

Community Development Financial Institution Certification Application & Related Tools

CDFI Certification Application Process

February 8, 2024

Welcome & Introductions



- Michelle Dickens, Program Manager, OCPE
- Shannon McKay, Program Manager, FS&R
- Jeff Merkowitz, Senior Advisor to CDFI Fund Director

Presentation Roadmap





Overview of CDFI Certification Application Submission: Applicability

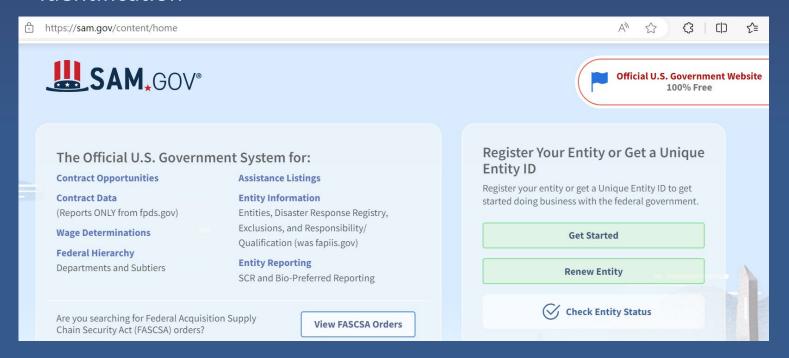
- Any entity who has never been certified and wants to become a Certified CDFI
- Any entity who was certified at one point in time but no longer is and wants to regain their Certification status
- A currently Certified CDFI who seeks to maintain their Certification status



- System Award Management (SAM.gov)
- Board and Target Market Record
- Affiliates Record
- CIMS
- Transaction Level Report
- Section 0 or "Flexibility Consideration"
- CDFI Certification Application in AMIS

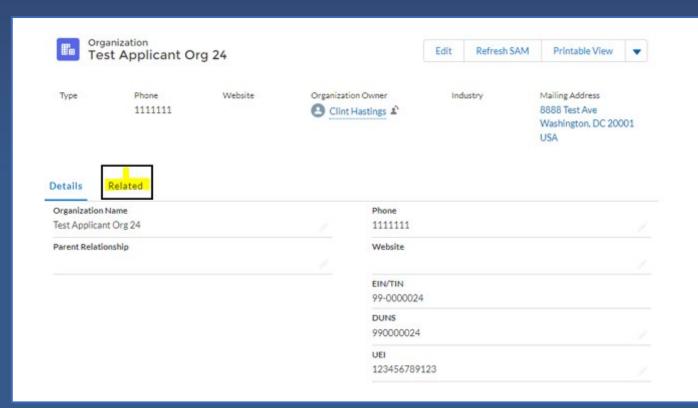


- Systems Award Management (SAM.gov)
 - Fully register with SAM.gov to obtain a Unique Entity Identification





- Board and Target Market Record(s)
 - Complete the required board records in AMIS

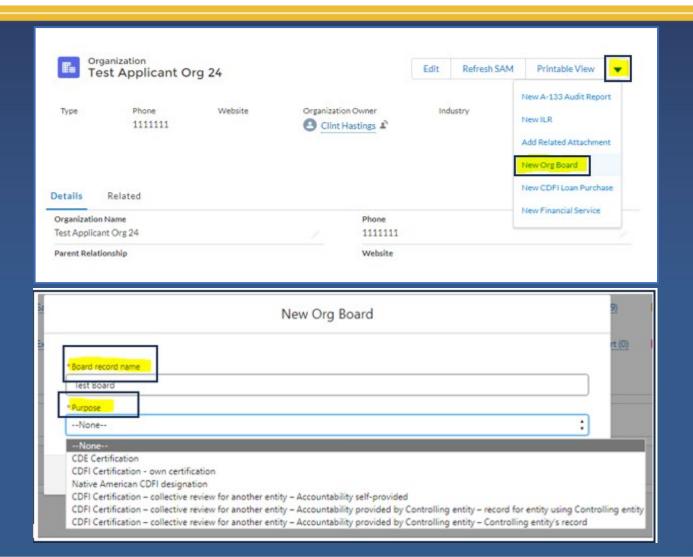




Board Record

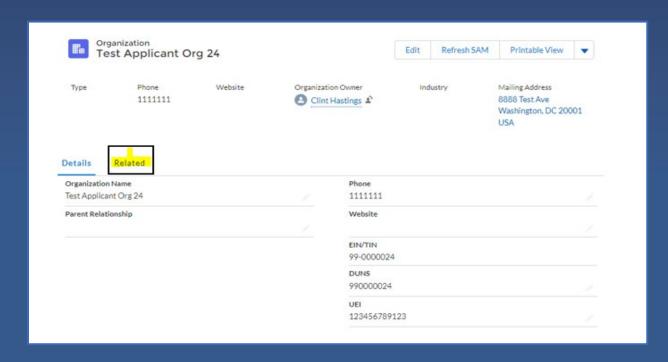






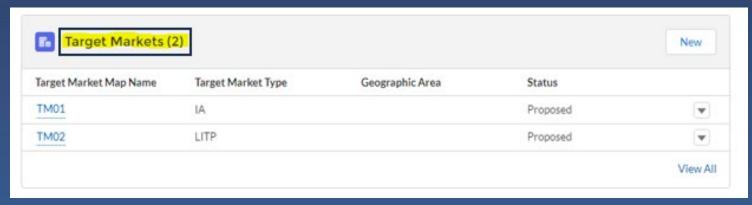


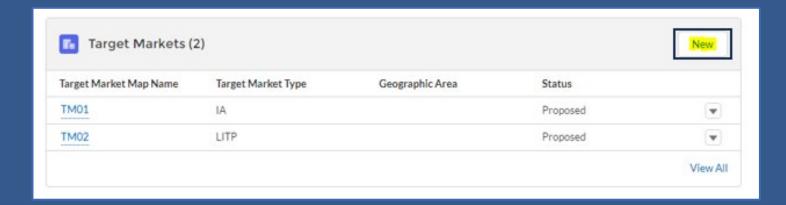
- Target Markets Record(s)
 - Complete Target Market records in AMIS





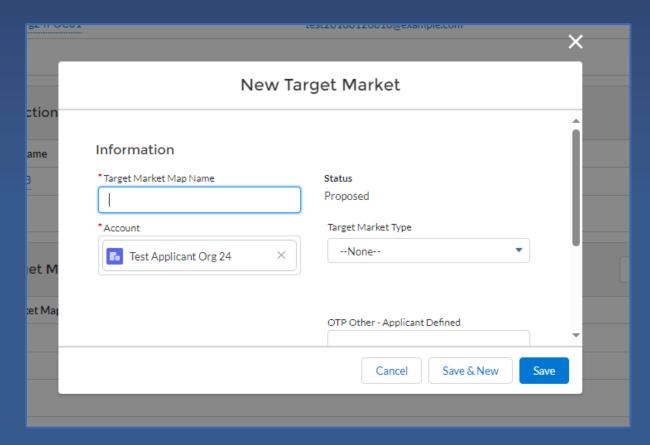
Target Markets Record(s)





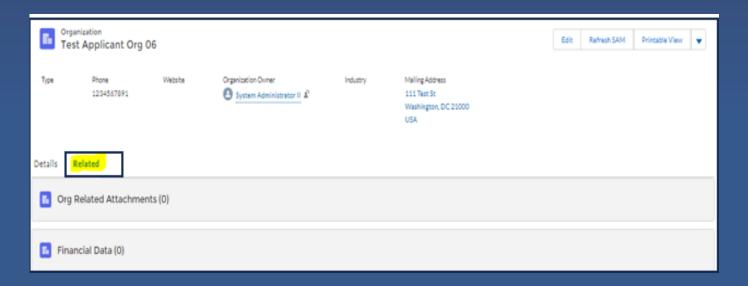


Target Markets Record(s)





- AMIS Organization Profile for Applicant/Affiliates/relevant entities
 - Create/Update AMIS accounts





AMIS Organization Profile for Applicant/Affiliates/relevant entities







- CIMS (as necessary)
 - Create maps in CIMS
 - Program Profile CIMS for CDFI-Cert
- Transaction Level Report (TLR)
 - Prepare most recently completed FY data of all origination activity
- Section 0 Flexibility Considerations
 - Determine if any of the organizations engage in any activities or practices the CDFI Fund does not currently allow
- CDFI Certification Template Application in AMIS
 - Complete the CDFI Certification Application



- Step 1:
 - Complete the Transaction Level Report (TLR) which is comprised of one or more of the following components:
 - CDFI TLR (abbreviated or full-length)
 - Consumer Loans/Investments Originated (applicable only to Regulated Entities with Consumer Loans)
 - Financial Services (applicable only to Depository Institutions who meet the requirements)
 - Loan Purchases



- Which TLR does an entity complete?
 - An entity that has never been certified before ->
 - Abbreviated TLR
 - A currently Certified entity that does not have any active
 Award Agreements ->
 - Abbreviated TLR
 - An entity that has an active Award Agreement that does not have a TLR submission requirement regardless of Certification status ->
 - Abbreviated TLR
 - An entity that has an active Award Agreement that has a TLR submission requirement regardless of Certification status
 - Full-Length TLR



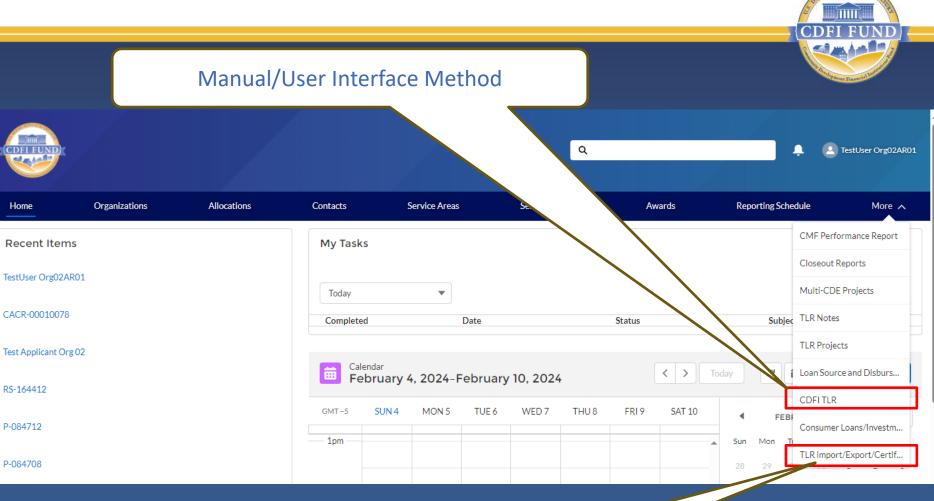
How does the Abbreviated differ from the Full-Length?

Abbreviated TLR

- Organization Information
- Transaction Profile
- Borrower/Investee Profile
- Impacts IA, LITP and OTP

Full-Length TLR

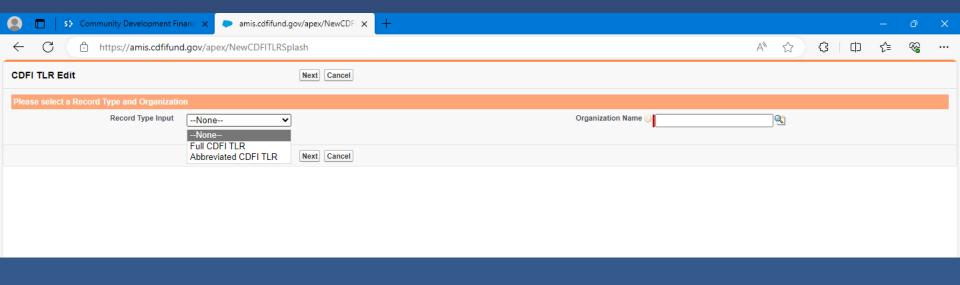
- Organization Information
- Transaction Profile
- Borrower/Investee Profile
- Impacts IA, LITP and OTP
- Impact Jobs
- Impact Community Facility
- Impact Real Estate and Other Impacts
- Projected Impacts HFFI-FA Awardee



Bulk Upload Method

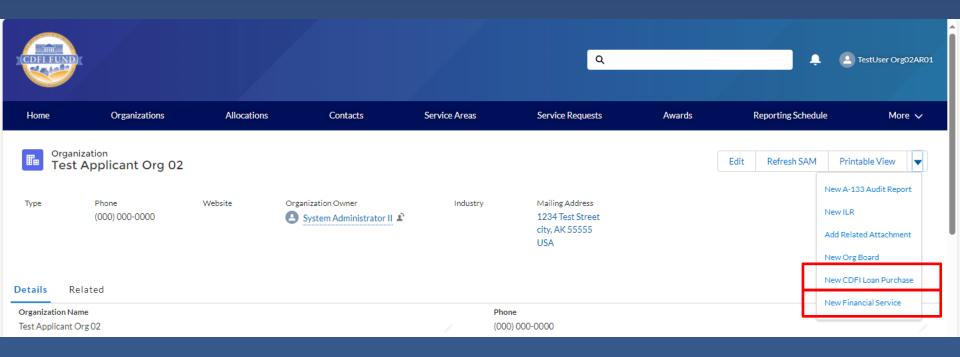


Manual/User Interface – Entity picks TLR type



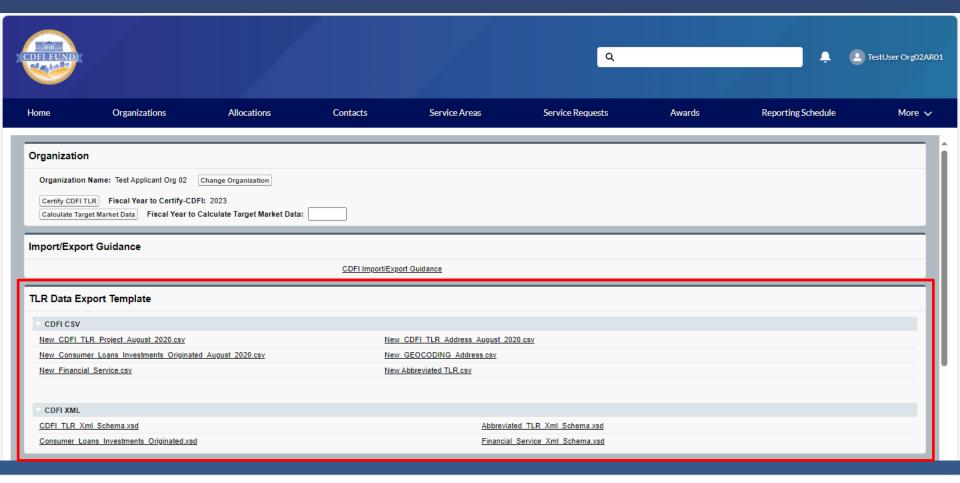


Manual/User Interface – Entering Loan Purchase and Financial Service



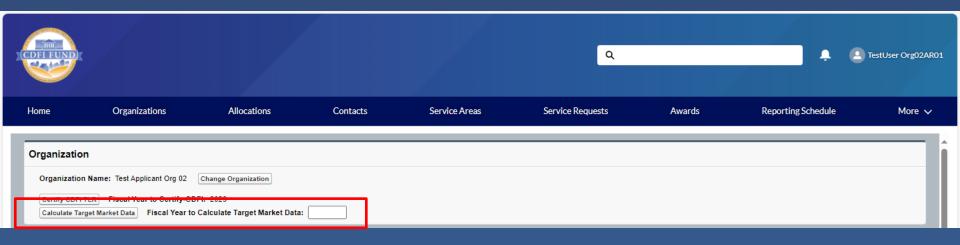


Bulk Upload Method: TLR Data Export Template





- Step 2:
 - Target Market Calculator



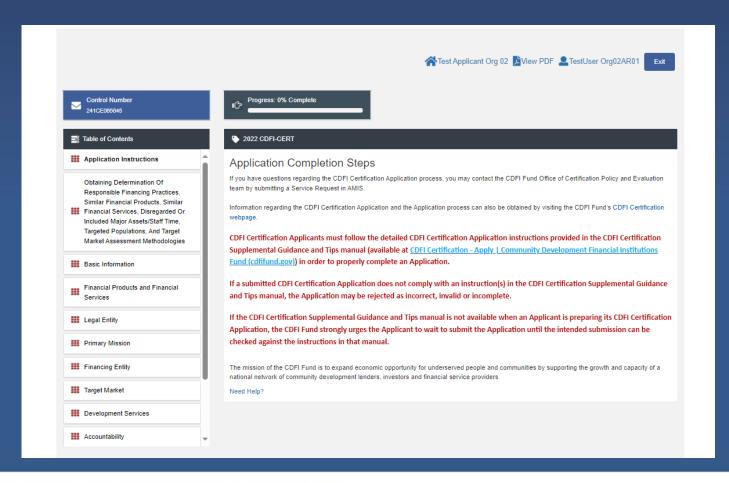


Target Market Calculator Sample Results

Target Market Calculation Results in Fiscal Year 2023 for Test Applicant Org 02	
Threshold Results	
Has the Target Market Threshold been reached? Yes	
The Target Market Amount Threshold is: 60.000%	The Target Market Count Threshold is: 60.000%
Has the Designated Native Threshold been reached? No	
The Designated Native Amount Threshold is: 50.000%	The Designated Native Count Threshold is: 50.000%
▼ Single Fiscal Year Threshold PASS	
Target Market Data has been calculated for fiscal year 2023.	
Target Market Qualified Amount is: \$12000	The Target Market Qualified Count is: 12
The Target Market Total Amount is: \$13000	The Target Market Total Count is: 13
The Target Market Amount Percentage is: 92.308%	The Target Market Count Percentage is: 92.308%
► Rolling Average Threshold PASS	
► Affiliate Organization Threshold PASS	
► Non-Metro Threshold PASS	
► Customized Investment Area Threshold PASS	
► Designated Native Area Threshold FAIL	
Close Window	

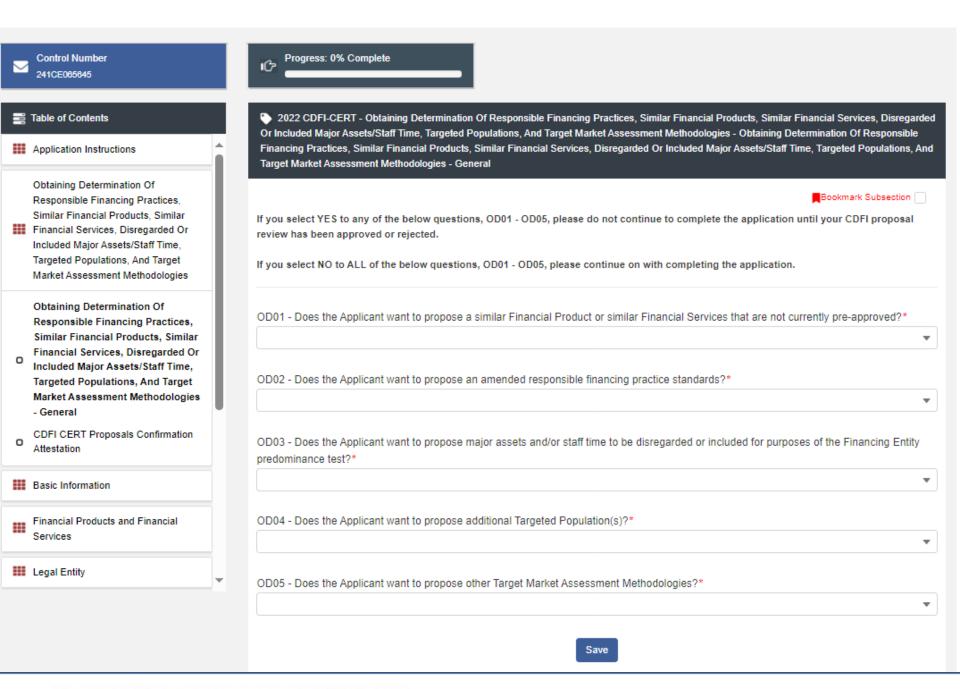


CDFI Certification Application in AMIS





- Step 3:
 - SECTION 0 (Flexibility Consideration) 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)



2022 CDFI-CERT - Obtaining Determination Of Responsible Financing Practices, Similar Financial Products, Similar Financial Services, Disregarded Or Included Major Assets/Staff Time, Targeted Populations, And Target Market Assessment Methodologies - CDFI CERT Proposals Confirmation Attestation

CDFI CERT Proposals Confirmation Attestation

Bookmark Subsection

If you selected YES to any of the above questions, OD01 - OD05, please do not continue to complete the application until your CDFI proposal review has been approved or rejected.

If you selected NO to ALL of the above questions, OD01 - OD05, please continue on with completing the application.

I hereby certify that all of the information provided in Questions OD01 - OD05 are true, accurate and complete and the appropriate subsections are complete in the entirety and ready for their CDFI proposal review.

Check the box below to lock and save your CDFI Certification Application proposal responses. You must complete all the fields in this section, select the checkbox in the field below, and click the "Save" button to successfully submit your CDFI Certification Application proposals.*

CDFI Proposals Review Status:

This field will only be populated if any of the above questions, OD01 - OD04, were answered YES and the review has been completed.

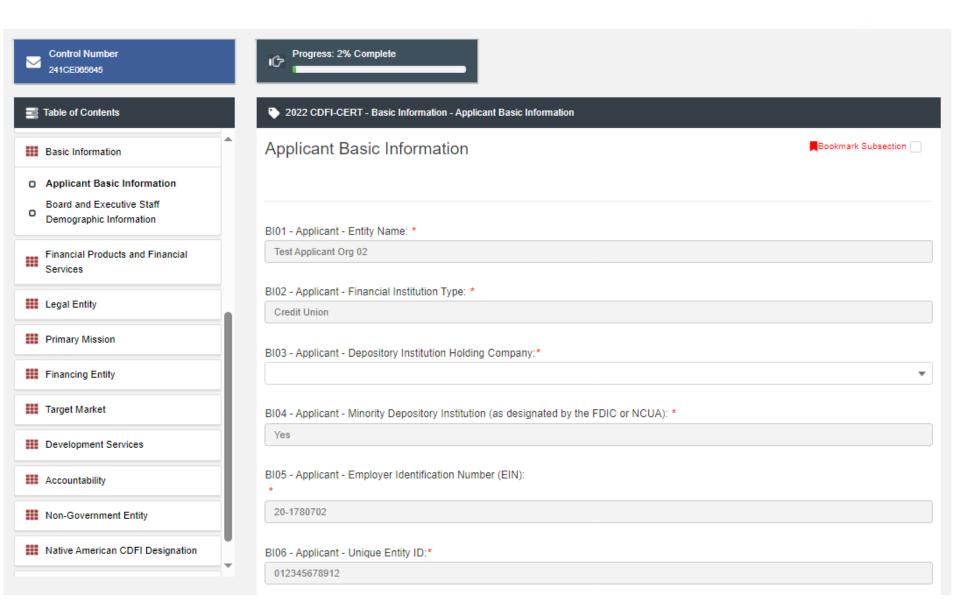
Save

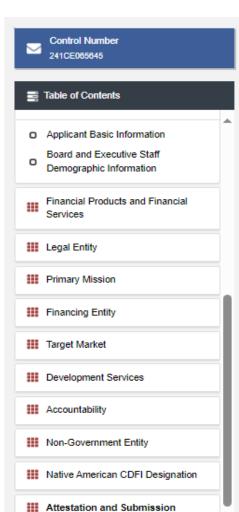
If you have identified the need for one or more considerations that must be approved prior to the submission of a CDFI Certification Application, the CDFI Fund will review each consideration and reach out to you within 90 days. If the CDFI Fund needs additional time to complete its review, you will be 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.

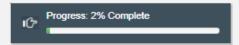
If you have not identified the need for a consideration, you must complete the Transaction Level Data before completing and submitting the CDFI Certification Application.



- Step 4:
 - Completing and Submitting the CDFI Certification Application
 - Basic Information
 - Legal Entity
 - Primary Mission
 - Financing Entity
 - Target Market
 - Development Services
 - Accountability
 - Non-Government Entity
 - Native American CDFI Designation







2022 CDFI-CERT

Attestation and Submission

Electronic Signature Attestation

By selecting the checked box: 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 Freedom of Information Act (FOIA) 5 USC 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 the checked box: 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 Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in 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. (Any Authorized Representatives; Any Point of Contacts)

Authorized Representative Signature

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

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

CDFI CERT Proposals Confirmation Attestation

I hereby certify that all of the information provided in connection with the above-named entity's certification as a CDFI has been reviewed and updated based on the CDFI Proposal Review process.

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

Submit Application

CDFI Certification Review Process



- What happens once the CDFI Certification Application has been submitted?
 - Data Cleansing
 - Two levels of internal review
 - Final determination
 - Certified
 - Determination notification
 - Logo & Logo Resource Guide
 - CDFI Certification Agreement
 - Executed CDFI Certification Agreement
 - Not Certified
 - Determination notification
 - Debrief, as requested.

CDFI Certification: Technical Assistance



- AMIS Service Request/Helpdesk
- Frequently Asked Questions
- YouTube Videos
- Monthly Interactive Conference Calls

Presentation Roadmap





Important CDFI Certification Related Dates



- The CDFI Fund opened the CDFI Certification Application AMIS submission portal on December 21, 2023.
- Only non-certified organizations are able to immediately apply for CDFI Certification at this time.
- Submission deadline for notification of intent to submit an early reapplication was February 1,2024. It must have been received by the CDFI Fund via an AMIS Service Request no later than 11:59 pm ET. Applications should be submitted between May 31 – July 31, 2024.
- All other currently Certified CDFIs are required to reapply for Certification using the revised version of the Certification Application between Aug 1 – Dec 20, 2024.

Presentation Roadmap





Contact Information



- For questions about CDFI Certification contact the CDFI Fund's Office of Certification Policy and Evaluation via email at ccme@cdfi.treas.gov or AMIS Service Request.
- For questions about the ACR or TLR contact the CDFI Fund's Office of Financial Strategies and Research via cdfi-financialstrategiesandresearch@cdfi.treas.gov or AMIS Service Request.
- Detailed guidance information is also available in a Frequently Asked Questions (FAQs) document available on the CDFI Fund website at https://www.cdfifund.gov/programs-training/certification/cdfi/apply-step please check this page regularly for updated information.