions that are transparent and understandable to the borrower. Entities seeking to obtain or maintain CDFI Certification (and each of their Affiliates or other entities relevant to their CDFI Certification review) should practice transparency, fair collections, and compliance with federal, State, and local laws and regulations. The CDFI Fund also considers the safety, affordability, and transparency of an entity's Financial Services to be an important aspect of its commitment to community development.

The CDFI Certification Application asks a series of questions related to eligible Financial Product and eligible Financial Services activity engaged in by the entity seeking to obtain or maintain CDFI Certification (and by each of its Affiliates or other entities relevant to its CDFI Certification review) to determine whether that activity is consistent with the responsible financing principles and with a commitment to community development. These questions apply to *all* eligible Financial Product and Financial Services activity engaged in by an Applicant and each of its Affiliates or other entities relevant to its CDFI Certification review, not only those directed to an allowable Target Market component(s).

CDFI Certification and Disqualifying Financing Practices

Any entity seeking to obtain or maintain CDFI Certification that either directly engages in or has an Affiliate or other entity relevant to its CDFI Certification review that engages in the following financing practices is ineligible for CDFI Certification:

- originates or otherwise offers loans that exceed the interest limits that apply to non-depository institutions in the state where the borrower resides;
- offers consumer loans that allow for an APR in excess of 36%⁶ *and*
 - o the loans have an annual default rate over 5%;
 - o the loans in question include a leveraged payment mechanism;
 - o any such loans of \$1,000 or less have repayment timeframes that exceed 12 months;
 - o for a period of 12 full months after the issuance of any such loan, it does not waive any upfront fees for any refinance or new loan issued to the same borrower;
 - o any fees associated with such installment loans are not spread evenly over the life of the loan or pro rata refundable in the event of early repayment (including through a refinance); *or*
 - o all payments on any such installment loans are *not* substantially equal and do not amortize smoothly to a zero balance by the end of the loan term;
- offers covered⁷ single-family, owner-occupied, residential mortgage loan products secured by a non-subordinate lien

⁶ If a Certified CDFI that has attested neither it nor any Affiliate or other entity relevant to its CDFI Certification review offers consumer or small business loans that allow for an APR in excess of 36% later determines that a transaction's APR exceeds 36%, the CDFI may remain eligible for CDFI Certification without having to meet the additional conditions for consumer loans above 36% provided, within 210 days after consummation, any necessary rate correction is made and the consumer is paid the dollar amount by which the transaction's total points and fees and/or interest payments caused the transaction to exceed a 36% APR.

⁷ For purposes of question PM19 on an entity's mortgage loan products, a covered mortgage loan product is limited to a consumer credit transaction that is secured by a lien on a single-family, owner-occupied residence *other than*

- (i) transactions secured by a subordinate lien;
- (ii) a reverse mortgage subject to 12 CFR [1026.33](#);
- (iii) a temporary or "bridge" loan with a term of 12 months or less, such as a loan to finance the purchase of a new dwelling where the consumer plans to sell a current dwelling within 12 months or a loan to finance the initial construction of a dwelling;
- (iv) a construction phase of 12 months or less of a construction-to-permanent loan;

- for which it fails to verify the income or assets of the borrower;
- that include negative amortization or interest-only payments;
- that charge upfront points and fees to the consumer in excess of 3%, or in excess of the Qualified Mortgage limits for smaller loans; or
- that are underwritten at less than the maximum rate in the first five years;
- sells its charged-off consumer or small business debt to debt buyers;
- has a current Community Reinvestment Act rating below Satisfactory;
- uses its Equity Investment Financial Products to gain Control over an investee (except if the Applicant must save a business through ownership as a last resort for a limited period of time); or
- leverages, for its own benefit, the assets of any of its active equity investees.

For purposes of determining the highest allowable APR for any consumer loan products, the CDFI Fund requires that the methodology prescribed in [32 CFR § 232.4 of the Military Lending Act](#) (referred to as the Military Annual Percentage Rate [MAPR]) be used, *regardless of covered borrower status*.⁸

CDFI Certification and Financing Practices Requiring Further Explanation

Unless an acceptable explanation of how the below practices have a community development purpose consistent with the principles described in this section is provided, an entity may also be determined to be ineligible for CDFI Certification if it or any Affiliate or other entity relevant to its CDFI Certification review engages in the following activities:

- does not evaluate the ability of certain mortgage, consumer, or small business borrowers to pay back a loan;
- offers small business⁹ loans that allow for an APR in excess of 36%;
- offers covered mortgages with balloon payments or that carry an original maximum term longer than 30 years (unless offered through a government program); or
- charges excessive overdraft or nonsufficient funds (NSF) fees or has practices that are related to these fees that are harmful.

For purposes of determining the highest allowable APR for any small business loan products, the standard Truth in Lending Act (TILA) methodology in [12 CFR Part 1026](#) (Regulation Z) must be used.

-
- (v) an extension of credit made pursuant to a program administered by a Housing Finance Agency, as defined under 24 CFR 266.5;
 - (vi) an extension of credit made pursuant to a program administered by the U.S. Department of Housing and Urban Development, the U.S. Department of Veterans Affairs, or the U.S. Department of Agriculture;
 - (vii) a transaction that does not require payment of interest;
 - (viii) a transaction made for the purpose of foreclosure avoidance or prevention; or
 - (ix) for loans with interest-only payments and loans with balloon payments, a transaction with a payment schedule that is adjusted to the seasonal or irregular income of the consumer.

⁸ The CDFI Fund does not require that an entity calculate, disclose, or report the MAPR of its consumer loan products unless otherwise required by statute or regulation to do so. Entities must attest as to indicate whether or not any of its consumer loan products “allow for” an MAPR in excess of 36% MAPR. If so, entities must respond to a set of secondary questions about the loan product’s characteristics. For additional guidance on calculating the MAPR, see the Consumer Financial Protection Bureau’s (CFPB) [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.

⁹ For purposes of CDFI Certification, “small business” has the same meaning as the term “small business concern” in 15 U.S.C. 632(a), as implemented in 13 CFR 121.101 through 121.107. Notwithstanding the size standards set forth in 13 CFR 121.201, for purposes of this subpart, a business is a small business if its gross annual revenue, as defined in § 1002.107(a)(14), for its preceding fiscal year is \$5 million or less.

Other questions provide an opportunity for community development intent to be further demonstrated, such as how struggling borrowers are assisted. Depository institutions must also provide information on checking or share account features they offer.

Beginning January 1, 2026, an entity will be ineligible for CDFI Certification if it or each entity relevant to its CDFI Certification review offers small business loan products and does not disclose in writing 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 APR. Certified CDFIs that offer or that have entities relevant to their CDFI Certification review that offer small business loan products will be required to attest in their ACR to about the making of such disclosures no later than October 1, 2026, in order to maintain their CDFI Certification.

Obtaining Determination to Amend a Responsible Financing Practices Standard(s)

The current responsible financing practices standards established in connection with the CDFI Certification Primary Mission test allow for certain circumstances under which eligible Financial Product or eligible Financial Services activity involving an otherwise disqualifying practice(s) might still be acknowledged as serving an acceptable community development purpose and would, therefore, not prevent an entity engaging in such activity or that has an Affiliate or other entity relevant to its CDFI Certification collective review process that engages in such activity from being able to obtain or maintain the CDFI Certification. For example, entities that offer consumer loans that exceed an annual percentage rate (APR) of 36% may still be determined eligible for Certification if certain conditions are met for that product, such as that product having, among other conditions, a default rate no greater than 5%, a limit on fees to refinance a relevant loan, and/or substantially equal loan payments that amortize to a zero balance. Similarly, certain otherwise disqualifying residential real estate mortgage loan characteristics are allowable for the purposes of CDFI Certification if additional criteria are met.

Entities that engage in or that have an Affiliate or other entity relevant to their CDFI Certification review that engage in eligible Financial Product and/or eligible Financial Services activity that do not meet a current responsible financing practices standard(s) in connection with the CDFI Certification Primary Mission test, nor any relevant existing additional criteria that would enable such activity to still be acknowledged as serving an acceptable community development purpose, may seek an amendment to the relevant responsible financing practices standard(s). For CDFI Certification Applicants, approval of any such amendment must be received before the CDFI Certification Application is submitted.

For information on how to request an amendment to a current CDFI Certification responsible financing practices standard(s), please see “[Obtaining Determination to Amend a Responsible Financing Practices Standard\(s\)](#)” in the “Obtaining CDFI Certification-Related Determinations on New Financial Product Type(s), New Financial Services Type(s), Amended Responsible Financing Practice(s), New Disregarded or Included Major Use(s) of Assets/Staff Time, New Targeted Population(s), and New/Amended Target Market Assessment Methodology(ies)” section of this guidance.

[Completing the CDFI Certification Application Primary Mission Section](#)

To complete the Primary Mission section of the CDFI Certification Application, Applicants will:

- create or review and, if needed, update the Applicant’s community development strategy either in a governing leadership-approved strategic plan or via a governing leadership-approved community development strategy narrative.
- review and, if needed, provide or correct any information intended to be auto-populated into the CDFI Certification Application Primary Mission section fields.

- complete the non-auto-populated Primary Mission section field(s).
- attach copies of all required documentation.

NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.

Primary Mission – CDFI Certification Application Data Fields

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
PM01	Indicate the type(s) of document(s) presented as evidence of the Applicant’s current primary mission of promoting community development (or, for Affiliates, a mission that supports and/or is consistent with the community development mission of the Applicant).	Select all that apply: <ul style="list-style-type: none"> - Legal Entity documents. - Bylaws. - Governing or managing board resolution. - Owner resolution/ directive. 	Select the appropriate response to identify the type(s) of document(s) being provided that evidence that the Applicant’s current binding mission. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Picklist.

Response Information/Instruction(s):

NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.

While the label/question for this field indicates that Affiliates and/or other entities relevant to the Applicant’s CDFI Certification Primary Mission review need only demonstrate that their mission/activity is supportive of the Applicant’s community development mission, if the Applicant is subject to the CDFI Certification collective review, each entity relevant to its collective review process must, like the Applicant, have community development as its primary mission.

The documentation provided must include evidence that the relevant document is binding via clear acceptable evidence (in one of the ways allowed by the CDFI Fund) of its approval by the governing leadership of the entity whose mission is being presented and of its approval date or the document will not be considered valid, which may result in the decline of the CDFI Certification Application. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund, see Evidence that a Document is Governing- Leadership Approved in the CDFI Certification – Documentation Requirements section this guidance manual.

The name of the entity whose mission is being presented must show clearly in the mission document and must match its current entity name as it appears in its AMIS account (or if an AMIS account for that entity is not required, in the Affiliate record in in the Applicant’s AMIS account or documentation filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry linking the entity name in the governance document to the current entity name in AMIS must be provided.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
<p>The effective date of the current mission document must be as of or prior to the date of submission of the CDFI Certification Application.</p> <p>Mission documentation must be provided for each entity relevant to the review of the Applicant’s compliance with the CDFI Certification Primary Mission requirements.</p>				
PM02	<p>Attach all document(s) needed to evidence the Applicant’s</p> <ul style="list-style-type: none"> - Current primary mission of promoting community development (or, for Affiliates, a mission that supports and/or is consistent with the community development mission of the Applicant); - Governing or managing board or owner approval of the current mission; and - Date the current mission went into effect. 	Attach all documents.	<p>Attach the document(s) that evidence the Applicant’s current binding mission as identified in the preceding field.</p> <p>Governing or managing board or owner approval mean that the document must be approved by the entity’s governing leadership.</p> <p>NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i></p>	Attachment.
PM03	Indicate how the document(s) demonstrate governing or managing board or owner approval of the Applicant’s current mission documentation.	<p>Select all that apply:</p> <ul style="list-style-type: none"> - The document(s) is signed by an officer(s) of the governing leadership. - The document(s) is supplemented by official governing leadership meeting minutes. - 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 	<p>Select the appropriate response(s) to identify how the attached mission related document(s) evidences that it is approved by the Applicant’s governing leadership.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
		signed by an officer(s) of the governing or managing board, owner, or authorized representative.		
<p>Response Information/Instruction(s):</p> <p>The documentation provided must include evidence that the relevant document is binding via clear acceptable evidence (in one of the ways allowed by the CDFI Fund) of its approval by the Applicant’s governing leadership and of its approval date or the document will not be considered valid, which may result in the decline of the CDFI Certification Application. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund for CDFI Certification purposes, see Evidence that a Document is Governing- Leadership Approved in the CDFI Certification – Documentation Requirements section this guidance manual.</p> <p>Select “The document(s) is signed by an officer(s) of the governing leadership.” if it meets the following standards:</p> <p style="padding-left: 40px;">A statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was incorporated into the relevant document when it was ratified indicates the document was approved by the governing leadership and its approval date.</p> <p><u>OR</u></p> <p>The document provides evidence that it was filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry.</p> <p>Select “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.” if it meets the following standards:</p> <p style="padding-left: 40px;">A statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the relevant document, but clearly references it, indicates the document or the governing leadership decision it records was approved by the governing leadership and specifies the approval date.</p> <p>Select “The document(s) is supplemented by official governing leadership meeting minutes.” if it meets the following standards:</p> <p style="padding-left: 40px;">Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication</p>				

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
<p>process) that was incorporated into the minutes when they were originally prepared affirms that the minutes are true and accurate.</p> <p><u>OR</u></p> <p>Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the original minutes, but clearly references the version of the minutes provided affirms that they are true and accurate.</p>				
PM04	Indicate how the document(s) demonstrates the date the current mission went into effect.	<p>Select all that apply:</p> <ul style="list-style-type: none"> - The document(s) shows the date it was adopted via the date it was signed. - The document(s) is supplemented by official governing leadership meeting minutes that clearly indicate the date of the meeting at which the document(s) was adopted. - 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. 	Select the appropriate response to confirm how the mission-related documentation evidences the date when the mission became effective.	Picklist.
PM06	Applicant's current mission as stated in the attached mission documentation.	Enter current mission.	Enter the current mission, verbatim, that can be confirmed in the attached primary mission-related document(s).	Text.
PM06	Page number(s) in the attached mission documentation where	Enter page number(s).	Direct the CDFI Fund to the exact page number of the document that provides the Applicant's current mission.	Numeric.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	the Applicant's current mission is articulated.			
PM07	Enter the date that the Applicant's current mission was formally approved.	Enter date.	<p>Enter the date when the governing leadership-approved current mission evidenced in the provided documentation went into effect.</p> <p>While the label/question for this field indicates that the date a mission was approved by the Applicant's governing leadership, the response should provide the date when the mission went into effect, except in the case of backdating. The effective date may sometimes be after the approval date. Back-dating is not allowed. For CDFI Certification purposes, a mission's effective date is the date documentable action was taken to approve it or thereafter.</p>	Date.
PM08	Date by which an appropriate primary mission must have been in place.	[Auto-populated.]	The Application will display that the date in which the Applicant's primary mission of promoting community development must have been in effect.	Auto-populated.
PM09	Is the date by which an appropriate primary mission was formally approved less than six months?	Yes or No.	<p>Select the appropriate response to indicate whether or not the date by which the primary mission of promoting community development went into effect was less than six full calendar months prior to the date of submission of the CDFI Certification Application.</p> <p>While the label/question for this field indicates that the date a mission was approved by the Applicant's governing leadership, the response</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
			should provide the date when the mission went into effect, except in the case of backdating. The effective date may sometimes be after the approval date. Back-dating is not allowed. For CDFI Certification purposes, a mission's effective date is the date documentable action was taken to approve it or thereafter.	
PM09.1	If "Yes," the date the Applicant's current mission was formally approved is less than six full months prior to the submission of the CDFI Certification Application:			
	Indicate the type(s) of document(s) presented as evidence that the Applicant had an immediate prior primary mission of promoting community development.	Select all that apply: <ul style="list-style-type: none"> - Legal Entity documents. - Bylaws. - Governing or managing board resolution. - Owner resolution/directive. 	Select the appropriate response that Indicate the type(s) of document(s) presented as evidence that the Applicant had an immediate prior primary mission of promoting community development.	Picklist.
PM01.2	Attach all document(s) needed to evidence the Applicant's <ul style="list-style-type: none"> • Immediate <i>prior</i> primary mission of promoting community development; • Governing or managing board or owner approval of the immediate prior mission; and • Date when the immediate prior mission went into effect. 	Attach document(s).	Attach all relevant documents needed to evidence the Applicant's mission has been in place for at least six months prior to the submission of the Application. <p>NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i></p>	Attachment.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
PM09.3	Indicate how the document(s) demonstrates governing or managing board or owner approval of the Applicant's immediate prior mission documentation.	Select all that apply: <ul style="list-style-type: none"> - The document(s) is signed by an officer(s) of the governing or managing board or the owner. - The document(s) is supplemented by official governing leadership 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. - 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. 	Select the appropriate response to indicate how the document(s) demonstrates the governing leadership's approval of the immediate prior mission documentation. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Picklist.
<p>Response Information/Instruction(s):</p> <p>The documentation provided must include evidence that the relevant document is binding via clear acceptable evidence (in one of the ways allowed by the CDFI Fund) of its Approval by the Applicant's governing leadership and of its approval date or the document will not be considered valid, which may result in the decline of the CDFI Certification Application. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund for CDFI Certification purposes, see Evidence that a Document is Governing- Leadership Approved in the CDFI Certification – Documentation Requirements section this guidance manual.</p>				

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
	<p>Select “The document(s) is signed by an officer(s) of the governing leadership.” if it meets the following standards:</p> <p>A statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was incorporated into the relevant document when it was ratified indicates the document was approved by the governing leadership and its approval date.</p> <p><u>OR</u></p> <p>The document provides evidence that it was filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry.</p> <p>Select “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.” if it meets the following standards:</p> <p>A statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the relevant document, but clearly references it, indicates the document or the governing leadership decision it records was approved by the governing leadership and specifies the approval date.</p> <p>Select “The document(s) is supplemented by official governing leadership meeting minutes.” if it meets the following standards:</p> <p>Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was incorporated into the minutes when they were originally prepared affirms that the minutes are true and accurate.</p> <p><u>OR</u></p> <p>Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the original minutes, but clearly references the version of the minutes provided affirms that they are true and accurate.</p>			
PM09.4	Indicate how the document(s) demonstrates the date the immediate prior mission went into effect.	Select all that apply: <ul style="list-style-type: none"> - The document(s) shows the date it was adopted via the date it was signed. 	Select the appropriate response that indicates how the document(s) demonstrates the date the immediate prior mission went into effect.	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
		<ul style="list-style-type: none"> - The document(s) is supplemented by official governing leadership meeting minutes that clearly indicate the date of the meeting at which the document(s) was adopted. - 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. 		
PM09.5	Enter the Applicant's immediate <i>prior</i> mission exactly as stated in the attached mission documentation.	Enter mission statement(s).	Enter the immediate prior mission, verbatim, from the attached primary mission related document(s).	Text.
PM09.6	For each type of document presented as evidence of the Applicant's immediate <i>prior</i> mission, enter the page number(s) in that document where the immediate <i>prior</i> mission is articulated.	Enter page number(s).	Direct the CDFI Fund to the exact page numbers(s) for each type of document presented as evidence of the Applicant's immediate <i>prior</i> mission, enter the page number(s) in that document where the immediate <i>prior</i> mission is articulated.	Numeric.
PM09.7	Enter the date that the Applicant's immediate <i>prior</i> mission was formally approved by its governing or managing board or owner.	Enter date.	If the date the Applicant's most recent <i>prior</i> mission is still less than six complete, full months prior to the submission of the CDFI Certification Application, repeat the <i>prior</i> mission documentation questions, as needed, until a full six-month's timeframe has been provided.	Date.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
PRIMARY MISSION – APPLICANT – COMMUNITY DEVELOPMENT STRATEGY				
PM10	What are the Applicant’s community development objective(s) that address the social and/or economic conditions of underserved people and/or residents of economically distressed communities?	Select all that apply: <ul style="list-style-type: none"> - Promote housing opportunity. - Promote financial access (e.g., access to capital in persistent-poverty communities). - Promote economic development. - Promote the development of Community Facilities.¹⁰ - Promote infrastructure development. - Promote the availability of community services (such as childcare, education, health care, social services, workforce development). - Promote community revitalization. - Promote the availability of consumer products/services. - Promote the closure of the racial wealth gap. - Promote the creation of quality jobs. - Promote business development. - Promote increased energy, water, 	Select the appropriate response that identifies Applicant’s community development objective(s) that address the social and/or economic conditions of underserved people and/or residents of economically distressed communities.	Picklist.

¹⁰ “Community Facility” means a facility where health care, child care, educational, cultural, or social services are provided.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
		<p>and/or location efficiency.</p> <ul style="list-style-type: none"> - Promote financial inclusion and access to affordable Financial Services, particularly for the un- and underbanked and/or in banking deserts (depository institutions only). - Other. 		
PM10.1	If “Other,” describe the objective and explain why it can be considered a community development objective.	Provide explanation.	If “Other” was selected in PM10, fully describe the objective and explain why it can be considered a community development objective.	Text.
PM11	For each community development objective selected in question PM09, identify the type of goal(s) supported by the Financial Product(s) in which the Applicant engages.	<p>Select all that apply:</p> <ul style="list-style-type: none"> - Business development. - Asset/wealth building. - Homeless/transitional housing/services. - Senior housing/services. - Community Facilities development/improvements. - Special needs housing/services. - Accessibility modifications. - Affordable housing. - Job creation/retention - Charter school development. 	<p>Select the appropriate response that identifies the type of goal(s) supported by the Financial Product(s) in which the Applicant engages.</p> <p>The Applicant must refer to the community development objectives selected in question PM10.</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
		<ul style="list-style-type: none"> - Community health care centers development. - Commercial real estate development. - Climate resilience. - Reduced poverty and/or inequality. - Credit-building. - Financial stability. - Other. 		
PM11.1	If “Other,” describe.	Provide description.	If “Other” was selected in PM11, describe the “other” type of goal(s) supported by the Financial Product(s) in which the Applicant engages.	Text.
PM12	Does the Applicant have a board- or owner-approved strategic plan that provides evidence of a community development strategy?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant have a board- or owner-approved strategic plan that provides evidence of a community development strategy.	Picklist.
PM12.1	If “Yes”: Indicate how the document(s) demonstrate governing board or owner approval of the Applicant’s strategic plan that provides evidence of a community development strategy.	Select all that apply: <ul style="list-style-type: none"> - The document(s) shows the date it was adopted via the date it was signed. - The document(s) is supplemented by official governing leadership meeting minutes that clearly indicate the date of the meeting at which the document(s) was adopted. - The document(s) is supplemented by a statement that clearly indicates the date the document(s) was 	Select the appropriate response to indicate how the document(s) demonstrate governing leadership’s approval of the Applicant’s strategic plan that provides evidence of a community development strategy.	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		approved by the governing or managing board or owner.		
PM12.2	Attach board- or owner-approved strategic plan that provides evidence of a community development strategy.	Attach document(s).	Attach the governing leadership approved strategic plan that provides evidence of a community development strategy. NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i>	Attachment.
PM12.3	Identify the page number(s) from the attached document(s) where the community development strategy is articulated.	Enter page number(s).	Direct the CDFI Fund to the exact page number(s) from the attached document(s) where the community development strategy is articulated.	Numeric.
PM12.4	If “No” (i.e., if the Applicant does not have a board- or owner-approved strategic plan, or if that strategic plan does not clearly evidence a community development strategy): Attach a brief board- or owner-approved narrative that describes the community development outcomes that the Applicant believes will result from the provision of its Financial Products and Financial Services, and	Attach narrative.	If the selection to PM12 is “No,” attach a brief board- or owner-approved narrative that describes the community development outcomes that the Applicant believes will result from the provision of its Financial Products and Financial Services, and how those Financial Products and Financial Services lead to those outcomes. NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S.</i>	Attachment.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	how those Financial Products and Financial Services lead to those outcomes.		<i>dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i>	
PM12.5	Indicate how the document(s) demonstrate governing board or owner approval of the Applicant’s community development outcomes narrative.	Select all that apply: <ul style="list-style-type: none"> - The document(s) shows the date it was adopted via the date it was signed. - The document(s) is supplemented by official governing leadership meeting minutes that clearly indicate the date of the meeting at which the document(s) was adopted. - 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. 	Select the appropriate response to indicate how the document(s) demonstrate governing board or owner approval of the Applicant’s community development outcomes narrative.	Picklist.
<p>PRIMARY MISSION – RESPONSIBLE FINANCING PRACTICES</p> <p>Note: The responsible financing practices fields must be completed for each Affiliate and/or other entity relevant to the Applicant’s CDFI Certification Primary Mission review that engages in eligible Financial Product and/or eligible Financial Services activity.</p> <p>While the field labels/questions and/or other text prompts for the responsible financing practices fields used to present information on Affiliates and/or other entities relevant to the Applicant’s CDFI Certification Primary Mission review may indicate that a response should only ever address the Applicant’s status with regard to a certain standard, the responses should actually address whatever entity’s responsible financing practices information is being presented.</p> <p>While the field labels/questions and/or other text prompts for the fields used to present Primary Mission-related information on Affiliates and/or other entities relevant to the Applicant’s CDFI Certification Primary Mission review may indicate that information need only be presented on the Applicant’s relevant Affiliates, this</p>				

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
<p>information must actually be presented for each entity relevant to the Applicant’s CDFI Certification Primary Mission review, even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.</p> <p>If the CDFI Certification Application form does not allow responsible financing practices information to be presented separately and independently for each Affiliate and/or other entity relevant to the Applicant’s CDFI Certification Primary Mission review that engages in eligible Financial Product and/or eligible Financial Services activity, provide responses to the responsible financing practices fields for each such entity separately and independently via a document attached to field BI21 in the Basic Information section of the Application. Name the attachment: “Responsible financing practices info – Affiliates and/or other entities relevant to Primary Mission review”.</p>				
PM13	Has the CDFI Fund provided the Applicant with documentation of any amended standards for responsible financing practices applicable to the Applicant’s own financing practices for the purpose of CDFI Certification?	Yes, No, or N/A.	<p>Select the appropriate response to indicate whether the CDFI Fund provided the Applicant with documentation of any amended standards for responsible financing practices applicable to the Applicant’s own financing practices for the purpose of CDFI Certification.</p> <p>Select “N/A” if the Applicant has not requested consideration of an amended responsible lending standard.</p>	Picklist.
<p><i>Questions PM14 through PM22 will be asked of Applicants that offer loan products (including credit cards or purchased loans) only.</i></p>				
PM 14	Do the Applicant’s underwriting standards for each of its covered mortgage, consumer, and/or small business loan products include an assessment of the borrower’s ability to pay back 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 (except for any final mortgage balloon payment)?	Yes, No, or N/A (i.e., does not offer covered mortgage, consumer, or small business loan products).	<p>Select the appropriate response to indicate whether or not the Applicant’s underwriting standards for each of its covered mortgage, consumer, and/or small business loan products include an assessment of the borrower’s ability to pay back 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 (except for any final mortgage balloon payment).</p> <p>The Applicant should respond as it pertains to all consumer</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			and small business loans; however, there are some exclusions for mortgage loans.	
	<p>For purposes of this question (PM14), a covered mortgage loan product is limited to a consumer credit transaction that is secured by a lien on a single-family, owner-occupied residence <i>other than</i></p> <ul style="list-style-type: none"> (i) A reverse mortgage subject to 12 CFR 1026.33; (ii) A temporary or “bridge” loan with a term of 12 months or less, such as a loan to finance the purchase of a new dwelling where the consumer plans to sell a current dwelling within 12 months or a loan to finance the initial construction of a dwelling; (iii) A construction phase of 12 months or less of a construction-to-permanent loan; (iv) (iv) An extension of credit made pursuant to a program administered by a Housing Finance Agency, as defined under 24 CFR 266.5; (v) An extension of credit made pursuant to a program administered by the U.S. Department of Housing and Urban Development, the U.S. Department of Veterans Affairs, or the U.S. Department of Agriculture; (vi) A transaction that does not require payment of interest; or (vii) A transaction made for the purpose of foreclosure avoidance or prevention. 			
PM14.1	If “No,” please explain how the absence of consideration of whether the borrower is able to pay back each type of loan serves a community development purpose.	Provide narrative.	<p>If “No,” to PM14, the Applicant must explain how the absence of consideration of whether the borrower is able to pay back each type of loan serves a community development purpose.</p> <p>An Applicant that does not originate based upon an assessment of whether a borrower is able to pay back a loan may be determined ineligible for CDFI Certification.</p>	Narrative.
<p><i>Only for Applicants that originate, purchase interests in, offer, arrange, market, or service any consumer 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></p>				
PM15	Does the Applicant originate, purchase interests in, offer, arrange, market, or service any consumer loan products (including credit cards and	Yes, No, or N/A (i.e., does not offer consumer loan products).	Select the appropriate response to indicate whether or not the Applicant originate, purchase interests in, offer, arrange, market, or service any consumer loan products (including credit cards and	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	purchased loans) that allow for an annual percentage rate in excess of 36% when that rate is calculated using the Military Annual Percentage Rate standard ¹¹ ?		purchased loans) that allow for an annual percentage rate in excess of 36% when that rate is calculated using the Military Annual Percentage Rate standard. If “Yes,” the Applicant will be required to respond to additional financing-practices questions about the consumer loan products that allow for an annual percentage rate in excess of 36% when that rate is calculated using the MAPR standard.	
PM15.1	If “Yes”: What is the current highest allowable MAPR charged on any of the Applicant’s consumer loans (including credit cards and purchased loans)?	Enter the highest allowable MAPR on any of the Applicant’s consumer loan products.	If “Yes,” to PM15, enter the highest allowable MAPR on any of the Applicant’s consumer loan products (including credit cards and purchased loans).	Numeric.
<i>Questions PM15.2 through PM15.7 – For any consumer loan product with an MAPR in excess of 36%:</i>				
PM15.2	Did any of the consumer loan products in question have an annual default rate over 5% during the 12 full months immediately prior to submission of the Application? ¹²	Yes or No.	Select the appropriate response to determine whether or not any of the consumer loan products in question have an annual default rate over 5% during the 12 full months immediately prior to submission of the Application. If “Yes,” the Applicant is not eligible for CDFI Certification.	Picklist.
PM15.3	Do any of the consumer loans in question include	Yes or No.	Select the appropriate response to determine whether or not any of the consumer loans in question	Picklist.

¹¹ For additional guidance on calculating the MAPR, see the CFPB’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.

¹² Calculate on a per borrower basis for single payment loans.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	a leveraged payment mechanism? ¹³		include a leveraged payment mechanism. If “Yes,” the Applicant is not eligible for CDFI Certification.	
PM15.4	If the product in question includes loans of \$1,000 or less, have the repayment timeframes been limited to no more than 12 months?	Yes, No, or N/A (i.e., does not offer loans of \$1,000 or less).	Select the appropriate response to indicate whether or not the product in question includes loans of \$1,000 or less, have the repayment timeframes been limited to no more than 12 months. If “No,” the Applicant is not eligible for CDFI Certification.	Picklist.
PM15.5	For a period of 12 full months after the issuance of such a consumer loan, does the Applicant waive any upfront fees for any refinance or new loan issued to the same borrower?	Yes or No.	Select the appropriate response to indicate whether or not for a period of 12 full months after the issuance of such a consumer loan, does the Applicant waive any upfront fees for any refinance or new loan issued to the same borrower. If “No,” the Applicant is not eligible for CDFI Certification.	Picklist.
PM15.6	Are all fees spread evenly over the life of the loan and pro rata refundable in the event of early repayment (including through a refinance) for each of the Applicant’s consumer installment loan products in question?	Yes or No, or N/A (i.e., does not offer consumer installment loan products with an MAPR in excess of 36%).	Select the appropriate response to indicate whether or not all fees spread evenly over the life of the loan and pro rata refundable in the event of early repayment (including through a refinance) for each of the Applicant’s consumer installment loan products in question. If “No,” the Applicant is not eligible for CDFI Certification.	Picklist.

¹³ The CDFI Fund will rely on the CFPB’s definition of a leveraged payment mechanism: “A loan has a leveraged payment mechanism if the lender or a service provider has the right to initiate a transfer of money, through any means, from a consumer’s account to satisfy an obligation on a loan.” See CFPB final rule and interpretations, Payday, Vehicle Title, and Certain High-Cost Installment Loans, [12 CFR § 1041.3\(c\)](#).

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
PM15.7	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 consumer installment loan products in question?	Yes or No, or N/A (i.e., does not offer consumer installment loan products with an MAPR in excess of 36%).	Select the appropriate response to indicate whether or not 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 consumer installment loan products in question. If "No," the Applicant is not eligible for CDFI Certification.	Picklist.
PM16	Does the Applicant originate, purchase interests in, offer, arrange, market, or service small business loan products (including credit cards and purchased loans) that allow for an annual percentage rate in excess of 36%?	Yes, No, or N/A (i.e., does not offer small business loan products).	Select the appropriate response to indicate whether or not the Applicant originate, purchase interests in, offer, arrange, market, or service small business loan products (including credit cards and purchased loans) that allow for an annual percentage rate in excess of 36%. If "Yes," the Applicant will be required to respond to additional financing-practices questions about the small business loan products that allow for an annual percentage rate in excess of 36%.	Picklist.
<i>If "Yes": Only for Applicants that originate, purchase interests in, offer, arrange, market, or service any small business loan products (including credit cards or purchased loans) that allow for an APR in excess of 36%.</i>				
PM16.1	What is the current highest allowable APR charged on any of the Applicant's small business loans (including credit cards and purchased loans)?	Enter the highest allowable APR on any of the Applicant's small business loan products.	Enter the highest allowable APR charged on any of the Applicant's small business loans (including credit cards and purchased loans).	Numeric.
<i>Questions PM16.2 through PM16.6 – For any small business loan product with an APR in excess of 36%:</i>				
PM16.2	Did any of the small business loan products in question have an annual	Yes or No.	Select the appropriate response to indicate whether or not any of	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
	default rate over 5% during the 12 full months immediately prior to submission of the Application? ¹⁴		the small business loan products in question have an annual default rate over 5% during the 12 full months immediately prior to submission of the Application.	
PM16.3	Do any of the small business loans in question include a leveraged payment mechanism? ¹⁵	Yes or No.	Select the appropriate response to indicate whether or not any of the small business loans in question include a leveraged payment mechanism.	Picklist.
PM16.4	Are all fees spread evenly over the life of the loan and pro rata refundable in the event of early repayment (including through a refinance) for each of the Applicant's small business installment loan products in question?	Yes or No, or N/A (i.e., does not offer small business installment loan products with an APR in excess of 36%).	Select the appropriate response to indicate whether or not all fees spread evenly over the life of the loan and pro rata refundable in the event of early repayment (including through a refinance) for each of the Applicant's small business installment loan products in question.	Picklist.
PM16.5	Are all installment 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 small business installment loan products in question?	Yes or No, or N/A (i.e., does not offer small business installment loan products with an APR in excess of 36%).	Select the appropriate response to indicate whether or not all installment loan payments substantially equal, and do they amortize smoothly to a zero balance by the end of	Picklist.

¹⁴ Calculate on a per borrower basis for single payment loans.

¹⁵ The CDFI Fund will rely on the CFPB's definition of a leveraged payment mechanism: "A loan has a leveraged payment mechanism if the lender or a service provider has the right to initiate a transfer of money, through any means, from a consumer's account to satisfy an obligation on a loan." See CFPB final rule and interpretations, Payday, Vehicle Title, and Certain High-Cost Installment Loans, [12 CFR § 1041.3\(c\)](#).

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			the loan term for each of the Applicant’s small business installment loan products in question.	
PM16.6	If the Applicant responded “Yes” to either PM16.2 or PM16.3, or responded “No” to either PM16.4 or PM16.5, describe why the small business loan product should be considered consistent with an acceptable community development mission.	Provide narrative.	An Applicant that offers a small business loan product with an APR in excess of 36% <i>and</i> responded “Yes” to either question PM16.2 or PM16.3 or responded “No” to either PM16.4 or PM16.5 may be determined ineligible for CDFI Certification.	Text.
PM17	For each of the Applicant’s small business loan products, does the Applicant disclose in writing: ¹⁶			
PM17.1	The periodic payment due?	Yes, No, or N/A (i.e., does not offer small business loan products).	Select the appropriate response to indicate whether or not for the Applicant’s small business loan product, does the Applicant disclose the period payment due in writing.	Picklist.
PM17.2	The total amount to be repaid over the life of the loan?	Yes, No, or N/A (i.e., does not offer small business loan products).	Select the appropriate response to indicate whether or not for the Applicant’s small business loan product, does the Applicant disclose the total amount to be repaid over the life of the loan.	Picklist.

¹⁶ Beginning January 1, 2026, new Applicants that offer small business loan products that do not disclose, in writing, 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, or the APR of the loan will be ineligible for CDFI Certification. Certified CDFIs that offer small business loan products will be required to attest in their ACR to making such disclosures no later than October 1, 2026, in order to maintain their certification.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
PM17.3	The total finance charges over the life of the loan?	Yes, No, or N/A (i.e., does not offer small business loan products).	Select the appropriate response to indicate whether or not for the Applicant's small business loan product, does the Applicant disclose the total finance charges over the life of the loan.	Picklist.
PM17.4	The annual percentage rate of the loan?	Yes, No, or N/A (i.e., does not offer small business loan products).	Select the appropriate response to indicate whether or not for the Applicant's small business loan product, does the Applicant disclose the annual percentage rate of the loan.	Picklist.
PM18	If the Applicant is a non-depository institution, does the Applicant originate, purchase interests in, offer, arrange, market, or service loans that exceed the interest limits that apply to non-depository institutions in the state where the borrower resides?	Yes, No, or N/A.	Select the appropriate response to indicate whether or not the non-depository institution Applicant originate, purchase interests in, offer, arrange, market, or service loans that exceed the interest limits that apply to non-depository institutions in the state where the borrower resides. Select "N/A" if Applicant is a depository institution. If "Yes," the Applicant is not eligible for CDFI Certification.	Picklist.
PM19	For purposes of this question, PM19, a covered mortgage loan product is limited to a consumer credit transaction that is secured by a lien on a single-family, owner-occupied residence <i>other than</i> (i) Transactions secured by a subordinate lien; (ii) A reverse mortgage subject to 12 CFR 1026.33 ;			

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
	<ul style="list-style-type: none"> (iii) A temporary or “bridge” loan with a term of 12 months or less, such as a loan to finance the purchase of a new dwelling where the consumer plans to sell a current dwelling within 12 months or a loan to finance the initial construction of a dwelling; (iv) A construction phase of 12 months or less of a construction-to-permanent loan; (v) An extension of credit made pursuant to a program administered by a Housing Finance Agency, as defined under 24 CFR 266.5; (vi) An extension of credit made pursuant to a program administered by the U.S. Department of Housing and Urban Development, the U.S. Department of Veterans Affairs, or the U.S. Department of Agriculture; (vii) A transaction that does not require payment of interest; (viii) A transaction made for the purpose of foreclosure avoidance or prevention; or (ix) For PM19.2 (loans with interest-only payments) and PM19.3 (loans with balloon payments) only, a transaction with a payment schedule that is adjusted to the seasonal or irregular income of the consumer. <p>For each of the Applicant’s covered mortgage loan products, does the Applicant:</p>			
PM19.1	Offer covered mortgage loans that include negative amortization?	Yes, No, or N/A (i.e., does not offer covered mortgage loan products).	<p>Select the appropriate response to indicate whether or not the Applicant offer covered mortgage loan product includes negative amortization.</p> <p>If “Yes,” the Applicant is not eligible for CDFI Certification.</p>	Picklist.
PM19.2	Offer covered mortgage loans that include interest-only payments?	Yes, No, or N/A (i.e., does not offer covered mortgage loan products).	<p>Select the appropriate response to indicate whether or not the Applicant offer covered mortgage loans that include interest-only payments.</p> <p>If “Yes,” the Applicant is not eligible for CDFI Certification.</p>	Picklist.
PM19.3	Offer covered mortgage loans that include balloon payments? ¹⁷	Yes, No, or N/A (i.e., does not offer covered mortgage loan products).	Select the appropriate response to indicate whether or not the Applicant offer covered mortgage	Picklist.

¹⁷ A balloon payment is a payment that is more than two times a regular periodic payment.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			loans that include balloon payments. If “Yes,” respond to questions PM19.3a – PM19.3d	
PM19.3a	Do the covered mortgage loans meet the criteria set forth in 12 CFR §§ 1026.43(f)(1)(i)-(vi) ?	Yes or No.	Select the appropriate response to indicate whether or not the covered mortgage loans meet the criteria set forth in 12 CFR §§ 1026.43(f)(1)(i)-(vi) .	Picklist.
PM19.3b	If the Applicant renews the loan at the time the balloon payment is due, does the new loan retain the original amortization period?	Yes or No.	Select the appropriate response, if the Applicant renews the loan at the time the balloon payment is due, to indicate whether or not the new loan retains the original amortization period.	Picklist.
PM19.3c	If the Applicant renews the loan at the time the balloon payment is due, does the Applicant (as permitted by regulation) waive the need for a new appraisal and limit application and origination fees?	Yes or No.	Select the appropriate response to indicate whether or not, if the Applicant renews the loan at the time the balloon payment is due, to indicate whether or not the Applicant (as permitted by regulation) waive the need for a new appraisal and limit application and origination fees.	Picklist.
PM19.3d	If the Applicant responded “No” to any of the questions PM19.3a through PM19.3c, please describe how such loans are advantageous to the borrower, any additional	Provide narrative.	If “No,” is selected in question PM19.3c, fully describe how such loans are advantageous to the borrower, any additional protections that limit potential	Text.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	protections that limit potential harm to the borrower, and why the loan should be considered consistent with an acceptable community development mission.		<p>harm to the borrower, and why the loan should be considered consistent with an acceptable community development mission.</p> <p>An Applicant that offers covered mortgage loan products that include balloon payments and responded “No” to any of the questions PM19.3a through PM19.3c may be determined ineligible for CDFI Certification.</p>	
PM19.4	Underwrite adjustable-rate covered mortgages at less than the maximum rate in the first five years?	Yes, No, or N/A (i.e., does not offer covered mortgage loan products).	<p>Select the appropriate response to indicate whether or not the Applicant underwrites adjustable-rate covered mortgages at less than the maximum rate in the first five years.</p> <p>If “Yes,” the Applicant is not eligible for CDFI Certification.</p>	Picklist.
PM19.5	Offer covered mortgage loans with an original maximum term longer than 30 years?	Yes, No, or N/A (i.e., does not offer covered mortgage loan products).	<p>Select the appropriate response to indicate whether or not the Applicant offer covered mortgage loans with an original maximum term longer than 30 years.</p>	Picklist.
PM19.5a	If “Yes,” for any covered mortgage loans with an original term longer than 30 years, what is the maximum term allowable, and describe why the loan should be considered consistent	Provide narrative.	<p>If “No,” is selected in question PM19.5, for any covered mortgage loan with an original term of 30 years, identify the maximum term allowable, and fully describe why the</p>	Text.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	with an acceptable community development mission.		<p>loan should be considered consistent with an acceptable community development mission.</p> <p>An Applicant that offers covered mortgage loan products with an original maximum term longer than 30 years may be determined ineligible for CDFI Certification.</p>	
PM19.6	Verify the income or assets of the borrower of a covered mortgage loan product?	Yes, No, or N/A (i.e., does not offer covered mortgage loan products).	<p>Select the appropriate response to indicate whether or not the Applicant verifies the income or assets of the borrower of the covered mortgage loan product.</p> <p>If “No,” the Applicant is not eligible for CDFI Certification.</p>	Picklist.
PM19.7	Charge upfront points and fees on a covered mortgage loan product in excess of the Qualified Mortgage limits?	Yes, No, or N/A (i.e., does not offer covered mortgage loan products).	<p>Select the appropriate response to indicate whether or not the Applicant charges upfront points and fees on a covered mortgage loan product in excess of the Qualified Mortgage Limits.</p> <p>The Qualified Mortgage limits on upfront points and fees are adjusted annually for inflation on January 1. See § 1026.43(e)(3) and Comment 43(e)(3)(ii)-1 for the annual limits.</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			If “Yes,” the Applicant is not eligible for CDFI Certification.	
PM20	Select the tools the Applicant uses to assist struggling borrowers.	Select all that apply: <ul style="list-style-type: none"> - Fees or interest waivers. - Interest rate reductions. - Loan term extensions. - Principal forbearance. - Principal forgiveness. - Other. - None. 	Select the appropriate response to indicate all tools the Applicant uses to assist struggling borrowers.	Picklist.
PM20.1	If “Other,” please describe.	Provide description.	If “Other,” is selected in PM20, describe the “other” tools the Applicant uses to assist struggling borrowers.	Text.
PM21	Does the Applicant sell its charged-off consumer or small business debt to debt buyers?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant sell its charged-off consumer or small business debt to debt buyers. If “Yes,” the Applicant is not eligible for CDFI Certification.	Picklist.
PM22	If the Applicant is an FDIC-insured depository institution, does the Applicant have a current Community Reinvestment Act rating of Satisfactory or higher?	Yes, No, or N/A (i.e., not an FDIC-insured depository institution).	For FDIC-insured depository institutions, select the appropriate response to indicate whether or not the Applicant have a current Community Reinvestment Act rating of Satisfactory or higher. If “No,” the Applicant is not eligible for CDFI Certification.	Picklist.
<i>Questions PM23 and PM24 will be asked only of Applicants that offer Equity Investment Financial Products.</i>				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
PM23	Does the Applicant have a policy or practice in place for its Equity Investment Financial Products 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?	Yes, No, or N/A (i.e., does not offer equity products).	Select the appropriate response to indicate whether or not the Applicant have a policy or practice in place for its Equity Investment Financial Products 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. If “No,” the Applicant is not eligible for CDFI Certification.	Picklist.
PM24	During the 12 full months completed immediately prior to submission of the Application, did the Applicant leverage, for its own benefit, the assets of any of its active investees?	Yes, No, or N/A (i.e., does not offer equity products).	Select the appropriate response to indicate whether or not During the 12 full months completed immediately prior to submission of the Application, did the Applicant leverage, for its own benefit, the assets of any of its active investees. If “Yes,” the Applicant is not eligible for CDFI Certification.	Picklist.
RESPONSIBLE FINANCING PRACTICES – FINANCIAL SERVICES				
<i>Questions PM25 through PM27 will be asked of depository institution Applicants only.</i>				
PM25	Select each of the listed features associated with a <i>single</i> checking or share account (including checkless checking) offered by the Applicant (i.e., only select the features that are offered	Select all that apply: - Free access to debit card network for point of sale and bill payment. - Minimum opening deposit of \$25 or less.	Select the appropriate response to indicate each of the listed features associated with a <i>single</i> checking or share account (including checkless checking) offered by	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	as part of the same account; if other features are offered by the Applicant in different accounts, do not include).	<ul style="list-style-type: none"> - Monthly maintenance fee of \$5 or less if not waivable, <i>or</i> \$10 or less if waivable.¹⁸ - No overdraft or nonsufficient funds fees.¹⁹ - No account activation, closure, dormancy, inactivity, or low-balance fees. - Free and unrestricted branch access <i>or</i> (for Applicants without branches) access to free ATM network and free remote deposits. - Free and unrestricted telephone banking (including live support). - Free and unrestricted in-network ATM access. - Out-of-network ATM fee of \$2.50 or less, <i>or</i> up to \$3.00 if free access to a partner ATM network is also provided. - Free deposit capability for cash and checks in-branch and at ATM (when available) and direct deposit. - Free bill pay if available <i>or</i> at least four free money orders and/or cashier checks per month. - Free check cashing for checks issued by the Applicant. - Free online banking, mobile banking, and banking alerts (if offered). 	the Applicant (i.e., only select the features that are offered as part of the same account; if other features are offered by the Applicant in different accounts, do not include.	

¹⁸ For monthly maintenance fee to be considered waivable, the Applicant must offer at least two options to waive the fee entirely with a single transaction (e.g., direct deposit with no minimum deposit, online bill pay, or debit card purchase).

¹⁹ An overdraft fee is a fee or charge on a consumer's account held by the institution for paying a transaction (including a check or other item) when the consumer's account has insufficient or unavailable funds. A nonsufficient funds fee is a fee or charge on a consumer's account held by the institution for a transaction (including a check or other item) returned unpaid when the consumer's account has insufficient or unavailable funds.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		<ul style="list-style-type: none"> - Free electronic monthly statements, or \$2 or less for mailed paper statements (if offered). - Account screening – only deny new customers for past incidences of actual fraud. - Alternative IDs (e.g., municipal, consular) accepted. - Free linked savings accounts and account transfers. - Money orders priced at the U.S. Postal Service rate or less. - Competitively priced remittances (international wire). - Credit-building product offerings such as secured credit card or secured personal loan available. 		
PM25.1	Identify the checking or share account that includes each of the selected features.	Name account.	Enter the name of the checking or share account that includes each of the selected features.	Text.
PM26	For any of the Applicant's depository accounts, is the account holder subject to any potential overdraft fees?	Yes or No.	<p>Select the appropriate response to indicate whether or not, for any of the Applicant's depository accounts, is the account holder subject to any potential overdraft fee.</p> <p>If "Yes," respond to questions PM26.1 – 26.2</p>	Picklist.
PM26.1	Specify the highest dollar amount charged for such a fee.	Enter number.	Enter the highest dollar amount charged for any potential overdraft fee?	Numeric.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
PM26.2	Can such fees exceed the amount of the item being cleared?	Yes or No.	Select the appropriate response to indicate whether or not any potential overdraft fee exceeds the amount of the item being cleared.	Picklist.
PM26.2a	Describe why such fees should be considered reasonable and proportionate to the amount of the item being cleared and consistent with an acceptable community development mission.	Provide narrative.	If "Yes," to question PM26.2, fully describe why such fees should be considered reasonable and proportionate to the amount of the item being cleared and consistent with an acceptable community development mission. An Applicant that charges overdraft fees in excess of the amount of the item being cleared may be determined ineligible for CDFI Certification.	Text.
PM26.3	Specify any <i>daily</i> limits on the number and frequency of such fees that can be charged to an account holder.	Enter number.	Enter any <i>daily</i> limits on the number and frequency of such fees that can be charged to an account holder.	Numeric.
PM26.4	Specify any <i>annual</i> limits on the number and frequency of such fees that can be charged to an account holder.	Enter number.	Enter any <i>annual</i> limits on the number and frequency of such fees that can be charged to an account holder.	Numeric.
PM26.4a	If an account holder may be charged such fees on more than six occasions in a rolling 12-month period, describe why such fees should be considered consistent with an acceptable	Provide narrative.	If an account holder may be charged such fees on more than six occasions in a rolling 12-month period, fully describe why such fees should be considered consistent with an acceptable	Text.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	community development mission.		community development mission. An Applicant that charges overdraft fees on more than six occasions in a rolling 12-month period may be determined ineligible for CDFI Certification.	
PM26.5	Select each of the listed features included in the Applicant's overdraft program.	Select all that apply: <ul style="list-style-type: none"> - No overdraft fees on debit card purchases. - No overdraft fees on ATM withdrawals. - No extended/sustained overdraft fees. - Grace period provided before charging an overdraft fee. - Negative balances allowed without triggering an overdraft fee. - Balance-related alerts offered. - Access to real-time balance information. - Consumer's checking account linked to another account for overdraft protection. - Overdraft fees collected from a consumer's next deposit only after other items have been posted or cleared. - No additional fees charged when an item is re-presented. - No transfer fees on overdraft transfers from savings or from a credit account. - Other. - None. 	Select the appropriate response to identify each of the listed features included in the Applicant's overdraft program. NOTE: <i>The picklist options should not include a "None" option. If it does, do not select this option in response to question PM26.5. If "None" is selected, the response will not allow the page to be saved.</i>	Picklist.
PM26.5a	If "Other," describe the feature included in the	Provide narrative.	If "Other," is selected in PM26.5, describe	Text.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	Applicant's overdraft program.		the "other" feature included in the Applicant's overdraft program.	
PM27	For any of the Applicant's depository accounts, is the account holder subject to any potential nonsufficient funds (NSF) fees?	Yes or No.	Select the appropriate response to indicate whether or not for any of the Applicant's depository accounts, is the account holder subject to any potential nonsufficient funds (NSF) fees. If "Yes," proceed to question PM27.1 - PM27.2	Picklist.
PM27.1	Specify the highest dollar amount charged for such a fee.	Enter number.	Enter the highest dollar amount charged for any potential nonsufficient fund fees.	Numeric.
PM27.2	Can such fees exceed the amount of the item returned unpaid?	Yes or No.	Select the appropriate response to indicate whether or not any potential nonsufficient fund fees exceed the amount of the item returned unpaid.	Picklist.
PM27.2a	If "Yes": Describe why such fees should be considered reasonable and proportionate to the amount of the item being returned unpaid and consistent with an acceptable community development mission.	Provide narrative.	An Applicant that charges NSF fees in excess of the amount of the item returned unpaid may be determined ineligible for CDFI Certification.	Text.
PM27.3	Specify any <i>daily</i> limits on the number and frequency of such fees	Enter number.	Enter any <i>daily</i> limits on the number and frequency of such fees	Numeric.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	that can be charged to an account holder.		that can be charged to an account holder.	
PM27.4	Can such fees be charged more than once for the same transaction, regardless of whether the item is re-presented?	Yes or No.	Select the appropriate response to indicate whether or not such fees can be charged more than once for the same transaction, regardless of whether the item is re-presented.	Picklist.
PM27.4a	If “Yes,” describe why such fees should be considered consistent with an acceptable community development mission.	Provide narrative.	If “Yes,” is selected in question PM27.4a, fully describe why such fees should be considered consistent with an acceptable community development mission. An Applicant that charges NSF fees more than once for the same transaction may be determined ineligible for CDFI Certification.	Text.
PM27.5	Specify any <i>annual</i> limits on the number and frequency of such fees that can be charged to an account holder.	Enter number.	Enter any <i>annual</i> limits on the number and frequency of such fees that can be charged to an account holder.	Numeric.
PM27.6	Select each of the listed features included in the Applicant’s NSF policies.	Select all that apply: <ul style="list-style-type: none"> - Balance-related alerts offered. - Access to real-time or near real-time balance information provided. - NSF fees collected from a consumer’s next deposit only after other items have been posted or cleared. - Consumer’s checking account linked to another 	Select the appropriate response(s) of features included in the Applicant’s NSF policies.	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		account for NSF protection. - No transfer fees on NSF transfers from savings or from a credit account. - Other. - None.		
PM27.6a	If “Other,” describe the feature included in the Applicant’s NSF policies.	Provide narrative.	If “Other,” selected in PM27.6, describe the “other” feature included in the Applicant’s NSF policies.	Text.
PRIMARY MISSION – AFFILIATES AND OTHER ENTITIES RELEVANT TO THE CDFI CERTIFICATION REVIEW				
<p><i>For each Affiliate or other entity relevant to the review of the Applicant’s compliance with the CDFI Certification Primary Mission requirements (including the collective review requirements), the Applicant must complete the mission documentation and relevant Primary Mission-related responsible financing practices fields. The following information must also be provided on all Affiliates or other entities relevant to the Applicant’s Primary Mission review as part of the review of mission and/or in connection with the assessment of the Applicant’s community development strategy.</i></p>				
PM28	Describe the activities of the Affiliate and how the Affiliate’s mission and activities support and/or are consistent with the community development mission of the Applicant.	Provide description.	Provide a description of the activities of the identified Affiliate or other entity that meets conditions to be assessed in connection with the Applicant’s CDFI Certification Primary Mission review (including in connection with the CDFI Certification collective review process) and indicate how the Affiliate’s mission, as well as how its activities support and/or are consistent with the Applicant’s community development mission. <u>Review the following information before</u>	Text.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			<p><u>completing this field:</u> Primary Mission for entities with an Affiliate(s) and/or Entities Subject to the CDFI Certification Collective Review; Primary Mission requirements.</p>	
<p>Primary Mission – Affiliates and Other Entities Relevant to the CDFI Certification Review – Mission Documentation</p> <p>Mission documentation must be provided for each entity relevant to the review of the Applicant’s compliance with the CDFI Certification Primary Mission requirements.</p> <p>The following shows the type of mission documentation fields that must be completed in the CDFI Certification Application for each Affiliate and/or other entity relevant to the Applicant’s. The fields shown here may not reflect the exact fields that show in the CDFI Certification Application. However, the instructions still apply and must be followed.</p> <p>While the field labels/questions and/or other text prompts for the fields used to present information on Affiliates and/or other entities relevant to the Applicant’s CDFI Certification Primary Mission review may indicate that a response should only ever address the Applicant’s status with regard to a certain standard, the responses should actually address whatever entity’s responsible financing practices information is being presented.</p> <p>While the field labels/questions and/or other text prompts for the fields used to present Primary Mission-related information on Affiliates and/or other entities relevant to the Applicant’s CDFI Certification Primary Mission review may indicate that information need only be presented on the Applicant’s relevant Affiliates, this information must actually be presented for each entity relevant to the Applicant’s CDFI Certification Primary Mission review, even if the relevant entity does not qualify as an Affiliate of the Applicant as defined by the CDFI Fund.</p> <p>If the CDFI Certification Application form does not allow the mission documentation fields to be responded to separately and independently for each Affiliate and/or other entity relevant to the Applicant’s CDFI Certification Primary Mission review, provide responses to the mission documentation fields for each such entity separately and independently via a document attached to field BI21 <i>in the Basic Information section of the Application</i>. Name the attachment: “Mission info – Affiliates and/or other entities relevant to Primary Mission review”.</p>				
	<p>Indicate the type(s) of document(s) presented as evidence of the Affiliate’s or other relevant entity’s current mission.</p>	<p>Select all that apply:</p> <ul style="list-style-type: none"> - Legal Entity documents. - Bylaws. - Governing or managing board resolution. - Owner resolution/directive. 	<p>Select the appropriate response to identify the type(s) of document(s) being provided that evidence the Affiliate’s or other relevant entity’s current binding mission.</p>	<p>Picklist.</p>

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			See below for other response information and instruction(s) needed to complete this field.	
<p>Response Information/Instruction(s):</p> <p>NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</p> <p>While the label/question for this field in the CDFI Certification Application may indicate that Affiliates and/or other entities relevant to the Applicant’s CDFI Certification Primary Mission review need only demonstrate that their mission/activity is supportive of the Applicant’s community development mission, if the Applicant is subject to the CDFI Certification collective review, each entity relevant to its collective review process must, like the Applicant, have community development as its primary mission.</p> <p>The documentation provided must include evidence that the relevant document is binding via clear acceptable evidence (in one of the ways allowed by the CDFI Fund) of its approval by the governing leadership of the entity whose mission is being presented and of its approval date or the document will not be considered valid, which may result in the decline of the CDFI Certification Application. For information on evidence of governing- leadership approval that is accepted by the CDFI Fund, see Evidence that a Document is Governing- Leadership Approved in the CDFI Certification – Documentation Requirements section this guidance manual.</p> <p>The name of the entity whose mission is being presented must show clearly in the mission document and must match its current entity name as it appears in its AMIS account (or if an AMIS account for that entity is not required, in the Affiliate record in in the Applicant’s AMIS account or documentation filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry linking the entity name in the governance document to the current entity name in AMIS must be provided.</p> <p>The effective date of the current mission document must be as of or prior to the date of submission of the CDFI Certification Application.</p> <p>Mission documentation must be provided for each entity relevant to the review of the Applicant’s compliance with the CDFI Certification Primary Mission requirements.</p>				
	Attach all documentation needed to evidence the Affiliate’s or other relevant entity’s current mission.	Attach all documents.	Attach the document(s) that evidence the Affiliate’s or other relevant entity’s current binding mission as identified in the preceding field. Governing or managing board or	Attachment.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			owner approval means that the document must be approved by an entity's governing leadership.	
	Indicate how the mission-related documentation demonstrates that the document evidencing mission is approved by the Affiliate's or other relevant entity's governing leadership.	Select all that apply: <ul style="list-style-type: none"> - The document(s) is signed by an officer(s) of the governing leadership. - The document(s) is supplemented by official governing leadership meeting minutes. - 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. 	Select the appropriate response(s) to identify how the mission related document(s) that have been attached as evidence that it is approved by the Affiliate's or other relevant entity's governing leadership. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Picklist.

Response Information/Instruction(s):

The documentation provided must include evidence that the relevant document is binding via clear acceptable evidence (in one of the ways allowed by the CDFI Fund) of its approval by the Applicant's governing leadership and of its approval date or the document will not be considered valid, which may result in the decline of the CDFI Certification Application. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund for CDFI Certification purposes, see Evidence that a Document is Governing- Leadership Approved in the CDFI Certification – Documentation Requirements section this guidance manual.

Select "The document(s) is signed by an officer(s) of the governing leadership." if it meets the following standards:

A statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was incorporated into the relevant document when it was ratified indicates the document was approved by the governing leadership and its approval date.

OR

The document provides evidence that it was filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
<p>Select “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.” if it meets the following standards:</p> <p>A statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the relevant document, but clearly references it, indicates the document or the governing leadership decision it records was approved by the governing leadership and specifies the approval date.</p> <p>Select “The document(s) is supplemented by official governing leadership meeting minutes.” if it meets the following standards:</p> <p>Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was incorporated into the minutes when they were originally prepared affirms that the minutes are true and accurate.</p> <p><u>OR</u></p> <p>Governing leadership meeting minutes confirm governing leadership approval of the relevant document or the governing leadership decision it records and the meeting date and a statement validly signed by a governing leader(s) or official Corporate Secretary (i.e., signed with a verifiable signature – either an actual manual signature or an electronic signature that involved a formal electronic signer authentication process) that was prepared separately from the original minutes, but clearly references the version of the minutes provided affirms that they are true and accurate.</p>				
	Affiliate’s or other relevant entity’s current mission as stated in the attached mission documentation.	Enter current mission.	Enter the current mission, verbatim, that can be confirmed in the attached mission-related document(s).	Text.
	Page number(s) in the attached mission documentation where the Affiliate or other relevant entity’s current mission is articulated.	Enter page number(s).	Direct the CDFI Fund to the exact page number of the document that provides the Affiliate’s or other relevant entity’s current mission.	Numeric.
<p>Primary Mission – Affiliates and Other Entities Relevant to the CDFI Certification Review – Responsible Financing Practices</p> <p>The responsible financing practices fields must be completed for each Affiliate and/or other entity relevant to the Applicant’s CDFI Certification Primary Mission review that engages in eligible Financial Product and/or</p>				

FINANCING ENTITY

CDFI Certification Financing Entity Requirements

The CDFI Program interim regulations (12 CFR 1805.201(b)(2)) state that “a CDFI shall be an entity whose predominant business activity is the provision, in arm’s-length transactions, of [Financial Products](#) and/or [Financial Services](#).”

To meet the CDFI Certification Financing Entity requirements, an entity must, except as allowed in connection with certain CDFI Certification provisions (e.g., certain depository institutions, DIHCs that do not engage in their own direct Financial Product activity, entities seeking CDFI Certification solely for participation in the CDFI Fund’s Bond Guarantee Program and/or, in connection with the submission of the CDFI Certification Application only, Spin-off entities), demonstrate that:

- The predominance of its assets is derived from or dedicated to and the predominance of its staff time (including, as needed or wanted, volunteer, contracted or shared staffing) is dedicated to the provision of arm’s-length Financial Products for which it is named as a financing entity of record in associated closing documents and/or arm’s-length Financial Services.
 - o **NOTE:** *For information on what constitutes eligible Financial Product and/or eligible Financial Services activity or an eligible Financial Product transaction or an eligible Financial Service, see the key terms section of this guidance.*
 - o **NOTE:** *Predominance does not require a majority but occurs when an amount is the greatest as compared to all other amounts. To be predominant, the eligible Financial Product and/or eligible Financial Services activity does not have to constitute the majority of an entity’s overall activity, but it must be the type of activity that reflects the greatest use of its assets and staff time when compared separately and individually to each other separate and distinct activity type in which the entity engages. No other single activity type should claim more of an entity’s assets or its staff time than its eligible Financial Product and/or eligible Financial Services activity.*
 - o **NOTE:** *Once an entity is a Certified CDFI, if the predominant use of either its assets or staff time during a given fiscal year is something other eligible Financial Product and/or eligible Financial Services activity, the CDFI Fund may allow that entity to maintain its CDFI Certification by demonstrating compliance with the predominance test over a three-year fiscal period ending with the last day of its most recently completed fiscal year.*
- It has been engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year, meaning that it must have closed at least one eligible Financial Product transaction and/or have provided at least one eligible Financial Service as of the first day of its most recently completed full 12 month fiscal year.
- It has or will have access to sufficient capital to close at least one new typical eligible Financial Product transaction within the upcoming three full calendar months (for CDFI Certification Applicants, this is within the three full calendar months immediately following the date the CDFI Certification Application is submitted).

Financing Entity and Entities Using CDFI Certification Solely for Participation in the CDFI Fund’s BG Program

- Entities that meet the requirements to use a CDFI Certification provision for entities using the CDFI Certification solely to participate in the CDFI Fund’s BG Program will, for the purpose of participating in the BG Program only, be accepted as meeting all of the CDFI Certification Financing Entity requirements,

except for the requirement related to having been engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year, even if they cannot meet all of the applicable standards based on their own status, provided they are Controlled by a Certified CDFI; and they meet any additional parameters and restrictions established via the applicable Notice of Guarantee Availability for the particular CDFI BG Program Application round (see 12 CFR 1805.201(b)(2)(C)(ii)).

To be accepted as meeting the CDFI Certification Financing Entity requirement related to having been engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year, an entity using the CDFI Certification provision must be able to demonstrate that it (or for DIHCs that do not engage in their own direct eligible Financial Product activity that are using this provision, at least one entity relevant to their CDFI Certification collective review process) or a Controlling Certified CDFI has engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year, meaning that the relevant entity must be able to document that it has closed at least one eligible Financial Product transaction and/or have provided at least one eligible Financial Service as of the first day of its most recently completed full 12 month fiscal.

- For DIHCs that do not engage in their own direct eligible Financial Product or Financial Services activity that are using a provision for entities using the CDFI Certification solely for participation in the CDFI Fund’s BG Program and that relying on an entity relevant to their CDFI Certification collective review process to meet the standard that eligible Financial and/or Financial Services activity had begun as of the first day of the most recently completed full 12 month fiscal year, the relevant related entity’s own fiscal year timeframe will be used for the test, even if that timeframe is different than that of the DIHC seeking to obtain or maintain CDFI Certification.
- If an entity using the CDFI Certification solely for participation in the CDFI Fund’s BG Program will rely on a Controlling Certified CDFI to meet the standard that eligible Financial and/or Financial Services activity had begun as of the first day of the most recently completed full 12 month fiscal year, the Controlling Certified CDFI’s own fiscal year timeframe will be used for the test, even if that timeframe is different than that of the DIHC seeking to obtain or maintain CDFI Certification.
- Entities seeking to obtain or maintain CDFI Certification solely for participation in the CDFI Fund’s BG Program and that are Controlled by a Certified CDFI are allowed to meet CDFI Certification requirements using activity involving eligible Financial Product type(s) offered to a Controlling Certified CDFI for which the entity claiming to provide the product is named as a financing entity of record in the associated transaction closing documents and/or non-arm’s length Financial Services activity directed to a Controlling Certified CDFI, as long as such activity is 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)).

Financing Entity and Certain Depository Institutions

The following entity types are presumed to meet all of the CDFI Certification Financing Entity requirements, except for the requirement related to having been engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year:

- Depository Institution Holding Companies (DIHCs);
 - For DIHCs that do not engage in their own direct eligible Financial Product or Financial Services activity relying on an entity relevant to their CDFI Certification collective review process to meet the standard that eligible Financial and/or Financial Services activity had begun as of the first day of the most recently completed full 12 month fiscal year, the relevant related entity’s own fiscal year timeframe will be used for the test, even if that timeframe is different than that of the DIHC seeking to obtain or maintain CDFI Certification.

- Insured Depository Institutions (IDIs) – depository institutions with FDIC deposit insurance;
- Insured Credit Unions (ICUs) – depository Institutions with NCUA share insurance; and
- State-Insured Credit Unions (includes State-regulated credit unions; SICUs).



Banks/thrifts that are not FDIC-insured are not currently presumed to meet the CDFI Certification Financing Entity requirements and must provide all relevant information to demonstrate that they meet those standards.

To be accepted as meeting the CDFI Certification Financing Entity requirement related to having been engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year, a DIHC, IDI, ICU, or SICU must be able to demonstrate that it (or for DIHCs that do not engage in their own direct eligible Financial Product activity, at least one entity relevant to their CDFI Certification collective review process) has engaged in eligible Financial Product and/or eligible Financial Services activity for at least one full 12 month fiscal year, meaning that the relevant entity must be able to document that it has closed at least one eligible Financial Product transaction and/or have provided at least one eligible Financial Service as of the first day of its most recently completed full 12 month fiscal.

DIHCs, IDIs ICUs, and SICUs that meet the length of time engaging in eligible Financial Product and/or eligible Financial Services activity requirement and can therefore be presumed to meet the CDFI Certification Financing Entity requirements, do not have to complete the Financing Entity section of the CDFI Certification Application.

Financing Entity and CDFI Certification Provision for Spin-off Entities

For information on eligibility for the CDFI Certification Spin-off provision, see the information on Spin-off entities in the “Additional CDFI Certification Requirements and Provisions by Entity Type” section of this guidance.

An entity using the CDFI Certification Spin-off provision does not have to meet the CDFI Certification Financing Entity requirement related to the length of time that eligible Financial Product and/or eligible Financial Services activity has been underway.

For the purposes of the CDFI Certification Financing Entity test, an entity using the CDFI Certification Spin-off provision should include as part of its overall eligible Financial Product and Financial Services activity asset amounts all assets that appear on its own, non-consolidated balance sheet, even if they were transferred to it by an eligible Spin-off-related entity, that are dedicated to the its eligible Financial Product or eligible Financial Services activity or were derived from a Financial Product transaction(s) closed arm’s-length and as a financing entity of record in associated transaction closing documents by an eligible Spin-off-related Affiliate or from an eligible Spin-off-related Affiliate’s eligible Financial Services activity.

Financing Entity and Eligible Financial Product and Eligible Financial Services Activity

Entities must use only eligible Financial Product and eligible Financial Services activity to demonstrate compliance with the CDFI Certification Financing Entity requirements. Information on what constitutes eligible Financial Product and/or eligible Financial Services activity is provided in the key terms section of this guidance document.

Some entities are not solely focused on eligible Financial Product and/or eligible Financial Services activity and have other activity types in which they engage. To properly present status information in connection with the CDFI

Certification Financing Entity tests, an entity must be able to identify the broad activity types in which it engages, as well as to distinguish between and measure how it allocates resources to support those different activity types. To do this, an entity must be able to determine what activity it engages in that qualifies as eligible Financial Product and eligible Financial Services activity because it involves the direct delivery of eligible Financial Product transactions and/or eligible Financial Services for which the entity claiming the activity is a financing entity of record versus what activity it engages in, including non-eligible financing activity, that does not involve the direct delivery of eligible Financial Product transactions and/or eligible Financial Services.

Examples of broad activity types that an entity might engage in other than eligible Financial Product and/or eligible Financial Services activity include but are not limited to: real estate development, non-eligible financing activity, social services, community planning, cultural programming, etc.

Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)

If an entity wants to include any financing product or service not currently recognized by the CDFI Fund as an eligible Financial Product or eligible Financial Service in order to count related activity as eligible Financial Product or eligible Financial Services activity for the purpose of meeting any of the CDFI Certification requirements, it must obtain prior approval from the CDFI Fund. Prior approval must be received before the CDFI Certification Application is submitted. Please see “Obtaining Determination to Include New Financing Product Type(s) or Financing Service Type(s) as Eligible Financial Product(s) or Eligible Financial Service(s)” in the “Obtaining CDFI Certification-Related Determinations on New Financial Product Type(s), New Financial Services Type(s), Amended Responsible Financing Practice(s), New Disregarded or Included Major Use(s) of Assets/Staff Time, New Targeted Population(s), and New/Amended Target Market Assessment Methodology(ies)” section of this guidance for more information on the relevant approval process.

[Financing Entity and Assets Dedicated to or Derived from Eligible Financial Product and/or Eligible Financial Services Activity](#)

Unless otherwise directed, information on the amount of an entity’s assets currently dedicated to or that were derived from eligible Financial Product and/or eligible Financial Services activity, or are available within the next three months to finance Financial Product closings, must be based on assets held directly by that entity separately and independently from all other entities (including parent entities and other Affiliates) as of its current fiscal year to date.

A current fiscal year to date balance sheet showing non-consolidated information on assets held by the entity seeking to obtain or maintain CDFI Certification separately and independently from any other entity (i.e., that reflects the entity’s financial position on its own, excluding all other entities such as Affiliates) must be available to document its asset status.

The current fiscal year to date as of date used to determine an entity’s asset status must not be more than 45 days prior to the present date. For CDFI Certification Applicants, this means that the as of date for any asset information provided in connection with the CDFI Certification Application and for the related balance sheet must no more than 45 days prior to the CDFI Certification Application submission date.

If an entity seeking to obtain or maintain CDFI Certification uses consolidated financial statements and it does not have a balance sheet that shows its assets separately and distinctly from all other Affiliated entities for an appropriate as of date, any asset or asset-related status information it provides to the CDFI Fund for CDFI Certification-purposes will be considered invalid.

The “as of” date for any balance sheet used to document assets for CDFI Certification purposes must not be more than 45 days prior to the present date. For CDFI Certification Applicants, this means that the current fiscal year to

date balance sheet presented with the Application must have an as of date that is no more than 45 days prior to the CDFI Certification Application submission date.

Assets dedicated to or derived from eligible Financial Product and/or eligible Financial Services activity include:

- the portion of any assets held directly by an entity, as reflected in its current fiscal year-to-date balance sheet, that are derived from or available to be used as capital to finance its eligible Financial Product transaction closings;
- the portion of any assets held directly by an entity, as reflected in its current fiscal year-to-date balance sheet, that are derived from or are available to support the direct provision of eligible Financial Services; and/or
- the portion of any assets held directly by an entity, as reflected in its current fiscal year-to-date balance sheet, that are available to support its staffing and other administrative or operating costs related to its eligible Financial Product and/or eligible Financial Services activity (administrative and operating costs include expenses such as marketing, occupancy, etc.).

Consistent with CDFI Program interim regulations (12 CFR 1805.201(b)(2)), the CDFI Fund does not generally consider assets (or staff time) dedicated to activities, including, but not limited to the following, as assets (or staff time) that support eligible Financial Product and/or eligible Financial Services activity and assets (or staff time) dedicated or derived from such activity cannot, without special approval from the CDFI Fund, be counted as assets (or staff time) dedicated to or derived from eligible Financial Product and/or eligible Financial Services activity:

- Real estate development.
- Property management.
- Non-eligible financing activity, such as:
 - o the provision of financing products or services not accepted by the CDFI Fund as eligible Financial Product or eligible Financial Services types or that are provided in a way that prevents the activity from being accepted as eligible Financial Product or eligible Financial Services activity (see key terms for more information on eligible Financial Product and Financial Services types/activities);
 - o grant making;
 - o Financial Product packaging, origination, or servicing for financing provided by other entities;
 - o financing for Affiliated parties (unless the relevant entity is using a CDFI Certification provision for participants in the CDFI Fund's Bond Guarantee Program, in which case eligible Financial Product and/or eligible Financial Services activity directed to a Controlling Certified CDFI is acceptable)
- the provision of Development Services;
- Other non-financing activities such as social services, community planning and cultural programming.

For information on how to request approval to add to a major use(s) of an asset(s) and/or staff time to those that are eligible to be included (or disregarded) for purposes of the CDFI certification Financing Entity predominance test, please see "[Obtaining Determination to Add Major Use\(s\) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests](#)" in the "Obtaining CDFI Certification-Related Determinations on New Financial Product Type(s), New Financial Services Type(s), Amended Responsible Financing Practice(s), New Disregarded or Included Major Use(s) of Assets/Staff Time, New Targeted Population(s), and New/Amended Target Market Assessment Methodology(ies)" section of this guidance.

[Financing Entity and Staff Time Dedicated to or Derived from Eligible Financial Product and/or Eligible Financial Services Activity](#)

Information on the amount of overall staff time available to an entity and that it dedicates to eligible Financial Product and/or eligible Financial Services activity must be based on just its own staffing levels and activities. It must not include staff time dedicated to the activities of another entity, even if that other entity is linked

somehow, perhaps as an Affiliate or community partner (i.e., staff time spent on activity that will be claimed as having been carried out by or for any other entity, such as an Affiliate or a community partner must not be included in the staffing data used to assess compliance the CDFI Certification Financing Entity requirements).

Available staff time can include volunteer personnel and/or staffing provided by another entity. Staffing provided by another entity can include contracted staff or staff shared by/with that other entity. For any staffing provided by or shared with another entity, only the portion of an individual's time spent on activity specifically undertaken on behalf of and that will be solely attributed to the entity seeking to obtain or maintain CDFI Certification.

The amount of staff time an entity counts as dedicated to each different broad activity type in which it engages must reflect the manner in which that entity used its staff time annually during the most recently completed 12 full calendar months. The entity must determine the typical total FTE staff time available to it during the most recently completed 12 full calendar months and identify how that time was allocated to each relevant activity type.

Examples of uses of staff time that may be included as part of the staff time an entity classifies as being dedicated to its eligible Financial Product and/or eligible Financial Services activity include:

- general entity administration that supports an entity's direct engagement as a financing entity of record in eligible Financial Product and/or eligible Financial Services activity;
- direct staffing for eligible Financial Product and/or eligible Financial Services activity that an entity engages in as a financing entity of record;
- marketing and outreach for eligible Financial Product and/or eligible Financial Services activity that an entity engages in as a financing entity of record; and
- fundraising/raising capital for the eligible Financial Product and/or eligible Financial Services that an entity engages in as a financing entity of record.

See the list of activities including real estate development and grant making that appears just above under ["Financing Entity and Assets Dedicated to or Derived from Eligible Financial Product and/or Eligible Financial Services Activity" for information on uses of staff time that would not generally be accepted as relevant to eligible Financial Product and/or eligible Financial Services activity.](#)

[Predominance as a Financing Entity](#)

To pass the CDFI Certification Financing Entity predominance test, an entity's assets and staffing information must demonstrate that the delivery of eligible Financial Product transactions and/or of an eligible Financial Service(s) is its predominant business activity.

To be predominant, eligible Financial Product and/or eligible Financial Services activity does not have to constitute the majority of an entity's overall activity, but it must be the activity type that reflects the greatest use of its assets and staff time when compared separately and individually to any other separate and distinct activity in which the entity engages. No other single activity type should claim more of an entity's assets or its staff time than its eligible Financial Product and/or eligible Financial Services activity.

All assets held directly by an entity, as of its current fiscal year to date, and all of its available staff time, as estimated based on a typical week during the most recent 12 full calendar months, including any assets or staff time that are not relevant to the conduct of the entity's eligible Financial Product and/or eligible Financial Services activity, must be taken into consideration for the purposes of the CDFI Certification Financing Entity predominance test.

For the CDFI Certification Financing Entity Predominance Test:

- An entity must identify, in the form of a dollar amount, the overall total assets that it holds on its own separately and distinctly from any other entity per a current fiscal year to date balance sheet (with an as of date no more than 45 days prior to the current date) that shows its asset levels separately from all other entities, including an Affiliate(s).
- An entity must identify the overall total FTE staff time typically available to it separately and distinctly from any other entity in the form of the total number of FTEs available to it as indicated by an assessment of the typical number of FTEs available to it during the most recent 12 full calendar months. Staff time must be identified in the form of Full Time Equivalent (FTE) staff time, not based on the number of staff members.
 - o A single full-time staff member represents an FTE of one (1), while a part-time staff member represents a fractional FTE value of less than one which will vary based on the number of hours they work. For example, if the full-time work week is 40 hours and a position for a part-time staff member is set at 10 hours per week, the staff member in that part-time position has an FTE value of .25 (or one quarter of the FTE time represented by the full-time worker).
 - o To calculate an entity's typical available FTE staff time for CDFI Certification purposes:

- Determine how much staff time was typically available to that entity, separately and distinctly from all other entities, to carry out its activities over the course of the most recent 12 full calendar months.

For example, if during the most recent 12 full calendar months an entity typically had one full-time 40 hour per week staff member and one part-time 10 hour per week volunteer that it counted among its staffing, the typical amount of staff time available to it would be 50 hours weekly and 2,600 hours annually (the annual figure is the weekly figure multiplied by 52 weeks).

- Divide the total number of typically available staff hours by the amount of time that would be worked a full-time employee during whatever timeframe the hours represent.

Total of all staff hours available during a particular timeframe / number of hours that would be worked by a full-time staff member for the relevant timeframe (e.g., if full-time staff work 40 hours per week, this would be 2,080 if an annual timeframe is being used is a year, 240/248 if a monthly timeframe is being used or 8 if daily hours are being used) = Final FTE.

If the typically available staff hours reflect a week's worth of available staff time and the full-time work week is 40 hours, divide the total available weekly hours by 40. If the typically available hours represent a year's worth of available staff time and the full-time work week is 40 hours divide the total available annual hours by 2,080 (which is the amount of time a 40-hour per week full-time staff member works annually).

- EXAMPLE: Using the one 40 hour per week staff member and one part-time 10 hour per week volunteer example from above, the calculations would be:
 - Typical available FTEs based on typical weekly available staff time:

40 + 10 (the 40 full-time plus the 10 part-time staff hours) divided by 40 (the number of hours in the full-time work week) = 50 divided by 40 = 1.25 FTEs.

- Typical available FTEs based on typical annual available staff time:

2,600 (50 hours of typical weekly staff time multiplied by 52 weeks) **divided by**
2,080 (the number of hours in the full-time work year) = **1.25 FTEs**.

- An entity must identify the amount of its overall total assets and average annual FTE staff time that are connected to each different broad type of activity in which it engages. The assets will be assigned to each different broad activity type based on the portion, in dollars, of the assets that show in the acceptable current fiscal year to date balance sheet that are dedicated to or derived from each relevant activity type. The staff time will be assigned based on the average amount of the overall total number of annual FTE staff time that are dedicated to each relevant activity type.
- The level of an entity's assets and staff time categorized as relevant to the conduct of its eligible Financial Product and/or eligible Financial Services activity will then be compared one by one to the level of assets and staff time assigned to each other broad activity type in which the entity engages to see if the eligible Financial Product and/or eligible Financial Services activity type is the one to which the greatest amount of the entity's assets and staff time are assigned.

Entities that engage in eligible Financial Product and/or eligible Financial Services activity may also have an asset use(s) and/or a staff time use(s) that does not currently qualify as a use/purpose/activity relevant to the conduct of eligible Financial Product and/or eligible Financial Services activity. As a result, their asset and/or staffing data might be skewed such that the direct provision of eligible Financial Product transactions and/or of an eligible Financial Service(s) does not appear to be their predominant activity

If a particular use(s) of an asset(s) and/or staff time is currently eligible as one that the CDFI Fund allows to be disregarded for the purposes of the CDFI Certification Financing Entity predominance test (see the list below), an entity can treat an asset(s) or staff time used in one of the recognized ways as a disregarded asset(s) or as disregarded staff time without any special approval from the CDFI Fund. For CDFI Certification Applicants, an asset(s) or staff time of this type will be identified in the Financing Entity section of the Application as disregarded.

Entities may also request that a particular use(s) of an asset(s) and/or of its staff time that is not currently eligible as a use that can be disregarded for the purposes of the CDFI Certification Financing Entity predominance test be recognized as such or they may request that a use(s) be approved to be included as a use(s) of an asset(s) and/or staff time relevant to the conduct of eligible Financial Product and/or eligible Financial Services activity. CDFI Certification Applicants making either of these types of requests must do so before submitting their CDFI Certification Application (see "Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests").

When requesting that a use(s) of an asset(s) and/or a use(s) of staff time be excluded from consideration for the CDFI Certification Financing Entity predominance test via the "Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests" process, an entity must provide an explanation of why such assets and/or staff time incorrectly appear to indicate that the entity is not predominantly a financing entity. When requesting that a use(s) of an asset(s) and/or use(s) of staff time be included and accepted as relevant to eligible Financial Product and/or eligible Financial Services activity, an entity must explain why the use(s) is essential for it to conduct its eligible Financial Product and/or eligible Financial Services activity. The CDFI Fund maintains sole discretion to determine the applicability of such assets and/or staff time in meeting the Financing Entity test.

The types of major assets, uses of assets, and/or activities that the CDFI Fund currently allows to be disregarded for the purposes of the CDFI Certification Financing Entity predominance test, along with relevant conditions that must be met, include:

- endowments held by an entity that has acted as a traditional foundation but that has shifted their activities and staff time to conduct more eligible Financial Product activity than grant activity.
- real property held by an entity because it owns its own building(s) where a percentage of the building(s) supports the conduct of eligible Financial Product and/or eligible Financial Services activity.
- real property held by an entity because it was donated that the entity intends to sell within the next fiscal year and some or all of the revenue raised will be used to support the conduct of eligible Financial Product and/or eligible Financial Services activity.
- real estate to be sold or transferred to non-Affiliated third parties in order to support real estate development financing carried out as eligible Financial Product activity (eligible Financial Products for real estate development must be offered).
- staff time dedicated to the provision of Development Services.

Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests

Entities that seek to disregard as irrelevant or include as acceptable any major use(s) of an asset(s) and/or staff time not currently eligible to be disregarded or included for the purposes of determining whether or not an entity is predominantly engaged in eligible Financial Product and/or eligible Financial Services activity in connection with the CDFI Certification Financing Entity requirements must obtain a determination from the CDFI Fund allowing the change before the related assets and/or staff time may be disregarded or included for the purposes of the Financing Entity predominance test. For CDFI Certification Applicants, approval of any such change must be received before the CDFI Certification Application is submitted.

For information on how to request approval to add to a major use(s) of an asset(s) and/or staff time to those that are eligible to be disregarded or included for purposes of the CDFI certification Financing Entity predominance test, please see [“Obtaining Determination to Add Major Use\(s\) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests”](#) in the “Obtaining CDFI Certification-Related Determinations on New Financial Product Type(s), New Financial Services Type(s), Amended Responsible Financing Practice(s), New Disregarded or Included Major Use(s) of Assets/Staff Time, New Targeted Population(s), and New/Amended Target Market Assessment Methodology(ies)” section of this guidance.

[Financing Entity and Length of Time for Eligible Financial Product and/Eligible Financial Services Activity](#)

To meet the requirement that eligible Financial Product and/or eligible Financial Services activity has been conducted for at least one full 12 month fiscal year, an entity must, except as allowed in connection with certain CDFI Certification provisions (e.g., DIHCs that do not engage in their own direct Financial Product activity, entities seeking CDFI Certification solely for participation in the CDFI Fund’s Bond Guarantee Program and/or, in connection with the submission of the CDFI Certification Application only, Spin-off entities) be able to show that it had closed at least one eligible Financial Product transaction and/or provided at least one eligible Financial Service as of the first day of its most recently completed full 12 month fiscal year.

There must be documentation evidencing the eligible Financial Product transaction closing date and/or the eligible Financial Service provision date.

[Financing Entity and Sufficient Capital to Continue Eligible Financial Product Activity](#)

An entity seeking to obtain or maintain CDFI Certification must have access to sufficient capital to sustain its eligible Financial Product activity. Generally, the CDFI Fund deems that an entity has sufficient capital to continue closing eligible Financial Product transactions if it has, or will have access to, enough capital to close as a financing entity of record in the associated transaction closing documents at least one new eligible Financial Product

transaction within the upcoming three full calendar months in a dollar amount that is typical for the relevant entity based on its Financial Product offerings.

An entity's typical eligible Financial Product transaction amount will be calculated as the average dollar amount of all eligible Financial Product transactions it closed over the most recent 12 full calendar months or, if it is using the CDFI Certification Spin-off provision, as the average dollar amount of all eligible Financial Product transactions closed by the Spin-off itself during the most recent 12 full calendar months, along with all Financial Product transactions included in a transferred Financial Product portfolio received from all eligible Spin-off-related Affiliates that were closed by the transferring Affiliate(s) at arm's-length and as a financing entity of record in the associated transaction closing document during the most recent 12 full calendar months.

For CDFI Certification Applicants, the relevant upcoming three full calendar month timeframe is based on the date of submission of the CDFI Certification Application, as is the relevant most recent 12 full calendar month timeframe.

An entity can rely on on-balance sheet and/or off-balance sheet resources to demonstrate that it has sufficient capital to continue its eligible Financial Product transaction closings. Any available liquid assets must be substantiated by a current fiscal year-to-date balance sheet for the relevant entity that shows its asset information separately and distinctly from all other entities and has an as date of no more than 45 days prior to the current date. There must also be documentation that verifies the availability of any off-balance sheet sources of capital. Examples of acceptable documentation of off-balance sheet capital include: for a line of credit, proof of commitment and of the recent available balance from the lender; for grant or loan funds committed, but not yet received, a formal commitment letter from the funder or lender; for capital held by an Affiliate, proof of the commitment signed by an Authorized Representative of the Affiliate.

Types of capital that should not be included as available to an entity to finance its eligible Financial Product transaction closings 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 activity other than eligible financing. This may include, but is not limited to, capital designated for financing products or services not approved by the CDFI Fund as eligible Financial Products or Financial Services; grant making; real estate development; property management; and land acquisition. Capital not currently available to an entity that is expected to become available later (e.g., from loan repayments, a grant, etc.), but not within the upcoming three full calendar months should not be counted as being available to finance its eligible Financial Product transaction closings.

[Completing the CDFI Certification Application Financing Entity Section](#)

To complete the Financing Entity section of the CDFI Certification Application, Applicants will:

- review and, if needed, provide or correct any information intended to be auto-populated into the CDFI Certification Application Financing Entity section fields.
- complete the non-auto-populated Financing Entity section field(s).
- attach copies of all required documentation.

NOTE: *CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.*

[Financing Entity – General Information –CDFI Certification Application Data Fields](#)

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
FE-G1	If the Applicant has indicated that it is seeking to use the CDFI Certification BG Program provision:			
FE-G1.1	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 this CDFI Certification Application?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant is Controlled by a Certified CDFI that has a date of incorporation/ organization/ establishment at least 12 full months prior to submission of this CDFI Certification Application.	Picklist.
FE-G1.2	Will the Applicant use Financial Product activity that is not arm's-length to meet any of the Financing Entity requirements?	Yes or No.	Select "Yes" only if the Applicant seeks to use a CDFI Certification provision for provision for entities using the CDFI Certification solely for participation in the CDFI Fund's BG Program and it will use non-arm's length Financial Product or Financial Services activity for which it is a financing entity of record in associated transaction closing documents that is directed to a Controlling Certified CDFI(s) to meet the CDFI Certification Financing Entity requirements. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Picklist.
<p>Response Information/Instruction(s):</p> <p>While the field label/question for this field indicates that the response should only address whether or not the Applicant will use non-arm's length Financial Product activity for which it is a financing entity of record in associated transaction closing documents and that is directed to a Controlling Certified CDFI(s) to meet the CDFI Certification Financing Entity requirements, the response should also address whether or non-arm's length Financial Services provided directly by the Applicant to a Controlling Certified CDFI(s) will be used, as well.</p> <p>Only entities eligible for a CDFI Certification provision for entities that will use the CDFI Certification for the sole purpose of participating in the CDFI Fund's BG Program may use non-arm's length Financial Product or Financial Services activity to meet the Financing Entity requirements and even they may only use non-arm's-length activity that is directed to a Controlling Certified CDFI(s).</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - key term – arm's-length; key term – eligible Financial Product activity/transaction; - key term – eligible Financial Services activity/transaction; - provision for entities using the CDFI Certification solely for participation in the CDFI Fund's Bond 				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
Guarantee Program.				
FE-G2	Do the Applicant's financial statements and current fiscal year-to-date balance sheets show assets held by the Applicant separately and independently from all other entities (i.e., in a non-consolidated manner)?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant's financial statements and current fiscal year-to-date balance sheets show assets held by the Applicant separately and independently from all other entities. The Applicant's current fiscal year-to-date financial statement must show all assets held by the Applicant separately and independently from all other entities it may be Affiliated with. If "No," the Applicant is not eligible for Certification.	Picklist.
FE-G3	Attach financial statements for Applicant's most recently completed fiscal year with non-consolidated balance sheet information.	Attach required document(s).	Attach the Applicant's most recently completed fiscal year financial statements. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Attachment.
<p>Response Information/Instruction(s):</p> <p>The financial statements can be consolidated but must show the Applicant's financial information separately and distinctly from all other entities (i.e., that reflect the Applicant's financial position on its own, excluding all other entities such as Affiliates); the Applicant's entity name should show clearly in the document; and the financials must cover the correct most recently completed fiscal year timeframe.</p> <p>Audited financial statements are not required for submission of the CDFI Certification Application.</p> <p>NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i></p>				
FE-G4	Attach financial statements with non-consolidated balance sheet information for Applicant's current fiscal year-to-date.	Attach required document(s).	Attach the Applicant's current fiscal year-to-date financial statements. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Attachment.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
Response Information/Instruction(s):				
The “as of” date for the current fiscal year to date financial statements must be displayed on the financials and must not be more than 45 days prior to the date of submission of the CDFI Certification Application.				
The financial statements can be consolidated, but must show the Applicant’s financial information separately and distinctly from all other entities (i.e., that reflect the Applicant’s financial position on its own, excluding all other entities such as Affiliates); the Applicant’s entity name should show clearly; and the financials must cover the correct current fiscal year to date timeframe.				
Audited financial statements are not required for submission of the CDFI Certification Application.				
NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.				

[Financing Entity – Asset Predominance – Non-Consolidated Current Fiscal Year-To-Date Data – CDFI Certification Application Data Fields](#)

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
FE-A1	Applicant’s Total Assets	Enter only the Applicant’s current fiscal year-to-date total assets.	Enter the total assets, held by the Applicant only, per the current fiscal year-to-date balance sheet showing the Applicant’s assets separately and distinctly from all other entities.	Numeric.
FE-A2	Does the Applicant request that any of its assets (as indicated by the Applicant’s non-consolidated current fiscal year-to-date balance sheet) be disregarded for the purposes of the Financing Entity predominance test?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant has an asset(s) with a use that makes it eligible to be disregarded for the purposes of the Financing Entity predominance test. If “No,” skip to FE-A3.	Picklist.
FE-A2.1	Identify the line item for the asset held by the Applicant in the non-consolidated current fiscal year-to-date balance sheet for which it requests that some or	Enter balance sheet line item name.	Enter the name of the balance sheet line item as it appears in the current fiscal year-to-date balance sheet showing the Applicant’s assets separately and distinctly from all other entities for an asset held by the Applicant some or all of which	Text.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	all of the related asset be disregarded.		has a use that makes it is eligible to be disregarded.	
FE-A2.2	Indicate how the asset is used that qualifies it to be disregarded.	Select one: <ul style="list-style-type: none"> - Endowment. - Portion of owned building used to support the direct provision of Financial Products and/or Financial Services. - Donated real property to be sold within the next fiscal year to raise funds to support the direct provision of Financial Products and/or Financial Services. - Real estate to be sold/transferred to non-Affiliated third parties in order to support real estate development financing activity (Financial Products for real estate development must be offered). - Other. 	Select the appropriate response to indicate the use of the asset some or all of which has a use that makes it eligible to be disregarded for the purpose of the CDFI Certification Financing Entity predominance test.	Picklist.
FE-A2.2a	If “Other,” identify the other asset use.	Enter use.	If “Other” is selected in FE-A2.2, indicate the particular use of the asset the Applicant seeks to have disregarded.	Text.
FE-A2.2b	Has this asset use been pre-approved by the CDFI Fund as one for which some or all of the assets used in that manner can be	Yes or No.	Select the appropriate response to indicate whether or not the “other” asset use has been pre-approved by the CDFI Fund via the “Obtaining Determination to Add Major Use(s) of Assets	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	disregarded for the purposes of the CDFI Certification Financing Entity predominance test?		and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests” as one for which some or all of the asset(s) used in that manner are eligible to be disregarded for the purposes of the CDFI Certification Financing Entity predominance test. <i>See below for other response information and instruction(s) needed to complete this field.</i>	
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” only if the “Other” asset use is one for which the Applicant received an approval determination from the CDFI Fund via the “Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests” process allowing it to be accepted as an asset use eligible to be disregarded for the purposes of the CDFI Certification Financing Entity Predominance test.</p> <p>If “No,” the asset will not be disregarded toward meeting the Financing Entity predominance test.</p>				
FE-A2.2c	Attach disregarded asset approval letter.	Attach relevant disregarded asset approval letter from the CDFI Fund.	NOTE: <i>The disregarded asset approval letter is not required to be submitted with the CDFI Certification Application.</i>	
FE-A2.3	Indicate the dollar amount for the portion of the line item in the current fiscal year-to-date balance sheet to be disregarded.	Enter dollar amount.	Enter the dollar amount for the portion of the balance sheet line item for an asset held by the Applicant per the current fiscal year-to-date balance sheet showing the Applicant’s assets separately and distinctly from all other entities that has a use making it eligible to be disregarded. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Currency.
<p>Response Information/Instruction(s):</p> <p>By to be disregarded, the CDFI Fund means to potentially be disregarded.</p>				

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
FE-A2.4	Explain how the amount of the asset to be disregarded was determined.	Enter explanation.	The Applicant must describe how the amount of the asset dedicated to or derived from the use that makes it eligible to be disregarded was determined. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Narrative.
Response Information/Instruction(s):				
By to be disregarded, the CDFI Fund means to potentially be disregarded.				
If the Applicant has more than one balance sheet line item for which some or all of the relevant asset(s) has a use that makes it eligible to be disregarded for the purposes of the Financing Entity predominance test, repeat the data entry for each such item.				
FE-A3	Based on assets held directly by the Applicant from a current fiscal year-to-date balance sheet that shows assets held by the Applicant separately and distinctly from all other entities, for each line item for which some or all of the asset is currently dedicated to or derived from the direct provision of eligible Financial Products and/or Financial Services:			
			NOTE: <i>By Financial Products and/or Financial Services, the CDFI Fund means eligible Financial Product and/or eligible Financial Services activity.</i>	
FE-A3.1	Identify the line item.	Enter balance sheet line item name.	Enter the name of the balance sheet line item for an asset held by the Applicant per the current fiscal year-to-date balance sheet showing the Applicant's assets separately and distinctly from all other entities some or all of which is decided to or derived from eligible Financial Product and/or eligible Financial Services activity.	Text.
FE-A3.2	Indicate how the asset qualifies as being dedicated to or derived from the direct provision of eligible Financial Products and/or Financial Services.	Select one: - Cash dedicated to or derived from the direct provision of eligible Financial Products and/or Financial Services. - Cash equivalents dedicated to or derived from the	Select the appropriate response that indicates the use of some or all of the asset that qualifies that portion as being dedicated to or derived from the eligible Financial Product and/or Financial Services activity.	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
		<ul style="list-style-type: none"> direct provision of eligible Financial Products and/or Financial Services. - Portion of owned building from which revenue is generated that supports the direct provision of eligible Financial Products and/or Financial Services. - Portion of owned equipment used for the direct provision of eligible Financial Products and/or Financial Services. - Receivables derived from the direct provision of eligible Financial Products and/or Financial Services. - Other. 		
<p><i>Fields FE-A.3.2a through FE-A3.2b will only appear if "Other" is selected in the preceding field.</i></p>				
FE-A3.2a	Identify the asset source or committed use that qualifies it as being dedicated to or derived from the direct provision of eligible Financial Products and/or Financial Services.	Enter activity.	If "Other," indicate the particular asset activity or committed use for some or all of the asset that qualifies that portion as being dedicated to or derived from eligible Financial Product and/or Financial Services activity.	Text.
FE-A3.2b	Has this asset been pre-approved by the CDFI Fund as being dedicated	Yes or No.	Select the appropriate response to indicate whether or not the "other" asset use has been pre-	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	to or derived from the direct provision of Financial Products and/or Financial Services?		<p>approved by the CDFI Fund via the “Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests” as one for which some or all of the assets used in that manner qualify as being dedicated to or derived from eligible Financial Product and/or eligible Financial Services activity for the purposes of the CDFI Certification Financing Entity predominance test.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” only if the “Other” asset has a use for which the Applicant received an approval determination from the CDFI Fund via the “Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests” process allowing it to be accepted as an asset dedicated to or derived from the direct provision of eligible Financial Product and/or eligible Financial Services activity.</p> <p>If “No,” the asset does not qualify to be counted toward meeting the Financing Entity predominance test.</p>				
FE-A3.3	Indicate the dollar amount for the portion of the line item that is dedicated to or derived from the direct provision of eligible Financial Products and/or Financial Services.	Enter dollar amount.	Enter the dollar amount for the portion of the balance sheet line item for an asset held by the Applicant per the current fiscal year-to-date balance sheet showing the Applicant’s assets separately and distinctly from all other entities that that is dedicated to or derived from eligible Financial Product and/or Financial Services activity.	Currency.
FE-A3.4	Explain how the amount was determined.	Enter explanation.	The Applicant must describe how the amount for the portion of the line item that is dedicated to or derived from eligible Financial Product and/or Financial Services activity was determined.	Text.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
<p>If the Applicant has more than one balance sheet line item for which some or all of the related assets are dedicated to or derived from eligible Financial Products and/or eligible Financial Services activity, repeat data entry for each such item.</p>				
FE-A4	<p>Based on assets in held directly by the Applicant from a current fiscal year-to-date balance sheet that shows assets held by the Applicant separately and distinctly from all other entities, for each line item for which some or all of the asset is currently dedicated to an activity other than eligible Financial Product and/or eligible Financial Services activity and that has not been included as an asset the Applicant seeks to have disregarded for the purposes of the Financing Entity predominance test:</p>			
FE-A4.1	Identify the line item.	Enter balance sheet line item name.	Enter the name of the balance sheet line item as it appears in the current fiscal year-to-date balance sheet showing the Applicant's assets separately and distinctly from all other entities for an asset held by the Applicant some or all of which is not dedicated to or derived from eligible Financial Product and/or eligible Financial Services activity.	Text.
FE-A4.2	Identify the relevant activity(ies) associated with the asset.	<p>Select one:</p> <ul style="list-style-type: none"> - Real estate development. - Property management. - Ineligible financing activity: <ul style="list-style-type: none"> o Financing to affiliated individuals or entities. o Financing products/services not approved by the CDFI Fund as eligible Financial Products or Financial Services. o Loan packaging/ origination/ servicing for 	Select the appropriate response to identify the relevant use/activity(ies) associated with the asset.	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
		<ul style="list-style-type: none"> financing provided by another entity(ies). ○ Grant making. - Development Services. - Training, counseling, and/or technical assistance that does not qualify as Development Services. - Other. 		
FE-A4.2a	If “Other,” describe.	Enter description.	If “Other,” was selected in question FE-A42, fully describe the “other” relevant activity associated with the asset.	Text.
FE-A4.3	Indicate the dollar amount for the portion of the line item that is dedicated to the selected activity.	Enter dollar amount.	Enter the dollar amount for the portion of the line item that is dedicated to the selected activity.	Currency.
FE-A4.4	Explain how the amount was determined.	Enter explanation.	The Applicant must explain how the amount for the portion of the line item that is dedicated to the selected activity was determined.	Text.
<p>If the Applicant has more than one balance sheet line item for which some or all of the related assets are dedicated to an activity other than eligible Financial Product and/or eligible Financial Services activity, repeat data entry for each such item.</p>				
FE-A5	<p>The following questions will provide a summary of total assets by activity based on data entered in previous questions in the Financing Entity – Asset Predominance – Non-Consolidated Current Fiscal Year-To-Date Data – Applicant section.</p> <p>NOTE: The numbering system in the AMIS template Application will not match the guidance materials, however; all data fields are accurate. The Applicant will need to review the summary of total assets to determine if the share of all assets held by the Applicant (other than disregarded assets) that are dedicated to an activity other than eligible financing is greater than the share of the Applicant’s overall assets dedicated to or derived from the direct provision of Financial Products and/or Financial Services. If, so, the Applicant will need to explain why it should nevertheless be considered predominantly a Financing Entity. Otherwise, enter N/A.</p>			
FE-A5.1	Disregarded Assets.	[Auto-calculated.]	(Based on entries in FE-A2.)	Currency.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
FE-A5.2	Assets dedicated to or derived from the direct provision of Financial Products and/or Financial Services.	[Auto-calculated.]	(Based on entries in FE-A3.)	Currency.
FE-A5.3	Real estate development.	[Auto-calculated.]	(Based on entries in FE-A4.)	Currency.
FE-A5.4	Property management.	[Auto-calculated.]	(Based on entries in FE-A4.)	Currency.
FE-A5.5	Ineligible financing to Affiliated individuals or entities.	[Auto-calculated.]	(Based on entries in FE-A4.)	Currency.
FE-A5.6	Loan packaging/origination/servicing for financing provided by another entity(ies).	[Auto-calculated.]	(Based on entries in FE-A4.)	Currency.
FE-A5.7	Grant making.	[Auto-calculated.]	(Based on entries in FE-A4.)	Currency.
FE-A5.8	Development Services.	[Auto-calculated.]	(Based on entries in FE-A4.)	Currency.
FE-A5.9	Training, counseling, and/or technical assistance that does not qualify as Development Services.	[Auto-calculated.]	(Based on entries in FE-A4.)	Currency.
FE-A5.10	Other.	[Auto-calculated.]	(Based on entries in FE-A4.)	Currency.
FE-A5.11	Total.	[Auto-calculated.]	(Should match entry in FE-A1.)	Currency.
	If the share of all assets held by the Applicant (other than disregarded assets) that are	Provide explanation.	If the asset data provides evidence that the Applicant is not predominantly a financing entity, enter N/A; as no	

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	dedicated to an activity other than eligible financing is greater than the share of the Applicant's overall assets dedicated to or derived from the direct provision of Financial Products and/or Financial Services, explain why the Applicant should nevertheless be considered predominantly a Financing Entity.		additional explanation is required.	

Financing Entity – Staffing Predominance –CDFI Certification Application Data Fields

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
FE-AS1	Applicant's average total full-time equivalent staff for the 12 months immediately prior to the submission of the CDFI Certification Application.	Enter Average Total FTE Staff.	Enter the typical amount of FTE staff time available to the Applicant separately and distinctly from all other entities as indicated by an assessment of the amount of FTE staff available to it during the most recent 12 full calendar months. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Numeric.

Response Information/Instruction(s):

The Applicant's overall available staff should be identified in the form of Full Time Equivalent (FTE) staff time, not based on the number of staff members.

Information on the amount of overall staff time available to an entity must be based on just its own staffing levels and activities. It must not include staff time dedicated to the activities of another entity, even if that other entity is linked somehow, perhaps as an Affiliate or community partner (i.e., staff time spent on activity that will be claimed as having been carried out by or for any other entity, such as an Affiliate or a community partner must not be included in the staffing data used to assess compliance the CDFI Certification Financing Entity requirements).

Available staff time can include volunteer personnel and/or staffing provided by another entity. Staffing provided by another entity can include contracted staff or staff shared by/with another entity. For any staffing

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
<p>provided by or shared with another entity, only the portion of an individual’s time spent on activity specifically undertaken on behalf of and that will be solely attributed to the entity seeking to obtain or maintain CDFI Certification (i.e., the activity will not be claimed as having been carried out by or for any other entity) should be included in the staffing data.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - financing entity and staff time dedicated to or derived from eligible Financial Product and/or eligible Financial Services activity; - predominance as a financing entity. 				
FE-AS2	Does the Applicant request that the use of any of its FTE staff be disregarded for the purposes of the Financing Entity predominance test?	Yes or No.	<p>Select the appropriate response to indicate whether or not the Applicant has any FTE staff time that is used in a way that makes it eligible to be disregarded for the purposes of the CDFI Certification Financing Entity predominance test.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.
<p>Response Information/Instruction(s):</p> <p>If “No,” skip to FE-AS3.</p> <p>The Applicant’s staff time should be identified in the form of Full Time Equivalent (FTE) staff time, not based on the number of staff members.</p>				
FE-AS2.1	Indicate the use of FTE staff that qualifies it to be disregarded for the purposes of the Financing Entity predominance test.	<p>Select all that apply:</p> <ul style="list-style-type: none"> - Development Services. - Endowment management. - Management of portion of owned building used to support the direct provision of Financial Products and/or Financial Services. - Management of donated Real Property to be sold to raise funds to support the direct provision of Financial Products 	<p>Select the appropriate response(s) that indicates the use of FTE staff that makes it eligible to be disregarded for the purposes of the CDFI Certification Financing Entity predominance test.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
		<ul style="list-style-type: none"> and/or Financial Services. - Management of real estate to be sold/transferred to non-Affiliated third parties in order to support real estate development financing activity (Financial Products for real estate development must be offered). - Other. 		
<p>Response Information/Instruction(s):</p> <p>Applicant’s staff time should be identified in the form of Full Time Equivalent (FTE) staff time, not based on the number of staff members.</p> <p>By qualifies it to be disregarded, the CDFI Fund means qualifies it to be eligible to be considered for disregard (i.e., it is of a type eligible to potentially be disregarded).</p>				
FE-AS2.1a	<p>If “Other”:</p> <p>Identify the other FTE staff use.</p>	Enter use.	<p>If “Other” is selected in FE-AS2, indicate the particular use of its FTE staff time that makes it eligible to be disregarded.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Text.
<p>Response Information/Instruction(s):</p> <p>Applicant’s staff time must be provided in terms of FTE staff time, not based on the number of staff members.</p>				
FE-AS2.1b	<p>If “Other”:</p> <p>Has this FTE staff use been pre-approved by the CDFI Fund as one for which some or all of the FTE staff used in that manner can be disregarded for the purposes of the CDFI Certification Financing</p>	Yes or No.	<p>Select the appropriate response to indicate whether or not the “other” use of staff time has been pre-approved by the CDFI Fund via the “Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests” as one for which some or all of the average</p>	Text.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
	Entity predominance test?		weekly FTE staff used in that manner are eligible to be disregarded for the purposes of the CDFI Certification Financing Entity predominance test. <i>See below for other response information and instruction(s) needed to complete this field.</i>	
<p>Response Information/Instruction(s):</p> <p>Select “Yes” only if the “Other” staff time use is one for which the Applicant received an approval determination from the CDFI Fund via the “Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests” process allowing it to be accepted as a staff use eligible to be disregarded for the purposes of the CDFI Certification Financing Entity Predominance test.</p> <p>If “No,” the FTE staff time will not be disregarded towards meeting the Financing Entity predominance test.</p> <p>The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.</p>				
FE-AS2.1c	<p>If “Other”:</p> <p>Attach approval letter.</p>	Attach relevant disregarded staff time approval letter from the CDFI Fund.	NOTE: The disregarded staff time approval letter is not required to be submitted with the CDFI Certification Application.	
FE-AS2.2	<p>If requesting that a use(s) of staff time be disregarded for the Financing Entity predominance test:</p> <p>Indicate the amount of the Applicant’s average FTE staff to be disregarded.</p>	Enter FTE staff number.	<p>Enter the amount of the Applicant’s FTE staff time spent on the particular use that makes it eligible to be disregarded.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Numeric.
<p>Response Information/Instruction(s):</p> <p>The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.</p> <p>By to be disregarded, the CDFI Fund means to potentially be disregarded.</p>				
FE-AS2.3	If requesting that a use(s) of staff time be disregarded for the Financing Entity predominance test:	Enter explanation.	The Applicant must fully explain how the amount of FTE staff time spent on the use that makes it eligible to be disregarded was determined.	Narrative.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	Explain how the amount of FTE staff to be disregarded was determined.		<i>See below for other response information and instruction(s) needed to complete this field.</i>	
<p>Response Information/Instruction(s):</p> <p>The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.</p> <p>By to be disregarded, the CDFI Fund means to potentially be disregarded.</p>				
<p>If the Applicant has more than one use of staff time that is eligible to be disregarded for the purposes of the CDFI Certification Financing Entity test, repeat the data entry for each relevant staff time use.</p>				
FE-AS3	<p>For FTE staff dedicated to the provision of Financial Products and/or Financial Services:</p> <p>NOTE: By Financial Products and/or Financial Services, the CDFI Fund means eligible Financial Product and/or eligible Financial Services activity.</p>			
FE-AS3.1	Indicate the use of FTE staff that qualifies it as being dedicated to the provision of Financial Products and/or Financial Services.	<p>Select all that apply:</p> <ul style="list-style-type: none"> - General entity administration that supports the provision of Financial Products and/or Financial Services. - Direct staffing for the provision of Financial Products and/or Financial Services. - Marketing and outreach for the provision of Financial Products and/or Financial Services. - Fundraising/raising capital for the provision of Financial Products and/or Financial Services. - Other. 	<p>Select the appropriate response(s) that indicates the use(s) of the Applicant's FTE staff that qualifies it as being dedicated to the provision of eligible Financial Product and/or eligible Financial Services activity.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
Response Information/Instruction(s):				
By Financial Products and/or Financial Services, the CDFI Fund means eligible Financial Products and/or eligible Financial Services activity.				
The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.				
FE-AS3.1a	If “Other”: Identify the other FTE staff use.	Enter use.	If “Other” is selected in FE-AS3.1, indicate the particular use of the staff time use. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Text.
Response Information/Instruction(s):				
The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.				
FE-AS3.1b	If “Other”: Has this FTE staff use been pre-approved by the CDFI Fund as one for which some or all of the staff time used in that manner qualifies as being dedicated to the provision of Financial Products and/or Financial Services for the purposes of the CDFI Certification Financing Entity predominance test?	Yes or No.	Select the appropriate response to indicate whether or not the “other” use of FTE staff time has been pre-approved by the CDFI Fund via the “Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests” as one for which some or all of the average weekly FTE staff used in that manner qualify as being dedicated to eligible Financial Product and/or eligible Financial Services activity for the purposes of the CDFI Certification Financing Entity predominance test. <i>See below for other response information and instruction(s) needed to complete this field.</i>	
Response Information/Instruction(s):				
Select “Yes,” only if the “Other” FTE staff time use is one for which the Applicant received an approval determination from the CDFI Fund via the “Obtaining Determination to Add Major Use(s) of Assets and/or Staff Time Eligible to be Disregarded or Included for the CDFI certification Financing Entity Predominance Tests”				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
<p>process allowing it to be accepted as a staff time use dedicated to or derived from the direct provision of eligible Financial Product and/or eligible Financial Services activity.</p> <p>If “No,” the FTE staff time cannot be counted towards meeting the Financing Entity predominance test.</p> <p>By Financial Products and/or Financial Services, the CDFI Fund means eligible Financial Product and/or eligible Financial Services activity.</p> <p>The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.</p>				
FE-AS3.1c	<p>If “Other”:</p> <p>Attach approval letter.</p>	Attach financing-related activity approval letter(s) from the CDFI Fund.	<p>NOTE: <i>The financing-related activity approval letter is not required to be submitted with the CDFI Certification Application.</i></p>	
FE-AS3.2	Indicate the average amount of overall FTE staff dedicated to the provision of Financial Products and/or Financial Services.	Enter Average FTE staff number.	<p>Enter the average amount of the Applicant’s overall FTE staff time dedicated to eligible Financial Product and/or eligible Financial Services activity.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Numeric.
<p>Response Information/Instruction(s):</p> <p>By Financial Products and/or Financial Services, the CDFI Fund means eligible Financial Product and/or eligible Financial Services activity.</p> <p>The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.</p>				
FE-AS3.3	Explain how the amount was determined.	Enter explanation.	<p>The Applicant must fully explain how the amount of its FTE staff time dedicated to the provision of eligible Financial Product and/or eligible Financial Services activity was determined.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Narrative.
<p>Response Information/Instruction(s):</p> <p>By Financial Products and/or Financial Services, the CDFI Fund means eligible Financial Product and/or eligible Financial Services activity.</p> <p>The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.</p>				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
FE-AS4	<p>For FTE staff dedicated to activity other than the provision of Financial Products and/or Financial Services and that has not been included as a use the Applicant seeks to have disregarded for the purposes of the Financing Entity predominance test:</p> <p>NOTE: <i>By Financial Products and/or Financial Services, the CDFI Fund means eligible Financial Product and/or eligible Financial Services activity.</i></p> <p>NOTE: <i>The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.</i></p>			
FE-AS4.1	Identify the relevant activity(ies).	<p>Select one:</p> <ul style="list-style-type: none"> - Real estate development. - Property management. - Ineligible financing activity— <ul style="list-style-type: none"> o Financing to affiliated individuals or entities. o Financing products/services not approved by the CDFI Fund as eligible Financial Products or Financial Services. o Loan packaging/origination/ servicing for financing provided by another entity(ies). o Grant making. - Training, counseling, and technical assistance that does not qualify as Development Services. - Other. 	<p>Select the appropriate response to identify the relevant use/activity the Applicant dedicates FTE staff time to other than eligible Financial Product and/or eligible Financial Services activity and that has not been included as a use the Applicant seeks to have disregarded for the purposes of the Financing Entity predominance test.</p> <p><i>See below for other response information and instruction(s) needed to complete this field.</i></p>	Picklist.
<p>Response Information/Instruction(s):</p> <p>The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.</p>				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
FE-AS4.1a	If "Other," describe.	Enter description.	If "Other" is selected in FE-AS4, indicate the particular use of the Applicant's FTE staff time that does not qualify as eligible Financial Product and/or eligible Financial Services activity and that has not been included as a use the Applicant seeks to have disregarded for the purposes of the Financing Entity predominance test. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Text.
Response Information/Instruction(s):				
The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.				
FE-AS4.2	Indicate the amount of the Applicant's average FTE staff dedicated to the selected activity.	Enter FTE staff number.	Enter the amount of the Applicant's FTE staff typically dedicated to the selected activity. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Numeric.
Response Information/Instruction(s):				
The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.				
FE-AS4.3	Explain how the amount was determined.	Enter explanation.	The Applicant must fully explain how the amount of its FTE staff time dedicated to the selected activity was determined. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Narrative.
Response Information/Instruction(s):				
The staffing information must be provided in terms of FTE staff time, not based on the number of staff members.				
If the Applicant has more than one type of activity for which related staff time is dedicated to an activity other than eligible Financial Product and/or eligible Financial Services activity, repeat the data entry for each				

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
relevant activity type.				
FE-AS5	<p>The following questions will provide a summary of total staff time by activity based on data entered in previous questions in the Financing Entity – Staffing Predominance – Applicant.</p> <p>NOTE: <i>The staffing information provided by the Applicant must be provided in terms of FTE staff time, not based on the number of staff members.</i></p> <p>NOTE: <i>The numbering system in the AMIS template Application will not match the guidance materials, however; all data fields are accurate. The Applicant will need to review the summary of total staff time by activity to determine if the any of the Applicant’s average FTE staff hours (other than disregarded staff time) that has been dedicated to an activity other than eligible financing activity is greater than the share of the Applicant’s average FTE staff dedicated to the provision of Financial Products and/or Financial Services, explain why the Applicant should still be considered predominantly a Financing Entity. Otherwise, enter N/A.</i></p>			
FE-AS5.1	Disregarded Development Services FTE staff.	[Auto-calculated.]	(Based on entries in FE-AS2.)	Numeric.
FE-AS5.2	Other disregarded FTE staff.	[Auto-calculated.]	(Based on entries in FE-AS2.)	Numeric.
FE-AS5.3	FTE staff dedicated to or derived from the direct provision of Financial Products and/or Financial Services.	[Auto-calculated.]	(Based on entries in FE-AS3.)	Numeric.
FE-AS5.4	Real estate development.	[Auto-calculated.]	(Based on entries in FE-AS4.)	Numeric.
FE-AS5.5	Property management.	[Auto-calculated.]	(Based on entries in FE-AS4.)	Numeric.
FE-AS5.6	Ineligible financing to Affiliated individuals or entities.	[Auto-calculated.]	(Based on entries in FE-AS4.)	Numeric.
FE-AS5.7	Loan packaging/origination/servicing for financing provided by another entity(ies.).	[Auto-calculated.]	(Based on entries in FE-AS4.)	Numeric.
FE-AS5.8	Grant making.	[Auto-calculated.]	(Based on entries in FE-AS4.)	Numeric.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
FE-AS5.9	Training, counseling, and technical assistance that does not qualify as Development Services.	[Auto-calculated.]	(Based on entries in FE-AS4.)	Numeric.
FE-AS5.10	Other.	[Auto-calculated.]	(Based on entries in FE-AS4.)	Numeric.
FE-AS5.11	Average Total FTE Staff.	[Auto-calculated.]	(Should match entry in FE-AS1.)	Numeric.
	If the share of any of the Applicant's average FTE staff (other than disregarded staff time) that has been dedicated to an activity other than eligible financing activity is greater than the share of the Applicant's average FTE staff dedicated to the provision of Financial Products and/or Financial Services, explain why the Applicant should still be considered predominantly a Financing Entity.	Provide explanation.	If any share of the FTE staff time evidences the Applicant is not predominately dedicated to the provision of Financial Products and/or Financial Services, explain why the Applicant should still be considered predominantly a Financing Entity. Otherwise, enter N/A.	

[Financing Entity – Capital to Finance Typical Eligible Financial Product Transaction Within Next Three Months – Applicant ONLY – CDFI Certification Application Data Fields](#)

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
FE-AC1	Average dollar amount of a Financial Product transaction financed by the Applicant over the 12 months immediately prior to the submission of the Application.	Enter dollar amount.	Provide the average dollar amount of the eligible Financial Product activity financed by the Applicant over the 12 months immediately prior to the submission of the CDFI Certification Application.	Numeric.
FE-AC2	Based on assets in the current fiscal year-to-date balance sheet, for each line item for which some or all of the asset will be available during the next three months to finance the Applicant's Financial Product closings:			

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
FE-AC2.1	Identify the line item.	Enter balance sheet line item name(s).	The balance sheet account names used in the asset table should be line item names (either overall asset type or specific sub-type line item names).	Text.
FE-AC2.2	Indicate why the asset is considered to be liquid and available to finance the Applicant's Financial Product closings over the next three months.	Select all that apply: <ul style="list-style-type: none"> - Cash/cash equivalent asset designated as Financial Product capital. - Current asset that is or will become a cash/cash equivalent asset within the next three months and that will be designated as Financial Product capital. - Portion of owned building from which revenue is generated that is designated as Financial Product capital. - Other. 	Select the appropriate response to indicate why the asset is considered to be liquid and available to finance an eligible Financial Product transaction(s) closed by the Applicant within the three full calendar months immediately following the submission of the CDFI Certification Application. While the label/question for this field indicates that more than one response can be chosen, only one should be selected.	Picklist.
<i>FE-AC2.2a will only appear if "Other" is selected in the preceding field.</i>				
FE-AC2.2a	If "Other," explain.	Provide explanation.	If "Other," is selected in FE-AC2.2, indicate why the asset should be considered liquid, as well as available to finance an eligible Financial Product transaction closing(s) by the Applicant within the three full calendar months full calendar months immediately following the submission of the CDFI Certification Application.	Narrative.
FE-AC2.3	Indicate the dollar amount for the portion of the line item that will	Enter dollar amount.	Provide the dollar amount for the portion of the line item that will be available to finance an	Currency.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	be available to finance the Applicant’s Financial Product closings.		eligible Financial Product transaction closing(s) by the Applicant within the three full calendar months immediately following the submission of the CDFI Certification Application.	
FE-AC2.4	Explain how the amount was determined.	Provide explanation.	The Applicant must describe how it determined the amount of the relevant balance sheet line item that will be available to finance an eligible Financial Product transaction closing(s) by it within the three full calendar months immediately following the submission of the CDFI Certification Application.	Narrative.
If the Applicant has more than one balance sheet line item for which some or all of the related assets will be available to finance its Financial Product closings over the next three months, repeat the data entry for each such item.				
FE-AC3	Does the Applicant have any off-balance sheet capital that will be available to it during the next three months to finance its eligible Financial Product closings?	Yes or No.	<p>Select the appropriate response.</p> <p>Select “Yes” only if the relevant capital will be available within the three full calendar months immediately following submission of the CDFI Certification Application and can be used by the Applicant to finance an eligible Financial Product transaction(s).</p> <p>Capital that is currently available or will become available during the three full calendar months following submission of the CDFI Certification Application, but that is or will be committed to or restricted to uses other than that of financing an eligible Financial Product transaction closing(s) by the Applicant cannot be used to meet the CDFI Certification requirement that sufficient capital be available for an entity to continue its eligible Financial Product activity.</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			Any capital not currently available that is expected received after submission of the CDFI Certification Application (e.g., from loan repayments, a grant, etc.), but not within the three full calendar months immediately following its submission cannot be used to meet this requirement.	
FE-AC3.1	Indicate the type of off-balance sheet capital available.	Select type. <ul style="list-style-type: none"> - Line of credit. - Grant or loan funds formally committed. - Capital held by an Affiliate formally committed. - Other. 	Select the appropriate response to indicate the type of off-balance sheet capital available.	Picklist.
<i>FE-AC3.1 – FE-AC3.4 will only appear if “Other” is selected in the preceding field.</i>				
FE-AC3.1a	If “Other,” explain.	Provide explanation.	If “Other” is selected in FE-AC3.1, enter the “other” type of off-balance sheet capital available to the Applicant that is not currently listed.	Text.
FE-AC3.2	Provide the dollar amount available.	Enter dollar amount.	Enter the dollar amount that represents the overall amount of funds from this particular source of capital expected to be available during the three full calendar months following submission of the CDFI Certification Application.	Currency.
FE-AC3.3	Explain why the off-balance sheet capital is considered to be formally committed.	Narrative.	The Applicant must describe why the off-balance sheet capital in the specific amount identified is considered to be formally committed and expected to be available during the three full calendar months following submission of the CDFI Certification Application.	Narrative.
FE-AC3.4	Provide documentation evidencing that the off-balance sheet capital is	Attach document(s).	Attach document(s) evidencing that the off-balance sheet capital is formally available and includes	Attachment.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	formally available and that includes amount available.		<p>the amount available.</p> <p>NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i></p> <p>Examples of acceptable documentation include: for a line of credit attach proof of commitment from the lender and recent available balance; for grant or loan funds committed, but not yet received, attach a formal commitment letter from the funder or lender; for capital held by an Affiliate, attach proof of the commitment signed by an Authorized Representative for the Affiliate.</p>	
If the Applicant has multiple off-balance sheet capital sources available, repeat data entry for each source.				
FE-AC4	Total capital available to finance eligible Financial Product closings over the next three months.	[Auto-calculated.]	(Based on entries in FE-AC2 and FE-AC3.)	Numeric.
FE-AC5	Is the available capital greater than the average dollar amount of a Financial Product transaction financed by the Applicant over the 12 months immediately prior to the submission of the Application?	Yes or No.	Select the appropriate response to whether the available capital greater than the average dollar amount of a Financial Product transaction financed by the Applicant over the 12 months immediately prior to the submission of the Application.	Picklist.

TARGET MARKET

CDFI Certification Target Market Requirements

To meet the CDFI Certification Target Market requirements, an entity must direct at least 60% of both the number and dollar volume of all (not just a select subset) eligible Financial Product transactions it closes during a full 12 month fiscal year to an eligible CDFI Certification Target Market. Or, if it is a depository institution and it cannot meet the CDFI Certification Target Market benchmark requirements based on eligible Financial Product activity alone, it can elect to use the CDFI Certification Target Market Financial Product and Financial Services option.

CDFI Certification Target Market Financial Product and Financial Services Option

A depository institution that directs less than 60% but at least 50% of *either* the dollar volume or the total number of its eligible Financial Product activity to an eligible CDFI Certification Target Market has the option of meeting the CDFI Certification Target Market test by demonstrating that it served an eligible CDFI Certification Target Market as follows:

- as of the last day of its fiscal year, at least **60% of its total unique depository account holders** were part of its CDFI Certification Target Market; *and*
- all (not just a select subset) the eligible Financial Product transactions it closes during a full 12 month fiscal year to its eligible CDFI Certification Target Market at the following levels:
 - o **60%** of the number and **50%** of the dollar volume; *or*
 - o **50%** of the number and **60%** of the dollar volume.



For the purposes of the CDFI Certification Application, The CDFI Certification Target Market benchmark percentages must be met without any rounding of decimal points.

An Applicant may serve multiple eligible Target Markets. (For example, an Applicant may demonstrate compliance with the Target Market percentage benchmarks by serving both an Investment Area and one or more Targeted Populations.) However, for the purposes of calculating the overall Target Market percentage of an Applicant's financing activity, each Financial Product transaction or Financial Service item shall be counted toward only one Target Market component, which shall be identified by the Applicant or Certified CDFI (even if the transaction or account qualifies as having been directed to more than one Target Market component).

New CDFI Applicants must meet the applicable Target Market percentage benchmarks based on all (not just a subset) of eligible activity over their most recently completed fiscal year prior to submission of the Application. If an Applicant's eligible Financial Product and, if allowed, eligible Financial Services activity falls below the required level for any of the applicable Target Market percentage benchmarks, the Applicant is not eligible for CDFI Certification.

To maintain Certification, Certified CDFIs must demonstrate compliance with the Target Market percentage benchmarks each fiscal year. To confirm a CDFI continues to direct Financial Products and/or Financial Services to its approved Target Market at the required levels, transaction level data will be reviewed annually, through the submission of a TLR, in connection with the ACR. After initial certification (or recertification) through this Application and a Certified CDFI's first two ACR submissions, a Certified CDFI that fails to meet the Target Market benchmarks over its most recently completed fiscal year may maintain its Certification by demonstrating that it

met the benchmarks over a three-year period through the last day of its most recently completed fiscal year – as measured by the data submitted in the CDFI’s three most recent TLRs, including the initial Certification Application related TLR, if necessary. A Certified CDFI that fails to meet the Target Market benchmarks for the previous fiscal year in its first ACR submission will have the option to be evaluated over a two-year period through the last day of its most recently completed fiscal year. Certified CDFIs that still fall below the Target Market benchmarks over three full fiscal years of financing activity in their TLR (or over two full fiscal years for those with less than two years of Certification under this Application) will be decertified and no additional cure period will be granted.

NOTE: *Only data submitted as part of this Certification Application, the abbreviated TLR and/or the December 2023 version of the CDFI/NACA/RRP TLR may be used to meet the Target Market benchmarks over a three-year period (i.e., data submitted as part of a previous Certification Application, ACR, or earlier version of the CDFI/NACA/RRP TLR, may not be used for this option).*

[CDFI Certification Target Market Assessment Methodology\(ies\)](#)

CDFI Certification Target Market assessments must be conducted using only the CDFI Fund-approved assessment methodologies, which must be implemented exactly as outlined in the [Pre-approved Target Market Assessment Methodologies Guidance](#) materials, unless and until the CDFI Fund authorizes a new or amended method(s). Failure to use an approved CDFI Certification Target Market assessment methodology exactly as prescribed by the CDFI Fund (or maintain related required documentation) may result in the termination of a Certified CDFI’s certification.

Obtaining Determination for New or Amended Target Market Assessment Methodology(ies)

Only the Target Market assessment methodologies approved by the CDFI Fund may be used when compiling CDFI Certification-related Target Market data. Entities must obtain prior approval from the CDFI Fund before starting to use a CDFI Certification Target Market assessment methodology(ies) not already allowed by the CDFI Fund or an amended version of an existing methodology(ies). For CDFI Certification Applicants, approval of any such change must be received before the CDFI Certification Application is submitted.

For information on how to request approval to use a new or amended CDFI Certification Target Market assessment methodology, please see [“Obtaining Determination for New or Amended Target Market Assessment Methodology\(ies\)”](#) in the [“Obtaining Determination for New or Amended Target Market Assessment Methodology\(ies\)”](#) section of this guidance.

Target Market and Collective Review for DIHCs, Affiliates of DIHCs, and 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 each Affiliate or other entity relevant to its collective review process in its family of entities.

For the purposes of the collective review of Target Market, all eligible Financial Product and, if elected by the primary entity under review and allowed, applicable eligible Financial Services activity engaged in by an entity relevant to the CDFI Certification collective review process must be presented all together along with all eligible activity engaged in by the primary entity under review, as well as by each additional entity relevant to the primary entity’s collective review process in the aggregated eligible Financial Product and, if elected by the primary entity under review and allowed, applicable eligible Financial Services activity used for the collective assessment of the primary entity under review’s compliance with the Target Market requirements, in connection with which, Target

Market-directed activity for each entity relevant to the collective review process is determined based solely on the CDFI Certification collective review market selected for its own use for the collective review of the applicable primary entity.

- The CDFI Certification collective review market for an entity relevant to another entity's collective review process can be either the allowed CDFI Certification Target Market for the primary entity under review or a Target Market component(s) that has been formally identified for the entity relevant to the collective review's own use in connection with the applicable primary entity's collective review process. Whichever market is selected for an entity relevant to the collective review in connection with a particular primary entity's review process must be used solely and consistently by the relevant related entity for that particular primary entity's collective review process for the Target Market (if applicable because relevant eligible financing is engaged in) and Accountability tests.
- If an entity relevant to the collective review process for another entity seeking to obtain or maintain the CDFI Certification does not engage in any eligible Financial Product activity (e.g., it only engages in eligible Financial Services activity or it is a DIHC that does not engage directly in any eligible financing at all, etc.), it will be disregarded when data on eligible Financial Product activity is being aggregated for the Target Market-related collective review of the primary entity under review.
- If an entity relevant to the collective review process for another entity seeking to obtain or maintain the CDFI Certification only engages in eligible Financial Services activity, its applicable eligible Financial Service(s) will only be included in the Target Market-related collective review of the entity seeking to obtain or maintain the CDFI Certification if the primary entity under review elects to use the Financial Product and Financial Services option for its Target Market test.
- If an entity seeking to obtain or maintain the CDFI Certification is subject to the CDFI Certification collective review process and elects to use the Financial Product and Financial Services option for its Target Market test, each entity relevant to its collective review process that does not engage in any applicable eligible Financial Services activity will be disregarded when data on the applicable eligible Financial Services activity is being aggregated for the collective review of Target Market.

Target Market and Depository Institution Holding Companies (DIHCs) That do not Directly Engage in Eligible Financial Product Activity

DIHCs that do not directly provide Financial Products or Financial Services may rely on the activity of all Affiliates subject to the statutory CDFI Certification collective review process. If a DIHC Applicant's Affiliates have also applied for CDFI Certification, the DIHC will identify the Affiliate's Financial Product(s) and, if elected, Financial Services activity of all covered Affiliates that will be used to satisfy the DIHC's TLR requirement. (This data will be aggregated to avoid duplication of TLR records.)

Target Market and Entities Using CDFI Certification Solely for Participation in the CDFI Fund's 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)).

Target Market and CDFI Certification Provision for Spin-off Entities

If an entity seeking to obtain or maintain CDFI Certification is eligible for the CDFI Certification provision for Spin-offs, it must include the following Financial Product and Financial Services activity data for review in connection with the Target Market requirements:

- Each eligible Financial Product transaction it closed during any part of what would have been its most recently completed fiscal year timeframe as of when the CDFI Certification application is submitted (if it was in existence and closed any eligible Financial Product transactions during that time); and each eligible Financial Product transaction received as part of a spun-off Financial Product portfolio transferred to it at no cost by each entity it is claiming as an eligible Spin-off-related Affiliate (i.e., an entity that is an Affiliate as of the date the CDFI Certification Application using the Spin-off provision is submitted; was an Affiliate at the time the Financial Product portfolio transfer took place; and was not a Certified CDFI at any point during the 12 months of what would have been, if it was in existence at that time, the Spin-off's most recently completed fiscal year timeframe whose transferred portfolio included Financial Product transactions it closed at arm's-length and as a financing entity of record in the associated transaction closing documents) that were closed by the transferring entity during what would have been the Spin-off's most recently completed fiscal year at the time the CDFI Certification application is submitted and that were still on the Spin-off's balance sheet as of the CDFI Certification application submission date; and
- If elected and allowed for a depository institution, all depository accounts held by the Spin-off entity that were still open as of the end of what would have been its most recently completed fiscal year as of when the CDFI Certification application is submitted (if it was in existence at that time).

Eligible CDFI Certification Target Market Types

A CDFI Certification Target Market can be composed of one or more of the following Target Market components listed in this section under "Investment Area" and "Targeted Population."

Investment Area

An Investment Area meets at least one of the following economic distress criteria and has significant unmet needs for Financial Products and Services; or it is 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.

Entities must base their assessment of what constitutes an Investment Area using census tracts identified by the CDFI Fund as being qualified for CDFI Certification purposes. Census tracts qualified as eligible for other programs or certifications (e.g., the New Markets Tax Credit (NMTC) Program and Community Development Entity (CDE) certification) or that an entity may identify on its own based on the CDFI-related distress criteria cannot be used for CDFI Certification purposes.

There are three types of Investment Areas (IAs):

- **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 entity elects to serve an Investment Area comprised of qualified census tracts only, the Financial Product and/or Financial Services activity that falls within qualified census tracts anywhere within the United States and its territories, as

demonstrated by using the CDFI Fund’s approved assessment methodologies, is counted as being within the entity’s Target Market.

Pre-qualified Investment Areas consist of qualified census tracts only. Counties/parishes that may qualify as meeting the CDFI economic distress criteria, wholly, are not considered to be part of a pre-qualified Investment Area.

- **Customized Investment Areas**

Entities may also establish a customized Investment Area consisting of specially designated geographic areas that:

- include a contiguous mix of both qualified and non-qualified geographic units of a single type, which may be census tracts or non-Metro²⁰ counties or parishes;²¹ *and*
- validate as a distressed community per the CDFI Fund’s mapping system (CIMS) by meeting the following criteria:
 - More than 85% of the population must be in qualified geographic units.
 - The geographic units must be contiguous.

NOTE: *If an entity has more than one customized Investment in its CDFI Certification Target Market or, if applicable, its CDFI Certification collective review market, there must not be any overlap between the geographies (i.e., any census tract in one customized Investment Area cannot be part of any other customized Investment Area included in the entity’s relevant overall market).*

If an entity designates a customized Investment Area as a Target Market component, 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, an entity must direct at least 85% of its customized Investment Area financing activity within the individually qualified census tracts of that customized Investment Area for activity in the non-qualifying tracts of the customized Investment Area to count toward the 60% Target Market benchmark. The CDFI Fund’s approved Target Market assessment methodologies must be used to demonstrate that a customized Investment Area is being served.

- **Non-Metro Customized Investment Areas, Counties, and Parishes**

Prior to October 1, 2026, an entity that serves a non-Metro customized Investment Area,²² county, or parish also must direct at least 75% of its non-Metro customized Investment Area, county, or parish Financial Product and/or Financial Services activity within the individually qualified census tracts of the respective non-Metro geography for activity in the non-qualifying tracts of the non-Metro geography to count toward the 60% Target Market benchmark. The CDFI Fund’s approved Target Market assessment

²⁰ “Non-Metro” or “Non-Metropolitan” refers to any area that does not qualify as a Metropolitan Statistical Area, which is defined by the Office of Management and Budget (OMB) as “at least one urbanized area of 50,000 or more population, plus adjacent territory that has a high degree of social and economic integration with the core as measured by commuting ties.” <https://www.whitehouse.gov/wp-content/uploads/2020/03/Bulletin-20-01.pdf>

²¹ Per 12 CFR § 1805.201(b)(3)(2)(B), “geographic units in Metropolitan Areas that are used to comprise an Investment Area shall be limited to census tracts, and Indian Reservations.”

²² A non-Metro customized Investment Area must consist exclusively of non-Metro geographic units.

methodologies must be used to demonstrate that a non-Metro customized Investment Area(s), counties, and/or parishes is being served.

Beginning October 1, 2026, an Applicant that serves a non-Metro customized Investment Area, county, or parish must direct at least 85% of its non-Metro customized Investment Area, county, or parish Financial Products and/or Financial Services activity within the individually qualified census tracts of the respective non-Metro geography for activity in the non-qualifying tracts of the non-Metro geography to count toward the 60% Target Market benchmark. The Applicant must use the CDFI Fund's approved Target Market assessment methodologies to demonstrate that it is servicing the non-Metro customized Investment Area(s), counties, and/or parishes.

Targeted Population

"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 socioeconomic characteristics are used to determine inclusion in the Target Market. The Applicant must use the CDFI Fund's approved Target Market assessment methodologies to demonstrate that it serves the Targeted Population.

Targeted Populations include Low-Income Targeted Populations (LITP) and Other Targeted Populations (OTP):

- **LITP**

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

- for Metropolitan Areas,
 - 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).

- **OTP**

Other Targeted Populations currently recognized by the CDFI Fund are as follows:

- Other Targeted Population – African American.
- Other Targeted Population – Hispanic.
- Other Targeted Population – Native American.
- Other Targeted Population – Native Alaskan.
- Other Targeted Population – Native Hawaiian.
- Other Targeted Population – Other Pacific Islander.
- Other Targeted Population – Filipino.
- Other Targeted Population – Vietnamese.
- Other Targeted Population – Persons with Disabilities.
- Other Targeted Population – Certified CDFIs.

Obtaining Determination for New Targeted Population(s)

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 CDFI Certification Target Market.

For CDFI Certification Applicants, approval of any new CDFI Certification Targeted Population must be received before the CDFI Certification Application is submitted.

For information on how to request recognition by the CDFI Fund of a new CDFI Certification Targeted Population, please see “[Obtaining Determination for New Targeted Population\(s\)](#)” in the “Obtaining CDFI Certification-Related Determinations on New Financial Product Type(s), New Financial Services Type(s), Amended Responsible Financing Practice(s), New Disregarded or Included Major Use(s) of Assets/Staff Time, New Targeted Population(s), and New/Amended Target Market Assessment Methodology(ies)” section of this guidance.

[Target Market and Collective Review Market Mapping Requirements](#)

Target Market maps are required for all customized Investment Area Target Market components and certain Other Targeted Populations.

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. Through CIMS, Applicants are able to upload and process the accurate batch geocoding 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 Non-Metro counties/parishes, and for any newly requested Other Targeted Populations not already on the CDFI Fund’s list of currently recognized Other Targeted Populations. Applicants creating maps 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.

[CDFI Certification Target Market and Collective Review Market Records](#)

For CDFI Certification purpose, entities must:

- create a CDFI Certification Market record(s) in the CDFI Certification Market section of its AMIS account to represent each component of their CDFI Certification Target Market in the CDFI Certification Market section of their AMIS account to represent its CDFI Certification Target Market (note that Targeted Population types are each considered separate Target Market components).
- if applicable, create a CDFI Certification market record(s) in the CDFI Certification Market section of the AMIS account for each Affiliate or other entity relevant to its CDFI Certification collective review process to represent the CDFI Certification market component(s) that the other entity(ies) will use for the collective review of the Applicant in connection with the Target Market and Accountability tests (note that Targeted Population types are each considered separate CDFI Certification market components).

CDFI Certification Market Map naming convention:



Entity name_Target Market type [e.g., LITP, pre-qualified IA, customized IA, Other OTP - Native American, etc.]_ **map name for customized Investment Area (if applicable)_#**
[this is the number representing the record's place in what might ultimately be a sequence of records presented to the CDFI Fund for the same exact market component – i.e., 1 would be used for the first time the market component is presented, 2 if the same exact market component is presented a second time in connection with the amendment of an overall market, 3 if it is presented a third time in connection with a subsequent amendment of the overall market, etc.]

CDFI Certification Market Map naming convention:

Examples: XYZ Loan Fund_LITP Map1; ACME Bank_customized IA Map1

[Compiling CDFI Certification Target Market Data](#)

Entities seeking to obtain or maintain CDFI Certification must present data on eligible Financial Product and/or, if elected and allowed, eligible Financial Services activity needed to demonstrate its compliance with the CDFI Certification Target Market requirements via a Translation Level Report (TLR) for itself and, if applicable, for each entity relevant to its CDFI Certification collective review process that engages in eligible Financial Product and/or, if applicable based on the primary entity under review's chosen method of meeting the CDFI Certification Target Market benchmark requirements, applicable eligible Financial Services activity.

For CDFI Certification prior to filling out the CDFI Certification Application form, Applicants will have completed a TLR for itself and, if applicable, for any entity relevant to its CDFI Certification collective review process that engages in eligible Financial Product and/or eligible Financial Services activity.

The Applicant will also have to create a CIMS map in its AMIS account for each Customized Investment Area included in its CDFI Certification Target Market and/or, if applicable, in the AMIS account of each entity relevant to its CDFI Certification collective review process that has a customized Investment Area(s) in a CDFI Certification collective review market to identify the associated customized Investment Area geography, to validate it as meeting at least one of the standards used to identify an eligible CDFI Certification Investment Area per the CDFI Program interim regulations (12 CFR 1805.201(b)(3); note, this type of validation is only accepted when conducted using a CIMS map in the CDFI Fund's AMIS system), and to assess if an acceptable level of Financial Product activity has been directed to the qualified census tract(s)/county(ies) in the relevant geography for activity directed to non-qualified tract(s)/county(ies) in the area to be accepted as Target Market-directed.

[Abbreviated Transaction Level Report \(TLR\)](#)



For the purposes of the CDFI Certification Application, all references to the Transaction Level Report (TLR) include the abbreviated TLR (for entities that are not CDFI Fund Financial Assistance [FA] award recipients with a TLR reporting requirement) and the full-length TLR (for entities that are recipients of CDFI Fund Financial Assistance [FA] awards with a TLR reporting requirement).

The TLR is a data collection tool that provides a method to evaluate the extent to which an entity serves communities and populations that lack adequate access to capital and/or Financial Services with its eligible Financial Product and, as allowed, its applicable eligible Financial Services activity. Data provided through the TLR will be used to determine the share of an entity's eligible Financial Product and, if elected and allowed, its applicable eligible Financial Services activity that is deployed to the entity's allowable CDFI Certification Target Market component(s). If an entity seeking CDFI Certification is not meeting the required Target Market benchmarks, it will not be allowed to submit a CDFI Certification Application. For additional information on the abbreviated TLR, for new CDFI Certification Applicants, review the related [Abbreviated Transaction Level Report Guide](#). For additional information on the long form TLR, for CDFI Fund program recipients, review the related [Full Length Transaction Level Report Guide](#).

Once the Applicant has submitted its final certified TLR data and has run the Target Market calculator, AMIS will display an overall tabulation of the proportion of its new Financial Product originations and/or purchases as well as Financial Services unique account holders (if applicable) that serve qualified IAs and/or Targeted Populations based on the Applicant's proposed. This information will be populated into the CDFI Certification Application to assess whether the organization meets the minimum Target Market activity thresholds required for obtaining CDFI Certification. If the minimum Target Market activity thresholds are not met, the Applicant will not be able to submit the CDFI Certification Application.

During review of the TLR, if the data reported is deemed incomplete, inaccurate, incorrect, or invalid, the CDFI Fund will follow up for clarification. Corrections to the data may alter the final Target Market percentages, which could render transactions eligible or ineligible to count as Target Market directed. If corrections to the data causes the Applicant's Target Market directed activity to fall below the required Target Market threshold, the Application will not be approved.

Data on Financial Product activity presented for review in connection with the Target Market requirements must be submitted in the TLR based on the date the Financial Product transactions were closed. In the case of active, outstanding loan purchases, data on Financial Product activity should be based on the date the bundle of loans was purchased.

All eligible Financial Product transactions originated during the reporting timeframe should be included in the Financial Product activity data, even if they no longer appear on-balance sheet for the reporting entity (perhaps because they have been sold or were paid off by the last day of the reporting fiscal year).

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

The CDFI Fund accepts loan purchases from Certified CDFIs and Target Market loans purchased from non-Certified CDFI entities as Financial Products. Loan Purchases should be presented for review in connection with the Target Market requirements as follows:

- Loan Purchases *from Certified CDFIs*, whether purchased individually or in a bundle, are recognized as Financial Products directed to an "OTP – Certified CDFIs" Target Market. Each bundled Loan Purchase from a Certified CDFI will count as a single Financial Product transaction.
- Target Market loans purchased *from non-Certified CDFI entities* are recognized as Financial Products directed to the Target Market(s) of the original borrowers. Applicants that purchase Target Market loans from non-Certified CDFI entities in a bundle may count each of the purchased loans as a single Financial Product transaction.

For the purpose of the CDFI Certification collective review, All eligible Financial Product and, if elected by the primary entity under review and allowed, applicable eligible Financial Services activity engaged in by an entity relevant to the CDFI Certification collective review process must be presented all together along with all eligible activity engaged in by the primary entity under review, as well as by each additional entity relevant to the primary entity's collective review process in the aggregated eligible Financial Product and, if elected by the primary entity under review and allowed, applicable eligible Financial Services activity used for the collective assessment of the primary entity under review's compliance with the Target Market requirements, in connection with which, Target Market-directed activity for each entity relevant to the collective review process is determined based solely on the CDFI Certification collective review market selected for its own use for the collective review of the applicable primary entity. See information on the CDFI Certification collective review process above for more information on this.

[Completing the CDFI Certification Application Target Market Section](#)

To complete the Target Market section of the CDFI Certification Application, Applicants will:

- review, and, if needed, update its TLR to confirm its Target Market component(s) and, if applicable, the TLR of each entity relevant to its CDFI Certification collective review process to confirm that other entity's CDFI Certification collective review market component(s).
 - o Prior to filling out the CDFI Certification Application form, Applicants will have completed a TLR for itself and, if applicable, for any entity relevant to its CDFI Certification collective review process that engages in eligible Financial Product and/or applicable eligible Financial Services activity.

The Applicant will also have created a CIMS map in its AMIS account for each Customized Investment Area included in its CDFI Certification Target Market and/or, if applicable, in the AMIS account of each entity relevant to its CDFI Certification collective review process that has a customized Investment Area(s) in a CDFI Certification collective review market to identify the associated customized Investment Area geography, to validate it as meeting at least one of the standards used to identify an eligible CDFI Certification Investment Area per the CDFI Program interim regulations (12 CFR 1805.201(b)(3)); note, this type of validation is only accepted when conducted using a CIMS map in the CDFI Fund's AMIS system), and to assess if an acceptable level of Financial Product activity has been directed to the qualified census tract(s)/county(ies) in the relevant geography for activity directed to non-qualified tract(s)/county(ies) in the area to be accepted as Target Market-directed.

- if applicable, confirm the CDFI Certification collective review market component(s) for any entity relevant to its collective review process that does not engage in eligible Financial Product activity, nor, if applicable based on the Applicant's chosen method of meeting the CDFI Certification Target Market benchmark requirements, applicable eligible Financial Services activity.
- create a CDFI Certification market record(s) in the CDFI Certification Market section of its AMIS account to represent each component in its CDFI Certification Target Market.
- create a CDFI Certification collective review market record(s) in the CDFI Certification Market section of the AMIS account for each Affiliate or other entity relevant to its CDFI Certification collective review process to represent the CDFI Certification collective review market component(s) that other entity(ies) will use for the Applicant's Target Market and Accountability tests.
 - o The CDFI Certification collective review market for an entity relevant to another entity's collective review process can be either the allowed CDFI Certification Target Market for the primary entity under review or a Target Market component(s) that has been formally identified for the entity relevant to the collective review's own use in connection with the applicable primary entity's collective review process. Whichever market is selected for an entity relevant to the collective review in connection with a particular primary entity's review process must be used solely and consistently by the relevant related entity for that primary entity's collective review process for the Target Market (if applicable because relevant eligible financing is engaged in) and Accountability tests.
- review and, if needed, provide or correct any information intended to be auto-populated into the CDFI Certification Application Target Market section fields.
- complete the non-auto-populated Target Market section field(s).
- attach copies of all required documentation.

NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.

Target Market – Proposed Target Market – CDFI Certification Data Fields



Before an Applicant should complete Target Market fields in the CDFI Certification Application, it must:

- create a CDFI Certification Market record(s) in the CDFI Certification Market section of its AMIS account to represent each component of its CDFI Certification Target Market (note that Targeted Population types are each considered separate Target Market components).
- if applicable, create a CDFI Certification market record(s) in the CDFI Certification Market section of the AMIS account for each Affiliate or other entity relevant to its CDFI Certification collective review process to represent the CDFI Certification market component(s) that the other entity(ies) will use for the collective review of the Applicant in connection with the Target Market and Accountability tests (note that Targeted Population types are each considered separate CDFI Certification market components).

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
TM01	Identify a proposed Target Market.	Select at least one: <ul style="list-style-type: none"> - Investment Area – Pre-qualified. - Investment Area – Customized. - Investment Area – Non-Metro Customized. - Investment Area – Non-Metro counties/parishes. - Low-Income Targeted Population. - Other Targeted Population – African American. - Other Targeted Population – Hispanic. - Other Targeted Population – Native American. - Other Targeted Population – Native Alaskan. - Other Targeted Population – Native Hawaiian. - Other Targeted Population – Other Pacific Islander. - Other Targeted Population – Filipino. 	Select the appropriate response, one at a time, to identify Target Market component being proposed for the Applicant as part of the CDFI Certification Application that has been verified using at least one of the related approved CDFI Certification Target Market methodology and “certified” as the final Target Market directed transaction in the Transaction Level Report.	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
		<ul style="list-style-type: none"> - Other Targeted Population – Vietnamese. - Other Targeted Population – Persons with Disabilities. - Other Targeted Population – Certified CDFIs. - New Targeted Population (Pre-approved by the CDFI Fund). 		
<p>Response Information/Instruction(s):</p> <p>If the information being entered is for the Applicant, by proposed Target Market, the CDFI Fund means a proposed CDFI Certification Target Market component.</p> <p>If the information being entered is for, if applicable, an entity relevant to the Applicant’s CDFI Certification collective review, by proposed Target Market, the CDFI Fund means a proposed component in the CDFI Certification collective review market that will be used by the relevant related entity for the purposes of the Applicant’s collective review process.</p> <p>If entering information for an entity relevant to the Applicant’s collective review process, the selected Target Market component should be one from the CDFI Certification collective review market selected for that relevant related entity’s use in connection with the Applicant’s collective review. The CDFI Certification collective review market for an entity relevant to another entity’s collective review process can be either the allowed CDFI Certification Target Market for the primary entity under review or a Target Market component(s) that has been formally identified for the entity relevant to the collective review’s own use in connection with the applicable primary entity’s collective review process.</p>				
TM01.1	Select the Target Market Map Name	Select one Target Market Name for the proposed Target Market Map Name in AMIS	Use the look-up function to find the proposed Target Market Name. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Look-up.
<p>Response Information/Instruction(s):</p> <p>If the information being entered is for the Applicant, by Target Market map name, the CDFI Fund means the name of a Target Market record created in the CDFI Certification market section of the Applicant’s AMIS account to represent the applicable Target Market component.</p> <p>If the information being entered is, if applicable, for an entity relevant to the Applicant’s collective review, by Target Market map name, the CDFI Fund means the name of a CDFI Certification collective review market record created in the CDFI Certification market section of the relevant related entity’s AMIS account to represent the applicable market component.</p>				

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		The Applicant must create the needed CDFI Certification market record(s) in AMIS to represent its CDFI Certification Target Market and, if applicable, the CDFI Certification collective review market for any entity relevant to its collective review process.		
TM02	<p>If the proposed Target Market is a customized Investment Area:</p> <p>Identify the map that represents the customized Investment Area, including both qualified and non-qualified census tracts and Non-Metro counties/parishes.</p>	Enter map name.	Enter the name of the qualified customized Investment Area map created in CIMS.	Text.
TM03	<i>If the proposed Target Market is an Investment Area:</i>			
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?	<p>Select all that apply:</p> <ul style="list-style-type: none"> - Consumer loans. - Non-real estate business loans. - Non-Real Estate Microenterprise loans. - Equity Investments. - Home purchase loans. - Home Improvement loans. - Real estate– Construction/Permanent/Acquisition w/o Rehab Commercial loans. - Real estate– Construction/Housing Multi-Family loans. - Real estate– Construction/Housing Single-Family loans. - Real estate Rehabilitation– Commercial. - Real estate Rehabilitation/Housing Multi-Family rehab loans. - Real estate Rehabilitation/Housing Single-Family rehab loans. 	If the Applicant proposed “Investment Area – Pre-qualified,” “Investment Area – Customized,” “Investment Area – Non-Metro Customized,” or “Investment Area – Non-Metro counties/parishes.” In question TM03, select the appropriate response(s) that identifies the 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.	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
		<ul style="list-style-type: none"> - Access to affordable Financial Services (Depository Institutions only). - Other. 		
TM03.1a	If “Other,” explain.	Provide explanation.	If “Other” is selected in TM03.1, fully explain the “other” type(s) of Financial Product(s) and/or Financial Service(s) needed within the Investment Area at a level sufficient to meet the need.	Text.
TM03.2	Indicate the basis for the Applicant’s determination both that there exists a significant need for the Financial Products and/or Financial Services identified within the Investment Area and that they are not currently available at sufficient levels to meet the existing need.	Provide narrative.	The Applicant must fully describe the basis for the Applicant’s determination both that there exists a significant need for the Financial Products and/or Financial Services identified within the Investment Area and that they are not currently available at sufficient levels to meet the existing need.	Narrative.
TM04	If the Applicant selected “New Targeted Population” in question TM01, has the new Targeted Population been pre-approved by the CDFI Fund?	Yes or No.	<p>If “New Targeted Population,” is selected in TM01, Select the appropriate response to indicate whether or not the new Targeted Population has been pre-approved by the CDFI Fund.</p> <p>If “No,” the Applicant cannot include the propose Targeted Population as Target Market directed financing activity in the TLR or identify it as a proposed Targeted Population picklist.</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
TM04.1	Enter the name of the new Targeted Population exactly as it appears in the approval letter from the CDFI Fund.	Enter name.	If “Yes,” to question TM04, enter the name of the new Targeted Population, approved by the CDFI Fund, exactly as it appears in the determination of a consideration proposed in “Section 0” of the CDFI Certification Application.	Text.
TM05	Is the Applicant proposing multiple Target Markets?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant is proposing more than one Target Market component to meet the Target Market threshold requirement. If “Yes,” the Applicant will need to repeat the Target Market data entry for each proposed Target Market component.	Picklist.
TM06	Does the Applicant propose to use the Financial Services option to meet the required Target Market activity threshold?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant is proposing to use the Financial Services option to meet the Target Market threshold requirement. Regulated entities are the only organization types allowed to include Financial Service activity to meet the Target Market threshold requirement.	Picklist.
TM07	Target Market assessment methodology attestation – Financial Product(s) and/or Financial Service(s):	Yes or No.	Select the appropriate response to confirm whether or not the Applicant has complied with and will continue to comply with the CDFI Fund approved Target Market assessment methodology(ies) used to determine eligible Target Market directed Financial	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	Applicant attests that only a CDFI Fund-approved Target Market assessment methodology(ies) was and will continue to be used to determine whether or not Financial Product transactions and/or depository accounts have been directed to an eligible Target Market.		Products and/or depository accounts.	
TM08	Identify the Target Market assessment methodology(ies) used by the Applicant.	<p>Select all that apply:</p> <ul style="list-style-type: none"> - OTP-AA.1: Self-Report. - OTP-AA.2: Visual/Surname. - OTP-Hisp.1: Self-Report. - OTP-Hisp.2: Visual/Surname. - OTP-Native American.1: Self-Report. - OTP-Native American.2: Tribal Identification Verification - OTP-Native Alaskan.1: Self-Report. - OTP-Native Alaskan.2: Tribal Identification Verification - OTP-Native Hawaiian.1: Self-Report. - OTP-Native Hawaiian.2: Origins Identification Verification - OTP-Pacific Islander.1: Self-Report. - OTP-Filipino.1: Self-Report. - OTP-Vietnamese.1: Self-Report. - OTP-PWD.1: Self-Report. - OTP-PWD.2: Visual/Auditory/Documentation. 	<p>Select the appropriate response(s) that identifies the pre-approved CDFI Fund Target Market assessment methodology(ies) used by the Applicant.</p> <p>If the Applicant has been pre-approved to use a Target Market assessment methodology that is not currently displayed in the picklist, select “Separately approved assessment methodology”.</p> <p>Refer to the Pre-approved TM Assessment Methodologies , for details.</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		<ul style="list-style-type: none"> - OTP-PWD.3: Technology/ Accessibility. - OTP-Certified CDFI.1: Certified CDFI. - LITP.1: Documented Full Family Income. - LITP.2: Programmatic Proxy. - LITP.3: Self-Reported Family Income. - LITP.4: Documented Underwriting Income and Default Family Size. - LITP.5 Organization Proxy. - IA.1: Residence. - IA.2: Project/Service. - Separately approved assessment methodology. 		
TM08.1	<p>If “LITP.2” (programmatic proxy), identify the Low-Income programmatic proxy.</p>	<p>Select all that apply:</p> <ul style="list-style-type: none"> - Child and Adult Care Food Program (CACFP) - Children’s Health Insurance Program (CHIP) - Food Distribution Program on Indian Reservations (FDPIR) - Head Start Program - HOME Investment Partnership Program (HOME) - HUD Public Housing - HUD Section 8 Housing Choice Voucher Program - Job Corps Program - Lifeline Discounted Phone Program - Medicaid Program - National School Lunch Program (NSLP) - Pell Grants for Higher Education - School Breakfast Program (SBP) - Social Security Disability Insurance (SSDI) - Special Supplemental Nutrition Program for 	<p>If “LITP.2” is selected in TM08, select the appropriate response(s) to identify all CDFI Fund pre-approved programmatic proxies used to determine activity to the Low-income Targeted Population.</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		Woman, Infants, and Children (WIC) - Summer Food Service Program (SFSP) - Supplemental Nutrition Assistance Program (SNAP)/Food Stamps - Supplemental Security Income (SSI) - Temporary Assistance for Needy Families (TANF) - USDA Single Family Housing Direct Home Loans (Section 502 Direct Loan Program)		
TM08.2	If “LITP.5” (Organization Proxy), identify the Low-Income organization proxy.	Select all that apply: - Federal Qualified Health Centers (FQHC) - Free and Charitable Clinics - Homeless Service Providers - Rural Health Clinics (RHC) - School-Based Health Centers (SBHC)	If “LITP.5” is selected in TM08, select the appropriate response(s) to identify all CDFI Fund pre-approved organization proxies used to determine activity to the Low-income Targeted Population.	Picklist.
TM08.3	If “Separately approved assessment methodology”:			
TM08.3a	Identify the name of the Target Market assessment methodology(ies) that was separately approved by CDFI Fund.	Enter Name.	If “Separately approved assessment methodology” is selected in TM08, enter the name of the Target Market assessment methodology(ies) that was separately approved by the CDFI Fund and does not currently display in the picklist.	Text.

[Target Market – General Eligible Financial Product and/or Eligible Financial Services Activity Information – CDFI Certification Application Data Fields](#)

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
TM-G01	Financial Product transaction types closed by the Applicant during its most recently completed fiscal year.	[The Financial Product types will auto-populate based on information provided in BI-FP03.]	TM-G01 displays the options selected from the picklist in BI-FP03	Auto-populated.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
TM-G02	Does the Financial Product activity data include any other similar financing that does not appear on the approved list of Financial Products?	[Auto-populated based on response to BI-FP04.]	TM-G02 shows the response selected in BI-FP04.	Auto-populated.
TM-G03	Identify all of the Financial Services account types for which the Applicant's depository account holders had open as of the last day of last full month completed just prior to submission of the CDFI Certification Application.	Select all that apply: <ul style="list-style-type: none"> - Savings/Share Accounts. - Checking Accounts. - Certificates of Deposit. - Money Market Accounts. 	Select the response(s) that Identify all of the Financial Services account types for which the Applicant's depository account holders had open as of the last day of last full month completed just prior to submission of the CDFI Certification Application. <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>	Picklist.

TARGET MARKET – COLLECTIVE REVIEW

For Applicants subject to the CDFI Certification collective review: If the CDFI Certification Application form does not allow CDFI Certification collective review market records to be linked to the Application form for each entity relevant to the Applicant's collective review process, attach a document to field BI21 in the Basic Information section of the Application that lists each relevant entity and identifies the market record(s) in that entity's AMIS account that represent the market it will use in connection with the Applicant's CDFI Certification review. **Name the attachment: "Collective review market – entity or entities relevant to collective review".**

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

Applicant and relevant Affiliate(s) data, presented by Financial Product category, will be collected in the TLR. The data must include all Financial Product transactions, by number and dollar amount, 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 TLR in order to count toward the 60% requirement. To be approved for each Target Market component identified in the TLR, the Applicant will need to demonstrate the appropriate level of accountable board members using appropriate sources of accountability.

(Simulated Table – actual display in AMIS may differ)

Target Market – Applicant and Relevant Affiliate(s) – Financial Product Activity by Financial Product		
Proposed Target Market Financial Products	Target Market Financial Products \$ Volume	Target Market Financial Products #
Total Qualified Financial Products	[Auto-calculated.]	[Auto-calculated.]

Target Market – Applicant and Relevant Affiliate(s) – Financial Product Activity by Financial Product		
Qualified Transaction %	[Auto-calculated.]	[Auto-calculated.]
Required Target Market Threshold		
Target Market Threshold met?	[Auto-display – Yes or No.]	[Auto-display – Yes or No.]

Depository Institutions selecting the option to use Financial Services to meet the Target Market test because either their Target Market Financial Product dollar volume or their Target Market Financial Product number is between 50% and 59% must also enter the data for all relevant, unique depository account holders as of the fiscal year end in the TLR.

Financial Services & Target Market Type (Most Recently Completed Fiscal Year)		
Proposed Target Market Financial Products and Financial Services	Target Market Financial Products \$ Volume	Target Market Financial Products and Financial Services #
Total Qualified Financial Products	[Auto-display]	[Auto-display]
Total Financial Products	[Auto-display]	[Auto-display]
Qualified Transaction %		[Auto-display]
Unique Account Holders	[Auto-calculated]	[Auto-calculated]
Required Target Market Threshold	[Auto-display – Yes or No.]	[Auto-display – Yes or No.]

DEVELOPMENT SERVICES

CDFI Certification Development Services Requirements

Development Services are defined in the CDFI Program interim regulations (12 CFR 1805.104) as “activities undertaken by a CDFI, its Affiliate or contractor that promote community development and shall prepare or assist current or potential borrowers or investees to use the CDFI’s Financial Products or Financial Services.”

Entities seeking to obtain or maintain CDFI Certification must, (except as allowed for entities using the CDFI Certification solely for participation in the CDFI Fund’s Bond Guarantee Program), provide Development Services at arm’s-length and in the form of formal training, counseling or technical assistance to promote consumer success with its eligible Financial Product and/or eligible Financial Services activity.

Eligible Development Services can be offered directly by an entity, through an Affiliate, or under contract with a non-Affiliated provider. If an entity provides Development Services through an Affiliate, proof of the Affiliate relationship must be available. If Development Services are provided under contract with a non-Affiliated provider, a related formal contract, memorandum of understanding or other type of agreement must be available.

An eligible Development Service is a formal structured training, counseling, or technical assistance service that promotes access to and/or success with an entity’s Financial Products and Financial Services is offered regularly to eligible clients, have a defined curriculum or written set of goals and objectives, and the outcome of success may be the completion of a specific step that prepares current or potential customers to access or increase their knowledge about the CDFI’s Financial Products and Financial Services.

A Development Service may be delivered in a classroom setting or one-on-one, in person or online, and with or without a live instructor or facilitator. Development Services delivered without a live instructor or facilitator must be well-developed online trainings with learning modules that include a method of requiring the engagement of viewers and measuring their increased knowledge.

CDFI Certification Applicants must

- demonstrate that at least one Development Service is regularly offered to an Applicant’s clients (or for DIHCs, its Affiliate’s clients) and is provided at least once per year;
- demonstrate that Development Service(s) provided via contract with a third-party entity or third-party software platform are routinely reviewed and monitored, which may include such activities as determining appropriateness of topics and outcomes, observing sessions with borrowers, and/or obtaining customer feedback on the Development Service; and
- clearly identify how the Development Service(s) provided by the Applicant, an Affiliate, a third-party entity under an agreement, or a third-party software platform prepares or assists current or potential borrowers or investees to use at least one of the Applicant’s (or, for DIHCs, an Affiliate’s) Financial Products or Financial Services.

A Development Service is separate and distinct from routine customer service, such as providing a prospective or existing customer, borrower, or investee information about, or assistance completing, an application for an Applicant’s Financial Products or Financial Services. Development Services should address subject matter that prepares consumers to access and be successful in using an entity’s Financial Products (e.g., first-time homebuyer counseling for prospective mortgage borrowers, financial or credit counseling; or business planning and management assistance) and Financial Services (e.g., financial education that promotes the opening of a depository account or promotes savings).

Per regulation, the Development Service must be directed toward the use of the Applicant’s Financial Products or Financial Services and not those of another entity. A CDFI does not need to establish that participants in a

Development Service actually secured financing from the CDFI—only that the Development Service reasonably prepares them to access a Financial Product or Financial Service that the CDFI offers at the time that the Development Service is offered.

For example, homebuyer counseling is a Development Service that may occur well in advance of a client being prepared to access mortgage financing. However, a CDFI could not count housing counseling as a Development Service if it did not offer a Financial Product or Service related to home purchase.

Depository institution Applicants are allowed to identify financial education as a Development Service if it promotes opening a depository account or building savings in an account with the Applicant.

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

- responding to routine questions or providing routine explanation or instruction to prospective or existing customers, borrowers, or investees on applying for the Applicant’s Financial Products or Financial Services.
- underwriting completed applications for Financial Products or Services.
- training, counseling, or technical assistance not clearly intended to prepare consumers to access and/or be successful with a Financial Product 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.
- 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, fliers, or online (e.g., the Applicant’s website or blog posts and distinct from online training described above).
- workshops for youth (other than financial education that promotes opening a depository account or building savings in an account with the Applicant).
- Conferences/workshops for broad audiences.
- presentations made at one-off events (e.g., annual conferences, fairs, or non-recurring events) or at events held by other entities.
- marketing events/activities.
- unstructured conversations with consumers on Development Services subject matter. (A series of one-on-one, goal-oriented conversations with consumers that have measurable outcomes, however, may count as Development Services.)

As a rule of thumb, if an activity takes less than 30 minutes to deliver, it is very unlikely to meet the definition of a Development Service, though it may be a segment, component, or module in the delivery of a Development Service.

For clarity, the CDFI Fund does not prohibit CDFIs from providing services that do not meet the definition of Development Services. However, those activities cannot be counted as Development Services.

Development Services and Entities Using CDFI Certification Solely for Participation in the CDFI Fund’s BG Program

Entities applying for CDFI Certification solely for participation as Eligible CDFIs²³ in the CDFI Fund’s CDFI BG Program may be exempt from the following Development Services requirements that require training/counseling to be:

- offered to non-Affiliated third-party individuals or entities; and

²³ “Eligible CDFI” means a Certified CDFI that has submitted an application to a Qualified Issuer for a Bond Loan, has been deemed creditworthy based on the Bond Loan Requirements, and has received a Bond Loan.

- provided in connection with Financial Products that the Applicant directly financed 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 to a 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.

[Completing the CDFI Certification Application Development Services Section](#)

To complete the Development Services section of the CDFI Certification Application, Applicants will:

- review and, if needed, provide or correct any information intended to be auto-populated into the CDFI Certification Application Development Services section fields.
- complete the non-auto-populated Development Services section field(s).
- attach copies of all required documentation.

NOTE: *CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.*

[Development Services – CDFI Certification Application Data Fields](#)

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
DS01	Does the Applicant seek to use the CDFI Certification provision for BG Program participation to meet the CDFI Certification Development Services requirements?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant seek to use the CDFI Certification provision for BG Program participation to meet the CDFI Certification Development Services requirements.	Picklist.
DS01.1	If the Applicant seeks to meet the CDFI Certification Development Services requirements using training/counseling it offers to an Affiliated Controlling Certified CDFI: 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 training/counseling activity	Enter page number(s) and/or section(s) and provide relevant text.	Direct the CDFI Fund to the exact page number(s) and/or sections of the operating agreement between the Applicant and a Controlling Certified CDFI that indicates that the training/counseling activity is provided to the Controlling Certified CDFI and provide the relevant text.	Text.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	is provided to 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) it offers on-balance sheet, but to an Affiliated Controlling Certified CDFI:</p> <p>Identify the page number(s) and/or section(s) of the operating agreement between the Applicant and a Controlling Certified CDFI, indicating such financing product(s) for which training/counseling is being provided is offered to a Controlling Certified CDFI, and provide the relevant text.</p>	Enter page number(s) and/or section(s), and provide relevant text.	Direct the CDFI Fund to the exact page number(s) and/or sections of the operating agreement between the Applicant and a Controlling Certified CDFI indicating such financing product(s) for which training/counseling is being provided is offered to a Controlling Certified CDFI and provide the relevant text.	Text.
DS01.3	Attach the Operating Agreement between the Applicant and a Controlling Certified CDFI.	Attach Operating Agreement.	<p>Attach the operating agreement between the Applicant and a Controlling Certified CDFI.</p> <p>NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i></p>	Attachment.
DS02	Identify the purpose of the Financial Product(s) or Financial Service(s) that is offered by the Applicant	<p>Select all that apply:</p> <ul style="list-style-type: none"> - Home Purchase. - Home Improvement. 	Select the appropriate response(s) that identify the purpose of the Financial Product(s) or Financial	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	and connected to the Development Service being offered by the Applicant.	<ul style="list-style-type: none"> - Real Estate – Construction/ Permanent/Acquisition without Rehabilitation– Commercial. - Real Estate – Construction–Housing– Multi-Family. - Real Estate – Construction–Housing– Single Family. - Real Estate – Rehabilitation– Commercial. - Real Estate – Rehabilitation–Housing– Multi-Family. - Real Estate – Rehabilitation–Housing– Single Family. - Consumer. - Non-Real Estate Business. - Non-Real Estate Microenterprise. - Climate-Centered Finance. - Checking Account. - Savings Account. - Other. 	Service(s) that is offered by the Applicant and connected to the Development Service being offered by the Applicant.	
DS02.1	If “Other,” describe the Financial Product or Financial Service.	Provide narrative.	If “Other” is selected in DS02, enter the “other” purpose for the Financial Product(s)/Financial Service(s) and describe the connection to the Development Service being offered by the Applicant.	Narrative.
DS03	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.	Select all that apply: <ul style="list-style-type: none"> - Financial Education/Financial Literacy. - Credit-Building. - Financial Management. - Small Business Development. - Homeownership Counseling/Foreclosure Prevention. 	Select the appropriate response(s) that 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.	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
		<ul style="list-style-type: none"> - Nonprofit Capacity-Building. - Affordable Housing/Commercial Real Estate Development. - Basic Banking Skills. - Financial Management/Budgeting. - Banking for businesses. - Other. 		
DS03.1	If “Other,” describe the topic and explain how it is relevant as a Development Service.	Provide narrative.	If “Other” is selected in DS03, enter the “other” topic and explain how it is relevant as a Development Service.	Narrative.
DS04	Provide a description of the Development Service offered including format, frequency, and how it prepares the current or potential customers, borrowers, or investees to use at least one of the Applicant’s Financial Products or Financial Services.	Provide narrative.	The Applicant must provide a description of the Development Service offered including format, frequency, and how it prepares the current or potential customers, borrowers, or investees to use at least one of the Applicant’s Financial Products or Financial Services.	Narrative.
DS05	Identify the entity that provides one or more Development Services.	Select all that apply: <ul style="list-style-type: none"> - Applicant. - Affiliate(s). - Non-Affiliate(s) (e.g., contractor). 	Select the appropriate response(s) that identify that provides one or more Development Services.	Picklist.
DS05.1	If “Non-Affiliate,” provide agreement.	Attach Agreement(s).	<p>If, “Non-Affiliate,” is selected in DS05, attach all agreements that provides evidence that the relationship and deliverables for the related Development Services.</p> <p>NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence</i></p>	Attachment.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			<i>of governing leadership approval.</i>	
DS05.2	Does the agreement identify the Development Service topics?	Yes or No.	Select the appropriate response to indicate whether or not the agreement identifies the Development Service topics. If “No,” the related Development Service cannot be used.	Picklist.
DS05.3	Does the agreement describe how the contracted third-party entity’s activity is routinely reviewed and monitored?	Select Yes or No.	Select the appropriate response to indicate whether or not the agreement describes how the contracted third-part entity’s activity is routinely reviewed and monitored. If “No,” the related Development Service cannot be used.	Picklist.
DS05.4	Does the agreement identify the Development Service outcomes?	Select Yes or No.	Select the appropriate response to indicate whether or not the agreement identifies the Development Service outcome. If “No,” the related Development Service cannot be used.	Picklist.
DS05.5	Does the agreement identify the number of sessions for the Development Service?	Select Yes or No	Select the appropriate response to indicate whether or not the agreement identifies the number of sessions for the Development Service offered. If “No,” the related Development Service cannot be used.	Picklist.
DS05.6	Does the agreement identify the mechanism for obtaining customer feedback on the Development Service?	Select Yes or No.	Select the appropriate response to indicate whether or not the agreement identifies the mechanism for obtaining customer feedback on the Development Service offered.	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
			If “No,” the Development Service cannot be used.	
	A minimum of one Development Service must be offered and presented in the CDFI Certification Application. However, the Applicant may present up to three Development Service activities offered by the Applicant, an Affiliate, or a non-Affiliated third-party. Repeat the data entry for each relevant Development Service.			

ACCOUNTABILITY

[CDFI Certification Accountability Requirements](#)

To be a Certified CDFI, an entity must demonstrate accountability to its allowed CDFI Certification Target Market component(s) by having a sufficient level of accountable individuals on its relevant governing board and/or formal advisory board or, as an option for credit unions only, by having a sufficient level of accountable individuals on an advisory board and having a sufficient level of credit union members that are part of the credit union's allowed Target Market component(s).

Information used to assess an entity's Accountability for CDFI Certification purposes must be current information. For CDFI Certification Applicants, the information must reflect the entity's status as of no more than 45 days prior to the submission of the Application.

[Accountability and CDFI Certification Collective Review](#)

For a DIHC, an Affiliate of a DIHC, or a Subsidiary of an IDI to be certified as a CDFI, it must demonstrate Accountability both:

- **individually** to its own CDFI Certification Target Market, based on its own Accountability method; *and*
- **collectively**, where each entity relevant to its CDFI Certification collective review process must also demonstrate its Accountability to either the primary entity under review's CDFI Certification Target Market or to a Target Market component(s) that has been formally identified for its own use specifically in connection with the primary entity's collective review process via its own Accountability method, or, if the entity relevant to the collective review does not engage in its own eligible Financial Product and/or eligible Financial Services activity, via the Accountability of an entity that Controls it, even if it has not adopted the board(s) used as a means of Accountability by the Controlling entity as its own board(s).
 - o If a Controlling entity will be used to provide Accountability for an entity(ies) relevant to a CDFI Certification collective review process, a governing leadership-approved document evidencing the applicable Control relationship must be available.
 - o A single Controlling entity can provide Accountability for as many entities relevant to a CDFI Certification collective review process as meet the conditions to use that provision.
 - o If the needed Control relationship exists, the Applicant is allowed to be used as a Controlling entity that provides Accountability to entities relevant to its CDFI Certification review that do not engage in any eligible Financial Product and/or eligible Financial Services activity.

[Methods of Accountability](#)

Accountability for CDFI Certification purposes may be demonstrated by an entity using one of the following methods:

Option 1: Governing Board Only

- At least one governing board member is accountable to each component in the entity's CDFI Certification Target Market or, if the entity is relevant to another entity's CDFI Certification collective review process, to each component in its CDFI Certification collective review market; *and*
- At least 33% of the governing board is accountable to the entity's overall CDFI Certification Target Market or if the entity is relevant to another entity's CDFI Certification collective review process, to its overall CDFI Certification collective review market.

Option 2: Governing Board Supplemented by Advisory Board

- at least 20% of the governing board is accountable to the entity's overall CDFI Certification Target Market or if the entity is relevant to another entity's CDFI Certification collective review process, to its overall CDFI Certification collective review market;
- at least one advisory board member is accountable to each component in the entity's CDFI Certification Target Market or, if the entity is relevant to another entity's CDFI Certification collective review process, to each component in its CDFI Certification collective review market;
- at least 60% of the advisory board is accountable to the entity's overall CDFI Certification Target Market or if the entity is relevant to another entity's CDFI Certification collective review process, to its overall CDFI Certification collective review market;
- at least one of the entity's governing board members is also a member of the advisory board; *and*
- The advisory board is established and operates in accordance with an acceptable governing leadership-approved advisory board policy.

Option 3: Advisory Board Supplemented by Credit Union Membership (*Credit Unions Only*)

- at least 33% of the entity's credit union members are part of its overall CDFI Certification Target Market or if the entity is relevant to another entity's CDFI Certification collective review process, of its overall CDFI Certification collective review market;
 - o as assessed based on the credit union membership as of the last day of the credit union's most recently completed fiscal year using a CDFI Fund-approved Target Market assessment methodology(ies).
- at least one advisory board member is accountable to each component in the entity's CDFI Certification Target Market or, if the entity is relevant to another entity's CDFI Certification collective review process, to each component in its CDFI Certification collective review market;
- at least 60% of the advisory board is accountable to the entity's overall CDFI Certification Target Market or if the entity is relevant to another entity's CDFI Certification collective review process, to its overall CDFI Certification collective review market;
- at least one of the entity's governing board members is also a member of the advisory board; *and*
- the advisory board is established and operates in accordance with an acceptable governing leadership-approved advisory board policy.

Option 4: Advisory Board Only (*DIHCs, IDIs, and entities without a formal governing board only*)

- at least one advisory board member is accountable to each component in the entity's CDFI Certification Target Market or, if the entity is relevant to another entity's CDFI Certification collective review process, to each component in its CDFI Certification collective review market;
- at least 80% of the advisory board is accountable to the entity's overall CDFI Certification Target Market or if the entity is relevant to another entity's CDFI Certification collective review process, to its overall CDFI Certification collective review market;
- at least one of the entity's governing leaders is also a member of the advisory board; *and*
- The advisory board is established and operates in accordance with an acceptable governing leadership-approved advisory board policy.

NOTE: *All Accountability-related percentages must be met with no rounding of the percentage allowed.*

NOTE: *If a staff member is also the member of a board being presented by an entity as means of CDFI Certification Accountability, the staff member must be included as a board member for purposes of determining Accountability levels.*

Board Standards

For a board to be accepted as a means of CDFI Certification Accountability, it must be a governing board duly established and operating in accordance with the legal and/or regulatory requirements that apply to the entity it

serves or an advisory board formally established by the governing leadership for the entity the advisory board serves and operating in accordance with any relevant legal and regulatory requirements, as well as a governing leadership-approved advisory board policy.

For the purposes of CDFI Certification, the CDFI Fund requires that a governing board consist of no less than three active members (i.e., three filled board seats) and that an advisory board consist of no less than five active members (i.e., five filled board seats).

[Advisory Board Requirements](#)

An advisory board used as a means of CDFI Certification Accountability must meet the following:

- the advisory board's role must include providing input to the governing leadership on strategic and policy matters;
- the members of the advisory board must be appointed by a duly documented action of the governing leadership of the entity the board serves;
- the advisory board must be made up of no less than five active members (i.e., five filled seats);
- the advisory board must meet at least three times per year; and
- the advisory board must be established under and operate in accordance with a governing leadership-approved advisory board policy that meets the standards described below.

[Advisory Board Policy](#)

An entity's advisory board policy can be a stand-alone document or can be incorporated into an entity's governance or organizing document. An entity's advisory board policy must be approved by its governing leadership.

The advisory board policy must clearly address the address the specific board being used as a means of CDFI Certification-related Accountability.

At minimum, an advisory board policy must include a description of the following:

- the number of seats on the advisory board (must be no less than five);
- how often the advisory board meets (must be at least three times per year);
- the purpose of the advisory board and the scope of topics or strategic and/or policy matters on which the advisory board provides input or advice to the governing leadership;
- the formal mechanism(s) by which the advisory board's input is conveyed to the governing leadership (for example: regular meetings with the governing leadership, the inclusion of advisory board meeting minutes in governing leadership meeting packets, written reports providing feedback on decisions related to strategic policy matters, etc.);
- the process by which individuals are selected and approved as members of the advisory board (must be appointed by the governing leadership of the entity the advisory board serves); and
- a meaningful process by which the advisory board seeks input from, and/or reviews data on the financial needs and opportunities for the market(s) for which it provides accountability.

For CDFI Certification Application purposes, the advisory board policy does not need to have been in effect for any specific length of time, but the effective date of the current policy must be as of or prior to the date of submission of the CDFI Certification Application.

[Sources of Accountability](#)

NOTE: An accountable board member must continuously maintain an acceptable source of Accountability, or they can no longer be considered accountable. That is, the fact that a board member was accountable at one point is not sufficient for them to continue to be accepted as accountable.

For CDFI Certification purposes, the individual accountability of a board member to a component(s) in an entity’s CDFI Certification Target Market or, if the entity is relevant to another entity’s CDFI Certification collective review process, in its CDFI Certification collective review market may be demonstrated in any of the following ways:

Investment Area (IA)	Low-Income Targeted Populations (LITP)	Other Targeted Population (OTP)
<p>Primary residence in a qualified census tract.</p> <ul style="list-style-type: none"> - For customized Investment Areas, the qualified census tract must be within the customized Investment Area geography. 	<p>Low-Income individual who lives in the United States, its territories or the District of Columbia.</p>	<p>Member of specific Other Targeted Population who lives in the United States, its territories or the District of Columbia.</p> <ul style="list-style-type: none"> - Not applicable to OTP – Certified CDFIs. - Status must be verified using a CDFI Fund-approved Target Market assessment methodology.
<p>Owner of a small business²⁴ primarily located in a qualified census tract(s) or that principally employs and/or principally provides goods or services to residents of a qualified census tract(s).</p> <ul style="list-style-type: none"> - See the CDFI Certification small business standard. - Ownership stake must be at least 25%. - For customized Investment Areas, the relevant qualified census tract(s) are those within the customized Investment Area geography. - Primarily located means at least 51% of the business’ locations. - Principally employing means at least 51% of the employees. - Principally providing goods/ services means at least 51% of the business’ activity is directed in the needed way. 	<p>Staff member of a non-Affiliated, third-party, community development mission-driven entity that primarily provides services to Low-Income people in the United States, its territories or the District of Columbia.</p> <ul style="list-style-type: none"> - Primarily serving means at least 51% of the entity’s activity is directed in the needed way. 	<p>OTP – Certified CDFIs only: Staff member of a non-Affiliated Certified CDFI.</p>

²⁴ For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.

Investment Area (IA)	Low-Income Targeted Populations (LITP)	Other Targeted Population (OTP)
<p>Elected official that primarily represents residents of a qualified census tract(s).</p> <ul style="list-style-type: none"> - For customized Investment Areas, the relevant qualified census tract(s) are those within the customized Investment Area geography. - Primarily serving means at least 51% of the elected official’s constituents. 		<p>OTP – Persons with a Disability only: Staff member of a non-Affiliated, third-party, community development mission-driven entity that primarily provides services to people with disabilities in the United States, its territories or the District of Columbia.</p>
<p>Staff member of a non-Affiliated, third-party, community development mission-driven entity that primarily provides services to residents of a qualified census tract(s).</p> <ul style="list-style-type: none"> - For customized Investment Areas, the relevant qualified census tract(s) are those within the customized Investment Area geography. - Primarily serving means at least 51% of the entity’s activity is directed in the needed way. 		<p>OTP – Persons with a Disability Only: Family member²⁵ of a person with a disability, both of whom live in the United States, its territories or the District of Columbia.</p>
<p>Enrollment in a federally recognized tribe.</p> <ul style="list-style-type: none"> - Only for entities that serve at least one customized Investment Area on record for them with the CDFI Fund as part of a formally presented CDFI Certification Target Market, or CDFI Certification collective review market that is wholly contained within a Native Community geography. 		

Financial Interest Conflicts with Accountability

Board members with certain types of financial interest in the entity for which they serve as a board member (either directly or via a family member or unless certain conditions are met, via an employer) may not be considered accountable, as the financial interest may conflict with the board member’s ability to effectively represent the interests of the members of those markets. Governing board and advisory board members who are principals (i.e., individuals who own at least 25% of or otherwise Control an entity, either individually or in combination with other family members) or staff members of entity for which they serve as a board member or its

²⁵ Family members include those related by blood (including half-siblings), adoption, or marriage.

Affiliates, or whose family members are principals or staff members of that entity or its Affiliates, cannot be used to demonstrate accountability. In addition, to avoid a financial interest-related conflict of interest for Accountability purposes, entities with board members who have active Financial Products from them, or whose family members or employer have active Financial Products from them, should have policies requiring such board members to recuse themselves from any decision that may affect, directly or indirectly their Financial Product or relationship.

For purposes of determining a financial interest-related Accountability conflict, covered family members include spouses, children (including step-, in-law, and adopted children), siblings (including step-, half, and in-law siblings), parents (including step- and in-law parents), and grandparents related by blood or adoption.

MAPPING REQUIREMENTS

Maps are required where noted to confirm board member accountability.

CIMS provides mapping and geocoding capabilities to support the Application process and to assess the eligibility of board member source of accountability. Through CIMS, Applicants are able to upload and process the accurate batch geocoding of addresses to confirm addresses and geographies being served.

[Completing the CDFI Certification Application Accountability Section](#)

NOTE: Before an Applicant can complete the Accountability section in the CDFI Certification Application for either the general CDFI Certification or the Native American CDFI designation:

A board record(s), board member records and a CDFI Certification accountable member record(s) must be created in the Applicant's AMIS account and, if applicable, in the AMIS accounts for each entity relevant to the Applicant's CDFI Certification collective review process including, if applicable, board, board member and CDFI Certification accountable member records for certain entities that may not be directly relevant to their CDFI Certification review, but are being presented as Controlling entities providing Accountability on behalf of other entity(ies) that are.

To complete the Accountability section of the CDFI Certification Application, Applicants will:

- as applicable, create or review and, if needed, update its advisory board policy and/or, if applicable, that of any pertinent entity relevant to its collective review process.
- As applicable, create or review and, if needed, update a board member recusal policy for itself and/or, if applicable, any pertinent entity relevant to its collective review process.
- if any member of the board(s) the Applicant or, if applicable, each entity relevant to its collective review process will use as a means of Accountability in connection with the general CDFI Certification is being presented as accountable via a source(s) of Accountability requiring a CIMS map to demonstrate its validity, create the related CIMS map(s) in AMIS.
- create board and board member records in AMIS to present Accountability information in connection with the general CDFI Certification for the Applicant and, if applicable, for each entity relevant to the Applicant's CDFI Certification collective review process.
 - o create a CDFI Certification Market record(s) in the CDFI Certification Market section of its AMIS account to represent each component of its CDFI Certification Target Market (note that Targeted Population types are each considered separate Target Market components).

- if applicable, create a CDFI Certification market record(s) in the CDFI Certification Market section of the AMIS account for each Affiliate or other entity relevant to its CDFI Certification collective review process to represent the CDFI Certification market component(s) that the other entity(ies) will use for the collective review of the Applicant in connection with the Target Market and Accountability tests (note that Targeted Population types are each considered separate CDFI Certification market components).
 - if applicable, create a CDFI Certification Market record(s) in the CDFI Certification Market section of their AMIS account to represent the Native Community(ies) to which it has accountability.
 - create board, board member and CDFI Certification accountable member records in their AMIS account to present Accountability information in connection with the general CDFI Certification for themselves and, if applicable, for each entity relevant to their CDFI Certification collective review process.
 - if applicable, create board, board member and CDFI Certification accountable member records in their AMIS account to present their Accountability information in connection with the Native American CDFI designation.
- review and, if needed, provide or correct any information intended to be auto-populated into the CDFI Certification Application Accountability section fields.
 - complete the non-auto-populated Accountability section field(s).
 - attach copies of all required documentation.



The field labels that display in the board record, board member record and accountable board member record (vs. the field labels/questions that appear in the pop-up window where the board, board member and accountable board member data is entered) may not accurately reflect the information that has been or should be provided in that field. Please make sure to hover over the “i” in the black circle for fuller information on on-screen assistance for how the field should be completed.

[Accountability – CDFI Certification Application Data Fields](#)

Native American CDFI Designation and Accountability

Entities seeking the Native American CDFI designation will need to present Native American CDFI designation-related Accountability information separately from the Accountability information they provide in connection with the general CDFI Certification.

The one Accountability field that needs to be completed in the CDFI Certification Application in connection with the Native American CDFI designation is shown below with the general CDFI Certification-related field. In the actual CDFI Certification Application form that field will display in the Native American CDFI designation section only. The Accountability-related board, board member records that must be created and completed by entities applying for the Native American CDFI designation are the same as those that must be completed in connection with the general CDFI Certification. Entities applying for the Native American CDFI designation can, therefore, refer to the fields shown below under CDFI Certification Board, Board Member and CDFI Certification Accountable Member Records for information and instructions on completing board and board member records for Native American CDFI designation-related Accountability purposes. For the CDFI Certification Accountable

Member record(s) that need to be created and completed to demonstrate Accountability in connection with the Native American CDFI designation, see the information in the Native American CDFI section of this guidance.

Field	Field Label/Question Text	Response Information/Instruction(s):	Field Type
<i>The following fields will be completed in the Accountability section of the CDFI Certification Application.</i>			
	CDFI Certification - Applicant Accountability – board(s) to demonstrate Applicant’s general CDFI Certification Accountability	Select AMIS board record(s).	Look-up.
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find the board record(s) in the Applicant’s AMIS account for the board(s) that will be used to demonstrate its accountability to its CDFI Certification Target Market and then enter that board(s) as the chosen response by selecting it from the look-up results list.</p> <p>The board record(s) selected must be a new record(s) created specifically for the CDFI Certification Application and must reflect current board information for an as of date no more than 45 days prior to submission of the Application.</p> <p>The number of boards used to demonstrate a particular entity’s accountability in connection with the general CDFI Certification will depend on the method of Accountability used by that entity but will never exceed two boards (one governing board and one advisory board).</p> <p>A board record(s) separate from the board record(s) Applicants are using for the Native American CDFI designation must be created to present Accountability information for the general CDFI Certification, even if the board(s) being used for both purposes is the same.</p> <p>Repeat this step if both a governing and an advisory board will be used for CDFI Certification Accountability purposes.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - Methods of Accountability. 			
	CDFI Certification – collective review - Is there an Affiliate(s) or other entity(ies) relevant to the Applicant’s CDFI Certification collective review process?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select “Yes,” only if the Applicant is a DIHC, an Affiliate of a DIHC or the Subsidiary of an IDI and therefore subject to the CDFI Certification collective review process.</p> <p>If an entity is not subject to the CDFI Certification collective review process, it is only required to demonstrate its own accountability to its CDFI Certification Target Market, not that of any Affiliate or other related entity.</p> <p><u>Review the following information before completing this field:</u></p> <ul style="list-style-type: none"> - CDFI Certification collective review requirements. 			

Field	Field Label/Question Text	Response Information/Instruction(s):	Field Type
	<p>If an Affiliate(s) or other entity(ies) is relevant to the Applicant’s CDFI Certification collective review process:</p> <p>CDFI Certification - collective review - entity relevant to collective review process</p>	<p>Select entity name.</p>	<p>Look-up.</p>
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find the entity(ies) relevant to the Applicant’s CDFI Certification collective review process and then enter that entity name as the chosen response by selecting it from the look-up results list.</p> <p>The entity(ies) identified should be those that are directly relevant to the Applicant’s CDFI Certification collective review process. Entities that are not directly relevant to the Applicant’s CDFI Certification review but, as allowed by the CDFI Fund, are being used as a Controlling entity providing Accountability to another entity(ies), do not need to be identified here.</p>			
	<p>AC02.1If an Affiliate(s) or other entity(ies) is relevant to the Applicant’s CDFI Certification collective review process:</p> <p>CDFI Certification - collective review - board(s) to demonstrate Accountability for entity relevant to collective review process</p>	<p>Select AMIS board record(s).</p>	<p>Look-up.</p>
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find the board record(s) in the AMIS account for the entity relevant to the Applicant’s CDFI Certification collective review process that represent the board(s) that will be used to demonstrate its accountability to the CDFI Certification collective review market chosen for the applicable collective review and then enter that board(s) as the chosen response by selecting it from the look-up results list.</p> <p>The board record(s) selected must be a new record(s) created specifically for the CDFI Certification Application and must reflect current board information for an as of date no more than 45 days prior to submission of the Application.</p> <p>The number of boards used to demonstrate accountability for an entity relevant to the Applicant’s CDFI Certification collective review process will depend on the method of Accountability being used by the relevant related entity but will never exceed two boards (one governing board and one advisory board).</p> <p>The entity(ies) identified should be those that are directly relevant to the Applicant’s CDFI Certification collective review process. Entities that are not be directly relevant to the Applicant’s CDFI Certification review but are being presented as a Controlling entity providing accountability to an entity(ies) that is, do not need to be identified here (the board record(s) with their Accountability information will be linked under the name of the entity that is using their Accountability status). If an entity being used as a Controlling to provide accountability to for another entity is itself also directly relevant to the Applicant’s CDFI Certification collective review process, a board record(s) showing its accountability for the use of that other entity will not only be linked to the Applicant’s CDFI Certification Application under that other entity’s name, but a separate board record(s) being</p>			

Field	Field Label/Question Text	Response Information/Instruction(s):	Field Type
<p>used by it to demonstrate accountability for itself in connection with the Applicant’s CDFI Certification collective review will also be linked to the Application under its own name.</p> <p>Each entity relevant to the Applicant’s CDFI Certification collective review process must be able to demonstrate its accountability in connection with the other entity’s CDFI Certification based solely on the CDFI Certification collective review market selected for its use for that particular collective review via its own governing and/or formal advisory board or, if it does not engage in its own Financial Product activity, via the accountability to its selected CDFI Certification collective review market of an entity that Controls it, even if it has not adopted the relevant board(s) used by the Controlling entity as its own board(s) and even if that Controlling entity is not itself relevant to the that applicable collective review.</p> <p>The CDFI Certification collective review market for an entity relevant to another entity’s collective review process can be either the allowed CDFI Certification Target Market for the primary entity under review or a Target Market component(s) that has been formally identified for the entity relevant to the collective review’s own use in connection with the applicable primary entity’s collective review process. Whichever market is selected for an entity relevant to the collective review in connection with a particular primary entity’s review process must be used solely and consistently by the relevant related entity for that particular primary entity’s collective review process for the Target Market (if applicable because relevant eligible financing is engaged in) and Accountability tests.</p> <p>For an entity relevant to the Applicant’s CDFI Certification collective review process using the accountability of a Controlling entity to demonstrate accountability in connection with the other entity’s CDFI Certification, the board records for both the entity relevant to the collective review process and for the Controlling entity (even if the Controlling entity is not itself relevant to the Applicant’s collective review process) should all be linked under the name of the entity using the Controlling entity’s accountability. If the Controlling entity is also relevant to the Applicant’s collective review process, the board record(s) it is using for its own accountability will be linked separately under its own entity name.</p> <p><i>Repeat this step if the entity relevant to the Applicant’s CDFI Certification collective review will use both a governing and an advisory board will be used for CDFI Certification Accountability purposes.</i></p>			
<p>Repeat AC02 - AC02.1 for all entities relevant to the Applicant’s CDFI Certification collective review process.</p>			
<p>Native American CDFI designation – Accountability Field from Native American CDFI Designation Section of CDFI Certification Application</p> <p><i>If applicable, the following field will be completed in the Native American CDFI Designation section of the CDFI Certification Application.</i></p>			
	<p>CDFI Certification - Native American CDFI – board(s) to demonstrate Applicant’s Native American CDFI Accountability</p>	<p>Select Board Name from AMIS Board Record.</p>	<p>Look-up.</p>
<p>Response Information/Instruction(s):</p> <p>NOTE: <i>This field appears in the Native American CDFI Designation section of the CDFI Certification Application. It is the field in the CDFI Certification Application that entities seeking the Native American CDFI designation will complete.</i></p>			

Field	Field Label/Question Text	Response Information/Instruction(s):	Field Type
		<p>Use the look-up function in this field to find the board record(s) in the Applicant’s AMIS account for the board(s) that will be used to demonstrate its accountability to its Native American CDFI designation market and then enter that board(s) as the chosen response by selecting it from the look-up results list.</p> <p>The board record(s) selected must be a new record(s) created specifically for the CDFI Certification Application and for Native American CDFI designation Accountability in particular and must reflect the Applicant’s current board information based on an as of date no more than 45 days prior to submission of the Application.</p> <p>NOTE: A board record(s), separate from the board record(s) the Applicant is using for general CDFI Certification, must be created to present Accountability information for the Native American CDFI designation, even if the board(s) and accountable board member(s) being used for both purposes are the same.</p> <p>The number of boards used by the Applicant to demonstrate its accountability in connection with the Native American CDFI designation will depend on the method of Accountability it uses, but will never exceed two boards (one governing board and one advisory board).</p> <p><i>Repeat this step if both a governing and an advisory board will be used for Native American CDFI designation Accountability purposes.</i></p>	

Accountability – Board, Board Member and Accountable Board Member Records –Data Fields

Field	Field Label/Question Text	Response	Field Type
<p><u>Board Records – Data Entry</u></p> <p><i>The following fields will be completed in the board record created in an entity’s AMIS account.</i></p>			
	Board record purpose	Select one: - CDE certification. - CDFI Certification – own certification. - Native American CDFI designation. - CDFI Certification – collective review for another entity – Accountability self-provided. - CDFI Certification – collective review for another entity –Accountability provided by Controlling entity – record for entity using Controlling entity. - CDFI Certification – collective review for another entity –Accountability provided by Controlling entity – Controlling entity’s record.	Picklist.
<p>Response Information/Instruction(s):</p>			

Field	Field Label/Question Text	Response	Field Type
	<p>Indicate the reason the board record has been created. That is, what accountability information does the board record provide (e.g., accountability information for the Applicant in connection with its general CDFI Certification, accountability for an entity relevant to another entity’s CDFI Certification collective review process in connection with that other entity’s CDFI Certification, etc.).</p> <p>A board record is created in the AMIS account of the entity whose board information is being presented. If the Applicant’s board information is being presented, the board record will be created in the Applicant’s AMIS account. If the board information is for an entity relevant to another entity’s CDFI Certification collective review, the board record will be created in the collective review-relevant entity’s AMIS account. If an entity relevant to another entity’s collective review process does not engage in any eligible Financial Product and/or Financial Services activity and it has elected to use a Controlling entity’s board information to demonstrate its accountability in connection with the other entity’s collective review, a board record will be created in the collective review-relevant entity’s AMIS to report that the Controlling entity will be used, but the actual board information will be presented via a board record(s) in the Controlling entity’s AMIS account.</p> <p>The “CDFI Certification – collective review for another entity – Accountability provided by Controlling entity – record for entity using Controlling entity” response option should only be selected if the board record is for an entity that: (1) is demonstrating its Accountability in connection with the CDFI Certification collective review process for another entity’s CDFI Certification; (2) does not engage in any Financial Product or Financial Services activity; and (3) has a documented Controlling entity that can demonstrate the needed Accountability to the primary entity under review’s CDFI Certification Target Market or to an allowable market selected for the entity for which it is providing Accountability.</p> <p>The “CDFI Certification – collective review for another entity – Accountability provided by Controlling entity – Controlling entity’s record” response option should only be selected if the board record is for an entity that is eligible to provide Accountability as a Controlling entity for an entity relevant to a CDFI Certification collective review process in connection with the CDFI Certification CDFI Certification collective review process.</p> <p>If an entity relevant to another entity’s CDFI Certification collective review process does not engage in any eligible Financial Product and/or eligible Financial Services activity and seeks to use the accountability of a Controlling entity to meet the accountability requirements in connection with the other entity’s collective review process, a board record must be created in its AMIS account to indicate that and a board record(s) must be created in the Controlling entity’s account to present the Controlling entity’s board information.</p> <p>If “CDE certification” is selected and associated with a CDFI Certification Application, the board record will not be reviewed, and the Applicant will be deemed not accountable for the CDFI Certification.</p>		
	Program Profile	If not auto-populated, select Program Profile from dropdown list of active Program Profile numbers.	Auto-populated or look-up.
<p>Response Information/Instruction(s):</p> <p>If this field appears in the board record it will either be auto-populated or the Applicant will use a look-up process to find and select the needed information.</p>			
	CDFI Certification form ID	If not auto-populated, select form ID for the CDFI certification form in connection with which the board is being presented	Auto-populated or look-up.

Field	Field Label/Question Text	Response	Field Type
		from dropdown list of active form ID numbers.	
<p>Response Information/Instruction(s):</p> <p>If this field appears in the board record it will either be auto-populated or the Applicant will use a look-up process to find and select the needed information.</p>			
	CDFI Certification control number	[Auto-populated from the CDFI Certification Application.]	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Reflects the CDFI Certification control number assigned to the Application.</p> <p>The CDFI Certification control number will not show until the board record has been linked to the CDFI Certification Application.</p>			
	If purpose of board record is “CDFI Certification – collective review for another entity – Accountability self-provided” <u>OR</u> “CDFI Certification – collective review for another entity – Accountability provided by Controlling entity – record for entity using Controlling entity” <u>OR</u> “CDFI Certification – collective review for another entity – Accountability provided by Controlling entity – Controlling entity’s record”: CDFI Certification - collective review – primary entity subject to collective review.	Select entity name.	Look-up.
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find the Applicant’s name (the Applicant is the primary entity under review whose CDFI Certification collective review the entity presenting its accountability information is relevant to) and then enter that name as the chosen response by selecting it from the look-up results list.</p> <p>This field will only appear if the purpose of the board record is for an entity to demonstrate accountability in connection with another entity’s CDFI Certification because it is relevant to that other’s entity’s CDFI Certification collective review process.</p>			
	If purpose of board record is “CDFI Certification – collective review for another entity –Accountability provided by Controlling entity – record for entity using Controlling entity”: CDFI Certification - collective review – Does the entity presenting its Accountability information for another entity’s CDFI Certification collective review process	Yes or No.	Picklist.

Field	Field Label/Question Text	Response	Field Type
	engage in the direct provision of Financial Products or Financial Services?		
<p>Response Information/Instruction(s):</p> <p>Indicate whether or not the entity whose accountability information is being provided engages in any eligible Financial Product and/or Financial Services activity.</p> <p>This field will only appear if the selected purpose of the board record is to demonstrate accountability for an entity relevant to another entity’s CDFI collective review process that does not engage in any eligible Financial Product and/or eligible Financial Services activity and that seeks to have its accountability in connection with that other entity’s CDFI Certification be provided by a Controlling entity.</p> <p>By the direct provision of Financial Products or Financial Services, the CDFI Fund means engaging in eligible Financial Product and/or eligible Financial Services activity.</p> <p>If “Yes,” the entity relevant to another entity’s CDFI Certification collective review process cannot elect to have its accountability in connection with that other entity’s CDFI Certification be provided by a Controlling entity.</p>			
	<p>If purpose of board record is “CDFI Certification – collective review for another entity –Accountability provided by Controlling entity – record for entity using Controlling entity” AND the entity presenting its Accountability information because it is relevant to another entity’s CDFI Certification collective review process does not engage in the direct provision of Financial Products or Financial Services:</p> <p>CDFI Certification - collective review – Controlling entity providing the Accountability</p>	Select entity name.	Look-up.
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find to find the Controlling entity that will be used by the entity whose accountability information is being provided to demonstrate its accountability in connection with the Applicant’s CDFI Certification and then enter the Controlling entity’s name as the chosen response by selecting it from the look-up results list.</p> <p>If a Controlling entity will be used to provide Accountability for an entity(ies) relevant to a CDFI Certification collective review process, a governing leadership-approved document evidencing the applicable Control relationship must be available.</p> <p>A single Controlling entity can provide Accountability for as many entities relevant to a CDFI Certification collective review process as meet the conditions to use that provision.</p> <p>If the needed Control relationship exists, the Applicant is allowed to be used as a Controlling entity that provides Accountability to entities relevant to its CDFI Certification review that do not engage in any eligible Financial</p>			

Field	Field Label/Question Text	Response	Field Type
<p>Product and/or eligible Financial Services activity.</p> <p>This field will only appear if the selected purpose of the board record is to demonstrate accountability for an entity relevant to another entity’s CDFI collective review process that does not engage in any eligible Financial Product and/or eligible Financial Services activity and that seeks to have its accountability in connection with that other entity’s CDFI Certification be provided by a Controlling entity.</p>			
	<p>If purpose of board record is CDFI “Certification – collective review for another entity –Accountability provided by Controlling entity – record for entity using Controlling entity” AND the entity presenting its Accountability information because it is relevant to another entity’s CDFI Certification collective review process does not engage in the direct provision of Financial Products or Financial Services:</p> <p>CDFI Certification - collective review – document that demonstrates the entity providing Accountability is a Controlling Entity</p>	Attachment required document(s).	Attachment.
<p>Response Information/Instruction(s):</p> <p>Attach a governing leadership-approved document that verifies that the entity whose accountability information is being provided is Controlled by the entity whose accountability it seeks to use in connection with Applicant’s CDFI Certification collective review process.</p> <p>NOTE: <i>Examples of documents that evidence a Control relationship between entities include a stock summary report showing that the Controlling entity owns at least 25% of the other entity’s voting shares; a memorandum of understanding between the two entities that addresses the Control relationship; a copy of the Subsidiary’s governance document stating that the Controlling entity appoints a majority of the Subsidiary’s governing board or that indicates of forms of Control; etc. The document must evidence governing leadership approval in a way accepted by the CDFI Fund for CDFI Certification purposes (see the main overview section of this guidance manual for information on the ways governing leadership approval can be evidenced).</i></p> <p>This field will only appear if the selected purpose of the board record is that an entity relevant to another entity’s CDFI collective review process seeks to have its accountability in connection with that other entity’s CDFI Certification be provided by a Controlling entity.</p> <p>The effective date of the relationship must be as of or prior to the submission date of the CDFI Certification Application.</p>			
	<p>If purpose of board record is “CDFI Certification – collective review for another entity –Accountability provided by Controlling entity – record for entity using Controlling entity” AND the entity presenting its Accountability information</p>	Select AMIS board record(s).	Look-up.

Field	Field Label/Question Text	Response	Field Type
	<p>because it is relevant to another entity's CDFI Certification collective review process does not engage in the direct provision of Financial Products or Financial Services:</p> <p>CDFI Certification - collective review – Controlling entity's board(s) that demonstrates the needed Accountability</p>		
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find the board record(s) for the Controlling entity providing accountability for the entity relevant to another entity's CDFI Certification collective review process whose accountability information is being presented and then enter that board(s) as the chosen response by selecting it from the look-up results list.</p> <p>This field will only appear if the selected purpose of the board record is that an entity relevant to another entity's CDFI collective review process seeks to have it accountability in connection with that other entity's CDFI Certification be provided by a Controlling entity.</p>			
<p><i>Entities relevant to another entity's CDFI Certification collective review that are using a Controlling entity to demonstrate their accountability in connection with that particular collective review do not need to provide any further information on their own board(s).</i></p> <p><i>All other accountability information for such entities must be presented via the AMIS account for the relevant controlling entity.</i></p>			
	<p>If the purpose of board record is "CDFI Certification – collective review for another entity – Accountability provided by Controlling entity – Controlling entity's record":</p> <p>CDFI Certification - collective review – entity(ies) using Controlling entity's Accountability</p>	Select entity name.	Look-up.
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find the entity relevant to Applicant's collective review process that does not engage in any eligible Financial Product and/or Financial Services activity and that seeks to use the accountability of the entity whose board information is being presented (as its Controlling entity) to demonstrate its accountability in connection with the Applicant's CDFI Certification collective review process and then enter that entity's name as the chosen response by selecting it from the look-up results list.</p>			
	<p>If the purpose of board record is CDFI Certification – collective review for another entity –Accountability provided by Controlling entity – Controlling entity's record:</p>	Select AMIS board record(s).	Look-up.

Field	Field Label/Question Text	Response	Field Type
	CDFI Certification - collective review – related board record(s) for entity(ies) using Controlling entity’s Accountability		
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find the board record for the entity relevant to Applicant’s collective review process that does not engage in any eligible Financial Product and/or Financial Services activity and that seeks to use the accountability of the entity whose board information is being presented (as its Controlling entity) to demonstrate its accountability in connection with the Applicant’s CDFI Certification and then enter that board record name as the chosen response by selecting it from the look-up results list.</p> <p>While the field label/question and/or other text prompts for this field indicate that multiple entities using the Controlling entity’s accountability can be listed in a single board record in the Controlling entity’s AMIS account, a separate board record must be created in the Controlling entity’s AMIS account for each other entity that meets the conditions to use it, as those entities may have different CDFI Certification collective review markets and the accountability needed by them from the Controlling entity might, therefore, be different.</p>			
<p>If the purpose of board record is CDFI Certification – own certification <u>OR</u> CDFI Certification - collective review for another entity - Accountability self-provided <u>OR</u> CDFI Certification – collective review for another entity – Accountability provided by Controlling entity – Controlling entity’s record <u>OR</u> Native American CDFI:</p>			
	Method of Accountability	Select one: <ul style="list-style-type: none"> - Governing board only - Governing board and advisory board - Advisory board and credit union membership Target Market level (for general CDFI Certification; credit union only) - Advisory board only (DIHCs, IDIs, and those with no formal governing board only) - Advisory board and credit union membership Native Community(ies) level (for Native American CDFI designation; for credit unions only) 	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify what method of Accountability the entity whose accountability information is being presented will use.</p> <p>If using the governing board and advisory board method of Accountability, separate board records must be created for each of the relevant boards. The method of Accountability in both such records must reflect the governing board and advisory board response option.</p>			
	Board type	Select one: <ul style="list-style-type: none"> - Governing board - Advisory board 	Picklist.

Field	Field Label/Question Text	Response	Field Type
Response Information/Instruction(s):			
Select the appropriate response to identify the type of board being presented as a means of Accountability.			
	Board record name	Text.	Text.
Response Information/Instruction(s):			
Enter a name for the board record.			
	Total number of board members (including board members that are also staff members for the entity served by the board)	Enter number.	Numeric.
Response Information/Instruction(s):			
Enter the number of members that are on the board being presented as a means of Accountability as of a date no more than 45 days prior to when the CDFI Certification Application is submitted. Do not include unfilled or vacant board seats in the count. Only indicate the number people actually on the board, including any staff members of the entity the board serves.			
For governing boards, if the overall number of active board members (i.e., filled board seats) is not at least three, then the relevant governing board cannot be used as a means of CDFI Certification accountability.			
For advisory boards, if the overall number of active board members (i.e., filled board seats) is not at least five, then the relevant advisory board cannot be used as a means of CDFI Certification accountability.			
	If the type of board is advisory board: Advisory board governing leadership representation – Is at least one member of the governing leadership for the entity served by the advisory board also one of the advisory board’s standing members?	Yes or No.	Picklist.
Response Information/Instruction(s):			
If the board being presented is an advisory board, select the appropriate response to identify whether or not at least one member of the advisory board is also a member of the governing leadership for the entity the board serves.			
If “No,” the entity whose accountability information is being provided cannot use the relevant advisory board for CDFI Certification Accountability purposes.			
While the field labels/questions and/or other text prompts for the CDFI Certification board record fields may indicate that a response should only ever address the Applicant’s status with regard to a certain standard or requirement, the responses should actually address whatever entity’s accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant’s status that matters; if the board record is for an entity relevant to the Applicant’s collective review then it is the entity relevant to the collective review about which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).			

Field	Field Label/Question Text	Response	Field Type
	If the type of board is advisory board: Advisory board policy – Does the Applicant have an-advisory board policy that has been approved by its governing leadership?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the entity whose accountability information is being presented has a governing leadership-approved advisory board policy that covers the advisory being presented as means of accountability.</p> <p>If “No,” the entity whose accountability information is being provided cannot use the relevant advisory board for CDFI Certification Accountability purposes.</p> <p>If the advisory board documentation does not include evidence that the advisory board policy is binding via clear acceptable evidence (in one of the ways allowed by the CDFI Fund) of its approval by the Applicant’s governing leadership and of its approval date, the policy will not be considered valid. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund, see Evidence that a Document is Governing-Leadership Approved in the CDFI Certification – Documentation Requirements section of this guidance manual.</p> <p>While the field label/question for this field indicates that the response should only ever address the Applicant’s status with regard to the relevant standard/requirement, the response should actually address whatever entity’s accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant’s status that matters; if the board record is for an entity relevant to the Applicant’s collective review then it is the entity relevant to the collective review about which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).</p>			
	If there is an advisory board policy: Advisory board policy - Does the policy describe the role of the advisory board?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the advisory board policy that covers the advisory board being presented as a means of Accountability clearly indicates that role of that advisory board includes that of providing input to the governing leadership on strategic and policy matters.</p> <p>If “No,” the entity whose accountability information is being provided cannot use the relevant advisory board for CDFI Certification Accountability purposes.</p> <p>While the field labels/questions and/or other text prompts for the CDFI Certification board record fields may indicate that a response should only ever address the Applicant’s status with regard to a certain standard or requirement, the responses should actually address whatever entity’s accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant’s status that matters; if the board record is for an entity relevant to the Applicant’s collective review then it is the entity relevant to the collective review about which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).</p>			

Field	Field Label/Question Text	Response	Field Type
	<p>If there is an advisory board policy:</p> <p>Advisory board policy - Does the policy require that the advisory board be made up of at least five members that are appointed through a duly documented action of the governing leadership?</p>	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the advisory board policy that covers the advisory board being presented as a means of Accountability clearly indicates that the relevant advisory board must have at least five seats.</p> <p>If “No”, the entity whose accountability information is being provided cannot use the relevant advisory board for CDFI Certification Accountability purposes.</p> <p>While the field labels/questions and/or other text prompts for the CDFI Certification board record fields may indicate that a response should only ever address the Applicant’s status with regard to a certain standard or requirement, the responses should actually address whatever entity’s accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant’s status that matters; if the board record is for an entity relevant to the Applicant’s collective review then it is the entity relevant to the collective review about which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).</p>			
	<p>If there is an advisory board policy:</p> <p>Advisory board policy - Does the policy describe how the input that the advisory board provides to the governing leadership is documented?</p>	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the advisory board policy that covers the advisory board being presented as a means of Accountability clearly indicates a formal mechanism(s) by which the relevant advisory board’s input is conveyed to the governing leadership.</p> <p>If “No,” the entity whose accountability information is being provided cannot to use the relevant advisory board for CDFI Certification Accountability purposes.</p> <p>While the field labels/questions and/or other text prompts for the CDFI Certification board record fields may indicate that a response should only ever address the Applicant’s status with regard to a certain standard or requirement, the responses should actually address whatever entity’s accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant’s status that matters; if the board record is for an entity relevant to the Applicant’s collective review then it is the entity relevant to the collective review about which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).</p>			
	<p>If there is an advisory board policy:</p>	Yes or No.	Picklist.

Field	Field Label/Question Text	Response	Field Type
	<p>Advisory board policy - Does the policy describe how the advisory board seeks input from, and/or reviews data on the financial needs and opportunities in the Target Market and/or, if applicable, the Native Community(ies) for which it provides Accountability?</p>		
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the advisory board policy that covers the advisory board being presented as a means of Accountability clearly indicates a meaningful process by which the advisory board seeks input from, and/or reviews data on the financial needs and opportunities in, the CDFI Certification Target Market, CDFI Certification collective review market or Native Community market for which it provides accountability.</p> <p>If “No,” the entity whose accountability information is being provided cannot to use the relevant advisory board for CDFI Certification Accountability purposes.</p> <p>While the field labels/questions and/or other text prompts for the CDFI Certification board record fields may indicate that a response should only ever address the Applicant’s status with regard to a certain standard or requirement, the responses should actually address whatever entity’s accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant’s status that matters; if the board record is for an entity relevant to the Applicant’s collective review then it is the entity relevant to the collective review about which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).</p>			
	<p>If there is an advisory board policy:</p> <p>Advisory board policy - Does the policy state the advisory board meets at least three times a year?</p>	<p>Yes or No.</p>	<p>Picklist.</p>
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the advisory board policy that covers the advisory board being presented as a means of Accountability clearly indicates that the relevant advisory board meets at least three times per year.</p> <p>If “No,” the entity whose accountability information is being provided cannot use the relevant advisory board for CDFI Certification Accountability purposes.</p> <p>While the field labels/questions and/or other text prompts for the CDFI Certification board record fields may indicate that a response should only ever address the Applicant’s status with regard to a certain standard or requirement, the responses should actually address whatever entity’s accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant’s status that matters; if the board record is for an entity relevant to the Applicant’s collective review then it is the entity relevant to the collective review about which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).</p>			

Field	Field Label/Question Text	Response	Field Type
<p>NOTE: An acceptable advisory board policy for the advisory board being presented as a means of Accountability must also require that the advisory board members be appointed by the governing leadership.</p>			
	<p>If there is an advisory board policy: Advisory board policy – governing leadership approved advisory board policy</p>	<p>Attach required document(s).</p>	<p>Attachment.</p>
<p>Response Information/Instruction(s):</p> <p>Attach a copy of the current binding advisory board policy that covers the advisory board being presented as a means of Accountability with clear acceptable evidence (in one of the ways accepted by the CDFI Fund) of its Approval by the governing leadership of the entity the advisory board serves and of its approval date.</p> <p>If the documentation provided does not include evidence that the relevant document is binding via clear acceptable evidence (as allowed by the CDFI Fund) of its approval by the relevant governing leadership and of its approval date, the document will not be considered valid. For information on evidence of governing-leadership approval that is accepted by the CDFI Fund, see Evidence that a Document is Governing- Leadership Approved in the CDFI Certification – Documentation Requirements section of this guidance manual.</p> <p>NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</p> <p>The name of the entity the advisory board serves must show clearly in the advisory policy document and must match its current entity name as it appears in its AMIS account or documentation filed with an appropriate government or tribal government agency responsible for the registration or oversight of entities operating within a certain jurisdiction or industry linking the entity name in the governance document to the current entity name in AMIS must be provided.</p> <p>The advisory board policy does not need to have been in effect for any specific length of time, but the effective date of the current advisory board policy must be as of or prior to the date of submission of the CDFI Certification Application.</p>			
<p>If board type is advisory board AND method of Accountability is Advisory board and credit union membership Target Market level (for general CDFI Certification; credit union only):</p>			
	<p>If board type is advisory board <u>AND</u> method of Accountability is Advisory board and credit union membership Target Market level (for general CDFI Certification; credit union only):</p> <p>Advisory board and credit union membership Target Market level method of Accountability - total number of credit union members active with the Applicant as of the end of the most recently completed fiscal year</p>	<p>Enter number.</p>	<p>Numeric.</p>

Field	Field Label/Question Text	Response	Field Type
<p>Response Information/Instruction(s):</p> <p>Enter the total number of credit union members active with the entity served by the advisory board as of the last day of that entity’s most recently completed fiscal year.</p> <p>While the label/question for this field indicates that data on the Applicant’s credit union member status should be entered, the data should reflect the status of whatever entity’s accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant’s status that matters; if the board record is for an entity relevant to the Applicant’s collective review then it is the entity relevant to the collective review about which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).</p>			
	<p>If board type is advisory board <u>AND</u> method of Accountability is Advisory board and credit union membership Target Market level (for general CDFI Certification; for credit unions only):</p> <p>Advisory board and credit union membership Target Market level method of Accountability – number of credit union members that are part of the Target Market</p>	<p>Identify CDFI Certification Target Market or CDFI Certification collective review market type(s) relevant to the purpose of the board record and enter the unduplicated number of credit union members part of the identified market type(s) counting a credit union member as part of only one of the Target Market types for which they might qualify.</p>	<p>Picklist and Numeric.</p>
<p>Response Information/Instruction(s):</p> <p>Identify the CDFI Certification Target Market, CDFI Certification collective review market or Native American CDFI designation market type(s) relevant to the purpose of the board record and enter the unduplicated/non-overlap number of credit union members classified as being part of the applicable market type(s) with no overlap between market types (i.e., counting a credit union member as part of only one of the market types for which they might qualify).</p> <p>While the field label/question and/or other text prompts for this field may indicate may indicate that the response should only ever address CDFI Certification Target Market information, the response should actually address whatever overall market is relevant to the purpose of the board record, whether it be the Applicant’s CDFI Certification Target Market; or, if applicable, the CDFI Certification collective review market for an entity relevant to the Applicant’s CDFI Certification collective review process; or, if applicable, a Native Community(ies) if the Applicant seeks the Native American CDFI designation .</p> <p>If the Accountability information being presented is for the CDFI Certification Applicant for its general CDFI Certification, enter the number of the credit union members active with the Applicant as of the last day of its most recently completed fiscal year that are part of each market type in its CDFI Certification Target Market.</p> <p>If the Accountability information being presented is for the CDFI Certification Applicant in connection with the Native American CDFI designation, enter the number of the credit union members active with the Applicant as of the last day of its most recently completed fiscal year that are part of each market type in its Native American CDFI designation market.</p> <p>If the Accountability information being presented is for an entity relevant to the CDFI Certification Applicant’s collective review process, enter the number of credit union member’s active with the entity whose information is</p>			

Field	Field Label/Question Text	Response	Field Type
<p>being presented as of the last day of its most recently completed fiscal year that are part of each market type in its chosen CDFI Certification collective review market.</p> <p>If the Accountability information being presented is for a Controlling entity being used for Accountability purposes by an entity relevant to the Applicant’s collective review process that does not engage in any eligible Financial Product and/or Financial Services activity, enter the number of credit union member’s active with the Controlling entity as of the last day of its most recently completed fiscal year that are part of each market type in the chosen CDFI Certification collective review market for the entity that is using the Controlling entity.</p> <p>To determine the number of credit union members that are part of each relevant market type, the CDFI Fund-approved Target Market assessment methodologies must be used (see Pre-Approved Target Market Assessment Methodologies).</p> <p>The credit union member market levels are not allowed to be determined via an estimation process (this includes using the credit union’s eligible Financial Product activity market level data for that purpose), but must instead be verified based on a direct assessment of the credit union member data itself. If this is not possible for a credit union, contact the CDFI Fund via an AMIS service request for assistance.</p> <p>Check that at least 33% (with no rounding up allowed) of the credit union members are part of the relevant overall market relevant to the purpose of the board record.</p> <p>If, as applicable based on the purpose of the board record, the overall credit union member CDFI Certification Target Market, CDFI Certification collective review market or Native American CDFI designation market type(s) level is less than 33% (no rounding of the percentage allowed) using all relevant market types, the advisory board with credit union member method of Accountability cannot be used.</p>			
	<p>If board type is advisory board <u>AND</u> method of Accountability is Advisory board and credit union membership Target Market level (for credit unions only):</p> <p>Advisory board and credit union membership Target Market level method of Accountability for general CDFI Certification – percentage of credit union members that are part of the Target Market</p>	[Auto-calculated].	Auto-calculated.
<p>Response Information/Instruction(s):</p> <p>If visible in the CDFI Certification Application form in AMIS, this field will be auto-calculated.</p>			
	<p>If board type is advisory board <u>AND</u> method of Accountability is Advisory board and credit union membership Target Market level (for general CDFI Certification; for credit unions only):</p> <p>Advisory board and credit union membership Target Market level method of Accountability – Applicant attests that only</p>	Yes or No.	Picklist.

Field	Field Label/Question Text	Response	Field Type
	a CDFI Fund-approved Target Market assessment methodology(ies) has been and will continue to be used to determine whether credit union members are of an eligible Target Market type(s).		

Response Information/Instruction(s):

Select the appropriate response to identify whether or not, as applicable, only a CDFI Fund-approved CDFI Certification or Native American CDFI designation market assessment methodology(ies) has been and will continue to be used to determine whether credit union members are part of a particular eligible market type.

While the field label/question for this field indicates that the response should only ever address CDFI Certification Target Market information, the response should actually address whatever overall market is relevant to the purpose of the board record, whether it be the Applicant’s CDFI Certification Target Market; or, if applicable, the CDFI Certification collective review market for an entity relevant to the Applicant’s CDFI Certification collective review process; or, if applicable, a Native Community(ies) if the Applicant seeks the Native American CDFI designation.

If “No,” because the Applicant cannot attest that, as applicable, only a CDFI Fund-approved CDFI Certification or Native American CDFI designation market assessment methodology(ies) has been and will continue to be used to determine whether or not credit union members are part of a particular eligible market type, the advisory board and credit union member method of Accountability cannot be used.

If board type is advisory board AND method of Accountability is Advisory board and credit union membership Native Community(ies) level (for Native American CDFI designation; for credit unions only):

	<p>If board type is advisory board <u>AND</u> method of Accountability is Advisory board and credit union membership Native Community(ies) level (for Native American CDFI designation; for credit unions only):</p> <p>Advisory board and credit union membership Native Community(ies) level method of Accountability for Native American CDFI designation – total number of credit union members active with the Applicant as of the end of the most recently completed Fiscal Year</p>	Enter number.	Numeric.
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Response Information/Instruction(s):

Enter the total number of credit union members active with the entity served by the advisory board as of the last day of that entity’s most recently completed fiscal year.

While the label/question for this field indicates that data on the Applicant’s credit union member status should be entered, the data should reflect the status of whatever entity’s accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant’s status that matters; if the board record is for an entity relevant to the Applicant’s collective review then it is the entity relevant to the collective review about

Field	Field Label/Question Text	Response	Field Type
which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).			
	<p>If board type is advisory board <u>AND</u> method of Accountability is Advisory board and credit union membership Native Community(ies) level (for Native American CDFI designation; for credit unions only):</p> <p>Advisory board and credit union membership Native Community(ies) level method of Accountability for Native American CDFI designation – number of credit union members that are members of Native Communities</p>	Identify Native Community type(s) and enter the unduplicated number of credit union members part of the identified market type(s) counting a credit union member as part of only one of the Native Community market types for which they might qualify.	Picklist and Numeric.
<p>Response Information/Instruction(s):</p> <p>Identify the CDFI Certification Target Market, CDFI Certification collective review market or Native American CDFI designation market type(s) relevant to the purpose of the board record and enter the unduplicated/non-overlap number of credit union members classified as being part of the applicable market type(s) with no overlap between market types (i.e., counting a credit union member as part of only one of the market types for which they might qualify).</p> <p>While the field label/question and/or other text prompts for this field in the CDFI Certification Application form in AMIS may indicate that the response should only ever address CDFI Certification Target Market information, the response should actually address whatever overall market is relevant to the purpose of the board record, whether it be the Applicant’s CDFI Certification Target Market; or, if applicable, the CDFI Certification collective review market for an entity relevant to the Applicant’s CDFI Certification collective review process; or, if applicable, a Native Community(ies) if the Applicant seeks the Native American CDFI designation.</p> <p>If the Accountability information being presented is for the CDFI Certification Applicant in connection with the Native American CDFI designation, enter the number of the credit union members active with the Applicant as of the last day of its most recently completed fiscal year that are part of each Native Community market type in its Native American CDFI designation market.</p> <p>To determine the number of credit union members that are part of each relevant market type, the CDFI Fund-approved Target Market assessment methodologies must be used (see Pre-Approved Target Market Assessment Methodologies).</p> <p>The credit union member market levels are not allowed to be determined via an estimation process (this includes using the credit union’s eligible Financial Product activity market level data for that purpose), but must instead be verified based on a direct assessment of the credit union member data itself. If this is not possible for a credit union, contact the CDFI Fund via an AMIS service request for assistance.</p> <p>Check that at least 33% (no rounding of percentage allowed) of the credit union members are part of the relevant overall market relevant to the purpose of the board record.</p> <p>If, as applicable based on the purpose of the board record, the overall credit union member CDFI Certification Target Market, CDFI Certification collective review market or Native American CDFI designation market type(s)</p>			

Field	Field Label/Question Text	Response	Field Type
level is less than 33% (no rounding of percentage allowed) using all relevant market types, the advisory board with credit union member method of Accountability cannot be used.			
	<p>If board type is advisory board <u>AND</u> method of Accountability is Advisory board and credit union membership Native Community(ies) level (for Native American CDFI designation; for credit unions only):</p> <p>Advisory board and credit union membership Native Community(ies) level method of Accountability for Native American CDFI designation – percentage of credit union members that are members of Native Communities</p>	[Auto-calculated].	Auto-calculated.
<p>Response Information/Instruction(s):</p> <p>If visible in the CDFI Certification Application form in AMIS, this field will be auto-calculated.</p>			
	<p>If board type is advisory board <u>AND</u> method of Accountability is Advisory board and credit union membership Native Community(ies) level (for Native American CDFI designation; for credit unions only):</p> <p>Advisory board and credit union membership Native Community(ies) level method of Accountability for Native American CDFI designation – Applicant attests that only a CDFI Fund-approved Native Community assessment methodology(ies) has been and will continue to be used to determine whether credit union members are part of a Native Community.</p>	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not, as applicable, only a CDFI Fund-approved CDFI Certification or Native American CDFI designation market assessment methodology(ies) has been and will continue to be used to determine whether credit union members are part of a particular eligible market type.</p> <p>While the field label/question and/or other text prompts for this field in the CDFI Certification Application form in AMIS may indicate should only ever address CDFI Certification Target Market information, the response should actually address whatever overall market is relevant to the purpose of the board record, whether it be the Applicant’s CDFI Certification Target Market; or, if applicable, the CDFI Certification collective review market for an entity relevant to the Applicant’s CDFI Certification collective review process; or, if applicable, a Native Community(ies) if the Applicant seeks the Native American CDFI designation.</p>			

Field	Field Label/Question Text	Response	Field Type
<p>If “No,” because the Applicant cannot attest that, as applicable, only a CDFI Fund-approved CDFI Certification or Native American CDFI designation market assessment methodology(ies) has been and will continue to be used to determine whether or not credit union members are part of a particular eligible market type, the advisory board and credit union member method of Accountability cannot be used.</p>			
	Board Status	Select one: - In progress. - Record complete/ready for submission. - Proposed (auto-populated only).	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify the board status.</p> <p>A board record will start in an “in progress” status. It will stay in that status until the Applicant moves it to the record complete status.</p> <p>A board record will be moved by the Applicant to the “Record complete/ready for submission” status when all board, board member and accountable board member information for that board is complete and accurate. A board record must be in the “Record complete/ready for submission” status in order for it to be linked to the relevant CDFI Certification Application. The board record can be moved back and forth between in progress and “Record complete/ready for submission” as needed.</p> <p>A board linked to a CDFI Certification Application will be put into the “Proposed” status automatically once the relevant Application has been submitted.</p>			
<p><u>Board Member Records – Data Entry</u></p> <p><i>The following fields will be completed in the board record created in an entity’s AMIS account.</i></p> <p><i>The data entry will be repeated for each member of the relevant board.</i></p>			
	Program Profile	If not auto-populated, select Program Profile from dropdown list of active Program Profile numbers.	Auto-populated or look-up.
<p>Response Information/Instruction(s):</p> <p>If this field appears in the board member record it will either be auto-populated or the Applicant will use a look-up process find and select the needed information.</p>			
	CDFI Certification form ID	If not auto-populated, select form ID for the CDFI certification form in connection with which the board is being presented from dropdown list of active form ID numbers.	Auto-populated or look-up.
<p>Response Information/Instruction(s):</p>			

Field	Field Label/Question Text	Response	Field Type
If this field appears in the board member record it will either be auto-populated or the Applicant will use a look-up process find and select the needed information.			
	CDFI Certification control number	[Auto-populated from the CDFI Certification Application.]	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>Reflects the CDFI Certification control number assigned to the Application.</p> <p>The CDFI Certification control number will not show until the board has been linked to the CDFI Certification Application.</p>			
	Board member name.	Enter name.	Text.
<p>Response Information/Instruction(s):</p> <p>Enter the name of an individual who sits on the board being presented as a means of Accountability.</p> <p>A board member record should be created separately and individually for each board member on the relevant board as of a point in time no more than 45 days prior to when the CDFI Certification Application is submitted.</p> <p>Within a particular board record, board member records must only be for the members of that specific board. Do not list board members from multiple boards within a single board record.</p> <p>Do not create board member record for past or intended future members of the board. Only create board member records for the individuals that are actually on the board as of the relevant point in time. This includes staff members of the entity the board serves.</p>			
	Board record name	Auto-populated.	Auto-populated.
<p>Response Information/Instruction(s):</p> <p>This field will be auto-populated based on the name given to the board record within which the board member sub-record is created.</p>			
	<p>If the board record type is advisory board:</p> <p>Does the member of the advisory board also serve on the Applicant’s governing board or is the member also a partner/owner?</p>	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the relevant board member also a governing leader for the entity whose board information is being provided.</p> <p>While the field label/question for this field indicates that the response should address the board member’s governing leadership status with the Applicant, the response should actually address the board member’s</p>			

Field	Field Label/Question Text	Response	Field Type
governing leadership status in connection with whatever entity’s board information is being presented. That is, by “does the member...also serve on the...governing board or is...a partner/owner”, the CDFI Fund means, “Is the member of the board also a governing leader for the entity whose board information is being provided?”			
	Financial interest status - Is this board member or any covered member of their family an employee of the Applicant or any of its Affiliates?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the board member being listed or any covered member of their family (see below) is an employee of whatever entity’s board information is being presented or any Affiliate of that entity.</p> <p>While the field label/question for this field indicates that the response should only ever address whether or not the relevant board member or any of their covered family members (see below) is an employee of the Applicant or any Affiliate of the Applicant, it should actually address the status of the relevant board member and of their covered family members with regard to whatever entity’s board information is being presented or any Affiliate of that entity.</p> <p>If “Yes,” no further information on this board member is required as this board member is considered to have a financial interest that makes them ineligible to be presented as accountable.</p> <p>Covered family members include spouses; children (including step-, in-law, and adopted children); or other family members of the board member’s household (i.e., siblings (including step-, half, and in-law siblings); parents (including step- and in law parents); and grandparents related by blood or adoption.</p>			
	Financial interest status - Does the board member or any covered member of their family, individually or in combination control 25% or more of the Applicant or any of its Affiliates?	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the board member being listed or any covered member of their family (see below), individually or in combination with each other, owns 25% or more of or Controls whatever entity’s board information is being presented or any of its Affiliates.</p> <p>While the field label/question for this field indicates that the response should only ever address the ownership/Control status of the board member and of their covered family members (see below) in connection with the Applicant or an Affiliate of the Applicant, it should actually address the status of the relevant board member and of their covered family members with regard to whatever entity’s board information is being presented or any Affiliate of that entity.</p> <p>If “Yes,” no further information on this board member is required as this board member is considered to have a financial interest that makes them ineligible to be presented as accountable.</p>			

Field	Field Label/Question Text	Response	Field Type
<p>Covered family members include spouses; children (including step-, in-law, and adopted children); or other family members of the board member’s household (i.e., siblings (including step-, half, and in-law siblings); parents (including step- and in law parents); and grandparents related by blood or adoption.</p>			
	<p>Financial interest status - Does the board member, the board member’s employer, or any covered member of the board member’s family have an active Financial Product from the Applicant?</p>	<p>Yes or No.</p>	<p>Picklist.</p>
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not the board member being listed, their employer or any covered member of their family (see below) have an active Financial Product from whatever entity’s board information is being presented.</p> <p>While the field label/question for this field indicates that the response should only ever address the active Financial Product status of the board member, their employer or any of their covered family members (see below) in connection with the Applicant, it should actually address the status of the relevant board member, their employer and of their covered family members with regard to whatever entity’s board information is being presented.</p> <p>Covered family members include spouses; children (including step-, in-law, and adopted children); or other family members of the board member’s household (i.e., siblings (including step-, half, and in-law siblings); parents (including step- and in law parents); and grandparents related by blood or adoption.</p>			
	<p>If “yes” to the preceding field:</p> <p>Financial interest status - Does the Applicant have policies requiring such board members to recuse themselves from any decision that may affect, directly or indirectly, their Financial Product or relationship?</p>	<p>Yes or No.</p>	<p>Picklist.</p>
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not whatever entity’s board information is being presented has a policy(ies) requiring that if a board member, their employer or any of their covered family members has an active Financial Product from that particular entity, they must recuse themselves from any board decision that may affect, directly or indirectly, their Financial Product or relationship with the entity that the board serves.</p> <p>While the field label/question for this field indicates that the response should only ever address the Applicant’s status with regard to the relevant standard/requirement, the response should actually address the status of whatever entity’s board information is being presented.</p> <p>If “No,” no further information on this board member is required as this board member is considered to have a financial interest that makes them ineligible to be presented as accountable.</p>			

Field	Field Label/Question Text	Response	Field Type
<p><u>Accountable Board Member Records – Data Entry</u></p> <p>Board members are identified (or presented) as accountable by setting up an accountable member sub-record in a relevant board member’s board member record.</p> <p>As the board member records are created, any board member that the Applicant believes is accountable to a component(s) of whatever overall market is relevant to the purpose of the board record (whether it be the Applicant’s CDFI Certification Target Market; or, if applicable, the CDFI Certification collective review market for an entity relevant to the Applicant’s CDFI Certification collective review process; or, if applicable, the Applicants Native American CDFI designation market) should be identified (or presented) as such via the creation of an CDFI Certification accountable board member sub-page in their board member record.</p> <p>To present a board member as accountable to multiple components of whatever overall market is relevant to the purpose of the applicable board record (i.e., the Applicant’s CDFI Certification Target Market; if applicable, the CDFI Certification collective review market for an entity relevant to the Applicant’s CDFI Certification collective review process; or, if applicable, the Applicants Native American CDFI designation market), a separate CDFI Certification accountable board member sub-page must be created in the board member’s record to link the board member to each such market component.</p> <p>Note: Each Other Targeted Population type is considered to be its own separate Target Market component type and must be presented as Target Market components separately and individually from each other. They cannot be combined together as one overall “Other Targeted Population”.</p> <p>After setting up the board record itself, Applicants can either identify board members as accountable as they set up the specific board member records or after they have created a board member records for each board member on the relevant board.</p> <p>To present a board member as accountable, the accountable member button in the board member’s record will be used. See the information on setting up accountable board member records/pages in the CDFI Certification Application AMIS guidance manual.</p>			
<p><i>The following fields will be completed in the board member records created within a board record in an entity’s AMIS account.</i></p> <p><i>If the purpose of a board record is to present Accountability information for the Native American CDFI designation, see the guidance on creating an accountable board member record in the Native American CDFI designation section of this manual.</i></p> <p><i>The data entry for the accountable board member records will be repeated for each member of the applicable board that the Applicant believes is accountable to a component(s) of whatever overall market is relevant to the purpose of the particular board record (i.e., the Applicant’s CDFI Certification Target Market; if applicable, the CDFI Certification collective review market for an entity relevant to the Applicant’s CDFI Certification collective review process; or, if applicable, the Applicants Native American CDFI designation market), as well as for each market component for which a particular board member is believed to meet the Accountability requirements.</i></p>			
	<p>CDFI Certification accountable board member - Target Market types to which the board member is accountable.</p>	<p>Select one:</p> <ul style="list-style-type: none"> - Investment Area – Pre-qualified. - Investment Area – Customized. - Investment Area – Non-Metro Customized. 	<p>Picklist.</p>

Field	Field Label/Question Text	Response	Field Type
		<ul style="list-style-type: none"> - Investment Area – Non-Metro counties/parishes. - Low-Income Targeted Population. - Other Targeted Population – African American. - Other Targeted Population – Hispanic. - Other Targeted Population – Native American. - Other Targeted Population – Native Alaskan. - Other Targeted Population – Native Hawaiian. - Other Targeted Population – Other Pacific Islander. - Other Targeted Population – Filipino. - Other Targeted Population – Vietnamese. - Other Targeted Population – Persons with Disabilities. - Other Targeted Population – Certified CDFIs. - New Targeted Population (Pre-approved by the CDFI Fund). 	
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify a market type for a particular component of whatever overall market is relevant to the purpose of the applicable board record to which the Applicant believes the board member is accountable.</p> <p>Relevant overall markets are the Applicant’s CDFI Certification Target Market or, if applicable, the CDFI Certification collective review market for an entity relevant to the Applicant’s CDFI Certification collective review process.</p> <p>If the purpose of the board record is to present Accountability information in connection with the Native American CDFI designation, see guidance on creating and completing accountable board member records in the Native American CDFI designation section of this guidance manual.</p> <p>A separate accountable board member record/sub-page must be created in a board member’s record for each market component to which the Applicant believes the board member is accountable.</p>			
	Target Market name	Select Target Market record name.	Look-up.
<p>Response Information/Instruction(s):</p> <p>Use the look-up function in this field to find the CDFI Certification market record(s) in the AMIS account of whatever entity’s Accountability information is being provided that represents the market component to which</p>			

Field	Field Label/Question Text	Response	Field Type
<p>the board member is being presented as accountable and then enter that CDFI Certification market record as the chosen response by selecting it from the look-up results list.</p> <p>Make sure that the market record has been selected from the correct AMIS account for the entity whose Accountability information is being provided. If the purpose of the board record is to provide board information for a Controlling entity whose accountability status is being used by an entity relevant to another entity's CDFI Certification collective review process and that does not engage in any eligible Financial Product and/or eligible Financial Services activity, the CDFI Certification market records should be selected from the AMIS account of the entity using the Controlling entity.</p>			
	<p>Investment Area – source(s) of Accountability</p>	<p>Select all that apply:</p> <ul style="list-style-type: none"> - Primary residence in a qualified census tract in the Investment Area geography. - Owner of a small business primarily located in a qualified census tract(s) in a qualified census tract(s) in the IA geography. - Owner of a small business that that principally provides goods or services to residents of a qualified census tract(s) in the IA geography. - Owner of a small business that that principally employs residents of a qualified census tract(s) in the IA geography. - Elected official that primarily represents residents of a qualified census tract(s) in the IA geography. - Staff member of a non-Affiliated, third-party community development mission-driven organization that primarily serves residents of a qualified census tract(s) in the IA geography. - Enrollment in a Federally recognized tribe (for Applicants serving IA(s) in a Native Community geography(ies) only). 	<p>Picklist.</p>
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response(s) to identify the source(s) of Accountability the relevant board member has to the specific component of whatever overall market is relevant to the purpose of the applicable board record to which the board member is being presented as accountable.</p> <p>Note: Accountable board members must continuously maintain an acceptable source of Accountability or they can no longer be considered accountable.</p> <p><u>Review the following information before completing this field:</u></p>			

Field	Field Label/Question Text	Response	Field Type
<ul style="list-style-type: none"> - key term – small business; - key tern – Affiliate; - CDFI Certification Accountability requirements, particularly source of Accountability for Investment Areas. 			
<p>If source of Investment Area Accountability is primary residence in a qualified census tract in the Investment Area geography:</p>			
	Investment Area Accountability – primary residence in a qualified census tract in the Investment Area geography - FIPS code for the census tract in which the board member resides	Enter FIPS code. (Include leading zeros where appropriate)	Numeric.
<p>Response Information/Instruction(s):</p> <p>Enter the Federal Information Processing Standards (FIPS) code for the census tract where the board member resides.</p> <p>To be accountable to an Investment Area as a resident of a qualified census tract in the Investment Area geography, a board member’s primary place of residence must be within a qualified census tract within the specific geography associated with, as applicable, the Investment Area Target Market or CDFI Certification collective review market component to which they have been presented as accountable. For the pre-qualified, non-customized Investment Area Target Market type, the relevant Investment Area geography is the United States, its territories and the District of Columbia. For customized Investment Areas, the relevant Investment Area geography is whatever geography has been identified for that particular market via a CIMS map in AMIS.</p> <p>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.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using the resident of a qualified census tract within the relevant Investment Area geography source of accountability, the documentation should include, but is not necessarily limited to the address of the board member and information on how it was determined that the location provided is the board member’s primary place of residence. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>If source of Investment Area (IA) accountability is owner of a small business primarily located in a qualified census tract(s) in the IA geography <u>OR</u> owner of a small business that principally employs residents of a qualified census tract(s) in the IA geography <u>OR</u> owner of small business that principally provides goods or services to residents of a qualified census tract(s) in the IA geography:</p>			
	What percentage of ownership does the board member have in the business?	Enter percentage.	Numeric.
<p>Response Information/Instruction(s):</p> <p>Enter the percentage of the small business owned by the board member.</p>			

Field	Field Label/Question Text	Response	Field Type
<p>A board member must own at least 25% of a small business to be presented as an owner of that business.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p>			
	<p>What is the name of the small business owned by the board member?</p>	<p>Enter name.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the legal name of the small business owned by the board member.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p>			
	<p>If source of Accountability is owner of a small business primarily located in a qualified census tract(s) in the IA geography:</p> <p>Investment Area Accountability – owner of a small business primarily located in a qualified census tract(s) in the IA geography - Are at least 51% of all the locations for the owned small business in a qualified census tract(s) in the Investment Area geography?</p>	<p>Yes or No.</p>	<p>Picklist.</p>
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not at least 51% of all locations for the small business owned by the board member fall within a qualified census tract(s) within the specific geography associated with, as applicable, the Investment Area Target Market or CDFI Certification collective review market component to</p>			

Field	Field Label/Question Text	Response	Field Type
<p>which the board member has been presented as accountable. For the pre-qualified, non-customized Investment Area Target Market type, the relevant Investment Area geography is the United States, its territories and the District of Columbia. For customized Investment Areas, the relevant Investment Area geography is whatever geography has been identified for that particular market via a CIMS map in AMIS.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualified as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p> <p>If “No”, the owner of a small business primarily located in a qualified census tract(s) in the Investment Area geography source of Accountability cannot be used to demonstrate Accountability to the Investment Area Target Market component.</p>			
	<p>If source of Accountability is owner of a small business primarily located in a qualified census tract(s) in the IA geography AND at least 51% of the locations for the owned small business are in qualified census tract(s) within the Investment Area geography:</p> <p>Investment Area Accountability – owner of a small business primarily located in a qualified census tract(s) in the IA geography – map in CIMS that identifies the census tract for each of location of the owned small business</p>	Enter map name.	Text.
Response Information/Instruction(s):			

Field	Field Label/Question Text	Response	Field Type
	<p>Enter the name of the CIMS map in AMIS that identifies the census tract(s) for each location of the small business owned by the board member.</p> <p>The CIMS map should help to substantiate that at least 51% of all locations for the small business owned by the board member fall within a qualified census tract(s) within the specific geography associated with, as applicable, the Investment Area Target Market or CDFI Certification collective review market component to which the board member has been presented as accountable. For the pre-qualified, non-customized Investment Area Target Market type, the relevant Investment Area geography is the United States, its territories and the District of Columbia. For customized Investment Areas, the relevant Investment Area geography is whatever geography has been identified for that particular market via a CIMS map in AMIS.</p> <p>NOTE: <i>If multiple locations for the small business owned by the board member fall within a single census tract(s), attach a document in field BI21 in the Basic Information section of the Application that lists any census tract where this occurs and indicates how many of the business locations are in each such census tract.</i> Name the attachment: “Owned small business Accountability info”.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualified as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>		
	<p>If source of Investment Area Accountability is owner of small business that principally employs residents of a qualified census tract(s) in the IA geography:</p> <p>Investment Area Accountability – owner of a small business that principally employs residents of a qualified census tract(s) in the IA geography – description of how the small business demonstrates that it principally</p>	<p>Provide narrative.</p>	<p>Narrative.</p>

Field	Field Label/Question Text	Response	Field Type
	employs residents of a qualified census tract(s) in the Investment Area geography		
<p>Response Information/Instruction(s):</p> <p>Provide a clear and detailed explanation of the process the Applicant used to determine that the small business owned by the board member primarily employs residents of a qualified census tract(s) within the specific geography associated with, as applicable, the Investment Area Target Market or CDFI Certification collective review market component to which the board member has been presented as accountable, that includes the data resulting from the assessment. For the pre-qualified, non-customized Investment Area Target Market type, the relevant Investment Area geography is the United States, its territories and the District of Columbia. For customized Investment Areas, the relevant Investment Area geography is whatever geography has been identified for that particular market via a CIMS map in AMIS.</p> <p>For a small business owned by a board member to be accepted as principally employing residents of a qualified census tract(s) in the relevant Investment Area geography, at least 51% of all employees must be residents of a qualified census tract(s) anywhere in the United States, its territories and/or the District of Columbia, and, for customized Investment Areas, the focus needs to be specifically on the residents of a qualified census tract(s) within the relevant customized Investment Area geography.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualifies as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
	If source of Investment Area Accountability is owner of small business that principally provides goods or services to residents of a qualified census tract(s) in the IA geography:	Enter map(s) name.	Text.

Field	Field Label/Question Text	Response	Field Type
	Investment Area Accountability – owner of a small business that principally provides goods/services to residents of a qualified census tract(s) in the IA geography – map(s) in CIMS of the overall geography(ies) served by the owned small business		

Response Information/Instruction(s):

Enter the name of the CIMS map(s) in AMIS that identifies the overall geography(ies) served by the small business owned by the board member.

Multiple CIMS maps will only be needed if the small business owned by the board member serves non-contiguous geographies.

All areas served by the small business, including international activity, must be taken into consideration.

The CIMS map(s) may help to substantiate that the small business owned by the board member primarily serves residents of a qualified census tract(s) within the specific geography associated with, as applicable, the Investment Area Target Market or CDFI Certification collective review market component to which the board member has been presented as accountable. For example, this could be on the basis that it is reasonable to assume that the small business owned by the board member primarily serves residents of a qualified census tract(s) within the relevant Investment Area geography if, per CIMS, enough of the population in the area(s) served by that small business resides within a qualified census tract(s) within the Investment Area. For the pre-qualified, non-customized Investment Area Target Market type, the relevant Investment Area geography is the United States, its territories and the District of Columbia. For customized Investment Areas, the relevant Investment Area geography is whatever geography has been identified for that particular market via a CIMS map in AMIS.

If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.

For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.

The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualified as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records,

Field	Field Label/Question Text	Response	Field Type
and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.			
	<p>If source of Investment Area Accountability is owner of small business that principally provides goods or services to residents of a qualified census tract(s) in the IA geography:</p> <p>Investment Area Accountability – owner of a small business that principally provides goods/services to residents of a qualified census tract(s) in the IA geography – description of how the small business demonstrates that it principally provides good or services to residents of a qualified census tract(s) in the Investment Area geography</p>	Provide narrative.	Narrative.
<p>Response Information/Instruction(s):</p> <p>Provide a clear and detailed explanation of the process the Applicant used to determine that the small business owned by the board member primarily serves residents of a qualified census tract(s) within the specific geography associated with, as applicable, the Investment Area Target Market or CDFI Certification collective review market component to which the board member has been presented as accountable, that identifies the service area for the relevant business, as well as exactly what factors and information were taken into consideration to make the determination and includes the data resulting from the assessment. For the pre-qualified, non-customized Investment Area Target Market type, the relevant Investment Area geography is the United States, its territories and the District of Columbia. For customized Investment Areas, the relevant Investment Area geography is whatever geography has been identified for that particular market via a CIMS map in AMIS.</p> <p>For a small business owned by a board member to be accepted as principally serving residents of a qualified census tract(s) in the relevant Investment Area geography, the business must focus at least 51% of its operations on residents of a qualified census tract(s) anywhere in the United States, its territories and/or the District of Columbia, and, for customized Investment Areas, the focus needs to be specifically on the residents of a qualified census tract(s) within the relevant customized Investment Area geography.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p>			

Field	Field Label/Question Text	Response	Field Type
<p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualifies as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>If source of Investment Area Accountability is elected official that primarily represents residents of a qualified census tract(s) in the Investment Area geography:</p>			
	<p>Investment Area Accountability – elected official that primarily represents residents of a qualified census tract(s) in the IA geography – elected official’s office and jurisdiction</p>	<p>Enter the name of the office and jurisdiction.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Provide the name of the board member’s elected office, including the unit of government and the specific jurisdiction they represent in their capacity as an elected official.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
	<p>Investment Area Accountability – elected official that primarily serves residents of a qualified census tract(s) in the IA geography – map in CIMS of the geography served by the elected official</p>	<p>Map name.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the name of the CIMS map in AMIS that identifies the geography for the jurisdiction served by the board member in their role as an elected official.</p> <p>The CIMS map should substantiate that the elected official primarily serves residents of a qualified census tract(s) within the specific geography associated with, as applicable, the Investment Area Target Market or CDFI Certification collective review market component to which the board member has been presented as accountable. For example, this could be on the basis that it is reasonable to assume that the elected official primarily serves residents of a qualified census tract(s) within the relevant Investment Area geography if, per CIMS, enough of the population in the elected official’s jurisdiction resides within a qualified census tract(s) within the Investment Area. For the pre-qualified, non-customized Investment Area Target Market type, the relevant Investment Area geography is the United States, its territories and the District of Columbia. For customized</p>			

Field	Field Label/Question Text	Response	Field Type
<p>Investment Areas, the relevant Investment Area geography is whatever geography has been identified for that particular market via a CIMS map in AMIS.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>If source of Investment Area Accountability is staff member of a non-Affiliated third-party, community development mission-driven organization that primarily serves residents of a qualified census tract(s) in the Investment Area geography:</p>			
	<p>Investment Area Accountability – staff member of a non-Affiliated third-party, community development mission-driven entity that primarily serves residents of a qualified census tract(s) in the IA geography – name of non-Affiliated third-party entity</p>	<p>Enter name.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the name of the non-Affiliated third-party community development, mission-driven entity where the board member is employed.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must not be Affiliated with either the Applicant or, if another entity’s board information is being provided, with that other entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed does not have to be a non-profit, but it must be a community development entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must be focused on serving people within the United States, its territories and/or the District of Columbia.</p>			
	<p>Investment Area Accountability – staff member of a non-Affiliated third-party, community development mission-driven entity that primarily serves residents of a qualified census tract(s) in the IA geography – mission statement of non-Affiliated third-party entity</p>	<p>Enter mission statement.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the mission statement for the non-Affiliated third-party community development, mission-driven entity where the board member is employed exactly as it appears in a governing leadership-approved document that identifies that entity’s mission/purpose and indicate the source document (e.g., governance document such as the bylaws or similar, organizing document, such as articles of incorporation, etc.).</p>			

Field	Field Label/Question Text	Response	Field Type
<p>Do not paraphrase the mission statement. It must be presented verbatim as it appears in a binding document of record for the relevant entity.</p> <p>For information on the type of language that indicates a community development mission/purpose, see the Primary Mission section of this guidance manual. Community development does not need to be the primary mission of the non-Affiliated third-party community development, mission-driven entity where the board member is employed, but it must at least be a clear part of its mission/purpose.</p>			
	<p>Investment Area Accountability – staff member of a non-Affiliated third-party, community development mission-driven entity that primarily serves residents of a qualified census tract(s) in the IA geography – description of how the board member's employment allows them to primarily serve residents of qualified census tract(s) in the IA geography</p>	<p>Provide description.</p>	<p>Narrative.</p>
<p>Response Information/Instruction(s):</p> <p>Provide a clear and detailed explanation of the process the Applicant used to determine that the non-Affiliated third-party community development, mission-driven entity where the board member is employed primarily serves residents of a qualified census tract(s) within the specific geography associated with, as applicable, the Investment Area Target Market or CDFI Certification collective review market component to which the board member has been presented as accountable, that identifies the service area for the relevant entity, as well as exactly what factors and information were taken into consideration to make the determination and includes the data resulting from the assessment. For the pre-qualified, non-customized Investment Area Target Market type, the relevant Investment Area geography is the United States, its territories and the District of Columbia. For customized Investment Areas, the relevant Investment Area geography is whatever geography has been identified for that particular market via a CIMS map in AMIS.</p> <p>By “description of how the board member's employment allows them to primarily serve residents of qualified census tract(s) in the IA geography”, the CDFI Fund means description of how the determination was made that the employer primarily serves residents of qualified census tract(s) in the Investment Area geography, which includes identifying the service area for the relevant entity, as well as exactly what factors and information were taken into consideration to make the determination and presenting the data resulting from the assessment.</p> <p>All areas served by the non-Affiliated third-party community development, mission-driven entity where the board member is employed, including international activity, should be identified in the narrative and must be taken into consideration in the assessment of whether or not it can be accepted as primarily serving residents of a qualified census tract(s) in the relevant Investment Area geography.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must not be Affiliated with either the Applicant or, if another entity’s board information is being provided, with that other entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed does not have to be a non-profit, but it must be a community development entity.</p>			

Field	Field Label/Question Text	Response	Field Type
<p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must be focused on serving people within the United States, its territories and/or the District of Columbia.</p> <p>For a non-Affiliated third-party community development, mission-driven entity where the board member is employed to be accepted as principally serving residents of a qualified census tract(s) in the relevant Investment Area geography, that entity, <u>must as a whole</u> (not just a specific program or department or employee, but the entity overall), focus at least 51% of its operations on residents of a qualified census tract(s) anywhere in the United States, its territories and/or the District of Columbia, and, for customized Investment Areas, the focus needs to be specifically on the residents of a qualified census tract(s) within the relevant customized Investment Area geography.</p> <p>The Applicant must demonstrate that the non-Affiliated third-party community development, mission-driven entity where the board member is employed is focused specifically on serving distressed areas. Showing that the entity serves Low-Income people will not be accepted as an equivalent.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>If source of Investment Area Accountability is enrolled member of a Federally recognized tribe (for Applicants serving an IA(s) located in a Native Communities geography(ies) only):</p>			
	<p>Investment Area Accountability - enrollment in a Federally recognized tribe (for Applicants serving IA(s) in a Native Community geography(ies) only) - Federally recognized tribe.</p>	<p>Enter name of the Federally recognized tribe.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the name of the Federally recognized tribe of which the board member is an enrolled member.</p> <p>This particular source of accountability can only be used if the entity whose board information is being presented serves at least one customized Investment Area on record for it with the CDFI Fund as part of a formally presented CDFI Certification Target Market, or CDFI Certification collective review market that is wholly contained within a Native Community geography.</p> <p>While the field label/question for this field indicates that the response should only ever address the Applicant's status with regard to the relevant standard/requirement, the response should actually address whatever entity's accountability information is being presented (e.g. if the board record is for the Applicant, then it is the Applicant's status that matters; if the board record is for an entity relevant to the Applicant's collective review then it is the entity relevant to the collective review about which the response should be given; if the board record is for a Controlling entity providing accountability to another entity, then it is the Controlling entity about which the response should be given).</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-</p>			

Field	Field Label/Question Text	Response	Field Type
related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.			
	Low-Income Targeted Population – source(s) of Accountability	Select all that apply: - Low-Income individual - Staff member of a non-Affiliated third-party, community development mission-driven entity that primarily provides services to Low-Income people	Picklist
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response(s) to identify the source(s) of Accountability the relevant board member has to the specific component of whatever overall market is relevant to the purpose of the applicable board record to which the board member is being presented as accountable.</p> <p>Note: Accountable board members must continuously maintain an acceptable source of Accountability or they can no longer be considered accountable.</p>			
	If source of Low-Income Targeted Population Accountability is Low-Income individual: Low-Income Targeted Population Accountability – Low-Income individual - Applicant attests that the board member is Low-Income	Yes or No.	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identity whether or not at least 51% of all locations for the small business owned by the board member fall within a qualified census tract(s) within the specific geography associated with,</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When a board member is presented as a member of the Low-Income Targeted Population, the documentation should include information on how the board member’s income status was determined. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>If source of Low-Income Targeted Population Accountability is staff member of a non-Affiliated third-party, community development mission-driven organization that primarily provides services to Low-Income people:</p>			
	Low-Income Targeted Population Accountability – staff member of non-Affiliated third-party, community development mission-driven entity that primarily serves Low-Income people – name of non-Affiliated third-party entity	Enter name.	Text.

Field	Field Label/Question Text	Response	Field Type
<p>Response Information/Instruction(s):</p> <p>Enter the name of the non-Affiliated third-party community development, mission-driven entity where the board member is employed.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must not be Affiliated with either the Applicant or, if another entity’s board information is being provided, with that other entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed does not have to be a non-profit, but it must be a community development entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must be focused on serving people within the United States, its territories and/or the District of Columbia.</p>			
	<p>Low-Income Targeted Population Accountability – staff member of non-Affiliated third-party, community development mission-driven entity that primarily serves Low-Income people – mission statement of non-Affiliated third-party entity</p>	<p>Enter mission statement.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the mission statement for the non-Affiliated third-party community development, mission-driven entity where the board member is employed exactly as it appears in a governing leadership-approved document that identifies that entity’s mission/purpose and indicate the source document (e.g., governance document such as the bylaws or similar, organizing document, such as articles of incorporation, etc.).</p> <p>Do not paraphrase the mission statement. It must be presented verbatim as it appears in a binding document of record for the relevant entity.</p> <p>For information on the type of language that indicates a community development mission/purpose, see the Primary Mission section of this guidance manual. Community development does not need to be the primary mission of the non-Affiliated third-party community development, mission-driven entity where the board member is employed, but it must at least be a clear part of its mission/purpose.</p>			
	<p>Low-Income Targeted Population Accountability – staff member of non-Affiliated third-party, community development mission-driven entity that primarily serves Low-Income people – description of how the board member’s place of employment allows them to primarily serve Low-Income people</p>	<p>Provide narrative.</p>	<p>Narrative.</p>
<p>Response Information/Instruction(s):</p>			

Field	Field Label/Question Text	Response	Field Type
	<p>Provide a clear and detailed explanation of the process the Applicant used to determine that the non-Affiliated third-party community development, mission-driven entity where the board member is employed primarily serves Low-Income people within the United States, its territories, and/or the District of Columbia, that identifies the service area for the relevant entity, as well as exactly what factors and information were taken into consideration to make the determination and includes the data resulting from the assessment.</p> <p>By “description of how the board member’s place of employment allows them to primarily serve Low-Income people”, the CDFI Fund means description of how the determination was made that the employer primarily serves Low-Income people within the United States, its territories, and/or the District of Columbia, which includes identifying the service area for the relevant entity, as well as exactly what factors and information were taken into consideration to make the determination and presenting the data resulting from the assessment.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must not be Affiliated with either the Applicant or, if another entity’s board information is being provided, with that other entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed does not have to be a non-profit, but it must be a community development entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must be focused on serving people within the United States, its territories and/or the District of Columbia.</p> <p>For a non-Affiliated third-party community development, mission-driven entity where the board member is employed to be accepted as primarily serving Low-Income people within the United States, its territories, and/or the District of Columbia, that entity, <u>must as a whole</u> (not just a specific program or department or employee, but the entity overall), focus at least 51% of its operations on Low-Income people within the United States, its territories, and/or the District of Columbia.</p> <p>The Applicant must demonstrate that the non-Affiliated third-party community development, mission-driven entity where the board member is employed is focused specifically on serving Low-Income people. Showing that the entity serves areas identified as economically distressed will not be accepted as an equivalent.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>		
	Other Targeted Population Accountability – source(s) of Accountability	Select all that apply: <ul style="list-style-type: none"> - Member of the Other Targeted Population - Staff member of a Certified CDFI (OTP-CDFI only) - Staff member of a non-Affiliated third-party community development mission-driven entity that primarily provides services to people with 	Picklist.

Field	Field Label/Question Text	Response	Field Type
		disabilities (OTP – Persons with Disability only) - Family member of a person with disability (OTP – Persons with Disability only)	
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response(s) to identify the source(s) of Accountability the relevant board member has to the specific component of whatever overall market is relevant to the purpose of the applicable board record to which the board member is being presented as accountable.</p> <p>Note: Accountable board members must continuously maintain an acceptable source of Accountability or they can no longer be considered accountable.</p>			
	<p>If source of Other Targeted Population Accountability is member of the Other Targeted Population:</p> <p>Other Targeted Population Accountability – member of the Other Targeted Population - assessment methodology used to confirm status as member of the Other Targeted Population</p>	<p>Select all that apply (see guidance for acceptable means of assessment by OTP type):</p> <ul style="list-style-type: none"> - OTP-AA.1: Self Report. - OTP-AA.2: Visual & ID. - OTP-Hisp.1: Self Report. - OTP-Hisp.2: Visual & ID. - OTP-Hisp.3: Surname. - OTP-Native American.1: Self Report. - OTP-Native American.2: Tribal Document. - OTP-Native Alaskan.1: Self Report. - OTP-Native Alaskan.2: Tribal Document. - OTP-Native Hawaiian.1: Self Report. - OTP-Native Hawaiian.2: Registry Card. - OTP-Pacific Islander.1: Self Report. - OTP-Pacific Islander.2: Visual & ID. - OTP-PWD.1: Self Report. - OTP-PWD.2: Visual & ID. - OTP-PWD.3: Technology/ Accessibility. - OTP-Certified CDFI.1: Certified - OTP-Filipino.1: Self Report - OTP-Vietnamese.1: Self Report - CDFI Assessment methodology(ies) separately approved by the CDFI Fund 	Picklist.
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response(s) to identify the method used to verify that the board member is a member of the population(s) to which they are being presented as accountable.</p>			

Field	Field Label/Question Text	Response	Field Type
<p>In most, but not all cases, the only way to demonstrate accountability to an Other Targeted Population is for a board member(s) to be a member of that population.</p> <p>Review the CDFI Certification guidance on Pre-Approved Target Market Assessment Methodologies for information on the specifics of the allowed Target Market assessment methods.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. For board members presented as accountable as members of an Other Targeted Population, documentation might include a copy of a form where the board member self-reported their status, copy of a tribal enrollment card, etc. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
	<p>Other Targeted Population Accountability – member of the Other Targeted Population – assessment methodology(ies) separately approved by the CDFI Fund used to confirm status as member of the Other Targeted Population</p>	<p>Narrative.</p>	<p>Narrative.</p>
<p>Response Information/Instruction(s):</p> <p>Applicants do not need to complete this field.</p> <p>If this is a required field, enter “See determination letter.”</p>			
<p>If source of Other Targeted Population Accountability is staff member of a Certified CDFI:</p>			
	<p>Other Targeted Population Accountability – staff member of a Certified CDFI – name of the Certified CDFI</p>	<p>Enter name.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the name of the Certified CDFI.</p> <p>An entity’s status as a Certified CDFI can be verified using the list of Certified CDFIs available at the CDFI Fund’s website.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>If source of Other Targeted Population Accountability is staff member of a non-Affiliated third-party, community development mission-driven entity that primarily serves people with disabilities:</p>			
	<p>Other Targeted Population Accountability – staff member of non-Affiliated third-party,</p>	<p>Enter name.</p>	<p>Text.</p>

Field	Field Label/Question Text	Response	Field Type
	community development mission-driven entity that primarily serves people with disabilities in the U.S. or its territories – name of non-Affiliated third-party entity		
<p>Response Information/Instruction(s):</p> <p>Enter the name of the non-Affiliated third-party community development, mission-driven entity where the board member is employed.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must not be Affiliated with either the Applicant or, if another entity’s board information is being provided, with that other entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed does not have to be a non-profit, but it must be a community development entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must be focused on serving people within the United States, its territories and/or the District of Columbia.</p>			
	Other Targeted Population Accountability – staff member of non-Affiliated third-party, community development mission-driven entity that primarily serves people with disabilities in the U.S. or its territories – mission statement of non-Affiliated third-party entity	Enter mission statement.	Text.
<p>Response Information/Instruction(s):</p> <p>Enter the mission statement for the non-Affiliated third-party community development, mission-driven entity where the board member is employed exactly as it appears in a governing leadership-approved document that identifies that entity’s mission/purpose and indicate the source document (e.g., governance document such as the bylaws or similar, organizing document, such as articles of incorporation, etc.).</p> <p>Do not paraphrase the mission statement. It must be presented verbatim as it appears in a binding document of record for the relevant entity.</p> <p>For information on the type of language that indicates a community development mission/purpose, see the Primary Mission section of this guidance manual. Community development does not need to be the primary mission of the non-Affiliated third-party community development, mission-driven entity where the board member is employed, but it must at least be a clear part of its mission/purpose.</p>			
	Other Targeted Population Accountability – staff member of non-Affiliated third-party, community development mission-driven entity that primarily serves people with disabilities in the U.S. or its territories – description of how the board member’s	Provide description.	Narrative.

Field	Field Label/Question Text	Response	Field Type
	place of employment allows him/her to primarily serve people with disabilities		
<p>Response Information/Instruction(s):</p> <p>Provide a clear and detailed explanation of the process the Applicant used to determine that the non-Affiliated third-party community development, mission-driven entity where the board member is employed primarily serves people with disabilities within the United States, its territories, and/or the District of Columbia, that identifies the service area for the relevant entity, as well as exactly what factors and information were taken into consideration to make the determination and includes the data resulting from the assessment.</p> <p>By “description of how the board member’s place of employment allows the board member to primarily serve Low-Income people”, the CDFI Fund means description of how the determination was made that the employer primarily serves people with disabilities within the United States, its territories, and/or the District of Columbia, which includes identifying the service area for the relevant entity, as well as exactly what factors and information were taken into consideration to make the determination and presenting the data resulting from the assessment.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must not be Affiliated with either the Applicant or, if another entity’s board information is being provided, with that other entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed does not have to be a non-profit, but it must be a community development entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must be focused on serving people within the United States, its territories and/or the District of Columbia.</p> <p>For a non-Affiliated third-party community development, mission-driven entity where the board member is employed to be accepted as primarily serving people with disabilities within the United States, its territories, and/or the District of Columbia, that entity, <u>must as a whole</u> (not just a specific program or department or employee, but the entity overall), focus at least 51% of its operations on people with disabilities within the United States, its territories, and/or the District of Columbia.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
	<p>If source of Other Targeted Population Accountability is family member of a person with a disability that lives/is employed in the U.S. or its territories:</p> <p>Other Targeted Population Accountability – family member of a person with a disability that lives/is employed in the U.S. or its territories - relationship of the board member to the person with a disability</p>	<p>Select one:</p> <ul style="list-style-type: none"> - Spouse. - Parent. - Child. - Sibling. - Aunt or Uncle. - Grandparent. - Stepparent. - Stepchild. - Stepsibling. 	Picklist.

Field	Field Label/Question Text	Response	Field Type
		<ul style="list-style-type: none"> - In-law parent. - In-law sibling. 	
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response(s) to identify the relationship the board member has to a person with a disability.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p><i>Repeat source of accountability data entry for each board member that is being presented as accountable from each board being used as a means of Accountability.</i></p>			

NON-GOVERNMENT ENTITY

[CDFI Certification Non-Government Entity Requirements](#)

To meet the CDFI Certification Non-Government Entity requirements, an entity may not be an agency or instrumentality of the United States government, or of any State or political subdivision therein. An entity that is created by, or formed in partnership with a government or government-Controlled entity, or receives substantial assistance from a government entity may be a CDFI, provided it is not Controlled by such entities and maintains independent decision-making authority over its activities.

An entity that is Controlled by a tribal government (includes both federally and state recognized tribal governments), but not by a governmental body of the United States or any of its political subdivisions is eligible for CDFI Certification. Indian tribes are not governmental bodies nor agencies or instrumentalities of the United States or any of its political subdivisions.

[Transition Away from Government Control](#)

If a CDFI Certification Applicant was previously Controlled by a government or government-Controlled entity, it can demonstrate that it has become a non-government entity if its governing leadership-approved governance and organizing documents demonstrate that the following conditions have been met for at least one year.

- No government or government-Controlled entity has a Controlling ownership interest in the Applicant by being one of its owners, members, or partners or, if the Applicant issues stock, by owning or having the power to vote 25% or more of the voting stock shares.
- No government or government-Controlled entity and no officials or employees of any such entity have the authority to occupy or select who will occupy either the majority or a substantial minority of the Applicant's governing leadership positions (e.g., governing/managing board members, managing member, managing partner, and so on).
- The Applicant's governing leadership does not consist of a majority or substantial minority of officials or employees of a particular government or government-Controlled entity.

A substantial minority of a board is less than half of the number of board members, but still enough to be able to influence or impact how the board functions and/or the decisions it makes. The number of board members that constitutes a substantial minority depends on the board parameters, stated in the entity's bylaws, including its size, how it is structured and how it operates.

[Completing the CDFI Certification Application Non-Government Entity Section](#)

To complete the Non-Government Entity section of the CDFI Certification Application, Applicants will:

- review and, if needed, provide or correct any information intended to be auto-populated into the CDFI Certification Application Non-Government Entity section fields.
- complete the non-auto-populated Non-Government Entity section field(s).
- attach copies of all required documentation.

NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.

Non-Government Entity – CDFI Certification Application Data Fields

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
NGE01	Was the Applicant previously Controlled by a government entity or government-Controlled entity?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant previously Controlled by a government entity or government-Controlled entity.	Picklist.
NGE01.1	If “Yes,” can the Applicant demonstrate that it has been more than 12 months since it transitioned from government control?	Yes or No.	If “Yes,” to question NGE01, select the appropriate response to indicate whether or not the Applicant demonstrate that it has been more than 12 months since it transitioned from government control. If “No,” the Applicant is not eligible for CDFI Certification.	Picklist.
NGE01.2	Attach copy of document(s) that clearly evidences that the Applicant is no longer Controlled by a government entity or government-Controlled entity.	Attach document.	If “Yes,” to question NGE01.1, attach a copy of document(s) that clearly provides evidence that the Applicant is no longer Controlled by a government entity or government-Controlled entity for at least 12 months from the date the application was submitted. NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of	Attachment.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
			<i>governing leadership approval.</i>	
NGE02	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?	Yes or No.	Select the appropriate response to indicate whether or not 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. A substantial minority of a board is less than half of the number of board members, but still enough to be able to influence or impact how the board functions and/or the decisions it makes. The number of board members that constitutes a substantial minority depends on the board parameters, as state in the Applicant’s bylaws, including its size, how it is structured and how it operates.	Picklist.
NGE02.1	If “Yes,” explain how this circumstance is not evidence of government Control.	Provide narrative.	If “Yes,” to question NGE02, explain how this circumstance is not evidence of government Control.	Narrative.
NGE03	Does a government or government-Controlled entity have a Controlling ownership interest in the Applicant as one of its owners, members, or partners or, if the Applicant issues stock, by owning or having the power to vote 25% or more of the voting stock shares?	Yes or No.	Select the appropriate response to indicate whether or not a government or government-Controlled entity have a Controlling ownership interest in the Applicant as one of its owners, members, or partners or, if the Applicant issues stock, by owning or having the power to vote 25% or more of the voting stock shares.	Picklist.
NGE03.1	If “Yes,” explain how this circumstance is not evidence of government	Provide explanation.	If “Yes, to question NG03, explain how this circumstance is not evidence	Narrative.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
	Control.		of government Control.	
NGE04	Does the Applicant’s governing board contain members that are government officials (elected, appointed, employees, etc.)?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant’s governing board contain members that are government officials. If “Yes,” respond to questions NGE04.1, NGE04.1a - NGE04.1b	Picklist.
NGE04.1	Identify the governing board members that are government officials.	Enter board member name.	Enter the name of the governing board member(s) that are government officials.	Text.
NGE04.1 a	Identify the government agency.	Enter name of government agency.	Enter the name of the government agency the governing board member is officially connected to.	Text.
NGE04.1 b	Identify the board member’s title and role with the government agency.	Enter title and role.	Enter the board member’s position title and describe their role with the government agency in which they are officially connected.	Text.
NGE04.2	Does a majority or substantial minority of the Applicant’s board of directors consist of government officials (elected, appointed, employees, etc.)?	Yes or No.	Select the appropriate response to indicate whether or not a majority or substantial minority of the Applicant’s board of directors consist of government officials. A substantial minority of a board is less than half of the number of board members, but still enough to be able to influence or impact how the board functions and/or the decisions it makes. The number of board members that constitutes a substantial minority depends on the board parameters, as stated in the Applicant’s bylaws, including its size, how it is	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
			structured and how it operates.	
NGE04.2 a	If “Yes,” explain how this circumstance is not evidence of government Control.	Provide explanation.	If “Yes,” to question NGE04.2, explain how this circumstance does not evidence government Control.	Narrative.
NGE04.3	Does the Applicant’s organizing/establishing documents or bylaws require that a certain number of the Applicant’s governing board be government employees or elected/appointed government officials?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant’s organizing/establishing documents or bylaws require that a certain number of the Applicant’s governing board be government employees or elected/appointed government officials.	Picklist.
NGE04.3 a	If “Yes,” explain how this circumstance does not constitute government Control.	Provide explanation.	If “Yes,” to question NGE04.3, explain how this circumstance does not constitute government Control.	Narrative.
NGE05	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?	Yes or No.	Select the appropriate response to indicate whether or not 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.	Picklist.
NGE05.1	If “Yes,” explain how this circumstance does not constitute government Control.	Provide explanation.	If “Yes,” to question NG05, explain how this circumstance does not constitute government Control.	Narrative.
NGE06	Does any government entity provide more than 50% of the Applicant’s operating and/or capital budget?	Yes or No.	Select the appropriate response to indicate whether or not any government entity provides more than 50% of the Applicant’s operating and/or capital budget. If “Yes,” respond to questions NGE06.1 - NGE06.4	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
NGE06.1	Explain how this circumstance does not constitute government Control.	Provide explanation.	Explain how this circumstance does not constitute government Control.	Narrative.
NGE06.2	Does that government entity have the ability to control the use of those funds?	Yes or No.	Select the appropriate response to indicate whether or not that government entity has the ability to control the use of those funds.	Picklist.
NGE06.3	Attach a copy of the contract or grant agreement(s) for any government entity that provides operating and/or capital funds to the Applicant.	Attachment(s).	Attach a copy of the contract or grant agreement(s) for any government entity that provides operating and/or capital funds to the Applicant. NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i>	Attachment.
NGE06.4	Provide the page number of the document that provides confirmation.	Enter page number(s).	Direct the CDFI Fund to the exact page number(s) from the attached document(s) that provides evidence that the government entity provides operating and/or capital funds to the Applicant.	Numeric.
NGE07	Does any government entity manage any aspect of the Applicant's operations?	Yes or No.	Select the appropriate response to indicate whether or not any government entity manages any aspect of the Applicant's operations.	Picklist.
NGE07.1	If "Yes," explain how this circumstance does not	Provide explanation.	If "Yes," to question NGE07, explain how this	Narrative.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
	constitute government Control.		circumstance does not constitute government Control.	
NGE08	Are any of the employees of the Applicant government employees or employees of an organization Controlled by one or more government entities?	Yes or No.	Select the appropriate response to indicate whether or not any of the employees of the Applicant government employees or employees of an organization Controlled by one or more government entities.	Picklist.
NGE08.1	If “Yes,” explain how this circumstance does not constitute government Control.	Provide explanation.	If “Yes,” to question NGE08, explain how this circumstance does not constitute government Control.	Narrative.
NGE09	If the Applicant is Controlled by another entity, is that entity Controlled by one or more government entities?	Yes or No.	Select the appropriate response to indicate whether or not the Applicant is Controlled by another entity, select the appropriate response to indicate whether or not that entity Controlled by one or more government entities	Picklist.
NGE09.1	If “Yes,” explain how this circumstance does not constitute government Control of the Applicant.	Provide explanation.	If “Yes,” to question NGE09, explain how this circumstance does not constitute government Control of the Applicant.	Narrative.
NGE10	Does 50% or more of the Applicant’s funding to support programs or activities developed by a government entity and implemented by the Applicant on behalf of that government entity come from a single government entity?	Yes or No.	Select the appropriate response to indicate whether or not 50% or more of the Applicant’s funding to support programs or activities developed by a government entity and implemented by the Applicant on behalf of that government entity come from a single government entity. If “Yes,” respond to questions NGE10.1 –	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
			NGE10.3	
NGE10.1	Explain how this funding does not constitute government Control.	Provide explanation.	Explain how this funding does not constitute government Control.	Narrative.
NGE10.2	Attach a copy of contract(s).	Attachment(s).	Attach a copy of contract(s). NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i>	Attachment.
NGE10.3	Provide the page number of the document that provides confirmation.	Enter Page Number(s).	Direct the CDFI Fund to the exact page number(s), from the attached document(s), with the relevant information.	Numeric.

NATIVE AMERICAN CDFI DESIGNATION

Native American CDFI Designation Requirements

To obtain and maintain the Native American CDFI designation, an entity must:

- meet all relevant requirements to be a Certified CDFI;
- primarily serve a Native Community(ies), as evidenced by at least 50% of its eligible Financial Product activity (in both number and dollar volume) being directed to a Native Community(ies) market consisting of one or more Native Communities; and
- demonstrate accountability to a Native Community(ies) (can include a Native Community(ies) not currently served via eligible Financial Product activity).

NOTE: *Compliance with the Native Community(ies) activity benchmark requirements for the Native American CDFI designation is determined based on eligible Financial Product activity alone. Other activity, including eligible Financial Services, is not considered.*

NOTE: *The statutorily required CDFI Certification collective review for DIHCs, Affiliates of DIHCs, and Subsidiaries of IDIs, required for the general CDFI Certification, does not apply to the Native American CDFI designation. However, DIHCs that do not directly engage in any eligible Financial Product or eligible Financial Services activity may rely on the activity of an entity relevant to its collective review process to meet the Native American CDFI designation requirement.*

To maintain the Native American CDFI designation, entities must, in addition to meeting the general CDFI Certification requirements, demonstrate compliance with the Native Community(ies) market eligible Financial Product activity benchmarks each fiscal year, as well as with the Native American CDFI designation Accountability requirements. The Native American CDFI designation cannot be maintained independent of CDFI Certification. If an entity is not CDFI Certified, it is ineligible to have the Native American CDFI designation.

NOTE: Failure to meet the requirements for the Native American CDFI designation will not, on its own, adversely affect an entity's CDFI Certification status.

An entity that has received the Native American CDFI designation that fails to meet the Native Community(ies) market benchmarks based on its eligible Financial Product activity over its most recently completed fiscal year may maintain its Native American CDFI designation by demonstrating that it met the benchmarks over a three-year period through the last day of its most recently completed fiscal year (or over two full fiscal years for an entity that has been a Certified CDFI under the CDFI Certification policies that went into effect in December 2023 for less than two years) – as measured by data submitted in its three most recent TLRs, including the TLR submitted as part of its CDFI Certification Application, if necessary.

A Native American CDFI that still falls below the Native American CDFI Native Community(ies) market eligible Financial Product activity benchmarks over three full fiscal years of financing activity in their TLR (or over two full fiscal years for those that have been Certified CDFIs under the CDFI Certification policies that went into effect in December 2023 for less than two years) will lose the Native American CDFI designation.

Native Communities

Native Communities include the following populations: Native American/American Indian, Native Alaskan, and Native Hawaiian; 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.

[Native American CDFI Designation and Accountability](#)

Native American CDFI Designation – Methods of Accountability

Option 1: Governing Board Only

- at least 33% of the governing board is accountable to Native Community(ies); *and*
- at least 50% of such representative board members are members of a Native Community population(s).

Option 2: Governing Board Supplemented by Advisory Board

- at least 60% of an advisory board is accountable to a Native Community(ies);
- at least 50% of such representative board members are members of a Native Community population(s);
- at least 20% of the governing board is accountable to a Native Community(ies);
- at least one governing board member is also a member of the advisory board; *and*
- the Applicant has adopted an advisory board policy.

Option 3: Advisory Board Supplemented by Credit Union Membership (Credit Union Applicant Only)

- at least 33% of the credit union's members are determined to be members of a Native Community(ies), using a CDFI Fund-approved market assessment methodology ;
- at least 60% of the advisory board are accountable to a Native Community(ies);
- at least 50% of such representative board members are members of a Native Community population(s);
- at least one governing board member is also a member of the advisory board; *and*
- the Applicant has adopted an advisory board policy.

Option 4: Advisory Board Only (DIHCs, IDIs, and entities without a formal governing board only)

- at least 80% of the advisory board is accountable to a Native Community(ies);
- at least 50% of such representative board members are members of a Native Community population(s);
- at least one governing leadership of the Applicant entity is also a member of the advisory board; *and*
- the Applicant has adopted an advisory board policy.

Board Standards

See information in the Accountability section of this guidance manual.

Native American CDFI Designation – Sources of Accountability

The individual accountability of board members to a Native Community(ies) may be demonstrated through any of the following sources:

- membership in a Native Community population;
- primary residence in a Native Community geography;
- status as a small business owner, where the business is primarily located in a Native Community geography(ies);
- status as a small business owner that principally employs and/or principally provides goods or services to residents of a Native Community geography(ies);
- status as an elected tribal government official serving a Native Community; or
- status as a staff member of a non-Affiliated, third-party, community development mission-driven organization that primarily provides services to members of a Native Community population(s) and/or residents of Native Community geography(ies).

[Completing the CDFI Certification Application Native American CDFI Designation Section](#)

To complete the Native American CDFI designation section of the CDFI Certification Application, Applicants will:

- create a Native American CDFI Native Community(ies) market record(s) in the CDFI Certification market section of its AMIS account to represent its Native American CDFI Native Community(ies) market.
- if the Applicant will use an advisory board to demonstrate accountability to its Native American CDFI Native Community(ies) market, create or review and, if needed, update its advisory board policy.
- as applicable in connection with the board(s) being used to demonstrate accountability to its Native American CDFI Native Community(ies) market, create or review and, if needed, update a board member recusal policy for itself.
- if any member of the board(s) the Applicant will use as a means of accountability in connection with the Native American CDFI designation is being presented as accountable via a source(s) of Accountability requiring a CIMS map to demonstrate its validity, create the related CIMS map(s) in AMIS.
- create board, board member an accountable board member records in AMIS to present Accountability information in connection with the Native American CDFI designation.
 - o attach copies of all required documentation in the board, board member and accountable board member records.

NOTE: *CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.*

- review and, if needed, provide or correct any information intended to be auto-populated into the CDFI Certification Application Native American CDFI designation section fields.
- complete the non-auto-populated Native American CDFI designation section field(s).
- attach copies of all required documentation.

NOTE: *CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.*

Native American CDFI Designation – CDFI Certification Application Data Fields - General

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
NA01	Does the Applicant want to be designated as a Native American CDFI?	Yes or No.	Select the appropriate response that indicates whether or not the Applicant wasn't to be designated as a Native American CDFI. [If "No," no further questions in this section.]	Picklist.

Field	Field Label/Question Text	Response	Response Information/Instruction(s)	Field Type
NA02	If the Applicant provided Financial Products to any Native Community(ies) during the immediate 12 full months completed prior to submission of the CDFI Certification Application, identify the Native Community(ies) that received the Financial Products and/or the depository accounts.	Select all that apply: <ul style="list-style-type: none"> - Native American. - Native Alaskan. - Native Hawaiian. - Native American areas defined as federally designated reservation(s). - Hawaiian homeland(s). - Alaska Native Village(s). - U.S. Census Bureau-designated Tribal Statistical Area(s). 	If “Yes,” to question NA01, select the appropriate response(s) to identify the Native Community(ies) to which the Applicant directed eligible Financial Products during its most recently completed full 12 month fiscal year.	Picklist.
<p>Response Information/Instruction(s):</p> <p>While the field label/question for this field indicates that the Applicant should respond based on eligible Financial Product activity closed during the last 12 full calendar months, the response should actually reflect the Applicant’s status for its most recently completed full 12 month fiscal year.</p>				

[Native American CDFI Designation – Native Community\(ies\) Market Activity – CDFI Certification Application Data Fields](#)

Data on the level of eligible Financial Product activity the Applicant directs to a Native Community market(s) will be collected in the TLR. The data must include all eligible Financial Product transactions that were closed by the Applicant during its most recently completed full 12 month fiscal year. Transactions directed to a Native Community market(s) must be identified in the TLR in order to count toward the 50% requirement for the Native American CDFI designation.

NATIVE AMERICAN CDFI DESIGNATION – ACTIVITY DIRECTED TO NATIVE COMMUNITIES <i>(Simulated Table – actual display in AMIS may differ)</i>				
	Percent of Native Communities Financial Products – Number	Native Communities threshold met?	Percent of Native Communities Financial Products – Dollar volume	Native Communities threshold met?
Total Financial Products	[Auto-populated]	[Auto-display – Yes or No.]	[Auto-populated]	[Auto-display – Yes or No.]
	Percent of Native Communities Financial Products – Number	Native Communities threshold met?	Percent of Native Communities Financial Products – Dollar volume	Native Communities threshold met?

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
NA-NC01	Is the Applicant a DIHC that does not engage in its own direct Financial Product or Financial Service activity and is relying on its Affiliates to meet the CDFI Certification Financing Entity or Target Market requirements?	Yes or No.	Select the appropriate response to identify whether or not the Applicant is a DIHC that does not engage in its own direct eligible Financial Product activity and is relying on all entities relevant to its CDFI Certification collective review process that do engage in such activity to meet the Native Community(ies) market benchmarks for the Native American CDFI designation. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Picklist.
<p>Response Information/Instruction(s):</p> <p>Responses made between this field and other fields in the CDFI Certification Application that address whether or not the Applicant is using the CDFI Certification provision for DIHCs that do not engage in their own direct eligible Financial Product activity must be consistent. Inconsistent responses about whether or not a special provision is being used may result in the decline of the CDFI Certification Application.</p>				
NA-NC01.1	If “Yes” to NA-NC01: identify all Affiliate(s) that are required to be presented for review in connection with the CDFI Certification.	Select relevant Affiliates from Affiliates record.	Select entity name.	Look-Up.
NA-NC02	Native Communities assessment methodology attestation – Financial Products: Applicant attests that Financial Product transactions counted have and will continue to be directed to Native Communities using the assessment methodology(ies) that was pre-approved by the CDFI	Yes or No.	<i>See below for response information and instruction(s) needed to complete this field.</i>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
	Fund.			
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to confirm whether or not for each Native Community population it serves with its eligible Financial Product activity the Applicant has complied with and will continue to comply with the CDFI Fund-approved market assessment methodology(ies) used to determine whether eligible Financial Product activity has been directed to that population(s) and that for each Native Community geography it serves with its eligible Financial Product activity it has applied and will continue to apply processes consistent with the CDFI Fund-approved Target Market assessment methodology(ies) for an Investment Area where instead of verifying statuses related to a “qualified census tract or an eligible customized Investment Area (CIA) or non-Metro county or parish Investment Area”, status related to Native Community geographies is verified instead.</p> <p>Refer to the Pre-approved TM Assessment Methodologies.</p>				
NA-NC03	Identify the assessment methodology(ies) used by the Applicant.	<p>Select all that apply:</p> <ul style="list-style-type: none"> - OTP-Native American.1: Self-Report. - OTP-Native American. 2: Tribal Identification Verification. - OTP-Native Alaskan.1: Self-Report. - OTP-Native Alaskan.2: Tribal Identification Verification. - OTP-Native Hawaiian.1: Self-Report. - OTP-Native Hawaiian.2: Origins Identification Verification. - Separately approved assessment methodology. 	<p>Select the appropriate response(s) that identifies the pre-approved market assessment methodology(ies) used by the Applicant.</p> <p>If the Applicant serves a Native Community geography(ies), select “Separately approved assessment methodology” and enter Investment Area/Native Community geography in the related text box.</p> <p>If the Applicant has been pre-approved to use a market assessment methodology that is not currently displayed in the picklist, select “Separately approved assessment methodology”.</p> <p>Review the CDFI Certification guidance on Pre-Approved Target Market Assessment Methodologies for information on the specifics of the allowed market assessment methods.</p>	Picklist.

Field	Field Label/Question Text	Response	Response Information/ Instruction(s)	Field Type
NA-NC01	If “Separately approved assessment methodology”:			
NA-NC03.1	Identify the assessment methodology(ies) approved by the CDFI Fund.	Provide narrative.	Enter the name of the Target Market assessment methodology(ies) that was separately approved by the CDFI Fund and does not currently display in the picklist. <i>See below for other response information and instruction(s) needed to complete this field.</i>	Text.
Response Information/Instruction(s): If the Applicant serves a Native Community geography(ies), enter Investment Area/Native Community geography. Review the CDFI Certification guidance on Pre-Approved Target Market Assessment Methodologies for information on the specifics of the allowed market assessment methods.				

[Native American CDFI Designation – Accountability – CDFI Certification Application Data Fields](#)

NOTE: Before an Applicant can complete Accountability fields in the CDFI Certification Application for the purposes of demonstrating its Accountability in connection with the Native American CDFI designation, it must:

- create a CDFI Certification Market record(s) in the CDFI Certification Market section of their AMIS account to represent each component of their CDFI Native American CDFI designation market.
- create board, board member and CDFI Certification accountable member records in their AMIS account to present their Accountability information in connection with the Native American CDFI designation.

CDFI Certification Applicants seeking the Native American CDFI designation must present Native American CDFI designation-related Accountability information separately from the Accountability information provided in connection with the general CDFI Certification.

One Native American CDFI Accountability-related field must be completed in the Native American CDFI designation section of the CDFI Certification Application. In addition, Native American CDFI designation Accountability-related board, board member and accountable board member records must be created and completed in the Applicant’s AMIS account.

Field	Field Label/Question Text	Response	Field Type
	CDFI Certification - Native American CDFI – board(s) to demonstrate Applicant’s Native American CDFI Accountability	Select Board Name from AMIS Board Record.	Look-up.

Response Information/Instruction(s):

Use the look-up function in this field to find the board record(s) in the Applicant’s AMIS account for the board(s) that will be used to demonstrate its accountability to its Native American CDFI designation market and then enter that board(s) as the chosen response by selecting it from the look-up results list.

The board record(s) selected must be a new record(s) created specifically for the CDFI Certification Application and for Native American CDFI designation Accountability in particular and must reflect the Applicant’s current board information based on an as of date no more than 45 days prior to submission of the Application.

NOTE: A board record(s), separate from the board record(s) the Applicant is using for general CDFI Certification, must be created to present Accountability information for the Native American CDFI designation, even if the board(s) and accountable board member(s) being used for both purposes are the same.

The number of boards used by the Applicant to demonstrate its accountability in connection with the Native American CDFI designation will depend on the method of Accountability it uses, but will never exceed two boards (one governing board and one advisory board).

Repeat this step if both a governing and an advisory board will be used for Native American CDFI designation Accountability purposes.

[Native American CDFI Designation – Accountability – Board, Board Member and Accountable Board Member Records Data Fields](#)

The Accountability-related board, board member records that must be created and completed by entities applying for the Native American CDFI designation are the same as those that must be completed in connection with the general CDFI Certification. Information and instructions on how to complete board and board member records can be found in the Accountability section of this guidance manual. For the CDFI Certification Accountable Member record(s) that need to be created and completed to demonstrate Accountability in connection with the Native American CDFI designation, see below.

Note: The field labels that display in an actual board record, board member record and accountable board member record (vs. the field labels/questions that appear in the pop-up window where the board, board member and accountable board member data is entered) may not accurately reflect the information that has been or should be provided in that field. Please make sure to hover over the “i” in the black circle for fuller information on how the field should be completed.

Field	Field Label/Question Text	Response	Field Type
ACCOUNTABLE BOARD MEMBER RECORDS – NATIVE AMERICAN CDFI DESIGNATION – DATA ENTRY			
<i>The following information addresses how to complete the fields in an accountable board member record for the purpose of demonstrating Accountability in connection with the Native American CDFI designation.</i>			
<i>For information on how to complete the Accountability-related fields for the Native American CDFI designation in the CDFI Certification Application or an Accountability-related board or board member record in an entity’s AMIS account, go to the Accountability – CDFI Certification Application Data Fields and to the board and board member record information in the Accountability – Board, Board Member and Accountable Board Member Records sub-sections of the Accountability section of this guidance manual.</i>			

Field	Field Label/Question Text	Response	Field Type
<p><i>The following fields will be completed in the board member records created within a board record in an entity's AMIS account.</i></p>			
<p><i>The data entry for the accountable board member records will be repeated for each member of the applicable board that the Applicant believes is accountable to a component(s) of whatever overall market is relevant to the purpose of the particular board record (i.e., the Applicant's CDFI Certification Target Market; if applicable, the CDFI Certification collective review market for an entity relevant to the Applicant's CDFI Certification collective review process; or, if applicable, the Applicants Native American CDFI designation market), as well as for each market component for which a particular board member is believed to meet the Accountability requirements.</i></p>			
	<p>Native American CDFI accountable board member - Native Community type to which the board member is accountable.</p>	<p>Select one.</p> <ul style="list-style-type: none"> - Native American areas defined as Federally-designated reservation(s). - Hawaiian homeland(s). - Alaska Native Village(s). - U.S. Census Bureau designated Tribal Statistical Area(s). - Native American. - Native Alaskan. - Native Hawaiian. 	<p>Picklist.</p>
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify a Native Community market type to which the Applicant believes the board member is accountable.</p> <p>A separate accountable board member record/sub-page must be created in a board member's record for each Native Community market type to which the Applicant believes the board member is accountable.</p>			
	<p>Native American CDFI – Native Community(ies) Accountability - source(s) of Native Community(ies) Accountability</p>	<p>Select all that apply:</p> <ul style="list-style-type: none"> - Member of a Native Community population(s). - Primary residence in a Native Community geography. - Owner of a small business primarily located in a Native Community geography(ies). - Owner of a small business that principally provides goods or services to residents of a Native Community geography(ies). - Owner of a small business that principally employs residents of a Native Community geography(ies). - Elected Tribal Government official. - Staff member of a non-Affiliated third-party, community development mission-driven entity that primarily serves residents of a Native Community geography(ies) 	<p>Picklist.</p>

Field	Field Label/Question Text	Response	Field Type
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response(s) to identify the source(s) of Accountability the relevant board member has to a Native Community population(s) or geography(ies).</p> <p>If a non-Affiliated third-party, community development mission-driven entity where a board member is employed primarily serves a Native Community population(s) select the geography(ies)</p> <p>Note: Accountable board members must continuously maintain an acceptable source of Accountability or they can no longer be considered accountable.</p>			
NA-CA13	<p>If source of Native Community(ies) Accountability is primary residence in a Native Community geography:</p> <p>Native American CDFI – Native Community(ies) Accountability – primary residence in a Native Community geography - FIPS code for the census tract within which the board member resides</p>	<p>Enter FIPS code.</p> <p>(Include leading zeros where appropriate)</p>	Numeric.
<p>Response Information/Instruction(s):</p> <p>Enter the Federal Information Processing Standards (FIPS) code for the census tract where the board member resides.</p> <p>To be accountable to a Native Community geography as a resident of a Native Community geography, a board member’s primary place of residence must be within a census tract within a Native American area defined as a Federally-designated reservation, a Hawaiian homeland, an Alaska Native Village or a U.S. Census Bureau designated Tribal Statistical Area.</p> <p>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.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using the resident of a Native Community geography source of accountability, the documentation should include, but is not necessarily limited to the address of the board member and information on how it was determined that the location provided is the board member’s primary place of residence. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>If source of Native Community(ies) Accountability is owner of a small business primarily located in a Native Community geography(ies):</p>			
	<p>Native American CDFI – Native Community(ies) Accountability – owner of a small business – percentage of the small business owned by the board member</p>	<p>Enter percentage.</p>	Numeric.
<p>Response Information/Instruction(s):</p>			

Field	Field Label/Question Text	Response	Field Type
<p>Enter the percentage of the small business owned by the board member.</p> <p>A board member must own at least 25% of a small business to be presented as an owner of that business.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p>			
	<p>Native American CDFI – Native Community(ies) Accountability – owner of a small business – legal name of the small business owned by the board member</p>	<p>Enter name.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the legal name of the small business owned by the board member.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p>			
	<p>If source of Native Community(ies) Accountability is owner of a small business primarily located in a Native Community geography(ies):</p> <p>Native American CDFI – Native Community(ies) Accountability – owner of a small business primarily located in a Native Community geography(ies) – Are at least 51% of all the locations for the owned small business in a census tract(s) in a Native Community geography(ies)?</p>	<p>Yes or No.</p>	<p>Picklist.</p>

Field	Field Label/Question Text	Response	Field Type
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response to identify whether or not at least 51% of all locations for the small business owned by the board member fall within a Native American area defined as a Federally-designated reservation, a Hawaiian homeland, an Alaska Native Village and/or a U.S. Census Bureau designated Tribal Statistical Area.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualified as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p> <p>If “No”, the owner of a small business primarily located in a Native Community geography(ies) cannot be used to demonstrate Accountability to the Native American CDFI designation market.</p>			
	<p>If source of Accountability is owner of a small business primarily located in a Native Community geography(ies) AND at least 51% of the locations for the owned small business are in Native Community geography(ies):</p> <p>Native American CDFI – Native Community(ies) Accountability – owner of a small business primarily located in a Native Community geography(ies) – map in CIMS that identifies the census tract for each location for the owned small business</p>	<p>Enter map name.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the name of the CIMS map in AMIS that identifies the census tract(s) for each location of the small business owned by the board member.</p>			

Field	Field Label/Question Text	Response	Field Type
	<p>The CIMS map should help to substantiate that at least 51% of all locations for the small business owned by the board member fall within a Native American area defined as a Federally-designated reservation, a Hawaiian homeland, an Alaska Native Village and/or a U.S. Census Bureau designated Tribal Statistical Area.</p> <p><i>NOTE: If multiple locations for the small business owned by the board member fall within a single census tract(s), attach a document in field BI21 in the Basic Information section of the Application that lists any census tract where this occurs and indicates how many of the business locations are in each such census tract.</i></p> <p>Name the attachment: owned small business Accountability info – Native American CDFI designation.</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualified as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>		
	<p>If source of Native Community(ies) Accountability is owner of a small business that principally employs residents of a Native Community geography(ies):</p> <p>Describe how the small business demonstrates that it principally employs residents of a Native Community(ies).</p>	Provide narrative.	Narrative.
	<p>Response Information/Instruction(s):</p> <p>Provide a clear and detailed explanation of the process the Applicant used to determine that the small business owned by the board member primarily employs residents of a Native American area defined as a Federally-designated reservation(s), a Hawaiian homeland(s), an Alaska Native Village(s) and/or a U.S. Census Bureau designated Tribal Statistical Area(s).</p> <p>For a small business owned by a board member to be accepted as principally employing residents of a qualified census tract(s) in the relevant Investment Area geography, at least 51% of all employees must be residents of a</p>		

Field	Field Label/Question Text	Response	Field Type
	<p>Native American area defined as a Federally-designated reservation(s), a Hawaiian homeland(s), an Alaska Native Village(s) and/or a U.S. Census Bureau designated Tribal Statistical Area(s).</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualifies as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>		
	<p>If source of Investment Area Accountability is owner of small business that principally provides goods or services to residents of a Native Community geography(ies):</p> <p>Investment Area Accountability – owner of a small business that principally provides goods/services to residents of a Native Community geography(ies) – map(s) in CIMS of the overall geography(ies) served by the owned small business</p>	Enter map(s) name.	Text.
	<p>Response Information/Instruction(s):</p> <p>Enter the name of the CIMS map(s) in AMIS that identifies the overall geography(ies) served by the small business owned by the board member.</p> <p>Multiple CIMS maps will only be needed if the small business owned by the board member serves non-contiguous geographies.</p> <p>All areas served by the small business, including international activity, must be taken into consideration.</p> <p>The CIMS map(s) may help to substantiate that the small business owned by the board member primarily serves residents of a Native American area defined as a Federally-designated reservation(s), a Hawaiian homeland(s), an Alaska Native Village(s) and/or a U.S. Census Bureau designated Tribal Statistical Area(s).</p>		

Field	Field Label/Question Text	Response	Field Type
<p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualified as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
	<p>If source of Native Community Accountability is owner of small business that principally provides goods/services to residents of a Native Community geography(ies):</p> <p>Describe how the business demonstrates that it principally provides goods and services to residents of a Native Community geography(ies).</p>	Provide narrative.	Narrative.
<p>Response Information/Instruction(s):</p> <p>Provide a clear and detailed explanation of the process the Applicant used to determine that the small business owned by the board member primarily serves residents of a Native American area defined as a Federally-designated reservation(s), a Hawaiian homeland(s), an Alaska Native Village(s) and/or a U.S. Census Bureau designated Tribal Statistical Area(s).</p> <p>For a small business owned by a board member to be accepted as principally serving residents of a Native Community geography, the business must focus at least 51% of its operations on residents of a Native American area defined as a Federally-designated reservation(s), a Hawaiian homeland(s), an Alaska Native Village(s) and/or a U.S. Census Bureau designated Tribal Statistical Area(s).</p> <p>If the board member owns more than one small business, each business must be presented separately as a potential source of accountability and information used to demonstrate that a board member is accountable to an Investment Area via the small business owner source of accountability must reflect the status of each owned</p>			

Field	Field Label/Question Text	Response	Field Type
<p>small business separately and independently. Combined information on more than one owned small business cannot be used to meet the requirements of the related source of accountability.</p> <p>For CDFI Certification purposes, a small business is a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. When using an owned small business as a source of accountability, the documentation should include the name of the business, the type of business, the business locations, information on how it was determined that the board member is an owner of the business (i.e., that they own at least 25% of the business), information on how it was determined that the business qualifies as a small business per CDFI Certification standards and information on how it was determined that the business meets any and all other relevant CDFI Certification-related source of accountability requirements. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>If source of Native Community(ies) Accountability is elected Tribal Government official:</p>			
	<p>Native American CDFI – Native Community(ies) Accountability – elected tribal government official – elected official’s office and jurisdiction</p>	<p>Enter office and jurisdiction.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Provide the name of the board member’s elected tribal government office, including the unit of government and the specific jurisdiction they represent in their capacity as an elected official.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>If source of Native Community(ies) Accountability staff member of a non-Affiliated third-party, community development mission-driven entity that primarily serves residents of a Native Community geography(ies):</p>			
	<p>Native American CDFI – Native Community(ies) Accountability – staff member of a non-Affiliated third-party, community development mission-driven entity that primarily serves residents of a Native Community geography(ies) – name of the non-Affiliated third-party entity</p>	<p>Enter name.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p>			

Field	Field Label/Question Text	Response	Field Type
<p>Enter the name of the non-Affiliated third-party community development, mission-driven entity where the board member is employed.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must not be Affiliated with either the Applicant or, if another entity’s board information is being provided, with that other entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed does not have to be a non-profit, but it must be a community development entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must be focused on serving people within the United States, its territories and/or the District of Columbia.</p>			
	<p>Native American CDFI – Native Community(ies) Accountability – staff member of a non-Affiliated third-party, community development mission-driven entity that primarily serves residents of a Native Community geography(ies) – formal mission statement for non-Affiliated third-party entity</p>	<p>Enter mission statement.</p>	<p>Text.</p>
<p>Response Information/Instruction(s):</p> <p>Enter the mission statement for the non-Affiliated third-party community development, mission-driven entity where the board member is employed exactly as it appears in a governing leadership-approved document that identifies that entity’s mission/purpose and indicate the source document (e.g., governance document such as the bylaws or similar, organizing document, such as articles of incorporation, etc.).</p> <p>Do not paraphrase the mission statement. It must be presented verbatim as it appears in a binding document of record for the relevant entity.</p> <p>For information on the type of language that indicates a community development mission/purpose, see the Primary Mission section of this guidance manual. Community development does not need to be the primary mission of the non-Affiliated third-party community development, mission-driven entity where the board member is employed, but it must at least be a clear part of its mission/purpose.</p>			
	<p>Native American CDFI – Native Community(ies) Accountability – staff member of a non-Affiliated third-party, community development mission-driven entity that primarily serves residents of a Native Community geography(ies) – description of how the board member’s employment allows them to be connected to the Native Community geography(ies)</p>	<p>Provide description.</p>	<p>Narrative.</p>
<p>Response Information/Instruction(s):</p>			

Field	Field Label/Question Text	Response	Field Type
	<p>Provide a clear and detailed explanation of the process the Applicant used to determine that the non-Affiliated third-party community development, mission-driven entity where the board member is employed primarily serves either a Native Community geography(ies) or a Native Community population(s) within the United States, its territories, and/or the District of Columbia, that identifies the service area for the relevant entity, as well as exactly what factors and information were taken into consideration to make the determination and includes the data resulting from the assessment.</p> <p>By “description of how the board member’s employment allows them to be connected to the Native Community geography(ies)”, the CDFI Fund means description of how the determination was made that the employer primarily serves either a Native Community geography(ies) or a Native Community population(s) within the United States, its territories, and/or the District of Columbia, which includes identifying the service area for the relevant entity, as well as exactly what factors and information were taken into consideration to make the determination and presenting the data resulting from the assessment.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must not be Affiliated with either the Applicant or, if another entity’s board information is being provided, with that other entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed does not have to be a non-profit, but it must be a community development entity.</p> <p>The non-Affiliated third-party community development, mission-driven entity where the board member is employed must be focused on serving people within the United States, its territories and/or the District of Columbia.</p> <p>For a non-Affiliated third-party community development, mission-driven entity where the board member is employed to be accepted as primarily serving either a Native Community geography(ies) or a Native Community population(s) within the United States, its territories, and/or the District of Columbia, that entity, <u>must as a whole</u> (not just a specific program or department or employee, but the entity overall), focus at least 51% of its operations on either a Native Community geography(ies) or a Native Community population(s) within the United States, its territories, and/or the District of Columbia.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>		
	<p>If source of Native Community(ies) Accountability is member of a Native Community population(s):</p> <p>Native American CDFI – Native Community(ies) Accountability – member of a Native Community population(s) – assessment methodology(ies) used to confirm status as a member of a Native Community population(s)</p>	<p>Select all that apply:</p> <ul style="list-style-type: none"> - OTP-Native American.1: Self Report. - OTP-Native American.2: Tribal Document. - OTP-Native Alaskan.1: Self Report. - OTP-Native Alaskan.2: Tribal Document. - OTP-Native Hawaiian.1: Self Report. - OTP-Native Hawaiian.2: Registry Card. 	<p>Picklist.</p>

Field	Field Label/Question Text	Response	Field Type
		- CDFI Assessment methodology(ies) separately approved by the CDFI Fund	
<p>Response Information/Instruction(s):</p> <p>Select the appropriate response(s) to identify the method used to verify that the board member is a member of the population(s) to which they are being presented as accountable.</p> <p>The only way to demonstrate accountability to a Native Community population is for a board member(s) to be a member of that population.</p> <p>Review the CDFI Certification guidance on Pre-Approved Target Market Assessment Methodologies for information on the specifics of the allowed market assessment methods.</p> <p>The Applicant must maintain records that clearly demonstrate that all conditions of the identified source of Accountability have been met. For board members presented as accountable as members of a Native Community population, documentation might include a copy of a form where the board member self-reported their status, copy of a tribal enrollment card, etc. The CDFI Fund may, at its discretion and in accordance with its CDFI Certification-related document retention policy, request documentation, records, and/or other information related to the validity of a source of accountability at any time within the five years after the CDFI Certification Application is submitted.</p>			
<p>Repeat accountable board member data entry for each market the board member is being presented as accountable to.</p>			

CDFI CERTIFICATION APPLICATION - ATTESTATION AND SUBMISSION



Before you submit your Application, the CDFI Fund recommends that you closely review all responses within Application and related tools. Once submitted, the Application will be locked, and responses cannot be altered.

Before proceeding to this section, make sure that the Application is complete, all narratives and data has been entered, and that all required attachments have been uploaded and attached to the Application.

Each Application must be signed by a designated Authorized Representative in AMIS before it can be submitted. Applicants must ensure that an Authorized Representative is an employee or officer of the Applicant and is authorized to sign legal documents on behalf of the organization and bind the organization accordingly. Consultants working on behalf of the organization cannot be designated as Authorized Representatives and may not sign the Application.

An Authorized Representative signs the Application by checking the box located in the “Attestation and Submission” Tab. The Authorized Representative must be logged in to AMIS to complete this action. Please read the attestation before signing the Application. The name of the Authorized Representative who signs the Application and the date and time they signed the Application will automatically appear after the signature attestation box is checked. Please note that an Authorized Representative can sign the Application at any time prior to submitting the Application. Signing the Application does not submit the Application.

Note about Submission: Only a designated Authorized Representative or Application Point of Contact, as designated in the Application, may submit the Application in AMIS. Be aware of the difference between these two roles: only the Authorized Representative may sign the Application, and either the Authorized Representative or Application Points of Contact may submit the Application.

APPENDIX A: KEY TERMS USED IN CONNECTION WITH CDFI CERTIFICATION

All capitalized terms in the CDFI Certification materials are defined terms and have specific meanings for CDFI Certification purposes as indicated here, in other CDFI Fund-issued guidance, in the Interim Regulations for the CDFI Program (12 C.F.R. Part 1805), in the Community Development Banking and Financial Institutions Act of 1994 (12 U.S.C. 4701 et seq.) or in the most recent CDFI Fund Native American CDFI Assistance (NACA) Program Notice of Funds Availability (NOFA).

All lowercase terms listed below are provided to explain the context in which the words are used for the CDFI Certification Application. When used in connection with the CDFI Certification Application the lowercase terms will have the meanings as specified below:

NOTE: *For CDFI Certification purposes, banks/thrifts that do not have FDIC deposit insurance and bank/thrift holding companies that are not DIHCs are considered to be non-regulated entities.*

Key Terms – General

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

allowable": determined by the CDFI Fund at its sole discretion to have met all relevant requirements.

arm's-length (arm's-length transaction): between independent, unrelated parties, each acting in its own best interest.

binding": establishes an official commitment or obligation that cannot be disregarded without following a formal process.

collective review market": the market component(s) used by an entity relevant to another entity's CDFI Certification collective review process for Target Market and Accountability purposes in connection with that other entity's CDFI Certification.

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.

Depository institution: a bank/thrift, credit union, or bank/thrift holding company.

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)).

eligible": of a type that can be presented for consideration and may be accepted as allowable if a determination is made by the CDFI Fund at its sole discretion that all relevant requirements have been met.

eligible Financial Product activity"/**eligible Financial Product transaction**": activity/transaction involving an eligible Financial Product type(s) offered at arm's-length or, if the CDFI Certification provision for participants in the CDFI Fund's Bond Guarantee Program is being used, to a Certified CDFI that Controls the entity claiming to provide the product (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)) and for which the entity claiming to provide the product is named as a financing entity of record in the associated transaction closing documents.

eligible Financial Services activity"/**eligible Financial Service**": activity involving an eligible Financial Services type(s) offered at arm's-length or, if the CDFI Certification provision for participants in the CDFI Fund's Bond Guarantee Program is being used, to a Certified CDFI that Controls the entity claiming to provide the service (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)) and for which the entity claiming to provide the service can document that it is the direct provider of record.

governing leadership/leader": body or individual(s) that has the highest decision-making authority within an entity (e.g., governing board/board members, managing member, managing partner, partner, owner, special board to which an entity's decision-making authority has been formally delegated as evidenced binding documentation, etc.

Key Terms – General

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

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

“national Target Market geography”: includes all U.S. states, and territories and the District of Columbia.

Native Community(ies): Native American/American Indian, Native Alaskan, and Native Hawaiian; 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.

Native Community(ies) market: market used for the Native American CDFI designation that consists of one or more Native Communities.

“on-balance sheet”: items that are recorded on an entity’s non-consolidated balance sheet.

“on-balance sheet Financial Product activity/transaction”: activity/transaction involving an eligible Financial Product type(s) for which the entity claiming the activity is named as a financing entity of record in the associated transaction closing documents.

“primary entity under review” – the entity seeking to obtain or maintain the CDFI Certification Application.

“real property” Real property, also called real estate is land and generally anything built on or attached to it.

“small business”: a for-profit entity that is independently owned and operated; that is not dominant in its field on a national basis; and that meets all other parameters of a small business as defined for Regulation B (issued in connection the Equal Credit Opportunity Act) in 12 CFR 1002.106(b)(1), including that its gross annual revenue for its preceding fiscal year (as calculated per 12 CFR 1002.107(a)(14)) is \$5 million or less.

Spin-off: an entity that (1) has received a transferred (not purchased) Financial Product portfolio from one or more separate entity(ies) that was an Affiliate at the time the transfer took place and for which the portfolio consists of arm’s-length Financial Product transactions closed by the Affiliate; and (2) will continue Financial Product activity of the same type as the Affiliate.

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

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

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

[Key Terms for Identifying Financial Product and Financial Services Activity that can be Used to Meet the CDFI Certification Requirements](#)

Eligible Financial Product Types

Financial Products is defined by the CDFI Fund in the CDFI Program Revised Interim Regulations, 12 CFR Part 1805.104.

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

Debt with equity features: debt financing that may be converted to equity upon meeting specified conditions.

Debt with royalties: a loan that has a royalty participation giving the investor/lender the right to a percentage of the company's sales or profits.

Participations: the sharing or selling of interests in a financing transaction (if a participation takes the form of a buy-in or the purchase of all or a share of a financing transaction – that is, if an entity participates in a financing transaction, but not as a financing entity of record at the time the relevant transaction was originated – it is only recognized as an eligible Financial Product by the CDFI Fund if it qualifies as a loan purchase).

For CDFI Intermediaries - deposits in Insured Credit Union Certified CDFIs, emerging Insured Credit Union CDFIs or State-Insured Credit Union CDFIs as defined in the CDFI.

Unless otherwise allowed in connection with a CDFI Certification provision, the only Financial Product activity that will be accepted as eligible Financial Product activity for CDFI Certification purposes and can be used to meet the CDFI Certification requirements is that involving a CDFI Fund approved Financial Product type which is provided at arm's-length and for which the entity claiming the activity is named as a financing entity of record in the associated transaction closing documents. All eligible Financial Product transactions originated by an entity during the timeframe under review for CDFI Certification purposes (typically an entity's most recently completed fiscal year) must be included in the Financial Product activity data assessed in connection with the CDFI Certification Target Market test, even those transactions that for some reason no longer appeared/appear on the relevant entity's balance sheet as of the end of the relevant review timeframe and/or by the date on which the information is being provided to the CDFI Fund (e.g., the transactions may have been transferred to another entity, sold or paid off, etc.).

For an entity to be certified as a CDFI, its eligible Financial Product activity and that of each Affiliate or other entity relevant to its CDFI Certification review that engages in eligible Financial Product activity must comply with all applicable standards for responsible financing practices established in connection with the CDFI Certification Primary Mission criterion.

For any financing product not clearly identified above to be included among an entity's eligible Financial Product activity for CDFI Certification purposes, a request must be submitted to the CDFI Fund for specific recognition of that product as an eligible Financial Product type. If there is any uncertainty about whether a financing product aligns with the eligible Financial Product types shown above, clarification should be obtained from the CDFI Fund prior to submission of a CDFI Certification Application via submission of a help request in the CDFI Fund's interactive online portal, the Awards Management Information System (AMIS). Examples of financing that the CDFI Fund does not currently accept as eligible Financial Product types for CDFI Certification purposes include: grants, factoring; overdraft protection; and lease financing except where the purpose of the transaction is the

direct provision of non-grant capital to a consumer to support lease payments (i.e., except when the financing is in fact a loan or an Equity Investment).

Eligible Financial Services Types

Financial Services is defined by the CDFI Fund in the CDFI Program Revised Interim Regulations, 12 CFR Part 1805.104.

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

- checking accounts;
- savings accounts (includes money market accounts and certificates of deposit (CDs));
- check cashing;
- money orders;
- certified checks;
- automated teller machines; and
- safe deposit box services.

Unless otherwise allowed in connection with certain CDFI Certification provisions, the only Financial Services activity that will be accepted as eligible Financial Services activity for CDFI Certification purposes and can be used to meet the CDFI Certification requirements is that involving a CDFI Fund-approved Financial Services type which is provided directly and at arm's-length by the entity claiming the activity.

NOTE: *For deposit accounts (i.e., checking accounts, savings accounts, etc.), unless otherwise allowed in connection with certain CDFI Certification provisions, the entity claiming to provide the accounts must also hold the deposits made by consumers into the accounts. Helping consumers access accounts like Individual Development Accounts (IDAs), child savings/development accounts (CSAs/CDFAs), etc. is not sufficient for an entity to claim that it offers deposit accounts as a Financial Service.*

The CDFI Fund recognizes all of the above Financial Services types when provided at arm's-length or as otherwise allowed in connection with certain CDFI Certification provisions as eligible Financial Services activity for the purpose of meeting the CDFI Certification requirements, except in connection with the Target Market test. For the Target Market test, except as may be allowed in connection with certain CDFI Certification provisions, only the direct acceptance by a depository institution of deposits from non-Affiliated third parties into depository accounts will be recognized as eligible Financial Services activity.

For an entity to be certified as a CDFI, its eligible Financial Services activity and that of each Affiliate or other entity relevant to its CDFI Certification review that engages in eligible Financial Services activity must comply with all applicable standards for responsible financing practices established in connection with the CDFI Certification Primary Mission criterion.

Any financing service not clearly identified above must be specifically approved by the CDFI Fund as an eligible CDFI Certification Financial Services type before it can be included among an entity's eligible Financial Services activity for the purposes of meeting the CDFI Certification requirements. If there is any uncertainty about whether a financing service aligns with the eligible Financial Services types shown above, clarification should be obtained from the CDFI Fund prior to submission of a CDFI Certification application via submission of a help request in the CDFI Fund's interactive online portal, the Awards Management Information System (AMIS).

APPENDIX B - CDFI CERTIFICATION APPLICATION CHECKLIST

COMPLETE	APPLICATION CHECKLIST STEPS
	<p>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 at cdfifund.gov. Note that capitalized words or phrases throughout the CDFI Certification Application are defined terms that can be found in the CDFI Program Interim Regulations, the Community Development Banking and Financial Institutions Act of 1994 (12 U.S.C. 4701 et seq.) or the most recent CDFI Fund Native American CDFI Assistance (NACA) Program Notice of Funds Availability (NOFA).</p>
	<p>Review the Application and supplemental Application guidance materials provided on the CDFI Fund’s CDFI Certification webpage at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov).</p>
	<p>Create <u>or</u> access an existing System for Award Management (SAM) account to obtain or verify a Unique Entity ID (UEI) and complete a full SAM registration or, to update existing SAM information for the Applicant and, if applicable, for each other entity relevant to its CDFI Certification review (e.g., each Affiliate relevant to the Primary Mission review and/or each entity relevant to the CDFI Certification collective review process).</p> <ul style="list-style-type: none"> - Questions about SAM registration or the UEI should be directed to SAM.gov via contact information identified. The CDFI Fund does not manage SAM.gov and is unable to respond to any questions related to that system.
	<p>Set email systems and firewalls to accept messages generated by AMIS. Contact the AMIS Help Desk via an AMIS Service Request for assistance if needed.</p>
	<p>Create <u>or</u> review and, if needed, update the Applicant’s community development strategy either in a governing leadership-approved strategic plan or via a governing leadership-approved community development strategy narrative.</p> <ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to entities relevant to the CDFI Certification review and/or on creating a record for each such entity provided in the CDFI Certification Supplemental Guidance manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov). - NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.
	<p>Determine if the Applicant needs to seek approval from the CDFI Fund for any currently non-allowed financing product/service, Targeted Population, practice or activity in order to meet the CDFI Certification requirements. See “Obtaining CDFI Certification-related determinations on new Financial Product type(s), new Financial Services type(s), amended responsible financing practice(s), new disregarded or included major use(s) of assets/staff time, new Targeted Population(s), and new/amended Target Market assessment methodology(ies)”.</p>
	<p>Review guidance materials on how to access and use the CDFI Fund’s online portal, AMIS.</p>

COMPLETE	APPLICATION CHECKLIST STEPS
	<p>Create a new account for the Applicant in AMIS <u>or</u> review and, if needed, update data fields on the Organization page in an existing account.</p> <ul style="list-style-type: none"> - Refer to the AMIS guidance materials located on the CDFI Fund’s webpage.
	<p>Create a record for each Affiliate or other entity relevant to the Applicant’s CDFI Certification review in the Affiliate section of the Applicant’s AMIS account.</p> <ul style="list-style-type: none"> - Includes each Affiliate relevant to the Primary Mission review and/or each entity relevant to the CDFI Certification collective review process (may include certain entities that may not be directly relevant to the Applicant’s CDFI Certification review but are being presented as Controlling entities providing Accountability to an entity(ies)). - Refer to the AMIS guidance materials located on the CDFI Fund’s webpage.
	<p>As needed, create a new account in AMIS for each Affiliate or other entity relevant to the Applicant’s CDFI Certification collective review process (may include certain entities that may not be directly relevant to the Applicant’s CDFI Certification review, but are being presented as Controlling entities providing Accountability to an entity(ies)) <u>or</u> review and, if needed, update data fields on the Organization page in an existing account.</p> <ul style="list-style-type: none"> - Refer to the AMIS guidance materials located on the CDFI Fund’s webpage. - Follow all applicable guidance and/or instructions related to entities relevant to the CDFI Certification review and/or on creating a record for each such entity provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov).
	<p>Create a CDFI Certification market record(s) in the CDFI Certification Market section of the Applicant’s AMIS account to represent the Applicant’s CDFI Certification Target Market and, if applicable, its Native American CDFI designation market.</p> <ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to CDFI Certification Target Market and Native American CDFI designation markets and/or on creating a CDFI Certification market record provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov).
	<p>Create a CDFI Certification market record(s) in the CDFI Certification Market section of the AMIS account for each Affiliate or other entity relevant to its CDFI Certification collective review process (may include certain entities that may not be directly relevant to the Applicant’s CDFI Certification review, but are being presented as Controlling entities providing Accountability to an entity(ies) that is relevant to the collective review) to represent to represent the CDFI Certification Target Market component(s) that other entity(ies) will use for the Target Market and Accountability tests.</p>

COMPLETE	APPLICATION CHECKLIST STEPS
	<ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to CDFI Certification Target Market components for entities relevant to the collective review process and/or on creating a CDFI Certification market record provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov).
	<p>If a Transaction Level Report (TLR) for the Applicant or, if applicable, for each entity relevant to the Applicant’s CDFI Certification collective review process that reflects all eligible Financial Product and, if elected and allowed, all applicable eligible Financial Services activity for what is the most recently completed fiscal year as of when the CDFI Certification Application is submitted has not been submitted in connection with CDFI Fund CDFI/NACA Program funding:</p> <ul style="list-style-type: none"> - if the relevant entity has active CDFI/NACA Program funding for which a TLR is required, create and submit a funding-related TLR for the Applicant or, if applicable and needed, for each entity relevant to the Applicant’s CDFI Certification collective review process to provide the relevant data. - if the relevant entity does not have any active CDFI/NACA Program funding that requires a TLR, create and submit a CDFI Certification-related TLR for the Applicant or, if applicable and needed, for each entity relevant to the Applicant’s CDFI Certification collective review process to provide the relevant data. <p>If approval of any currently non-allowed financing product/service, Targeted Population, practice or activity needed to meet the CDFI Certification requirements is being sought, do not certify the TLR(s) until a determination has been received in connection with all such requests.</p>
	<p>If seeking approval of a new Targeted Population(s), create a map(s) in the CDFI Fund’s CIMS system to identify the geography for each Other-OTP Target Market component.</p> <ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to new Targeted Populations and/or on creating a CIMS map provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov).
	<p>Create a CDFI Certification Application in AMIS.</p>
	<p>As needed, submit request to the CDFI Fund for approval of any currently non-allowed financing product/service, Targeted Population, practice or activity needed to meet the CDFI Certification requirements.</p> <ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to CDFI Certification-related special approval requests provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov).

COMPLETE	APPLICATION CHECKLIST STEPS
	<p>If applicable, review CDFI Fund determination on request to include non-allowed financing product/service, Targeted Population, practice or activity needed to meet the CDFI Certification requirements, re-assess Applicant’s eligibility for CDFI Certification and determine if and how to proceed with the CDFI Certification Application.</p>
	<p>If needed, create a CIMS map in AMIS for each Customized Investment Area included in either the Applicant’s CDFI Certification Target Market and/or, if applicable, included as a Target Market component for each entity relevant to the Applicant’s CDFI Certification collective review process to identify the associated geography, to validate it as an Investment Area and to assess if an acceptable level of Financial Product activity has been directed to the qualified census tract(s)/county(ies) in the relevant geography for activity directed to non-qualified tract(s)/county(ies) in the area to be accepted as Target Market-directed. If a CIMS map is not created in AMIS, or analysis demonstrates that the geography is not eligible, the respective Target Market component will not be approved.</p> <ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to Customized Investment Areas and/or on creating a CIMS map provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov).
	<p>As applicable, create or review and, if needed, update an advisory board policy for the Applicant and/or, if applicable, any pertinent entity relevant to its collective review process (may include records for certain entities that may not be directly relevant to the Applicant’s CDFI Certification review, but are being presented as Controlling entities providing Accountability to an entity(ies) that is relevant to their collective review).</p> <ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to advisory board policies provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov). - NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.
	<p>As applicable, create or review and, if needed, update a board member recusal policy for the Applicant and/or, if applicable, any pertinent entity relevant to its collective review process (may include certain entities that may not be directly relevant to Applicant’s CDFI Certification review, but are being presented as Controlling entities providing Accountability to an entity(ies) that is relevant to the collective review).</p> <ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to board member recusal policies provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov). - NOTE: CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars.

COMPLETE	APPLICATION CHECKLIST STEPS
	<p><i>Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i></p>
	<p>If any member of the board(s) the Applicant or, if applicable, any entity relevant to its collective review process (may include certain entities that may not be directly relevant to the Applicant’s CDFI Certification review, but are being presented as a Controlling entity providing Accountability to an entity(ies) that is) will use as a means of Accountability in connection with the general CDFI Certification and/or, if applicable for the Applicant, the Native American CDFI designation is being presented as accountable via a source(s) of Accountability requiring a CIMS map to demonstrate its validity, create the related CIMS map(s) in AMIS.</p> <ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to sources of Accountability and/or on creating a CIMS map provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov).
	<p>Create board, board member and accountable board member records in AMIS to present Accountability information in connection with the general CDFI Certification for the Applicant and, if applicable, for each entity relevant to the Applicant’s CDFI Certification collective review process (may include certain entities that may not be directly relevant to the Applicant’s CDFI Certification review, but are being presented as a Controlling entity providing Accountability to an entity(ies) that is) and/or, if needed, to present the Applicant’s Accountability information in connection with the Native American CDFI designation.</p> <ul style="list-style-type: none"> - Follow all applicable guidance and/or instructions related to Accountability and/or on creating a board, board member and accountable board member records provided in the CDFI Certification Supplemental Guidance and Tips manual available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov).
	<p>If a Transaction Level Report (TLR) was created specifically for CDFI Certification Application purposes for the Applicant or, if applicable, for each entity relevant to the Applicant’s CDFI Certification collective review process and, if applicable, a determination has been received from the CDFI Fund in connection with all requests for approval of any currently non-allowed financing product/service, Targeted Population, practice or activity needed to meet the CDFI Certification requirements, ensure that the data in all such TLRs correctly reflects all eligible Financial Product and, if elected and allowed, all applicable eligible Financial Services activity for what is the most recently completed fiscal year as of when the CDFI Certification Application is submitted.</p>
	<p>Complete and submit the full CDFI Certification Application in AMIS. Upon submission of the CDFI Certification Application, the Applicant’s contacts identified in AMIS will receive notification that the Application has been received.</p> <ul style="list-style-type: none"> - NOTE: CDFI Certification Applicants must follow the detailed CDFI Certification Application instructions provided in the CDFI Certification Supplemental Guidance and Tips manual (available at CDFI Certification - Apply Community Development Financial Institutions Fund (cdfifund.gov)) in order to properly complete an Application. If a submitted CDFI

COMPLETE	APPLICATION CHECKLIST STEPS
	<p><i>Certification Application does not comply with an instruction(s) in the CDFI Certification Supplemental Guidance and Tips manual, the Application may be rejected as incomplete, inaccurate, incorrect, or invalid. If the CDFI Certification Supplemental Guidance and Tips manual is not available when an Applicant is preparing its CDFI Certification Application, the CDFI Fund strongly urges the Applicant to wait to submit the Application until the intended submission can be checked against the instructions in that manual.</i></p> <ul style="list-style-type: none"> - NOTE: <i>CDFI Certification Applications, including supporting documents, must be prepared using the English language, and financial information must be in U.S. dollars. Translated documentation must be submitted with the original non-English document(s) that include, if needed, evidence of governing leadership approval.</i>
	<p>If approved for CDFI Certification, review and sign the CDFI Certification Agreement. An Authorized Representative must electronically review, sign, and return the CDFI Certification Agreement within 30 business days via AMIS. A copy of the executed Agreement will be available in the AMIS account for future reference.</p>