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## 2015 COIN CDFI Full Certification and Renewal Guidelines

CDFIs must be certified by COIN to participate in the COIN CDFI Tax Credit Program. All COIN Certified CDFIs must renew their certification annually and must be recertified every three years to maintain their COIN-certified status. The following table lists the required documents for full certification, recertification, and certification renewal.

Triennial Full Certification	Annual Certification Renewal
<ol style="list-style-type: none"> <li>Cover letter clearly stating how the applicant meets each of the four minimum requirements: <ul style="list-style-type: none"> <li>Private financial institution</li> <li>Located in California</li> <li>Community development as its primary mission</li> <li>Lends or invests in urban, rural, or reservation-based communities within California</li> </ul> </li> <li>Mission statement</li> <li>Articles of Incorporation and Bylaws</li> <li>Organizational chart</li> <li>List of Board of Directors</li> <li>List of key staff</li> <li>Annual Report</li> <li>Audited financial statements for the preceding three years</li> <li>Unaudited financial statements for the most recent quarter</li> <li>Marketing materials</li> <li>California Statement of Domestic Nonprofit Corporation*</li> <li>IRS 501(c)(3) or (4) Determination Letter*</li> <li>Department of Treasury CDFI Certification Letter*</li> <li>Department of Treasury CDE Certification Letter*</li> <li>Regulatory Charter</li> <li>5 year forecast</li> <li>Other documents as requested</li> </ol>	<ol style="list-style-type: none"> <li>Cover letter clearly stating how the applicant meets each of the four minimum requirements: <ul style="list-style-type: none"> <li>Private financial institution</li> <li>Located in California</li> <li>Community development as its primary mission</li> <li>Lends or invests in urban, rural, or reservation-based communities within California</li> </ul> </li> <li>Mission statement</li> <li>Organizational chart</li> <li>List of Board of Directors</li> <li>Annual Report</li> <li>Audited financial statements for the most recently concluded year</li> <li>Unaudited financial statements for the most recent quarter</li> <li>5 year forecast</li> <li>Other documents as requested</li> </ol>

\*If applicable

Application materials for the COIN CDFI Certification Program can be found online at <http://www.insurance.ca.gov/coin>. If you have additional questions regarding the COIN CDFI Certification Program, please contact us at [COIN@insurance.ca.gov](mailto:COIN@insurance.ca.gov) or (916) 492-3525. Certification items can be emailed to [COIN@insurance.ca.gov](mailto:COIN@insurance.ca.gov) or mailed to 300 S. Spring Street, 11th Floor, Los Angeles, CA 90013.



Stacie Olivares-Castain, Managing Director  
<http://www.insurance.ca.gov/coin>