

**Community Development Financial Institutions Fund**  
**Designation Criteria for CDEs**

**Accountability Chart For:** \_\_\_\_\_  
*(Applicant CDE or Subsidiary Applicant Name)*

**Service Area:** \_\_\_\_\_  
*(Identify Name of City, State, Region, etc.)*

**Total Board Members:** \_\_\_\_\_  
*(Number)*

**Board Composition as of:** \_\_\_\_\_  
*(Today's Date)*

**Board Type:** \_\_\_\_\_  
*(Governing or Advisory)*

**Total LIC Representatives:** \_\_\_\_\_  
*(Number)*

**Instructions:**

- 1) Check the "Conflict of Interest" box at the top of the table to certify that such conflicts do not exist with respect to board members identified as being representative of LICs.
- 2) In column 1, list all members of your governing or advisory board. Do not list more than one person in a single row.
- 3) In column 2, check the appropriate box to indicate how the board member is deemed representative of the LIC. You need only check one box per board member.
- 4) In column 3, complete the Service Area Information as required relevant to the information provided in column 2.
- 5) If you've checked boxes a, b or d under Column 2, you **must** submit to the Fund verification that you have geocoded each address and that they are located in qualifying census tracts in your service area. You may use the Fund's Online Help Desk at [www.cdfifundhelp.gov](http://www.cdfifundhelp.gov) to print out a customized geocoded report. Simply click on the NMTC Program link and select option 3: "Use the address of your customers or transactions." Once you've submitted each address, click on "geocoded data report" to view a list of the addresses and their census tracts. **Print this list and submit it to the Fund along with your other application materials.**

- Conflict of Interest.** Check here to certify that none of the board members listed below as being representative of a LIC, nor any of their family members, are principals or staff members of the Applicant CDE (or Subsidiary Applicant), its affiliated entities or its investors.

Name	Relationship to the LIC	Service Area Information
<b>1.</b>	a. Is a resident of a LIC <i>(provide address and census tract in column 3).</i>	
	b. Is a small business owner who controls, operates and manages a business located in a LIC that: a) provides goods and services to residents of the LIC; or b) principally employs residents from the LIC <i>(provide company name, address and census tract in column 3).</i>	
	c. Is an employee or board member of a non-affiliated community-based or charitable organization providing more than 50% of its activities or services to residents of LICs <i>(provide the individual's title and the organization name, area served and mission in column 3).</i>	
	d. Is a religious leader whose congregation is based in a LIC <i>(provide the individual's title and the religious entity name, address and census tract in column 3).</i>	
	e. Is an employee of a governmental agency or department that principally serves LICs; or is (or works for) an elected official whose constituency is comprised principally of residents of LICs <i>(provide title, agency/department and community served in column 3).</i>	
	f. Is not representative of a LIC <i>(do not complete column 3).</i>	

**Accountability Chart For (continued):** \_\_\_\_\_

*Applicant CDE or Subsidiary Applicant Name  
Advisory*

**Board Type:** \_\_\_\_\_

*Governing or*

Name	Relationship to the LIC	Service Area Information
2.	<p>Is a resident of a LIC (provide address and census tract in column 3).</p> <p>Is a small business owner who controls, operates and manages a business located in a LIC that: a) provides goods and services to residents of the LIC; or b) principally employs residents from the LIC (provide company name, address and census tract in column 3).</p> <p>Is an employee or board member of a non-affiliated community-based or charitable organization providing more than 50% of its activities or services to residents of LICs (provide the individual's title and the organization name, area served and mission in column 3).</p> <p>Is a religious leader whose congregation is based in a LIC (provide the individual's title and the religious entity name, address and census tract in column 3).</p> <p>Is an employee of a governmental agency or department that principally serves LICs; or is (or works for) an elected official whose constituency is comprised principally of residents of LICs (provide title, agency/department and community served in column 3).</p> <p>Is not representative of a LIC (do not complete column 3).</p>	
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**Board Type:** \_\_\_\_\_

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