



QUICK START GUIDE

FY 2016 CDFI & NACA Program Application

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CDFI FUND
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OVERVIEW

This document is meant to provide a quick overview of how to start your FY 2016 CDFI and NACA Program Application. It also serves as a guide to other important Application Materials available to potential Applicants. Users of this Quick Start Guide are encouraged to check the CDFI Fund's website frequently as Application Materials may be added and updated throughout the application process.

ASSUMPTIONS

This document assumes that your organization has an active AMIS account with basic Organizational Profile data points such as Contacts already populated. If your organization does **not** have an active AMIS account or you have **not completed** any Organizational Profile data points, you must review the [AMIS Quick Start Guide](#) and the [Getting Started – Navigating AMIS Guide](#) before proceeding with this document.

If you experience problems with resetting your password, please see our [AMIS Change Password Sequence](#) document, which provides step-by-step screen shots of the process.

Most Applicants will likely have some familiarity with AMIS since the system was introduced in the fall of 2015. For new Applicants, first-time users, and those needing a refresher, instructions for logging into AMIS, including resetting your password are provided in [our Getting Started – Navigating AMIS](#) training manual.

Below is a high-level overview of the FY 2016 application process:

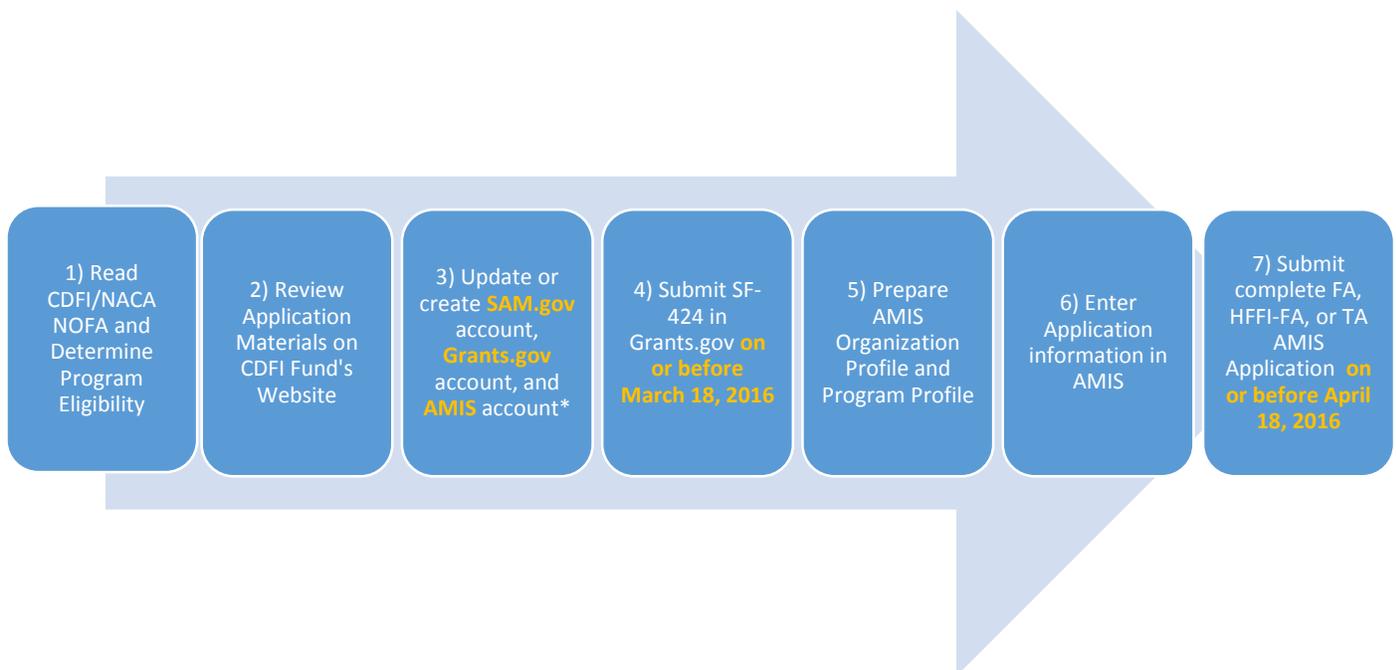


Figure 1: Application Process Overview (FY 2016 CDFI Program & NACA Program)

STEP 1: READ CDFI/NACA NOFA and DETERMINE PROGRAM ELIGIBILITY

NOFA

Potential Applicants should start by first reading the [CDFI Program](#) and/or [NACA Program](#) Notice of Funding Availability (NOFA) to determine which program they are eligible for (CDFI or NACA Program), which type of Assistance they are eligible for (Financial Assistance or Technical Assistance), and how much they may request.

STEP 2: REVIEW APPLICATION MATERIALS on CDFI FUND'S WEBSITE

Application Materials

Once Applicants have read the appropriate NOFA, they should review the Application Materials found on the CDFI Program and NACA Program webpages under the “How to Apply, 2) Application Materials” section. Application Materials include the following:

- **AMIS Training Manual for CDFI and NACA Program Applications***
- Program Presentations;
- [Narrative Questions Guidance](#);
- Frequently Asked Questions (posted and updated regularly throughout the funding round);
- Matching Funds Guidance;
- [Forms, Assurances, and Certifications Guidance](#);
- AMIS Crosswalk for Regulated CDFI Applicants;
- Retained Earnings Guidance and Calculators; and
- Other training materials.

These materials can be found here: [CDFI Program Application Materials](#) and [NACA Program Application Materials](#).

***The AMIS Training Manual for CDFI and NACA Program Applications** is a step-by-step guide on how to create, complete, and submit your application in AMIS. This manual will be your “go-to” resource for how to fill fields for your CDFI or NACA Program application in AMIS.

Be sure to **read these materials *before* beginning an Application in AMIS**, as you will need to follow step by step instructions, in order, so that fields populate accurately in AMIS.

STEP 3: UPDATE or CREATE SAM.GOV and GRANTS.GOV ACCOUNTS

SAM.gov and Grants.gov

Applicants should verify that they have an active [SAM.gov](#) and [Grants.gov](#) account. First time applicants may need to create [SAM.gov](#) and [Grants.gov](#) accounts. Previous applicants should ensure these accounts are active and up-to-date. Special attention should be paid to the DUNS, EIN, and banking information, as an Applicant’s DUNS and EIN must match the numbers listed in their SAM.gov and Grants.gov accounts.

- 1) All Applicants must submit the Standard Form-424 (“SF-424”) in Grants.gov by no later than March 18, 2016. **Applicants that do not submit an SF-424 electronically through Grants.gov will not be eligible to submit application materials in AMIS.** Please see Step 4 for Grants.gov Submission instructions.
- 2) First time applicants creating SAM.gov and Grants.gov accounts must have a valid and current Dun and Bradstreet Data Universal Numbering System (DUNS) and Employer Identification Number (EIN).
 - The CDFI Fund advises Applicants to allow sufficient time to obtain this information. A DUNS number is required for SAM registration and for Grants.gov submission.
 - Applicants will not be allowed to submit their Applications if they are unable to submit their SF-424 via Grants.gov due to a failure to obtain a DUNS number and/or SAM registration confirmation by the deadline.

STEP 4: SUBMIT SF-424 IN GRANTS.GOV ON OR BEFORE MARCH 18, 2016

Standard Form (SF) - 424 Instructions

The only component of the CDFI Program and NACA Program Application submitted via Grants.gov is the “Standard Form – 424 Mandatory Form” (SF-424). The SF-424 is required for all Applicants. This form is located in the ‘Mandatory Documents’ box of the downloaded Grant Application Package. **To access the form, click on “SF-424 Mandatory Form” or scroll down.**

Note: Only the fields highlighted in yellow on the SF-424 are required for submission. These fields are also marked as required in the Table 2 below.

The Instructions column in Table 2 provides guidance on how CDFI and NACA Applicants should complete their SF-424 for submission through Grants.gov. Please note: Applicants’ AMIS record and Grants.gov record are linked by the Employer/Taxpayer Identification Number (Field 7.b.). If this field does not match your AMIS account, the SF-424 will not populate in your AMIS account and you will not be able to submit the application in AMIS.

Table 1: SF-424 Fields

SF-424 Field	Required	Instructions
1.a. Type of Submission:	Yes	‘Application’ is automatically selected.
1.b. Frequency	Yes	‘Annual’ is automatically selected.
1.c. Consolidated Application/Plan/Funding Request	Yes	‘No’ is automatically selected.

SF-424 Field	Required	Instructions
1.d. Version	Yes	'Initial' is automatically selected.
1.b. Frequency	Yes	Select 'Annual'
1.c. Consolidated Application/Plan/Fund...	Yes	Select 'No'
2. Date Received:	Yes	Automatically filled by the system upon submission—no entry necessary.
3. Applicant Identifier:	No	Not Applicable—leave blank.
4.a. Federal Entity Identifier:	No	Not Applicable—leave blank.
4.b. Federal Award Identifier:	No	Not Applicable—leave blank.
5. State use only: Date Received by State	No	Not Applicable—leave blank.
6. State use only: State Application Identifier	No	Not Applicable—leave blank.
7.a. Applicant Information: Legal Name	Yes	Enter the legal name of the Applicant.
7.b. Employer/Taxpayer Identification Number (EIN/TIN):	Yes	Enter the Applicant's EIN/TIN.
7.c. Organizational DUNS:	Yes	Enter the Applicant's DUNS.
7.d. Address:	Yes	Complete all fields with Applicant's mailing address. Include 9-digit zip.
7.e. Organizational Unit:	No	Not Applicable—leave blank.
7.f. Name and contact information of person to be contacted on matters involving this Application:	Yes	Enter a Contact Person who can answer questions about the submission. The Contact Person (name and contact information) identified here should match a User/Contact Person information in the Applicant's AMIS account. Organizational Affiliation: leave blank.
8.a. Type of Applicant:	Yes	Select the most appropriate description from list of dropdown options.
8.b. Additional Description	No	Not Applicable—leave blank.
9. Name of Federal Agency	Yes	Pre-filled—no entry necessary.

SF-424 Field	Required	Instructions
10. Catalog of Federal Domestic Assistance Number / CFDA Title:	No	Pre-filled—no entries necessary. If not, enter 21.020
11. Descriptive Title of Applicant’s Project	Yes	Enter a brief description of how you plan to use a CDFI and NACA Program Award.
12. Areas Affected by Funding	No	Not Applicable—leave blank.
13. Congressional Districts Of: (a) Applicant; and (b) Program/Project	Yes	See US House of Representatives (www.house.gov) to find congressional district where the Applicant is headquartered. Use same district for both boxes.
14. Funding Period: (a) Start Date; and (b) End Date	Yes	<p>TA and NACA TA (Non-Sponsoring Entities) Applicants: start date - 8/1/2016, end date – 9/30/2018;</p> <p>NACA TA Sponsoring Entity Applicants: start date – 8/1/2016, end date – 9/30/20;</p> <p>FA, NACA FA, HFFI-FA Applicants: Start date – 8/1/2016, end date – 9/30/2019</p>
15. Estimated Funding	Yes	Enter total Award request for Federal; enter zeroes in other boxes.
16. Is Submission Subject to Review by State:	Yes	Select option C.
17. Is the Applicant Delinquent on Any Federal Debt:	Yes	Answer, and provide Explanation if ‘Yes’ selected.
18. Applicant Certification/ Authorized Representative:	Yes	Click the ‘I Agree’ button. Complete all fields for AR information. AR (name and contact information) should match the Authorized Representative’s information in the Applicant’s AMIS account.
Worksheet: Consolidated Application/Plan/Funding Request Explanation	No	Not Applicable—leave blank.

SF-424 Field	Required	Instructions
Worksheet: Applicant Federal Debt Delinquent Explanation	No	Complete if applicable.

Grants.gov Submission

Electronically signing and submitting the SF-424 certifies that the Applicant attests that the information in the application is true, complete, and accurate, and also certifies that the Applicant will comply with the [Assurances and Certifications](#), if an Award is made. The Grants.gov registration process alone can take several days to complete. Call the Grants.gov support staff if you have any questions about the process. **The Grants.gov help desk can be reached at 1-800-518-4726 or via email at support@grants.gov.** If you experience any technical difficulties submitting the SF-424 via Grants.gov, do not contact the CDFI Fund. Call the Grants.gov help desk instead.

Grants.gov Verification

Immediately after submitting your application in Grants.gov, you will receive an email that indicates that your submission has entered the Grants.gov system.

Note: The first email contains a tracking number for tracking your submission. You can check the status on the Grants.gov "Track My Application" page.

You should receive a second email within 48 hours after receiving the initial email. The second email will indicate if your SF-424 was either successfully validated or rejected with errors.

If your SF-424 is rejected with errors, fix the identified errors and re-submit the SF-424 before the established Grants.gov application deadline.

Note: Your SF-424 is not considered officially accepted by the CDFI Fund until you receive the validation email from Grants.gov.

Applicants should not rely on the e-mail notification from Grants.gov to confirm that their SF-424 was validated. Applicants are strongly encouraged to use the tracking number provided in the first e-mail to closely monitor the status of their SF-424 by using the Grants.gov "Track My Application" feature or by contacting the helpdesk at Grants.gov directly.

STEP 5: PREPARE AMIS ORGANIZATION PROFILE and PROGRAM PROFILE

Organization Profile

All applicants **must** review and/or complete their Organization Profile information **before starting a CDFI Program and/or NACA Program Application**, giving special attention to the

items in the table below. Some information from the Organization Profile will be copied into your application while other information will be validated later in the submission process.

While you must ensure that all necessary information is provided under the Organization Profile, be sure to double check that **bolded fields** with an asterisk(*) in the following table are accurate. Bolded fields with an asterisk will determine what fields populate at the Program Profile and Application level.

Note: Information on how to access and edit your Organization Profile can be found in the **AMIS Training Manual for CDFI and NACA Program Applications**.

Table 2: AMIS Organization Profile Fields

Field Name	Data Type
<i>Organization Detail</i>	
Organization Name	data entry
Parent Relationship	pull-down
Phone	data entry
Website	data entry
EIN/TIN*	data entry
DUNS*	data entry
<i>Organizational Type</i>	
Financial Institution Type*	pull-down (select one: bank or thrift-state chartered / loan fund / credit union / bank holding / bank or thrift / VC / sponsoring entity)
Organization Structure*	pull-down
Date of Incorporation	data entry
Financial Activities Start Date	data entry
Total Asset Size	pre-populated
Fiscal Year End Day*	pull-down
Fiscal Year End Month*	pull-down
<i>Certification Information</i>	
CDFI Certification Status	pre-populated
CDFI Certification Date	pre-populated
CDFI Certification Expiration	pre-populated
CDE Certification Status	pre-populated
CDE Certification Date	pre-populated
<i>Address Information</i>	
Mailing Country	pull-down
Mailing Street	data entry
Mailing City	data entry
Mailing State/Province	pull-down
Mailing Zip/Postal Code	data entry

Field Name	Data Type
Shipping Country	pull-down
Shipping Street	data entry
Shipping City	data entry
Shipping State/Province	pull-down
Shipping Zip/Postal Code	data entry
<i>Org Related Attachments</i>	--
<i>Financial Data</i>	per fiscal year end date
<i>Contacts</i>	At least one Contact must be designated as an Authorized Representative. Designating another Contact as a Point of Contact is <i>recommended</i> .
<i>External Contacts</i>	may be null if no external contacts entered
<i>Program Profiles</i>	profiles are pre-populated for you
<i>Awards</i>	may be null if no previous awards
<i>Affiliates</i>	may be null if no previous awards

Defining Contacts as Authorized Representatives and Points of Contact

In AMIS, there is a list of Contacts for each Organization. Each Contact has a Profile associated with it. This Profile, which can be set to Admin User, User, or Viewer determines the permissions assigned to the Contact. For example, any Contact that is a User or Admin User can start or update a CDFI Program and/or NACA Program Application.

Separate from the Profile, each Contact may be assigned a Type. If assigned, the Type can be set to Authorized Representative or Point of Contact. An organization can have more than one Authorized Representative and Point of Contact.

Your organization must designate at least one Contact as an Authorized Representative. The CDFI Fund recommends your organization also designate at least one Contact as a Point of Contact as well. An Authorized Representative is an individual who has been authorized by its organization to sign an application, and in doing so, certifies that the information in the application is true, complete and accurate. The Authorized Representative also agrees to comply with any resulting terms if an award is accepted and must be authorized to sign legal documents on behalf of the organization.

In the application, you will choose one Contact as the “Authorized Representative” for that application, and at least one, but not more than three Contacts as “Points of Contact”. When selecting the Authorized Representative, you will be presented with the list of all Authorized Representatives designated for your organization. When selecting the Points of Contact, you will be presented with the list of all Authorized Representatives AND all Points of Contact designated for your organization.

Only Contacts designated as Authorized Representatives can **sign** an application. Once an application has been signed by an Authorized Representative, Contacts designated as either Authorized Representatives or Point of Contact can **submit** an application.

Table 3: Contacts in AMIS

Type	Required?	Recommended?	Can Sign an Application?	Can Submit an Application?
Authorized Representative	Yes	N/A	Yes	Yes
Point of Contact	No	Yes	No	Yes, once signed by Authorized Representative

To designate a Contact as an Authorized Representative within the Organization Profile, navigate to the Organization Detail page, select the Edit link to the left of the Contact Name, then set the Type to Authorized Representative (shown below). To designate a Contact as a Point of Contact, follow these same steps but set the “Type” field to Point of Contact.

The screenshot shows the 'Contact Edit' form with the following fields and values:

- Contact Owner: System Administrator
- First Name: --None--
- Last Name: [Empty]
- Organization Name: [Empty]
- Title: [Empty]
- Type: Authorized Representative
- Profile: User

Figure 2. Editing Contacts in AMIS

If these fields are not complete or accurate before starting an application, you may receive error messages when trying to save the application. Depending on the issue, you might need to submit an AMIS Service Request to resolve it, which could delay your application submission time.

Organization Level Financial Data

All applicants must complete the Financial Data section of the Organization Profile **before** starting a CDFI Program and/or NACA Program application. More specifically, you will provide historic financial data as well as information about your lending/equity investment activities, loan portfolio performance, impacts, and funders.

Depending on what institution type your organization is (Unregulated CDFI, Bank or Bank Holding Company, Credit Union) applicable financial fields will appear. For example, Unregulated CDFIs will not see fields regarding membership, as membership fields only pertain to Credit Unions.

When you start your CDFI or NACA application, AMIS will copy the financial data that you entered in the Organization Profile into your application. Once this copy is made, there will no longer be a link between the financial data in your Organization Profile and the financial data in your application. Therefore, **you must ensure that the financial data in the Organization Profile is complete and accurate *before* starting your application.**

Note: If you discover an error in the Organization Profile financials before creating an application, your adjustments will appear when you do create an Application. If you discover an error in the auto-populated historic financials that were copied over from the Organization Profile, you can edit the information at the application level. However, you will also need to make the same edit(s) in the Organization Profile in order for the corrected data to populate in future year applications.

The financial information that should be entered at the Organization level will depend on the Applicant’s fiscal year end date. Use the following chart to determine which financial information must be entered in your Organization Profile:

Table 4: Organization Profile Financial Inputs

Fiscal Year End Date	Organization Profile Financials to Enter
03/31/15	FY 2013, 2014 audited financial information.
12/31/15	FY 2012, 2013, 2014 audited financial information.
9/30/15* *If your FYE is 9/30 and your audit is not available by the time of application, follow the financial instructions for 12/31/15	FY 2013, 2014 audited financial information.
6/30/15	FY 2013, 2014 audited financial information.

Regulated entities do not need to use audited financial statements and should use call reports. If you are an unregulated CDFI and you have not had audits, use the above table according to your FYE date, but only enter historic information at the Org Profile level, and any current year or projected year information at the Application level. Be sure to note that you do not receive audits in your narrative responses about your financial position.

For institution type-specific Organization Profile Financial Inputs, see the Appendix.

Financial information entered at the Organization Profile will be available for future applications and will not need to be entered again in future years.

Organization Profile Related Attachments

The Organization Profile is also where you attach key documents needed for the CDFI Program and NACA Program applications. Given that the Organization Profile applies to all CDFI Fund programs, you may see document types that apply to other CDFI Fund programs.

The Organization Profile level document types that pertain to the CDFI Program application are as follows:

Table 5: Organization Profile Attachments

Application Attachments	Applicant Type	Attached in the...
Policies and Procedures (PDF)	Required for FA Applicants, optional for TA Applicants	Organization Profile
Key Staff Resumes (PDF or Word Document)	All Applicants	Organization Profile
Organizational Chart (PDF)	All Applicants	Organization Profile
Community Partnership Agreement (PDF or Word Document)	All Applicants, if Applicable	Organization Profile
Historic Audited Financial Statements (PDF)	Loan Funds and other non-Insured Depository Institutions – FA Applicants	Organization Profile
UBPR, FPR (PDF)	Insured Depository Institutions	Organization Profile

Program Profile -- Completing Your AMIS Program Profile

The CDFI-NACA Program Profile is automatically generated upon creation of your organization's AMIS account. The CDFI-NACA Program Profile not only contains relevant program-specific information, but is also where you provide information on NACA Program Eligibility (if applicable), add or update Matching Funds information, and/or create a new funding application. In the future, you will also be able to access previously submitted application materials here.

When completing the CDFI and/or NACA Program application, AMIS will perform some validations based on information in your Program Profile. Also, some information in the Program Profile will be copied into your application. All applicants must review and/or complete their CDFI-NACA Program Profile information before starting an application, giving special attention to the items highlighted in this step.

Table 6: Program Profile Fields

Field Name	Data Type
<i>Organization Data</i>	
Organization	pre-populated
EIN/TIN	pre-populated
DUNS	pre-populated
Program	pull-down
Program Profile Name	system generated
Record Type	pre-populated
Eligibility Category	pre-populated
<i>NACA Eligibility</i>	
NACA Eligibility	pre-populated, based on responses
Record Type of new record	pull-down (select one, if applicable): Certifiable CDFI / Certified CDFI / Emerging CDFI / Sponsoring Entity)
NACA Category	pre-populated, based on responses
Funding Round Fiscal Year	pull-down
Eligibility Status	pre-populated, based on responses
Record Type	pre-populated
<i>Geographic Markets and Target Areas</i>	
Primary Geographic Market	pull-down (select one: major urban / minor urban / rural)
Special Targeted Areas	pick list (select one: Appalachia / Colonias / Native Communities / Gulf opportunity / Mississippi delta)
Nationwide	pull-down (select one, if applicable: major urban / minor urban / rural)
Geographic Market Served	pick list
<i>Lines of Business & Financial Products</i>	
Primary Line of Business	pull-down
Secondary Line of Business	pick list
Products Offered	pick list

Matching Funds Related Attachments

If you are a FA-Core Applicant, you will provide your Matching Funds information at the Program Profile and attach the requisite supporting documentation. See the [Matching Funds Guidance](#) and AMIS Training Manual for CDFI and NACA Program Applications for additional information. You will be able to access previously submitted Matching Funds information to future applications.

Table 7: Program Profile Attachments

Application Attachments	Applicant Type	Attached in the...
Matching Funds Supporting Documentation (PDF or Excel (Retained Earnings Calculator only) in AMIS	FA Core Applicants	Program Profile

STEP 6: ENTER APPLICATION INFORMATION IN AMIS

Application Overview

Application information can be prepared, entered, and submitted through the AMIS portal. The only document that is required to be submitted outside of the AMIS system is the SF-424 which is submitted through Grants.gov (discussed above).

You may wish to collect Application inputs for CDFI Program or NACA Program Applications outside of AMIS using your own Word Documents and Excel Files, then entering information into the corresponding AMIS fields. This is your choice.

AMIS fields largely correspond with the fields that were entered in the Application Excel Workbook and the Narrative Template Document used in past application rounds. These older materials are no longer applicable, but can be used as reference points for navigating AMIS if desired. Note that the order of the fields in the FY 2015 CDFI Program and NACA Program Application Excel Workbooks may not be an exact match to the order of the data entry fields in AMIS. Applicants using the FY 2015 CDFI Program and NACA Program Application Excel Workbooks as a template for entering information in AMIS should pay close attention when cutting and pasting information from the Application Workbook into AMIS.

In order to be able to populate AMIS fields for any application, Applicants should first:

- Compile your financial information inputs.
- Prepare narrative responses to questions in a word document. Once your narratives are finalized, you can copy and paste the final versions into the appropriate fields in AMIS.

Application Components

The following Application components need to be completed in AMIS in the specified Application Record location listed below:

Table 8: Funding Application Record Components

Application Component	Applicant Type	Completed in ...
Funding Application Detail General and administrative information	All Applicants	Funding Application Record
Narrative Responses: <ul style="list-style-type: none"> • Purpose • Products • Policies • People • Partnerships • Performance • Projections 	All Applicants	Funding Application Record See Narrative Questions Guidance
Application Financial Data: <ul style="list-style-type: none"> • Current Year as of Dec 31, 2015* • Three Projected Years* *depending on FYE date Related List: <ul style="list-style-type: none"> • Impacts • Funders* • Application Activities Levels 	All Applicants (*Funders excluded for all Bank and Credit Union Applicants.)	Funding Application Record
AMIS Related Lists: <ul style="list-style-type: none"> • Matching Funds Used (FA Core Only) • Customer Snapshot Table • Key Personnel • Product Design • Policies • Related Attachments 	All Applicants	Funding Application Record
HFFI-FA Application Components: <ul style="list-style-type: none"> • Funding Application Detail • Narratives 	HFFI-FA Applicants	Funding Application Record

Application Financials-- Completing Your Application Level Financials.

Based on the financial information that was entered at the Organization level, applicants should use the following chart to determine which financial information must then be entered in your CDFI Program or NACA Program Application.

Remember, depending on what institution type your organization is (Unregulated CDFI, Bank or Bank Holding Company, Credit Union), only certain applicable financial fields will appear. This is also true for projected financials, which have fewer fields than historic financial inputs.

For institution type-specific Application Financial Inputs, see the Appendix.

Table 9: Application Financial Inputs

Fiscal Year End Date	Application Financials to Enter or Verify
03/31/15	<ul style="list-style-type: none"> • Auto-populate from Organization Profile: FY 2013 & 2014 • FY 2015 audited financial information entered as a historic year. • FY 2016 financial information entered as a current year. • FY 2017, FY 2018, FY 2019 financial information as projected years
12/31/15	<ul style="list-style-type: none"> • Auto-populate from Organization Profile: FY 2012, 2013, 2014 • FY 2015 financial information entered as a current year • FY 2016, FY 2017, FY 2018 financial information as projected years
9/30/15* *If your FYE is 9/30 and 15 your audit is not available by the time of application, follow the financial instructions for 12/31/15	<ul style="list-style-type: none"> • Auto-populate from Organization Profile: FY 2013, 2014 • FY 2015 audited financial information entered as historic year. • FY 2016 financial information entered as a current year. • FY 2017, FY 2018, FY 2019 financial information as projected years
6/30/15	<ul style="list-style-type: none"> • Auto-populate from Organization Profile: FY 2013, 2014 • FY 2015 audited financial information entered as historic year. • FY 2016 financial information entered as a current year. • FY 2017, FY 2018, FY 2019 financial information as projected years

Note: If you discover an error in the auto-populated historic financials that were copied over from the Organization Profile, you can edit the information at the application level. However, you will also need to make the same edit(s) in the Organization Profile in order for the corrected data to populate in future year applications.

Application Matching Funds Used— Adding Matching Funds to your Application.

As previously explained, FA-Core Applicants must enter matching funds information and supporting documentation in their Program Profile prior to creating and completing the FA application. When completing the FA application, a Core applicant must associate the receipt summaries that it intends to use to match the requested award to its application. This must be done via the Matching Funds Used related list in the application.

Application Attachments

Attachments that were added at the Organization Profile and Program Profile will then need to be associated with your CDFI Program or NACA Program Application. Additional Application-specific Attachments that are not located at the Organization Profile or Program Profile may also need to be added.

You will need to ensure the following attachments are pulled into or added to the “Related Attachments” related list in your Funding Application.

Table 10: Application Attachments

Application Attachment	Applicant Type	Submission Format
Policies and Procedures	Required for FA Applicants	AMIS Picklist Search (Magnifying Glass)
Key Staff Resumes	All Applicants	AMIS Picklist Search (Magnifying Glass)
Organizational Chart	All Applicants	AMIS Picklist Search (Magnifying Glass)
Audited Financial Statements	FA Applicants: Loan funds and other non-Insured Depository Institutions	AMIS Picklist Search (Magnifying Glass)
Management Letters	FA Applicants: Loan funds and other non-Insured Depository Institutions, TA Applicants: If available	AMIS Picklist Search (Magnifying Glass)
Unaudited Financial Statements (if Audited Financial Statements are not available)	TA Applicants: Loan funds and other non-Insured Depository Institutions	Attach PDF in Application Related Attachments
UBPR, FPR	FA and TA Applicants: Insured Depository Institutions only	AMIS Picklist Search (Magnifying Glass)
Current Year to Date - December 31, 2015, Unaudited Financial Statements	FA and TA Applicants: Loan funds and other non-Insured Depository Institutions	Attach PDF in Application Related Attachments
Additional Documents as Applicable: Community Partnership Agreement 501(c)(4) Questionnaire Explanation Environmental Review Form Explanation	All Applicants, if applicable	Attach PDF in Application Related Attachments

Step 7: SUBMITTING YOUR APPLICATION

Prior to submitting the Application and required attachments through AMIS, be sure that all the information is correct. The CDFI Fund will not accept any revisions or amendments to the CDFI Program or NACA Program Application once they have been submitted.

If a FA applicant intends to complete and submit a Healthy Food Financing Initiative-Financial Assistance (HFFI-FA) application, the HFFI-FA application must be **created BEFORE** submitting the FA application. Note that the HFFI-FA application can only be **submitted AFTER** the submission of the FA application.

- The CDFI Fund encourages the Applicant to allow sufficient time to review the materials submitted, confirm the Application content, and remedy any issues prior to the Application deadline.
- Applicants should click the validate button their application prior to submission to ensure that all the required fields that are validated have been completed. AMIS will not verify that you have attached all the required attachments. Note: AMIS will only display one error at a time, so after fixing the error you must click the validate button in the application again until there are no errors.
- Applicants can only submit one application in AMIS (with the exception of NACA Applicants, who are able to submit a NACA FA and CDFI FA application, **OR** a NACA TA and a CDFI TA application). Upon submission in AMIS, the application will be locked and cannot be resubmitted, edited, or modified in any way.
- As part of the CDFI Program and NACA Application review process, information entered in AMIS will be used to score and rank the Applicants (as outlined in the FY 2016 NOFA). Failure to provide complete and accurate information may negatively impact the evaluation of an Applicant's FY 2016 CDFI Program and NACA Program Application. The CDFI Fund reserves the right to reject an Application if information submitted through AMIS is determined to be inaccurate.

Getting Help

For assistance with completing your application and how to understand program requirements contact **CDFI Program and NACA Program Application Support**: cdfihelp@cdfi.treas.gov or 202.653.0421, option #1

For assistance with questions about CDFI certification, compliance with past awards, or reporting requirements, contact **Certification, Compliance Monitoring, and Evaluation Support**: ccme@cdfi.treas.gov or 202.653.0423

For assistance with AMIS functionality, submit an **AMIS Service Request**. Creating Services Requests is described in the [Getting Started – Navigating AMIS Guide](#). Alternatively, contact **AMIS Support**: AMIS@cdfi.treas.gov or 202-653-0422

For assistance with the SF-424 or Grants.gov accounts, contact **Grants.gov:** support@grants.gov or 1-800-518-4726

For assistance updating or creating your SAM.gov account, contact **SAM.gov:** [Federal Service Desk \(www.fsd.gov\)](http://www.fsd.gov) or 1-866-606-8220