



**Community
Development
Financial
Institutions
Fund**

Designating a Target Market In myCDFIFund

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Introduction

The purpose of this document is to provide CDFI Certification Applicants and existing certified CDFIs with step-by-step guidance for designating and submitting the Target Market Maps that are a part of a new CDFI Certification Application or a request from a certified CDFI to modify its certified Target Market.

The CDFI Certification Applicant or certified CDFI will be able to:

- ❖ Designate Investment Areas, Low Income Targeted Populations (LITPs) and Other Targeted Populations (OTPs) electronically;
- ❖ Submit required maps and data to the CDFI Fund electronically, eliminating the need to print and mail a hardcopy of the organization's Target Market designation;
- ❖ Access the CDFI Fund's approved Target Market through the organization's "myCDFIFund" account, directly.

Designating a Target Market is a two-step process for new certification applicants and a three step process for existing certified CDFIs requesting a modification to their certified Target Market.

The steps are:

1. Electronically designate the organization's Target Market in its individual "myCDFIFund" account.
2. Complete and attach the Target Market and Accountability Tables. (This step only applies to a certified CDFI that chooses to amend/expand its current, approved Target Market.)
3. Complete and submit the CDFI Certification Signature Page according to the instructions provided.

If you experience technical difficulties with the myCDFIFund system, you may contact the CDFI Fund's IT Help Desk at ITHelpDesk@cdfi.treas.gov. If you have questions about the CDFI Certification process, you may contact the CDFI Fund's Help Desk via telephone at (202) 622-6355 or via e-mail at cdfihelp@cdfi.treas.gov. If you are sending a message to the CDFI Fund's via e-mail, please identify the correspondence as "**CDFI Certification - Target Market Designation**".

Tips to Ease Reporting

- The myCDFIFund system works best using either a corporate LAN or other broadband connections.
- Review the Tutorial to help you get a better understanding of the myCDFIFund Mapping System.
- Submit your Target Market or amendment request well before all deadlines. The later you wait, the more likely you will experience system delays from high traffic volume.
- A certified CDFI may, and is encouraged to use existing Target Market maps/worksheets saved in its myCDFIFund account. You may rename and attach, or amend, rename, and attach a previously saved map/worksheet as a way to avoid creating an entirely new map/worksheet.
- To designate one or more states as a Target Market, reference the instructions in the “Designating a Statewide Target Market” section.
- To optimize your view in the mapping software, size your screen to these specifications: 800 X 600 resolution. To edit the screen size, put your cursor on the Windows Desktop screen (not on an icon) and right click. Then select Properties from the menu; select the Settings tab; move the dial in the Screen Area box to the desired resolution setting.

Accessing the Systems

Accessing the myCDFIFund System

To designate your organization's Target Market, you will use the myCDFIFund system on the CDFI Fund's website. The instructions in this section will help you access the system.

1. Go to the CDFI Fund's website located at <http://www.cdfifund.gov>.
2. If you are already registered as a user with myCDFIFund; log in to the myCDFIFund system with the user name and password that you provided during registration. If you are having problems accessing your user account, please contact the CDFI Fund's IT Help Desk for assistance.

If you have **not** registered as a user with myCDFIFund; you must first complete the registration process.

- a. To register; click on " *I do not already have a user account with myCDFIFund*". The user registration wizard will guide you through the process.

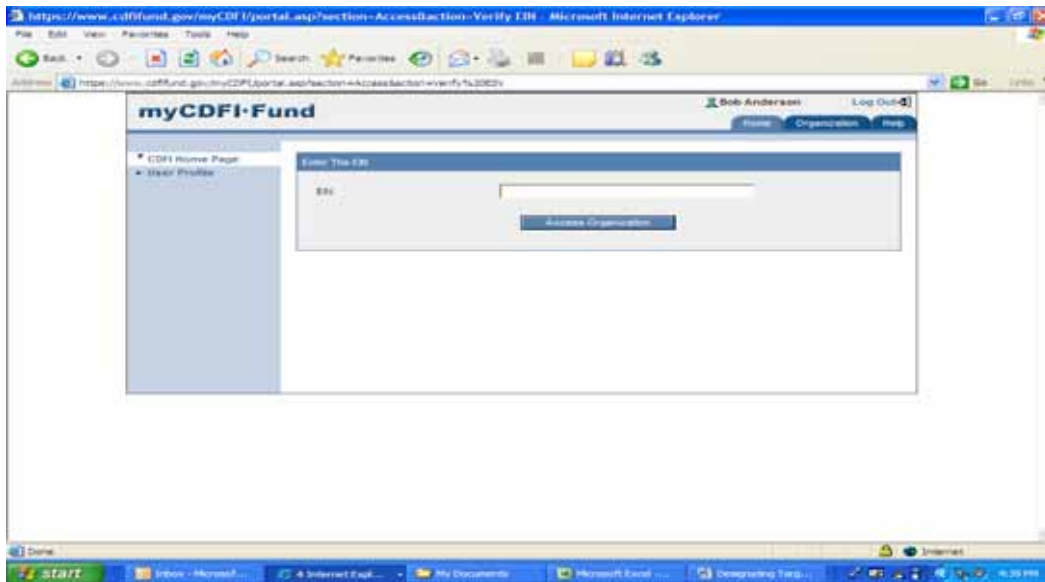


3. The organizations that the logged-in user is associated with will appear in the pull down menu of the "Organization Access" section. Select the organization that you will make the Target Market designation for from the pull down menu, and then click the "Access Organization" button.

If you do not see the organization listed in the pull down menu, you must request access to this organization. You can set yourself up as a user for this organization by selecting "Request Access to an Organization" under "Options". If the organization is already registered, then you will need to be granted access by the account administrator. Requesting access to an organization will send a notification email to the account administration informing them of your intent to

access this organization's account. If the organization is not already registered with myCDFIFund, then the system will prompt you to register at this time. The organization registration wizard will guide you through the process.

4. You will be requested to enter the EIN of the organization that you are trying to access. If you are having problems accessing your organization's account, contact the CDFI Fund's IT Help Desk for assistance.



5. You should now be logged into myCDFIFund with access to the organization whose Target Market you will designate.

Verifying and Updating the Organization Profile

If you already had an existing account, at this time you should verify and update the organization Profile. From the Organization Home page, click on the link for “Organization Profile” in the left column. Verify that the information recorded in the Organization Profile is correct and make corrections as necessary. To make corrections, click on the link for “Organization Profile” (below the link for “Primary Information”) and enter or correct the information as necessary.

Note: Certain information fields in myCDFIFund cannot be entered or altered. In such cases, contact the CDFI Fund’s Grants Management staff for instructions to update the Organization Name, EIN or D&B number, or if the Fiscal Year End is incorrect.

The screenshot shows a Microsoft Internet Explorer browser window displaying the myCDFI-Fund website. The address bar shows the URL: <https://www.cdfifund.gov/myCDFI/Organization/Profile/Profile.asp>. The user is logged in as Michelle Dickens. The page title is "myCDFI-Fund". The navigation menu includes Home, Organization, Readers, and Help. The left sidebar shows a tree view with "Organization Profile" expanded, containing links for Primary Information, Organization Profile, Affiliates, Users, and Contacts. The main content area displays the profile for "CDFI Staff Test Organization".

Primary Organization Information	
Organization Name:	CDFI Staff Test Organization
Organization EID:	xxxxxxxxxx
D&B Number:	123456789

Addresses	
Mailing Address: 601 13th Street NW Suite 200 South Washington, DC 20005-0000	Shipping Address: 601 13th Street NW Suite 200 South Washington, DC 20005-0000
Web Address: http://	

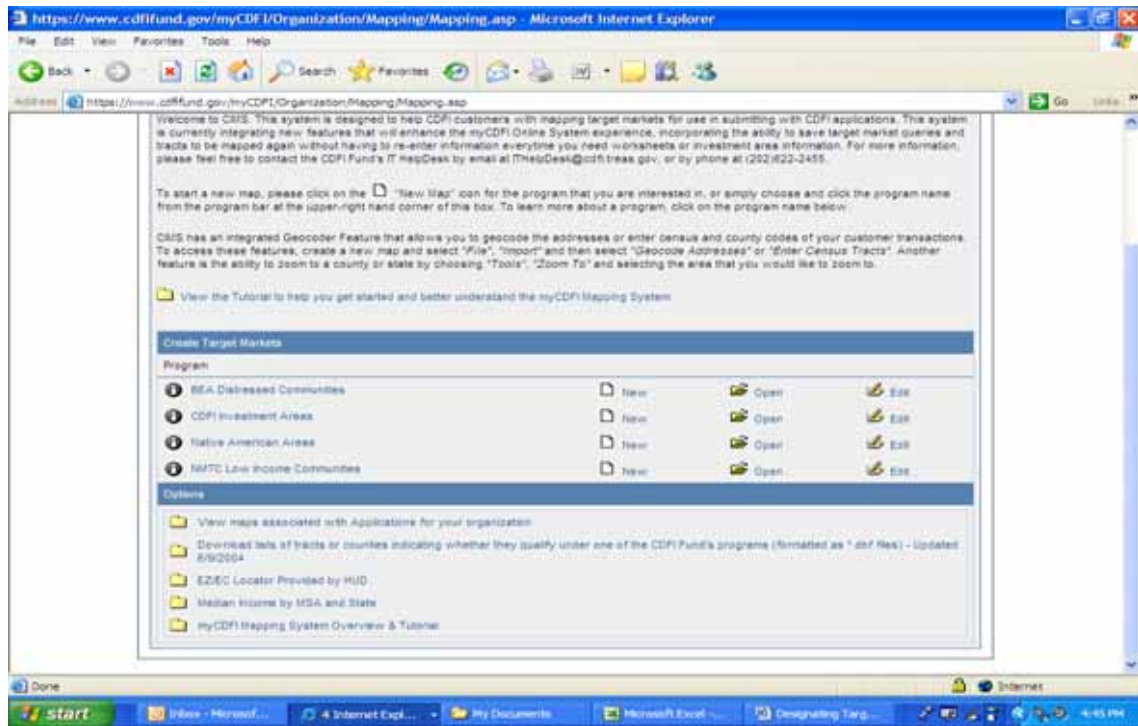
Accessing the Mapping Section

You will designate your organization's Target Market in the Mapping section of myCDFIFund. The following instructions will help you access the Mapping section and allow you to familiarize yourself with navigating within this system.

1. If you have not already done so, log in to myCDFIFund. (Refer to the 'Accessing myCDFIFund' section for instructions on logging into myCDFIFund).
2. Click on the link to "Mapping" in the left column.



3. A screen with the "**Welcome to CIMS, the CDFI Fund Information and Mapping System**" banner should be displayed (as shown in the screen shot below). From this screen you will be able to:
 - a. View the tutorial on the mapping system for detailed navigating instructions.
 - b. Create, view, or edit a target market according to the programmatic requirements of the Bank Enterprise Award, Community Development Financial Institutions Program, Native Initiatives, and New Markets Tax Credits Program.
 - c. View maps of service areas associated with applications your organization has previously submitted to the CDFI Fund.
 - d. Obtain demographic information available on certain areas.



Navigating within the Mapping Section

Instructions on navigating within the mapping system are available by clicking on the last link under the Options section “myCDFIFund Mapping System Overview & Tutorial.” If you are new to the CDFI Fund mapping system, we strongly encourage you to complete the tutorials provided. If you have used the CDFI Fund mapping system previously, but it has been a while since you last used it, you may want to review the tutorials as a refresher.

CDFI Certification: Designating a Target Market

Create/Log-In CDFI Certification Signature Page

1. From the Organization Home Page, create a new CDFI Certification Signature page or log into and view your organizations existing CDFI Certification Signature Page by clicking on the “CDFI Certification Signature Page” link from the “Applications” link, as depicted below.



2. The **CDFI Certification Signature Page** link will take you to an instruction page for the Signature Page interface. Please read the instructions carefully.
3. To complete the CDFI Certification Signature Page, you will need to complete each of the applicable sections, which are:
 - a. Organization Information
 - b. Contact Information
 - c. Target Market Designation
 - i. New CDFI Certification Applicant Submitting Initial Target Market Request
 - ii. A Request to Amend the Organization’s Existing Target Market (Certified CDFIs Only)
 - d. Upload Documents (for Certified CDFIs Only)
 - e. Submit and Print

In order to designate Target Market maps, an organization must first open a CDFI Certification Signature Page.

Do not submit the CDFI Signature Page before you have finished designating your Target Market maps.

Step-by-step guidance on completing and submitting the CDFI Certification Signature Page is provided later in this document (p 23 – 27).

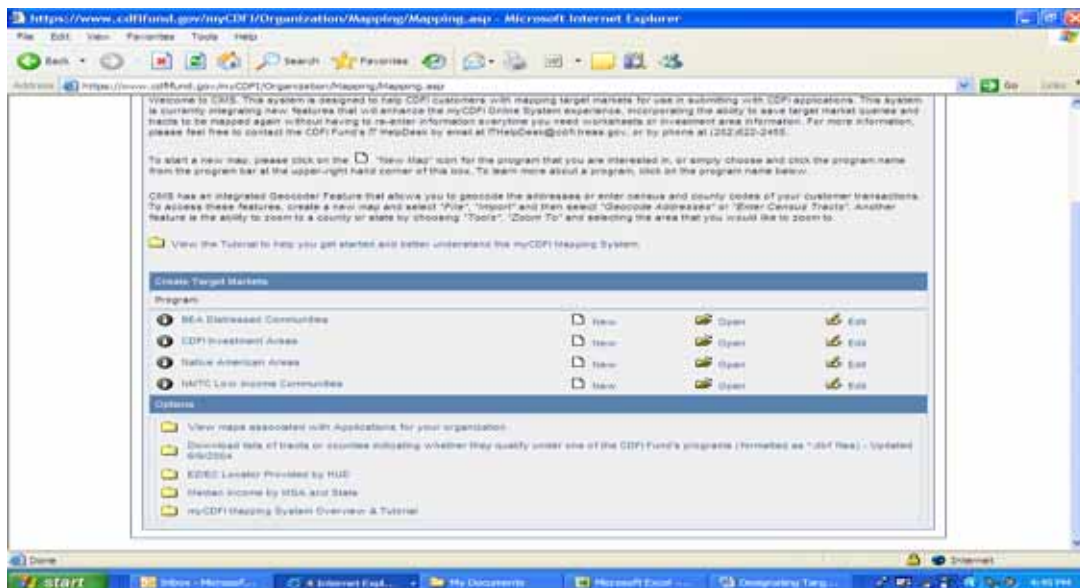
Designating An Investment Area

For the purpose of CDFI certification, an eligible **Investment Area** is a geographic unit (state, county, census tract, block group, Indian/Native area), or contiguous geographic unit entirely located within the United States geographic boundaries that:

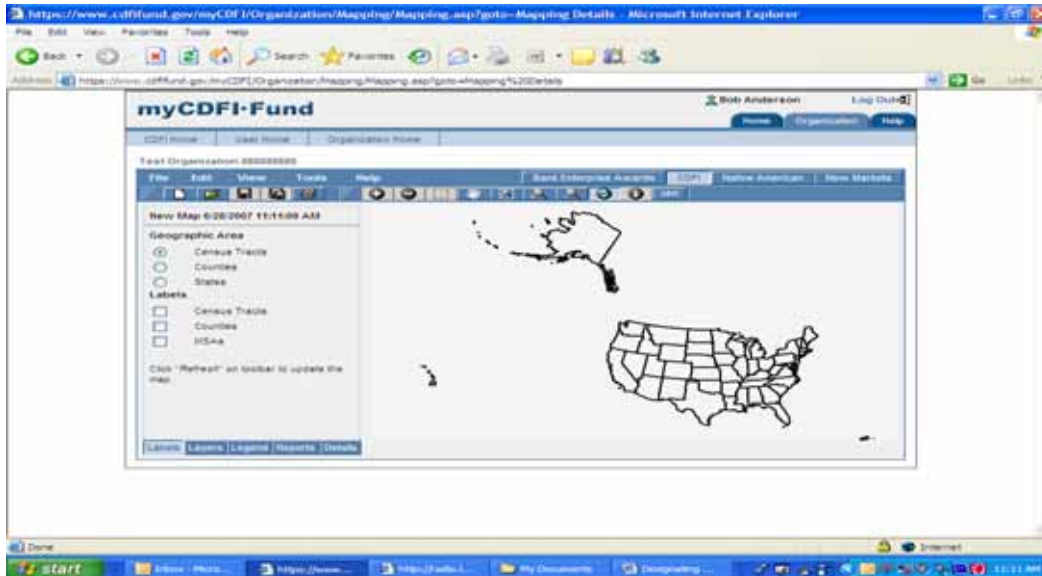
- Has a population poverty rate of at least 20%; or
- Has an unemployment rate 1.5 times the national average; or
- For a metropolitan area - has a median family income (MFI) at or below 80% of the greater of either the metropolitan or national metropolitan MFI; or
- For a non-metropolitan area - has an MFI at or below 80% of the greater either the statewide or national non-metropolitan MFI; or
- Is wholly located within an Empowerment Zone or Enterprise Community.

The instructions in this section will help you designate a specific Investment Area and associate it with a CDFI Certification Application.

1. From the screen with the “**Welcome to CIMS, the CDFI Fund Information and Mapping System**” banner...

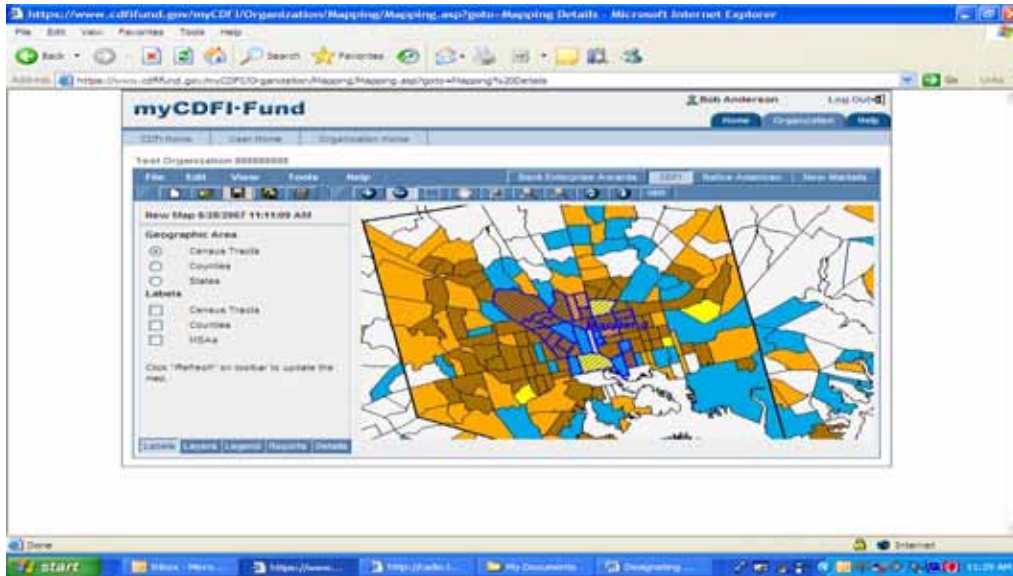


...click on the “**New**” icon for “CDFI Investment Areas”. A map of the United States will be displayed, as shown below.




2. Under “Geographic Area” click on a radio button to select whether the Investment Area is a Census Tract or County (the States option is discussed in the Designating a Statewide Target Market section).
3. If you know the address: CIMS has an integrated Geocoder feature that allows you to geocode addresses. To access these features select "File", "Import" and then select "Geocode Addresses" or "Enter Census Tracts".
4. Another feature is the ability to zoom to a county or state by choosing "Tools", "Zoom To" and selecting the area that you would like to zoom to. To display a specified tract or county, select the Zoom In (🔍) icon (the background of the icon should be shaded if properly selected) and click on the appropriate area of the map until the specified tract or county is visible. (Allow the map time to refresh as it “zooms in” and/or “zooms out” of an area). You may also zoom to a specific Census Tract or County via the “Tools” menu bar command.
5. If you do not know the address: the zoom feature described in bullet #4 can be used if the information is not known.
6. Once the specified tract or county is displayed, click on the Add Unit (➕) icon (the background of the icon should be shaded if properly selected) and click the cursor within the boundaries of the specified tract or county. The selected area should now be shaded, as depicted below.

The “Details” tab will provide the unit information. You can also download the list of census tracts and counties from the “myCDFIFund Organization” homepage.

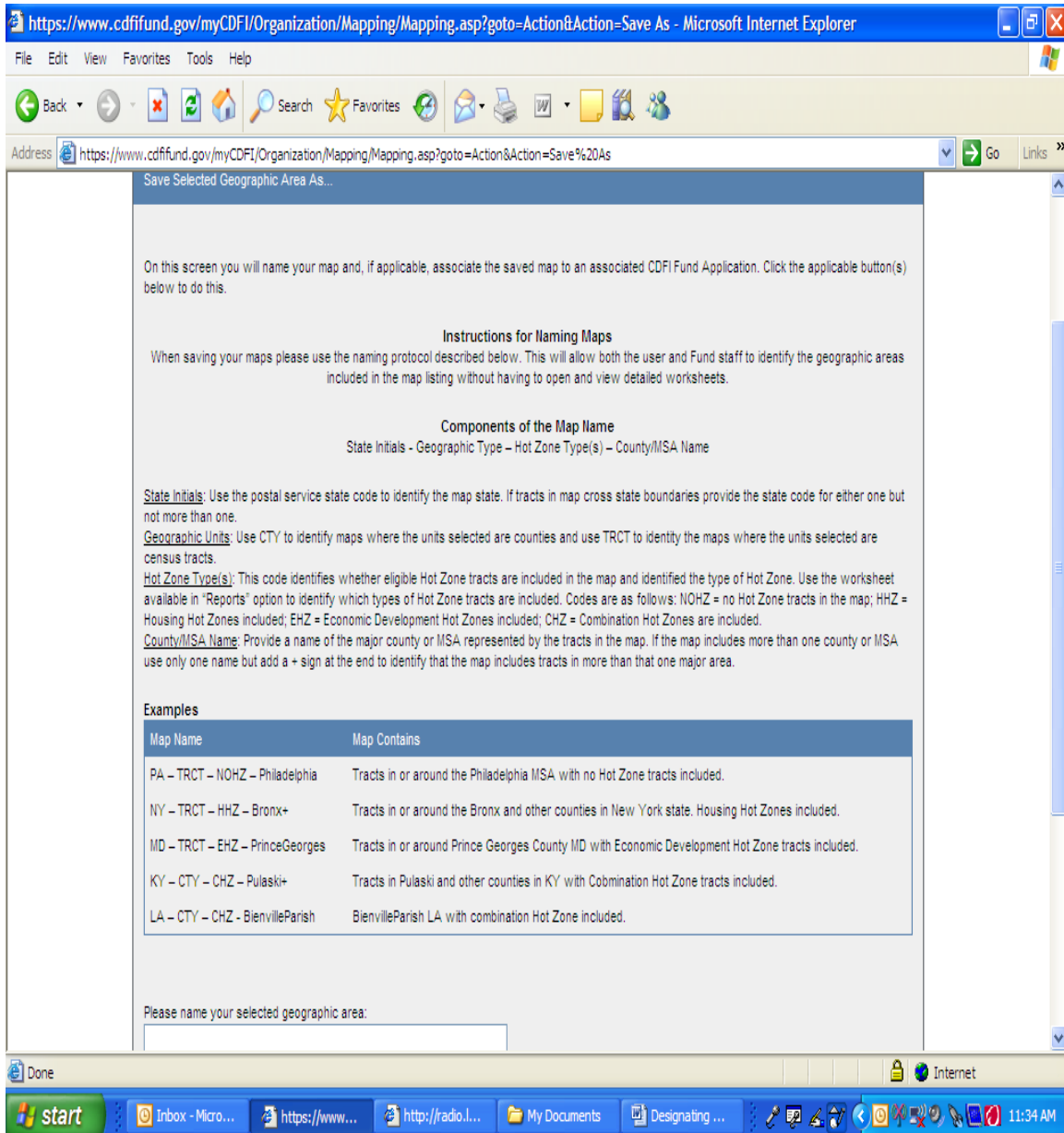


TIPS

- ❖ *The Toolbar tutorial explains other icons that may be helpful such as expanding, reducing, and deselecting a selected area.*
- ❖ *The Fund will not certify an organization with an ineligible Investment Area.*
- ❖ *You can continue to add contiguous areas to your map in order to get it to qualify; as long as you remain accountable to the proposed area.*
- ❖ *Census tracts and counties that appear on the map as pre-shaded areas represent Hot Zones, a type of eligible Investment Areas.*

7. To confirm whether the area you have selected is an eligible Investment Area, click on the "Reports" tab in the lower, left side (under the Labels legend). "Qualified" will be displayed in the Qualifying Status section if the area meets the Fund's eligibility criteria for CDFI certification; "Not Qualified" will be displayed if the area fails to meet the criteria.
8. Once an eligible Investment Area is selected, click the "Save Current Target Market..." () icon.
9. The "Save Selected Geographic Area" screen should be displayed, as shown below.
 - a. In the "Please name your selected geographic area:" field, name the Target Market you have designated. A naming protocol is provided on the screen as a suggestion, but there is no required format.
 - b. In the "Applications" section, select "CDFI Certification Signature Page" to associate the saved Target Market with the organization's CDFI Certification application.

- c. Click the “Save Selected Geographic Area” button. The map has now been saved in the organization’s myCDFIFund account and has been associated with the selected application(s).



TIPS

Follow these steps to confirm that the designated Target Market was properly saved into the organization's myCDFIFund account:

- ❖ Click the Organization Home tab of the displayed screen.*
- ❖ Click "Mapping" in the left column.*
- ❖ In the "Options" section, click "View maps associated with Applications for your organization".*
- ❖ From the pull down menu select "CDFI Certification Signature Page" and click the "Show Maps" button.*
- ❖ The name you assigned to the saved Target Market should be listed under "Map Name".*

NOTE: *Successfully mapping and saving your organization's Target Market in its individual myCDFIFund account does not constitute submitting the Target Market to the CDFI Fund. In order to submit a Target Market to the CDFI Fund, follow the instructions contained in the "Completing and Submitting the Signature Page" section of this document.*

10. You may log out of the system at this point or proceed to the next step in the process, completing and submitting the CDFI Certification Signature Page. Instructions for completing and submitting the Signature Page can be found on page 23 of this document.

Designating A LITP or An OTP

For the purpose of CDFI Certification, a low-income targeted population (LITP) for a geographic unit is comprised of individuals whose family income is:

- For metropolitan areas not more than 80% of the metropolitan area MFI; or
- For non-metropolitan areas, not more than the greater of 80% of either the area or statewide non-metropolitan MFI.

Serving an Other Targeted Population (OTP) requires providing financial products to an identifiable group of individuals that lack adequate access to capital and have historically been denied credit. The designated Other Targeted Populations are:


- African Americans
- Alaska Natives residing in Alaska
- Asian Americans
- Hispanics
- Native Americans
- Native Hawaiians residing in Hawaii
- Women
- Other Pacific Islanders residing in other Pacific Islands
- Other (reviewed and approved on a case-by-case basis)

The instructions in this section will help you designate a specific LITP or OTP and associate it with a CDFI Certification Application.

The process of designating a LITP or an OTP is similar to designating an Investment Area, except there are no economic distress criteria associated with LITPs and OTPs. That is, the service area that the LITP or OTP is drawn from does not have to meet any qualifying criteria (e.g., poverty rate, unemployment rate).

Due to the functionality of the mapping system, noncontiguous areas should be designated on separate maps (i.e., only one Investment Area per map).

In order to save space, the instructions below are presented without screenshots – refer to the ““Designating An Investment Area” section (p 11), for corresponding screenshots.

1. Click on the “New” icon for “CDFI Investment Areas”. Click on this link even if you propose to designate a Low Income or Other Targeted Population. A screen with a map of the United States should be displayed.
2. Under “Geographic Areas” click on a radio button to select whether the LITP or OTP service area is a “Census Tract” or “County” (designating “States” as a geographic area is discussed in the “Designating a Statewide Target Market” section of this document , p 19).
3. To display a specified tract or county, select the “Zoom In” icon () (the background of the icon should be highlighted if properly selected) and click on

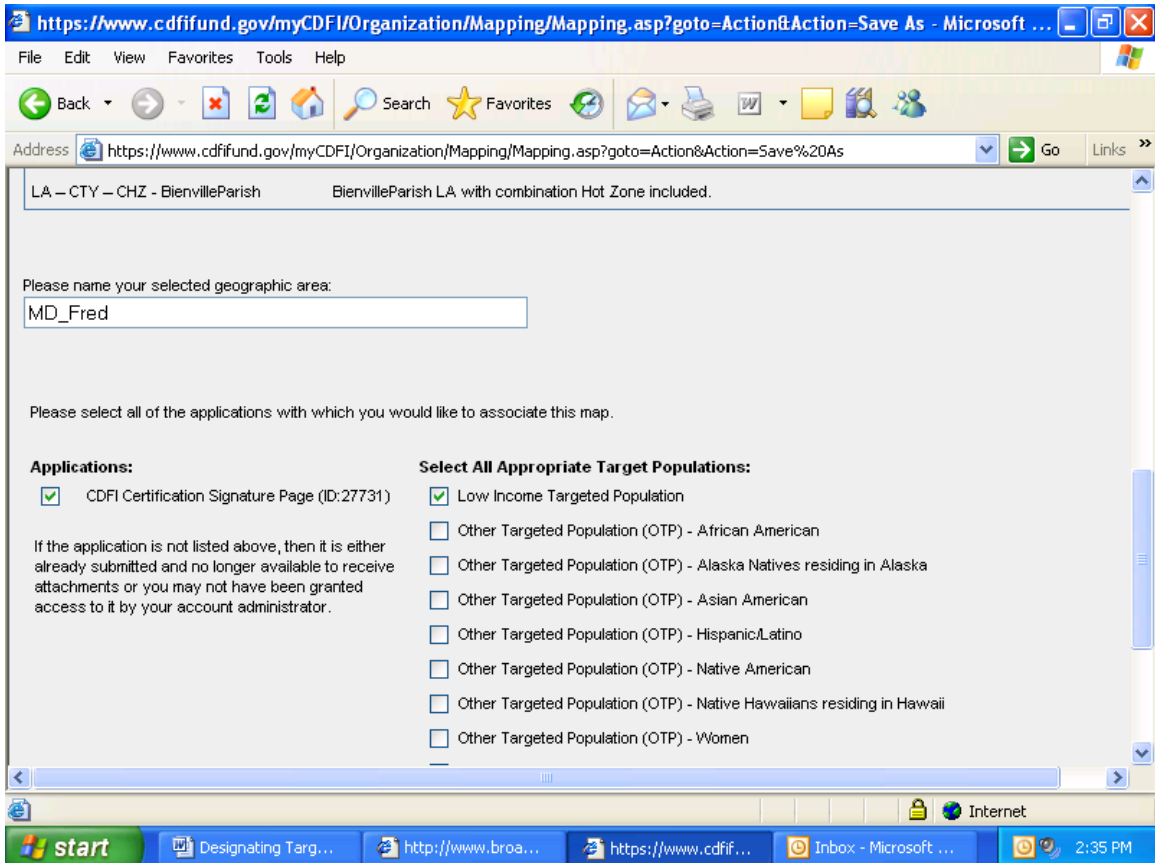
the appropriate area of the map until the specified tract or county is visible. (Allow the map to refresh as it “zooms in” and/or “zooms out” of the desired area).

4. Once the specified tract or county is displayed, click on the Add Unit (⊕) icon (the background of the icon should be highlighted if properly selected) and click the cursor within the boundaries of the specified tract or county. The selected area should now be highlighted.

TIPS

- ❖ *The Toolbar tutorial explains other icons that may be helpful such as expanding, reducing, and deselecting a selected area.*
- ❖ *Census tracts and counties that appear on the map as pre-shaded areas represent Hot Zones, a type of eligible Investment Area, and are therefore should be ignored in designated LITP and OTP Target Markets*

5. Once the desired geographic area of the LITP or OTP Target Market is selected, click the “Save Current Target Market...” (💾) icon. The “Save Selected Geographic Area” screen should be displayed, as shown below.



6. In the “Please name your selected geographic area:” field, name the Target Market you have designated. A naming protocol is provided on screen as a suggestion, but there is no required format.
7. In the “Applications” section, select “CDFI Certification Signature Page” to associate the saved Target Market with the organization’s CDFI Certification application.
8. Check the appropriate boxes in the “Select All Appropriate Target Populations” section to designate the Target Market as either a LITP or an OTP (more than one box may be checked).
9. Click the “Save Selected Geographic Area” button. The map has now been saved in the organization’s myCDFIFund account and has been associated with the selected signature page.
10. You may log out of the system at this point or proceed to the next step in the process, completing and submitting the CDFI Certification Signature Page. Instructions for completing and submitting the Signature Page. Refer to pages 23-27.

Designating A Statewide Target Market

Follow the procedures in this section to designate one or more entire states as a Target Market. Using these procedures will simplify your ability to select national, multi-state, statewide, and regional Target Markets. These procedures may be used to designate a statewide Investment Area, Low Income Targeted Population, and Other Targeted Population, and associate the Target Market with a CDFI Certification Application.

The process of designating a statewide Target Market is similar to designating an Investment Area, except there is no need to select individual Census Tracts or Counties because the mapping system automatically selects all Census Tracts or Counties in the state that meet the CDFI Fund's eligibility criteria (e.g., poverty rate, unemployment rate).

Due to the functionality of the mapping system, only one state should be designated per map.


In order to save space, the instructions below are presented without screenshots – refer to the ““Designating An Investment Area” section (p 11), for corresponding screenshots.

NOTE: *Under these procedures, if you designate a statewide Investment Area, only those counties or census tracts that meet the CDFI Fund's eligibility criteria will be selected. If you intend to include non-eligible counties or census tracts in your Investment Area, you must follow the instructions in the “Designating An Investment Area” section of this document.*

1. Click on the “New” icon for “CDFI Investment Areas”. A map of the United States will be displayed.
2. Under “Geographic Areas” click on a radio button to select “States” as the geographic unit for the Target Market.
3. To select a specific state, click on the Add Unit (🌐) icon (the background of the icon should be highlighted if properly selected) and click the cursor within the boundaries of the specified state. The selected state should now be highlighted.

TIPS

- ❖ *The Toolbar tutorial explains other icons that may be helpful such as expanding, reducing, and deselecting a selected area.*
- ❖ *Census tracts and counties that appear on the map as pre-shaded areas represent Hot Zones, a type of eligible Investment Area. If you designate a statewide Investment Area, any such areas within a state will automatically be included in the eligible Target Market. Such areas are not relevant for LITP and OTP Target Markets.*

4. To save the selection, click the “Save Current Target Market...” () icon. The “Save Selected Geographic Area” screen should be displayed.
5. In the “Please name your selected geographic area:” field, name the Target Market you have designated. A naming protocol is provided on screen as a suggestion, but there is no required format.
6. In the “Applications” section, select “CDFI Certification Signature Page” to associate the saved Target Market with the organization’s CDFI Certification application.
7. If the Target Market is a LITP or an OTP: Check the appropriate boxes in the “Map Type” section (more than one box may be checked).
8. Click the “Save Selected Geographic Area” button. The map has now been saved in the organization’s myCDFIFund account and has been associated with the selected application(s).
9. To designate more than one states as a Target Market. Follow steps #1 – 4 above for each state you want to be designated. Do not include more than one state on a single map.

Accessing A Previously Saved Target Market

1. Log in to the organization's MyCDFIFund account. (Refer to the "Accessing the myCDFIFund" section for instructions, if needed).
2. Click on the link to "Mapping" in the left column.
3. Click on the link to "Open" icon for the program where the map is stored. A list of maps that have been saved in the organization's myCDFIFund account for the selected program should display.

OR

If the map has been saved to a prior application to the CDFI Fund, click on the link to "View maps associated with Applications for your organization" in the "Options" section. Then, from the pull-down menu select the application in which the map was previously saved and click the "Show Maps" button. A list of saved maps that have been attached in the organization's myCDFIFund account to the selected application should display.

Once the desired map is displayed, you may save it under another name and associate it with your organization's CDFI Certification Target Market if it was not previously associated with a CDFI Certification.

Deleting Previously Saved Maps

1. Log into the organization's MyCDFIFund account (Refer to the "Accessing the myCDFIFund" section for instructions, if needed).
2. Click on the link to "Mapping" in the left column.
3. Under the Options section, select the first file folder "View Maps Associated with Applications for your Organization".
4. Next, you will select the appropriate application in which the map is associated, in this case "CDFI Certification Signature Page" and click the "Show Maps" button.
5. A list of maps saved and associated with the signature page will be displayed, as pictured below.
6. Click on the "Remove" button to discard the associated map.

NOTE: The system will NOT ask you to verify your decision to delete the map. You will NOT be able to retrieve the map once it has been deleted. Please be certain to select the correct map to discard before clicking the "Remove" button.

The screenshot shows a web browser window with the URL <https://www.cdfifund.gov/myCDFI/Organization/Mapping/mapping.asp?goto=Submitted%20Target%20Markets>. The page content includes a navigation bar with "CDFI Home", "User Home", and "Organization Home". Below this is the "CDFI Staff Test Organization" header and an "Application Maps" section. A dropdown menu is set to "CDFI Certification Signature Page (ID: 27731)" with a "Show Maps" button. The main content is a table of maps:

Map Name	Target Market	Date
Minnesota - LITP	Low Income Targeted Population	12/06/2006
WA-Spokane Cty - Test	Low Income Targeted Population	04/17/2007
NA/CDFI TEST	Other Targeted Population (OTP) - African American Other Targeted Population (OTP) - Hispanic/Latino Other Targeted Population (OTP) - Women	06/04/2007
texas	Other Targeted Population (OTP) - Native American	06/04/2007
navaho	Low Income Targeted Population	06/04/2007
Pomona LITP 1	Low Income Targeted Population	06/20/2007
BMCs Neighborhood - IA	Low Income Targeted Population	06/25/2007
BMC 2	Other Targeted Population (OTP) - Native American	06/25/2007

Each row in the table has a "Remove" button next to the date. The browser's taskbar at the bottom shows several open applications, including "Inbox - Microsoft...", "http://www.broa...", "https://www.cdfif...", and "Designating Targe...". The system clock shows 10:27 AM.

Completing and Submitting the CDFI Certification Signature Page

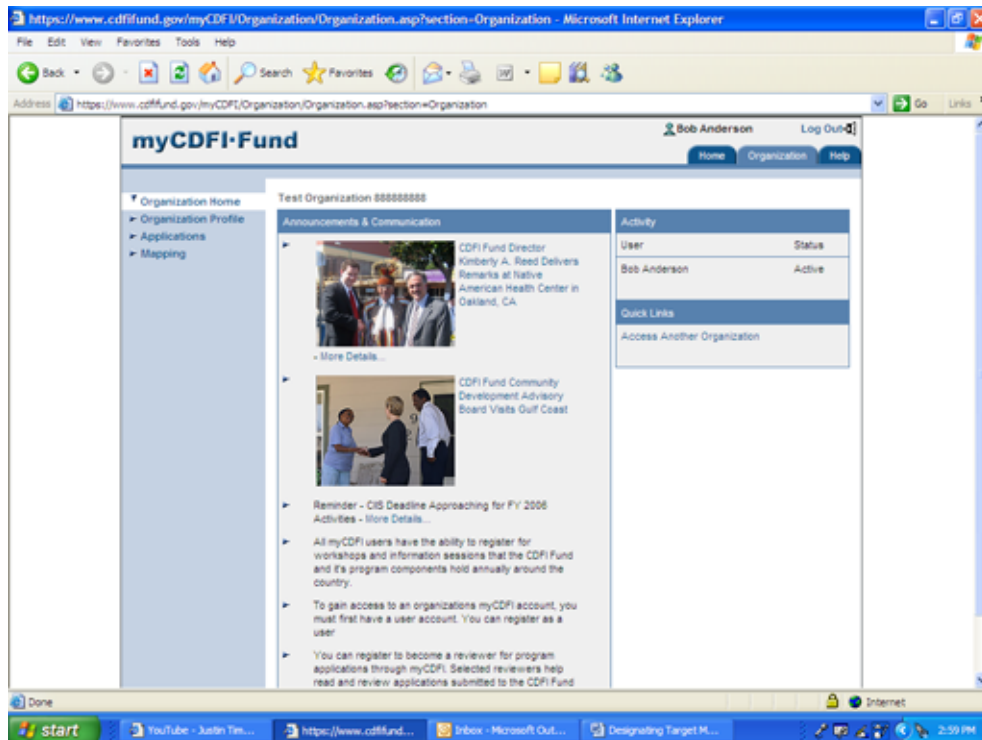
Once you have designated your organization's Target Market by creating map(s) of your Target Market and associated those map(s) with a CDFI Certification Signature Page, the next step is completing and submitting the CDFI Certification Signature Page.

Note: Make sure you have updated your Organizational Profile information, as directed earlier in these instructions, if you have not already done so.

Completing the CDFI Certification Signature Page

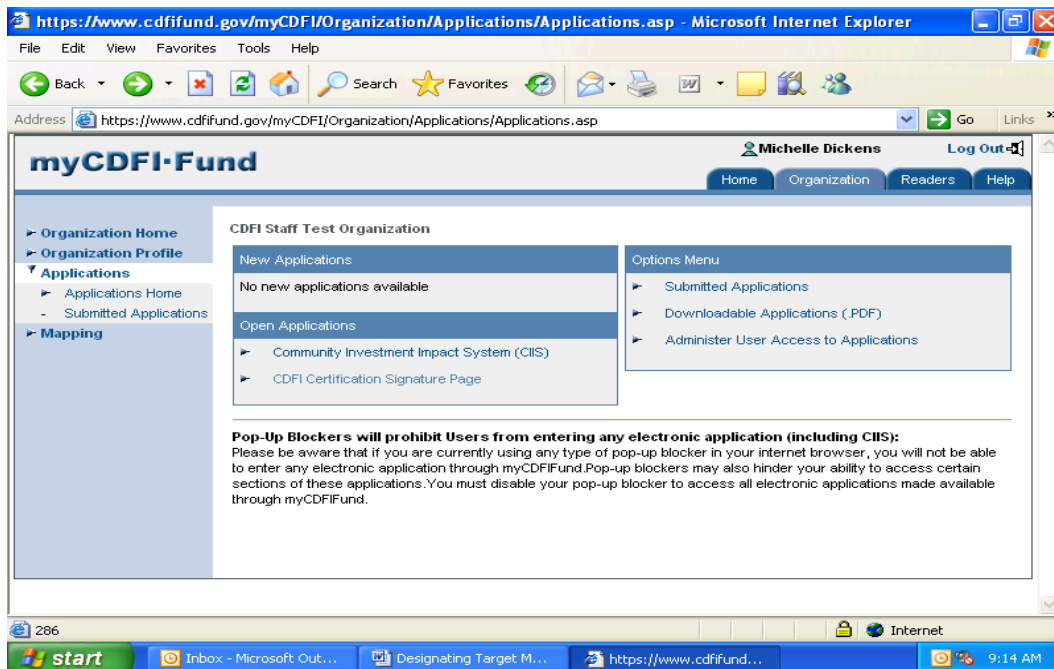
This section of myCDFIFund is designed to guide you through completion of the CDFI Certification Signature Page.

Log into myCDFI Fund and access the organization for which you are designating Target Market maps.



For instructions on logging in and accessing an organization, refer to the “Accessing the Systems” section of this document. The Organization Home page should be displayed (p. 5).

1. Open your CDFI Certification Signature Page form by clicking on the link to “Applications” in the left column of the Organization Home page. The page displays links to applications available to your organization.
2. In the “Open Applications” section, click on the link to “CDFI Certification Signature Page”. (If this link does not appear under “Open Applications”, contact the CDFI Fund’s IT Help Desk at ITHelpDesk@cdfi.treas.gov for assistance). The Instructions page will display general instructions about the Signature Page; please read these instructions before proceeding.



3. Complete the required entries to the Organization Information section.
4. Complete the required entries to the Authorized Representative, and Contact section.
5. Complete the Target Market Designation section. Select either:
 - a. “A request to amend the organization's existing Target Market. (Certified CDFIs only)”, Or,
 - b. “New CDFI Certification Applicant submitting initial Target Market request”

Do not select, “The organization's existing Target Market as approved in its most recent CDFI Certification application. (Certified CDFIs only)”

6. Follow the onscreen instructions for completing the Upload Documents screen.
Note: This section is only for certified CDFIs requesting a modification to their existing certified Target Market.
 - a. When you have completed the tables and narratives (Target Market Table, Accountability Table, and corresponding narratives), return to the Upload Documents section of Signature Page as described above.
 - b. To upload the completed tables and narratives, for each file:
 - i. Click on the Browse button at the bottom of the screen.
 - ii. Locate and select the file you wish to attach in the open file window.
 - iii. Click on Open in the open file window.
 - iv. Verify that the correct file is listed in the Filename window as the bottom of the screen.
 - v. Click on Upload File.
 - vi. The name of the file will appear above under “The following files have been attached”.
 - c. Once all files are successfully attached, click on “Update Signature Page Information” to record your response.
 - d. Then, click on the link to Submit and Print in the left column to proceed to the next section.

Note: Click the “Update Signature Page Information” button at the bottom of each screen to save your responses. As you complete each screen and click on the “Update Signature Page Information”, the red triangles will disappear. For example, the screenshot below shows how the Organization Information screen looks when it is first opened. To proceed to the next section, click on its link on the navigation bar in the left column.

Submitting the CDFI Certification Signature Page

Reviewing the Signature Page

The instructions below will help you to review your entries to the Signature Page and make necessary corrections.

Note: Once a CDFI Certification Signature Page has been submitted to the CDFI Fund for an organization, you will not be able to edit that CDFI Certification Signature Page, so be sure the Signature Page is accurate before it is submitted.

1. Click on Submit and Print, then on “Submit, Preview and Print Signature Page”. Follow the onscreen instructions to ensure that the Signature Page is complete and to review your completed Signature Page.
2. If all entries have been validated, the page will display “Submission Status – Complete”.

3. If all entries have not been successfully validated, the page will display “Submission Status: Not Complete”. (See screenshot example below).
 - a. Additionally, any sections found not to have data entered in required fields, will be listed.
 - b. To complete these sections, return to the appropriate section by clicking on their link in the left column and completing the missing fields. (Any missing item listed with “MyCDFI” accompanying it must be updated in the Organization Profile section of myCDFIFund. Click on the Organization Profile tab at the top of the page and make the necessary entries.)
 - c. When you have finished entering the missing data, return to the Submit and Print section of the CDFI Certification Signature Page to verify the status of the Signature Page.
 - d. Complete steps ii and iii above until the “Submission Status Complete” page displays.
4. Click the link to “Preview Signature Page” at the top of the Submission Status: Complete” screen. The completed Signature Page document will display as shown below:

Submitting the Signature Page

After you have reviewed the Signature Page and when the Signature Page document is complete and correct, follow the steps below to submit the CDFI Certification Signature Page to the CDFI Fund.

1. Click the “Submit Final Signature Page” button at the bottom of the “Submission Status – Complete” page. The final Signature Page document will display.
2. Print a copy of the final Signature Page document by clicking on the “Print” button at the top of the screen. **You must Print this page in order to submit a hardcopy, with original signature to the CDFI Fund!**

Submit a hardcopy of the Signature Page, with the original signature of the Authorized Representative, to the CDFI Fund at the address below.

Grants Manager, Target Market
CDFI Fund/Department of Treasury
601 13th Street, NW, Suite 200-South
Washington, D.C. 20005

3. Once you have printed the final Signature Page document, click the link to “Return to MyCDFIFund” at the top of the page.

4. To confirm that the Signature Page was successfully submitted, click on the link to “Submitted Applications” in the Options Menu section of the Applications page. The submitted application should now be listed under the Submitted Applications.
5. You have successfully completed the electronic submission of the CDFI Certification Signature Page.

Note: *The requirement to submit a Target Market designation is not complete without submission of a hardcopy of the CDFI Certification Signature Page, with the original signature of the Authorized Representative, to the CDFI Fund at the address shown in step #2, above.*

Accessing CDFI Certification Template Files

Using myCDFIFund, you may attach and electronically submit completed application files related to your organization's application for CDFI Certification. The files that you may attach are the Target Market, Accountability, Development Services, Asset Information, and Staff Allocation Tables from the CDFI Certification Application. Templates for these tables are available for download from the CDFI Fund's public website at www.cdfifund.gov. The templates are in Excel format. The following are procedures for accessing the templates outside of myCDFIFund.

1. If you are required to attach files to your Target Market designation, you should download and complete the templates outside of myCDFIFund and before completing the CDFI Certification Signature Page.
2. If you have not already downloaded and completed the templates, exit myCDFIFund and the Signature Page by clicking the link to "Log Out" above the tab-links at the top right of the screen.
3. Confirm your request to log out by clicking on the "Log Out" button on the confirmation screen. The myCDFIFund Home page will be displayed.
4. To access the CDFI Fund's public website click on the link to "CDFI Home Page" in the left column of the myCDFIFund Home Page.
5. From the CDFI Fund Home Page scroll over the link to "What We Do" on the navigation bar in the left column, then "Information For Applicants".



6. Scroll down to the “CDFI Certification Program” button. The CDFI Certification page will be displayed.
7. The templates are listed under the “Application Materials” heading. Click on the link to the template you wish to download.
 - a. For each template downloaded, save the file to your computer using these steps:
 - i. From the File menu, select “Save As”
 - ii. Save the file on your computer. (**Note:** *You may change the name of the file when you save it, but the name you use must not exceed 75 characters in order to successfully attach to the Signature Page*).
 - b. Complete the file for submission to the CDFI Fund and re-save it on your computer.
8. Through the process of completing the electronic Signature Page you will be prompted to attach the tables. There is no need to submit a hardcopy of the tables.
9. The steps for attaching files are provided in the “Completing the Signature Page Form” section of this document via the Upload Documents function.