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1. Overview

The **CDFI Bond Guarantee Program** makes debt available to Community Development Financial Institutions (CDFI) from the Federal Financing Bank (FFB). Enacted through the Small Business Jobs Act of 2010, the CDFI Bond Guarantee Program provides long-term, low-cost capital that can be used to spur economic growth and jump start community revitalization. Through the CDFI Bond Guarantee Program, Qualified Issuers (CDFIs or their designees) apply to the CDFI Fund for authorization to issue bonds worth a minimum of $100 million; these bonds are in turn guaranteed by the Secretary of the Treasury. The bonds provide CDFIs with access to substantial capital that is then used to reignite the economies of some of our nation's most distressed communities. Unlike other CDFI Fund programs, the CDFI Bond Guarantee Program does not offer grants, but is instead a federal credit subsidy program designed to function at no cost to taxpayers.

This user guide should help the External Users and External Admin Users to easily navigate through the CDFI Fund’s Awards Management Information System (AMIS) for the submission of applications to the CDFI Bond Guarantee Program, including the following:

- Registering users and creating profiles.
- Instructing External Users/Admin Users on how to create, review and provide documents for the Applications.
- Instructing External Users/Admin Users on how to submit/resubmit Qualified Issuer Applications and Guarantee Applications.
2. Getting Started
Open a browser and enter the URL https://amis.cdfifund.gov/s/AMISHome to login to the AMIS portal.

3.1. How to Log in as an External User/External Admin User
Enter your username and password then click Sign In.

Recommendation: Use strong passwords, which include numbers, special characters and letters with a length of at least 10 characters.

3.2. Portal Overview
Once you log in the following screen will be presented.
3.3. How to Log out as an External User/External Admin User

To log out of the AMIS application, simply click on your username on the right-side top corner and select the **Logout** option.

![Logout Image]

4. Qualified Issuer (QI) Application

There are separate eligibility criteria for an organization to become a Qualified Issuer (QI) for the purposes of the CDFI Bond Guarantee Program. Please ensure that the necessary criteria are met prior to applying to become a QI. Eligibility requirements are contained in the Notice of Guarantee Authority (NOGA) that is published each year at the beginning of an application round.

Existing Qualified Issuers already approved prior to FY 2019 will already be set up as Approved QIs and do not need to resubmit a new QI Application. They may move on to the QI Portion of the Guarantee Application which begins in section 5.

4.1. How to create a new QI Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab located and click on your Organization Name.
2. Once you are on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the **BGP**, Program Profile Name link.

3. On the BGP Program Profile page for your **Organization**, navigate to the **QI Applications** section by clicking on the **QI Applications** link or scroll down to the section. Within the **QI Applications** section click on the ‘**New QI Application**’ button.
4. On the New QI Application edit screen, complete the Application Contacts section and click **Save**.

**Tip:** Do not edit the Program Profile field.
4.2. How to provide Application Documents

1. On the newly created QI Application, once saved initially, you can review and edit the Application Contacts. Begin providing application documents by clicking on the ‘View Application’ button.

2. On the Document portion of the QI Application, the left pane displays the required documents for the QI Application. The documents that are required as part of each year’s QI Application are listed in the ‘QI Application’ document. You may view a copy on the CDFI Fund’s website at http://www.cdfifund.gov/bond. On the right side of the page is the drag and drop area. Select the required document from your computer and drag it to the appropriate upload area. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states ‘Not Applicable’. The type of document required for a particular field (i.e. ‘.doc .pdf .xls, etc.) is listed in the QI Application document referenced above. Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If a file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.
4.3. How to submit your QI Application

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the Attestation and, if prepared to submit, Submit the application.

   Attestation

   By selecting the checked box, I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund, with my electronic signature, which shall be treated as an original signature and as having signed this Application, just as a pen-and-paper signature. I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my knowledge, information, and belief. I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, title 28, Section 1001).

   Please check the box to agree and submit the application.

2. Once you Submit your application, the status of the application will be submitted, and you will not be able to provide additional documents. The Control Number will now be visible on your QI Application screen.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

5. Guarantee Application, QI Portion

The BGP Guarantee Application consists of two portions, the QI Portion and the Eligible CDFI (ECDFI) Portion. Both parts of the application may be worked on concurrently, however it is recommended that the QI Portion of the Guarantee Application be started and saved first so it can be linked to the potential ECDFI applicants more easily in AMIS.
Only previously approved Qualified Issuers or Organizations that have submitted the QI Application can create and submit a QI Portion of a Guarantee Application. The original QI Application does not need to be approved prior to submitting a QI Guarantee Application, but the QI Application will need to be approved by the BGP before a Guarantee Application is approved.

5.1. How to associate potential ECDFIs to your Program Profile

1. Potential ECDFIs that will form part of the Bond Guarantee are added in the QI Guarantee Application on the QI Guarantee Application screen and are labeled as an Associated CDFI within AMIS. These are the potential ECDFIs that will be recipients of funds in the Bond Loan, should the application be approved. To add the potential ECDFIs to your QI Guarantee Application, log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, locate and click on your Organization Name. Please note that if you inadvertently add incorrect Associated CDFIs to your Program Profile, before submitting your application, you will need to contact the Help Desk to correct that issue.

![Organizations Tab]

2. Once on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the BGP, Program Profile Name link.
3. On the BGP Program Profile page for your Organization, navigate to the Associated CDFIs section by clicking on the Associated CDFIs link or scroll down to the section. Within the Associated CDFIs section, click on the ‘Add CDFIs’ button.

4. On the Associated CDFIs search page, use the search to find the CDFI Organization(s) that will be applicants on the bond. Select the Organization(s) by using the check boxes to the right.
Note: If a QI currently has more than one active Guarantee Application, the QI can use the **Specified Guarantee Application** drop-down menu to select the Associated Guarantee Application for the selected CDFIs. If no choices are made, the CDFIs will be associated with the most recent Guarantee Application created.

5. Click the ‘Process Selected” button to add the CDFI(s) to your Program Profile.

6. Potential ECDFIs listed as Associated CDFIs will be displayed within the Organizations Program Profile. The initial application page for the QI Portion of the Guarantee Application with these Associated CDFIs should be saved prior to a potential ECDFI beginning the ECDFI Portion of the Application, so that the ECDFI Guarantee Application will link to the QI Portion once it is begun and initially saved.
5.2. How to create a new Guarantee Application as a QI.

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, locate and click on your Organization Name.

2. Once on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the BGP Program Profile Name link.
3. On the BGP Program Profile page for your Organization, navigate to the Guarantee Applications section by clicking on the Guarantee Applications link or scroll down to the section. Within the Guarantee Applications section click on the ‘New Guarantee Application’ button.
4. On the New Guarantee Application screen, select the QI Guarantee record type (and not the ECDFI Guarantee type) and click **Continue**.

![Select Guarantee Application Record Type](image)

**Select Guarantee Application Record Type**

- **Record Type of new record**: QI Guarantee

**Available Guarantee Application Record Types**

<table>
<thead>
<tr>
<th>Record Type Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDFI Guarantee</td>
<td>For CDFI Applicants who are not a Qualified Issuer</td>
</tr>
<tr>
<td>QI Guarantee</td>
<td>For Applicants who are approved as a Qualified Issuer</td>
</tr>
</tbody>
</table>

5. On the New Guarantee Application edit screen, complete the required fields and click **Save**.

   **Tip**: Do not edit the Program Profile field.

![New Guarantee Application Edit](image)
5.3. How to provide Application Documents

1. On the newly created Guarantee Application in AMIS, a QI can review and edit the Application Contacts. Documents required from a QI as part of each year’s Guarantee Application are listed within the ‘Guarantee Application’ document for that specific fiscal year’s Bond Guarantee Application round, which may be viewed on the CDFI Fund’s website at http://www.cdfifund.gov/bond. Begin providing application documents by clicking on the ‘View Application’ button.

2. On the Document portion of the Guarantee Application, a QI will see that the left part of the page displays the required documents for the application. On the right side of the page is the drag and drop area. The QI will select the required document from the QI’s computer and drag it to the appropriate upload area. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a document should be uploaded that states ‘Not Applicable’. The type of document required for that field (i.e. `.doc .pdf .xls, etc.) is listed in the published Guarantee Application document referenced above. Only that type of document may be uploaded to that field.

**Tip:** The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.
5.4. How to submit your Guarantee Application as a QI

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and if prepared to submit, **Submit** the application.

   **Attestation**

   By selecting the checked box I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just as a pen-and-paper signature; I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq., I hereby certify that all of the information that the applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge and belief; I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 23, Section 1001).

   ![Submit application](image)

2. Once you **Submit** your application, the status of the application will be submitted, and you will not be able to provide additional documents. The Control Number will now be visible on your QI Guarantee Application.

   The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

6. Guarantee Application, ECDFI Portion

Only a potential Eligible Community Development Financial Institution (ECDFI) applicant may create and submit an ECDFI Portion of the Guarantee Application. An AMIS profile for a CDFI must exist to begin the ECDFI portion of a Guarantee Application.

6.1. How to create a new ECDFI Guarantee Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, locate and click on your Organization Name.
2. Once on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the BGP, Program Profile Name link.

3. On the BGP Program Profile page for your **Organization**, navigate to the **Guarantee Applications** section by clicking on the **Guarantee Applications** link or scroll down to the section. Within the **Guarantee Applications** section, click on the ‘**New Guarantee Application**’ button.
4. On the New Guarantee Application screen, select the ECDFI Guarantee (and not the QI Guarantee) record type and click **Continue**.

5. On the New Guarantee Application edit screen, complete the required fields and click **Save**.
Tip: Do not edit the Program Profile field.

6.2. How to provide Application Documents

1. On the newly created ECDFI Guarantee Application, once saved, you can review and edit the Application Contacts. Begin providing application documents by clicking on the ‘View Application’ button.

Note the QI for the particular Guarantee Application should show up as linked in the right portion of the screen. If this field shows a QI name that is different than the one intended, contact the Help Desk to have the correct one placed in the field before submitting the application as described below.
2. Documents required from an ECDFI as part of each year’s Guarantee Application are listed within the same ‘Guarantee Application’ document referenced in the QI portion above, for that fiscal year’s particular Bond Guarantee Application round, a copy of which may be viewed on the CDFI Fund’s website at http://www.cdfifund.gov/bond. On the Document portion of the ECDFI Guarantee Application, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area. Select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a document should be uploaded that states ‘Not Applicable’. The type of document required for that field (i.e. ‘.doc .pdf .xls, etc.) is listed in the ‘Guarantee Application’ document mentioned above. Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.

6.3. How to submit your ECDFI Guarantee Application

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the Attestation and if prepared to submit, Submit the application.
2. Once you **Submit** your application, the status of the application will show as “Submitted”, and you will not be able to provide additional documents. The Control Number will now be visible on your ECDFI Guarantee Application.

The Authorized Representative and/or Application Point of Contact at the selected QI for this bond guarantee will receive email correspondence from AMIS regarding the application status.