

COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

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AMIS Training Manual

**AE102: CDE Certification Application Submission
(for CDE Certification Applicants)**

September 2015

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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 Type A CDE 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 Type A CDE Certification Application.

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 select a CDE Certification Application type and complete and submit their application in AMIS.

2 Create/Select a CDE Certification Application

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 – Type A, Type B, and Type C. The steps below show how to select a CDE Certification Application type that suits your organization.

To select a CDE Certification Application:

1. Log in to AMIS.
2. Click the **Organizations** tab to be forwarded to the Organizations Home page.
 - a. The organization is listed under the Recent Organizations section; alternatively,
 - b. If the organization is not listed, click the **Go!** button next to the View drop-down menu to be forwarded to the Organizations list view.

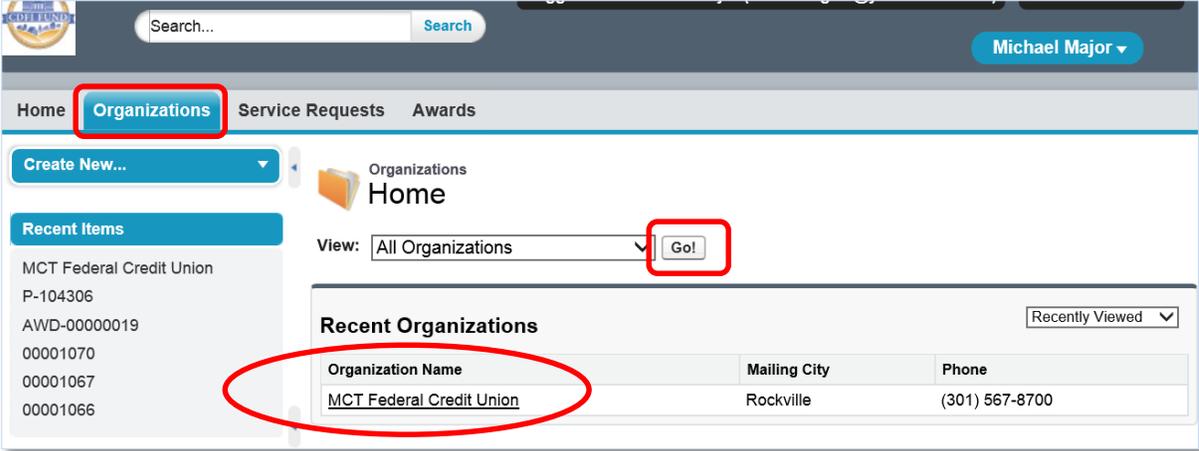


Figure 1. Organizations Home Page

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

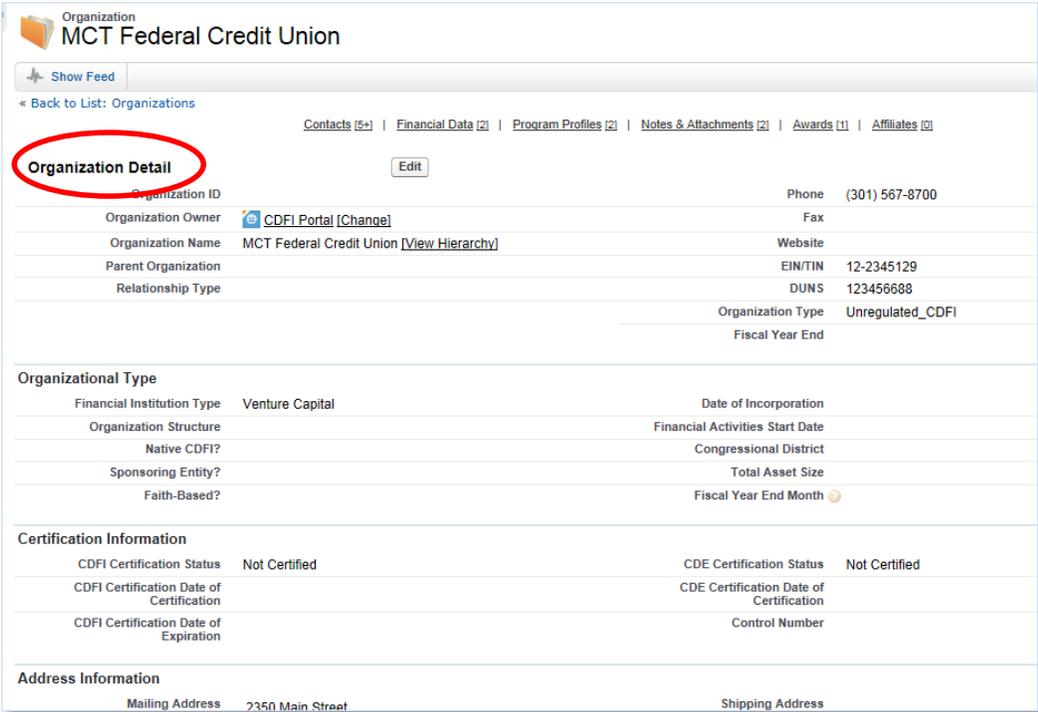


Figure 2. Organization Detail Page

- 4. From the Organization Detail page, scroll down to the Program Profiles related list.

Program Profiles		New Program Profile		
Action	Record Type	Program Profile Name	DUNS	EIN/TIN
Edit	CDFI-FA	P-000072	123456688	12-2345129
Edit	CDE-CERT	<u>P-000096</u>	123456688	12-2345129

Figure 3. Program Profiles Related List



NOTE: When a user creates an organization, AMIS automatically creates a Program Profile, with partial data, for each CDFI Fund program. Users are required to complete the rest of the Program Profile or keep it updated regularly. Clicking the Edit button will update the Program Profile. Please refer to the *AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* training manual to learn how to update a Program Profile.

- Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the Program Profile Detail page.

Program Profile Detail [Edit](#) [Delete](#) [Clone](#)

▼ Organization Data

Organization MCT Federal Credit Union	Program Profile Name P-000096
EIN/TIN 12-2345129	Created By Michael Major , 7/13/2015 9:08 AM
DUNS 123456688	Last Modified By Michael Muwanguzi , 9/4/2015 11:24 AM
Record Type CDE-CERT [Change]	
Primary Line of Business Consumer Finance	
Fiscal Year 2015	

▼ CDE Detail

Taxable Structure [For Profit](#)

Certified CDFI [No](#)

Applicant CDE Structure [Certified CDFI](#)

Applicant CDE Controlling Entity Structure [Certified CDFI](#)

Applicant Products and Services [Financing other CDEs](#)

Real Estate Financing [No](#)

% of Major Urban Areas [30.00%](#)

% of Minor Urban Areas [35.00%](#)

% of Rural Areas [35.00%](#)

[Edit](#) [Delete](#) [Clone](#)

Certification Applications [Certification Applications Help](#) [?](#)

[Certification Application](#)

No records to display

Notes & Attachments [Notes & Attachments Help](#) [?](#)

[New Note](#) [Attach File](#)

No records to display

Figure 4. CDE-CERT Program Profile Detail Page



NOTE: Please ensure that your Program Profile information is up-to-date before completing a CDE Certification Application. If it is not up-to-date, click the **Edit** button, update and save the information, and then complete the application.

- On the Program Profile Detail page, navigate to the Certification Applications related list and click the **New Certification Application** button.

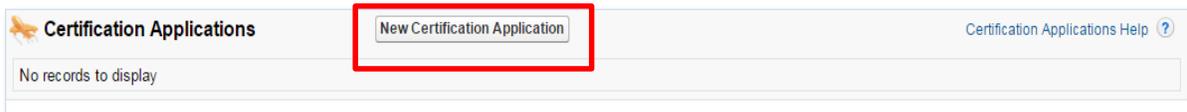


Figure 5. Certification Applications Related List

- You will be forwarded to a page where you can select your application type.

New Certification Application
Select Certification Application Record Type

Select a record type for the new certification application.

Select Certification Application Record Type

Record Type of new record: CDE-CERT Type A Cancel

- CDE-CERT Type A
- CDE-CERT Type B
- CDE-CERT Type B Express
- CDE-CERT Type C
- CDE-CERT Type C Express
- CDFI-CERT

Available Certification Application Record Types

Record Type Name	Description
CDE-CERT Type A	An Applicant CDE that is applying for initial CDE certification only on behalf of itself.
CDE-CERT Type B	An Applicant CDE that is applying for initial CDE certification on behalf of itself and one or more subsidiary entities.
CDE-CERT Type B Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE's Primary Mission, CDE's Service Area, CDE's Accountability.
CDE-CERT Type C	An Applicant CDE, which is already certified, that is applying for CDE certification on behalf of one or more subsidiary entities.
CDE-CERT Type C Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE's Primary Mission, CDE's Service Area, CDE's Accountability.
CDFI-CERT	CDFI Certification

Figure 6. Select Certification Application Record Type Page



NOTE: Organizations must ensure that the appropriate CDE Certification Application Type is selected. There are three types of CDE Certification Application:

- Type A – An Applicant CDE that is applying for initial CDE Certification only on behalf of itself.
- Type B – An Applicant CDE that is applying for initial CDE Certification on behalf of itself and one or more subsidiary entities.
 - Type B Express – An Applicant CDE that is applying for initial CDE Certification on behalf of itself and one or more subsidiary entities and the subsidiary entities have the same primary mission, service area, and accountability as the Applicant CDE and there are no unapproved material changes to the Applicant CDE's primary mission, service area, and accountability. Selecting this option will

	<p>allow you to copy the board and service area information from the Applicant CDE into each subsidiary entity.</p> <p>3. <u>Type C</u> – An Applicant CDE, which is already certified that is applying for CDE Certification on behalf of one or more subsidiary entities.</p> <ul style="list-style-type: none">– <u>Type C Express</u> – An Applicant CDE, which is already certified that is applying for CDE Certification on behalf of one or more subsidiary entities and the subsidiary entities have the same primary mission, service area, and accountability as the Applicant CDE and there are no unapproved material changes to the Applicant CDE’s primary mission, service area, and accountability. Selecting this option will allow you to copy the board and service area information from the Applicant CDE into each subsidiary entity.
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

8. Complete the on-line CDE Certification Application and submit the application as demonstrated in Sections 2.1, 2.2, 2.3, 2.4, and 2.5.
9. The CDFI Fund will notify you via email regarding your CDE Certification Application status.

2.1 CDE Certification Application – Type A

Applicants that select the Type A CDE Certification Application are required to complete the following sections:

- CDE Certification Details
- Board Information and Board Members
- Certification Application Service Areas

To complete the application:

1. Make sure that you are on the Select Certification Application Record Type page. If not, refer to Section 2 or follow the steps below:
 - a. From the Organization Detail page, navigate to the Program Profiles related list.
 - b. Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the CDE-CERT Program Profile Detail page.
 - c. Click the **New Certification Application** button.

New Certification Application
Select Certification Application Record Type [Help for this Page](#)

Select a record type for the new certification application. To skip this page in the future, change your record type settings on your personal setup page.

Select Certification Application Record Type

Record Type of new record: CDE-CERT Type A

[Continue](#) [Cancel](#)

Available Certification Application Record Types

Record Type Name	Description
CDE-CERT Type A	An Applicant CDE that is applying for initial CDE certification only on behalf of itself.
CDE-CERT Type B	An Applicant CDE that is applying for initial CDE certification on behalf of itself and one or more subsidiary entities.
CDE-CERT Type B Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE's Primary Mission, CDE's Service Area, CDE's Accountability.
CDE-CERT Type C	An Applicant CDE, which is already certified, that is applying for CDE certification on behalf of one or more subsidiary entities.
CDE-CERT Type C Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE's Primary Mission, CDE's Service Area, CDE's Accountability.
CDFI-CERT	CDFI Certification

Figure 7. Select Certification Application Record Type Page – Type A

2. Select **CDE-CERT Type A** as the Record Type from the drop-down menu and then click the **Continue** button.
3. You will be forwarded to the Certification Application Edit page. AMIS auto-populates the Basic Information section of this page with data from the Program Profile.

The screenshot shows the 'New Certification Application' edit page. At the top, there are three buttons: 'Save', 'Save & New', and 'Cancel'. The 'Save' button is circled in red. A blue callout box with a white border points to the 'Save' button and contains the text: 'Complete the information on the page and click the Save button to save.' The form is divided into several sections: 'Basic Information - Applicant CDE', 'Legal Entity', 'Primary Mission', 'Accountability & Service Area', and 'Signature'. Each section contains various input fields, dropdown menus, and checkboxes. The 'Basic Information' section includes fields for 'Structure of the Applicant CDE', 'Products and Services', 'Real estate Financing', 'Structure of App CDE Controlling Entity', and percentage fields for 'Major Urban areas', 'Minor urban areas', and 'Rural areas'. The 'Legal Entity' section includes 'Legal Entity Status', 'Applicant CDE, LLC?', 'LLC Treated as Corp for Tax Purposes?', 'Establishment Date', and 'Current Assets to Date'. The 'Primary Mission' section includes 'Primary Mission of Applicant', 'Primary Mission certification', and 'Other Board-Approved Docs'. The 'Accountability & Service Area' section includes 'Service Area Geography' and 'Service Area Description'. The 'Signature' section includes a 'Signature Attestation' text area and a 'Signature' checkbox. At the bottom of the form, there are three buttons: 'Save', 'Save & New', and 'Cancel'.

Figure 8. CDE Certification Application Edit Page – Type A

4. Complete/update the information on the page.
5. Click the **Save** button to be forwarded to the Certification Application Detail page. Do not click the Save & New button.

 **NOTE:** Once the application has been saved, it can still be edited by selecting the **Edit** button on the Certification Application Detail page.

Boards [0] | Certification Application Service Areas [0] | Notes & Attachments [0]

Certification Application Detail

Edit Clone Sharing Submit

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Un	Record Type	CDE-CERT Type A [Change]
Structure of the Applicant CDE	Certified CDFI	Program Profile	P-000096
Products and Services	Financing other CF	Applicant Address Mailing	
Real est		Applicant Address Shipping	
Structur		Authorized Representative Name	Authorized Representative-Major, Michael
Com		Certification Application Status	New
% of Major		Application Point of Contact Email	mmuwanguzi@yahoo.com
% of Minor		Certification Application Date	9/8/2015
% of Rural areas	35%	CDE App Control #	15NMC000022

Legal Entity

Legal Entity Status	Yes	Establishment Date	
Applicant CDE, LLC ?	<input type="radio"/> Yes	Current Assets to Date	
LLC Treated as Corp for Tax Purposes?	<input type="radio"/> Yes		

Primary Mission

Primary Mission of Applicant	Primary Mission certification	<input type="radio"/>
	Other Board-Approved Docs	<input type="radio"/>

Accountability & Service Area

Service Area Geography	Service Area Description
------------------------	--------------------------

Signature

Signature Attestation 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.

Signature

Applicant Signature _____

Date _____

Boards [New Board](#)

No records to display

Certification Application Service Areas [New Certification Application Service Areas](#)

No records to display

Notes & Attachments [New Note](#) [Attach File](#)

Figure 9. CDE Certification Application Detail Page – Type A

2.1.1 Add/Update Board Information and Board Members

To add board information:

1. On the Certification Application Detail page, scroll down to the Boards related list.
2. Click the **New Board** button to add boards and their corresponding board members.

Boards [New Board](#)

No records to display

Figure 10. Boards Related List – Type A

3. You will be forwarded to the Select Board Record Type page.

Select Board Record Type

Record Type of new record: Advisory
Governing

Continue Cancel

Available Board Record Types

Record Type Name	Description
Advisory	
Governing	

Figure 11. Select Board Record Type Page

- Select a Board Record Type and click the **Continue** button. You will be forwarded to the Board Edit page.

Board Edit Save Save & New Cancel

Board Detail = Required Information

Board Name: Board Composition Date: [9/8/2015]

Certification_Application: Record Type: Advisory

Member Narrative

Process of Selection: How often does Board meet?:

Board Member Feedback: How is Information Used?:

Save Save & New Cancel

Figure 12. Board Edit Page

- Complete the information on the page and then click the **Save** button. You will be forwarded to the Board Detail page.

Board Detail Edit Clone

Board Detail

Board Name: Board A Board Composition Date: 9/8/2005

Certification_Application: [C-008626](#) Record Type: Advisory [Change]

CDE Application Control Number

Member Narrative

Process of Selection: Nomination by members How often does Board meet?: Monthly

Board Member Feedback: How is Information Used?:

Created By: [Michael Major](#), 9/8/2015 5:10 PM

Edit Clone

Board Members New Board Members

No records to display

Callout 1: Click this link to return to the Certification Application Detail page.

Callout 2: Click the **New Board Members** button to add board members.

Figure 13. Board Detail Page

- From the Board Detail page, click the **New Board Members** button under the Board Members related list. You will be forwarded to the Select Board Members Record Type page.

Select Board Members Record Type

Record Type of new record

A
B
C
D
E
F
NA

Continue Cancel

Available Board Members Record Types

Record Type Name	Description
A	Is a resident of a LIC.
B	Is a small business owner who controls, operates or manages a business located in a LIC that: a) provides goods and services to LIC residents; or b) principally employs LIC residents.
C	Is an employee or board member of a non-affiliated community-based or charitable organization that provides more than 50 percent of its activities or services to Low-Income Persons and/or LICs.
D	Is a religious leader whose congregation is based in an LIC.
E	Is a governmental agency/department employee that primarily serves LICs, or is a governmental agency/department employee whose job responsibilities primarily involve serving LICs.
F	Is, or works for, an elected official whose constituency is comprised primarily of LICs or residents of LICs.
NA	

Figure 14. Select Board Members Record Type Page

7. Select the type of board member and click the **Continue** button to be forwarded to the Board Members Edit page.

Board Members Edit Save Save & New Cancel

Information | = Required Information

Board Members Name Sarah Lawyer

LIC Representative Yes

Record Type B

Geographic Service Area Local

Conflict of Interest Yes

Board Board A

This section will change based on the type of board member selected.

LIC Detail (Complete for LIC's Members)

Business Name

Description of Goods and/or Services

Census Tract 12123456789

Explanation of Employed LIC residents

Figure 15. Board Members Edit Page

8. Complete the information on the page and then click the **Save** button. You will be forwarded to the Board Members Detail page.
 - a. Click the **Save & New** button to save the record and create another board member. Use this option when you want to create several board members quickly.
 - b. Click the **Cancel** button to exit the Board Members Edit page and cancel creating a new board member.

Board Members Detail Edit Clone

Board Members Name	Sarah Lawyer
LIC Representative	Yes
Record Type	B [Change]
Geographic Service Area	Local
Conflict of Interest	Yes
Board	Board A

LIC Detail (Complete for LIC's Members)

Business Name	
Description of Goods and/or Services	
Census Tract	12123456789
Explanation of Employed LIC residents	

Figure 16. Board Members Detail Page

9. Click the **Clone** button to copy a contact and create another board member with similar information.
10. Click the **link** next to the Board field to return to the Board Detail page.

Board Detail

Board Name	Board A	9/8/2005
Certification_Application	C-008626	Advisory [Change]
CDE Application Control Number		

Member Narrative

Process of Selection	Nomination by members	How often does Board meet?	Monthly
Board Member Feedback	How is Information Used?		
Created By	Michael Major , 9/8/2015 5:10 PM	Last Modified By	Michael Muwanguzi , 9/8/2015 5:57 PM

Edit Clone

Board Members New Board Members

Action	Board Members Name	Record Type	LIC Representative	Conflict of Interest	Geographic Area Served
Edit	Sarah Lawyer	B	Yes	Yes	

Figure 17. Board Detail Page

11. You can add as many board members as appropriate by clicking the **New Board Members** button.
12. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.1.2 Add/Update a Certification Application Service Area

To add a service area:

1. On the Certification Application Detail page, scroll down to the Certification Application Service Areas related list.
2. Click the **New Certification Application Service Areas** button.

Certification Application Service Areas New Certification Application Service Areas

No records to display

Figure 18. Certification Application Service Areas Related List – Type A

3. You will be forwarded to the Certification Application Service Areas Edit page.

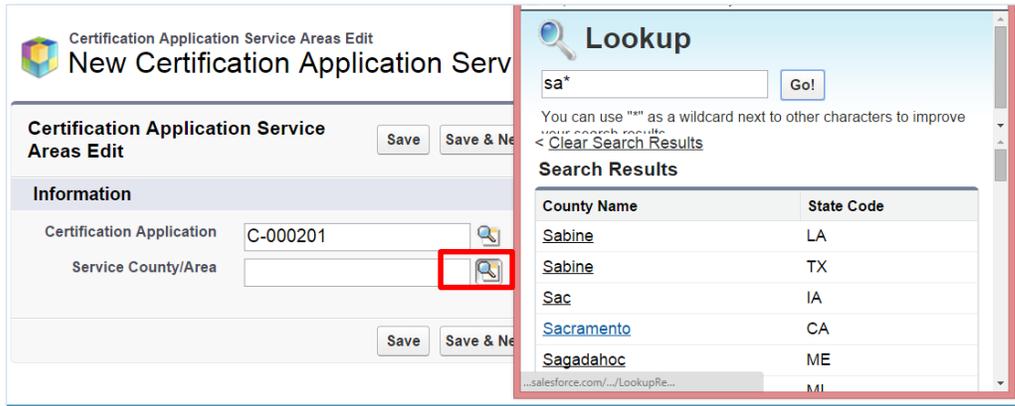


Figure 19. Certification Application Service Areas Edit Page

4. Click the **Lookup** icon next to the Service County/Area field to invoke the Lookup dialog window. Search and select a county by clicking its County Name.
5. Click the **Save** button to be returned to the Certification Application Service Areas Detail page.

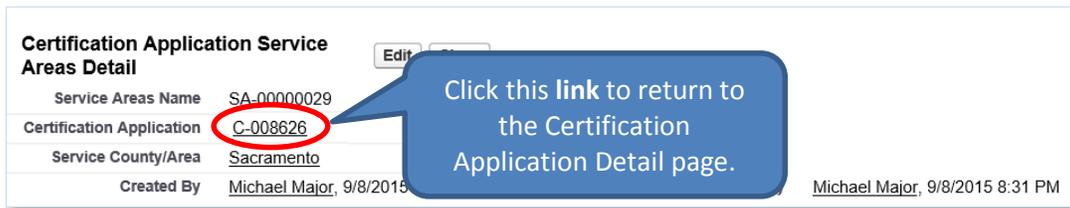


Figure 20. Certification Application Service Areas Detail Page

6. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.1.3 Add/Update an Attachment

To add an attachment:

1. On the Certification Application Detail page, scroll down to the Notes & Attachments related list.
2. Click the **Attach File** button in the Notes & Attachments related list.



Figure 21. Notes & Attachments Related List

3. You will be forwarded to the Attach File screen.

Figure 22. Attach File Screen

4. Click the **Browse** button and browse to select a file.
5. Click the **Attach** file button.
6. Click the **Done** button.
7. The attached file will be displayed under Notes & Attachments.

2.1.4 Submit Application

To submit the application to the CDFI Fund:

1. Make sure that the Signature section on the Certification Application Detail page is completed. This section allows you to attest to the accuracy and completeness of the information you provided in the application.

Figure 23. Certification Application Detail Page – Signature Section

2. Click the **Edit** button on the Certification Application Detail page and check the Signature box in the Signature section. Click the **Save** button.
3. Click the **Submit** button on the Certification Application Detail page.

The screenshot shows the 'Certification Application Detail' page. At the top, there are buttons for 'Edit', 'Clone', 'Sharing', and 'Submit'. The 'Submit' button is circled in red. A blue callout box with a white border points to the 'Submit' button and contains the text: 'Click the **Submit** button to submit the application to the CDFI Fund.'

Basic Information – Applicant CDE			
Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type A [Change]
Structure of the Applicant CDE	Certified CDFI	Program Profile	P-000096
Products and Services	Financing other CDEs	Applicant Address	
Real estate Financing	Industrial/Manufacturing	Mailing	
Structure of App CDE Controlling Entity	Certified CDFI	Authorized Representative Name	Authorized Representative-Major, Michael
% of Major Urban areas	30%	Application Status	New
% of Minor urban areas	35%	Application Point of Contact Email	mmuwanquzi@yahoo.com
% of Rural areas	35%	Certification Application Date	9/8/2015
		CDE App Control #	15NMC000022

Legal Entity	
Legal Entity Status	Yes
Establishment Date	
Applicant CDE, LLC ?	Yes
Current Assets to Date	
LLC Treated as Corp for Tax Purposes?	Yes

Figure 24. Certification Application Detail Page – Submit Application

4. A confirmation dialog window will be displayed. Click the **OK** button to confirm that you have provided your attestation electronically in the Signature section.
5. Click the **Submit** button to submit the application.

The screenshot shows the same 'Certification Application Detail' page as Figure 24. A red-bordered dialog box is overlaid on the page. The dialog box has a title bar that says 'Message from webpage' and a close button (X). Inside the dialog box, there is a yellow warning triangle icon and the text: 'Please confirm your application's Signature section is completed before submission.' Below the text is an 'OK' button.

Figure 25. Certification Application Detail Page – Confirmation

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

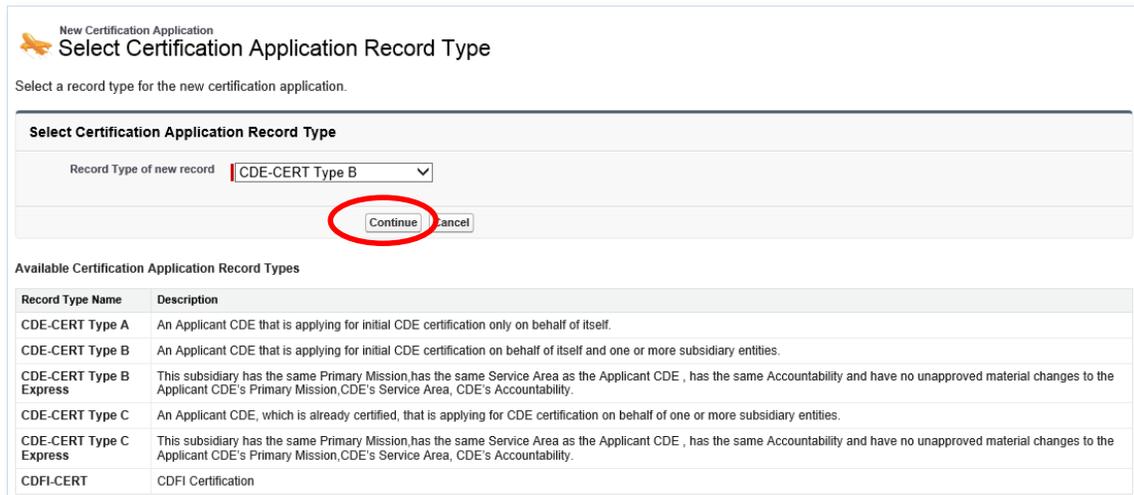
2.2 CDE Certification Application – Type B

Applicants that select the Type B CDE Certification Application are required to complete the following sections:

- CDE Certification Details
- Board Information and Board Members
- Certification Application Service Areas
- Subsidiary Information

To complete the application:

1. Make sure that you are on the Select Certification Application Record Type page. If not, refer to Section 2 or follow the steps below:
 - a. From the Organization Detail page, navigate to the Program Profiles related list.
 - b. Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the CDE-CERT Program Profile Detail page.
 - c. Click the **New Certification Application** button.



New Certification Application
Select Certification Application Record Type

Select a record type for the new certification application.

Select Certification Application Record Type

Record Type of new record: CDE-CERT Type B

Continue Cancel

Available Certification Application Record Types

Record Type Name	Description
CDE-CERT Type A	An Applicant CDE that is applying for initial CDE certification only on behalf of itself.
CDE-CERT Type B	An Applicant CDE that is applying for initial CDE certification on behalf of itself and one or more subsidiary entities.
CDE-CERT Type B Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and has no unapproved material changes to the Applicant CDE's Primary Mission, CDE's Service Area, CDE's Accountability.
CDE-CERT Type C	An Applicant CDE, which is already certified, that is applying for CDE certification on behalf of one or more subsidiary entities.
CDE-CERT Type C Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and has no unapproved material changes to the Applicant CDE's Primary Mission, CDE's Service Area, CDE's Accountability.
CDFI-CERT	CDFI Certification

Figure 26. Select Certification Application Record Type Page – Type B

2. Select the **CDE-CERT Type B** as the Record Type from the drop-down menu and then click the **Continue** button.
3. You will be forwarded to the Certification Application Edit page. AMIS auto-populates the Basic Information section of this page with data from the Program Profile.

Certification Application Edit
New Certification Application

Certification Application Edit Save Save & New Cancel

Basic Information – Applicant CDE ! = Required Information

Structure of the Applicant CDE: Available
Faith-Based Institution
For-profit
Government-controlled entity

Products and Services: Available
Microenterprise Financing
Financing other CDEs
Loan purchase from other CDEs

Real estate Financing: Available
Retail
Industrial/Manufacturing
Community Facilities
Hospital/Tourism

Structure of App CDE Controlling Entity: SBIC
Specialized SBIC
Thrift, Bank or bank holding company
Tribal Entity

% of Major Urban areas: 34
% of Minor urban areas: 20
% of Rural areas: 45

Legal Entity

Legal Entity Status: Yes
Applicant CDE, LLC?: Yes
LLC Treated as Corp for Tax Purposes?: Yes

Establishment Date: 9/9/1995 [9/9/2015]
Current Assets to Date: 25,000,000

Primary Mission

Primary Mission of Applicant: [Dropdown]
Primary Mission certification:
Other Board-Approved Docs:

Signature

Signature Attestation: 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.

Signature:
Applicant Signature: _____
Date: _____

Accountability & Service Area

Service Area Geography: State Wide
Service Area Description: [Dropdown]

Figure 27. CDE Certification Application Edit Page – Type B

4. Complete/update the information on the page.
5. Click the **Save** button to be forwarded to the Certification Application Detail page. Do not click the Save & New button.



NOTE: Once the Certification Application has been saved, it can still be edited by selecting the **Edit** button on the Certification Application Detail page.

Subsidiary CDE [0] | Boards [0] | Certification Application Service Areas [0] | Notes & Attachments [0]

Certification Application Detail [Edit] [Clone] [Sharing] [Submit]

Basic Information - Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type B [Change]
CDE Certification Status	Not Certified	Program Profile	P_130428
Structure of the Applicant	Certified CDFI	Applicant Address Mailing	1800 Main St Rockville, MD 25012-1232
Products		Applicant Address Shipping	1800 Main St Rockville, MD 25012-1232
Real estate		Authorized Representative Name	Authorized Representative-Major, Michael
Structure of App CDE Controlling Entity	Real Estate Development Company	Application Point of Contact Email	mmuwanguzi@yahoo.com
% of Major Urban areas	34%	Certification Application Date	9/9/2015
% of Minor urban areas	20%	CDE App Control #	15NMC000009
% of Rural areas	45%		

Legal Entity

Legal Entity Status	Yes	Establishment Date	9/9/1995
Applicant CDE, LLC ?	Yes	Current Assets to Date	\$25,000,000.00
LLC Treated as Corp for Tax Purposes?	Yes		

Primary Mission

Primary Mission of Applicant	Primary Mission certification	<input checked="" type="checkbox"/>
	Other Board-Approved Docs	<input type="checkbox"/>

Signature

Signature Attestation: 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.

Signature:

Applicant Signature: mmuwanguzi@yahoo.com

Date: 9/9/2015 3:16 PM

Accountability & Service Area

Service Area Geography	State Wide	Service Area Description	
------------------------	------------	--------------------------	--

[Edit] [Clone] [Sharing] [Submit]

Subsidiary CDE [Subsidiary CDE] [Clone]

No records to display

Boards [New Board]

No records to display

Certification Application Service Areas [New Certification Application Service Areas]

No records to display

Notes & Attachments [New Note] [Attach File]

No records to display

Figure 28. CDE Certification Application Detail Page – Type B

2.2.1 Add/Update Board Information and Board Members

To add board information:

1. On the Certification Application Detail page, scroll down to the Boards related list.
2. Click the **New Board** button to add boards and their corresponding board members.

Boards [New Board]

No records to display

Figure 29. Boards Related List – Type B

- You will be forwarded to the Select Board Record Type page.

Record Type Name	Description
Advisory	
Governing	

Figure 30. Select Board Type

- Select a Board Record Type and click the **Continue** button. You will be forwarded to the Board Edit page.

Board Edit
New Board

Board Edit [Save] [Save & New] [Cancel]

Board Detail [Required Information]

Board Name: Board A Board Composition Date: 9/8/2005 [9/8/2015]
Certification_Application: C-008626 Record Type: Advisory

Member Narrative

Process of Selection: Nomination by members How often does Board meet?: Monthly
Board Member Feedback: How is Information Used?:

[Save] [Save & New] [Cancel]

Figure 31. Board Edit Page

- Complete the information on the page and then click the **Save** button. You will be forwarded to the Board Detail page.

Board Detail [Edit] [Clone]

Board Detail

Board Name: Board A Date: 9/8/2005
Certification_Application: C-008626 Type: Advisory [Change]
CDE Application Control Number

Member Narrative

Process of Selection: Nomination by members How often does Board meet?: Monthly
Board Member Feedback: How is Information Used?:
Created By: Michael Major, 9/8/2015 5:10 PM

[Edit] [Clone]

Board Members [New Board Members]

No records to display

Click this link to return to the Certification Application Detail page.

Click the New Board Members button to add board members.

Figure 32. Board Detail Page

- From the Board Detail page, click the **New Board Members** button under the Board Members related list. You will be forwarded to the Select Board Members Record Type page.

Record Type Name	Description
A	Is a resident of a LIC.
B	Is a small business owner who controls, operates or manages a business located in a LIC that: a) provides goods and services to LIC residents; or b) principally employs LIC residents.
C	Is an employee or board member of a non-affiliated community-based or charitable organization that provides more than 50 percent of its activities or services to Low-Income Persons and/or LICs.
D	Is a religious leader whose congregation is based in an LIC.
E	Is a governmental agency/department employee that primarily serves LICs, or is a governmental agency/department employee whose job responsibilities primarily involve serving LICs.
F	Is, or works for, an elected official whose constituency is comprised primarily of LICs or residents of LICs.
NA	

Figure 33. Select Board Members Record Type Page

- Select the type of board member and click the **Continue** button to be forwarded to the Board Members Edit page.

Board Members Edit Save Save & New Cancel

Information ! = Required Information

Board Members Name: Sarah Lawyer

LIC Representative: Yes

Record Type: B

Geographic Service Area: Local

Conflict of Interest: Yes

Board: Board A

LIC Detail (Complete for LIC's Members)

Business Name: _____

Description of Goods and/or Services: _____

Census Tract: 12123456789

Explanation of Employed LIC residents: _____

Figure 34. Board Members Edit Page

- Complete the information on the page and then click the **Save** button. You will be forwarded to the Board Members Detail page.
 - Click the **Save & New** button to save the record and create another board member. Use this option when you want to create several board members quickly.

- b. Click the **Cancel** button to exit the Board Members Edit page and cancel creating a new board member.

Figure 35. Board Members Detail Page

9. Click the **Clone** button to copy a board member and create another board member with similar information.
10. Click the **link** next to the Board field to return to the Board Detail page.

Action	Board Members Name	Record Type	LIC Representative	Conflict of Interest	Geographic Area Served
Edit	Sarah Lawyer	B	Yes	Yes	

Figure 36. Board Detail Page

11. You can add as many board members as appropriate by clicking the **New Board Members** button. Alternatively, you can select **Save & New** to add new board members until all the members have been added.
12. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.2.2 Add/Update a Certification Application Service Area

To add a service area:

1. On the Certification Application Detail page, scroll down to the Certification Application Service Areas related list.
2. Click the **New Certification Application Service Areas** button.

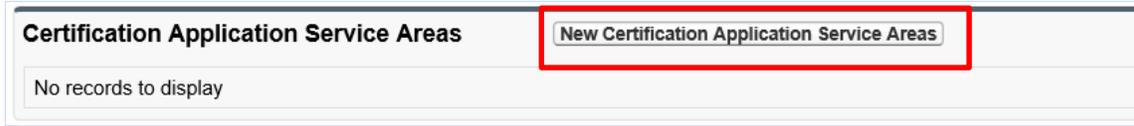


Figure 37. Certification Application Service Areas Related List – Type B

- You will be forwarded to the Certification Application Service Areas Edit page.

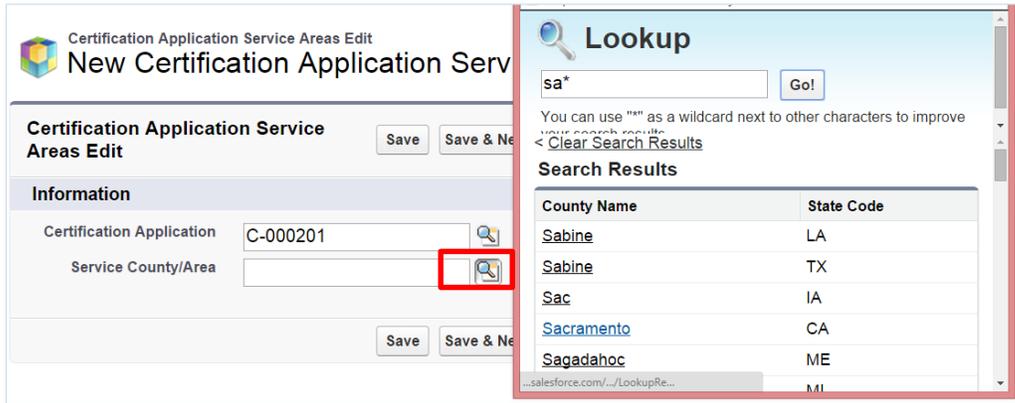


Figure 38. Certification Application Service Areas Edit Page

- Click the **Lookup** icon next to the Service County/Area field to invoke the Lookup dialog window. Search and select a county or state by clicking the appropriate geography.
- Click the **Save** button to be returned to the Certification Application Service Areas Detail page.
- You will need to use the Lookup for each proposed service area.

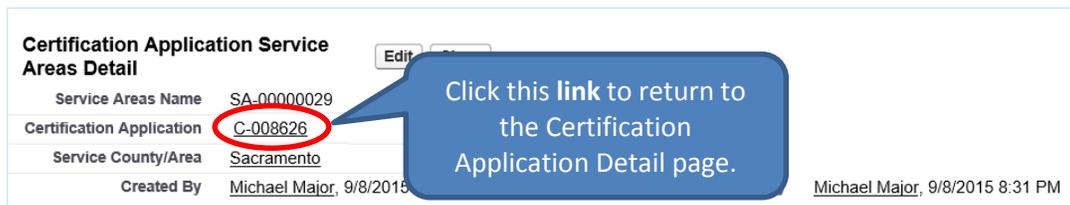


Figure 39. Certification Application Service Areas Detail Page

- Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.2.3 Add/Update a Subsidiary

To add a subsidiary:

- On the Certification Application Detail page, scroll down to the Subsidiary CDE related list.
- Click the **Subsidiary CDE** button.



Figure 40. Subsidiary CDE Related List

3. You will be forwarded to the Subsidiary CDE Edit page.

Figure 41. Subsidiary CDE Edit Page

4. Complete/update the information on the page.
5. Click the **Save** button to be forwarded to the Subsidiary CDE Detail page.

Figure 42. Subsidiary CDE Detail Page

6. Click the **New Subsidiary Board** button in the Subsidiary Boards related list to add a subsidiary board as indicated above.
7. Click the **New Subsidiary Service Area** button in the Subsidiary Service Areas related list to add a subsidiary service area as indicated above.
8. Click the **Attach File** button in the Notes & Attachments related list to add an attachment.
9. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.2.4 Add/Update an Attachment

To add an attachment:

1. On the Certification Application Detail page, scroll down to the Notes & Attachments related list.
2. Click the **Attach File** button in the Notes & Attachments related list.



Figure 43. Notes & Attachments Related List

3. You will be forwarded to the Attach File screen.

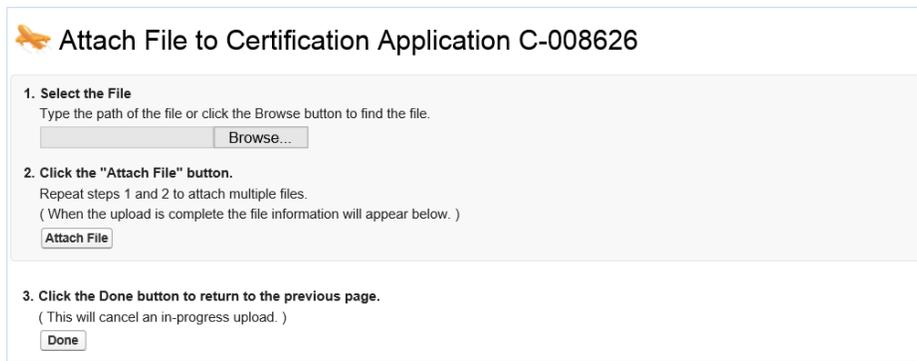


Figure 44. Attach File Screen

4. Click the **Browse** button and browse to select a file.
5. Click the **Attach** file button.
6. Click the **Done** button.
7. The attached file will be displayed under Notes & Attachments.

2.2.5 Submit Application

To submit the application to the CDFI Fund:

1. Make sure that the Signature section on the Certification Application Detail page is completed. This section allows you to attest to the accuracy and completeness of the information you provided in the application.

Certification Application Detail Edit Clone Sharing Submit

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type A [Change]
Structure of the Applicant CDE	Certified CDFI	Program Profile	P_000096
Products and Services	Financing other CDEs	Applicant Address Mailing	
Real estate Financing	Industrial/Manufacturing	Applicant Address Shipping	
Structure of App CDE Controlling Entity	Certified CDFI	Authorized Representative Name	Authorized Representative-Major, Michael
% of Major Urban areas	30%	Certification Application Status	New
% of Minor urban areas	35%	Application Point of Contact Email	mmuwanguzi@yahoo.com
% of Rural areas	35%	Certification Application Date	9/8/2015
		CDE App Control #	15NMC000022

Legal Entity

Legal Entity Status	Yes	Establishment Date	9/8/1978
Applicant CDE, LLC ?	Yes	Current Assets to Date	\$345,000,000.00
LLC Treated as Corp for Tax Purposes?	Yes		

Primary Mission

Primary Mission of Applicant	Description of the primary mission	Primary Mission certification	<input checked="" type="checkbox"/>
		Other Board-Approved Docs	<input type="checkbox"/>

Accountability & Service Area

Service Area Geography	State Wide	Service Area Description	
------------------------	------------	--------------------------	--

Signature

Signature Attestation	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.		
Signature	<input checked="" type="checkbox"/>		
Applicant Signature	mmuwanguzi@yahoo.com		
Date	9/8/2015 10:02 PM		

Figure 45. Certification Application Detail Page – Signature Section

2. Click the **Edit** button on the Certification Application Detail page and check the Signature box in the Signature section. Click the **Save** button.
3. Click the **Submit** button on the Certification Application Detail page.

Certification Application Detail Edit Clone Sharing Submit

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type A [Change]
Structure of the Applicant CDE	Certified CDFI	Program Profile	P_000096
Products and Services	Financing other CDEs	Applicant Address Mailing	
Real estate Financing	Industrial/Manufacturing	Applicant Address Shipping	
Structure of App CDE Controlling Entity	Certified CDFI	Authorized Representative Name	Authorized Representative-Major, Michael
% of Major Urban areas	30%	Contact Email	mmuwanguzi@yahoo.com
% of Minor urban areas	35%	Certification Application Date	9/8/2015
% of Rural areas	35%	CDE App Control #	15NMC000022

Legal Entity

Legal Entity Status	Yes	Establishment Date	
Applicant CDE, LLC ?	Yes	Current Assets to Date	
LLC Treated as Corp for Tax Purposes?	Yes		

Click the **Submit** button to submit the application to the CDFI Fund.

Figure 46. Certification Application Detail Page – Submit Application

4. A confirmation dialog window will be displayed. Click the **OK** button to confirm that you have provided your attestation electronically in the Signature section.
5. Click the **Submit** button to submit the application.

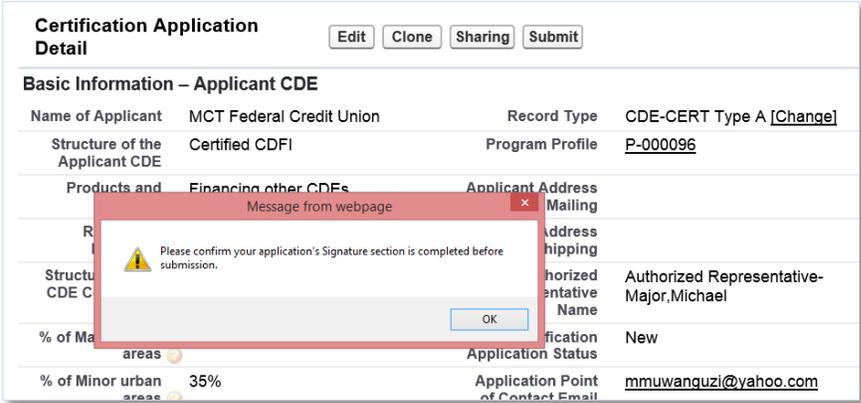


Figure 47. Certification Application Detail Page – Confirmation

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

2.3 CDE Certification Application – Type B Express

Applicants that select the Type B Express CDE Certification Application are required to complete the following sections:

- CDE Certification Details
- Board Information and Board Members
- Certification Application Service Areas
- Subsidiary Information



NOTE: This option should only be used by an Applicant CDE that is applying for initial CDE Certification on behalf of itself and one or more subsidiary entities; and the subsidiary entities have the same primary mission, service area, and accountability as the Applicant CDE and there are no unapproved material changes to the Applicant CDE’s primary mission, service area, and accountability.

The Accountability & Service Area section must be completed for the Applicant CDE *and* the Basic Information section for *each* subsidiary must be entered before selecting the Express B Option, in order for the Express Option to populate the data properly.

To complete the application:

1. Make sure that you are on the Select Certification Application Record Type page. If not, refer to Section 2 or follow the steps below:
 - a. From the Organization Detail page, navigate to the Program Profiles related list.
 - b. Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the CDE-CERT Program Profile Detail page.
 - c. Click the **New Certification Application** button.

 **New Certification Application**
Select Certification Application Record Type

Select a record type for the new certification application.

Select Certification Application Record Type

Record Type of new record | CDE-CERT Type B Express ▼

Available Certification Application Record Types

Record Type Name	Description
CDE-CERT Type A	An Applicant CDE that is applying for initial CDE certification only on behalf of itself.
CDE-CERT Type B	An Applicant CDE that is applying for initial CDE certification on behalf of itself and one or more subsidiary entities.
CDE-CERT Type B Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE’s Primary Mission, CDE’s Service Area, CDE’s Accountability.
CDE-CERT Type C	An Applicant CDE, which is already certified, that is applying for CDE certification on behalf of one or more subsidiary entities.
CDE-CERT Type C Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE’s Primary Mission, CDE’s Service Area, CDE’s Accountability.
CDFI-CERT	CDFI Certification

Figure 48. Type B Express – CDE Certification Application Type

2. Select the **CDE-Cert Type B Express** as the Record Type from the drop-down menu and then click the **Continue** button.

3. You will be forwarded to the Certification Application Edit page. AMIS auto-populates the Basic Information section with data from the Program Profile.

Certification Application Edit
New Certification Application

Certification Application Edit Save Save & New Cancel

Basic Information – Applicant CDE ! = Required Information

Structure of the Applicant CDE Available Faith-Based Institution For-profit Government-controlled entity Record Type CDE-CERT Type B Express

Products and Services Available Real estate Financing Microenterprise Financing Loan purchase from other CDEs Program Profile P-000096

Real estate Financing Available Retail Industrial/Manufacturing Community Facilities Hospital/Tourism Application Point of Contact Email mmuwanguzi@yahoo.co

Structure of App CDE Controlling Entity Available Faith-Based Institution For-profit Government-controlled entity Chosen Certified CDFI

% of Major Urban Areas 30

% of Minor Urban Areas 35

% of Rural Areas 35

Express Option

Certification Attestation I, Certify on behalf of Applicant CDE, that the designated Subsidiary Applicant CDE(s) listed in this application, for which all three boxes were checked in the Basic Information Section, are legal entities (having filed the necessary paperwork with the appropriate state agencies), have valid EINs, and 1. have the same Primary Mission as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Primary Mission; and 2. have the same Service Area as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Service Area; and 3. have the same Accountability as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Accountability.

Express Option

Legal Entity

Legal Entity Status --None-- Establishment Date [9/10/2015]

Applicant CDE, LLC ? --None-- Current Assets to Date

LLC Treated as Corp for Tax Purposes? --None--

Primary Mission

Primary Mission of Applicant Articles of Incorporation

Bylaws

Board-Approved resolutions

Annual Reports

Primary Mission certification

Other Board-Approved Docs

Accountability & Service Area

Service Area Geography --None-- Service Area Description

Signature

Signature Attestation 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.

Signature

Applicant Signature

Date

Figure 49. Select Certification Application Record Type Page – Type B Express

4. Complete/update the information on the page.
5. Click the **Save** button to be forwarded to the Certification Application Detail page. Do not click the Save & New button.

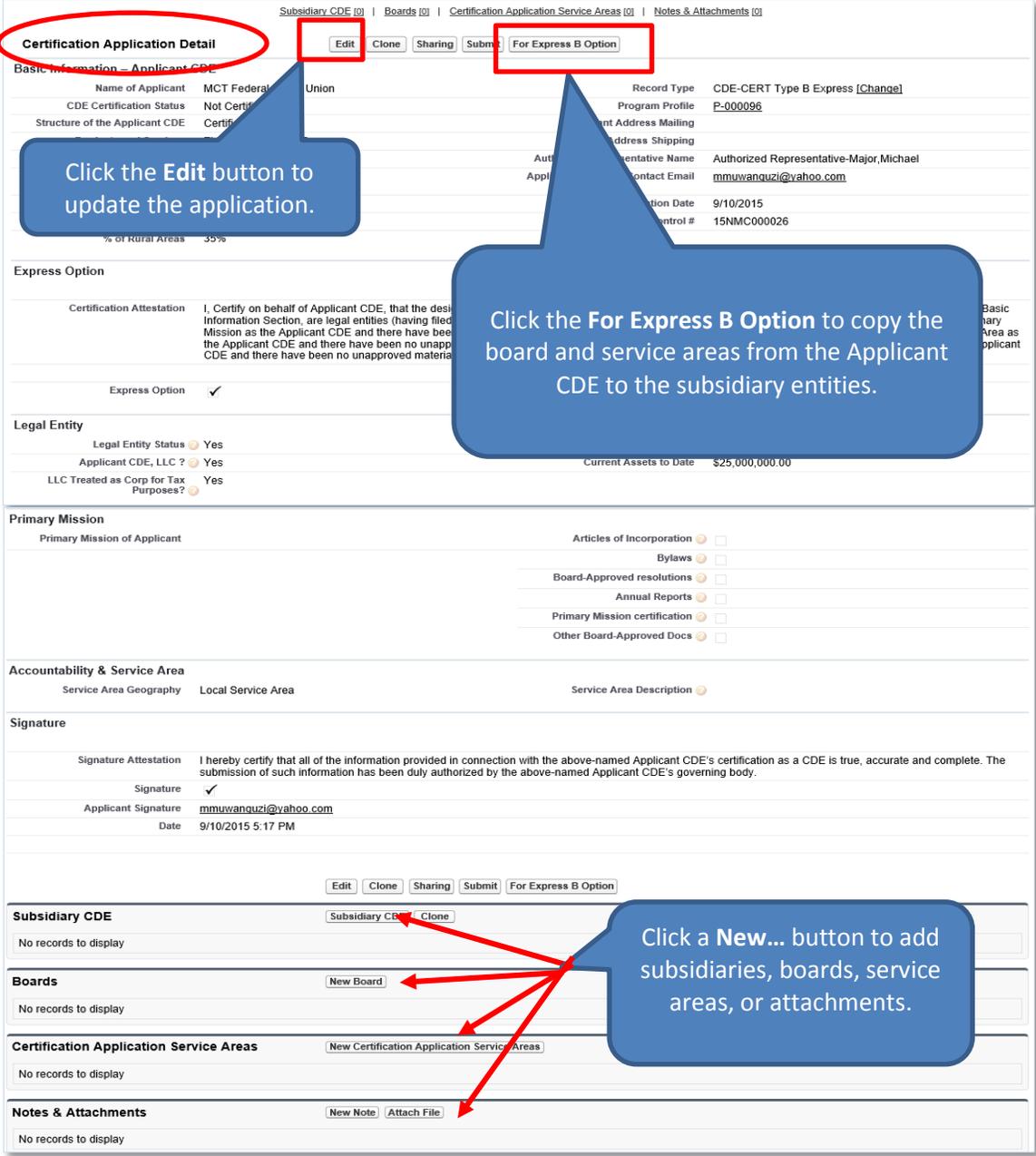


Figure 50. CDE Certification Application Detail Page – Type B Express

2.3.1 Add/Update Board Information and Board Members

To add board information:

- 1. On the Certification Application Detail page, scroll down to the Boards related list.
- 2. Click the **New Board** button to add boards and their corresponding board members.



Figure 51. Boards Related List – Type B Express

- You will be forwarded to the Select Board Record Type page.

Record Type Name	Description
Advisory	
Governing	

Figure 52. Select Board Record Type Page

- Select a Board Record Type and click the **Continue** button. You will be forwarded to the Board Edit page.

Board Edit

Save Save & New Cancel

Board Detail

Board Name Board A Board Composition Date 9/8/2005 [9/8/2015]

Certification_Application C-008626 Record Type Advisory

Member Narrative

Process of Selection Nomination by members How often does Board meet? Monthly

Board Member Feedback How is Information Used?

Save Save & New Cancel

Figure 53. Board Edit Page

- Complete the information on the page and then click the **Save** button. You will be forwarded to the Board Detail page.

Board Detail

Edit Clone

Board Detail

Board Name Board A Board Composition Date 9/8/2005

Certification_Application C-008626 Record Type Advisory [Change]

Member Narrative

Process of Selection Nomination by members How often does Board meet? Monthly

Board Member Feedback How is Information Used?

Created By Michael Major, 9/8/2015 5:10 PM

Edit Clone

Board Members

New Board Members

No records to display

Click this link to return to the Certification Application Detail page.

Click the New Board Members button to add board members.

Figure 54. Board Detail Page

- From the Board Detail page, click the **New Board Members** button under the Board Members related list. You will be forwarded to the Select Board Members Record Type page.

Record Type Name	Description
A	Is a resident of a LIC.
B	Is a small business owner who controls, operates or manages a business located in a LIC that: a) provides goods and services to LIC residents; or b) principally employs LIC residents.
C	Is an employee or board member of a non-affiliated community-based or charitable organization that provides more than 50 percent of its activities or services to Low-Income Persons and/or LICs.
D	Is a religious leader whose congregation is based in an LIC.
E	Is a governmental agency/department employee that primarily serves LICs, or is a governmental agency/department employee whose job responsibilities primarily involve serving LICs.
F	Is, or works for, an elected official whose constituency is comprised primarily of LICs or residents of LICs.
NA	

Figure 55. Select Board Members Record Type Page

- Select the type of board member and click the **Continue** button to be forwarded to the Board Members Edit page.

Board Members Edit = Required Information

Board Members Name: Sarah Lawyer

LIC Representative: Yes

Record Type: B

Geographic Service Area: Local

Conflict of Interest: Yes

Board: Board A

LIC Detail (Complete for LIC's Members)

Business Name: []

Description of Goods and/or Services: []

Census Tract: 12123456789

Explanation of Employed LIC residents: []

Figure 56. Board Members Edit Page

- Complete the information on the page and then click the **Save** button. You will be forwarded to the Board Members Detail page.
 - Click the **Save & New** button to save the record and create another board member. Use this option when you want to create several board members quickly.
 - Click the **Cancel** button to exit the Board Members Edit page and cancel creating a new board member.

Figure 57. Board Member Detail Page

9. Click the **Clone** button to copy a board member and create another board member with similar information.
10. Click the **link** next to the Board field to return to the Board Detail page.

Figure 58. Board Detail Page

11. You can add as many board members as appropriate by clicking the **New Board Members** button.
12. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.3.2 Add/Update a Certification Application Service Area

To add a service area:

1. On the Certification Application Detail page, scroll down to the Certification Application Service Areas related list.
2. Click the **New Certification Application Service Areas** button.



Figure 59. Certification Application Service Areas Related List – Type B Express

3. You will be forwarded to the Certification Application Service Areas Edit page.

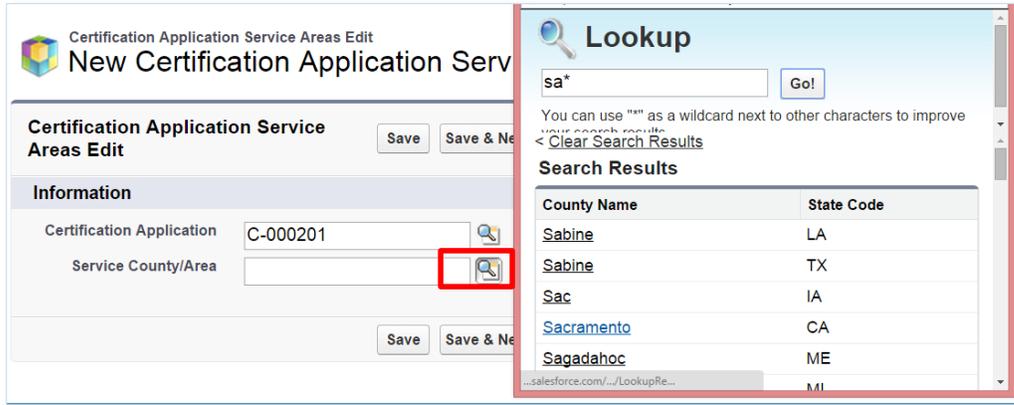


Figure 60. Certification Application Service Areas Edit Page

4. Click the **Lookup** icon next to the Service/County Area field to invoke the Lookup dialog window. Search and select a county or state by clicking the appropriate geography.
5. Click the **Save** button to be returned to the Certification Application Service Areas Detail page.
6. You will need to use the Lookup for each proposed service area.

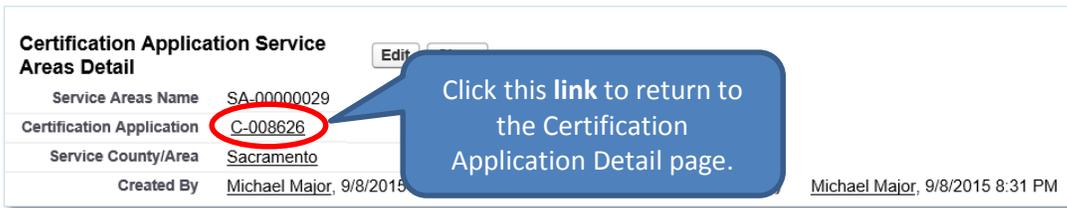


Figure 61. Certification Application Service Areas Detail Page

7. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.3.3 Add/Update a Subsidiary

To add a subsidiary:

1. On the Certification Application Detail page, scroll down to the Subsidiary CDE related list.
2. Click the **Subsidiary CDE** button.



Figure 62. Subsidiary CDE Related List

3. You will be forwarded to the Subsidiary CDE Edit page.

Figure 63. Subsidiary CDE Edit Page

4. Complete the information on the page.
5. Click the **Save** button to be forwarded to the Subsidiary CDE Detail page.

Figure 64. Subsidiary CDE Detail Page

6. You do not need to add subsidiary board information and service areas if they are similar to the Applicant CDE. The system will allow you to automatically copy this information into each subsidiary.
7. Click the [link](#) next to the Certification Application field to return to the Certification Application Detail page.

2.3.4 Copy the Applicant CDE's Information into Each Subsidiary Entity

To copy the Applicant CDE's board information and service areas into each subsidiary entity:

1. Locate the **For Express B Option** button on the Certification Application Detail page.

Certification Application C-008630

Subsidiary CDE (0) | Boards (0) | Certification Application Service Areas (0) | Notes & Attachments (0)

Certification Application Detail Edit Clone Sharing Submit **For Express B Option**

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record	CDE-CERT Type B Express [Change]
CDE Certification Status	Not Certified	Progress	0000
Structure of the Applicant CDE	Certified CDFI	Ap	
Products and Services	Financing other CDEs	Ap	
Real estate Financing	Industrial/Manufacturing	Repre	ael
Structure of App CDE Controlling Entity	Certified CDFI	App	
% of Major Urban Areas	30%	Certifica	
% of Minor Urban Areas	35%	CDE App Control #	15NMC000026
% of Rural Areas	35%		

Express Option

Certification Attestation I, Certify on behalf of Applicant CDE, that the designated Subsidiary Applicant CDE(s) listed in this application, for which all three boxes were checked in the Basic Information Section, are legal entities (having filed the necessary paperwork with the appropriate state agencies), have valid EINs, and 1. have the same Primary Mission as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Primary Mission; and 2. have the same Service Area as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Service Area; and 3. have the same Accountability as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Accountability.

Express Option

Figure 65. Copy the Applicant CDE's Information into Each Subsidiary

2. Click the **For Express B Option** button to copy the Applicant CDE's board information and service areas into each subsidiary.
3. A confirmation dialog window is displayed.

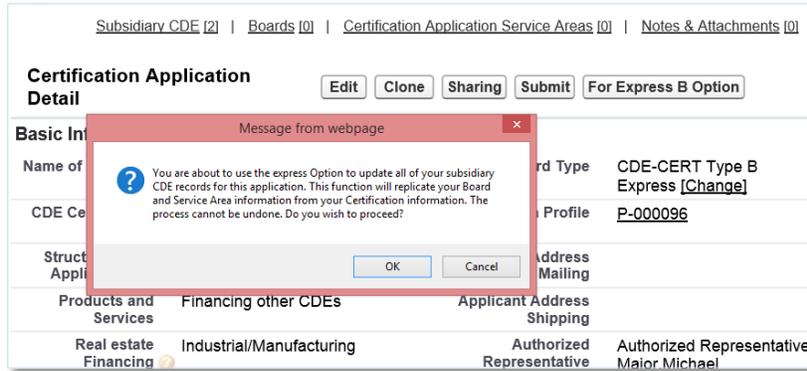


Figure 66. Copy the Applicant CDE’s Information into Each Subsidiary – Confirmation

4. Click the **OK** button on the confirmation dialog window.
5. On the Certification Detail page, scroll down to the Subsidiary CDE related list.

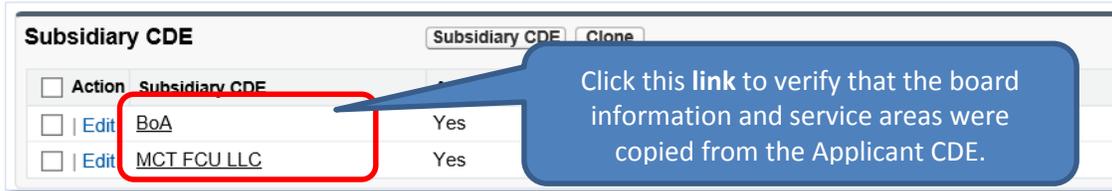


Figure 67. Subsidiary CDE Related List

6. Click the **link** next to the Subsidiary CDE field to be forwarded to the Subsidiary CDE Detail page.

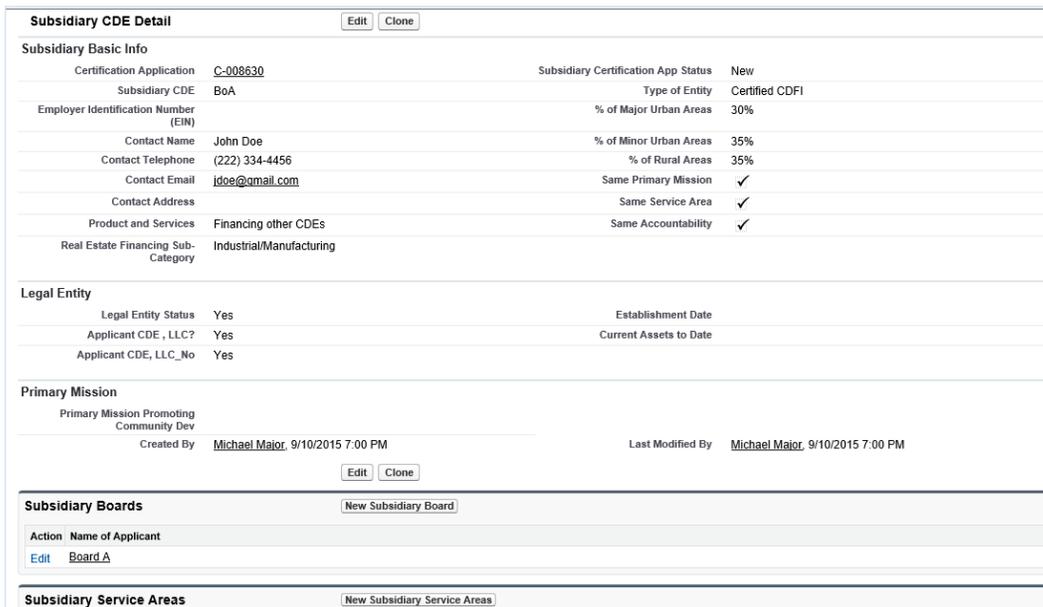


Figure 68. Subsidiary CDE Detail Page

7. Verify that the subsidiary boards and subsidiary service areas displayed were copied from the Applicant CDE’s board information and service areas.
8. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.3.5 Add/Update an Attachment

To add an attachment:

1. On the Certification Application Detail page, scroll down to the Notes & Attachments related list.
2. Click the **Attach File** button in the Notes & Attachments related list.



Figure 69. Notes & Attachments Related List

3. You will be forwarded to the Attach File screen.

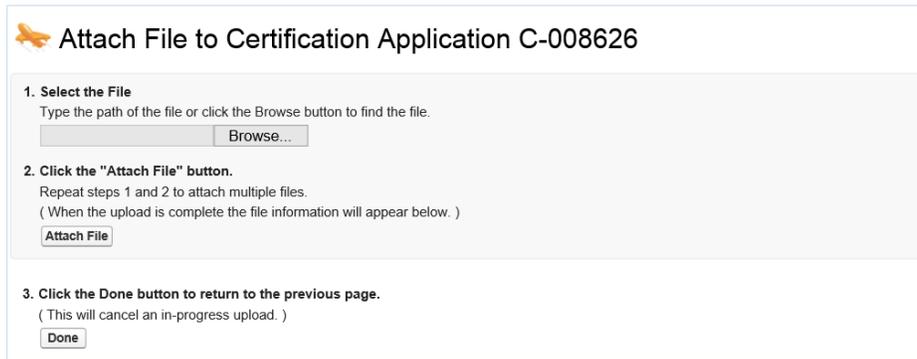


Figure 70. Attach File Screen

4. Click the **Browse** button and browse to select a file.
5. Click the **Attach** file button.
6. Click the **Done** button.
7. The attached file will be displayed under Notes & Attachments.

2.3.6 Submit Application

To submit the application to the CDFI Fund:

1. Make sure that the Signature section on the Certification Application Detail page is completed. This section allows you to attest to the accuracy and completeness of the information you provided in the application.

Subsidiary CDE (0) | Boards (0) | Certification Application Service Areas (0) | Notes & Attachments (0)

Certification Application Detail Edit Clone Sharing Submit For Express B Option

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type B Express [Change]
CDE Certification Status	Not Certified	Program Profile	P-000096
Structure of the Applicant CDE	Certified CDFI	Applicant Address Mailing	
Products and Services	Financing other CDEs	Applicant Address Shipping	
Real estate Financing	Industrial/Manufacturing	Authorized Representative Name	Authorized Representative-Major, Michael
Structure of App CDE Controlling Entity	Certified CDFI	Application Point of Contact Email	mmuwanzuzi@yahoo.com
% of Major Urban Areas	30%	Certification Application Date	9/10/2015
% of Minor Urban Areas	35%	CDE App Control #	15NMC000026
% of Rural Areas	35%		

Express Option

Certification Attestation I, certify on behalf of Applicant CDE, that the designated Subsidiary Applicant CDE(s) listed in this application, for which all three boxes were checked in the Basic Information Section, are legal entities (having filed the necessary paperwork with the appropriate state agencies), have valid EINs, and 1. have the same Primary Mission as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Primary Mission; and 2. have the same Service Area as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Service Area; and 3. have the same Accountability as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Accountability.

Express Option

Legal Entity

Legal Entity Status	<input checked="" type="radio"/> Yes	Establishment Date	9/10/2003
Applicant CDE, LLC ?	<input checked="" type="radio"/> Yes	Current Assets to Date	\$25,000,000.00
LLC Treated as Corp for Tax Purposes?	<input checked="" type="radio"/> Yes		

Primary Mission

Primary Mission of Applicant

Articles of Incorporation	<input type="checkbox"/>
Bylaws	<input type="checkbox"/>
Board-Approved resolutions	<input type="checkbox"/>
Annual Reports	<input type="checkbox"/>
Primary Mission certification	<input type="checkbox"/>
Other Board-Approved Docs	<input type="checkbox"/>

Accountability & Service Area

Service Area Geography	Local Service Area	Service Area Description	
------------------------	--------------------	--------------------------	--

Signature

Signature Attestation 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.

Signature

Applicant Signature mmuwanzuzi@yahoo.com

Date 9/10/2015 5:17 PM

Figure 71. Certification Application Detail Page – Signature Section

- 2. Click the **Edit** button on the Certification Application Detail page and check the Signature box in the Signature section. Click the **Save** button.
- 3. Click the **Submit** button on the Certification Application Detail page.

Certification Application Detail [Edit] [Clone] [Sharing] **Submit** [For Express B Option]

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type B Express [Change]
CDE Certification Status	Not Certified	Program Profile	P-000096
Structure of the Applicant CDE	Certified CDFI	Applicant Address	
Products and Services	Financing other CDEs		
Real estate Financing	Industrial/Manufacturing	Authorized Representative-Name	Authorized Representative-Major, Michael
Structure of App CDE Controlling Entity	Certified CDFI	Application Point of Contact Email	mmuwanguzi@yahoo.com
% of Major Urban Areas	30%	Certification Application Date	9/10/2015
% of Minor Urban Areas	35%	CDE App Control #	15NMC000026
% of Rural Areas	35%		

Express Option

Certification Attestation I, Certify on behalf of Applicant CDE, that the designated Subsidiary Applicant CDE(s) listed in this application, for which all three boxes were checked in the Basic Information Section, are legal entities (having filed the necessary paperwork with the appropriate state agencies), have valid EINs, and 1. have the same Primary Mission as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Primary Mission; and 2. have the same Service Area as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Service Area; and 3. have the same Accountability as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Accountability.

Express Option

Figure 72. Certification Application Detail Page – Submit Application

4. A confirmation dialog window will be displayed. Click the **OK** button to confirm that you have provided your attestation electronically in the Signature section.
5. Click the **Submit** button to submit the application.

Certification Application Detail [Edit] [Clone] [Sharing] **Submit** [For Express B Option]

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type B Express [Change]
CDE Certification Status	Not Certified	Program Profile	P-000096
Structure of Applicant CDE	Certified CDFI	Applicant Address	
Products and Services	Financing other CDEs		
Real estate Financing	Industrial/Manufacturing	Authorized Representative-Name	Authorized Representative-Major, Michael
Structure of App CDE Controlling Entity	Certified CDFI	Application Point of Contact Email	mmuwanguzi@yahoo.com
% of Major Urban Areas	30%	Certification Application Date	9/10/2015

Message from webpage

Once Submitted you will not be able to update the application. Do you want to Submit?

[OK] [Cancel]

Figure 73. Certification Application Detail Page – Confirmation

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

2.4 CDE Certification Application – Type C

Applicants that select the Type C CDE Certification Application are required to complete the following sections:

- CDE Certification Details
- Subsidiary Information

To complete the application:

1. Make sure that you are on the Select Certification Application Record Type page. If not, refer to Section 2 or follow the steps below:
 - a. From the Organization Detail page, navigate to the Program Profiles related list.
 - b. Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the CDE-CERT Program Profile Detail page.
 - c. Click the **New Certification Application** button.

New Certification Application
Select Certification Application Record Type

Select a record type for the new certification application.

Select Certification Application Record Type

Record Type of new record | CDE-CERT Type C |

Continue Cancel

Available Certification Application Record Types

Record Type Name	Description
CDE-CERT Type A	An Applicant CDE that is applying for initial CDE certification only on behalf of itself.
CDE-CERT Type B	An Applicant CDE that is applying for initial CDE certification on behalf of itself and one or more subsidiary entities.
CDE-CERT Type B Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE's Primary Mission, CDE's Service Area, CDE's Accountability.
CDE-CERT Type C	An Applicant CDE, which is already certified, that is applying for CDE certification on behalf of one or more subsidiary entities.
CDE-CERT Type C Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE's Primary Mission, CDE's Service Area, CDE's Accountability.
CDFI-CERT	CDFI Certification

Figure 74. Select Certification Application Record Type Page – Type C

2. Select **CDE-CERT Type C** as the Record Type from the drop-down menu and then click the **Continue** button.
3. You will be forwarded to the Certification Application Edit page. AMIS auto-populates the Basic Information section of this page with data from the Program Profile.

Certification Application Edit
New Certification Application

Certification Application Edit Save Save & New Cancel

Basic Information – Applicant CDE | = Required Information

Structure of the Applicant CDE Available
Faith-Based Institution
For-profit
Government-controlled entity

Products and Services Available
Real estate Financing
Microenterprise Financing
Loan purchase from other CDEs

Real estate Financing Available
Retail
Industrial/Manufacturing
Community Facilities
Hospital/Tourism

Structure of App CDE Controlling Entity Available
Faith-Based Institution
For-profit
Government-controlled entity

% of Major Urban Areas 30

% of Minor Urban Areas 35

% of Rural Areas 35

Signature

Signature Attestation 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.

Signature

Applicant Signature

Date

Record Type CDE-CERT Type C

Program Profile P-000096

Application Point of Contact Email mmuwanguzi@yahoo.co

Chosen Certified CDFI

Figure 75. CDE Certification Application Edit Page – Type C

- 4. Complete/update the information on the page.
- 5. Click the **Save** button to be forwarded to the Certification Application Detail page.

Certification Application Detail [Edit] [Clone] [Sharing] [Submit]

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit U	Record Type	CDE-CERT Type C [Change]
CDE Certification Status	Not Certified	Program Profile	P-000096
Structure of the		Applicant Address Mailing	
Products and		Applicant Address Shipping	
Real Estate		Authorized Representative Name	Authorized Representative-Major,Michael
Structure of App CDE Controlling Entity	Certified CDFI	Application Point of Contact Email	mmuwanguzi@yahoo.com
% of Major Urban Areas	30%	Certification Application Date	9/10/2015
% of Minor Urban Areas	35%	CDE App Control #	15NMC000028
% of Rural Areas	35%		

Signature

Signature Attestation 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.

Signature ✓

Applicant Signature mmuwanguzi@yahoo.com

Date 9/10/2015 10:11 PM

[Edit] [Clone] [Sharing] [Submit]

Subsidiary CDE [Subsidiary CDE] [Clone]

No records to display

Notes & Attachments [New Note] [Attach File]

Figure 76. CDE Certification Application Detail Page – Type C

2.4.1 Add/Update a Subsidiary

To add a subsidiary:

1. On the Certification Application Detail page, scroll down to the Subsidiary CDE related list.
2. Click the **Subsidiary CDE** button.

Subsidiary CDE [Subsidiary CDE] [Clone]

No records to display

Figure 77. Subsidiary CDE Related List

3. You will be forwarded to the Subsidiary CDE Edit page.

Subsidiary CDE Edit [Save] [Save & New] [Cancel]

Subsidiary Basic Info

Certification Application: C-000078

Subsidiary CDE: []

Employer Identification Number (EIN): []

Contact Name: []

Contact Telephone: []

Contact Email: []

Contact Address: []

Product and Services: Available: Microenterprise Financing, Financing other CDEs, Loan purchase from other CDEs, Financial Counseling and Other Services. Chosen: Real estate Financing

Real Estate Financing Sub-Category: Available: Retail, Industrial/Manufacturing, Community Facilities, Hospital/Tourism, Office Space, For Sale Housing, Business Financing. Chosen: []

Legal Entity

Legal Entity Status: Yes

Applicant CDE, LLC?: Yes

Applicant CDE, LLC_No: Yes

Establishment Date: [9/9/2015]

Current Assets to Date: []

Figure 78. Subsidiary CDE Edit Page

- 4. Complete/update the information on the page.
- 5. Click the **Save** button to be forwarded to the Subsidiary CDE Detail page.

Subsidiary Boards (0) | Subsidiary Service Areas (0) | Notes & Attachments (0)

Subsidiary CDE Detail [Edit] [Clone]

Subsidiary Basic Info

Certification Application: C-000078

Subsidiary CDE: BOA

Employer Identification Number (EIN): []

Contact Name: John Doe

Contact Telephone: (222) 334-4456

Contact Email: jd@qmail.com

Contact Address: []

Product and Services: Real estate Financing; Microenterprise Financing

Real Estate Financing Sub-Category: Community Facilities; Hospital/Tourism

Legal Entity

Legal Entity Status: Yes

Applicant CDE, LLC?: Yes

Applicant CDE, LLC_No: Yes

Establishment Date: []

Current Assets to Date: []

Primary Mission

Primary Mission Promoting Community Dev

Created By: Michael Major, 9/9/2015 4:00 PM

Last Modified By: Michael Major, 9/9/2015 4:00 PM

Subsidiary Boards: [New Subsidiary Board]

Subsidiary Service Areas: [New Subsidiary Service Area]

Notes & Attachments: [New Note] [Attach File]

Figure 79. Subsidiary CDE Detail Page

6. Click the **New Subsidiary Board** button in the Subsidiary Boards related list to add a subsidiary board as indicated above.
7. Click the **New Subsidiary Service Area** button in the Subsidiary Service Areas related list to add a subsidiary service area as indicated above.
8. Click the **Attach File** button in the Notes & Attachments related list to add an attachment.
9. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.4.2 Add/Update a Subsidiary Board

To add a board:

1. On the Certification Application Detail page, scroll down to the Boards related list.
2. Click the **New Subsidiary Board** button to add boards and their corresponding board members.



Figure 80. Subsidiary Boards Related List

3. You will be forwarded to the Select Subsidiary Board Record Type page.

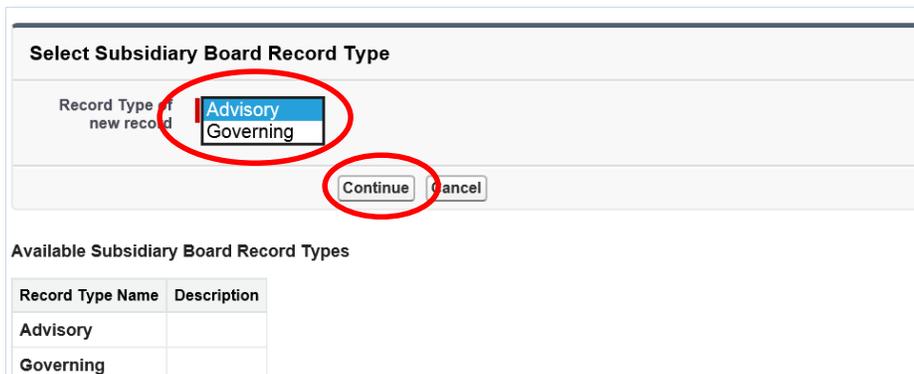


Figure 81. Select Subsidiary Board Type

4. Select a board type and click the **Continue** button. You will be forwarded to the Subsidiary Board Edit page.

Subsidiary Board Edit
New Subsidiary Board

Subsidiary Board Edit [Save Save & New Cancel]

Information [= Required Information]

Name of Board [Board A] Record Type Advisory
Subsidiary CDE [BoA] Process of Selection Nomination by members
Board Composition Date [9/11/2005] [9/11/2015] How often does Board meet? []
Board Member Feedback []
How is Information Used? []

[Save Save & New Cancel]

Figure 82. Subsidiary Board Edit Page

5. Complete the information on the page and then click the **Save** button. You will be forwarded to the Subsidiary Board Detail page.

Subsidiary Board Detail [Edit Clone]

Name of Board Board A Advisory [Change]
Subsidiary CDE [BoA](#) Nomination by members
Board Composition Date 9/11/2005 Monthly
Board Member Feedback
How is Information Used?
Created By [Michael Major](#) 9/11/2015 9:42 PM Last Modified
[Edit Clone]

Subsidiary Board Members [New Subsidiary Board Members](#)

No records to display

Figure 83. Subsidiary Board Detail Page

6. From the Board Detail page, click the **New Subsidiary Board Members** button under the Board Members related list. You will be forwarded to the Select Board Members Record Type page.

Select Subsidiary Board Members Record Type

Record Type of new record: **B**

Buttons: **Continue** **Cancel**

Available Subsidiary Board Members Record Types

Record Type Name	Description
A	Is a resident of a LIC.
B	Is a small business owner who controls, operates or manages a business located in a LIC that: a) provides goods and services to LIC residents; or b) principally employs LIC residents.
C	Is an employee or board member of a non-affiliated community-based or charitable organization that provides more than 50 percent of its activities or services to Low-Income Persons and/or LICs.
D	Is a religious leader whose congregation is based in an LIC.
E	Is a governmental agency/department employee that primarily serves LICs, or is a governmental agency/department employee whose job responsibilities primarily involve serving LICs.
F	Is, or works for, an elected official whose constituency is comprised primarily of LICs or residents of LICs.
NA	

Figure 84. Select Subsidiary Board Member Type

7. Select the type of board member and click the **Continue** button to be forwarded to the Subsidiary Board Members Edit page.

Subsidiary Board Members Edit Save Save & New Cancel

Information

Subsidiary Board: Board A

Board Members Name: Sarah Lawyer

LIC Representative: Yes

Record Type: B

Geographic Service Area: Statewide

Geographic Service Area Description:

Conflict of Interest: No

LIC Detail (Complete for LIC's Members)

Business Name:

Street:

City:

State: --None--

Zipcode:

Description of Goods and/or Services:

Census Tract: 12123456789

Explanation of Employed LIC residents:

Note: A blue callout bubble states: "This section will change based on the type of board member selected."

Figure 85. Subsidiary Board Members Edit Page

8. Complete the information on the page and then click the **Save** button. You will be forwarded to the Subsidiary Board Members Detail page.
 - a. Click the **Save & New** button to save the record and create another board member. Use this option when you want to create several board members quickly.
 - b. Click the **Cancel** button to exit the Board Members Edit page and cancel creating a new board member.

Subsidiary Board Members Detail [Edit] [Clone]

Subsidiary Board: [Board A](#)

Board Members Name: Sarah Lawyer

LIC Representative: Yes

Record Type: B [Change]

Geographic Service Area: Statewide

Geographic Service Area Description: [Change]

Conflict of Interest: No

LIC Detail (Complete for LIC's Members)

Business Name

Street: 5100 Main Street

City: Rockville

State: MD

Zipcode: 20875

Description of Goods and/or Services: [Change]

Census Tract: 12123456789

Explanation of Employed LIC residents: [Change]

Figure 86. Subsidiary Board Members Detail Page

9. Click the **Clone** button to copy a contact and create another subsidiary board member with similar information.
10. Click the **link** next to the Subsidiary CDE field to return to the Subsidiary Board Detail page.

Subsidiary Board Members [2]

Subsidiary Board Detail [Edit] [Clone]

Name of Board: Board A

Subsidiary CDE: [BoA](#)

Board Composition Date: 9/11/2015

Board Member Feedback

How is Information Used?

Created By: Michael Major, 9/11/2015 9:42 PM

Last Modified By: Michael Major, 9/11/2015 9:42 PM

[Edit] [Clone]

Subsidiary Board Members [New Subsidiary Board Members]

Action	Board Members Name
Edit	Sarah Lawyer
Edit	David Tusa

Figure 87. Subsidiary Board Detail Page

11. You can add as many board members as appropriate by clicking the **New Subsidiary Board Members** button.
12. Click the **link** next to the Subsidiary CDE field to return to the Subsidiary CDE Detail page.

2.4.3 Add/Update a Subsidiary Service Area

To add a subsidiary service area:

1. On the Subsidiary CDE Detail page, scroll down to the Subsidiary Service Areas related list.
2. Click the **New Certification Application Service Area** button.

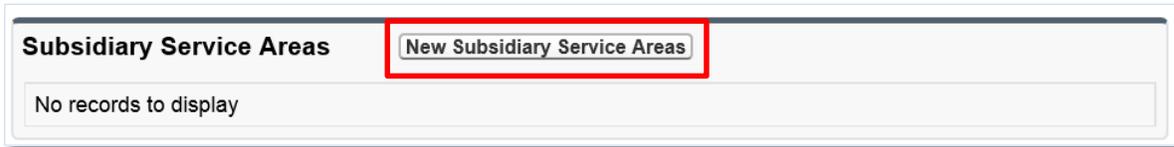


Figure 88. Subsidiary Service Areas Related List

3. You will be forwarded to the Subsidiary Service Areas Edit page.

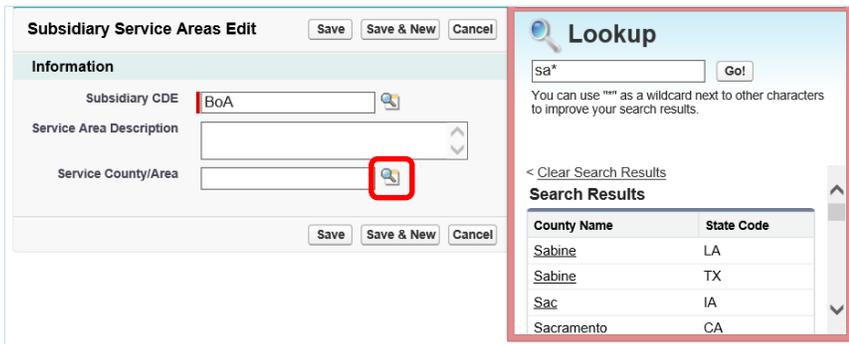


Figure 89. Subsidiary Service Areas Edit Page

4. Click the **Lookup** icon next to the Service/County Area field to invoke the Lookup dialog window. Search and select a county or state by clicking the appropriate geography.
5. Complete all the information on the page.
6. Click the **Save** button to be returned to the Subsidiary Service Area Detail page.

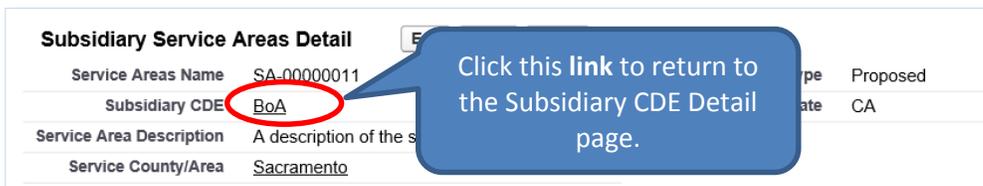


Figure 90. Certification Application Service Areas Detail Page

7. You can add as many subsidiary service areas as appropriate by clicking the **New Subsidiary Service Area** button.
8. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

Subsidiary Basic Info			
Certification Application	C-008632		
Subsidiary CDE	BoA		
Employer Identification Number (EIN)			
Contact Name	John Doe	% of Minor Urban Areas	35%
Contact Telephone	(222) 333-4456	% of Rural Areas	35%
Contact Email		Same Primary Mission	✓
Product and Services	Financing other CDEs	Same Service Area	✓
Real Estate Financing Sub-Category		Same Accountability	✓
Legal Entity			
Legal Entity Status	Yes	Establishment Date	
Applicant CDE, LLC?	Yes	Current Assets to Date	
LLC Treated as Corp for Tax Purposes?	Yes		

Figure 91. Certification Application Detail Page

2.4.4 Add/Update an Attachment

To add an attachment:

1. On the Certification Application Detail page, scroll down to the Notes & Attachments related list.
2. Click the **Attach File** button in the Notes & Attachments related list.

Figure 92. Notes & Attachments Related List

3. You will be forwarded to the Attach File screen.

Figure 93. Attach File Screen

4. Click the **Browse** button and browse to select a file.
5. Click the **Attach** file button.
6. Click the **Done** button.
7. The attached file will be displayed under Notes & Attachments.

2.4.5 Submit Application

To submit the application to the CDFI Fund:

1. Make sure that the Signature section on the Certification Application Detail page is completed. This section allows you to attest to the accuracy and completeness of the information you provided in the application.

The screenshot shows the 'Certification Application Detail' page for application C-008632. The 'Edit' button is circled in red. The 'Signature' section is highlighted with a red border and contains the following information:

Signature	
Signature Attestation	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.
Signature	<input checked="" type="checkbox"/>
Applicant Signature	mmuwanguzi@yahoo.com
Date	9/10/2015 10:11 PM

Figure 94. Certification Application Detail Page – Signature Section

2. Click the **Edit** button on the Certification Application Detail page and check the Signature box in the Signature section. Click the **Save** button.
3. Click the **Submit** button on the Certification Application Detail page.

The screenshot shows the 'Certification Application Detail' page with the 'Submit' button circled in red. A blue callout box points to the button with the text: "Click the **Submit** button to submit the application to the CDFI Fund."

Figure 95. Certification Application Detail Page – Submit Application

4. A confirmation dialog window will be displayed. Click the **OK** button to confirm that you have provided your attestation electronically in the Signature section.
5. Click the **Submit** button to submit the application.

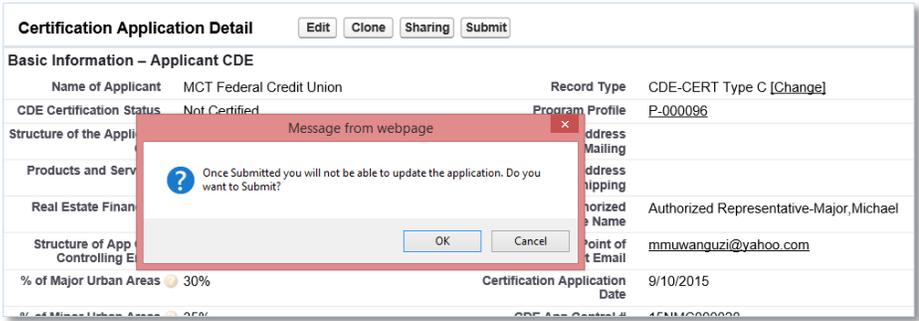


Figure 96. Certification Application Detail Page – Confirmation

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

2.5 CDE Certification Application – Type C Express

Applicants that select the Type C Express CDE Certification Application are required to complete the following sections:

- CDE Certification Details
- Subsidiary Information

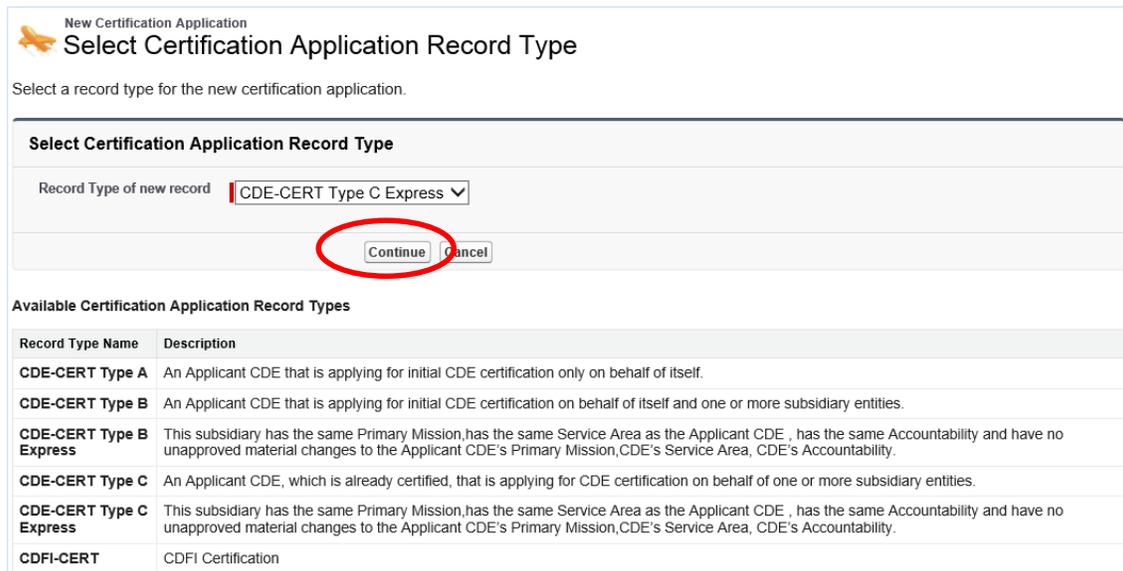


This option should only be used by an Applicant CDE that is already certified and is applying for CDE certification on behalf of one or more subsidiary entities; and the subsidiary entities have the same primary mission, service area, and accountability as the Applicant CDE and there are no unapproved material changes to the Applicant CDE’s primary mission, service area, and accountability.

The Accountability & Service Area section must be completed for the Applicant CDE *and* the Basic Information section for *each* subsidiary must be entered before selecting the Express B Option, in order for the Express Option to populate the data properly.

To complete the application:

1. Make sure that you are on the Select Certification Application Record Type page. If not, refer to Section 2 or follow the steps below:
 - a. From the Organization Detail page, navigate to the Program Profiles related list.
 - b. Click the **Program Profile Name** for the CDE-CERT Program Profile to be forwarded to the CDE-CERT Program Profile Detail page.
 - c. Click the **New Certification Application** button.



New Certification Application
Select Certification Application Record Type

Select a record type for the new certification application.

Select Certification Application Record Type

Record Type of new record: CDE-CERT Type C Express

Continue Cancel

Available Certification Application Record Types

Record Type Name	Description
CDE-CERT Type A	An Applicant CDE that is applying for initial CDE certification only on behalf of itself.
CDE-CERT Type B	An Applicant CDE that is applying for initial CDE certification on behalf of itself and one or more subsidiary entities.
CDE-CERT Type B Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE’s Primary Mission, CDE’s Service Area, CDE’s Accountability.
CDE-CERT Type C	An Applicant CDE, which is already certified, that is applying for CDE certification on behalf of one or more subsidiary entities.
CDE-CERT Type C Express	This subsidiary has the same Primary Mission, has the same Service Area as the Applicant CDE, has the same Accountability and have no unapproved material changes to the Applicant CDE’s Primary Mission, CDE’s Service Area, CDE’s Accountability.
CDFI-CERT	CDFI Certification

Figure 97. Select Certification Application Record Type Page – Type C Express

2. Select the **CDE-CERT Type C Express** as the Record Type from the drop-down menu and then click the **Continue** button.

3. You will be forwarded to the Certification Application Edit page. AMIS auto-populates the Basic Information section of this page with data from the Program Profile.

Certification Application Edit
New Certification Application

Certification Application Edit Save Save & New Cancel

Basic Information – Applicant CDE = Required Information

Record Type CDE-CERT Type C Express

Program Profile P-130428

Application Point of Contact Email mmuwanguzi@yahoo.co

Structure of the Applicant CDE Available
Faith-Based Institution
For-profit
Government-controlled entity

Products and Services Available
Microenterprise Financing
Financing other CDEs
Loan purchase from other CDEs

Real Estate Financing --None--

Structure of App CDE Controlling Entity Available
Certified CDFI
Faith-Based Institution
For-profit

Chosen
Real Estate Development Company

% of Major Urban Areas 34

% of Minor Urban Areas 20

% of Rural Areas 45

Express Option

Certification Attestation I, Certify on behalf of Applicant CDE, that the designated Subsidiary Applicant CDE(s) listed in this application, for which all three boxes were checked in the Basic Information Section, are legal entities (having filed the necessary paperwork with the appropriate state agencies), have valid EINs, and 1. have the same Primary Mission as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Primary Mission; and 2. have the same Service Area as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Service Area; and 3. have the same Accountability as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Accountability.

Express Option

Signature

Signature Attestation 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.

Signature

Applicant Signature

Date

Figure 98. CDE Certification Application Edit Page – Type C Express

4. Complete/update the information on the page.
5. Click the **Save** button to be forwarded to the Certification Application Detail page.

Certification Application Detail Edit Clone Sharing Submit For Express C Option

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type C Express [Change]
CDE Certification Status	CDE Certified	Program Profile	P-130428
CDE Application Control		Applicant Mailing	1800 Main St
Structure of App CDE			
Product			
Real Estate Financing			
Structure of App CDE Controlling Entity	Real Estate Development Company	Certification Application Date	9/13/2015
% of Major Urban Areas	35%	CDE App Control #	15NMC000029
% of Minor Urban Areas	20%		
% of Rural Areas	45%		

Express Option

Certification Attestation I, Certify on behalf of Applicant CDE, that the designated Subsidiary Applicant CDE(s) listed in this application, for which all three boxes were checked in the Basic Information Section, are legal entities (having filed the necessary paperwork with the appropriate state agencies), have valid EINs, and 1. have the same Primary Mission as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Primary Mission; and 2. have the same Service Area as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Service Area; and 3. have the same Accountability as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Accountability.

Express Option

Signature

Signature Attestation 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.

Signature

Applicant Signature mmuwanguzi@yahoo.com

Date 9/13/2015 7:26 PM

Subsidiary CDE Subsidiary CDE Clone

Notes & Attachments New Note Attach File

Click the **Edit** button to update the application.

Click the **Submit** button to submit the application to the CDFI Fund.

Click a **New...** button to add subsidiaries or attachments.

Figure 99. CDE Certification Application Detail Page – Type C Express

2.5.1 Add/Update a Subsidiary

To add a subsidiary:

1. On the Certification Application Detail page, scroll down to the Subsidiary CDE related list.
2. Click the **Subsidiary CDE** button.

Subsidiary CDE Subsidiary CDE Clone

No records to display

Figure 100. Subsidiary CDE Related List

3. You will be forwarded to the Subsidiary CDE Edit page.

Figure 101. Subsidiary CDE Edit Page

4. Complete the information on the page.
5. Click the **Save** button to be forwarded to the Subsidiary CDE Detail page.

Figure 102. Subsidiary CDE Detail Page

- You do not need to add subsidiary board information and service areas if they are similar to the Applicant CDE. The system will allow you to automatically copy this information into each subsidiary.
- Click the **link** next to the Certification Application field to return to the Certification Application Detail page. You can add as many subsidiaries as needed by following the steps above.

2.5.2 Copy the Applicant’s Certified CDE Information into Each Subsidiary Entity

To copy the applicant’s certified CDE board information and service areas into each subsidiary entity:

- Locate the **For Express C Option** button on the Certification Application Detail page.

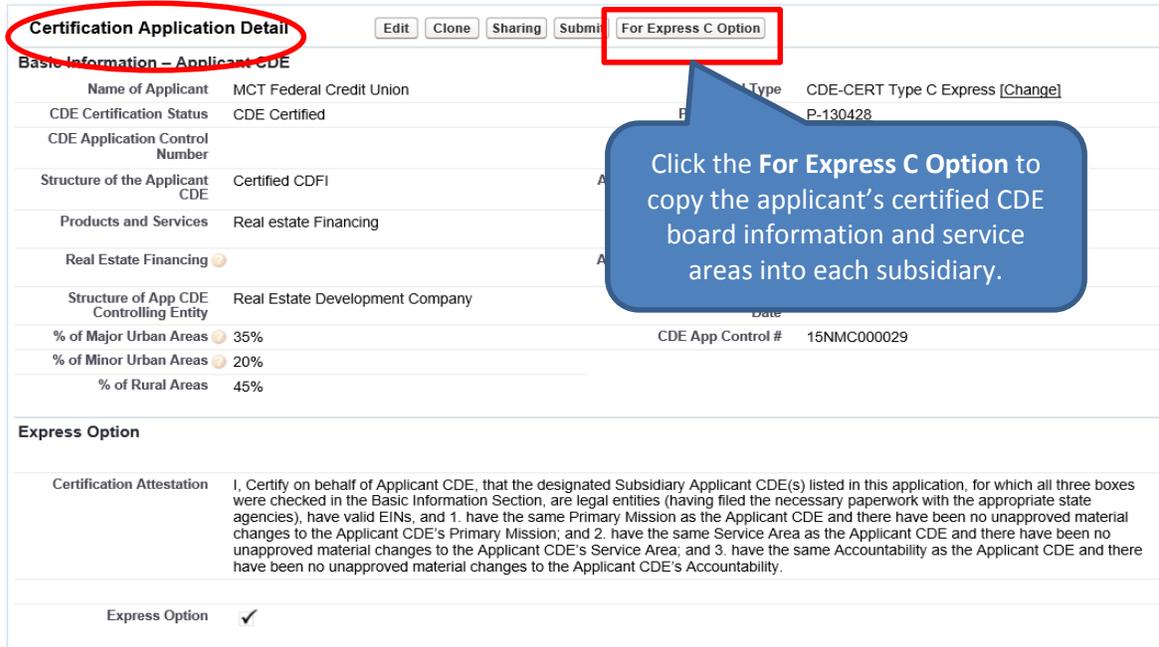


Figure 103. Copy the Applicant’s Certified CDE Information into Each Subsidiary

- Click the **For Express C Option** button to copy the Applicant’s certified CDE board information and service areas into each subsidiary.
- A confirmation dialog window is displayed.

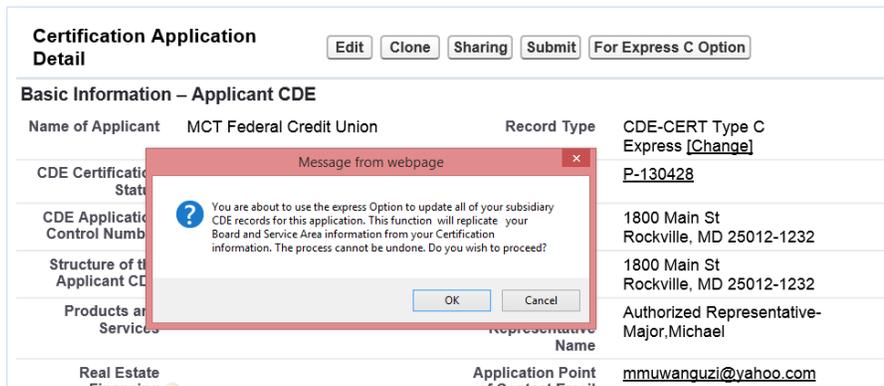


Figure 104. Copy the Applicant’s Certified CDE Information into Each Subsidiary – Confirmation

4. Click the **OK** button on the confirmation dialog window.
5. On the Certification Detail page, scroll down to the Subsidiary CDE related list.

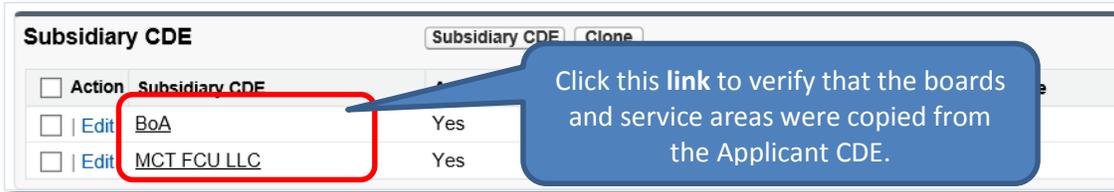


Figure 105. Subsidiary CDE Related List

6. Click the **link** next to the Subsidiary CDE field to be forwarded to the Subsidiary CDE Detail page.

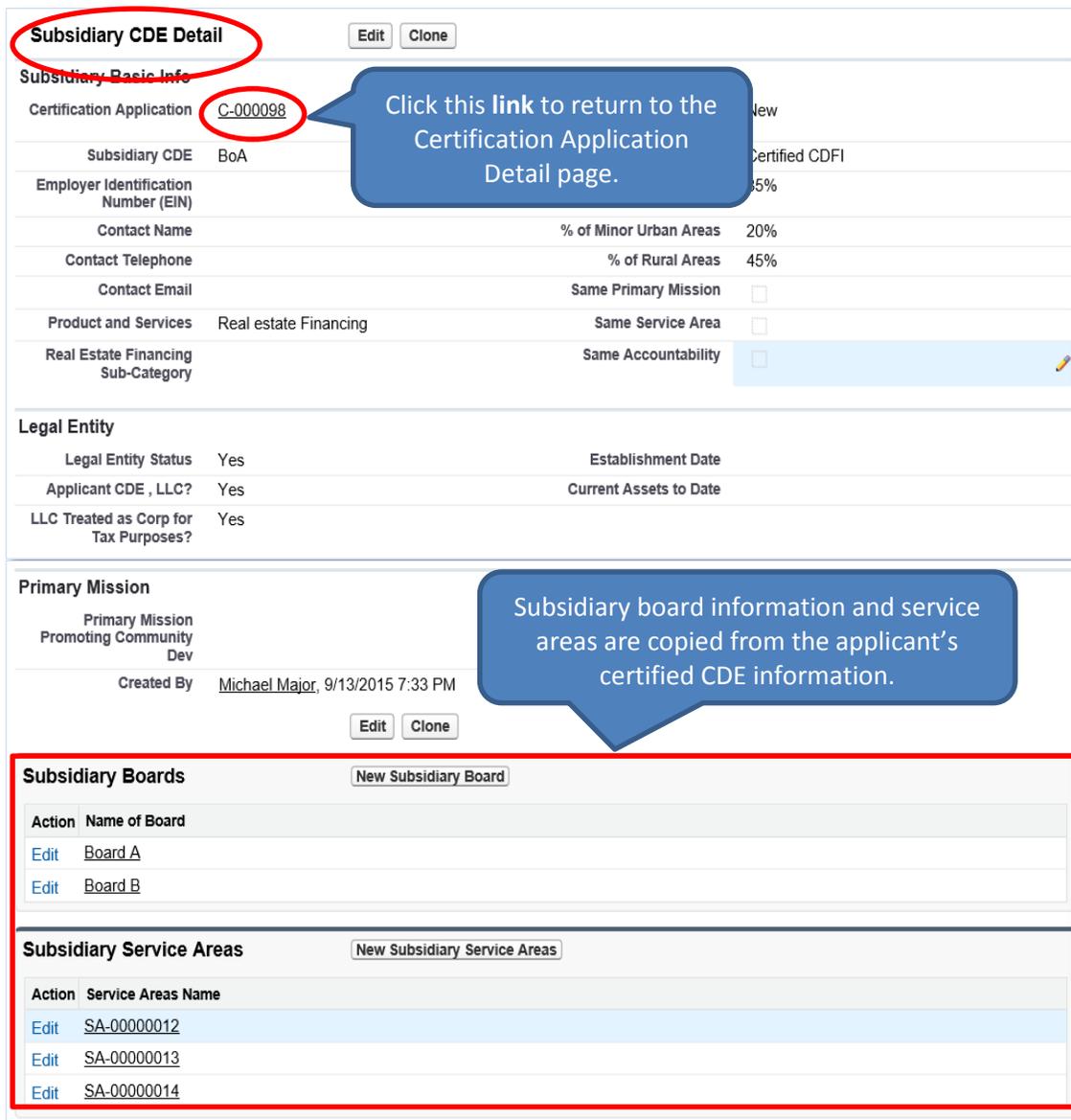


Figure 106. Subsidiary CDE Detail Page

7. Verify that the subsidiary boards and subsidiary service areas displayed were copied from the Applicant CDE's board information and service areas.
8. Click the **link** next to the Certification Application field to return to the Certification Application Detail page.

2.5.3 Add/Update an Attachment

To add an attachment:

1. On the Certification Application Detail page, scroll down to the Notes & Attachments related list.
2. Click the **Attach File** button in the Notes & Attachments related list.



Figure 107. Notes & Attachments Related List

3. You will be forwarded to the Attach File screen.

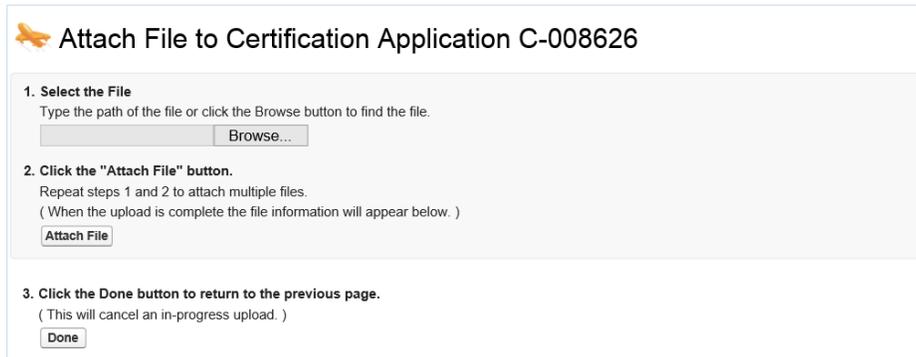


Figure 108. Attach File Screen

4. Click the **Browse** button and browse to select a file.
5. Click the **Attach** file button.
6. Click the **Done** button.
7. The attached file will be displayed under Notes & Attachments.

2.5.4 Submit Application

To submit the application to the CDFI Fund:

1. Make sure that the Signature section on the Certification Application Detail page is completed. This section allows you to attest to the accuracy and completeness of the information you provided in the application.

Certification Application Detail Edit Clone Sharing Submit For Express C Option

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type C Express [Change]
CDE Certification Status	CDE Certified	Program Profile	P-130428
CDE Application Control Number		Applicant Address Mailing	1800 Main St Rockville, MD 25012-1232
Structure of the Applicant CDE	Certified CDFI	Applicant Address Shipping	1800 Main St Rockville, MD 25012-1232
Products and Services	Real estate Financing	Authorized Representative Name	Authorized Representative-Major, Michael
Real Estate Financing		Application Point of Contact Email	mmuwanguzi@yahoo.com
Structure of App CDE Controlling Entity	Real Estate Development Company	Certification Application Date	9/13/2015
% of Major Urban Areas	35%	CDE App Control #	15NMC000029
% of Minor Urban Areas	20%		
% of Rural Areas	45%		

Express Option

Certification Attestation I, certify on behalf of Applicant CDE, that the designated Subsidiary Applicant CDE(s) listed in this application, for which all three boxes were checked in the Basic Information Section, are legal entities (having filed the necessary paperwork with the appropriate state agencies), have valid EINs, and 1. have the same Primary Mission as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Primary Mission; and 2. have the same Service Area as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Service Area; and 3. have the same Accountability as the Applicant CDE and there have been no unapproved material changes to the Applicant CDE's Accountability.

Express Option

Signature

Signature Attestation 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.

Signature

Applicant Signature mmuwanguzi@yahoo.com

Date 9/13/2015 7:26 PM

Figure 109. Certification Application Detail Page – Signature Section

2. Click the **Edit** button on the Certification Application Detail page and check the Signature box in the Signature section. Click the **Save** button.
3. Click the **Submit** button on the Certification Application Detail page.

Certification Application Detail Edit Clone Sharing Submit For Express C Option

Basic Information – Applicant CDE

Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type C Express [Change]
CDE Certification Status	CDE Certified	Program Profile	P-130428
CDE Application Control Number		Applicant Address	1800 Main St Rockville, MD 25012-1232
Structure of the Applicant CDE	Certified CDFI		1800 Main St Rockville, MD 25012-1232
Products and Services	Real estate Financing		Authorized Representative-Major, Michael
Real Estate Financing			mmuwanguzi@yahoo.com
Structure of App CDE Controlling Entity	Real Estate Development Company	Certification Application Date	9/13/2015
% of Major Urban Areas	35%	CDE App Control #	15NMC000029
% of Minor Urban Areas	20%		
% of Rural Areas	45%		

Click the **Submit** button to submit the application to the CDFI Fund.

Figure 110. Certification Application Detail Page – Submit Application

4. A confirmation dialog window will be displayed. Click the **OK** button to confirm that you have provided your attestation electronically in the Signature section.
5. Click the **Submit** button to submit the application.

The screenshot shows a web application interface for 'Certification Application Detail'. At the top, there are buttons for 'Edit', 'Clone', 'Sharing', 'Submit', and 'For Express C Option'. Below this is a section titled 'Basic Information – Applicant CDE' containing a table of application details. A red-bordered dialog box titled 'Message from webpage' is overlaid on the table, containing a question mark icon and the text: 'Once Submitted you will not be able to update the application. Do you want to Submit?'. The dialog has 'OK' and 'Cancel' buttons.

Basic Information – Applicant CDE			
Name of Applicant	MCT Federal Credit Union	Record Type	CDE-CERT Type C Express [Change]
CDE Certification Status	CDE Certified	Program Profile	P-130428
CDE Application Control Number			1800 Main St Rockville, MD 25012-1232
Structure of the Applicant CDE			1800 Main St Rockville, MD 25012-1232
Products and Services			Authorized Representative-Major, Michael
Real Estate Financing			mmuwanguzi@yahoo.com
Structure of App CDE Controlling Entity	Real Estate Development Company	Certification Application Date	9/13/2015
% of Major Urban Areas	35%	CDE App Control #	15NMC000029

Figure 111. Certification Application Detail Page – Confirmation

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