



AE102: CDE CERTIFICATION APPLICATION SUBMISSION

(for CDE Certification Applicants)

CDFI FUND
U.S. DEPARTMENT OF THE TREASURY

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1 Introduction



AE101: Getting Started – Navigating AMIS (for External Users) is a pre-requisite for the training manual you are currently viewing, *AE102: CDE Certification Application Submission (for CDE Certification Applicants)*.

An entity seeking to be certified as a Community Development Entity (CDE) will have the ability to submit a CDE Certification Application, to the CDFI Fund, in AMIS. To submit an application online, that entity must have an AMIS account. Please refer to the *AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* training manual on how to set up an account.



NOTE: An organization that is currently certified as a CDFI by the CDFI Fund must complete a CDE-Cert-NotCertified Certification Application in order to also be considered as a certified CDE. See section 2.1 of this training manual for instructions on submitting the CDE-Cert-NotCertified Certification.

The objective of this training manual is to provide CDE Certification applicants with instructions on how to complete a CDE Certification Application. Applicants will learn how to complete and submit their application in AMIS.

2 Types of CDE Certification Applications

Once applicants have successfully created an AMIS account, they will have the ability to create, complete, and submit a CDE Certification Application in AMIS. There are three types of CDE Certification Applications – CDE-Cert-NotCertified, CDE-Cert-Certified, and CDE-CDFI-Certified. The AMIS system will automatically determine the correct application to launch based on the Organizations criteria. If an Organization is CDE Certified but not CDFI Certified, they will be able to launch/submit CDE-Cert-Certified applications. If an Organization is not certified (CDE or CDFI) they will be able to launch/submit CDE-Cert-NotCertified applications. If an Organization is CDFI Certified but not CDE Certified, they will be able to launch/submit CDE-CDFI-Certified applications.



NOTE: There are three types of CDE Certification Application:

1. CDE-Cert-NotCertified – An Applicant CDE that is applying for initial CDE Certification only on behalf of itself.
2. CDE-Cert-NotCertified – An Applicant CDE that is applying for initial CDE Certification on behalf of itself and one or more subsidiary entities.
3. CDE-Cert-Certified – An Applicant CDE, which is already certified that is applying for CDE Certification on behalf of one or more subsidiary entities.
4. CDE-CDFI-Certified – An Applicant CDE that is applying for initial CDE Certification only on behalf of itself, that is CDFI Certified.

2.1 CDE Certification Application – CDE-Cert-NotCertified

Applicants that are presented with the CDE-Cert-NotCertified CDE Certification Application are required to complete the following sections:

- Basic Information - Applicant CDE
- Legal Entity
- Primary Mission
- Boards
- Service Areas
- Subsidiaries

To complete the application:

1. From the Organization Detail page, navigate to the Program Profiles related list.
2. Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the CDE-CERT Program Profile Detail page.
3. Click the **Apply for CDE Certification** button.

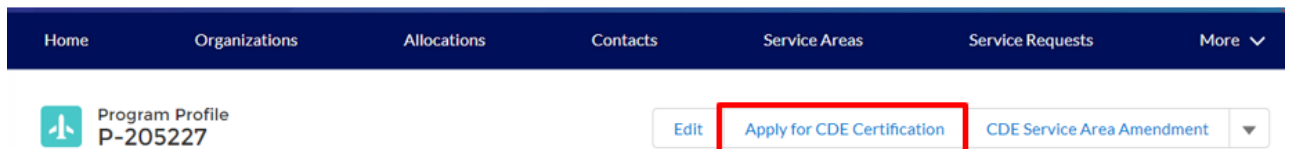


Figure 1: Apply for CDE Certification Button (CDE-Cert-NotCertified)

Reminder: Applicants will automatically receive the CDE-Cert-NotCertified Application if (1) An Applicant CDE that is applying for initial CDE Certification only on behalf of itself. Or (2) An Applicant CDE that is applying for initial CDE Certification on behalf of itself and one or more subsidiary entities.

4. You will be forwarded to the CDE-Cert-NotCertified Certification Application.

Table of Contents

- Application Instructions
- Basic Information - Applicant CDE
- Legal Entity
- Primary Mission
- Boards
- Service Area
- Subsidiaries
- Attestation and Submission

CDE-Cert-NotCertified

CDE Application Overview

WHAT IS A COMMUNITY DEVELOPMENT ENTITY (CDE)?

A Community Development Entity (CDE) is a domestic corporation or partnership that is an intermediary vehicle for the provision of loans, investments, or financial counseling in Low-Income Communities (LICs), under the New Markets Tax Credit Program (NMTC).

CDE CERTIFICATION DESIGNATION

An entity seeking CDE certification must submit a CDE Certification Application to the Fund as directed herein. To qualify as a CDE an Applicant CDE must at the time of application submission:

- Be a legally established entity and a domestic corporation or partnership for Federal tax purposes;
- Have a primary mission of serving or providing investment capital to LICs or Low-Income Persons; and
- Establish accountability to LICs through representation on it's governing or advisory board.

Through this CDE Certification Application, an entity may apply for certification solely on its own behalf, or on behalf of itself and one or more Subsidiary Applicants, provided that each applicant entity is legally established at the time of application. Each entity and subsidiary entity seeking CDE certification must have a valid Employer Identification Number (EIN) at the time the CDE Certification Application is submitted.

NOTE: CDFIs and Specialized Small Business Investment Companies (SSBICs) seeking CDE certification automatically qualify as CDEs and do not need to complete this Certification Application. Such entities should register electronically for CDE certification on the Fund's website at www.cdfifund.gov.

NOTE: Subsidiaries and Affiliates of certified CDEs, CDFIs, and SSBICs do not automatically qualify as CDEs. The parent CDE must submit this CDE Certification Application to have its Subsidiary entities certified as CDEs.

Figure 2: CDE-Cert-NotCertified Application

2.1.1 Section: Basic Information - Applicant CDE

Complete each of the subsections and click 'Save' to mark the subsection as complete receiving a green check mark.

Subsection: Applicant Information

The screenshot displays the 'Applicant Information Instructions' page. On the left, a 'Table of Contents' sidebar lists various sections, with 'Applicant Information' highlighted in red. The main content area features a list of nine instructions for completing the application. Below the instructions, there are three input fields: '1. Name of Applicant' with the value 'Aspira Community Development Llc', '2. Employer Identification Number (EIN) (xx-xxxxxxx) *' with the value '99-0561705', and '3. Attach EIN documentation' with a 'DRAG & DROP' area for uploading documents.

Figure 3: CDE-Cert-NotCertified Application, Applicant Information Subsection

1. Name of Applicant - Confirm the Name of the Applicant displayed is the Applicant’s legal name. If the name is not correct, the Applicant must submit a Service Request to CCME to initiate a change.

2. Employer Identification Number - Confirm the EIN of the Applicant displayed is the Applicant’s EIN as it is stated on the EIN IRS document. If the EIN is not correct, the Applicant must submit a Service Request to CCME to initiate a change.

3. Attach EIN documentation - Attach the document evidencing the valid EIN.

4. Structure of the Applicant CDE

Certified CDFI
Faith-Based Institution
For-profit
Government-controlled entity
Minority Owned or Controlled
New Markets Venture Capital Company
Non-profit
Publicly traded company
Real Estate Development Company
SBIC
Specialized SBIC
Thrift, Bank or bank holding company
Tribal Entity

5. Products and Services ?

Real estate Financing
Microenterprise Financing
Financing other CDEs
Loan purchase from other CDEs
Financial Counseling and Other Services

6. Designate an Authorized Representative for this Application: *

Search Records... Clear

7. Designate one or more Point(s) of Contact for this Application: *

Search Records... Clear

8. Real Estate Financing

9. Structure of App CDE Controlling Entity

Certified CDFI
Faith-Based Institution
For-profit
Government-controlled entity
Minority Owned or Controlled
New Markets Venture Capital Company
Non-profit
Publicly traded company
Real Estate Development Company
SBIC
Specialized SBIC
Thrift, Bank or bank holding company
Tribal Entity
NA

Save

Figure 4: CDE-Cert-NotCertified Application, Applicant Information Subsection (Continued)

4. Structure of the Applicant CDE - Select one or more options that best describe the structure of the CDE Applicant.

5. Product and Services - Select one or more categories from the Products and Services list that the Applicant offers or will offer.

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

7. Please designate a Point of Contact for this Application - Type in the name of the Point of Contact identified on the AMIS Organization Detail Page.

8. Real Estate Financing - If Real Estate Financing was selected for Question #5, please select only one accompanying sub-category.

9. Structure for Applicant CDE Controlling Entity - If the Applicant CDE has a Controlling Entity (i.e. holding company, foundation, etc.), select one or more options that describe the structure of the controlling

entity.

Subsection: Applicant Address

The Applicant Address subsection is used to confirm the applicants mailing address. If the data is not correct, the Applicant will need to navigate to their Organization Detail page and update the necessary fields.

The screenshot displays the 'Applicant Address Instructions' page. On the left is a sidebar with a 'Table of Contents' menu. The 'Applicant Address' option is highlighted with a red box. The main content area has a dark header with the page title and a 'Bookmark Subsection' link. Below the header, there is an instruction paragraph. Two address input sections are visible: 'Applicant Address Mailing' and 'Applicant Address Shipping'. Each section contains four text input fields: 'Address' (7400 NW 29th Street), 'City' (Margate), 'State' (FL), and 'Zip Code' (33063). A blue 'Save' button is located at the bottom center of the form.

Figure 5: CDE-Cert-NotCertified Application, Applicant Address Subsection

Subsection: Market served

Applicants should use this subsection to enter the estimated percentage of service the Applicant CDE ONLY provides to each market described. The percentages should add up to 100%. You are required to enter data in each of the Market Served fields, therefore, if a Market Served does not apply to you,

please enter “0”.

Market served and Estimated % of Total Activities Bookmark Subsection

Enter the estimated percentage of service the Applicant CDE ONLY provides to each market described. The percentages should add up to 100%. You are required to enter data in each of the Market Served fields, therefore, if a Market Served does not apply to you, please enter "0".

Market Served	Percentage
(i) % of Major Urban Areas * ?	<input type="text"/> % 0 Decimal Places
(ii) % of Minor Urban Areas * ?	<input type="text"/> % 0 Decimal Places
(iii) % of Rural Areas * ?	<input type="text"/> % 0 Decimal Places
Total of (i), (ii) and (iii) must equal 100%	0.00
Market Served	Percentage

[Save](#)

Figure 6: CDE-Cert-NotCertified Application, Market Served Subsection

2.1.2 Section: Legal Entity

As of the date its Certification Application is submitted, an Applicant CDE must: be duly organized and validly existing under the laws of the state jurisdiction in which it is incorporated or established; AND be a domestic corporation or partnership for federal tax purposes.

An organization that is not yet a legal entity, does not yet have a valid EIN or is not a domestic corporation or partnership for federal tax purposes cannot apply for CDE certification, and such applications will be declined without substantive review for failure to meet the Legal Entity requirement.

An Applicant CDE and its Subsidiary Applicants may apply under one (combined) CDE Certification Application, but must provide the following for each entity seeking certification:

documents establishing legal entity status; AND

a unique valid EIN for each entity wishing to receive certification.

An Applicant CDE may not apply on behalf of its Subsidiary Applicants if the Subsidiary Applicants are not yet legally established, are not domestic corporations or partnerships for federal tax purposes, or do not

have a unique EIN.

Subsection: Legal Entity

Based on how an Applicant answers the question in this subsection additional questions may appear.

The screenshot shows the 'Legal Entity Instructions' page. The left sidebar contains a 'Table of Contents' with the following items: Application Instructions, Basic Information - Applicant CDE, Legal Entity, Legal Entity (highlighted with a red box), CDE & LLC, Primary Mission, Boards, Service Area, Subsidiaries, and Subsidiary Applicants Included?. The main content area is titled 'Legal Entity Instructions' and includes a 'Bookmark Subsection' button. The 'DOCUMENTATION:' section lists: Articles of Incorporation, Certificate of Formation, Organization Certificate, and Other. The 'NOTE:' section states that if certifying subsidiary applicants, each must be uploaded. The 'Upload a copy of the Applicant CDEs official IRS notification...' section lists: Official letter from IRS providing EIN; Confirmation fax from local IRS office with the organization's name and EIN; or A printout of completed and submitted online SS-4 (with organization's EIN in upper right hand corner) from IRS' website, accompanied by a printout of the online confirmation of receipt of EIN from IRS' website. The question '1. Is the Applicant established as a legal entity? *' is followed by a dropdown menu and a 'Save' button.

Figure 7: CDE-Cert-NotCertified Application, Legal Entity Subsection

Answering the question “Yes”, will present additional questions for the Applicant to answer.

1. Is the Applicant established as a legal entity? *

Yes

1.1 Establishment Date *

12/27/2023

1.2 Current Assets to Date

\$

2 Decimal Places

1.3 Indicate the type of document and attach * ?

Articles of Incorporation or Organization
Other Incorporation document

DRAG & DROP
Upload Document Here *

Save

Figure 8: CDE-Cert-NotCertified Application, Legal Entity Subsection (if Question 1 is Yes)

Answering the question “No”, upon Save, the Applicant will receive the following error.

1. Is the Applicant established as a legal entity? *

You need to be a Legal Entity. You will be unable to submit this application if No is selected.

No

Figure 9: CDE-Cert-NotCertified Application, Legal Entity Subsection (if Question 1 is No)

Subsection: CDE & LLC

Based on how an Applicant answers the question in this subsection additional questions may appear.

Table of Contents

- Application Instructions
- Basic Information - Applicant CDE
- Legal Entity
 - Legal Entity
 - CDE & LLC**
- Primary Mission

CDE-Cert-NotCertified - Legal Entity - CDE & LLC

Bookmark Subsection

1. Is the applicant CDE a Limited Liability corporation (LLC)? *

Save

Print Page

Figure 10: CDE-Cert-NotCertified Application, CDE & LLC Subsection

Answering the question “Yes”, will present additional questions for the Applicant to answer.

The screenshot shows the application form for CDE-Cert-NotCertified - Legal Entity - CDE & LLC. The left sidebar contains a Table of Contents with sections: Application Instructions, Basic Information - Applicant CDE, Legal Entity (with sub-sections Legal Entity and CDE & LLC), Primary Mission, Boards, Service Area, and Subsidiaries. The main content area displays question 1: "1. Is the applicant CDE a Limited Liability corporation (LLC)? *". The dropdown menu is set to "Yes". Below this are questions 1.1: "1.1 Does the LLC have more than one (1) member? *" and 1.2: "1.2 Is the LLC Treated as Corporation or Partnership for Tax Purposes? * ?". Both have empty dropdown menus. A "Save" button is located at the bottom right of the form area. A "Bookmark Subsection" checkbox is visible at the top right.

Figure 11: CDE-Cert-NotCertified Application, CDE & LLC Subsection (if Question 1 is Yes)

Answering the question “No”, the Applicant will be able to proceed with the Application.

The screenshot shows the application form after question 1 has been answered. A green message box at the top states "Subsection was marked as completed!". Question 1: "1. Is the applicant CDE a Limited Liability corporation (LLC)? *" now has a dropdown menu set to "No". The "CDE & LLC" section in the left sidebar is highlighted with a green checkmark. A "Save" button is at the bottom right, and a "Print Page" link is at the bottom right of the form area.

Figure 12: CDE-Cert-NotCertified Application, CDE & LLC Subsection (if Question 1 is No)

2.1.3 Section: Primary Mission

A CDE must demonstrate that it has a primary mission of serving, or providing investment capital for LICs or Low-Income Persons, and that at least 60 percent of its activities (e.g., loans and investments) are targeted to Low-Income Persons (LIPs) or Low-Income Communities (LICs).

An Applicant CDE may meet the primary mission requirement by demonstrating that has signed, board-approved incorporating documents, bylaws, annual reports or other organizational documents evidence a mission of principally servicing Low-Income Persons or LICs. A low-income mission statement must include a reference to Low-Income Persons or LICs or alternate acceptable description. In the case of an Applicant CDE that is an Insured Depository Institution or Insured Credit Union, designation by a regulatory agency as a Low-Income Designated Credit Union or other community development designation is an indication of having such a mission.

An Applicant CDE must also demonstrate that, at a minimum, 60 percent of its products and services are directed to (or will be directed to) Low-Income Persons, to individuals, businesses or organizations that serve Low-Income Persons or to residents of LICs. The following are a few examples of such activities:

- Investing in, lending to or providing technical assistance to businesses that are located in LICs and/or are owned by Low-Income Persons;
- Lending to Low-Income Persons or residents of LICs;
- Investing in or providing loans to support commercial properties that are located in LICs; or
- Investing in, lending to or providing technical assistance to organizations (e.g., CDEs or CDFIs) engaged in activities that promote community development in LICs or for the benefit of Low-Income Persons.

Subsection: Primary Mission

Upload a copy of the following board approved documents from the Applicant CDE that evidence a primary mission of serving LICs or Low-Income Persons. Such documentation includes, but is not limited to:

- signed or filed articles of incorporation or organization;
- a signed partnership agreement;
- a board resolution;
- an annual report with a letter from the Board Chairperson;
- or similar board approved documents. (e.g one-page narrative that specifically states how the organization’s collective activities and products evidence the primary mission certification criteria)

The screenshot displays the 'Primary Mission Instructions' page within the 'CDE-Cert-NotCertified' application. On the left, a sidebar contains a 'Table of Contents' with the following items: Application Instructions, Basic Information - Applicant CDE, Legal Entity, Primary Mission, Primary Mission (highlighted with a red box), Boards, Service Area, Subsidiaries, and Attestation and Submission. The main content area is titled 'Primary Mission Instructions' and includes a 'Bookmark Subsection' button. Below the title, the 'DOCUMENTS/ATTACHMENTS' section provides instructions: 'Upload a copy of the following board approved documents from the Applicant CDE that evidence a primary mission of serving LICs or Low-Income Persons. Such documentation includes, but is not limited to:' followed by a bulleted list of document types. A note states: 'The Fund will not accept pamphlets, brochures or other marketing materials to document primary mission.' Below this, a 'Note' explains that if 'Articles of Incorporation or Organization' has already been submitted under 'Legal Entity section', it does not need to be re-uploaded. Two numbered steps are provided: 1. Enter the Primary Mission of the Applicant as written in the organizing document. 2. Select the Primary Mission document being attached that states the Primary Mission entered above. Attach the document evidencing the Primary Mission. The form includes a text input field for '1. Primary Mission of Applicant *' with a '2000 Characters Remaining' indicator. Below it is a dropdown menu for '2. Indicate the type of Primary Mission document and attach * ?' with options: Articles of Incorporation or Organization, Partnership Agreement, Board Resolution, An annual report with a letter from the Board Chairperson, Bylaws, Annual Reports, and Other similar board approved documents. At the bottom, there is a 'DRAG & DROP' area with the text 'Upload Document Here *' and a 'Save' button.

Figure 13: CDE-Cert-NotCertified Application, Primary Mission Subsection

1. Enter the Primary Mission of the Applicant as written in the organizing document.

2. Select the Primary Mission document being attached that states the Primary Mission entered above. Attach the document evidencing the Primary Mission.

2.1.4 Section: Boards

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

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

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

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

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

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

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

Subsection: Boards

In order to search for Board within this subsection, the Applicant must create and complete Organization Board records within their Organization Detail page.

If the Applicant intends to maintain accountability to the residents of its LIC through their representation on Advisory Board(s), provide a brief narrative detailing each of the following:

- The process by which members are selected for the advisory board;
- How often the advisory board meets (to be accountable, a board must meet at least annually);
- How the board solicits (or intends to solicit) feedback from residents of LICs and how often this information is (or will be) collected (e.g., feedback collected semi-annually at community meetings, feedback collected annually through surveys, etc.); and
- How the information is used (or will be used) to inform the actions of the governing board in developing the organization's policies (e.g., an advisory board representative sits on the governing board; a member of the advisory board presents reports to the governing board, etc.).

To create a New Organization Board Record in AMIS:

1. Exit the template Application and navigate to the Applicant's Organization Detail page. (Click the Organizations tab at the top of the page and select the hyperlink of the Applicant's organization's name from the "Recently Viewed" list.) The search bar at the top of the AMIS page can also be used to navigate to the Applicant's Organization page.
2. Click the New Org Board button.

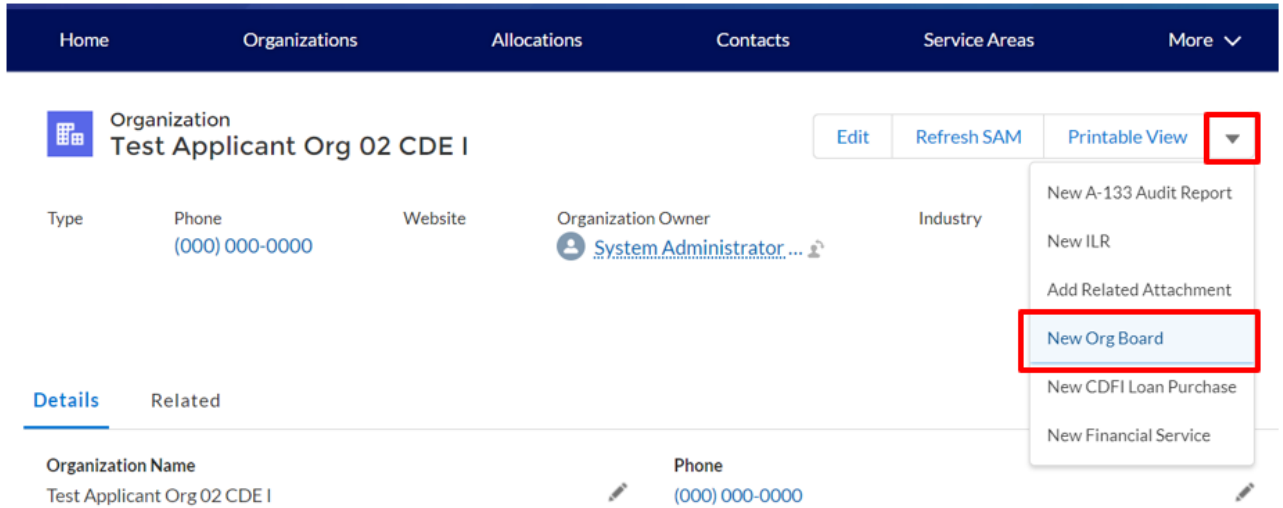


Figure 14: Organization Record - New Org Board Button

3. Enter the Board Name and select your board purpose, CDE Certification, from the drop-down menu. Click Next.

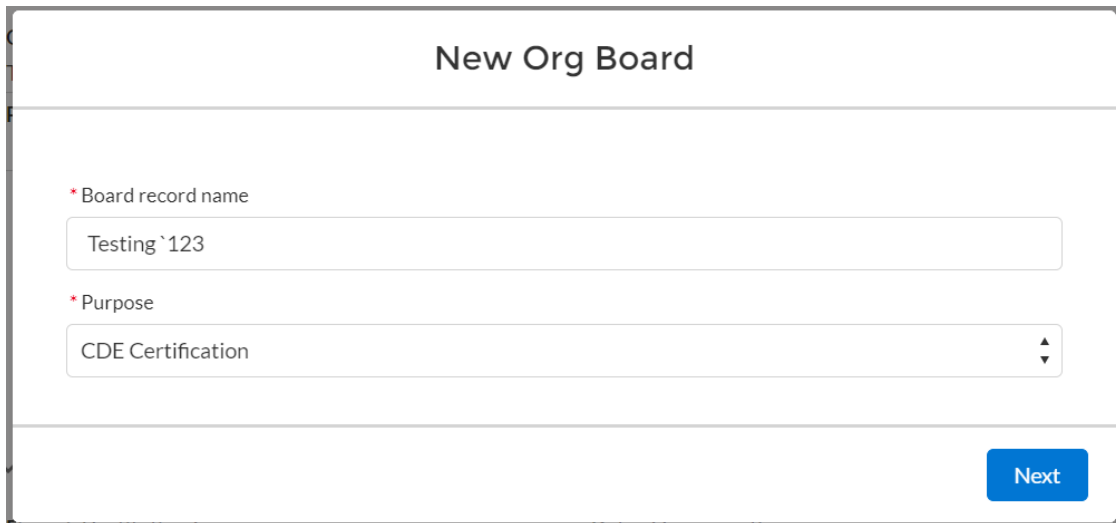
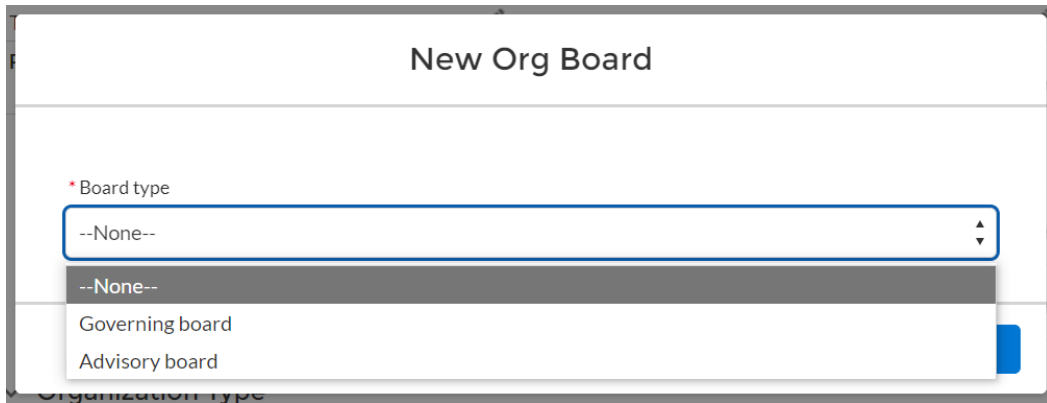


Figure 15: New Org Board Creation Popup

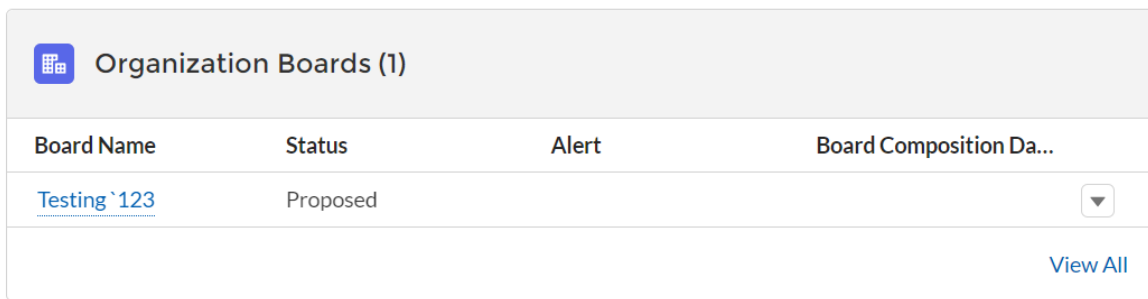
4. Complete the Board Type (Governing or Advisory) field and click Next.



The screenshot shows a form titled "New Org Board". A dropdown menu for "Board type" is open, showing options: "--None--", "Governing board", and "Advisory board". The "Board type" label has a red asterisk indicating it is required.

Figure 16: New Org Board - Board Type Field

5. Once complete, a new Board record will be created and visible on your Organization’s Board related list.




The screenshot shows a table titled "Organization Boards (1)". The table has four columns: "Board Name", "Status", "Alert", and "Board Composition Da...". There is one row with the board name "Testing `123" and status "Proposed". A "View All" link is located at the bottom right of the table.

Board Name	Status	Alert	Board Composition Da...
Testing `123	Proposed		

Figure 17: Newly Created Organization Board on the Related List

6. Once you click on the newly created Board record, you will navigate to the Organization Board detail page.

 Organization Board
Testing ` 123

[Edit Org Board](#) [New Org Board Member](#) [Printable View](#) ▼

Detail Related













Board Name Testing ` 123 	Board Composition Date 
Board Status Proposed 	Record Type CDE 
Organization Test Applicant Org02 CDE I	
Board record purpose CDE Certification	
CDE Board Type Governing Board	
Member Narrative	
Total Board Members 	Total Accountable Representatives 
Process of Selection ⓘ 	How often does Board meet ? ⓘ 
Board Member Feedback ⓘ 	How is Information Used ? ⓘ 
Created By  TestUser Org02CDEAR1 · 10/8/2024 12:24 PM	Last Modified By  TestUser Org02CDEAR1 · 10/8/2024 12:24 PM

Figure 18: CDE Organization Board Detail Page

- Complete the Member Narrative Section of the Organization Board.
- To create Organization Board Members, within the Related Tab, click on the New button on the Organization Board Members Related List.

Detail **Related**


 Organization Board Members (0) [New](#)

Figure 19: Related List - Organization Board Members

- Select the Board Member Type and click Next.

New Organization Board Member

- Board Member or Employee of non-affiliated charitable org
An employee or Board Officer of a non-affiliated community-based or charitable organization providing more than 50% of its program activities and services to LIPs in the Service Area
- Elected Official or staff to Elected Official
Be, or work for, an elected official whose constituency is comprised principally of, or are residents of, qualified NMTC census tracts
- Governmental Agency/Department Employee
An employee of a governmental agency or department that primarily serves LICs or whose job responsibility primarily involve serving LICs
- Not an LIC Representative
Not an LIC Representative
- Religious Leader
A religious leader whose congregation is located in a NMTC qualified census tract
- Resident
Resides within a of qualified NMTC census tract in Service Area
- Small Business Owner
Own, control, or manage a small business within a qualified NMTC census tract, in Service Area, that principally employees or provides appropriate goods and services to area LIC residents

Cancel Next

Figure 20: CDE Board Member Types

10. Based on the Board Member Type selected, different questions will appear for you to answer. Once complete, continue to click New on the Organization Board Members related list to add additional Board Members.

To Select Your Board Record in the Template Application:

1. Launch the CDE Certification Application from the Program Profile. Navigate to the Boards section and open the Boards subsection.
2. Search for the relevant Organization Board record in Select Organization Boards from AMIS field. Then, select it from the list of Organization Board records associated with Applicant’s Organization Detail page. Please note, an Organization Board record can be added only if it has already been created in the Applicant’s Organization Detail page.

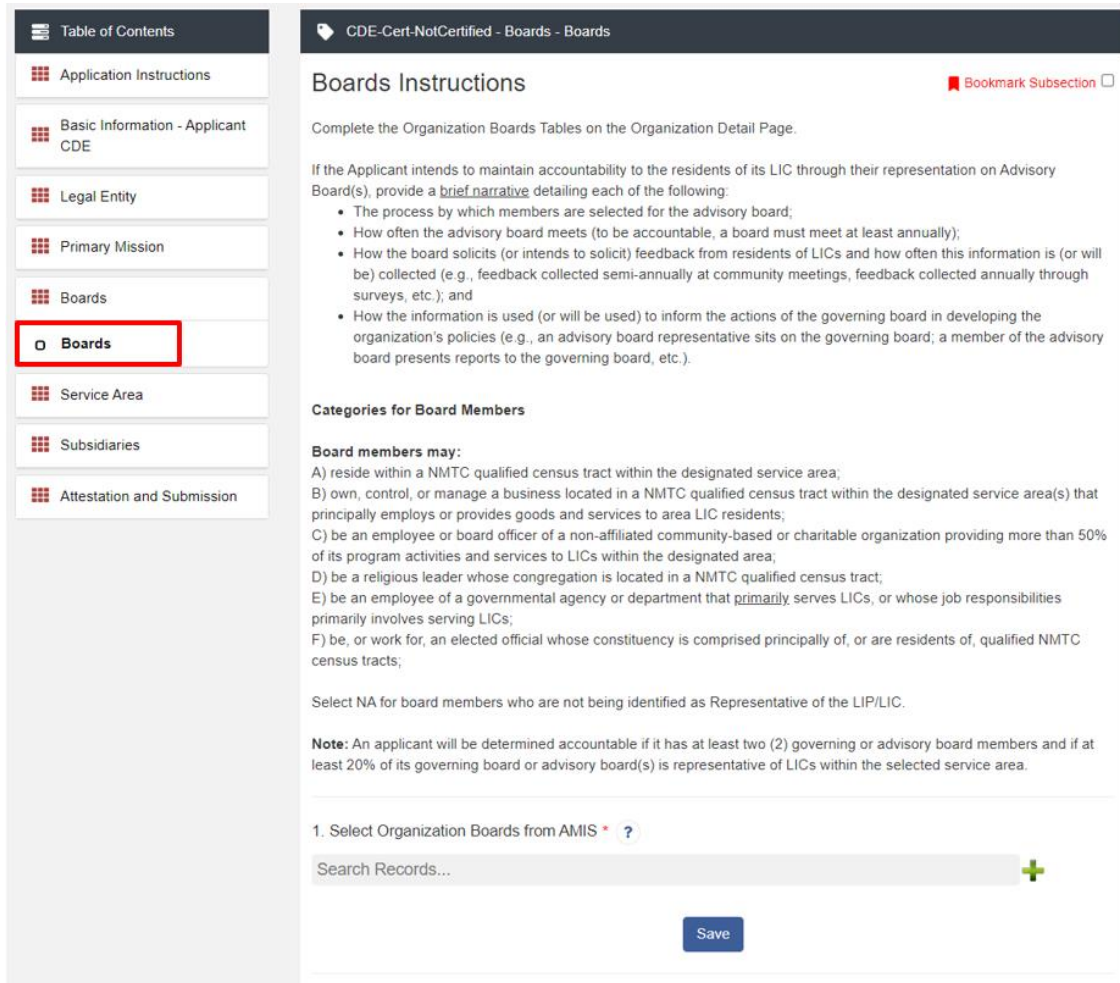


Figure 21: CDE-Cert-NotCertified Application, Boards Subsection

Note: Applicants can add more than one Board to this question by using the 'Add' button next to the question.

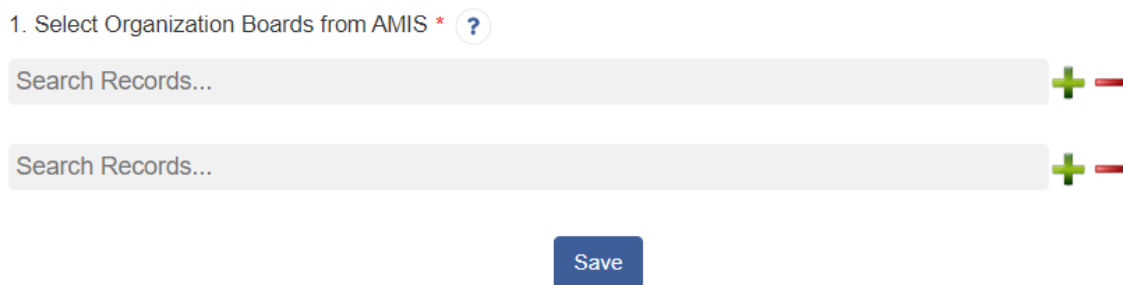


Figure 22: CDE-Cert-NotCertified Application, Boards Subsection (Showing Add Additional)

2.1.5 Section: Service Areas

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

Subsection: Service Areas

The Applicant must identify a geography in which it serves or intends to serve. In order to be certified for the proposed Service Area, the Applicant must maintain accountability for the geography proposed.

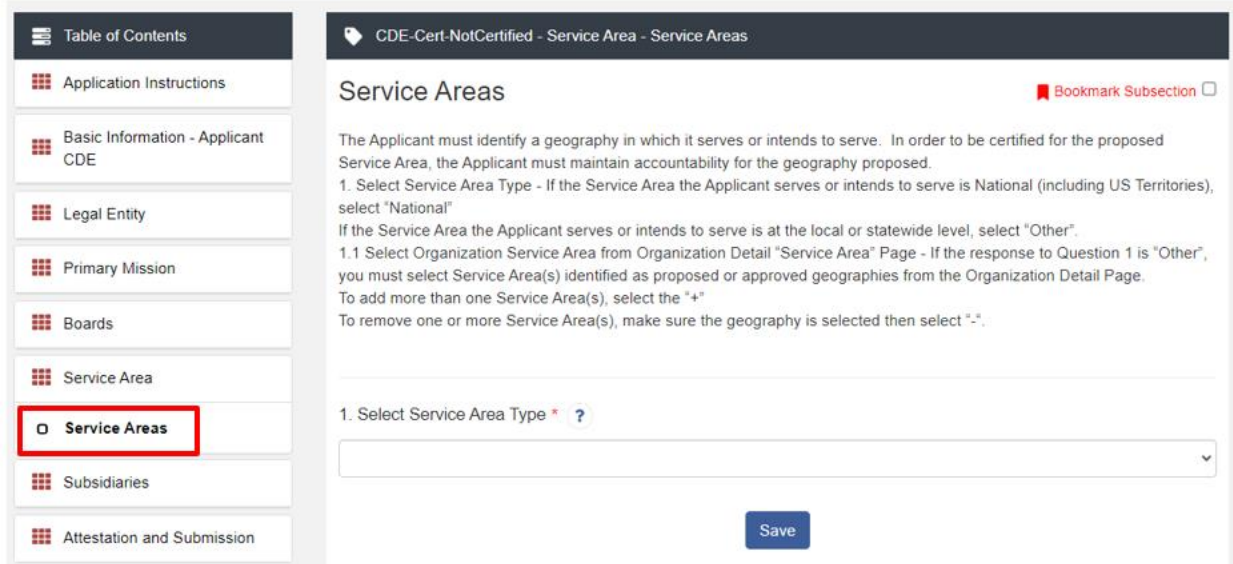


Figure 23: CDE-Cert-NotCertified Application, Service Areas Subsection

1. Select Service Area Type - If the Service Area the Applicant serves or intends to serve is National (including US Territories), select “National”
If the Service Area the Applicant serves or intends to serve is at the local or statewide level, select “Other”.
- 1.1 Select Organization Service Area from Organization Detail “Service Area” Page - If the response to Question 1 is “Other”, you must select Service Area(s) identified as proposed or approved geographies from the Organization Detail Page.
To add more than one Service Area(s), select the “+”
To remove one or more Service Area(s), make sure the geography is selected then select “-”.

Answering the question “National”, the Applicant will be able to proceed with the Application.

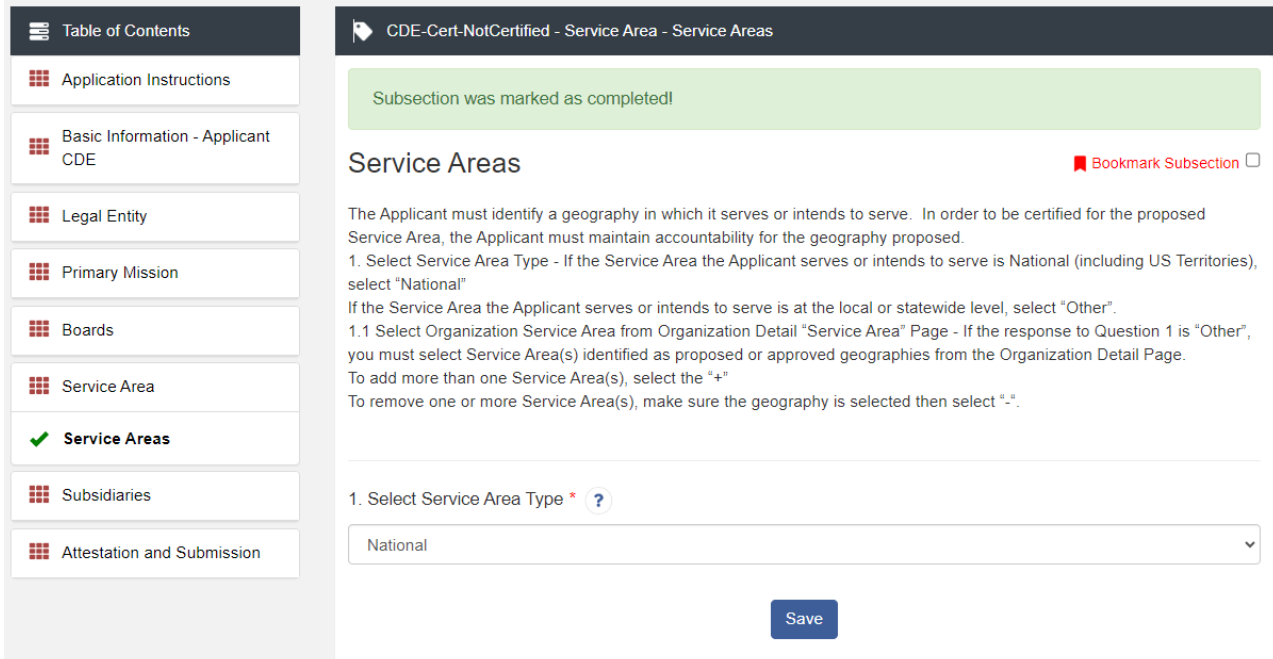


Figure 24: CDE-Cert-NotCertified Application, Service Areas Subsection (Showing Question 1 is National)

Answering the question “Other”, will present additional questions for the Applicant to answer.

The screenshot shows a web application interface for 'CDE-Cert-NotCertified - Service Area - Service Areas'. On the left is a navigation menu with items like 'Table of Contents', 'Application Instructions', 'Basic Information - Applicant CDE', 'Legal Entity', 'Primary Mission', 'Boards', 'Service Area', 'Service Areas' (selected), 'Subsidiaries', and 'Attestation and Submission'. The main content area is titled 'Service Areas' and includes a 'Bookmark Subsection' button. It contains detailed instructions for selecting a service area type and organization service area. A dropdown menu for '1. Select Service Area Type * ?' is set to 'Other'. Below it, a section for '1.1 Select Organization Service Area from Organization Detail "Service Area" Page * ?' features a search bar and a green plus icon. A blue 'Save' button is located at the bottom right of the form area.

Figure 25: CDE-Cert-NotCertified Application, Service Areas Subsection (Showing Question 1 is Other)

2.1.6 Section: Subsidiaries

CDE Applicants Applying for Certification on Behalf of its Subsidiaries:

Requirement(s) - The Applicant CDE can apply for certification on behalf of one or more Subsidiary.

Subsection: Subsidiary Applicants Included?

The Subsidiary CDEs must be able to meet the CDE criteria in order to be certified at the time of application submission. The Subsidiary must (1) be a legally established entity and a domestic corporation or partnership for Federal tax purposes; (2) have a primary mission of serving or providing investment capital to Low-Income Communities (LICs) or Low-Income Persons (LIPs); and (3) have established accountability to LICs through representation on its governing or an advisory board for the Service Area it serves or intends to serve.

If the Applicant CDE is applying for certification for one or more Subsidiary, select “Yes”.

If the Applicant CDE is NOT applying for certification for one or more subsidiaries, at this time, select “No”.

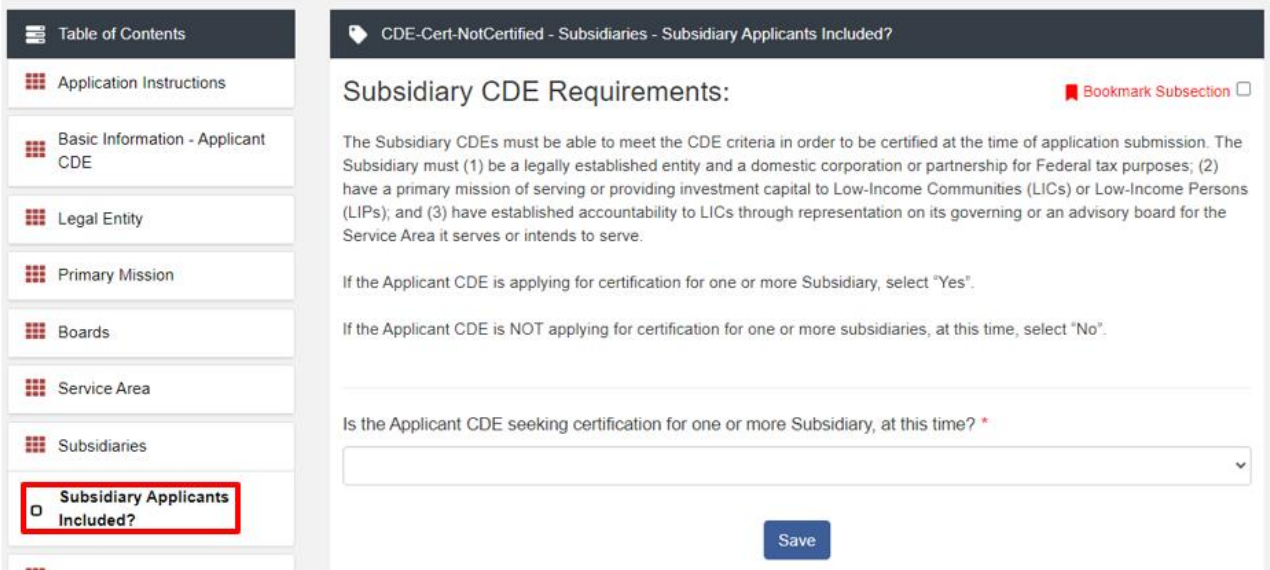


Figure 26: CDE-Cert-NotCertified Application, Subsidiary Applicants Included? Subsection

Answering the question “Yes”, upon Save, will present a new subsection “Add Subsidiary CDE” with additional questions for the Applicant to answer.

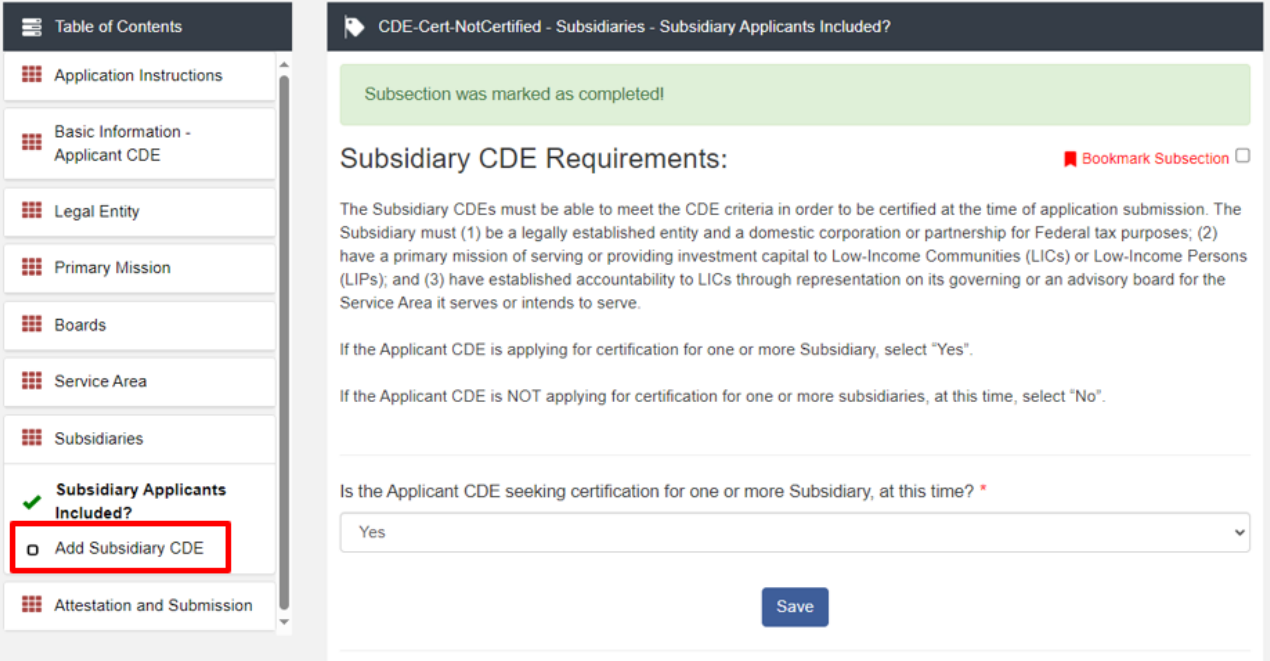


Figure 27: CDE-Cert-NotCertified Application, Subsidiary Applicants Included? Subsection (Yes)

Answering the question “No”, the Applicant will be able to proceed with the Application.

The screenshot shows a web application interface. On the left is a vertical navigation menu with a 'Table of Contents' header. The menu items are: Application Instructions, Basic Information - Applicant CDE, Legal Entity, Primary Mission, Boards, Service Area, Subsidiaries, **Subsidiary Applicants Included?** (highlighted with a red box and a green checkmark), and Attestation and Submission. The main content area has a dark header with the breadcrumb 'CDE-Cert-NotCertified - Subsidiaries - Subsidiary Applicants Included?'. Below the header is a green notification bar that says 'Subsection was marked as completed!'. The main heading is 'Subsidiary CDE Requirements:' with a 'Bookmark Subsection' link. The text explains that subsidiary CDEs must meet specific criteria to be certified. It includes instructions on how to answer the question 'Is the Applicant CDE seeking certification for one or more Subsidiary, at this time? *' based on whether the applicant is applying for certification. A dropdown menu is currently set to 'No'. A blue 'Save' button is located below the dropdown. A 'Print Page' link is in the bottom right corner.

Figure 28: CDE-Cert-NotCertified Application, Subsidiary Applicants Included? Subsection (No)

Subsection: Add Subsidiary CDE (if applicable)

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

1. Record Number - This question is not required. It is used to ensure the Applicant can identify the “active” record.
2. Subsidiary CDE Name - Enter the legal name, as identified on the legal documents, of the Subsidiary CDE seeking certification.
3. Enter the Employer Identification Number (EIN) - Enter the EIN of the Applicant as it is stated on the EIN IRS document.
4. Attach EIN documentation - Attach the document evidencing the valid EIN.
5. Subsidiary Contact Name - Type in the name of the Point of Contact identified on the AMIS Organization Detail Page.
6. Products and Services - Select one or more categories from the Products and Services list that the Subsidiary offers or will offer.
7. Real Estate Financing - Response required if "Real Estate Financing" was selected in Question #5.
8. Type of Entity - Select one or more categories that identifies the organization type of the Subsidiary.
9. Is the Subsidiary established as a legal entity? - If the Subsidiary is a Legal Entity with proper documentation, select “Yes”.
If the Subsidiary is not a Legal Entity, select “No”. As such, it is not eligible to apply for certification as a CDE and will not be able to submit a CDE Certification Application on behalf of the Subsidiary.

9.1 Establishment Date - Enter the date in which the Subsidiary was established, as identified on the legal documents.

9.2 Current Assets to date - Enter the Subsidiary's current amount of assets.

9.3 Indicate the type of document and attach - Select the type of documents used to demonstrate the Subsidiary's legal entity status.

10. Does the Subsidiary CDE share the same Primary Mission as the Applicant CDE? -

Review the Program Profile to view and determine if the mission of the Applicant CDE and its Subsidiary share the same Primary Mission.

Select "Yes" if the Subsidiary CDE and Applicant CDE share the same Primary Mission.

Select "No" if the Subsidiary CDE and Applicant do not share the same Primary Mission.

10.1 Indicate the type of document and attach - If the response to Question 10 is "No", select the type of document used to demonstrate the Subsidiary's Primary Mission.

11. Is the Subsidiary CDE a domestic corporation or partnership for federal tax purposes? -

Select "Yes" if the Subsidiary CDE is domestic corporation or partnership for federal tax purposes.

Select "No" if the Subsidiary CDE is not a domestic corporation or partnership for federal tax purposes. If no, the Applicant is not eligible to apply for certification on behalf of the Subsidiary.

12. Does the Subsidiary CDE share the same Board as the Applicant CDE? -

Select "Yes" if the Subsidiary CDE and Applicant CDE share the same Board.

Select "No" if the Subsidiary CDE and Applicant do not share the same Board.

12.1 Select Organization Board(s) from the Organization Detail Page "Boards" in AMIS - If the response to Question 11 is "No", select the appropriate proposed board from the Organization Detail Page in AMIS.

13. Does the Subsidiary CDE share the same Service Area(s) as the Applicant CDE? -

Select "Yes" if the Subsidiary CDE and Applicant CDE share the same Service Area(s).

Select "No" if the Subsidiary CDE and Applicant do not share the same Service Area(s).

13.1 Select the Service Area(s) from the Organization Detail Page "Service Area" in AMIS - If the response to Question 12 is "No", select the appropriate proposed Service Area from the Organization Detail Page in AMIS.

Record Name	Completed	Subsidiary Name	Applicant CDE EIN
New Row (active)			

[Add Row](#)

New Row

1. Record Number (Enter the number of subs proposed for certification – Example Sub 1, Sub 2, Sub 3 etc)

2. Subsidiary CDE Name *

200 Characters Remaining

3. Enter the Employer Identification Number (EIN)(xx-xxxxxxx) *

10 Characters Remaining

4. Attach EIN documentation



5. Subsidiary Contact Name

[Clear](#)

6. Products and Services ?

- Real estate Financing
- Microenterprise Financing
- Financing other CDEs
- Loan purchase from other CDEs
- Financial Counseling and Other Services

7. Real Estate Financing

Figure 29: CDE-Cert-NotCertified Application, Add Subsidiary CDE Subsection

8. Type of Entity ?

Certified CDFI
Credit Union
Faith-Based Institution
For-profit
Government-controlled entity
Minority Owned or Controlled
New Markets Venture Capital Company
Non-profit
Publicly traded company
Real Estate

9. Is the Subsidiary established as a legal entity? *

10. Does the Subsidiary CDE share the same Primary Mission as the Applicant CDE? * ?

11. Is the Subsidiary CDE a domestic corporation or partnership for federal tax purposes? *

12. Does the Subsidiary CDE share the same Board as the Applicant CDE? * ?

13. Does the Subsidiary CDE share the same Service Area(s) as the Applicant CDE? * ?

Save
Download CSV
Delete Record

Figure 30: CDE-Cert-NotCertified Application, Add Subsidiary CDE Subsection (Continued)

Note: Upon saving the record, to add additional Subsidiaries, click “Add Row” to receive blank fields to complete a new record entry.

Record Name	Completed	Subsidiary Name	Applicant CDE EIN
New Row (active)			

Add Row

Figure 31: CDE-Cert-NotCertified Application, Add Subsidiary CDE Subsection (Add Row)

2.1.7 Attestation and Submission

To submit the application to the CDFI Fund:

1. Make sure that the Progress Bar is 100%. This section allows an Authorized Representative to attest to the accuracy and completeness of the information you provided in the application.

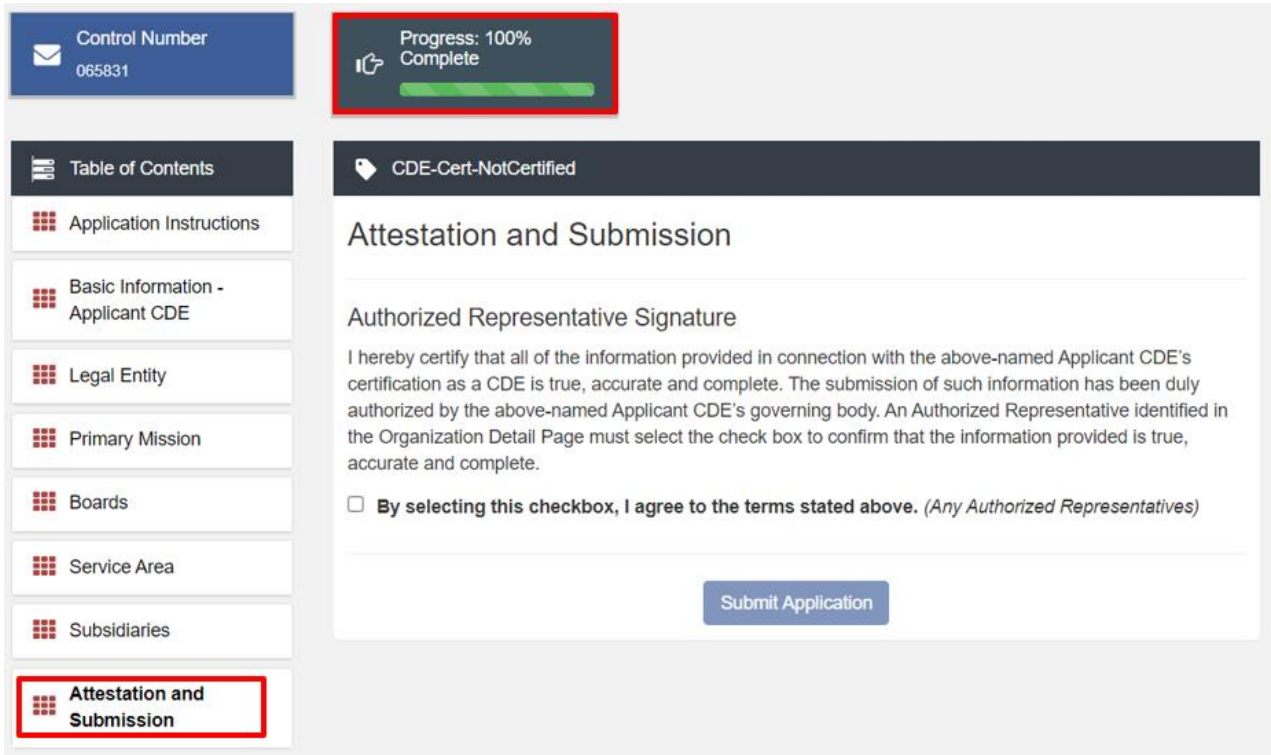


Figure 32: CDE-Cert-NotCertified Application, Attestation and Submission Subsection

2. Attest to this application by, checking the checkbox.
3. Click the **Submit Application** button on the Attestation and Submission page.

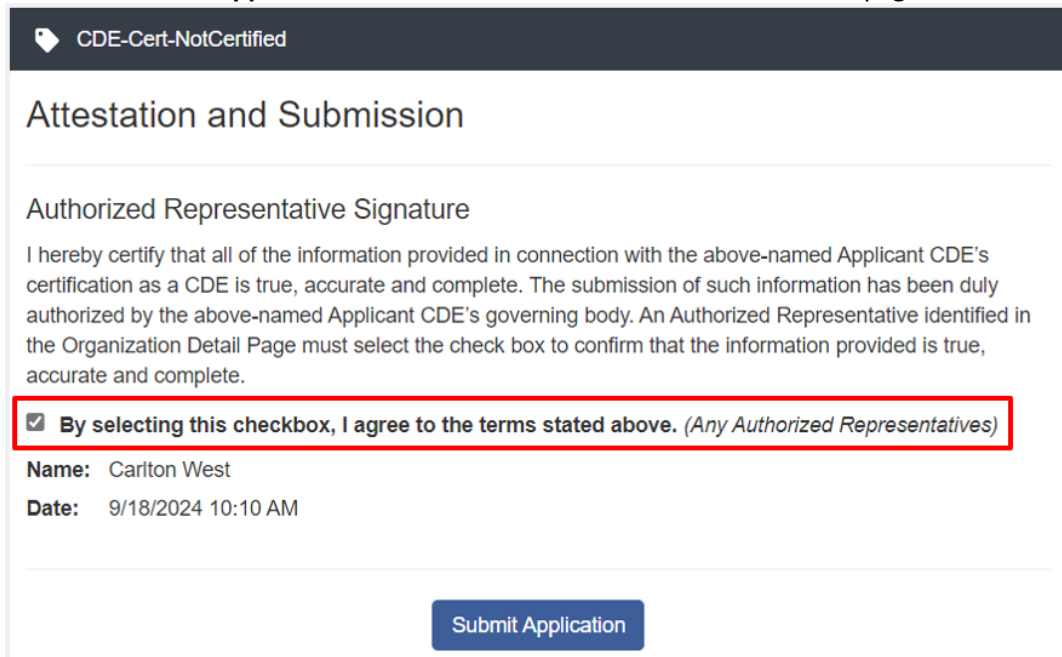


Figure 33: CDE-Cert-NotCertified Application, Attestation and Submission Subsection (Attestation Checked)

4. A confirmation dialog window will be displayed. Click the **Submit Application** button to confirm that you have provided your attestation electronically in the Attestation and Submission section.

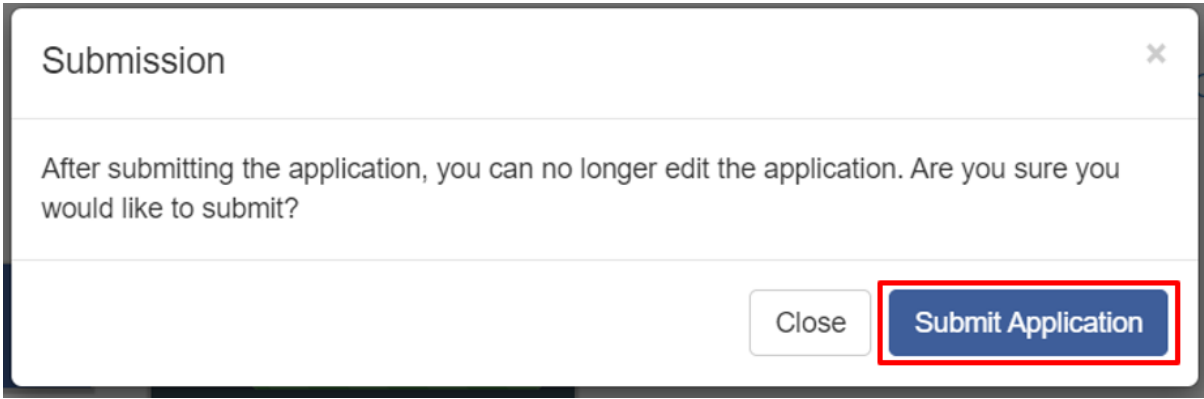


Figure 34: CDE-Cert-NotCertified Application, Confirmation of Submission Popup

5. The CDFI Fund will notify you via email regarding your CDE Certification Application status.

2.2 CDE Certification Application – CDE-Cert-Certified

Applicants that are presented with the CDE-Cert-Certified CDE Certification Application are required to complete the following sections:

- Basic Information - Applicant CDE
- Subsidiaries

To complete the application:

1. From the Organization Detail page, navigate to the Program Profiles related list.
2. Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the CDE-CERT Program Profile Detail page.
3. Click the **Apply for CDE Certification** button.

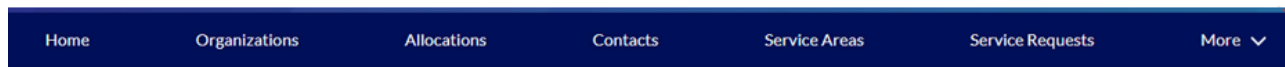


Figure 35: Apply for CDE Certification Button (CDE-Cert-Certified)

Reminder: Applicants will automatically receive the CDE-Cert-Certified Application if An Applicant CDE, which is already certified that is applying for CDE Certification on behalf of one or more subsidiary entities.

5. You will be forwarded to the CDE-Cert-Certified Certification Application.

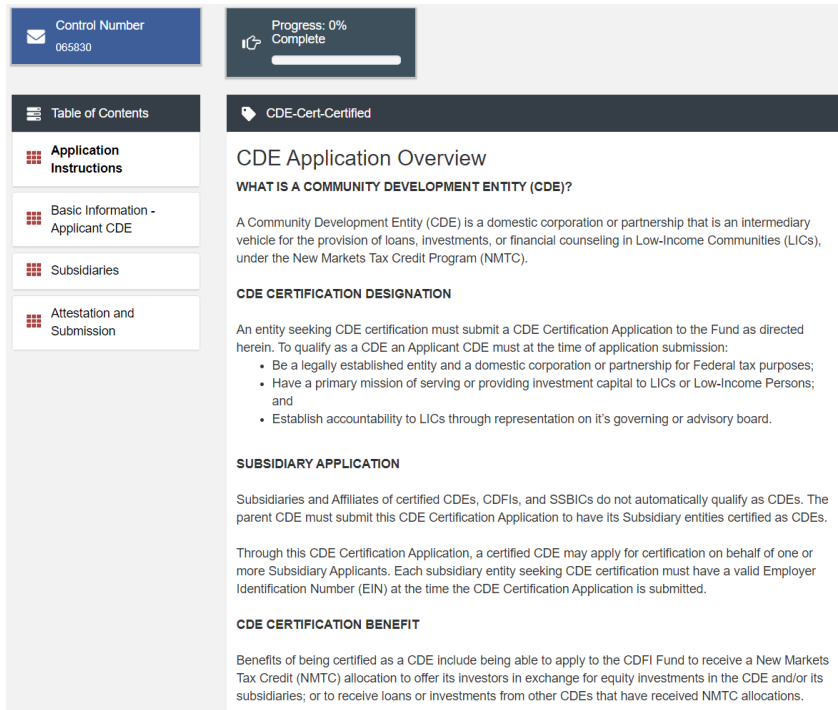


Figure 36: CDE-Cert-Certified Application

2.2.1 Section: Basic Information - Applicant CDE

Complete each of the subsections and click 'Save' to mark the subsection as complete receiving a green check mark.

Subsection: Applicant Information

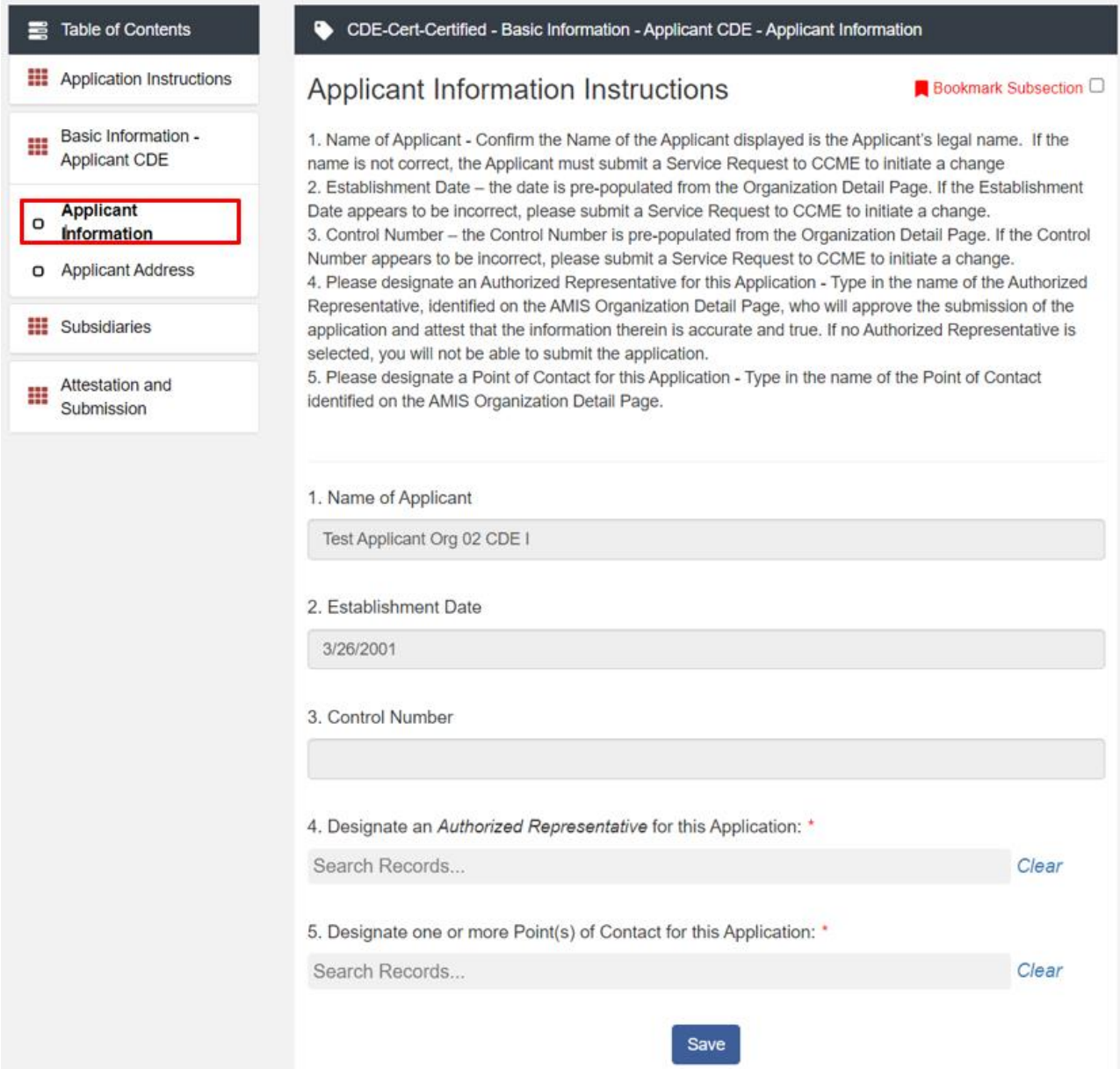


Figure 37: CDE-Cert-Certified Application, Applicant Information Subsection

1. Name of Applicant - Confirm the Name of the Applicant displayed is the Applicant’s legal name. If the name is not correct, the Applicant must submit a Service Request to CCME to initiate a change

2. Establishment Date – the date is pre-populated from the Organization Detail Page. If the Establishment Date appears to be incorrect, please submit a Service Request to CCME to initiate a change.

3. Control Number – the Control Number is pre-populated from the Organization Detail Page. If the Control Number appears to be incorrect, please submit a Service Request to CCME to initiate a change.

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

5. Please designate a Point of Contact for this Application - Type in the name of the Point of Contact identified on the AMIS Organization Detail Page.

Subsection: Applicant Address

The Applicant Address subsection is used to confirm the applicants mailing address. If the data is not correct, the Applicant will need to navigate to their Organization Detail page and update the necessary fields.

The screenshot displays the 'Applicant Address Instructions' page. On the left is a 'Table of Contents' sidebar with the following items: 'Application Instructions', 'Basic Information - Applicant CDE', 'Applicant Information' (with a green checkmark), 'Applicant Address' (highlighted with a red box), 'Subsidiaries', and 'Attestation and Submission'. The main content area has a dark header with the breadcrumb 'CDE-Cert-Certified - Basic Information - Applicant CDE - Applicant Address'. Below the header is the title 'Applicant Address Instructions' and a 'Bookmark Subsection' link. A paragraph of instructions follows: 'The Applicant must confirm the physical and mailing address below. If the data is not correct, the Applicant must return to the Organization Detail Page to make corrections.' The form is divided into two sections: 'Applicant Address Mailing' and 'Applicant Address Shipping'. The Mailing section contains four input fields: 'Address' (555 st), 'City' (city), 'State' (AK), and 'Zip Code' (5555). The Shipping section contains four empty input fields: 'Address', 'City', 'State', and 'Zip code'. A blue 'Save' button is located at the bottom center of the form.

Figure 38: CDE-Cert-Certified Application, Applicant Address Subsection

2.2.2 Section: Subsidiaries

CDE Applicants Applying for Certification on Behalf of its Subsidiaries:

Requirement(s) - The Applicant CDE can apply for certification on behalf of one or more Subsidiary.

The Subsidiary CDEs must be able to meet the CDE criteria in order to be certified at the time of application submission. The Subsidiary must (1) be a legally established entity and a domestic corporation or partnership for Federal tax purposes; (2) have a primary mission of serving or providing investment capital to Low-Income Communities (LICs) or Low-Income Persons (LIPs); and (3) have established accountability to LICs through representation on its governing or an advisory board for the Service Area it serves or intends to serve.

Subsection: Add Subsidiary CDE

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

1. Record Number - This question is not required. It is used to ensure the Applicant can identify the “active” record.
2. Subsidiary CDE Name - Enter the legal name, as identified on the legal documents, of the Subsidiary CDE seeking certification.
3. Enter the Employer Identification Number (EIN) - Enter the EIN of the Applicant as it is stated on the EIN IRS document.
4. Attach EIN documentation - Attach the document evidencing the valid EIN.
5. Subsidiary Contact Name - Type in the name of the Point of Contact identified on the AMIS Organization Detail Page.
6. Products and Services - Select one or more categories from the Products and Services list that the Subsidiary offers or will offer.
7. Real Estate Financing - Response required if "Real Estate Financing" was selected in Question #5.
8. Type of Entity - Select one or more categories that identifies the organization type of the Subsidiary.
9. Is the Subsidiary established as a legal entity? - If the Subsidiary is a Legal Entity with proper documentation, select “Yes”.
If the Subsidiary is not a Legal Entity, select “No”. As such, it is not eligible to apply for certification as a CDE and will not be able to submit a CDE Certification Application on behalf of the Subsidiary.
 - 9.1 Establishment Date - Enter the date in which the Subsidiary was established, as identified on the legal documents.
 - 9.2 Current Assets to date - Enter the Subsidiary’s current amount of assets.
 - 9.3 Indicate the type of document and attach - Select the type of documents used to demonstrate the Subsidiary’s legal entity status.
10. Does the Subsidiary CDE share the same Primary Mission as the Applicant CDE? -
Review the Program Profile to view and determine if the mission of the Applicant CDE and its Subsidiary share the same Primary Mission.
Select “Yes” if the Subsidiary CDE and Applicant CDE share the same Primary Mission.
Select “No” if the Subsidiary CDE and Applicant do not share the same Primary Mission.
 - 10.1 Indicate the type of document and attach - If the response to Question 10 is “No”, select the type of

document used to demonstrate the Subsidiary's Primary Mission.

11. Is the Subsidiary CDE a domestic corporation or partnership for federal tax purposes? -
Select "Yes" if the Subsidiary CDE is domestic corporation or partnership for federal tax purposes.
Select "No" if the Subsidiary CDE is not a domestic corporation or partnership for federal tax purposes. If
no, the Applicant is not eligible to apply for certification on behalf of the Subsidiary.

12. Does the Subsidiary CDE share the same Board as the Applicant CDE? -
Select "Yes" if the Subsidiary CDE and Applicant CDE share the same Board.
Select "No" if the Subsidiary CDE and Applicant do not share the same Board.

12.1 Select Organization Board(s) from the Organization Detail Page "Boards" in AMIS - If the response to
Question 11 is "No", select the appropriate proposed board from the Organization Detail Page in AMIS.

13. Does the Subsidiary CDE share the same Service Area(s) as the Applicant CDE? -
Select "Yes" if the Subsidiary CDE and Applicant CDE share the same Service Area(s).
Select "No" if the Subsidiary CDE and Applicant do not share the same Service Area(s).

13.1 Select the Service Area(s) from the Organization Detail Page "Service Area" in AMIS - If the response
to Question 12 is "No", select the appropriate proposed Service Area from the Organization Detail Page in
AMIS.

Overview (1)

Add Row

Record Name	Completed	Subsidiary Name	Applicant CDE EIN
New Row (active)			

Add Row

New Row

1. Record Number (Enter the number of subs proposed for certification – Example Sub 1, Sub 2, Sub 3 etc)

2. Subsidiary CDE Name *

200 Characters Remaining

3. Enter the Employer Identification Number (EIN)(xx-xxxxxxx) *

10 Characters Remaining

4. Attach EIN documentation



5. Subsidiary Contact Name

6. Products and Services ?

- Real estate Financing
- Microenterprise Financing
- Financing other CDEs
- Loan purchase from other CDEs
- Financial Counseling and Other Services

7. Real Estate Financing

Figure 39: CDE-Cert-Certified Application, Add Subsidiary CDE Subsection

8. Type of Entity ?

Certified CDFI

Credit Union

Faith-Based Institution

For-profit

Government-controlled entity

Minority Owned or Controlled

New Markets Venture Capital Company

Non-profit

Publicly traded company

Real Estate

9. Is the Subsidiary established as a legal entity? *

10. Does the Subsidiary CDE share the same Primary Mission as the Applicant CDE? * ?

11. Is the Subsidiary CDE a domestic corporation or partnership for federal tax purposes? *

12. Does the Subsidiary CDE share the same Board as the Applicant CDE? * ?

13. Does the Subsidiary CDE share the same Service Area(s) as the Applicant CDE? * ?

Save
Download CSV
Delete Record

Figure 40: CDE-Cert-Certified Application, Add Subsidiary CDE Subsection (Continued)

Note: Upon saving the record, to add additional Subsidiaries, click “Add Row” to receive blank fields to complete a new record entry.

Record Name	Completed	Subsidiary Name	Applicant CDE EIN
New Row (active)			

Add Row

Figure 41: CDE-Cert-Certified Application, Add Subsidiary CDE Subsection (Add Row)

2.2.3 Attestation and Submission

To submit the application to the CDFI Fund:

1. Make sure that the Progress Bar is 100%. This section allows an Authorized Representative to attest to the accuracy and completeness of the information you provided in the application.

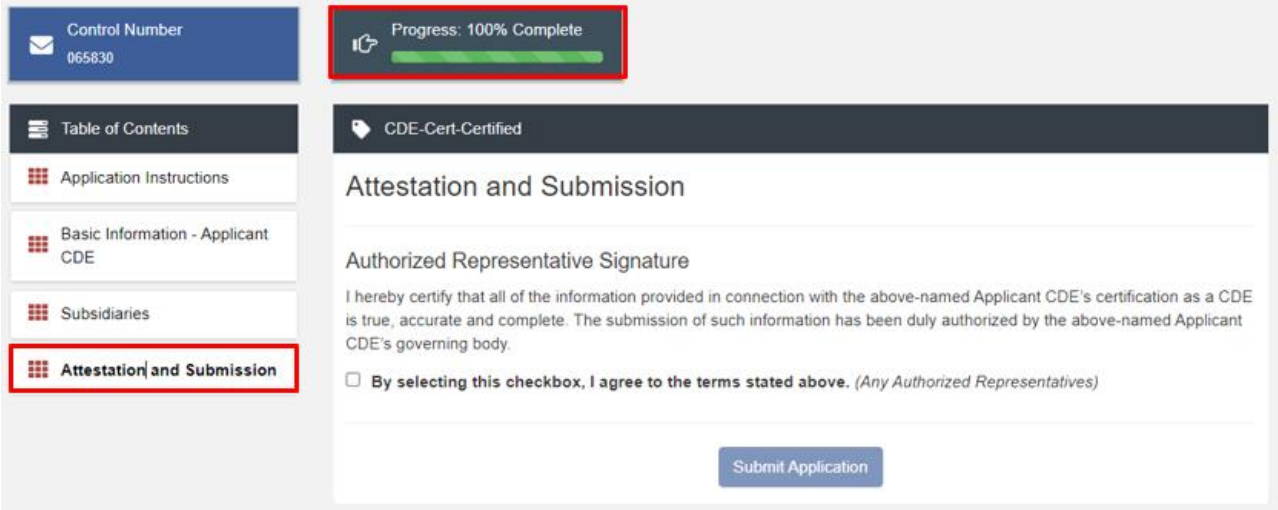


Figure 42: CDE-Cert-Certified Application, Attestation and Submission Subsection

- 2. Attest to this application by, checking the checkbox.
- 3. Click the **Submit Application** button on the Attestation and Submission page.

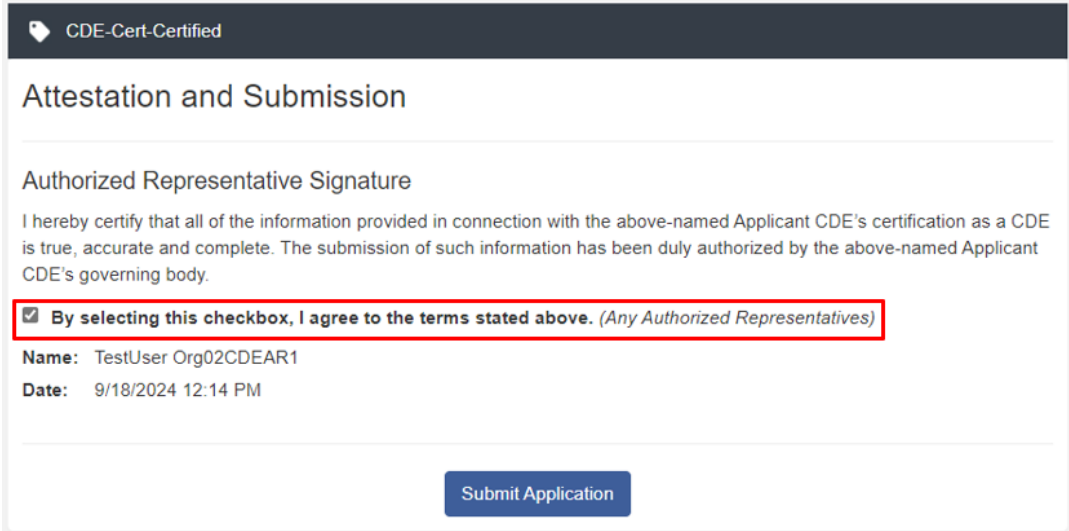


Figure 43: CDE-Cert-Certified Application, Attestation and Submission Subsection (Attestation Checked)

- 4. A confirmation dialog window will be displayed. Click the **Submit Application** button to confirm that you have provided your attestation electronically in the Attestation and Submission section.

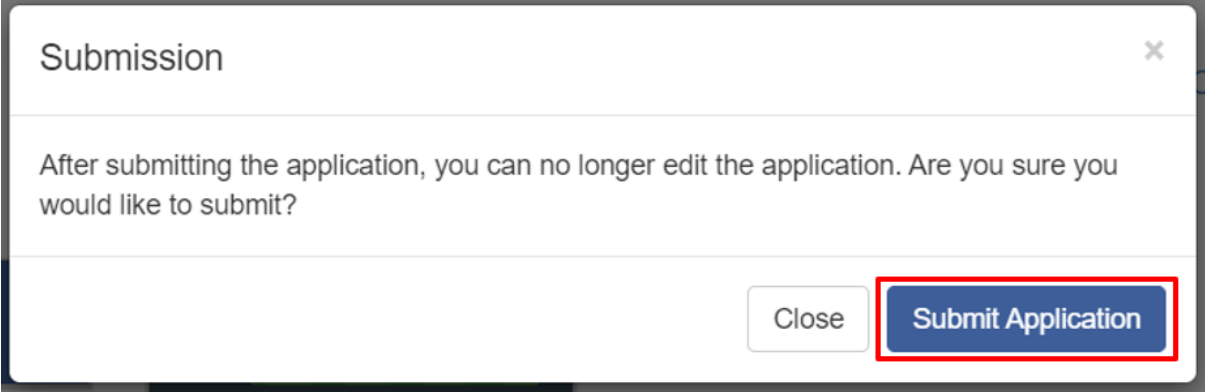


Figure 44: CDE-Cert-Certified Application, Confirmation of Submission Popup

- 5. The CDFI Fund will notify you via email regarding your CDE Certification Application status.

2.3 CDE Certification Application – CDE-CDFI-Certified

Applicants that are presented with the CDE-CDFI-Certified CDE Certification Application are required to complete the following sections:

- Basic Information - Applicant CDE
- Boards
- Service Areas

To complete the application:

6. From the Organization Detail page, navigate to the Program Profiles related list.
7. Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the CDE-CERT Program Profile Detail page.
8. Click the **Apply for CDE Certification** button.

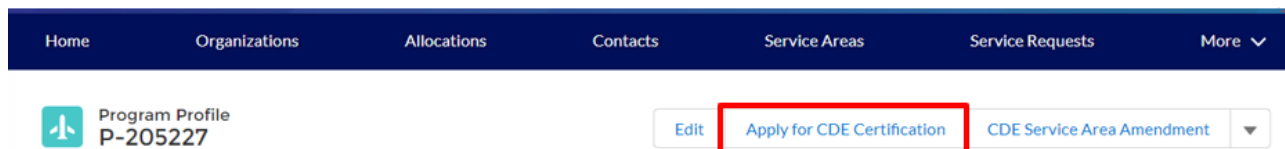


Figure 45: Apply for CDE Certification Button (CDE-CDFI-Certified)

Reminder: Applicants will automatically receive the CDE-CDFI-Certified Application if (1) An Applicant CDE that is applying for initial CDE Certification only on behalf of itself, and CDFI Certified.

9. You will be forwarded to the CDE-CDFI-Certified Certification Application.

Control Number
065833

Progress: 0% Complete

Table of Contents

- Application Instructions
- Basic Information - Applicant CDE
- Boards
- Service Area
- Attestation and Submission

CDE-CDFI-Certified

CDE Application Overview

WHAT IS A COMMUNITY DEVELOPMENT ENTITY (CDE)?

A Community Development Entity (CDE) is a domestic corporation or partnership that is an intermediary vehicle for the provision of loans, investments, or financial counseling in Low-Income Communities (LICs), under the New Markets Tax Credit Program (NMTC).

CDE CERTIFICATION DESIGNATION

CDFIs and Specialized Small Business Investment Companies (SSBICs) seeking CDE certification will automatically qualify as a CDEs. To become certified the CDFI and SSBICs must confirm the organization Basic Information is accurate and use its approved Target Market geography to propose the geography for the CDE Service Area. To qualify as a CDE an Applicant CDE must at the time of application submission:

- Be a legally established entity and a domestic corporation or partnership for Federal tax purposes;
- Have a primary mission of serving or providing investment capital to LICs or Low-Income Persons; and
- Establish accountability to LICs through representation on it's governing or advisory board.

NOTE: Subsidiaries and Affiliates of certified CDEs, CDFIs, and SSBICs do not automatically qualify as CDEs. The parent CDE must submit this CDE Certification Application to have its Subsidiary entities certified as CDEs.

CDE CERTIFICATION BENEFIT

Benefits of being certified as a CDE include being able to apply to the CDFI Fund to receive a New Markets Tax Credit (NMTC) allocation to offer its investors in exchange for equity investments in the CDE and/or its subsidiaries; or to receive loans or investments from other CDEs that have received NMTC allocations.

Figure 46: CDE-CDFI-Certified Application

2.3.1 Section: Basic Information - Applicant CDE

Complete each of the subsections and click 'Save' to mark the subsection as complete receiving a green check mark.

Subsection: Applicant Information

The screenshot displays the 'Applicant Information Instructions' page. On the left is a sidebar with a 'Table of Contents' and several menu items: 'Application Instructions', 'Basic Information - Applicant CDE', 'Applicant Information' (highlighted with a red box), 'Applicant Address', 'Boards', 'Service Area', and 'Attestation and Submission'. The main content area has a dark header with the breadcrumb 'CDE-CDFI-Certified - Basic Information - Applicant CDE - Applicant Information' and a 'Bookmark Subsection' icon. Below the header, there are five numbered instructions. The form fields below correspond to these instructions: 1. Name of Applicant (text field with 'Test Applicant Org 32'), 2. Establishment Date (text field with '3/5/2010'), 3. Control Number (empty text field), 4. Designate an Authorized Representative (search field with 'Search Records...' and a 'Clear' button), and 5. Designate one or more Point(s) of Contact (search field with 'Search Records...' and a 'Clear' button). A 'Save' button is located at the bottom right of the form area.

Figure 47: CDE-CDFI-Certified Application, Applicant Information Subsection

1. Name of Applicant - Confirm the Name of the Applicant displayed is the Applicant’s legal name. If the name is not correct, the Applicant must submit a Service Request to CCME to initiate a change

2. Establishment Date – the date is pre-populated from the Organization Detail Page. If the Establishment Date appears to be incorrect, please submit a Service Request to CCME to initiate a change.

3. Control Number – the Control Number is pre-populated from the Organization Detail Page. If the Control Number appears to be incorrect, please submit a Service Request to CCME to initiate a change.

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

5. Please designate a Point of Contact for this Application - Type in the name of the Point of Contact identified on the AMIS Organization Detail Page.

Subsection: Applicant Address

The Applicant Address subsection is used to confirm the applicants mailing address. If the data is not correct, the Applicant will need to navigate to their Organization Detail page and update the necessary fields.

The screenshot displays the 'Applicant Address' subsection of a CDE-CDFI-Certified application. On the left is a sidebar with a 'Table of Contents' menu where 'Applicant Address' is highlighted. The main content area is titled 'Applicant Address Instructions' and includes a 'Bookmark Subsection' link. Below the instructions, there are two sections: 'Applicant Address Mailing' and 'Applicant Address Shipping'. The mailing section contains input fields for Address (2345 Testing Rd), City (No Name), State (AZ), and Zip Code (12345). The shipping section contains empty input fields for Address, City, State, and Zip code. A 'Save' button is located at the bottom right of the form.

Figure 48: CDE-CDFI-Certified Application, Applicant Address Subsection

2.3.2 Section: Boards

Certified CDFIs and SSBICs are allowed to use its approved board(s) to demonstrate that it maintains accountability to the CDE Service Area.

Typically, an applicant that is not a certified CDFI or SSBIC must demonstrate that it is accountable to the residents of LICs in the service area that it designates.

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

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

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

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

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

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

Subsection: Boards

Certified CDFIs and SSBICs must select the approved accountable board from the Organization Detail Page.

Typically, an applicant that is not a certified CDFI or SSBIC must demonstrate that it is accountable to the residents of LICs in the service area that it designates by completing the Organization Boards Table on the Organization Detail Page.

To create a New Organization Board Record in AMIS:

1. Exit the template Application and navigate to the Applicant's Organization Detail page. (Click the Organizations tab at the top of the page and select the hyperlink of the Applicant's organization's name from the "Recently Viewed" list.) The search bar at the top of the AMIS page can also be used to navigate to the Applicant's Organization page.
2. Click the New Org Board button.

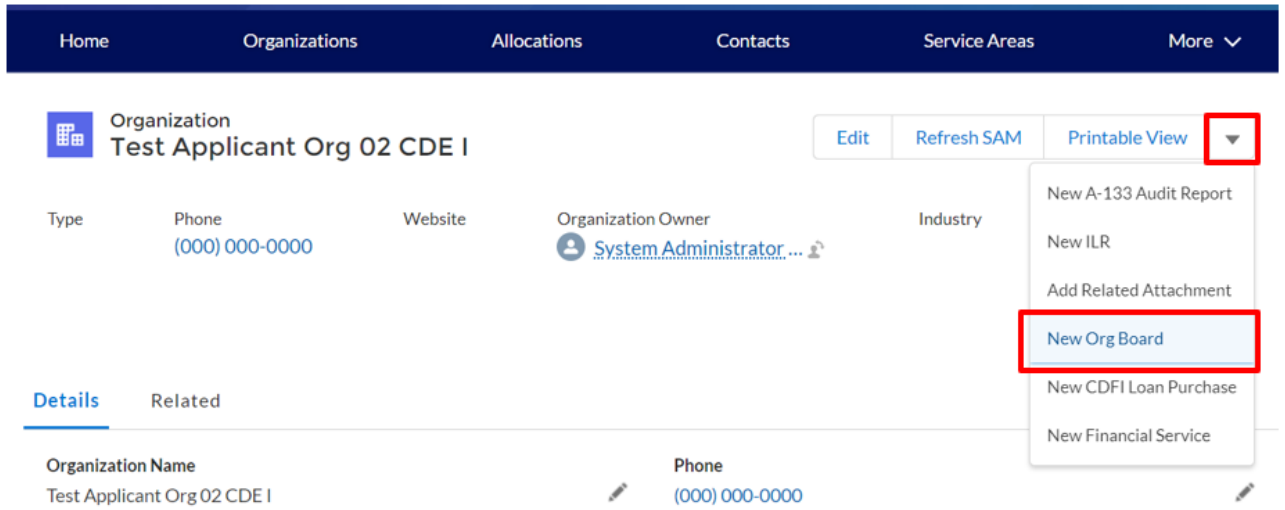


Figure 49: Organization Record - New Org Board Button

3. Enter the Board Name and select your board purpose, CDE Certification, from the drop-down menu. Click Next.



Figure 50: New Org Board Creation Popup

4. Complete the Board Type (Governing or Advisory) field and click Next.

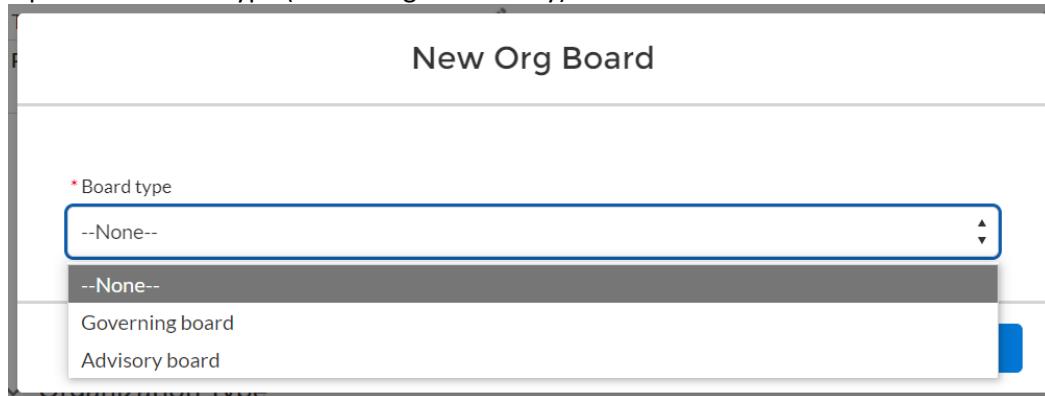


Figure 51: New Org Board - Board Type Field

5. Once complete, a new Board record will be created and visible on your Organization's Board related list.

Organization Boards (1)			
Board Name	Status	Alert	Board Composition Da...
Testing `123	Proposed		
			View All

Figure 51: Newly Created Organization Board on the Related List

- Once you click on the newly created Board record, you will navigate to the Organization Board detail page.

Organization Board
Testing ` 123

[Edit Org Board](#)
[New Org Board Member](#)
[Printable View](#)

Detail Related

Board Name
Testing `123

Board Status
Proposed

Organization
[Test Applicant Org02 CDE I](#)

Board record purpose
CDE Certification

CDE Board Type
Governing Board

Board Composition Date

Record Type
CDE

▼ **Member Narrative**

Total Board Members

Process of Selection ⓘ

Board Member Feedback ⓘ

Total Accountable Representatives

How often does Board meet? ⓘ

How is Information Used? ⓘ

Created By
 [TestUser Org02CDEAR1](#), 10/8/2024 12:24 PM

Review Assessment
Proposed

Last Modified By
 [TestUser Org02CDEAR1](#), 10/8/2024 12:24 PM

Figure 52: CDE Organization Board Detail Page

- Complete the Member Narrative Section of the Organization Board.
- To create Organization Board Members, within the Related Tab, click on the New button on the Organization Board Members Related List.

Detail **Related**

Organization Board Members (0)

[New](#)

Figure 53: Related List - Organization Board Members

- Select the Board Member Type and click Next.

New Organization Board Member

- Board Member or Employee of non-affiliated charitable org
An employee or Board Officer of a non-affiliated community-based or charitable organization providing more than 50% of its program activities and services to LIPs in the Service Area
- Elected Official or staff to Elected Official
Be, or work for, an elected official whose constituency is comprised principally of, or are residents of, qualified NMTC census tracts
- Governmental Agency/Department Employee
An employee of a governmental agency or department that primarily serves LICs or whose job responsibility primarily involve serving LICs
- Not an LIC Representative
Not an LIC Representative
- Religious Leader
A religious leader whose congregation is located in a NMTC qualified census tract
- Resident
Resides within a of qualified NMTC census tract in Service Area
- Small Business Owner
Own, control, or manage a small business within a qualified NMTC census tract, in Service Area, that principally employees or provides appropriate goods and services to area LIC residents

Cancel Next

Figure 54: CDE Board Member Types

10. Based on the Board Member Type selected, different questions will appear for you to answer. Once complete, continue to click New on the Organization Board Members related list to add additional Board Members.

To Select Your Board Record in the Template Application:

1. Launch the CDE Certification Application from the Program Profile. Navigate to the Boards section and open the Boards subsection.
2. Search for the relevant Organization Board record in Select Organization Boards from AMIS field. Then, select it from the list of Organization Board records associated with Applicant’s Organization Detail page. Please note, an Organization Board record can be added only if it has already been created in the Applicant’s Organization Detail page.

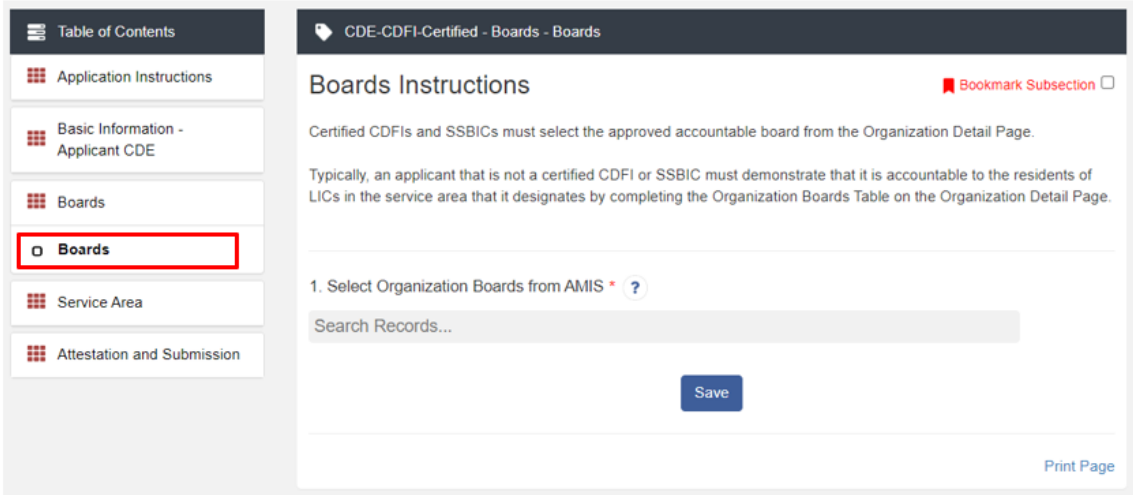


Figure 55: CDE-CDFI-Certified Application, Boards Subsection

2.3.3 Section: Service Areas

Certified CDFIs and SSBICs seeking CDE certification under this application must align its certified Target Market with the proposed Service Area.

Note: Although the service area will be identified in a geography such as county, statewide, or national, the New Markets Tax Credit Program only allow transactions/investments in qualified census tracts. Applicant CDEs should visit the Fund’s geography and census tract based mapping software (CIMS) program located at www.cdfifund.gov. The online mapping software program contains maps and worksheets identifying the program’s qualifying census tracts throughout the country.

Subsection: Service Areas

The Applicant must identify a geography in which it serves based on the currently approved CDFI Target Market.

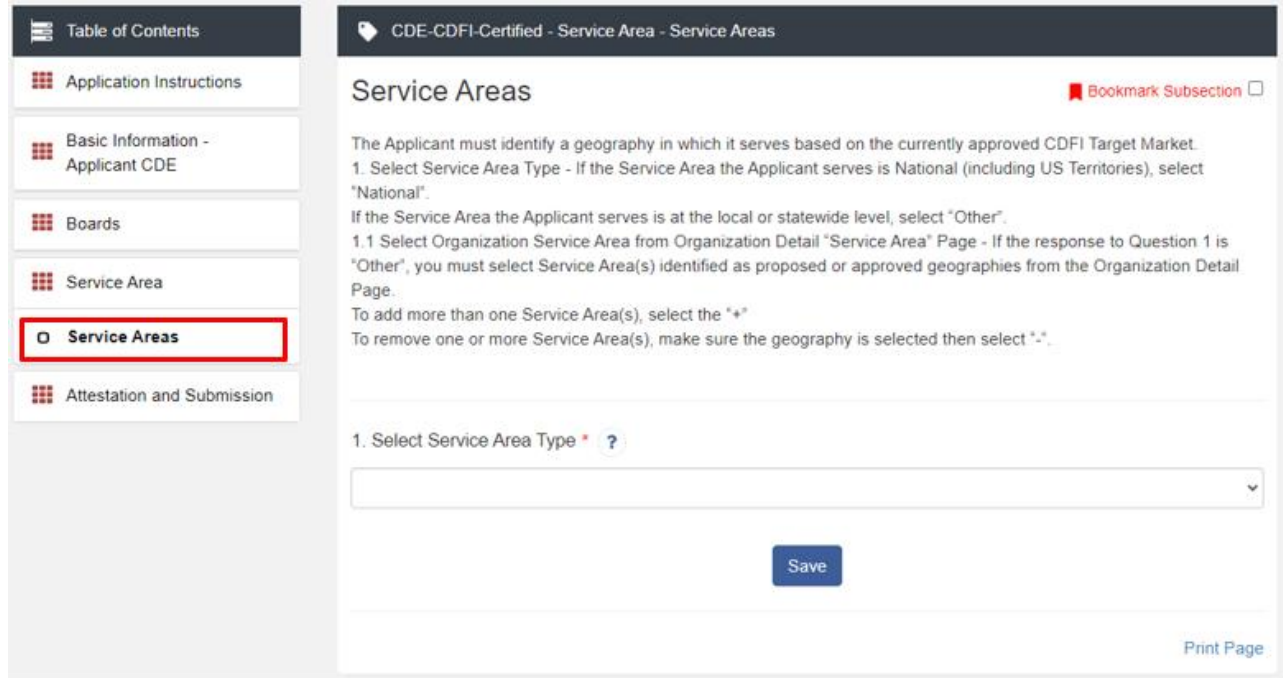


Figure 56: CDE-CDFI-Certified Application, Service Areas Subsection

1. Select Service Area Type - If the Service Area the Applicant serves is National (including US Territories), select "National".

If the Service Area the Applicant serves is at the local or statewide level, select "Other".

1.1 Select Organization Service Area from Organization Detail "Service Area" Page - If the response to Question 1 is "Other", you must select Service Area(s) identified as proposed or approved geographies from the Organization Detail Page.

To add more than one Service Area(s), select the "+"

To remove one or more Service Area(s), make sure the geography is selected then select "-".

Answering the question "National", the Applicant will be able to proceed with the Application.

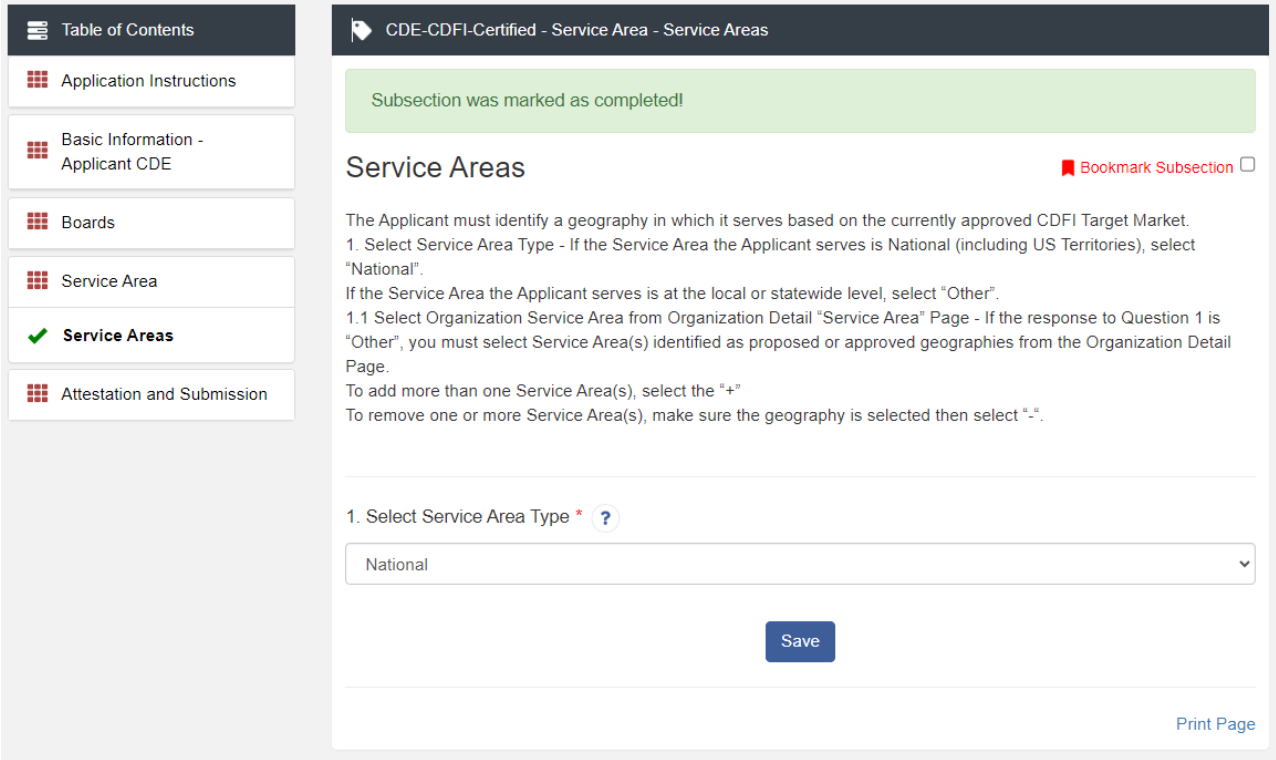


Figure 57: CDE-CDFI-Certified Application, Service Areas Subsection (Showing Question 1 is National)

Answering the question “Other”, will present additional questions for the Applicant to answer.

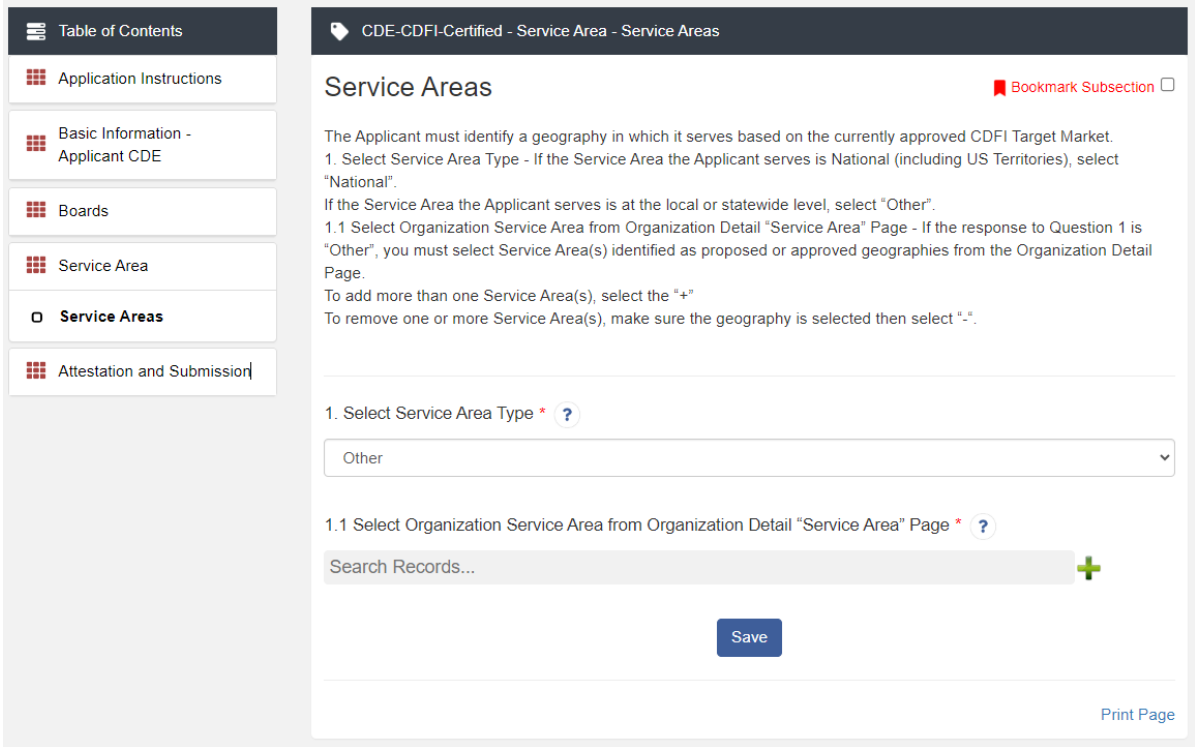


Figure 59: CDE-CDFI-Certified Application, Service Areas Subsection (Showing Question 1 is Other)

2.3.4 Attestation and Submission

To submit the application to the CDFI Fund:

1. Make sure that the Progress Bar is 100%. This section allows an Authorized Representative to attest to the accuracy and completeness of the information you provided in the application.

The screenshot shows the 'CDE-CDFI-Certified' application interface. At the top left, there is a 'Control Number' field with the value '065833'. To its right, a progress bar indicates 'Progress: 100% Complete'. Below the control number, there is a 'Table of Contents' menu with items: 'Application Instructions', 'Basic Information - Applicant CDE', 'Boards', 'Service Area', and 'Attestation and Submission' (which is highlighted with a red box). The main content area is titled 'CDE-CDFI-Certified' and 'Attestation and Submission'. It contains the 'Authorized Representative Signature' section with a text block: 'I hereby certify that all of the information provided in connection with the above-named Applicant CDE's certification as a CDE is true, accurate and complete. The submission of such information has been duly authorized by the above-named Applicant CDE's governing body. An Authorized Representative identified in the Organization Detail Page must select the check box to confirm that the information provided is true, accurate and complete.' Below this text is a checkbox with the label 'By selecting this checkbox, I agree to the terms stated above. (Any Authorized Representatives)'. At the bottom right, there is a 'Submit Application' button.

Figure 58: CDE-CDFI-Certified Application, Attestation and Submission Subsection

2. Attest to this application by, checking the checkbox.
3. Click the **Submit Application** button on the Attestation and Submission page.

The screenshot shows the 'CDE-CDFI-Certified' application interface, specifically the 'Attestation and Submission' section. The 'Authorized Representative Signature' section is visible, with the text: 'I hereby certify that all of the information provided in connection with the above-named Applicant CDE's certification as a CDE is true, accurate and complete. The submission of such information has been duly authorized by the above-named Applicant CDE's governing body. An Authorized Representative identified in the Organization Detail Page must select the check box to confirm that the information provided is true, accurate and complete.' Below this text, the checkbox 'By selecting this checkbox, I agree to the terms stated above. (Any Authorized Representatives)' is now checked and highlighted with a red box. Below the checkbox, the 'Name' field is populated with 'Chantilly 1' and the 'Date' field is populated with '9/19/2024 12:05 PM'. At the bottom right, there is a 'Submit Application' button.

Figure 59: CDE-CDFI-Certified Application, Attestation and Submission Subsection (Attestation Checked)

A confirmation dialog window will be displayed. Click the **Submit Application** button to confirm that you have provided your attestation electronically in the Attestation and Submission section.

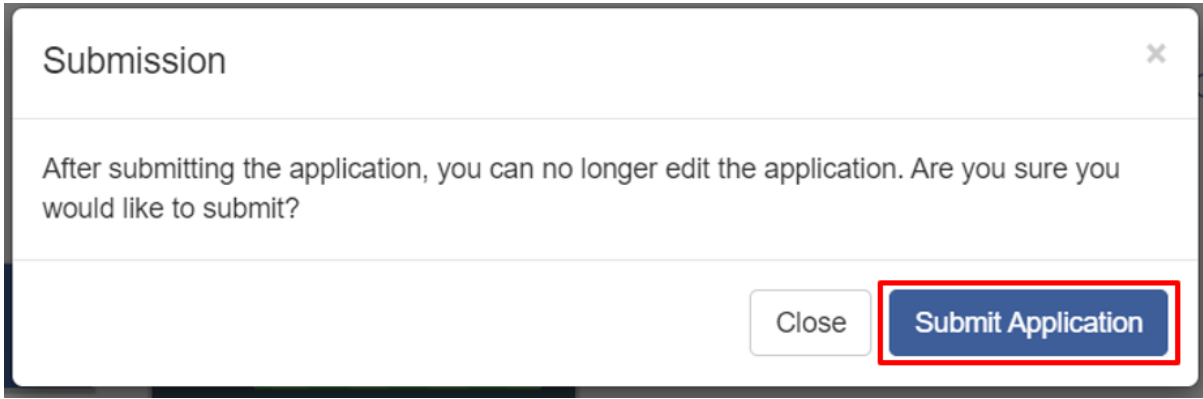


Figure 60: CDE-CDFI-Certified Application, Confirmation of Submission Popup

4. The CDFI Fund will notify you via email regarding your CDE Certification Application status.