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AMIS Application Training Manual

AE103: CDFI/NACA Application Submission
(for CDFI/NACA Program Applicants)

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1 Introduction

	AE101: Getting Started – Navigating AMIS (for External Users) is a pre-requisite for the training manual you are currently viewing, *AE103: CDFI/NACA Program Application Submission (for CDFI/NACA Program Applicants).*

An entity seeking to apply for Financial Assistance and Technical Assistance Awards through the Community Development Financial Institutions Program (CDFI Program) or the Native American CDFI Assistance Program (NACA Program) will have the ability to submit a CDFI Program and/or NACA Program funding Application via the CDFI Fund's Award Management Information System (AMIS). To submit an application through AMIS, an online platform, organizations must have an AMIS account. Please refer to the *AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* training manual on how to set up an account.

The objective of this training manual is to provide CDFI/NACA Program Applicants with instructions on how to create, complete, and submit an application in AMIS. Applicants will also learn how to enter information in the Organization Profile or Program Profile and reference it in the application, rather than providing it multiple times.

2 The Organization Profile

AMIS automatically creates your Organization Profile once your organization is registered. The Organization Profile created automatically by AMIS contains partial information; an authorized user from the organization must complete all the necessary information. An authorized user is anyone in the organization with the **User** profile or **Admin User** profile. A user's profile is displayed on their Contact Detail page.

The first person to register the organization becomes the administrator for the organization's AMIS account and is responsible for assigning permissions to other users to create or update records in their organization. To learn more about authorized users, please refer to the Permissions and Security section described in our Getting Started – Navigating AMIS training manual.

In this section, you will learn how to:

- Update your Organization Profile
- Complete the organization related attachments

This course only covers updating organization information required in order to complete the application. Please refer to Getting Started – Navigating AMIS to learn, in detail, how to update your Organization and Program Profiles.

Make sure you are on the Organizations Home page by clicking the **Organizations** tab. Click on the **Organization Name** link to open the Organization Detail page.

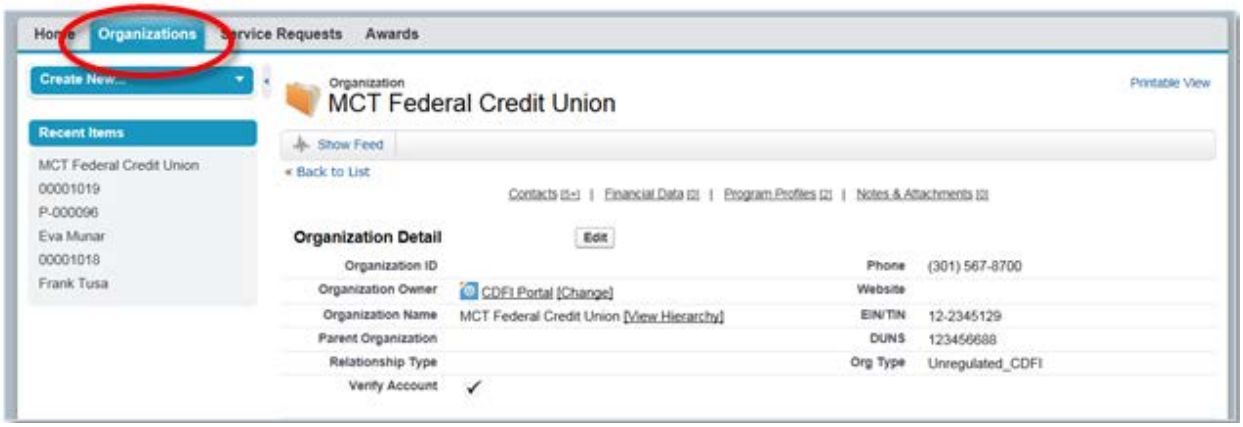


Figure 1. Organization Tab

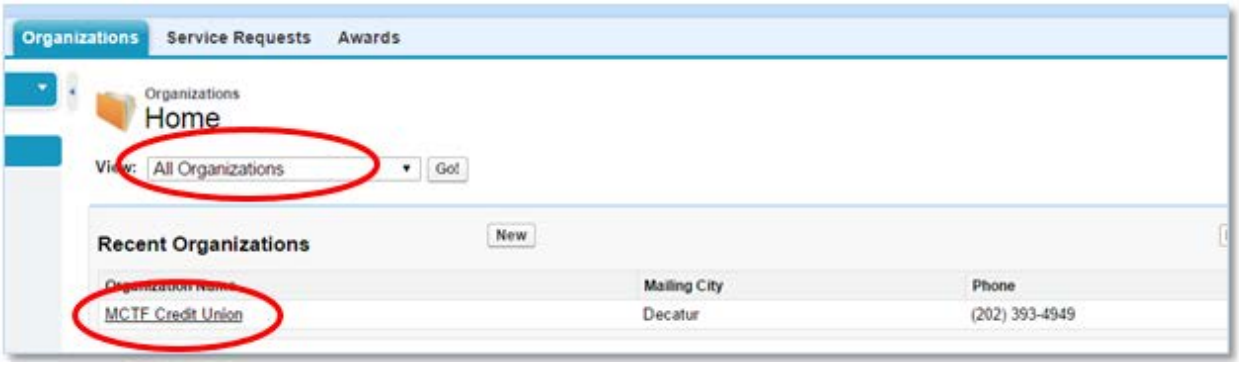


Figure 2. Organization Name Link

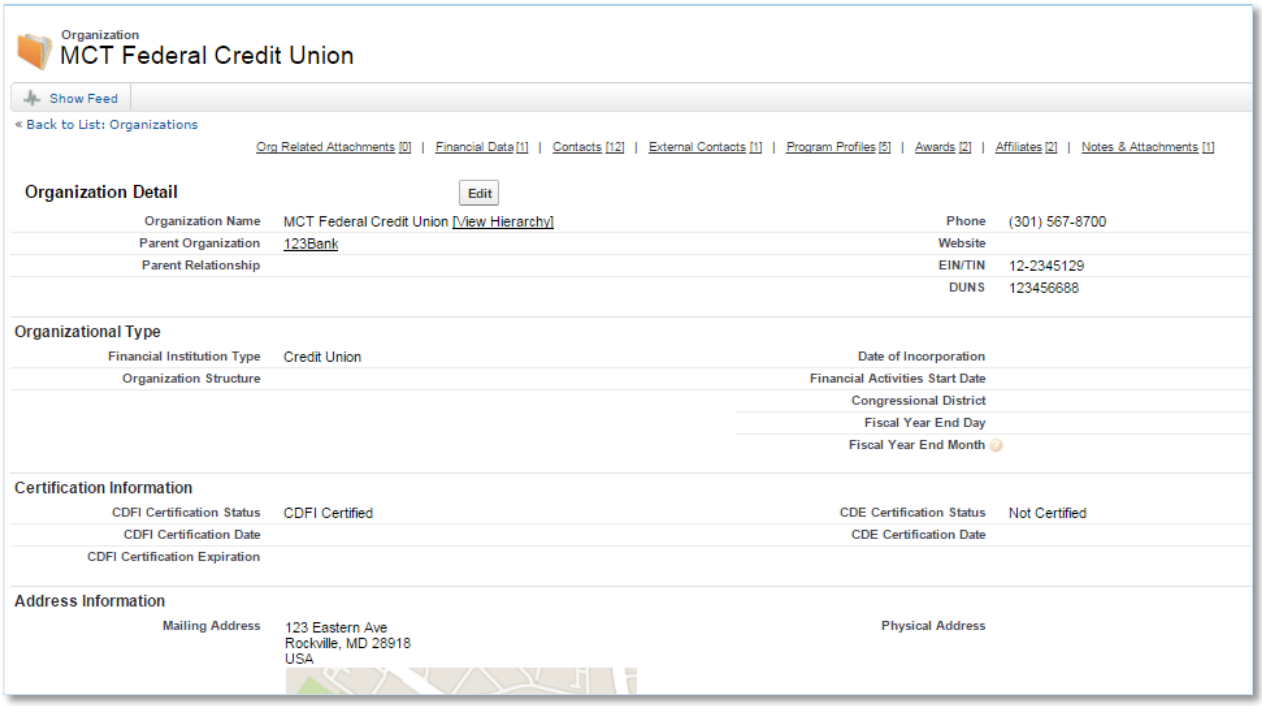


Figure 3. Organization Home/Detail Page

While it is important to keep all information current, ensure the following are accurate:

Organization Detail

- EIN/TIN
- DUNS

Organization Type

- Financial Institution Type
- Organization Structure
- Fiscal Year End Day
- Fiscal Year End Month

Contacts

Under **Contacts**, verify that the appropriate users have been designated as **Authorized Representatives** and **Points of Contact**. An Authorized Representative is an individual who has been authorized by the organization to sign the 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. Only users designated as Authorized Representatives can sign an application. Only users designated as either a Point of Contact or an Authorized Representative can submit an application.

2.1 Update Your Organization Profile

To edit the organization detail information:

1. Click the **Edit** button.
    a. The Financial Institution Type will determine the type of financial data requested from the organization. **IMPORTANT: CDFI and NACA Program applicants CANNOT select "Other," "Not Applicable," or "Housing Organization" as their financial institution type.**
    b. Your organization's Certification Information will automatically populate.
    c. <u>You must complete the **Financial Activities Start Date** field as this will inform the Eligibility Category that displays in the Program Profile</u>. This is critical in ensuring that your organization has access to the correct application(s).
    d. **Total Asset Size** will automatically populate from the Total Assets field in the financial data record for your organization's most recent fiscal year end. This will also inform the Eligibility Category that displays in the Program Profile. This is critical in ensuring that your organization has access to the correct application(s).

	NOTE: If you do not see an Edit button, you may not have the permission to create and edit records. Please contact an administrator for your organization's AMIS account, if you require these capabilities.

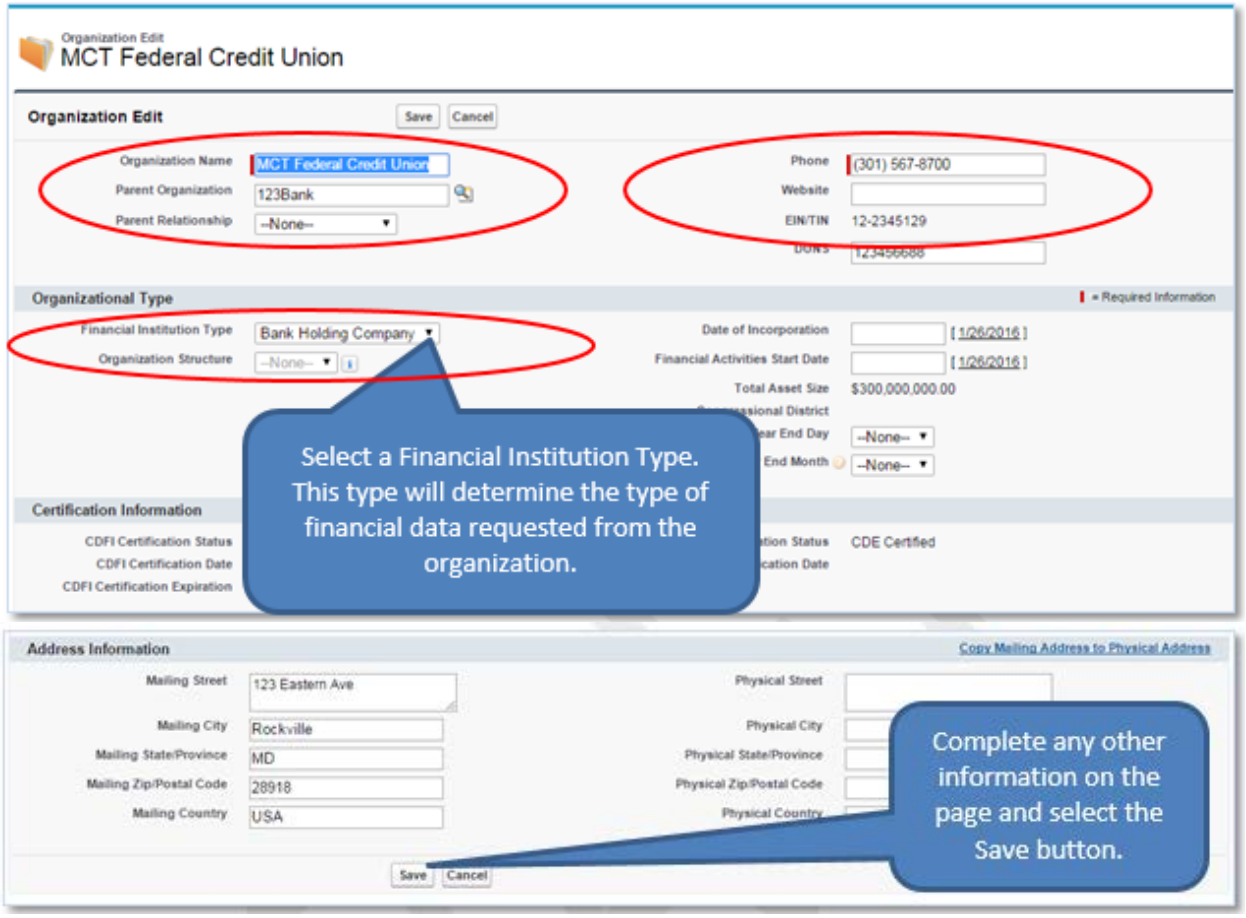


Figure 4. Organization Edit Page

2. Complete all the remaining information on the page such as Organization Structure and Address Information.

	NOTE: It is important to ensure the Financial Institution Type is accurate. AMIS uses the Financial Institution Type to determine which financial data an applicant must provide.

3. Select the **Save** button to save your work and return to the Organization Detail page. You will receive a message stating the Organization has been updated.

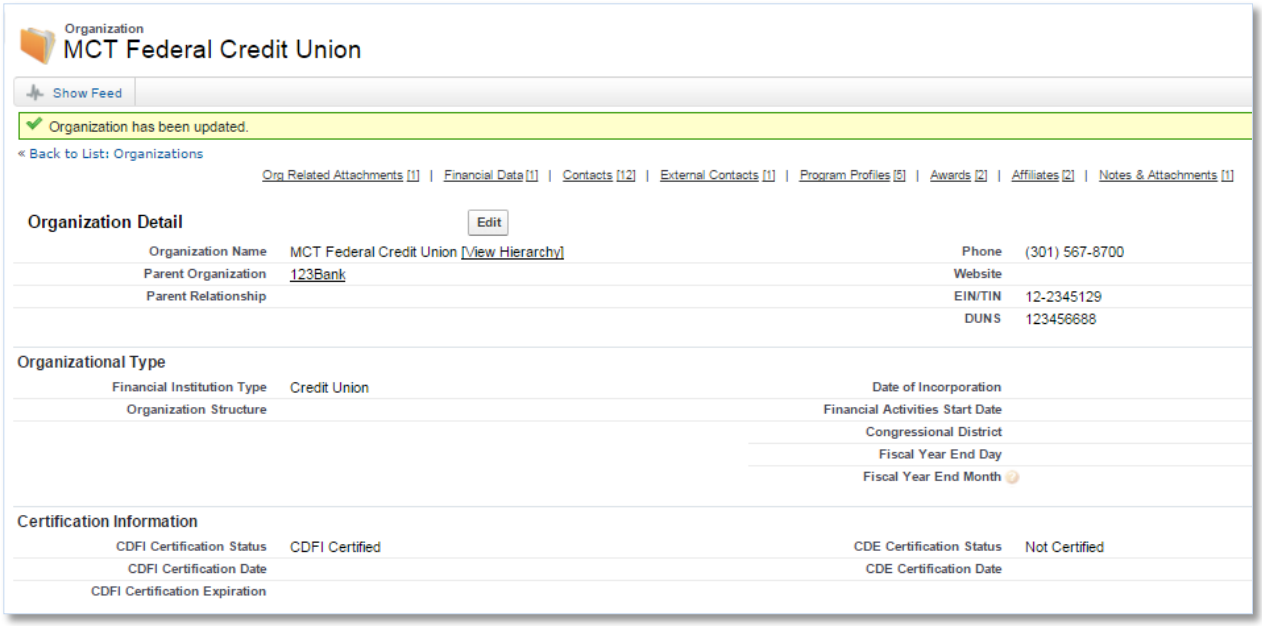


Figure 5. Organization Detail Page - Saved Record Confirmation

2.2 Complete the Org Related Attachments

The Org Related Attachments is where you attach key documents. Once a document is attached in this section of the Organization Profile, AMIS allows you to look it up and reference it in an application or report instead of re-uploading it multiple times. Given that the Organization Profile applies to all CDFI Fund programs, you will see document types that apply to CDFI/NACA as well as other CDFI Fund programs. The documents that pertain to the CDFI Program and NACA Program applications are as follows:

- Audited Financial Statement, per Fiscal Year
- Unaudited Financial Statements, per Fiscal Year
- Management Letters
- Policies and Procedures
- Key Staff Resumes
- Call Reports
- Organizational Chart

To complete the Org Related Attachments section:

1. From the Organization Detail page, click the **Org Related Attachments** related list link.

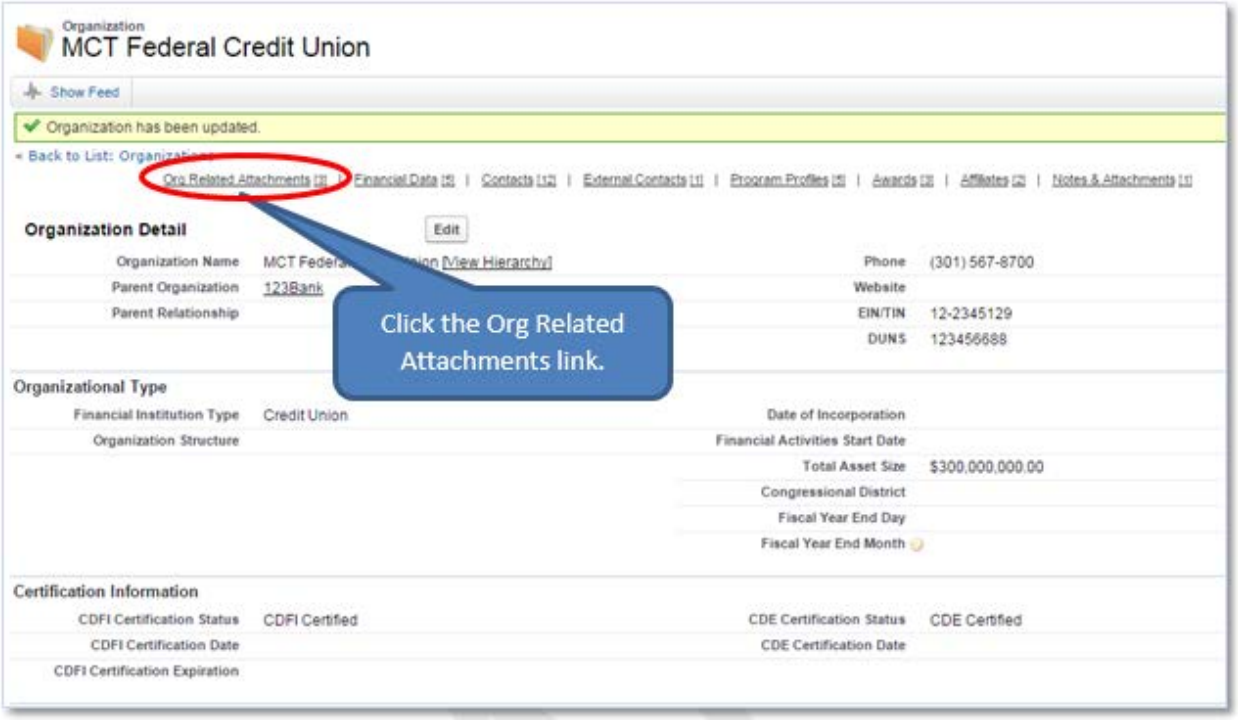


Figure 6. Organization Detail Page

2. You will be forwarded to the Org Related Attachments related list section. Select the **New Related Attachments** button.

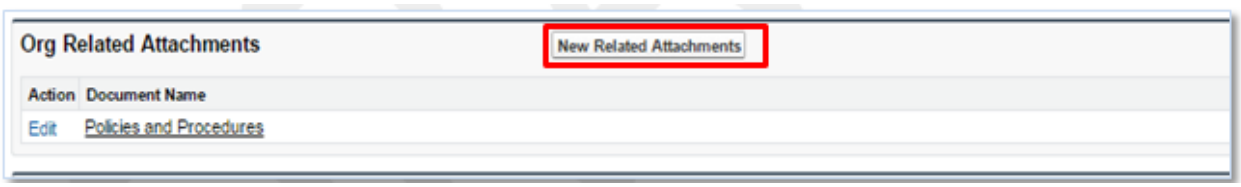


Figure 7. Org Related Attachments Related List

3. Select the Choose File button and search for the file you need to attach.
4. Complete the following required information on the page:

a. Select a **Type** of document you want to attach.

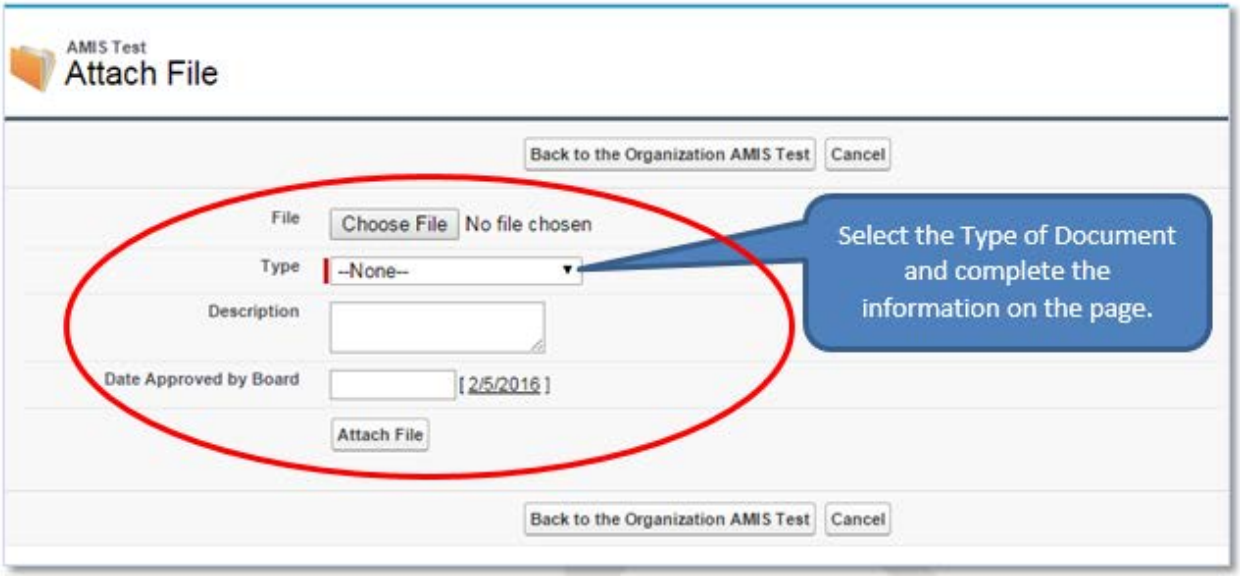


Figure 8. Attach File Page

5. Provide a **Description** of the document and the **Date Approved by Board** only if the particular document was approved by your Board of Directors. Date Approved by Board is not a required field so it does not have to be completed if it is not applicable.

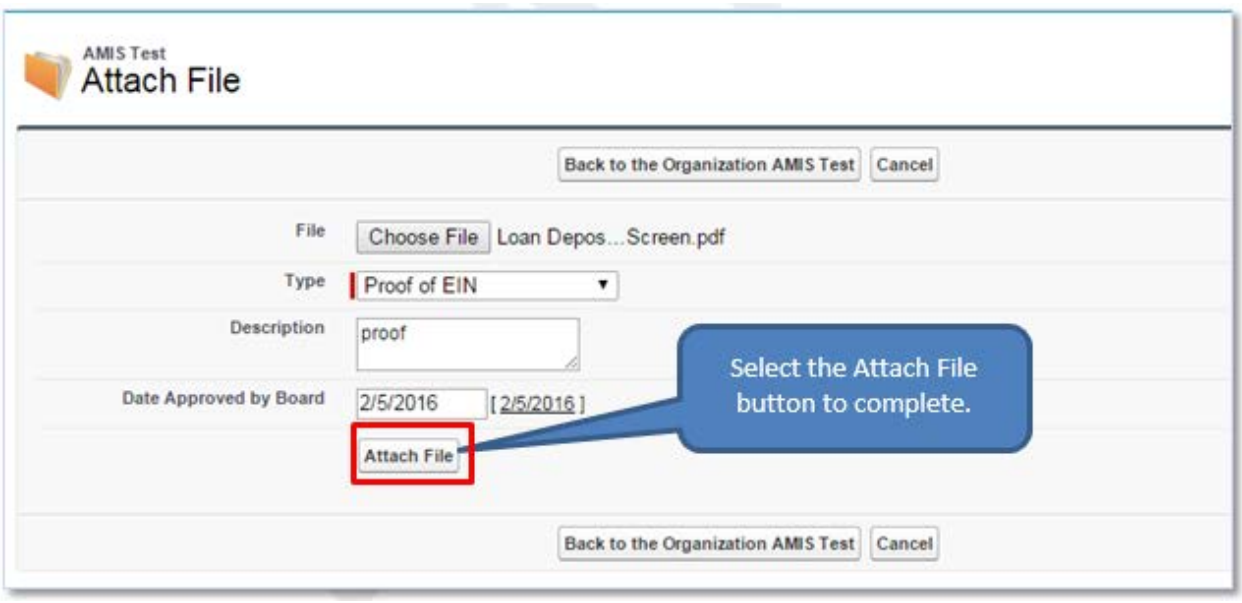


Figure 9. Attach File Page

6. Click the **Attach File** button to attach this record to return to the Organization Detail Page.
7. Click the **Org Related Attachments** link to view the records added or provide additional Attachments.

Figure 10. Organization Detail Page

8. To provide additional attachments that are required, follow steps 3-7 above.

Figure 11. Org Related Attachments Related List

3 The Organization Profile Financial Data

An applicant must provide historic financial data in its Organization Profile their CDFI/NACA Program Application. Historic data can be entered by adding Financial Data records. **The number of years that should be added in the Organization Profile is based on the organization's fiscal year end. Refer to the "FY2016 CDFI and NACA Application FAQs" document found on the CDFI Program webpage as well as the NACA Program webpage on the CDFI Fund's website.**

Based on the Organization Financial Institution Type, the fields included in the financial data records will be different. Instructions on how to complete a financial data record for the three Financial Institution Types applicable to the CDFI and NACA Programs are outlined below.

	NOTE: The financial data required will be slightly different depending on which Financial Institution Type was selected on the Organization Detail page. The next few sections explain how to complete financial data for the following main Financial Institution Types: Credit Union, Bank/Holding Company, and Unregulated CDFI.

3.1 Complete a Credit Union Financial Data Record

To complete a Credit Union Financial Data Record, the Financial Institution Type on the Organization Detail Page must be Credit Union.

1. Click the Financial Data related list link.

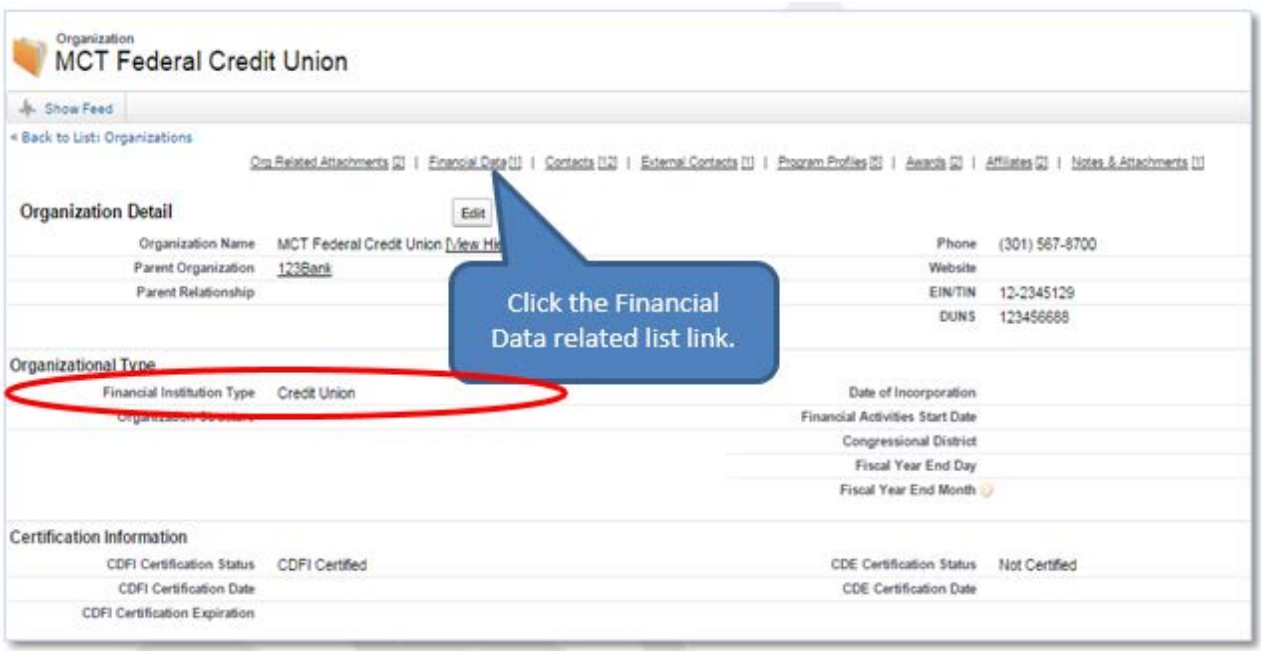


Figure 12. Organization Detail Page

2. Select the **Add Financial Data** button.

Figure 13. Financial Data Related List

3. Complete the required information on the page. Help text (click **Help (?)**) is provided where full field names are not displayed.
4. Select a Fiscal Year for each financial record you are providing.
5. Enter the data for the following sections:
    a. Assets
    b. Liabilities

c. Shares/Deposits
d. Net Assets
e. Income
f. Expenses
g. Membership
h. Loan Portfolio
i. Current Loan Portfolio
j. Equity Investment Portfolio Evaluation
k. Financial MPS Ratios for Credit Union CDFIs

The Membership group requires a combination of number (#) values and percentage (%) values. For Total Members, enter the total number (#) of members your credit union has (or will have for projected years) under the "Total" sub-headings. In the "Percentage to TM" sub-headings, enter the percentage (%) of total members that are target market members.

For Total Field of Membership, enter the total number (#) of persons under the "Total" sub-headings. In the "Percentage to TM" sub-headings, enter the percentage (%) of the total that are also in your target market. This demonstrates the overlap between your field of membership and target market.

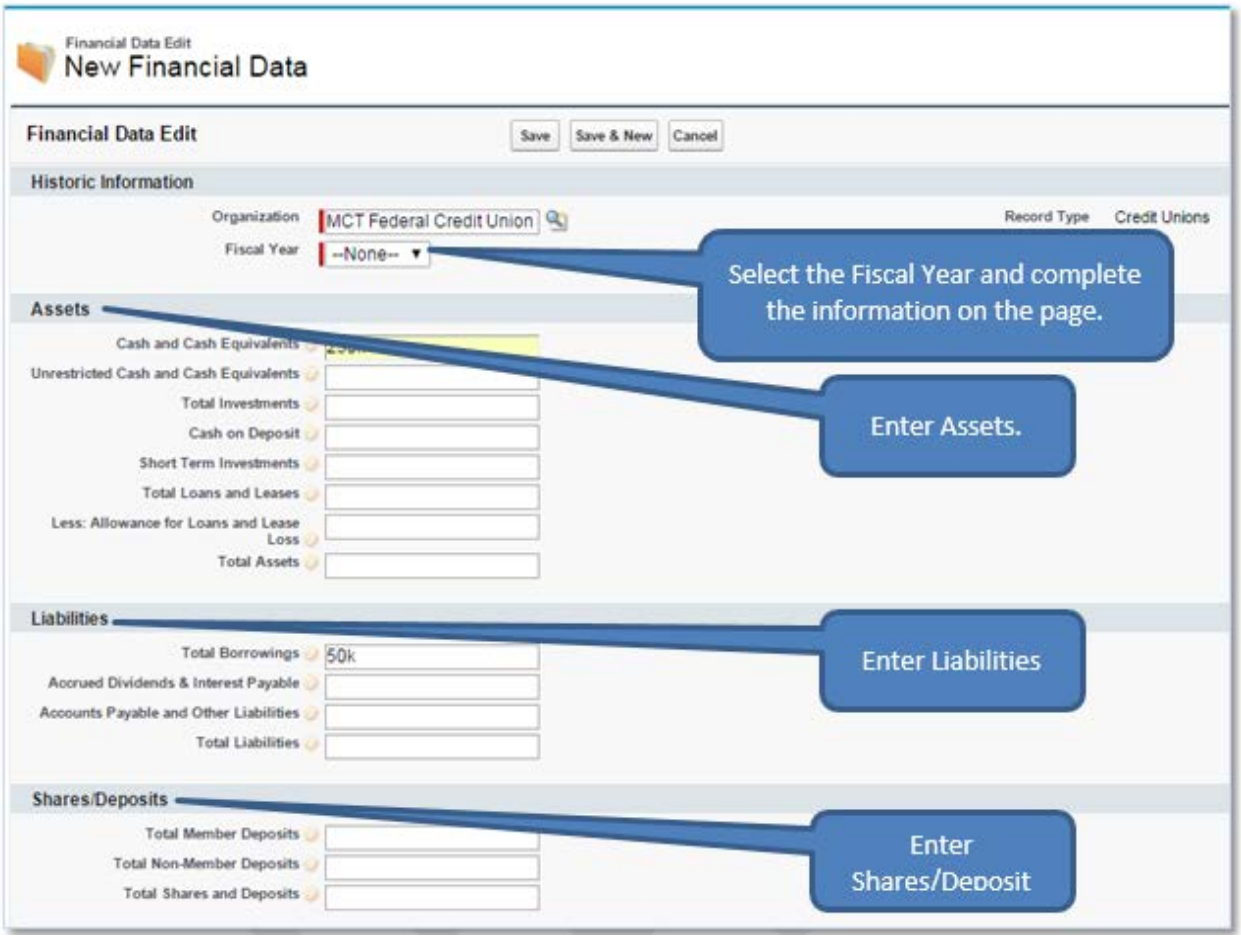
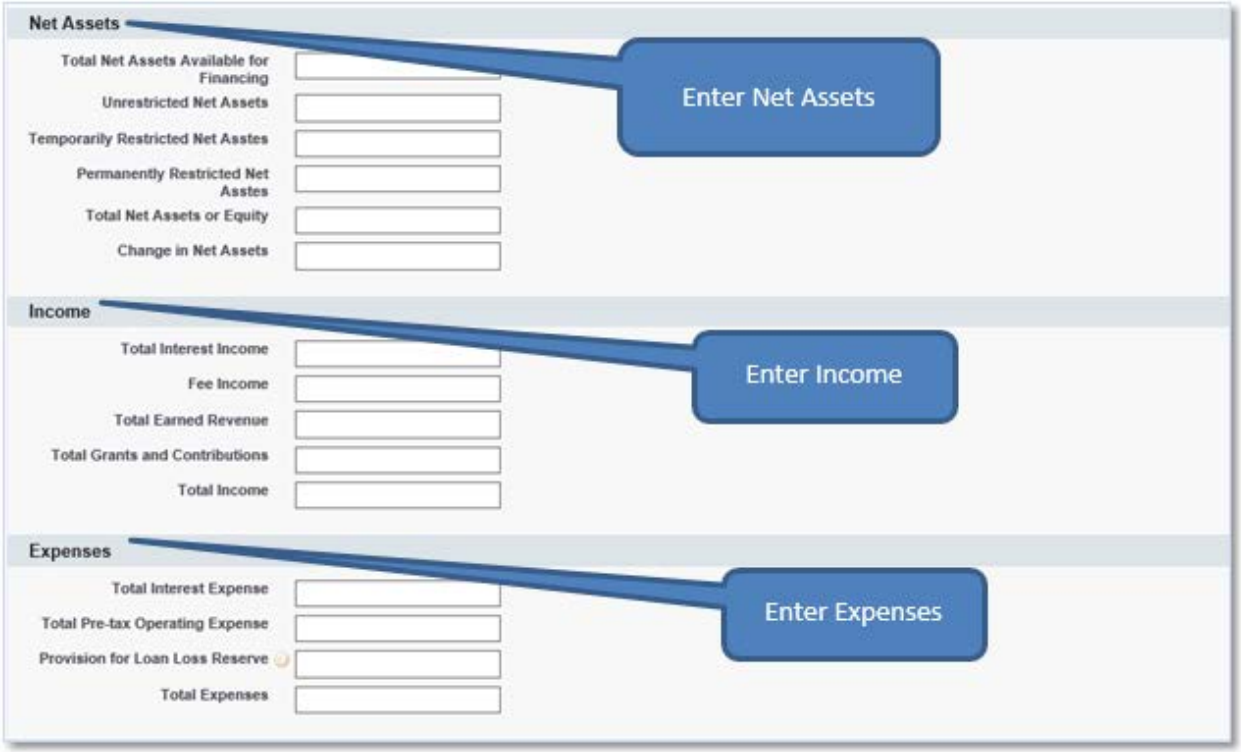
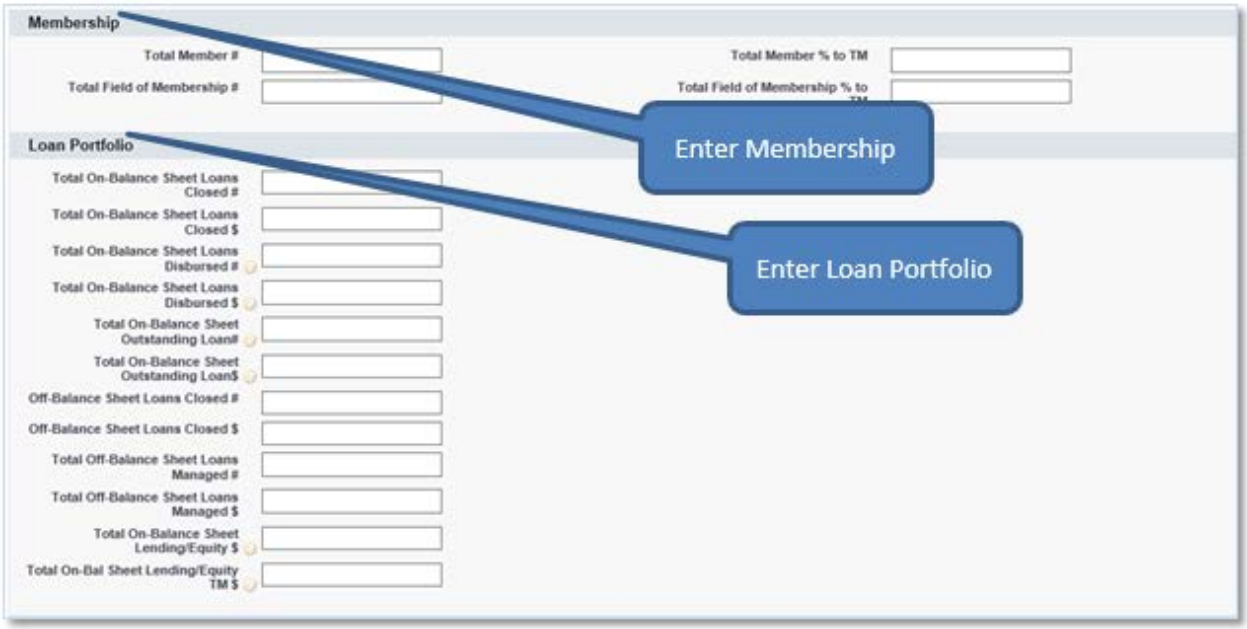


Figure 14. New Financial Data Edit Page - Credit Unions


Net Assets
Total Net Assets Available for Financing
Unrestricted Net Assets
Temporarily Restricted Net Asstes
Permanently Restricted Net Asstes
Total Net Assets or Equity
Change in Net Assets
Enter Net Assets
Income
Total Interest Income
Fee Income
Total Earned Revenue
Total Grants and Contributions
Total Income
Enter Income
Expenses
Total Interest Expense
Total Pre-tax Operating Expense
Provision for Loan Loss Reserve
Total Expenses
Enter Expenses


Membership
Total Member #
Total Field of Membership #
Total Member % to TM
Total Field of Membership % to TM
Enter Membership
Loan Portfolio
Total On-Balance Sheet Loans Closed #
Total On-Balance Sheet Loans Closed $
Total On-Balance Sheet Loans Disbursed #
Total On-Balance Sheet Loans Disbursed $
Total On-Balance Sheet Outstanding Loan#
Total On-Balance Sheet Outstanding Loan$
Off-Balance Sheet Loans Closed #
Off-Balance Sheet Loans Closed $
Total Off-Balance Sheet Loans Managed #
Total Off-Balance Sheet Loans Managed $
Total On-Balance Sheet Lending/Equity $
Total On-Bal Sheet Lending/Equity TM $
Enter Loan Portfolio

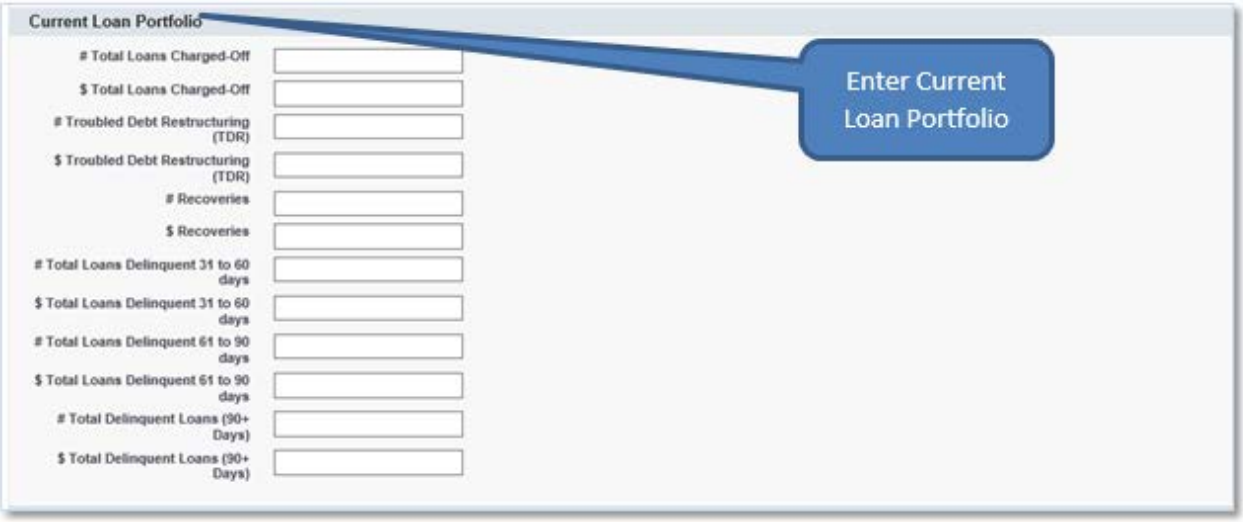


Figure 15. New Financial Data Edit Page - Credit Unions

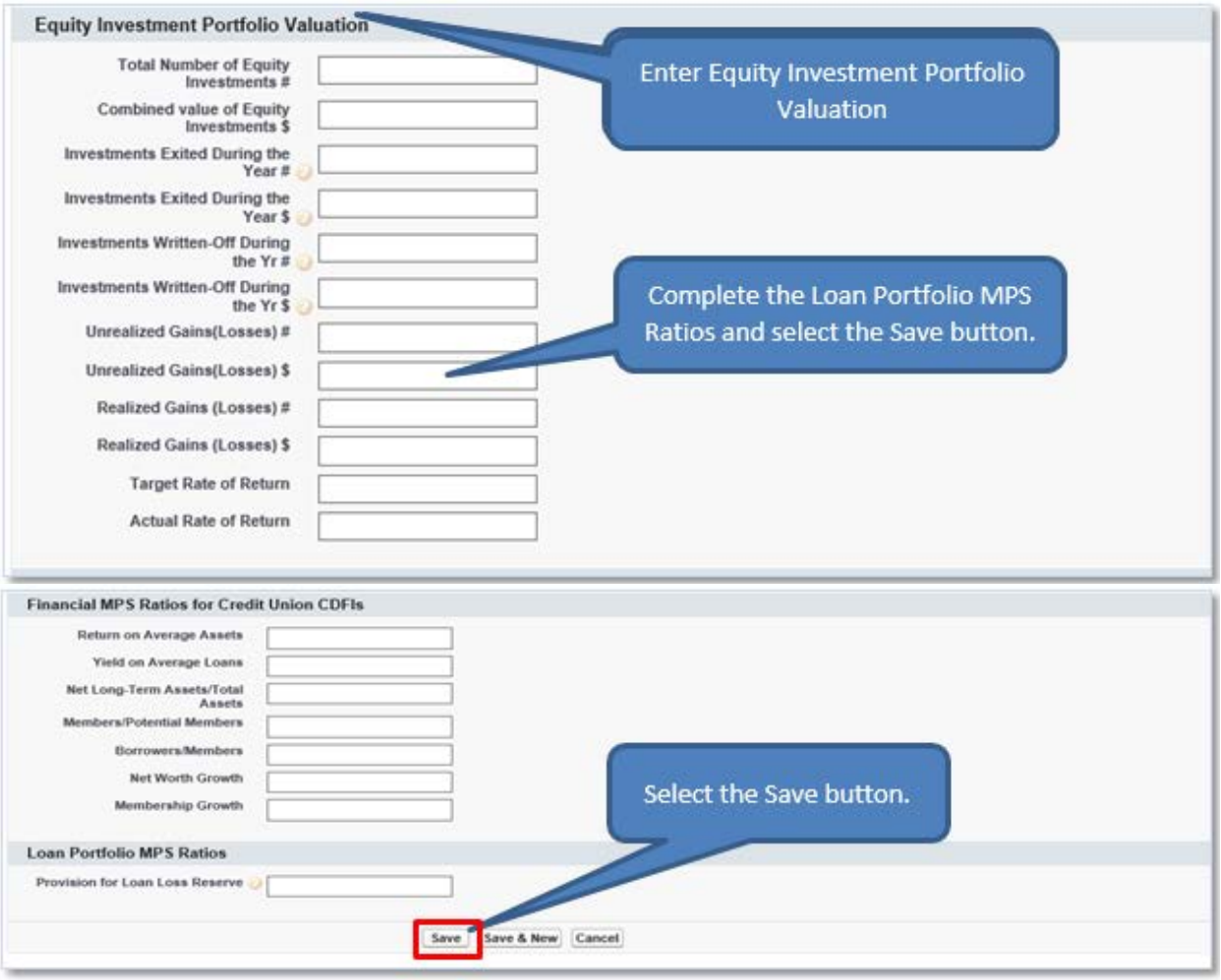


Figure 16. New Financial Data Edit Page - Credit Unions

6. Select the **Save** button. You will be forwarded to the Financial Data Detail page with a message stating the Financial Data has been saved.

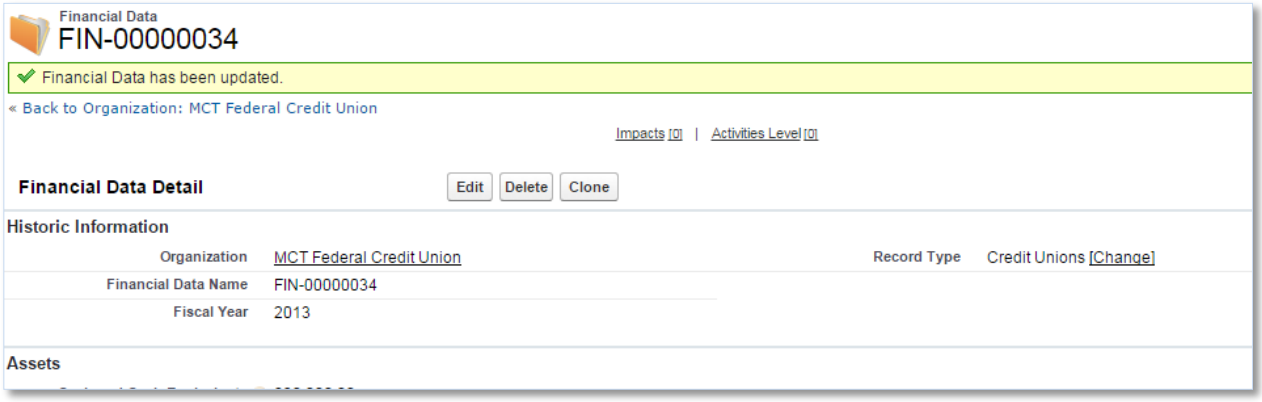


Figure 17. Financial Data Detail Page - Save Confirmation

	NOTE: CDFIs should provide the Impacts and Activities Level information, for each fiscal year, by clicking the appropriate add button for each related list. Enter the Impact for each financial data record each year.

7. Click the Impacts related list and click the **New Impact** button.

   The Impacts grouping describes the type and number of impacts your organization has generated each year as well as the type and number of impacts your organization has generated in your target market.

Figure 18. Impacts Financial Data Related List

8. Complete the information on the page, then click the **Save** button to save an impact record for that specific year.

   Applicants must select one or more of the pre-defined impacts and/or select “Other” to define an alternate impact type tracked by the organization.

   We recognize that not all applicants define each impact category in the same way. Therefore, the “Methodology” is provided for you to describe how you define each impact category. For example, if you define the creation of one job to be equivalent to one $50,000 loan, enter “one job = one $50,000 loan” in the Methodology cell.

For each fiscal year, enter the number (#) of total impacts you have generated in the "Total" field. In the "% to TM" field, enter the percentage (%) of the total number generated in your Target Market.

Figure 19. New Impact Edit Page

9. You will receive a message stating the Impact has been saved. Click the **Financial Data** link to return to the financial record.

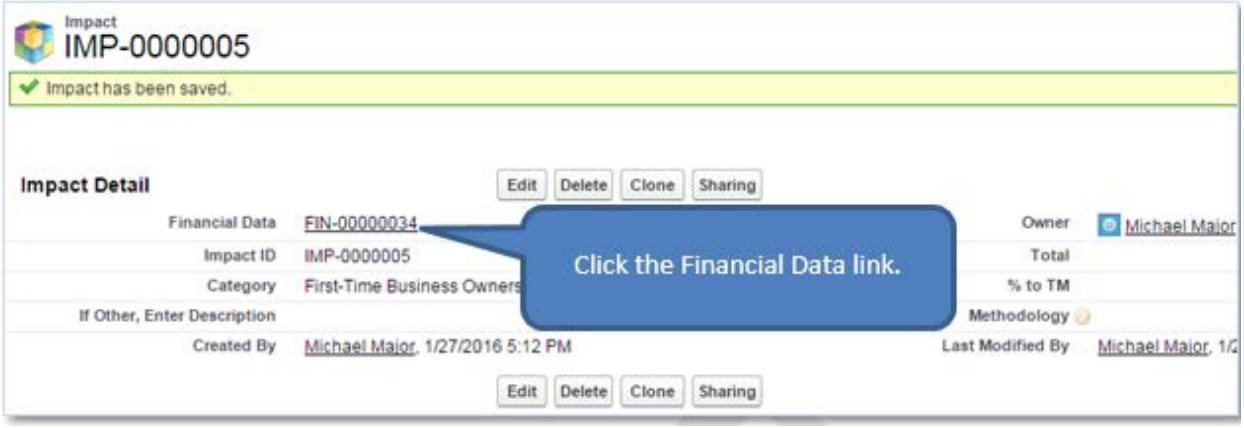


Figure 20. Impact Detail Page

10. CDFIs can add multiple impacts for each fiscal year. To add more impacts, repeat steps 7-9 above.
11. From the Financial Data Detail page, click the **Activities Level** related list link.
    Enter the Activities Level information for the specific financial data record.

    The Activities Level data field grouping describes the activity level of each major financial product or financial service. Proposed financial products and services can be listed in this grouping as well.

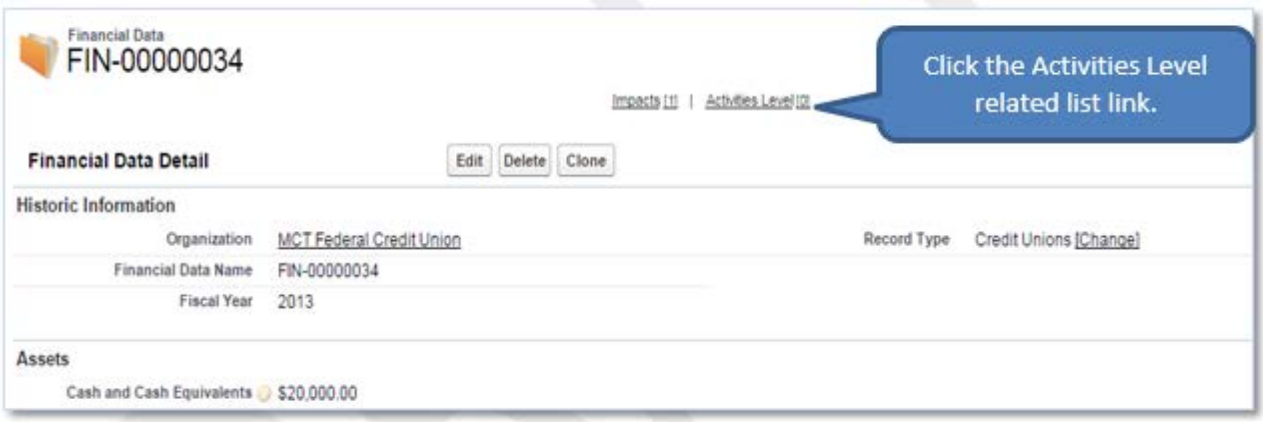


Figure 21. Financial Data Detail Page

12. Select the **New Activities Level** button to add Activities Level data for each fiscal year.

Figure 22. Activities Level Related List

13. Complete all the information on the page.

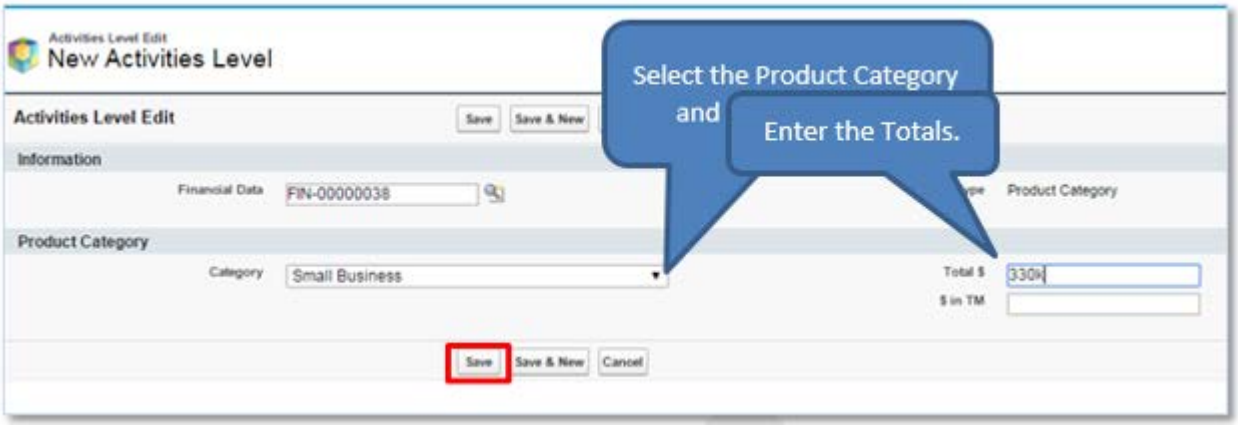


Figure 23. New Activities Level Edit Page

14. Click the **Save** button. You will be forwarded to the Activities Level Detail Page with a message stating the Activities Level has been saved.

Figure 24. Activities Level Detail Page

15. From the Activities Level Detail page, click the **Financial Data** link to return to the financial record.
16. CDFIs can add multiple Activities Levels for each fiscal year. To add more Activities Levels, repeat steps 12-15 above.
17. Click the Organization link to be forwarded to the Organization Detail page.

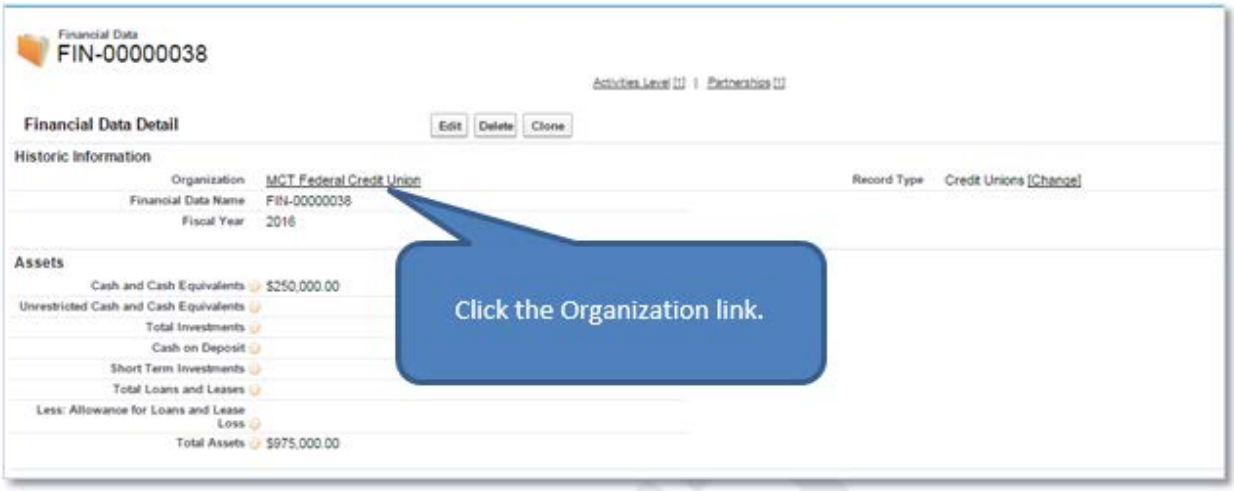


Figure 25. Financial Data Detail Page

18. Click the Financial Data related list link and repeat Steps 2-13 to add additional Credit Union Financial Data records.

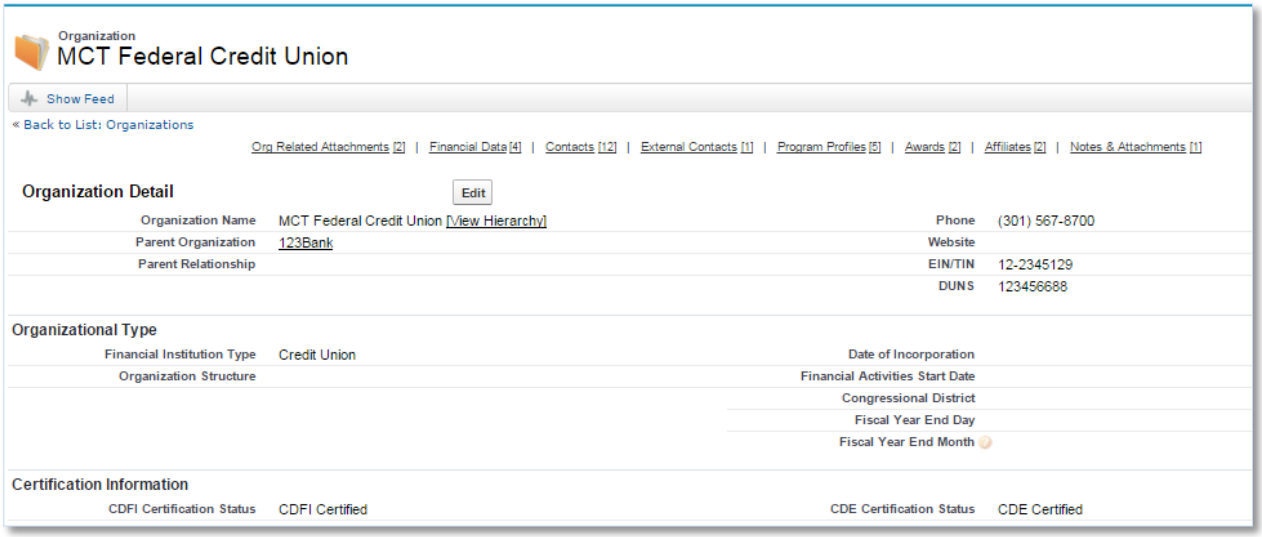


Figure 26. Organization Detail Page

3.2 Complete a Bank/Bank Holding Company Financial Data Record

To complete a Bank/Bank Holding Company Financial Data Record the Financial Institution Type on the Organization Detail Page must be Bank or Bank Holding Company.

1. Click the Financial Data related list link.

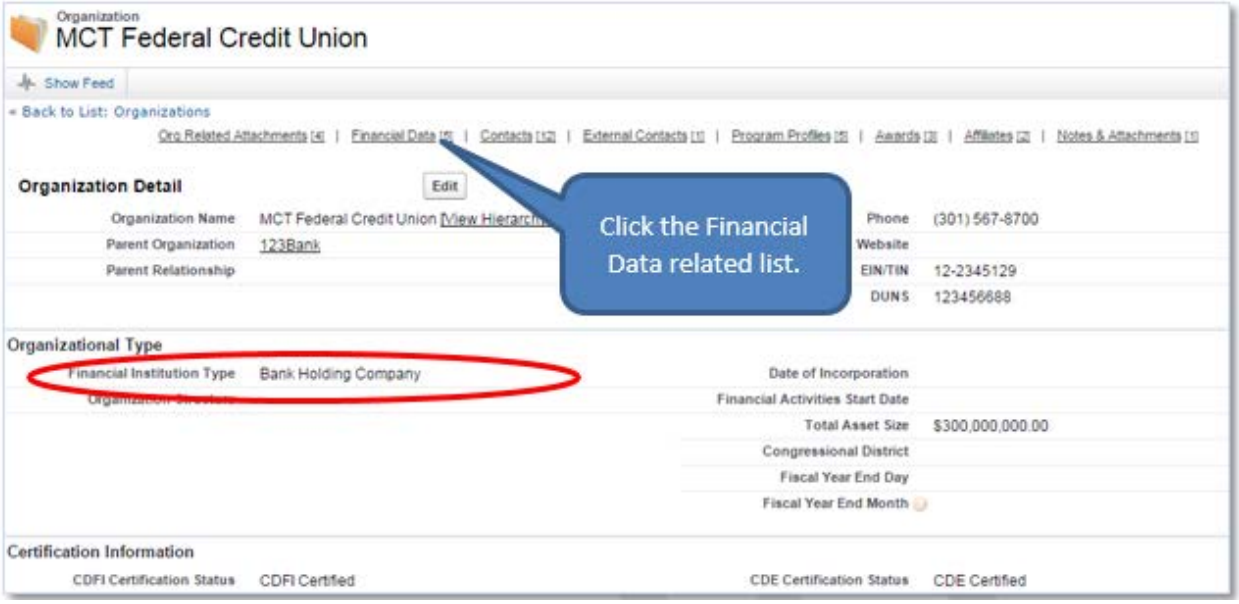


Figure 27. Organization Detail Page

2. Select the **Add Financial Data** button.

Figure 28. Financial Data Related List

3. Complete the required information on the page. Help text (click **Help (?)**) is provided where full field names are not displayed.
4. Select a Fiscal Year for each financial record you are providing.
5. Complete all sections, including.
    a. Assets
    b. Liabilities
    c. Net Assets
    d. Income
    e. Expenses
    f. Loan Portfolio
    g. Current Loan Portfolio
    h. Equity Investment Portfolio Valuation
    i. Financial MPS Ratios for Bank/Holding Company CDFIs

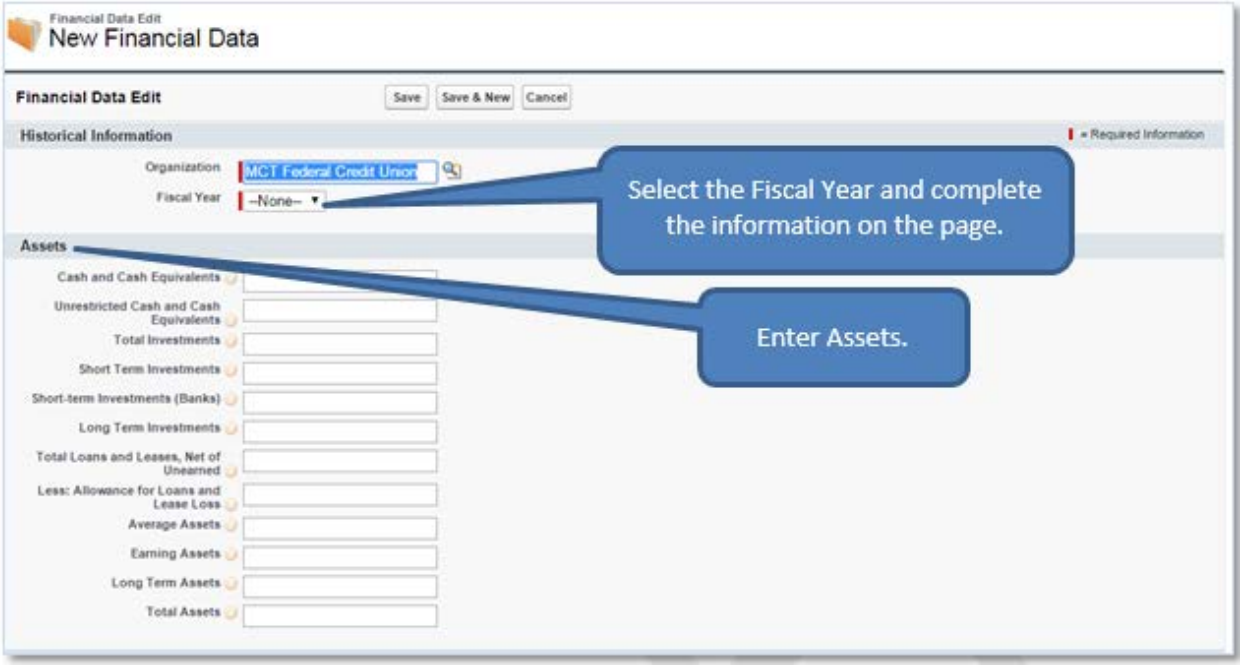


Figure 29. New Financial Data Edit Page – Bank/Holding Company

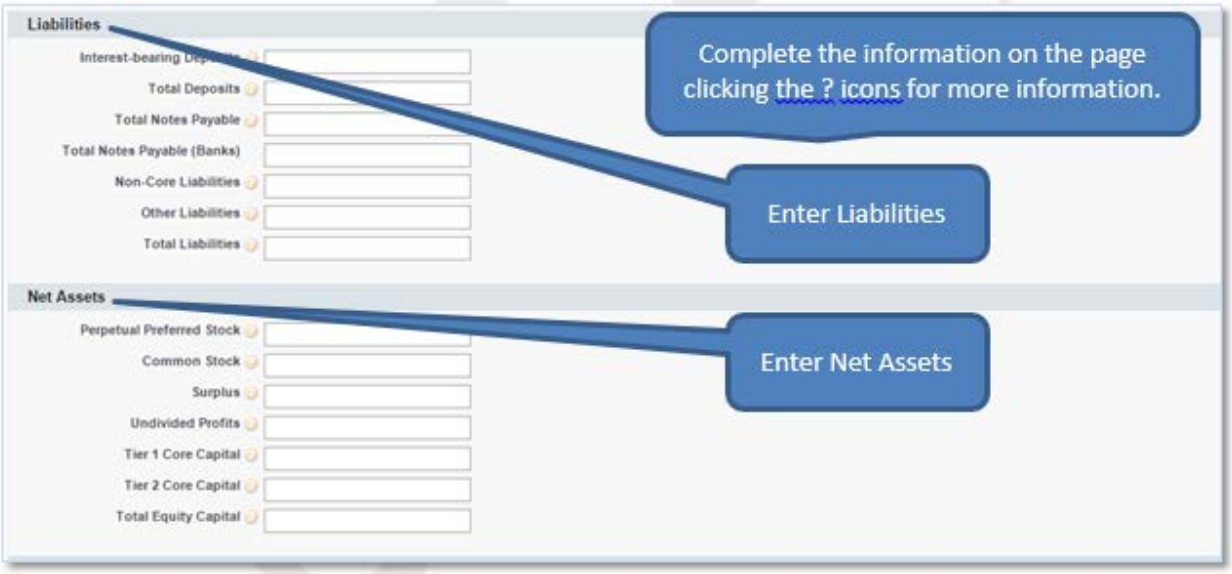


Figure 30. Financial Data Edit Page – Bank/Holding Company

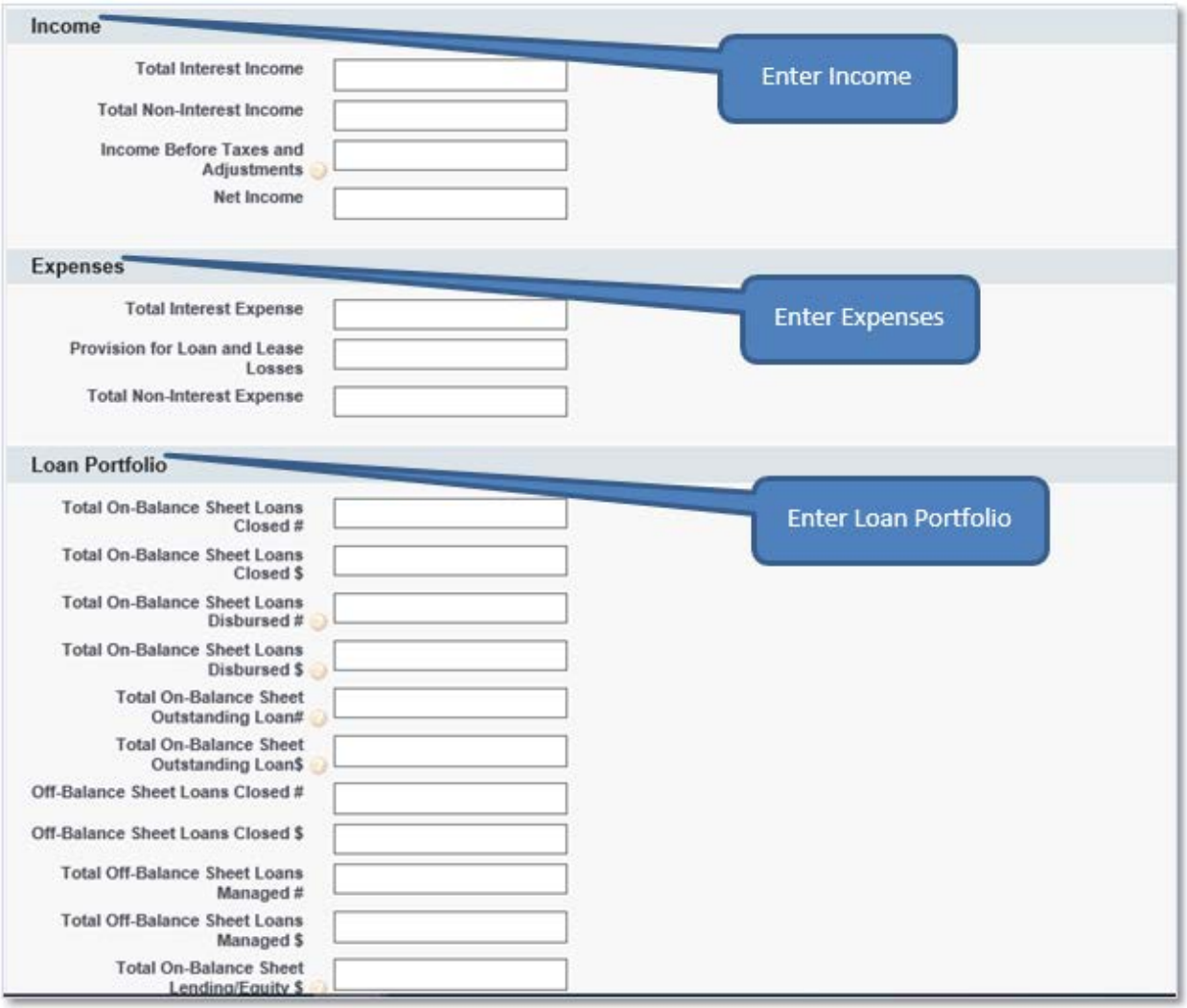
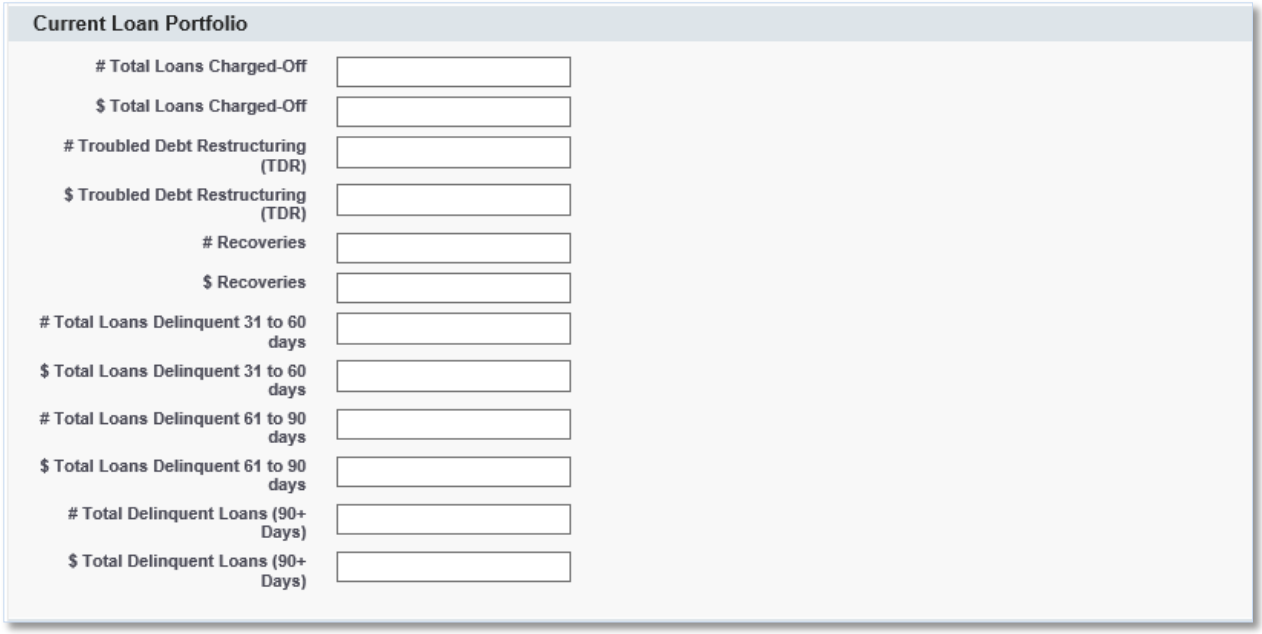


Figure 31. Financial Data Edit Page – Bank/Holding Company



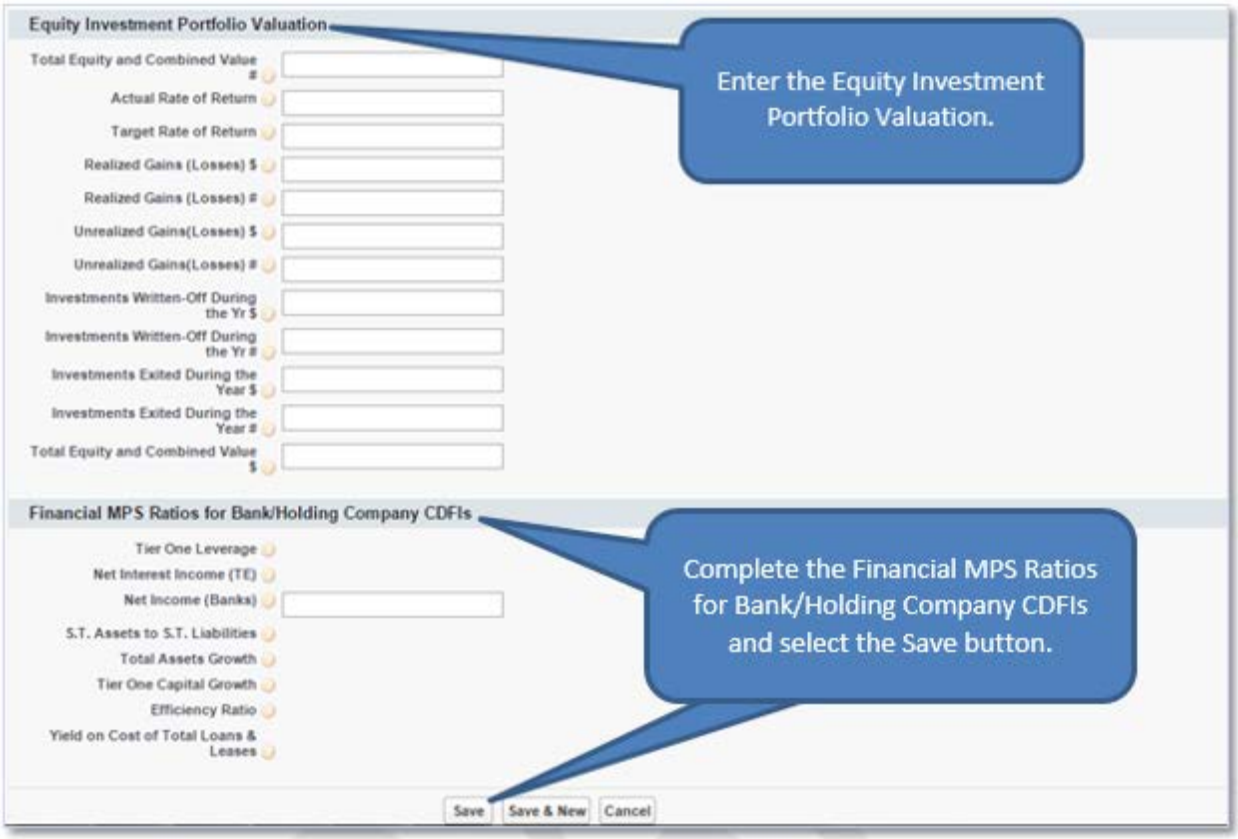


Figure 32. New Financial Data Edit Page – Bank/Holding Company

6. Select the **Save** button. You will be forwarded to the Financial Data Detail page with a message stating the Financial Data has been saved.

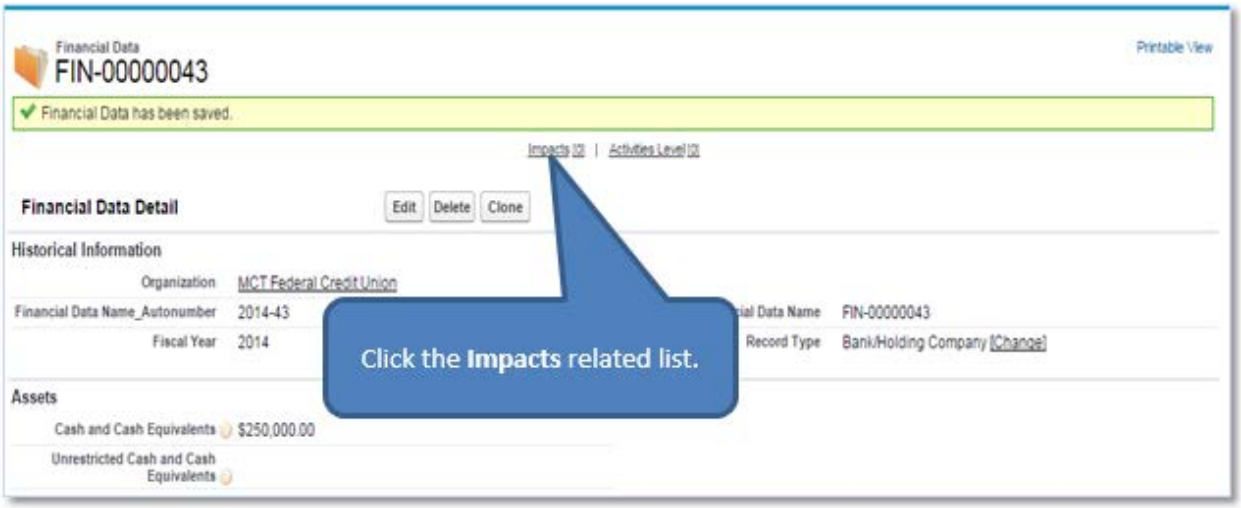


Figure 33. Financial Data Detail Page - Save Confirmation

	NOTE: CDFIs should provide the Impacts and Activities Level information, for each fiscal year, by clicking the appropriate add button.

7. Click the Impacts related list and click the **New Impact** button.

   The Impacts grouping describes the type and number of impacts your organization has generated each year as well as the type and number of impacts your organization has generated in your target market.

Figure 34. Impacts Financial Data Related List

8. Complete the information on the page and click the **Save** button to save an impact record.

Applicants must select one or more of the pre-defined impacts and/or select "Other" to define an alternate impact type tracked by the organization.

We recognize that not all applicants define each impact category in the same way. Therefore, the "Methodology" is provided for you to describe how you define each impact category. For example, if you define the creation of one job to be equivalent to one $50,000 loan, enter "one job = one $50,000 loan" in the Methodology cell.

For each fiscal year, enter the number (#) of total impacts you have generated in the "Total" field. In the "% to TM" field, enter the percentage (%) of the total number generated in your Target Market.

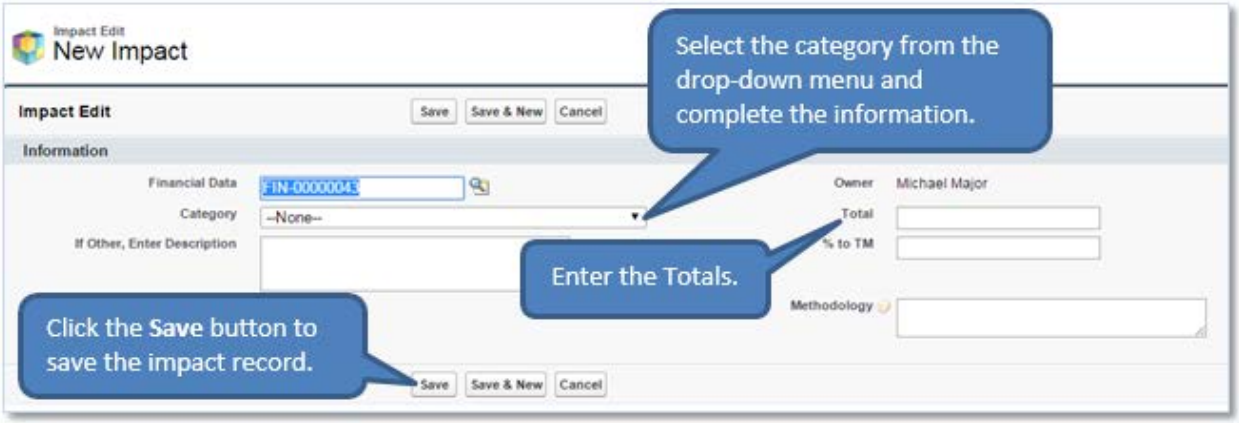


Figure 35. New Impact Edit Page

9. You will receive a message stating the Impact has been saved. Click the **Financial Data** link to return to the financial record.

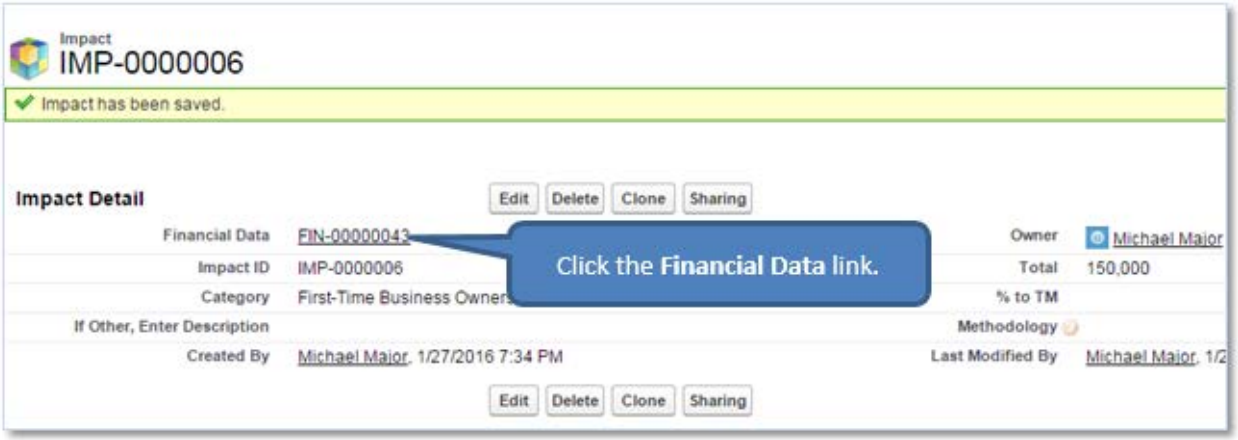


Figure 36. Impact Detail Page

10. CDFIs can add multiple impacts for each fiscal year. To add more impacts, repeat steps 7-9 above.
11. From the Financial Data Detail page, click the **Activities Level** related list link.

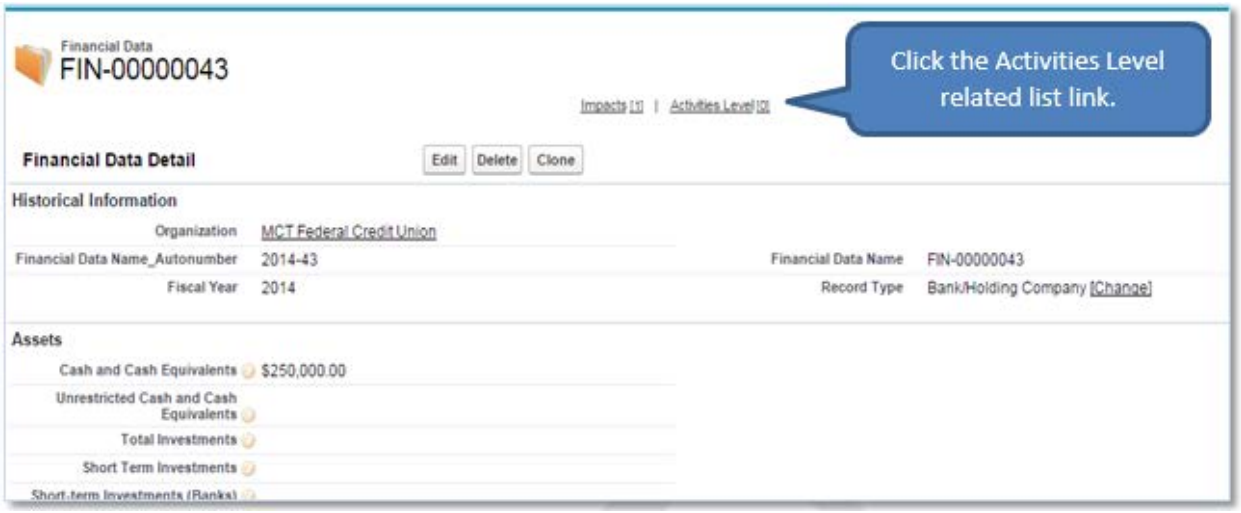


Figure 37. Financial Data Detail Page

12. Click the **New Activities Level** button.

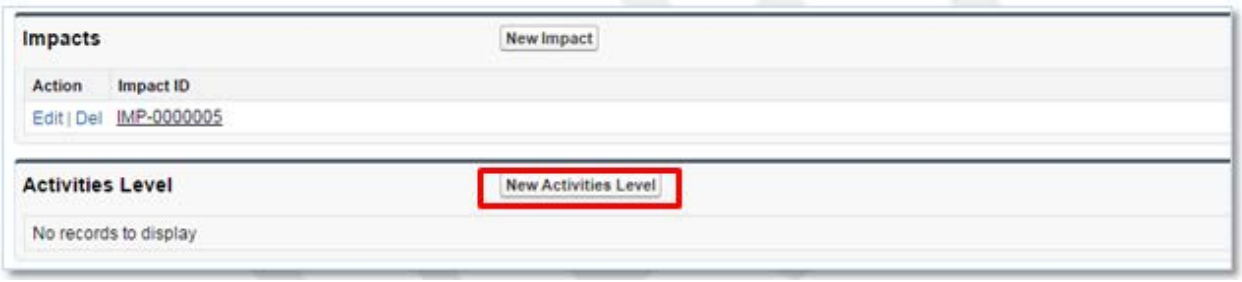


Figure 38. Activities Level Related List

13. Complete all the information on the page. The Activities Level data field grouping describes the activity level of each major financial product or financial service. Proposed financial products and services can be listed in this grouping as well.

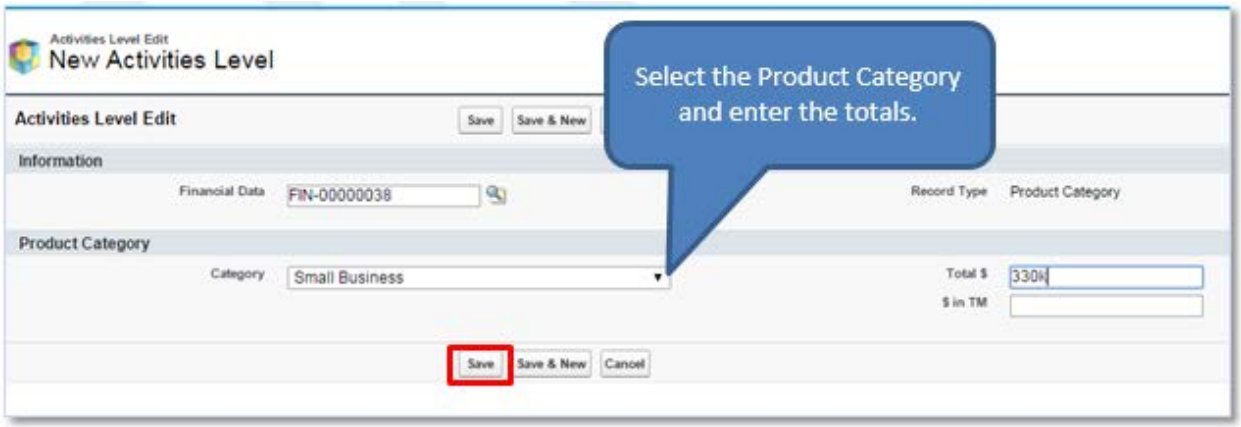


Figure 39. New Activities Level Edit Page

14. Click the **Save** button. You will be forwarded to the Activities Level Detail Page with a message stating the Activities Level has been saved.

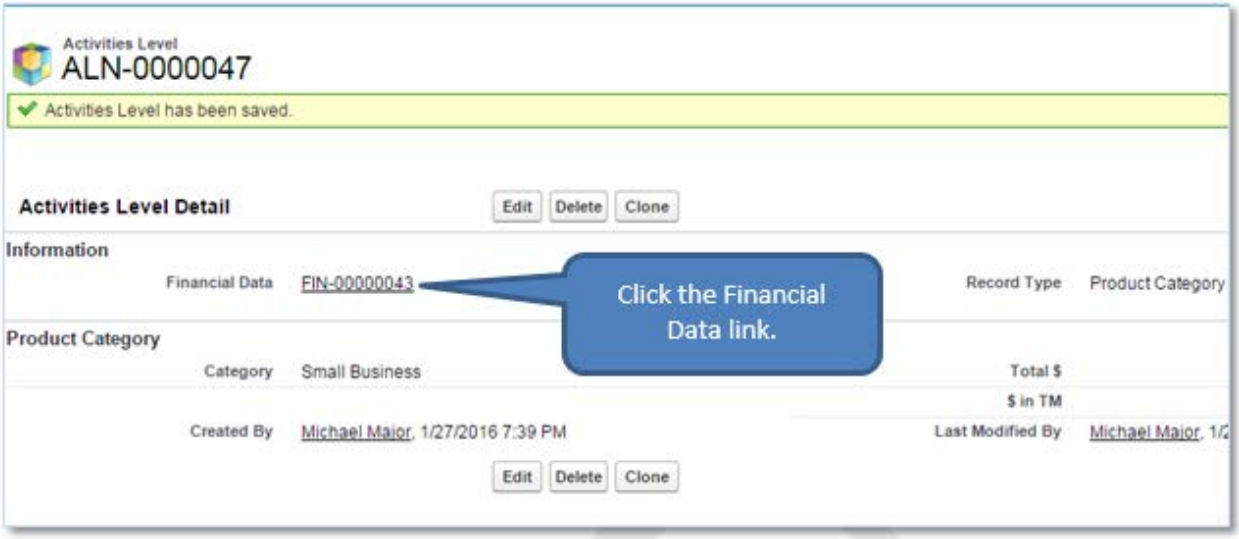


Figure 40. Activities Level Detail Page

15. From the Activities Level Detail page, click the **Financial Data** link to return to the financial record.
16. CDFIs can add multiple Activities Levels for each fiscal year. To add more Activities Levels, repeat steps 12-15 above.
17. Click the **Organization** link to be forwarded to the Organization Detail page.

Figure 41. Financial Data Detail Page

18. Click the **Financial Data** related list link and repeat Steps 2-17 to add additional Bank/Holding financial data records for other fiscal years.

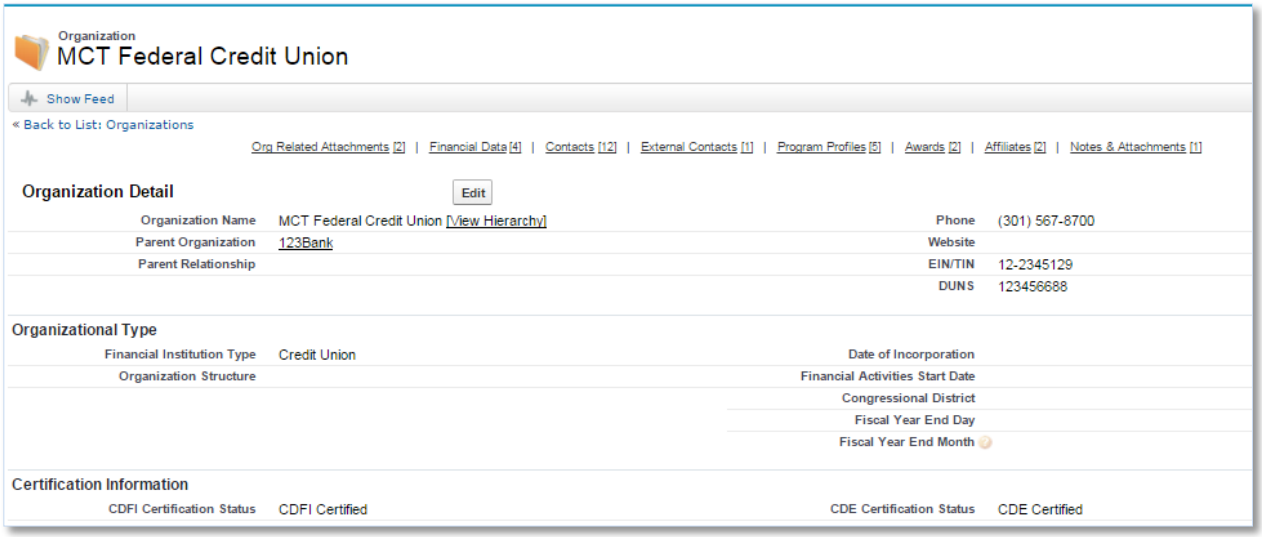


Figure 42. Organization Detail Page

3.3 Complete an Unregulated CDFI Financial Data Record

To complete an Unregulated CDFI Financial Data Record, the Financial Institution Type on the Organization Detail Page must be an Unregulated CDFI types (including Loan Fund or Venture Capital) as shown below.

1. Click the **Financial Data** related list link.

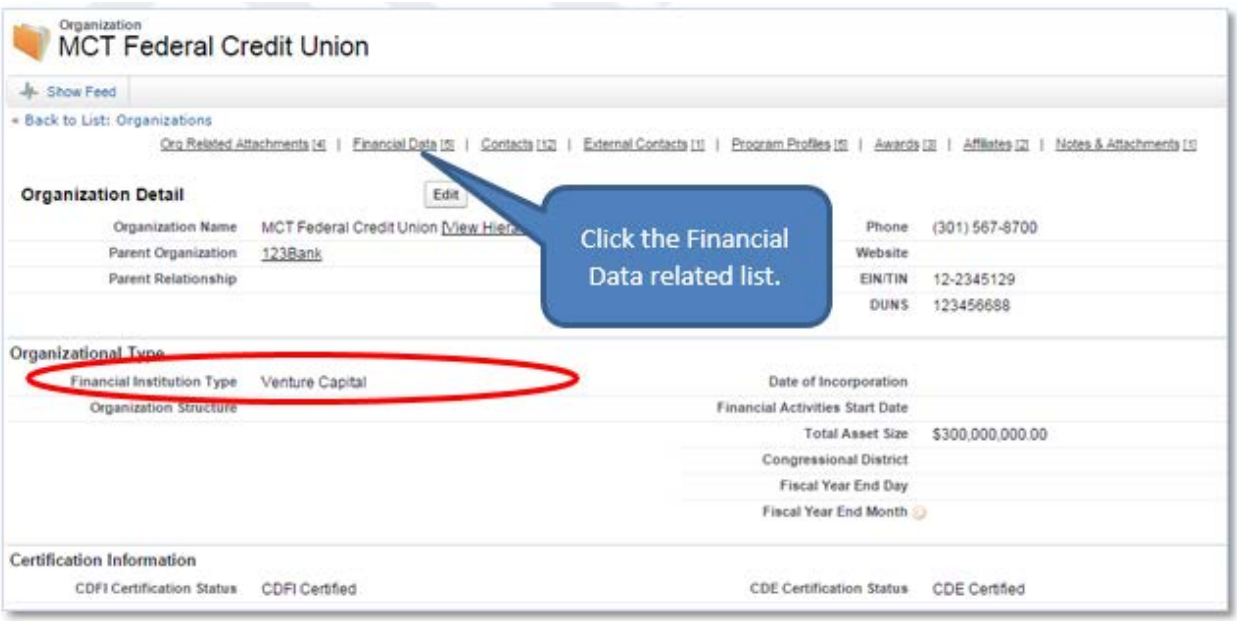


Figure 43. Organization Detail Page

2. Click the **Add Financial Data** button.

Figure 44. Financial Data Related List

3. Complete the required information on the page. Help text (click **Help (?)**) is provided where full field names are not displayed.
4. Select a Fiscal Year for each financial record you are providing.
5. Complete all sections, including.
    a. Assets
    b. Liabilities
    c. Net Assets
    d. Income
    e. Expenses
    f. Loan Portfolio
    g. Current Loan Portfolio
    h. Equity Investment Portfolio Valuation
    i. Financial MPS Ratios for Unregulated CDFIs

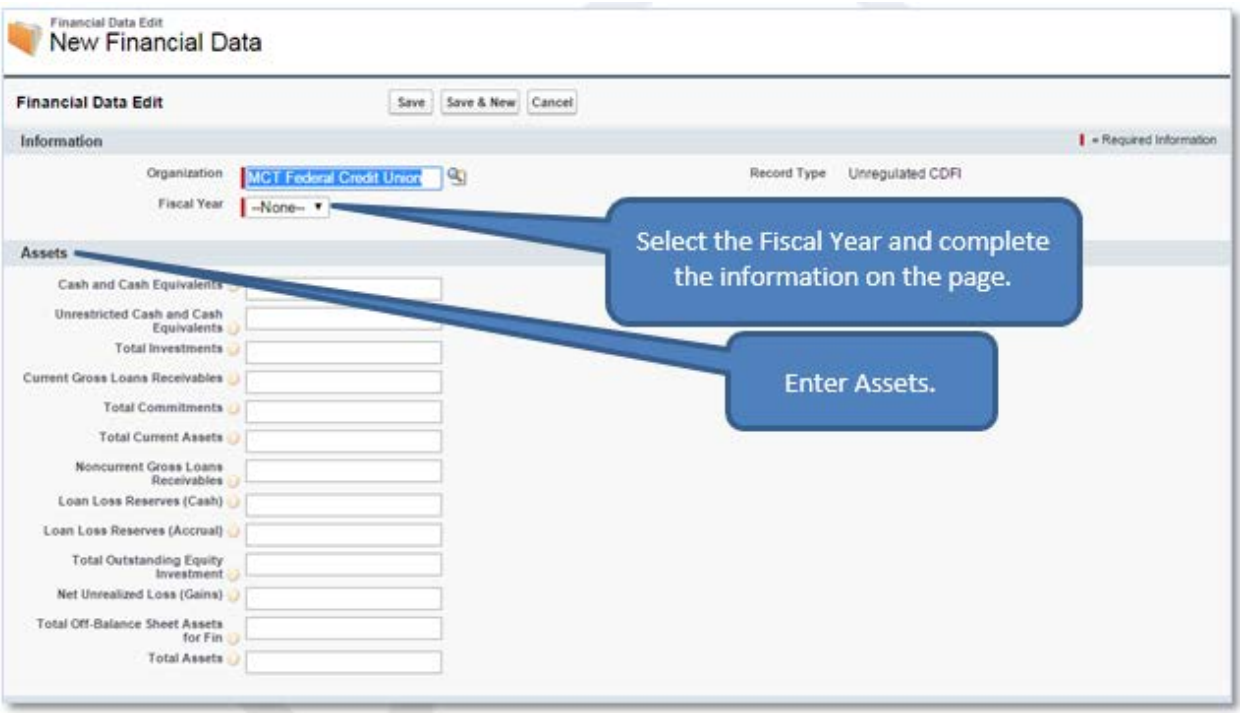


Figure 45. New Financial Data Edit Page – Unregulated CDFI

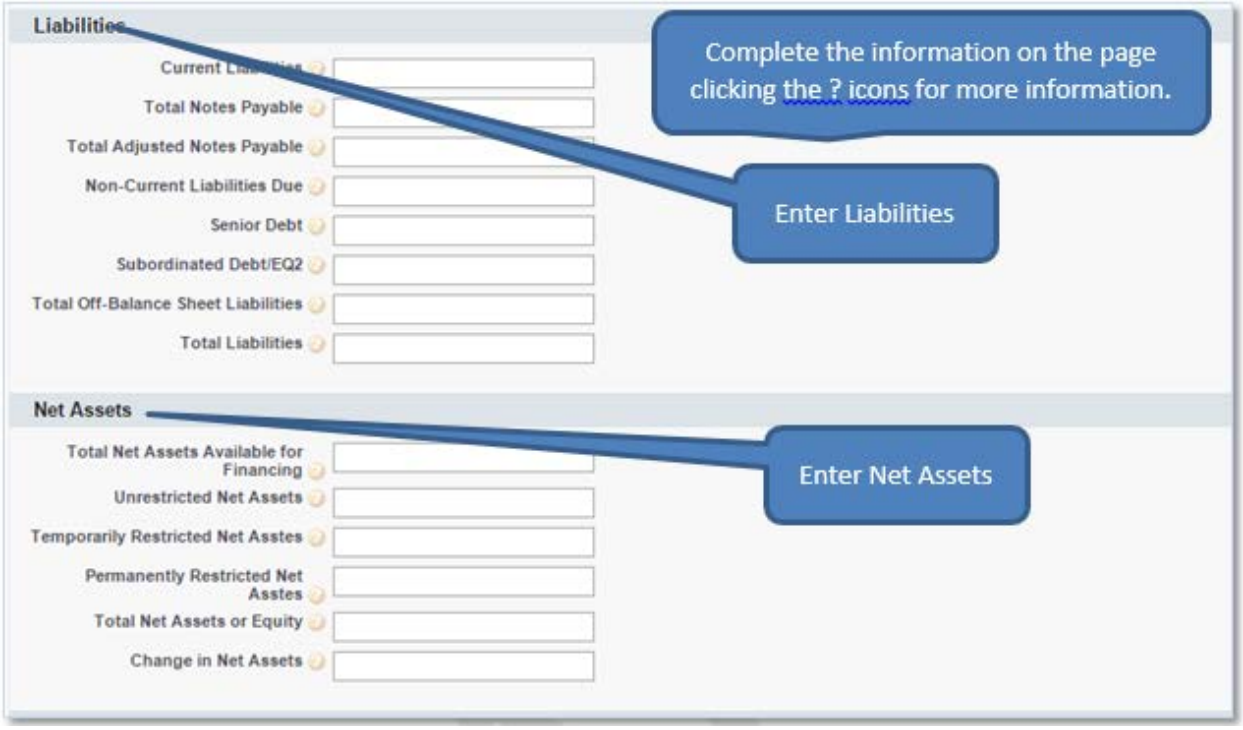


Figure 46. Financial Data Edit Page – Unregulated CDFI

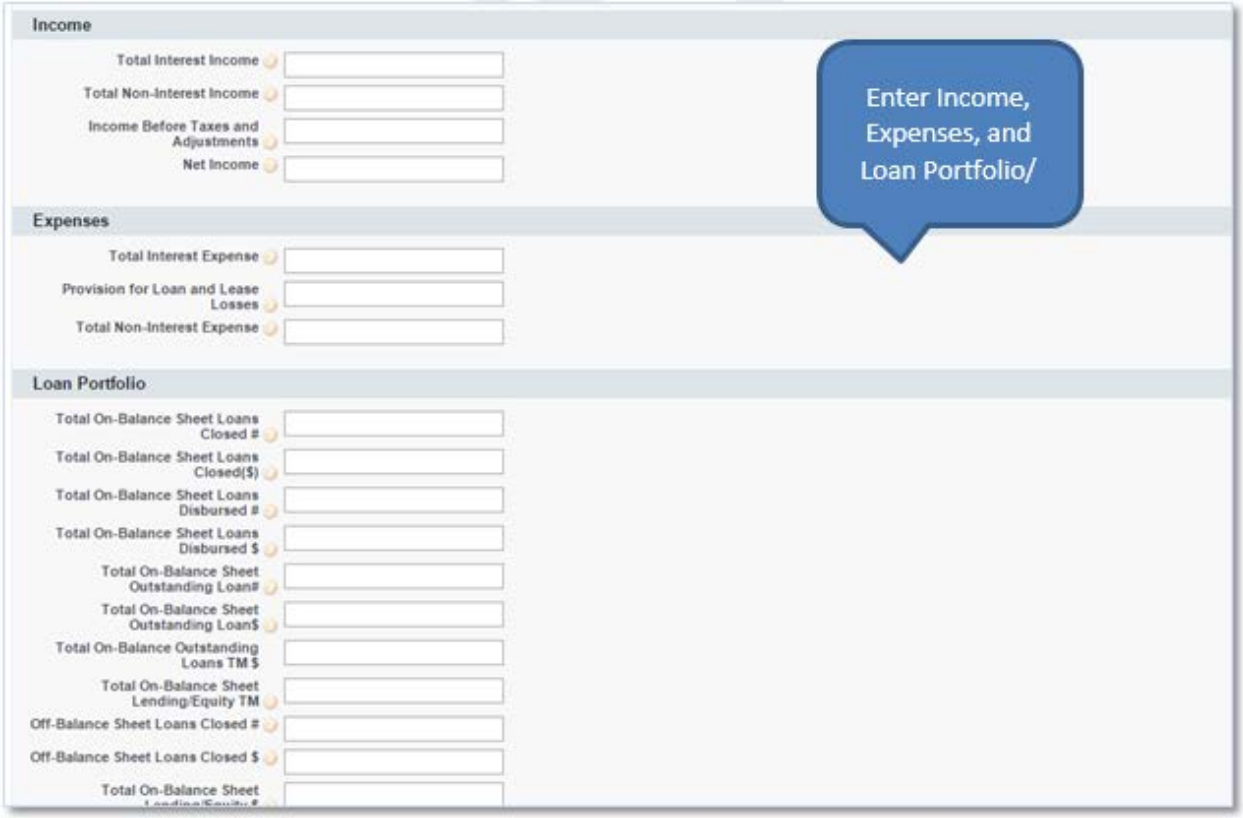


Figure 47. Financial Data Edit Page – Unregulated CDFI

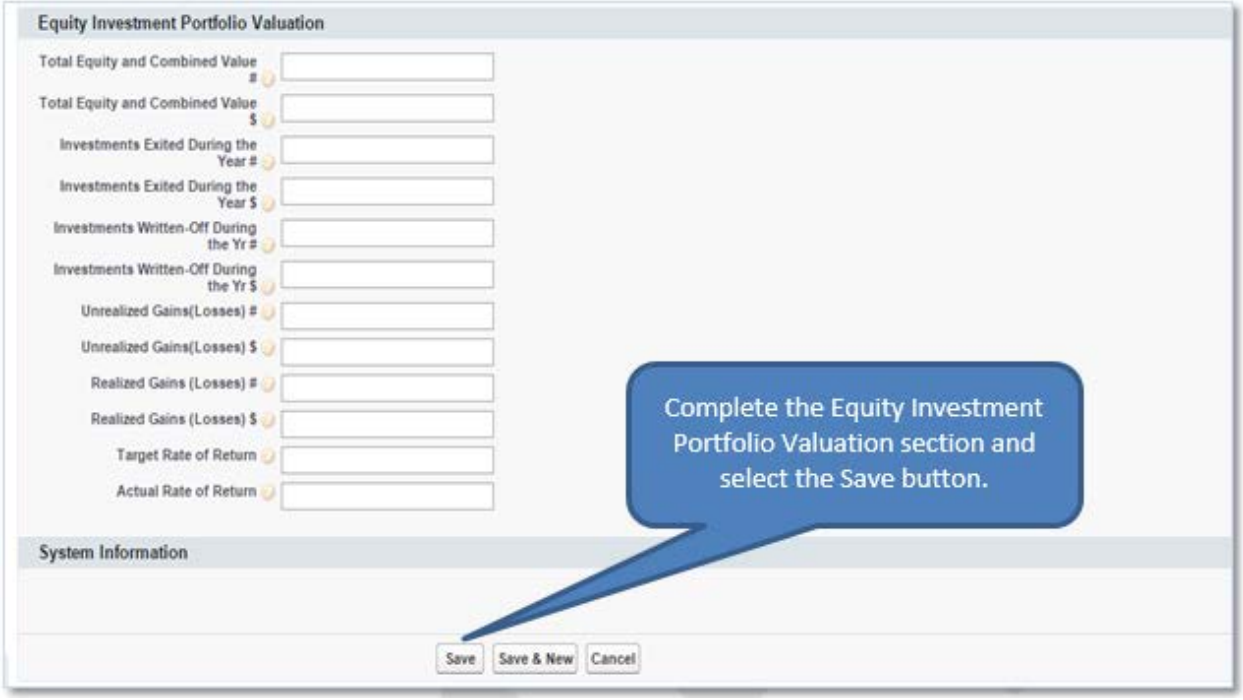


Figure 48. New Financial Data Edit Page – Unregulated CDFI

6. Click the **Save** button. You will be forwarded to the Financial Data Detail page with a message stating the Financial Data has been saved.

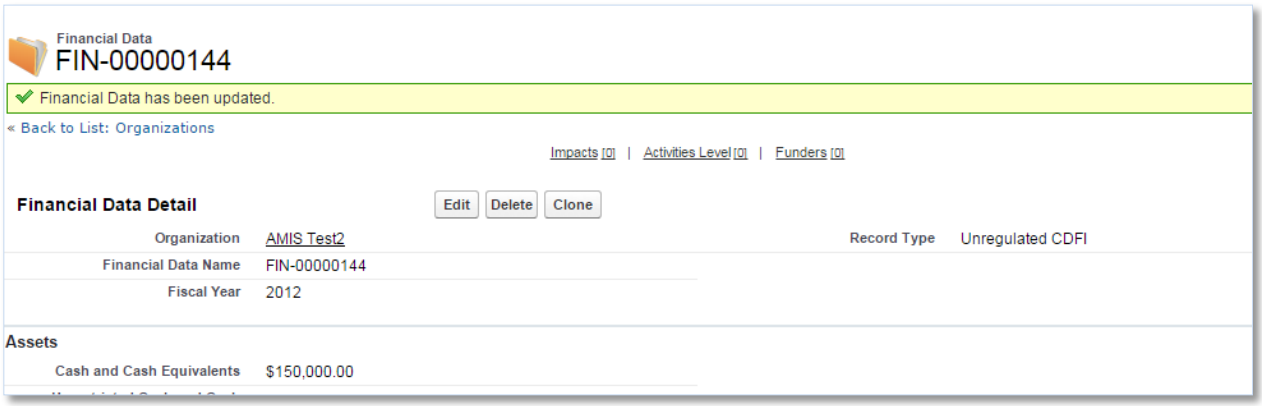


Figure 49. Financial Data Detail Page - Save Confirmation

	NOTE: CDFIs should provide the Impacts, Activities Level, and Funders information, for each fiscal year, by clicking the appropriate add button.

7. Click the **Impacts** related list and then click the **New Impact** button.

   The Impacts grouping describes the type and number of impacts your organization has generated each year as well as the type and number of impacts your organization has generated in your target market.

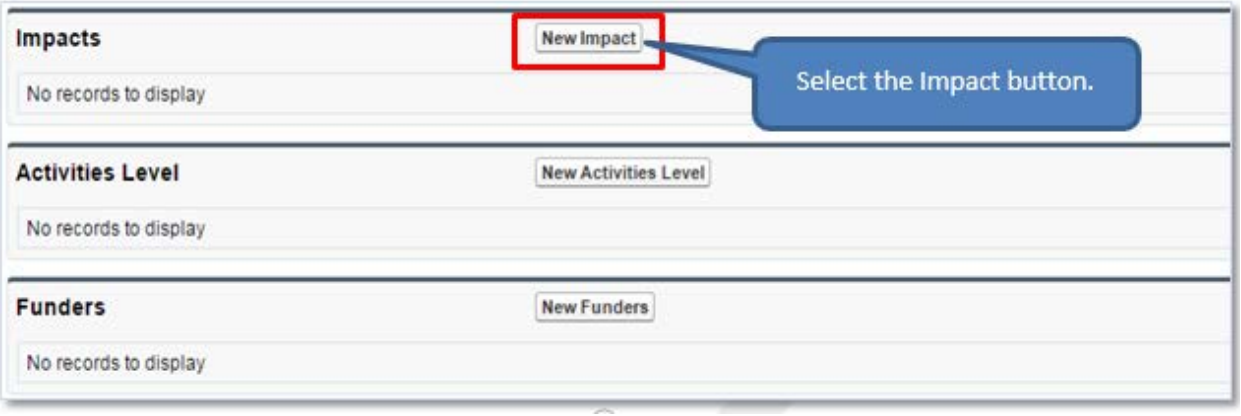


Figure 50. Impacts Financial Data Related List

8. Complete all the information on the page and then click the **Save** button to save an impact record.

   Applicants must select one or more of the pre-defined impacts and/or select "Other" to define an alternate impact type tracked by the organization.

   We recognize that not all applicants define each impact category in the same way. Therefore, the "Methodology" is provided for you to describe how you define each impact category. For example, if you define the creation of one job to be equivalent to one $50,000 loan, enter "one job = one $50,000 loan" in the Methodology cell.

   For each fiscal year, enter the number (#) of total impacts you have generated in the "Total" field. In the "% to TM" field, enter the percentage (%) of the total number generated in your Target Market.

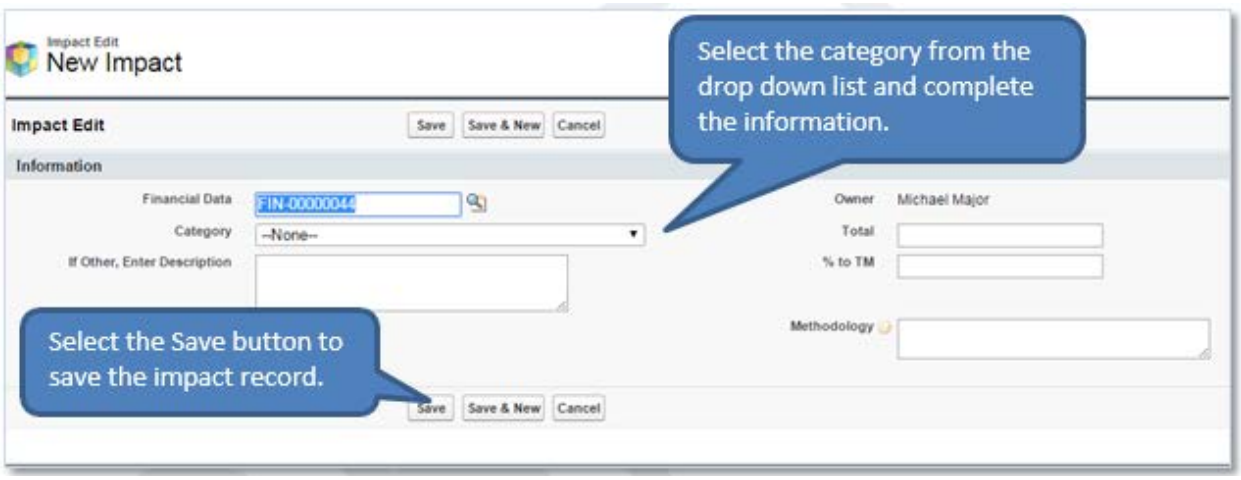


Figure 51. New Impact Edit Page

9. You will receive a message stating the Impact has been saved. Click the **Financial Data** link to return to the financial record.

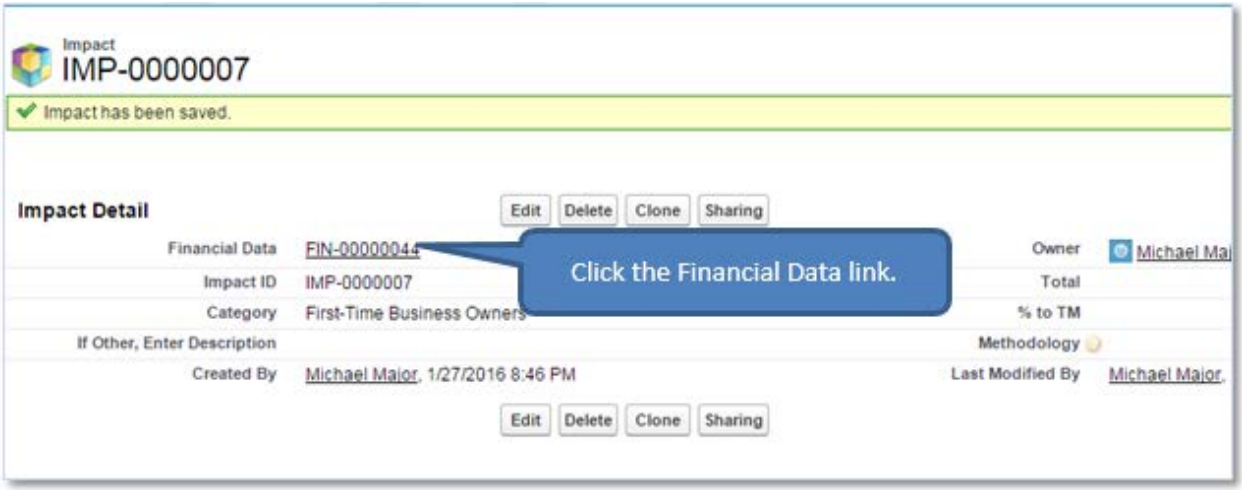


Figure 52. Impact Detail Page

10. CDFIs can add multiple impacts for each fiscal year. To add more impacts, repeat steps 7-9 above.
11. Click the **Activities Level** related list link.

Figure 53. Financial Data Detail Page

12. Click the **New Activities Level** button. The Activities Level data field grouping describes the activity level of each major financial product or financial service. Proposed financial products and services can be listed in this grouping as well.

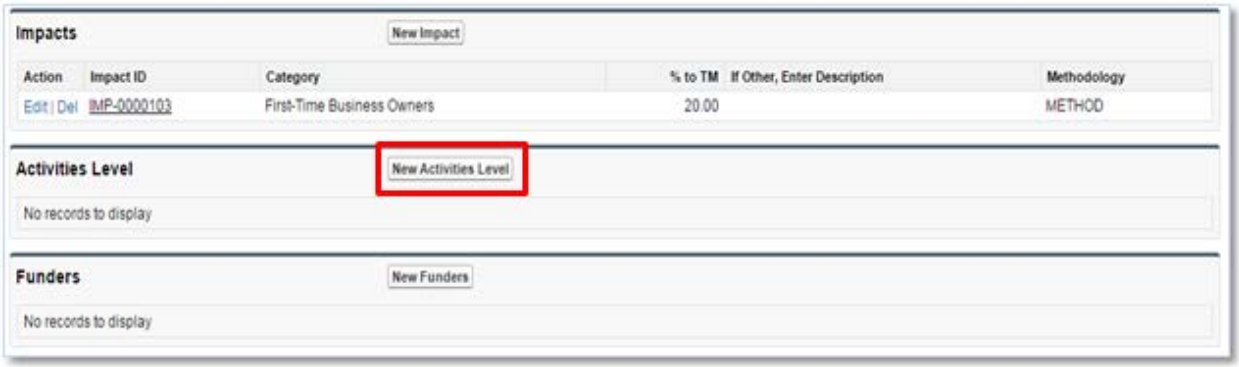


Figure 54. Activities Level Related List

13. Complete all the information on the page and then click the **Save** button.

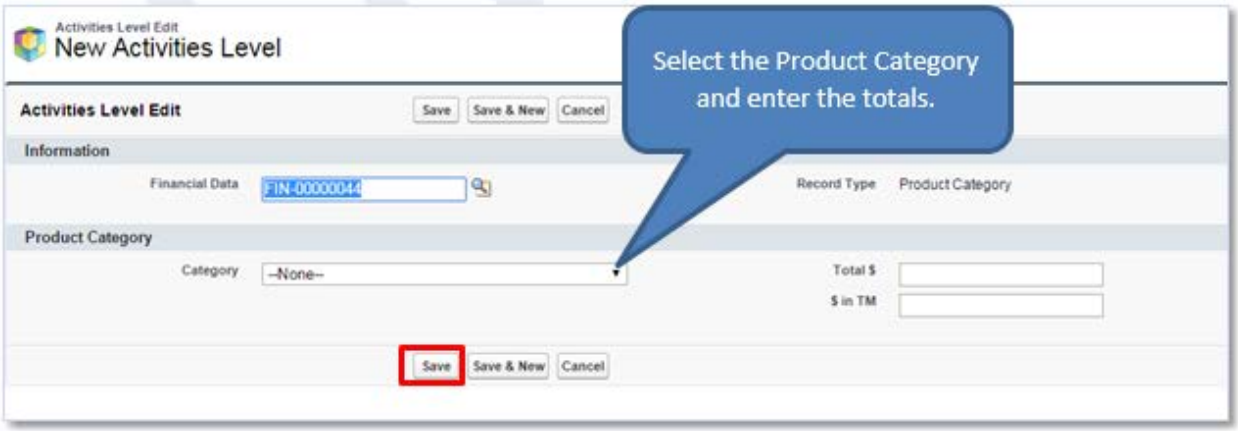


Figure 55. New Activities Level Edit Page

14. Click the **Save** button. You will be forwarded to the Activities Level Detail Page with a message stating the Activities Level has been saved.

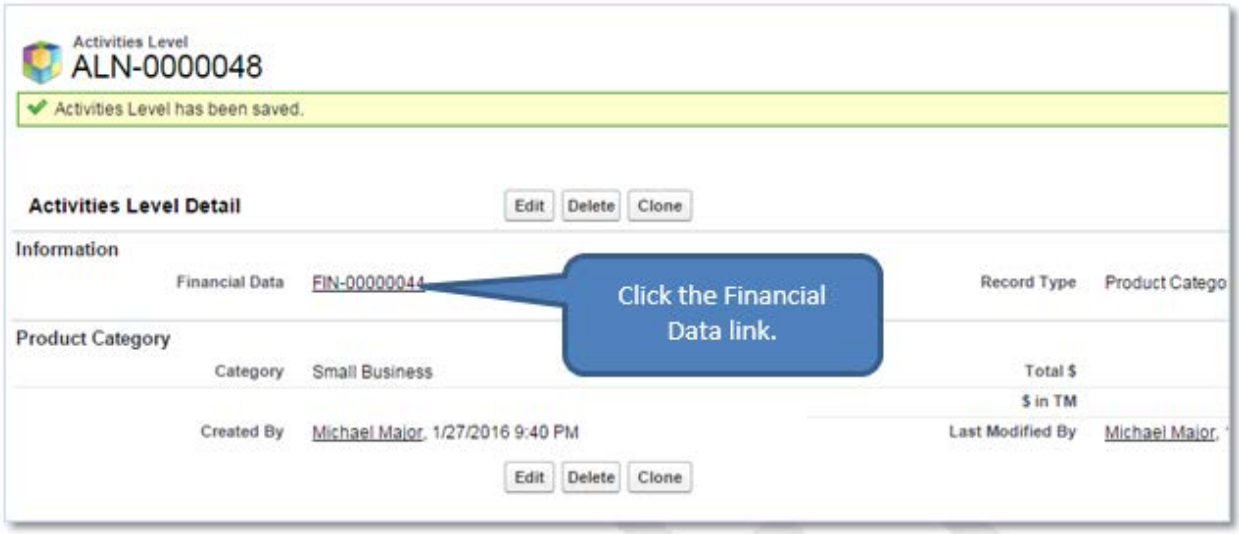


Figure 56. Activities Level Detail Page

15. CDFIs can add multiple Activity Levels for each fiscal year. To add more Activity Levels, repeat steps 11-14 above.
16. Click the **Organization** link to be forwarded to the Organization Detail page and complete the next Financial Data record.

Figure 57. Financial Data Detail Page

17. Click the **Funders** related list, then click the **New Funders** button.

Figure 58. Funders Related List

The Funders Table captures your organization's various sources of capital and what percent of your total assets this capital represents. Information on the past three fiscal years is required. This information will be used to better understand the capital your organization has historically obtained from other sources. The Funders Table is required for Unregulated Institutions. Regulated Institutions do not have the ability to fill out the Funders table.

Provide the information for the funders that have the largest impact on your CDFIs operations for the past three fiscal years. You may only enter up to ten funders that cover all three fiscal years.

First, enter the name of the funder in "Name of Funder" field. Next, enter the dollar ($) amount of capital provided in the given fiscal year. Next, select the type of capital provided in the drop-down menu. Then, enter the percentage (%) cost (or rate) of the capital provided. The Percentage of Total Assets cell will automatically calculate based on your entries in the Input Tab.

Repeat these steps for each fiscal year if you have received capital from the same Funder over multiple years.

18. Complete the required information on the page for the selected fiscal year, including:
    a. Name of Funder
    b. Amount of Capital Provided

c. Type of Capital

19. Complete the remaining information on the page and click the **Save** button.

Figure 59. Funders Edit Page

20. You will be forwarded to the Funders Detail page with a message stating the Funder has been saved.

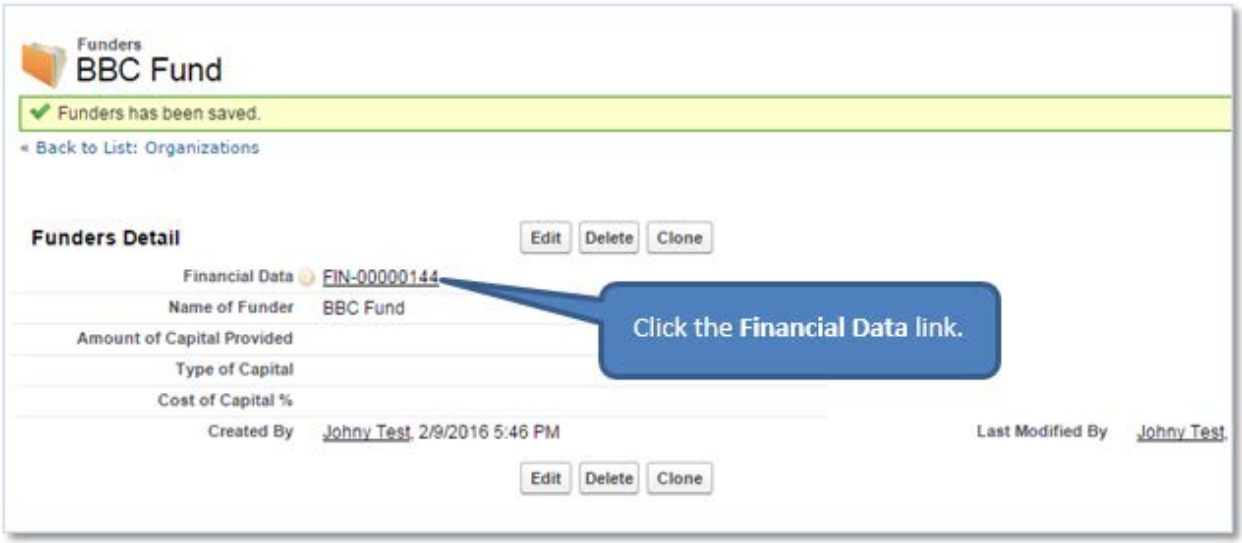


Figure 60. Funders Detail Page - Save Confirmation

21. CDFIs can add multiple Funders for each fiscal year. To add more Funders, repeat steps 17-20 above.
22. Click the **Financial Data** link and repeat Steps 2-17 to add financial data for another fiscal year.

4 Update the CDFI/NACA Program Profile

The Program Profiles related list allows you to add or update your organizational data that is specific to a CDFI Fund program from a single area. This section is required in order for you to complete an application. AMIS automatically creates a Program Profile, with partial data, for each of the CDFI Fund's programs when the organization is created. Organizations applying for CDFI/NACA Program funding are required to complete the rest of the Program Profile information and specify information such as the funding program, geographic markets, and lines of business.

In addition, the CDFI/NACA Program Profile is where the NACA Program eligibility is determined, matching funds are documented, and where an application is started. For more information about a Program Profile, please refer to our Getting Started – Navigating AMIS training manual.

To update the CDFI/NACA Program Profile:

1. Ensure you are logged in to AMIS.
2. Click the **Organizations** tab to be forwarded to the Organizations Home page.
    a. The organization is listed under the Recent Organizations section; alternatively,
    b. If the organization is not listed, click the **Go!** button next to View to be forwarded to the Organizations list view.

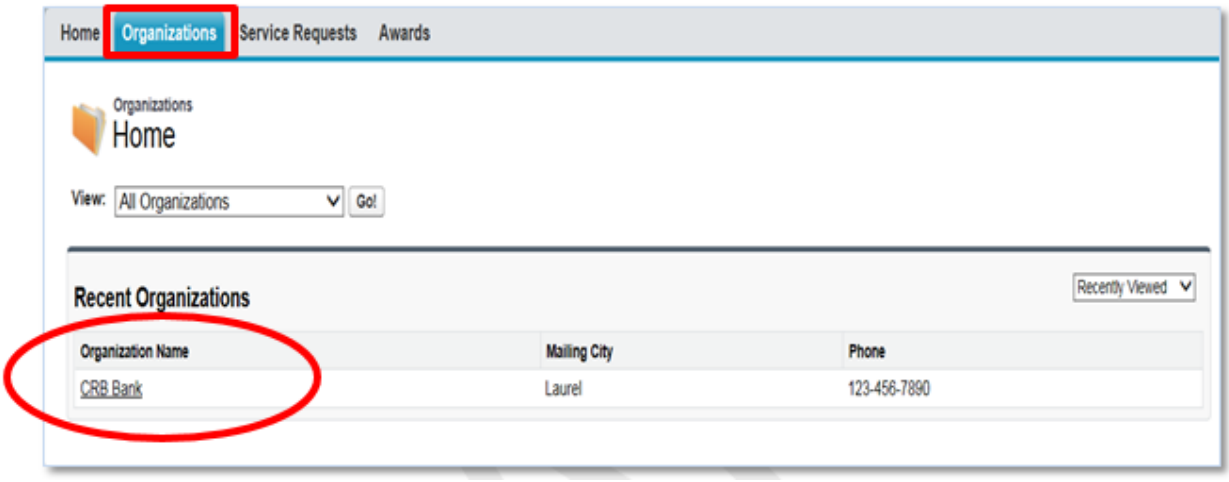


Figure 61. Organizations Home

3. Click the **Organization Name** link to access an Organization Profile.
4. From the Organization Detail page, click the **Program Profiles** link to navigate to the Program Profiles related list.

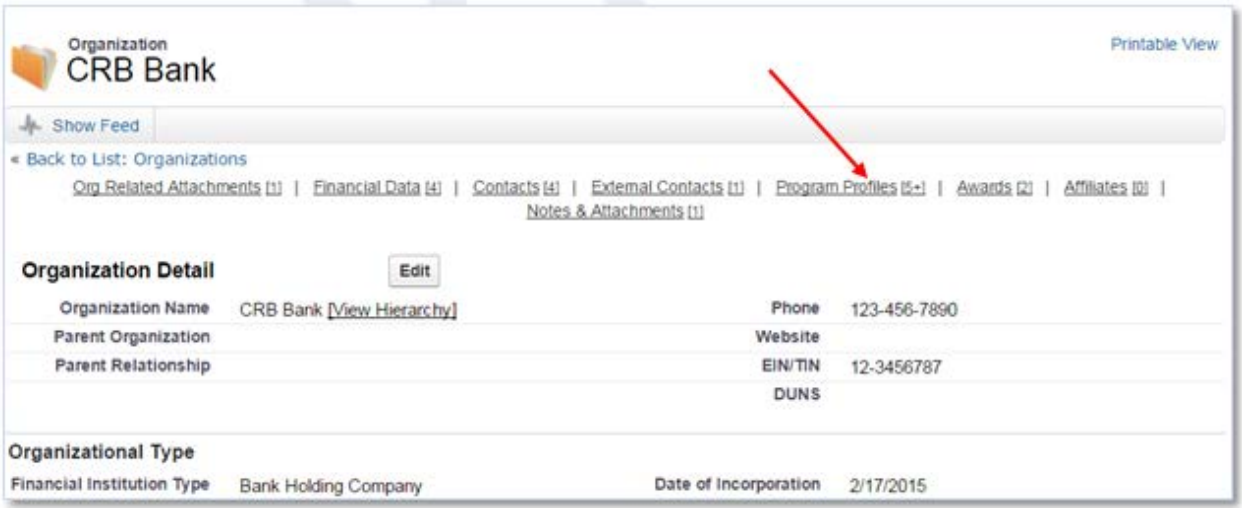
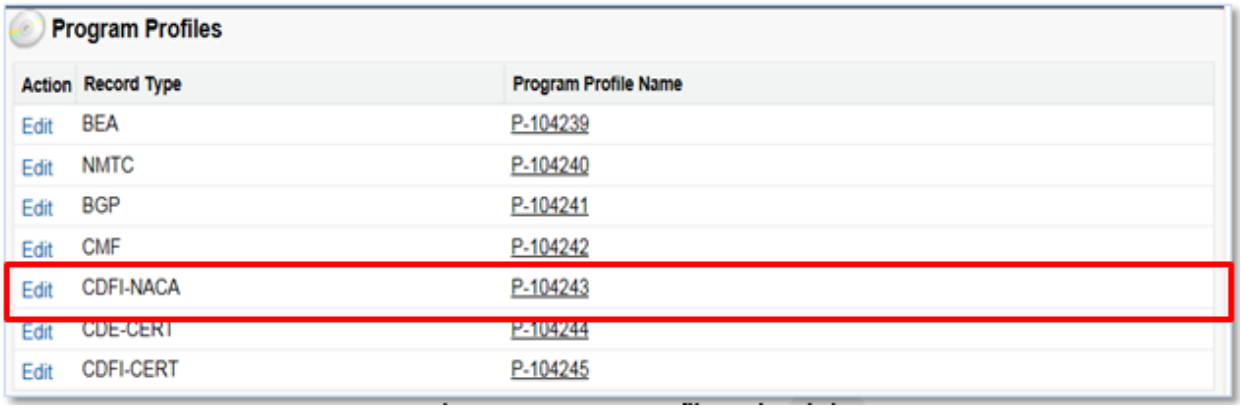


Figure 62. Organization Detail Page – Program Profiles

5. From the Program Profiles related list, click the **Program Profile Name** link for the CDFI-NACA record type.
    a. The Program Profile Name will be a Number that starts with a P. i.e. P-104243 displayed below.



Program Profiles

Action	Record Type	Program Profile Name
Edit	BEA	P-104239
Edit	NMTC	P-104240
Edit	BGP	P-104241
Edit	CMF	P-104242
Edit	CDFI-NACA	P-104243
Edit	CDE-CERT	P-104244
Edit	CDFI-CERT	P-104245

Figure 63. Program Profiles Related List- CDFI-NACA

	Note: When a user creates an organization, AMIS automatically creates a Program Profile, tied to the Organization for each CDFI Fund program. Users are required to edit the Program Profile information adding information requested such as the geographic markets and lines of business.

6. You will be forwarded to the Program Profile Detail page. There are three related list on the CDFI Program Profile Detail page: NACA Eligibility, Matching Funds, and Funding Application.

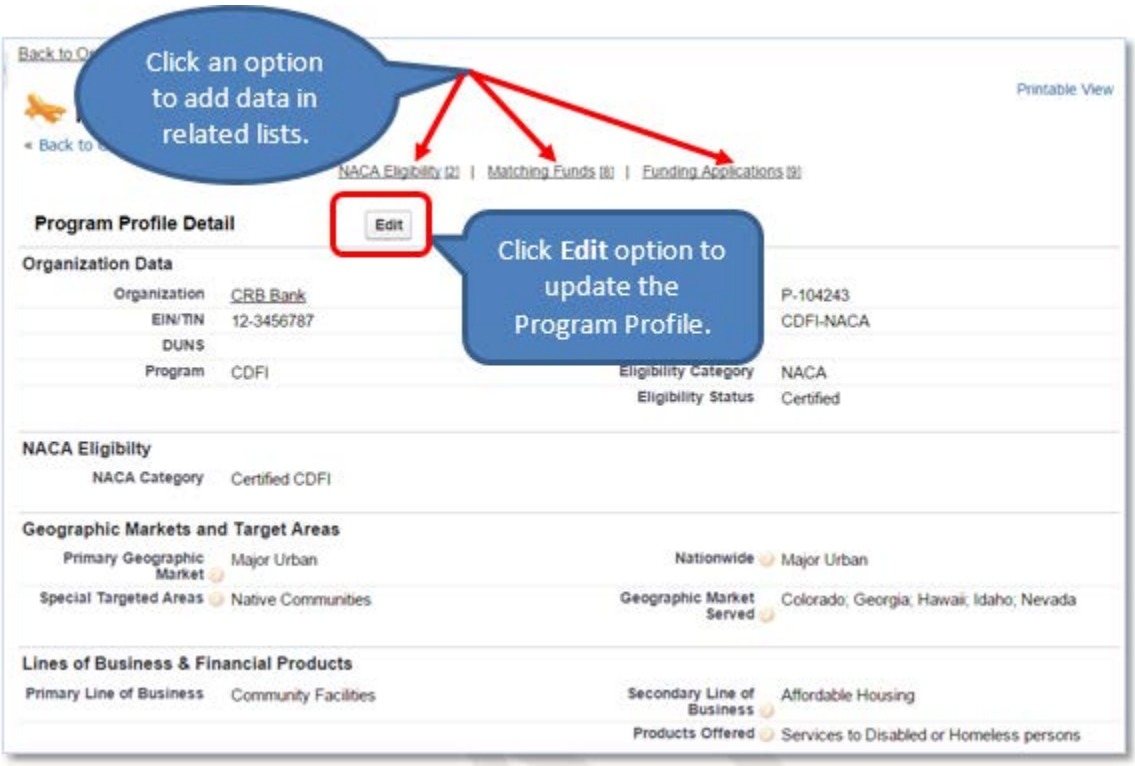


Figure 64. CDFI/NACA Program Profile Detail Page

6. From the Program Profile Detail page, click the **Edit** button to update the CDFI-NACA Program Profile Detail information.

7. The Program Profile will display the Eligibility Category (ie. Core or SECA) based on the following information from the Organization Profile:
    a. Financial Institution Type
    b. Financial Activities Start Date
    c. Total Asset Size

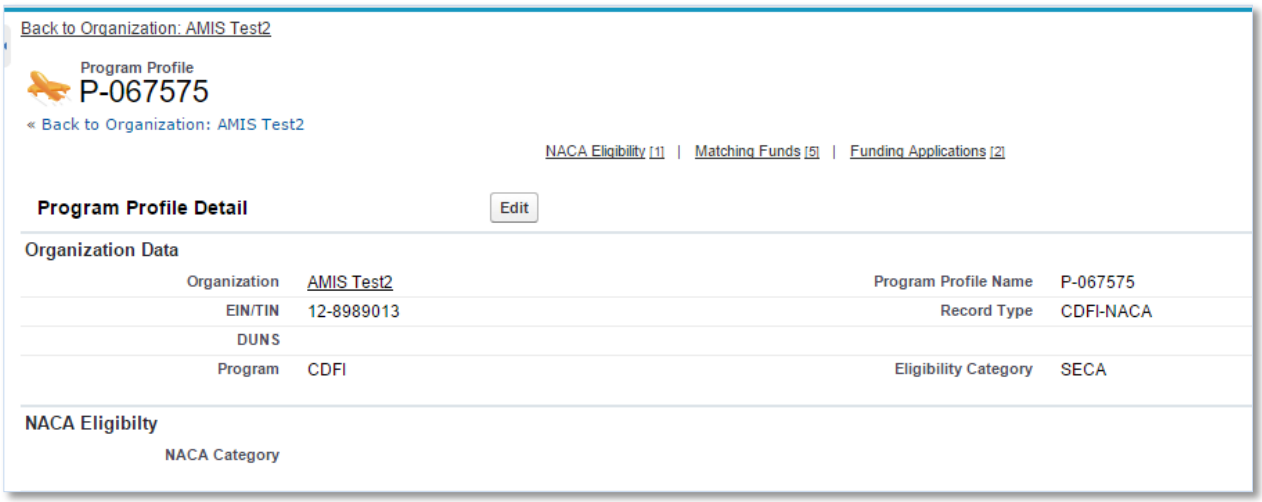


Figure 65. Program Profile Detail Page - Eligibility Category Example

8. Complete the required information on the page.
    a. Select a Program for which you are applying for:
        i. Select "NACA" to apply for the NACA Program (**IMPORTANT**: NACA Program applicants will be given access to CDFI Program FA and/or TA applications as well)
        or
        ii. Select "CDFI" to apply for the CDFI Program
    b. Select the Primary Line of Business

9. Complete all other information on the page.
    a. Select Geographic Markets and Target Areas
    b. Add the Line of Businesses and Financial Products

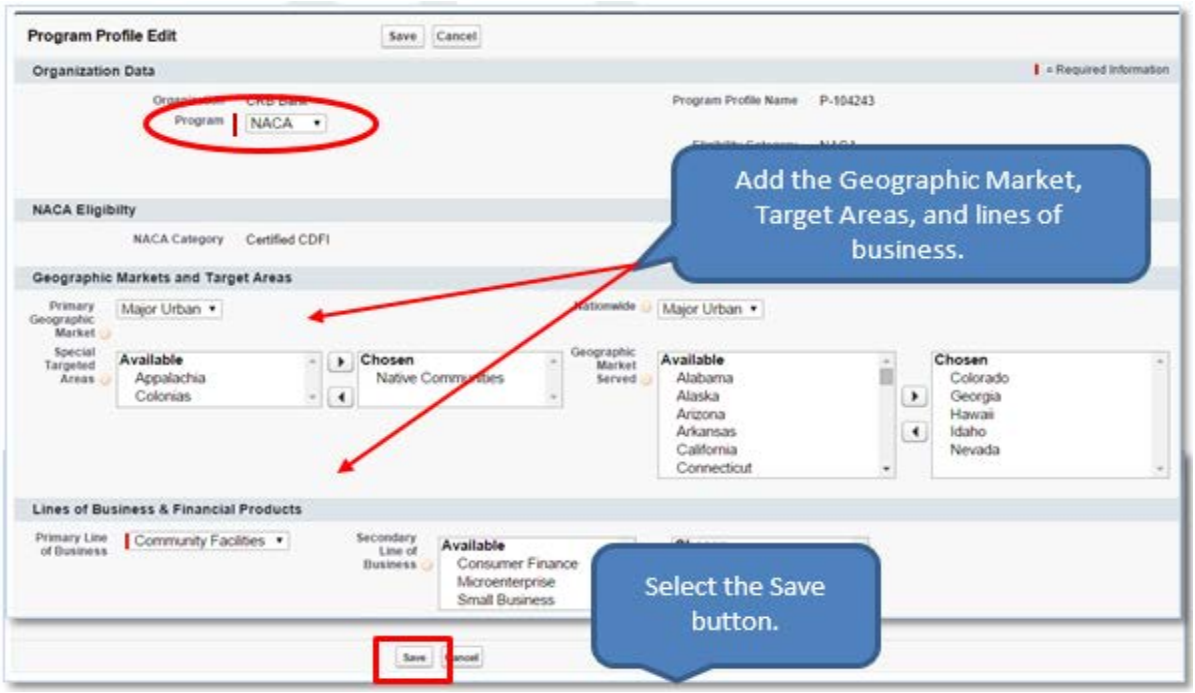


Figure 66. CDFI/NACA Program Profile Edit Page

10. Click the **Save** button to save your updates.
11. You will receive a confirmation message stating the Program Profile has been updated. Click on the related list to proceed with entering information for the Organization where applicable.

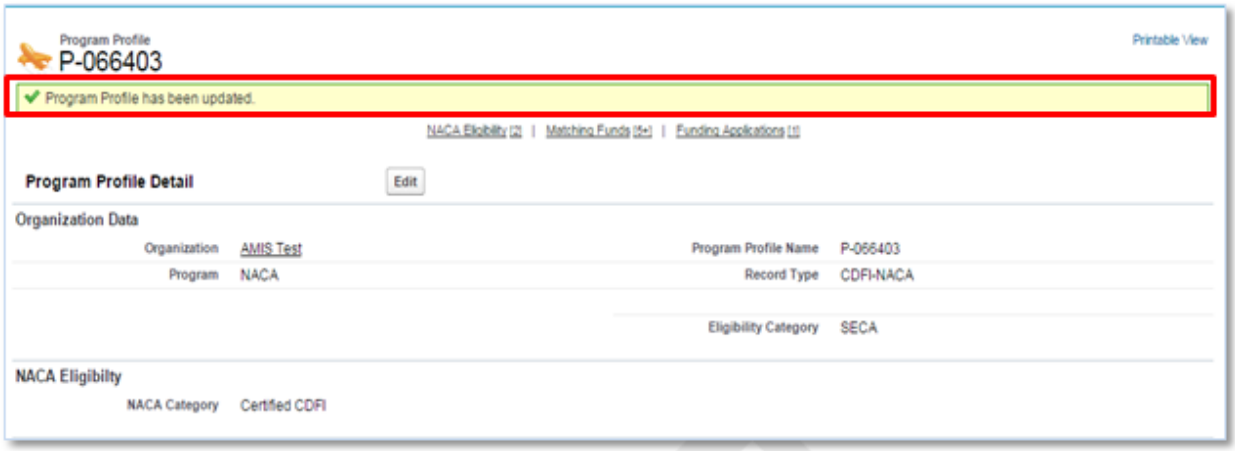


Figure 67. Program Profile Detail Page

4.1 NACA Eligibility (if applicable)

The NACA Eligibility section is used to determine if an applicant is eligible to apply for the NACA Program. **This section should only be completed by NACA Program applicants.** The NACA Eligibility Form should be completed by all NACA Program applicants in order to determine eligibility to apply for a FA or TA award.

	Note: Applicants are NOT able to delete a NACA Eligibility record. As a result, NACA Program applicants should be careful to select the correct record type – Certified, Certifiable, Emerging, and Sponsoring Entity. Please refer to the NOFA for definitions of each of these categories. Please use these definitions to determine the appropriate category for your organization.

1. From the Program Profile Detail page, click the **NACA Eligibility** related list.

Figure 68. Program Profile Detail Page

2. Select the **New NACA Eligibility** button.

Figure 69. Program Profile Detail Page - NACA Eligibility Related List

3. Select a NACA Eligibility **Record Type of new record** -that represents your organization. There are four options to choose from:
    a. Certifiable CDFI
    b. Certified CDFI
    c. Emerging CDFI
    d. Sponsoring Entity

    Again, please refer to the NOFA for the definition of the categories.

4. Select an option based on the CDFI that will be applying for the award and click the **Continue** button.

    Example: Your organization is an uncertified Native CDFI (that will NOT submit a certification application by the deadline stated in the NOFA) that intends to apply for a TA award to assist with obtaining CDFI certification. You should select the "Emerging" record type since, at the time of completing the application, your organization is not certified and will not submit a certification application by the deadline stated in the NOFA.

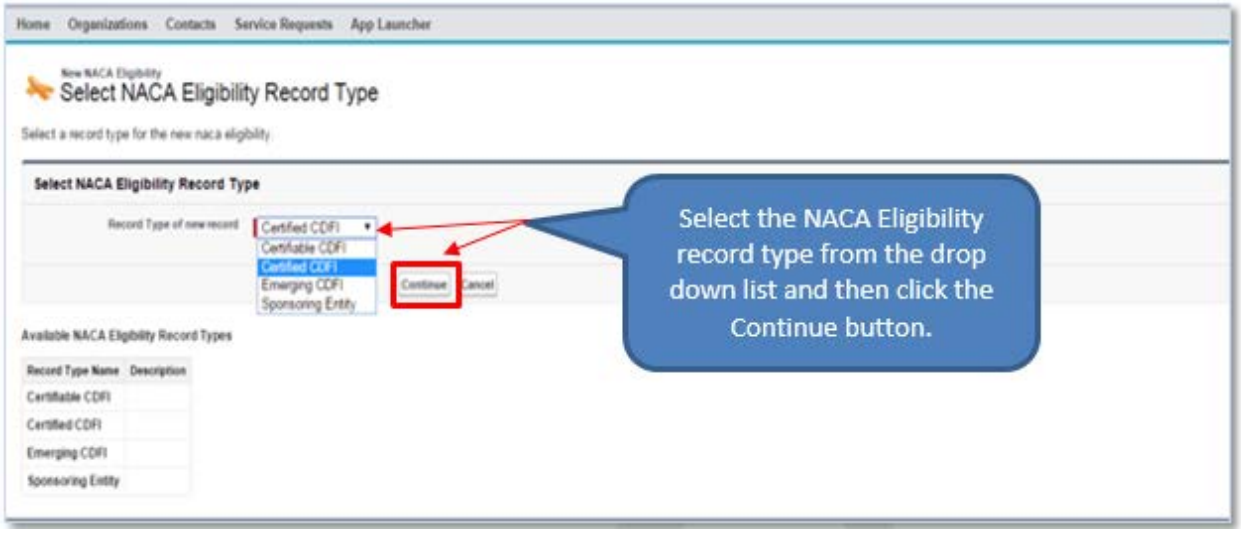


Figure 70. Select NACA Eligibility Record Type Page

5. You will be forwarded to the NACA Eligibility Edit page. Answer the NACA eligibility questions. Click the **Help (?)** icon next to each field to view the full text for each question.

	Note: The NACA Eligibility Edit page displayed below will be different depending on the NACA Eligibility Record Type the applicant selects. The below instructions displays the **Certified CDFI** NACA Eligibility Record Type Edit page.

6. Select answers to each question from the pick list menu.
    a. "2016" is the only pick list option that will display for the **Funding Round Fiscal Year**
    b. All questions are required to be answered.

7. Click the **Save** button when complete.

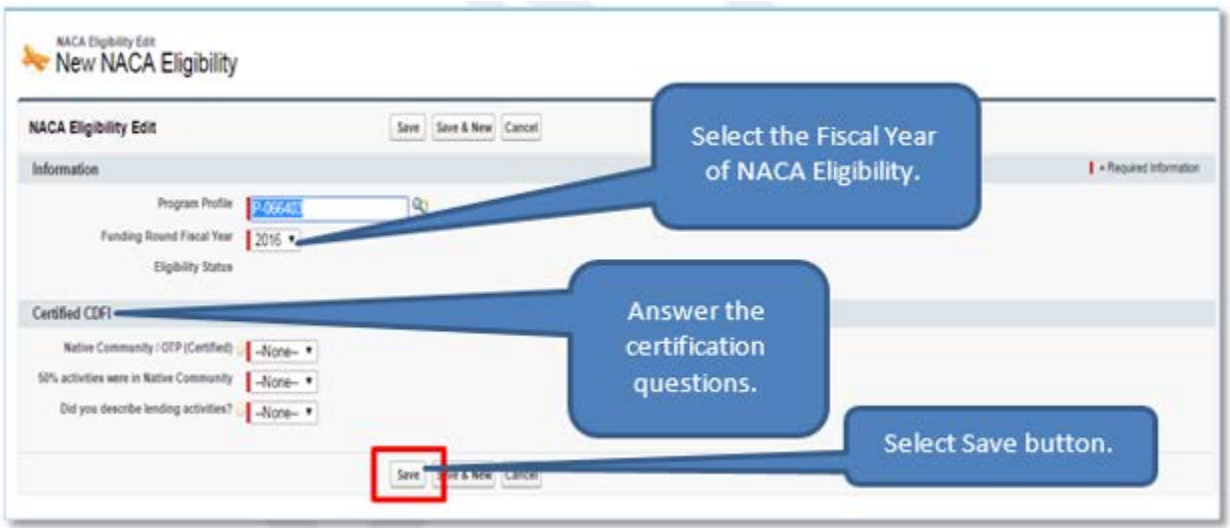


Figure 71. NACA Eligibility Edit Page

8. You will be forwarded to the NACA Eligibility Detail page with a confirmation message stating the record has been saved.
9. The **Eligibility Status** field will be updated to indicate if your organization is eligible or ineligible to apply for a NACA Program award.
    a. In the example below, the eligibility status reads, "Eligible to apply for NACA FA or NACA TA."

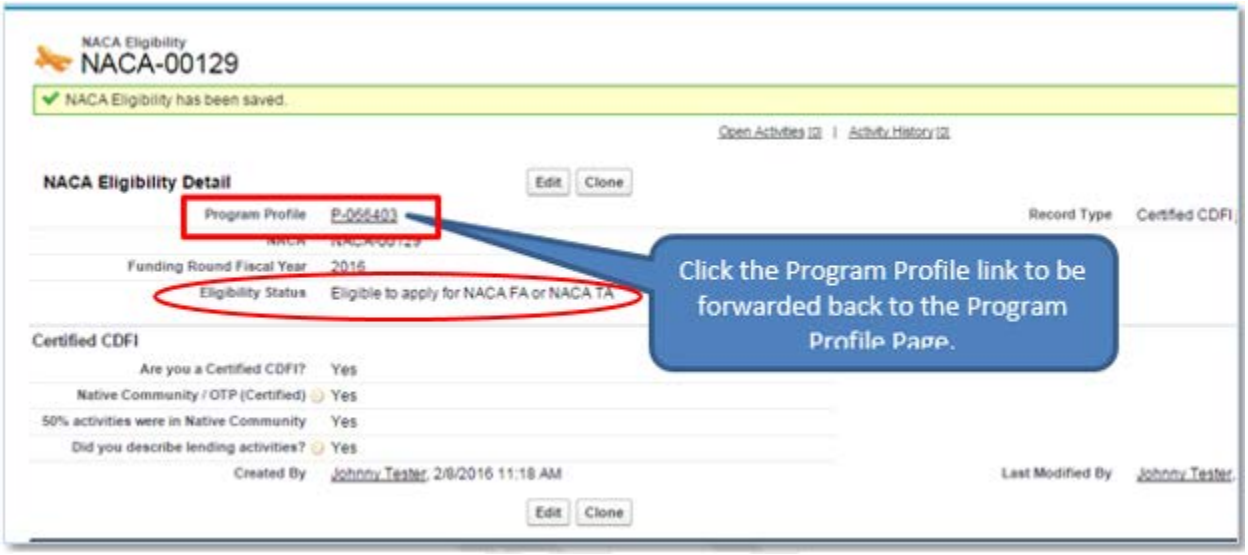


Figure 72. NACA Eligibility Detail Page

10. Click the **Program Profile** link to be forwarded to the Program Profile Detail page. Your NACA Program eligibility will be computed by the system and displayed on the page.

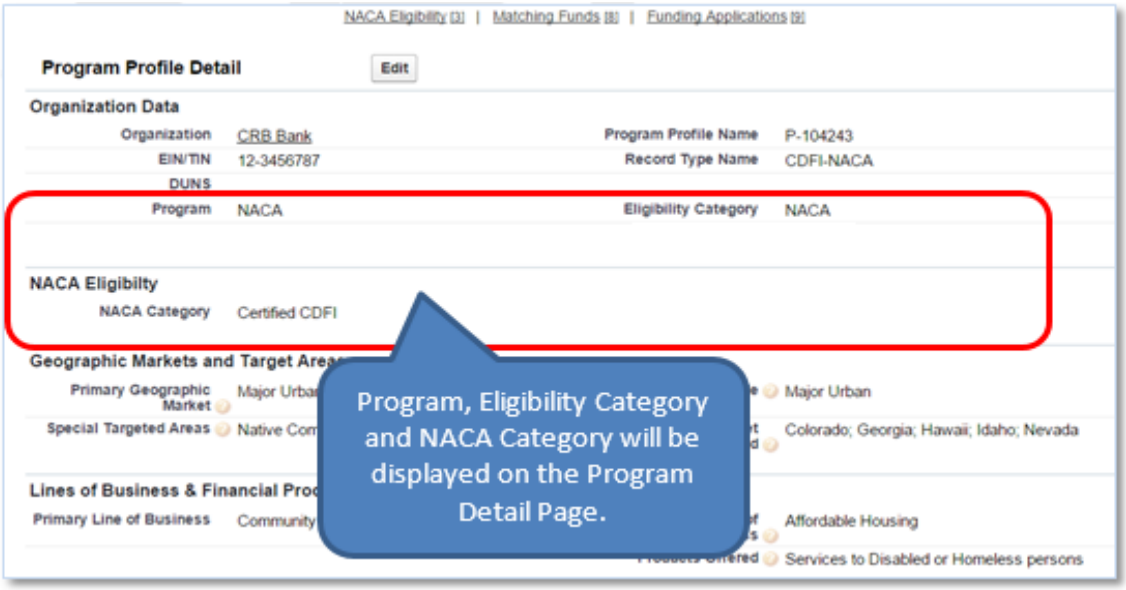


Figure 73. Program Profile Detail Page

4.2 Create/Update Matching Funds (if applicable)

The matching funds section of the Program Profile allows you to submit your matching funds information to the CDFI Fund. The Matching Funds section is only required when applying for a CDFI-Core FA award. Entities applying for other funding types should not complete this section.

Once matching funds are added at the Program Profile level, they can be associated to multiple applications in multiple funding years. (Instructions for associating matching funds with the application are covered in Section 5.1.6). Please note that in order to associate matching funds with an application, the matching funds must be received by the applicant within the Matching Funds Window set forth in the NOFA for the applicable funding round.

	Note: For FY 2016, CDFIs that are **<u>not</u>** applying for the CDFI Core FA Program should not complete this section, instead, proceed to Section 5 below.

To add information on matching funds:

1. From the Organization Detail page, click the **Program Profiles** link to navigate to the Program Profiles related list.

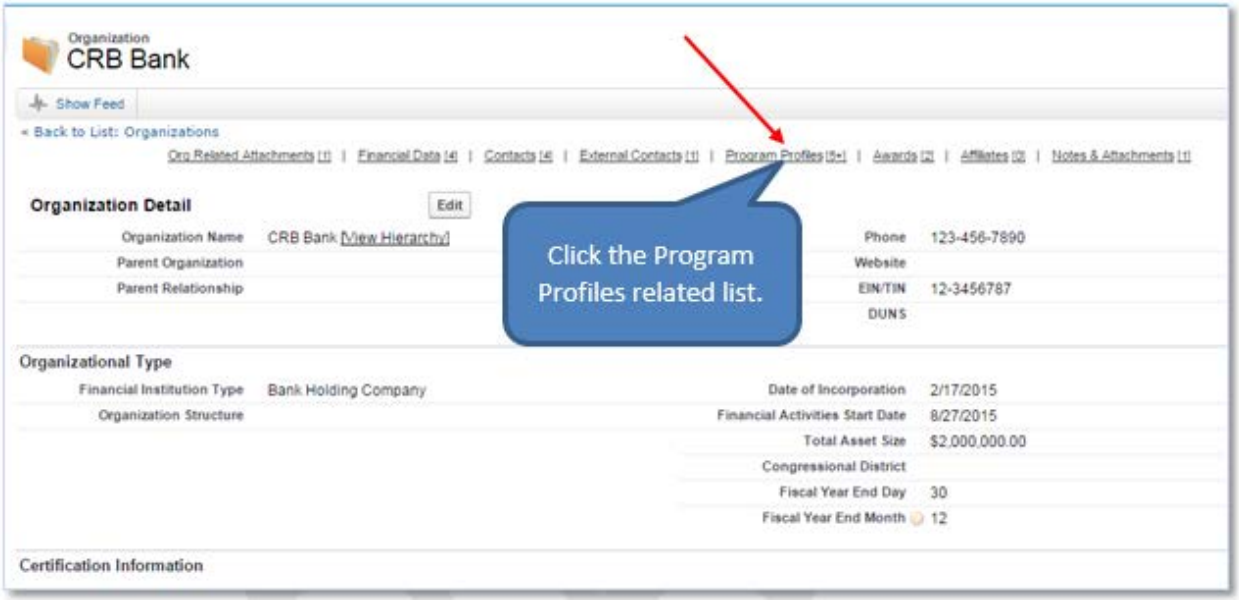
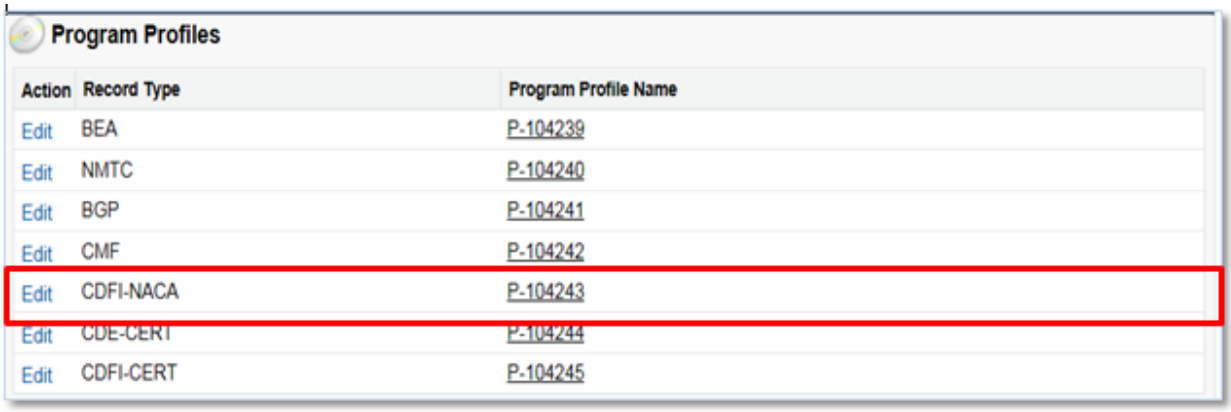


Figure 74. Organization Detail Page

2. From the Program Profiles related list, click the **Program Profile Name** link for the CDFI/NACA Record Type to be forwarded to the Program Profile Detail page.



Program Profiles

Action	Record Type	Program Profile Name
Edit	BEA	P-104239
Edit	NMTC	P-104240
Edit	BGP	P-104241
Edit	CMF	P-104242
Edit	CDFI-NACA	P-104243
Edit	CDE-CERT	P-104244
Edit	CDFI-CERT	P-104245

Figure 75. Program Profiles Related List

3. From the Program Profile Detail page, click the **Matching Funds** link to navigate to the Matching Funds related list.

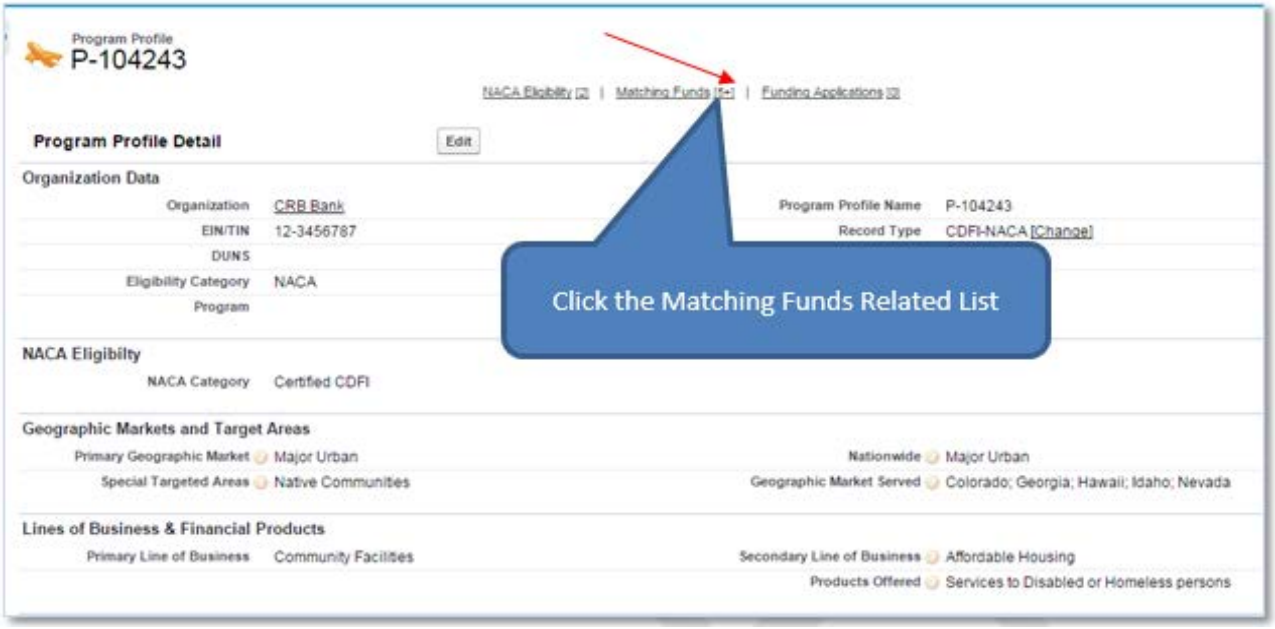


Figure 76. Program Profile Detail Page

4. From the Matching Funds related list, click the **New Matching Funds** button.

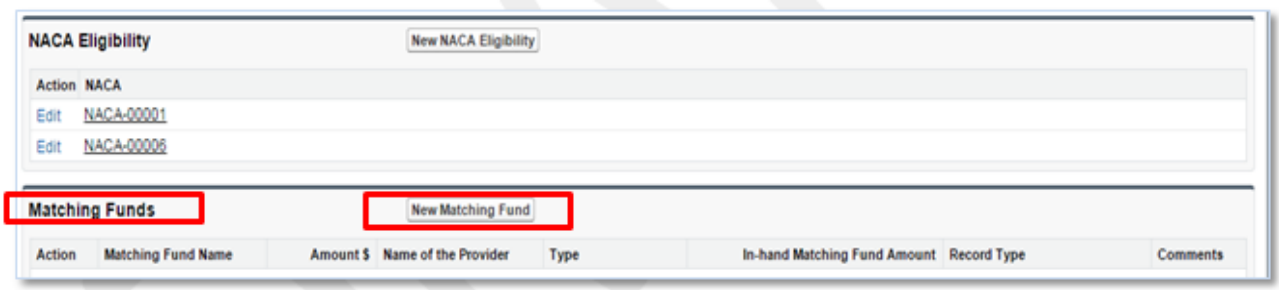


Figure 77. Matching Funds Related List – Started

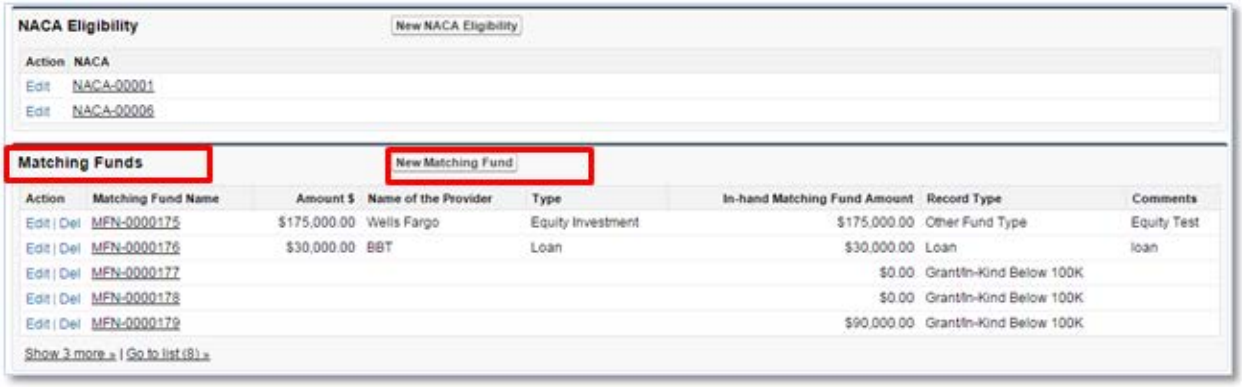


Figure 78. Matching Funds Related List – Records Added

5. You will be forwarded to the Select Matching Funds Record Type page, where you can select the type of matching funds to be added. The match information to be completed will change based on the type of match funds selected. Sections 4.3.1- 4.3.4 provides detailed instructions to

complete each matching fund record type. **Please note that detailed instructions on matching funds types, eligibility, and documentation requirements can be found in the "FY2016 Matching Funds Guidance" document found on the CDFI Program webpage on the CDFI Fund's website.**

	NOTE: There are four matching funds record types that can be selected: 1. Grants/In-kind Below 100K – Use this type to record and compile Matching Funds consisting of Grants and/or In-kind Contributions under $100k. 2. Loan – Use this type to record match types of Loans. 3. Other Fund Type – Use this type to record match types of Grants ($100k and over), In-Kind Contributions ($100k and over), Equity Investments, Secondary Capital, or Shares/Deposits. 4. Retained Earnings – Use this type to record matches related to Retained Earnings. In this section applicants will learn how to create a matching funds record based on the types referenced above as well as create a corresponding receipt summary demonstrating that the matching funds are either In-Hand or Committed.

4.2.1 Complete Matching Funds Grant/In-Kind Below 100k

Note: This Grant/In-Kind Below 100k record type is used to enter grants and in-kind contributions under 100k. The sum of all records entered may total more than 100k.

To complete matching funds information for Grants/In-Kind Below 100k:

1. Select **Grants/In-Kind Below 100k** from the Record Type of new record drop-down menu and then click the **Continue** button.

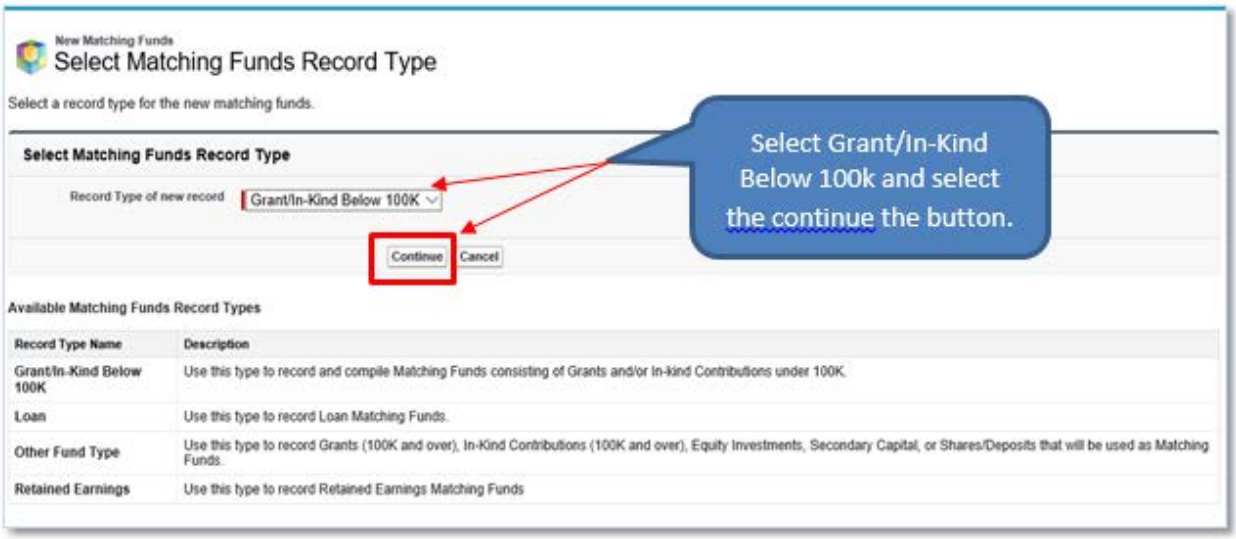


Figure 79. Select Matching Funds Record Type Page – Grant/In-Kind Below 100K

2. Select the Eligible FA Activity from the drop-down menu and click the Save button.

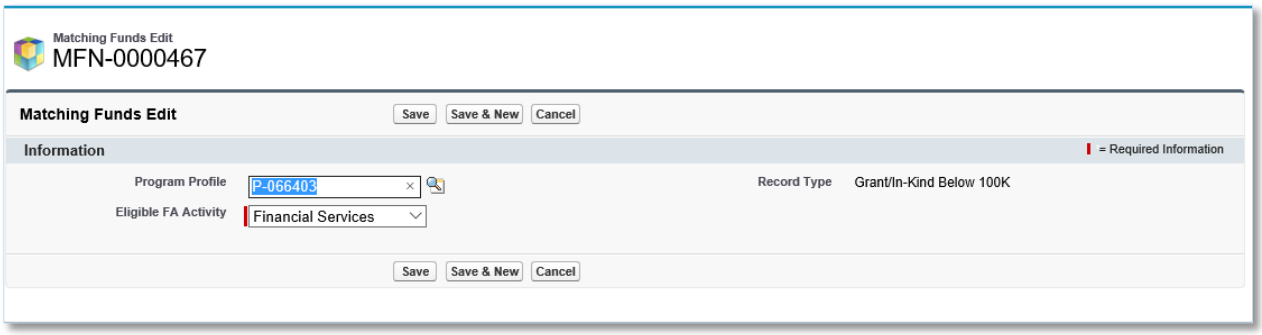


Figure 80. Matching Funds Edit Page

3. You will be forwarded to the Matching Funds Detail page with a message stating the record has been saved.
4. Enter the receipt summary information by selecting the **New Receipt Summary** button.

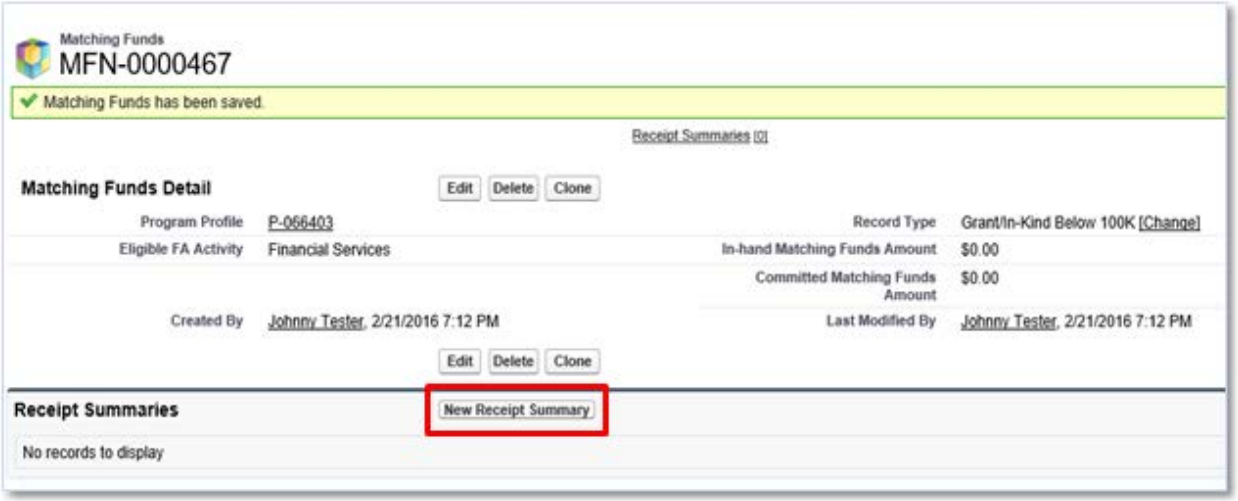


Figure 81. Matching Funds Detail Page - Grant/In-Kind Below 100K

NOTE: Receipt Summary records are used to record and validate matching funds records. For Grants/In-kind Below 100k, you will enter a separate Receipt Summary for each fiscal year for which you will compile and report grants and in-kind contributions under 100k. Upon creating a Receipt Summary, you will be directed to enter a Receipt Detail entry (including amount, date, and contact information for Matching Funder Provider) for each grant and/or in-kind contribution under 100k.

You must enter a receipt summary for all Matching Funds sources. Without a receipt summary you will NOT be able to apply the entered Matching Funds information to an application.

There are five receipt summary options; however, **for Grants/In-kind Below 100k record types you must only select "Committed below 100k" or "In-hand below 100k":**

1. Committed below 100k – Use this option to record receipts for Committed Grants and/or In-Kind Contributions under 100K that are not yet In-Hand.
2. In-hand below 100k – Use this option to record receipts for In-Hand Grants and/or In-Kind Contributions under 100K.

5. Select a receipt summary option (Committed below 100k or In-hand below 100k) from the Record Type of New Record drop-down menu and then click the **Continue** button.

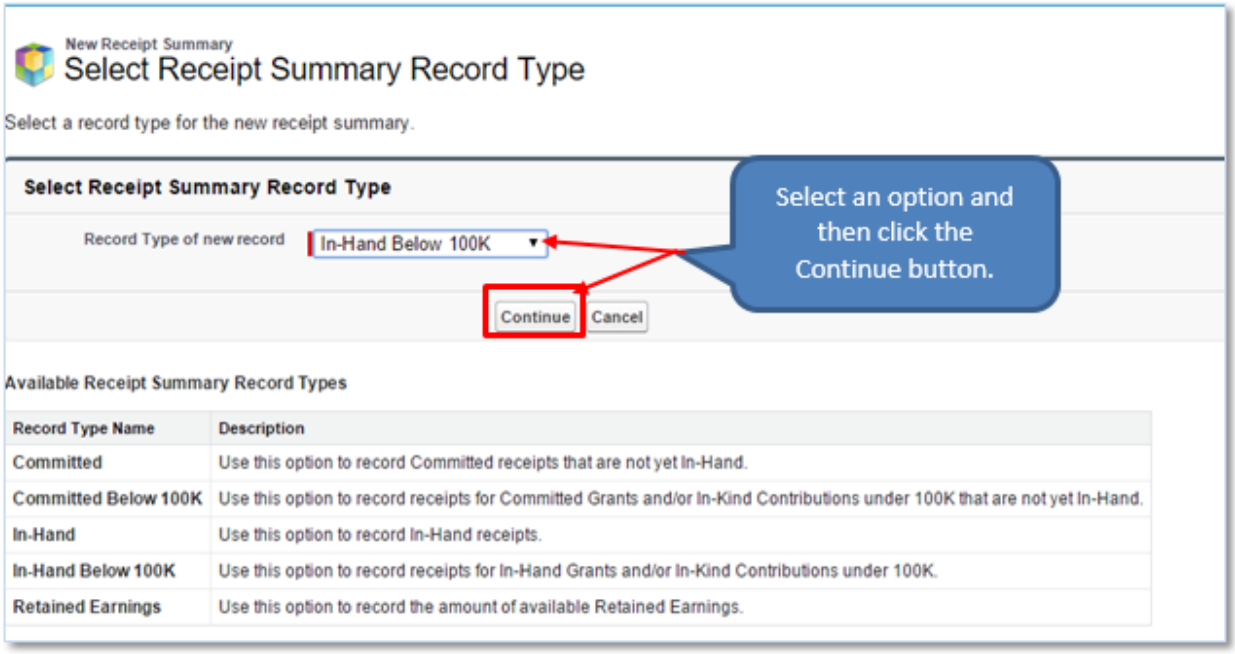


Figure 82. Select Receipt Summary Record Type Page

6. You will be forwarded to the Receipt Summary Edit page. Enter the **Year of Receipt** and select the **Save** button to record the year of the receipt. Please note that you will only be able to enter the grants and in-kind contributions under 100k that were received in the selected year.

   Note: For Committed Grants/In-kind below 100K, please select the year that the funds are expected to be received.

Figure 83. Receipt Summary Edit Page – Year of Receipt

7. You will receive a message stating the Receipt Summary has been saved.

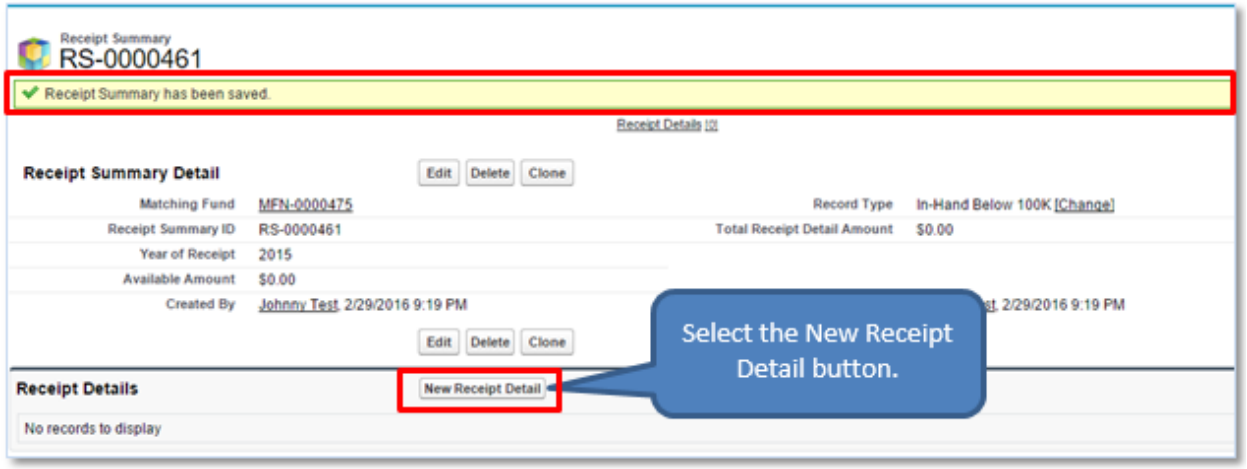


Figure 84. Receipt Summary Detail Page

8. Select the **New Receipt Detail** button to add the receipt details.
9. Complete the required information on the page.
   In-hand Below 100K Record Type:
   a. Enter the **Date of Receipt** by selecting the calendar. Provide the date the funds were received by your organization. Please note that if the year entered in the Date of Receipt field doesn't match the previously selected "Year of Receipt," the applicant will receive an error message.
   b. Enter the amount received in the **Amount $** field
   c. Enter **Contact Name** for the Matching Funds Provider.

   Committed Below 100K Record Type:
   a. Enter the **Date of Receipt** by selecting the calendar. Provide an estimated date of receipt. Please note that if the year entered in the Date of Receipt field doesn't match the previously selected "Year of Receipt," the applicant will receive an error message.
   b. Enter the amount committed to your organization in the **Amount $** field
   c. Enter **Contact Name** for the Matching Funds Provider.

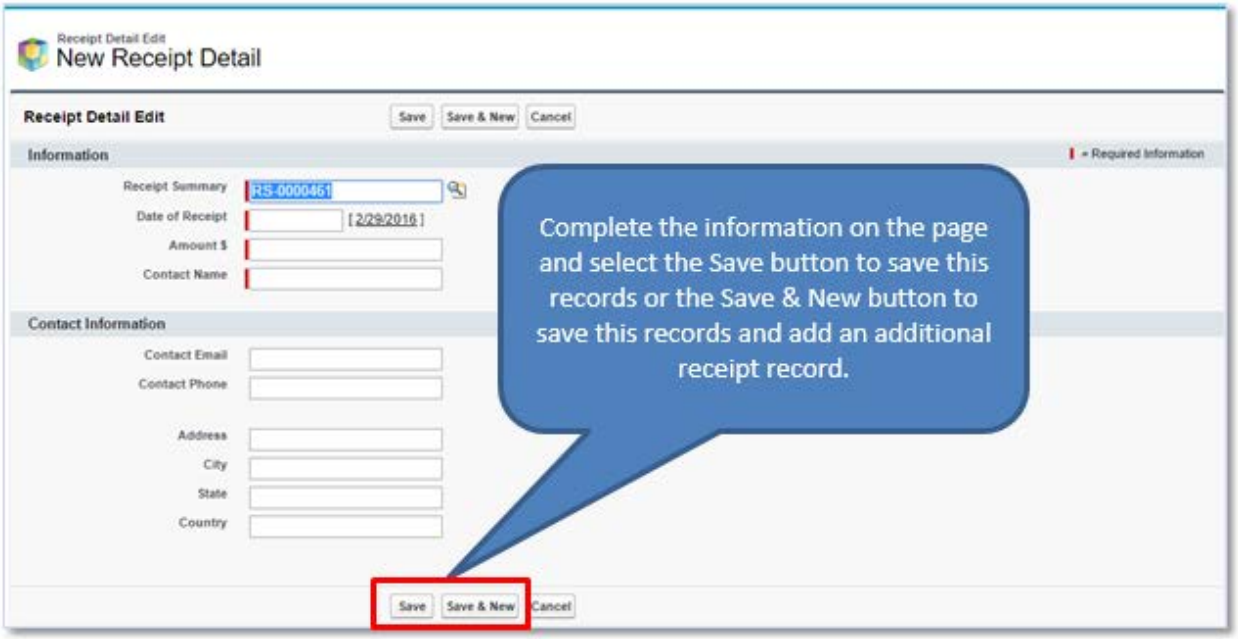


Figure 85. New Receipt Detail Edit Page

	Note: Anonymous donors cannot be used as a Contact Name in addition to an email address OR phone number or physical address MUST be provided for every Grants/In-kind Below 100k entry.

10. Complete the Contact Information section.
    a. Contact Email **OR** Contact Phone number **OR** Contact Physical Address for each contact is required field. If one of these fields is not completed, the applicant will receive an error message and will not be able to save and move forward.

11. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another Receipt Summary Detail for the same year quickly.)

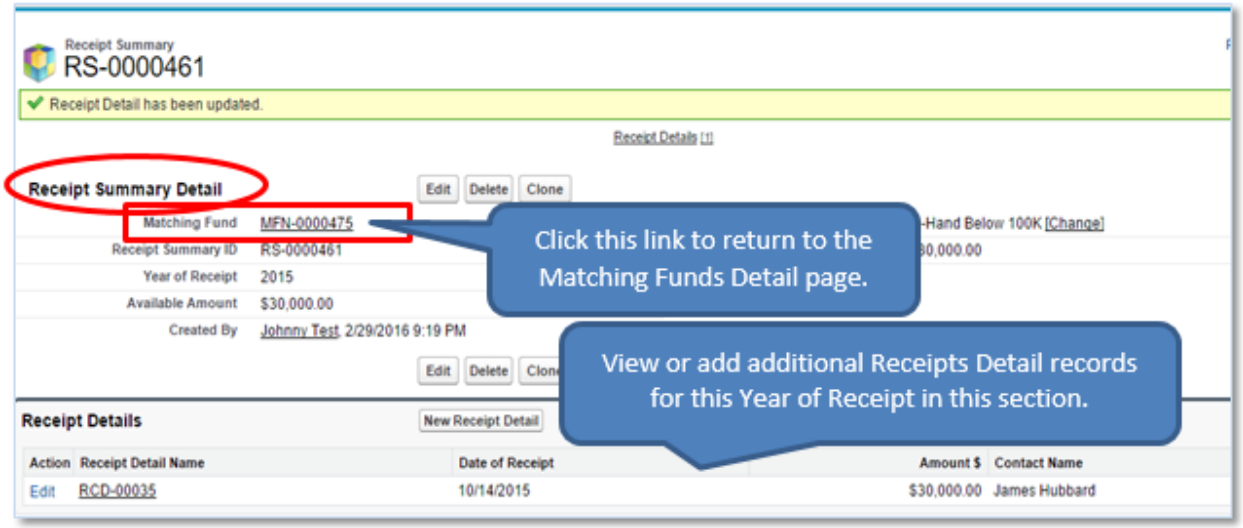


Figure 86. Receipt Summary Detail Page

12. Click the Matching Fund link to be forwarded to the Matching Fund Detail Page.

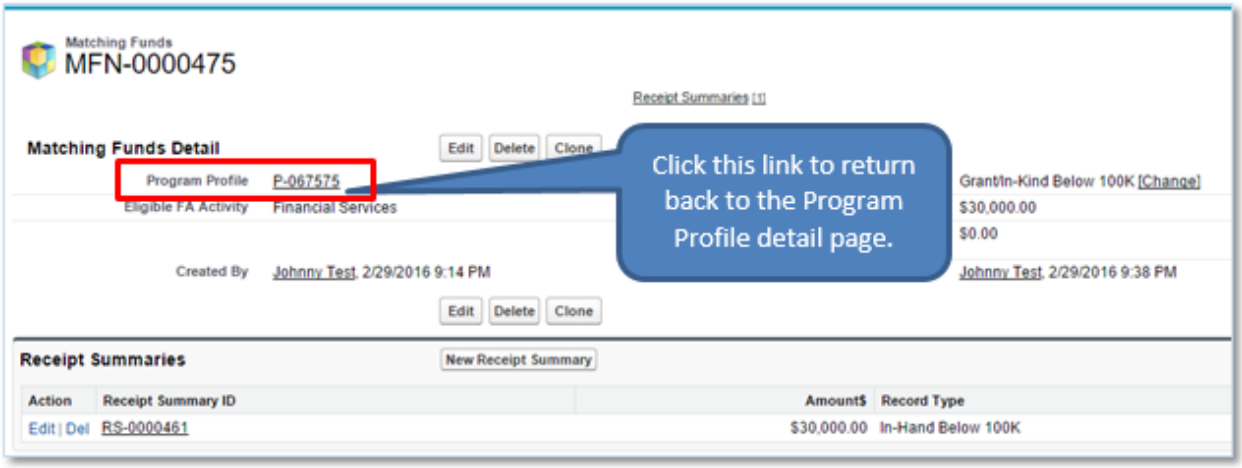


Figure 87. Matching Funds Detail Page

13. The Matching Funds Detail page is displayed with the Receipt Summary or Summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

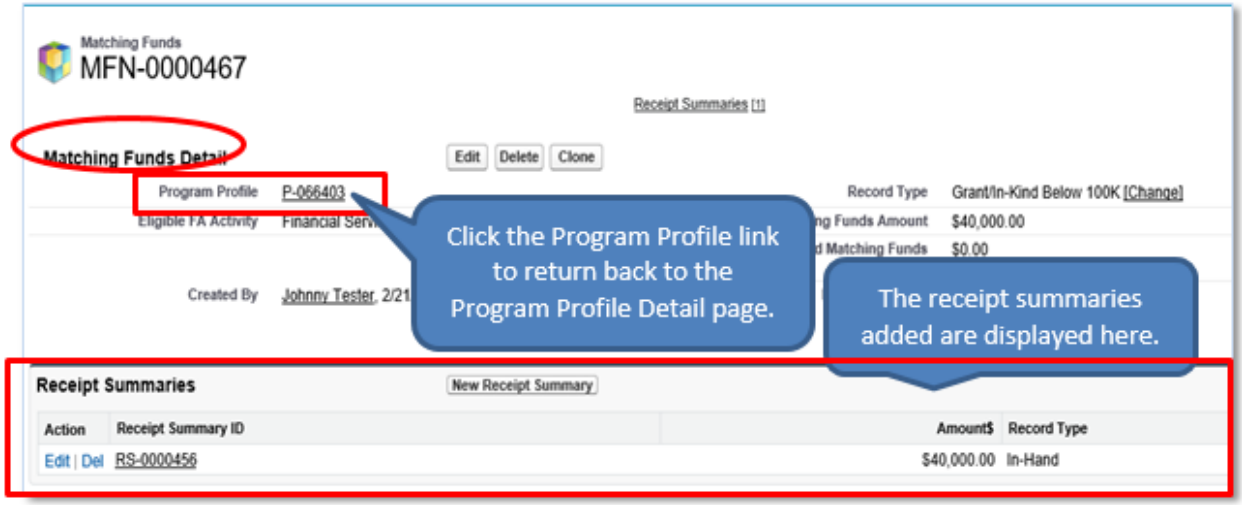


Figure 88. Matching Fund Detail Page

14. The Program Profile Detail page is displayed with the matching funds that you have added. Scroll down to the Matching Funds related list.

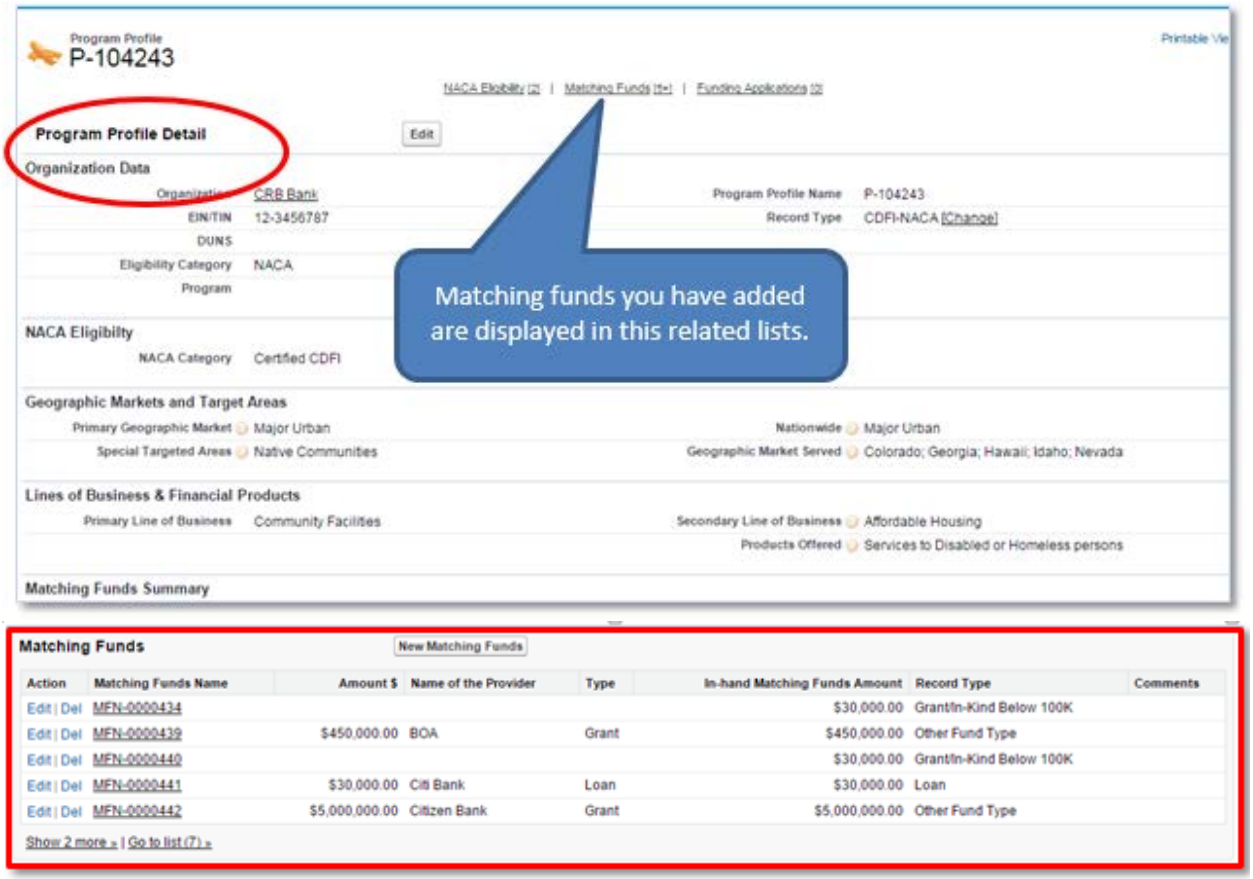


Figure 89. Program Profile Detail Page – Matching Funds Related List

4.2.2 Complete Matching Funds Information for Loans

Note: Applicants are required to complete all the required Matching Funds information. Required fields are highlighted with a red line next to the field.

To complete matching funds information for loans:

15. Select **Loan** from the Record Type of new record drop-down menu and then click the **Continue** button.

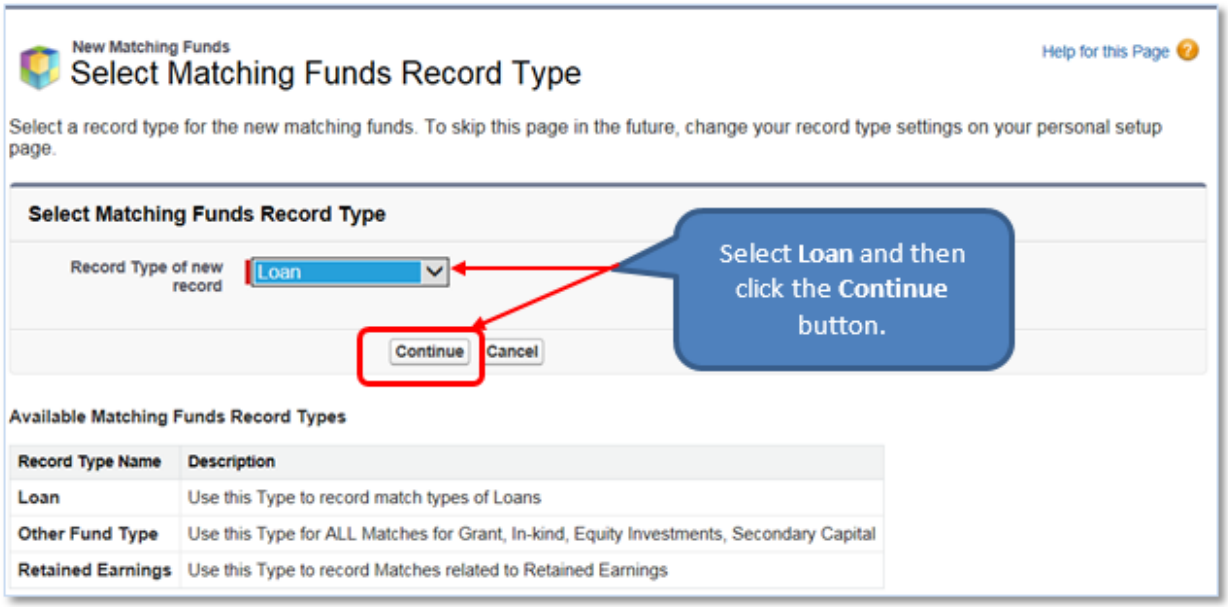


Figure 90. Select Matching Funds Record Type Page – Loan Type

16. You will be forwarded to the Matching Funds Edit page.
17. Complete the information on the page (fields highlighted in red are required):
    a. Enter the Name of the Provider.
    b. Select **Loan** from the Type drop-down menu.
    c. Specify if the loan term is three or more years.

NOTE: Loans less than three years are not eligible as matching funds.

    d. Enter comments in the Comments text field, as necessary.
    e. Enter the **total loan amount received from the Matching Funds Provider** in the Amount $ field. This should match the amount in the loan agreement, promissory note, etc.
    f. Select an activity from the Eligible FA Activity drop-down menu.

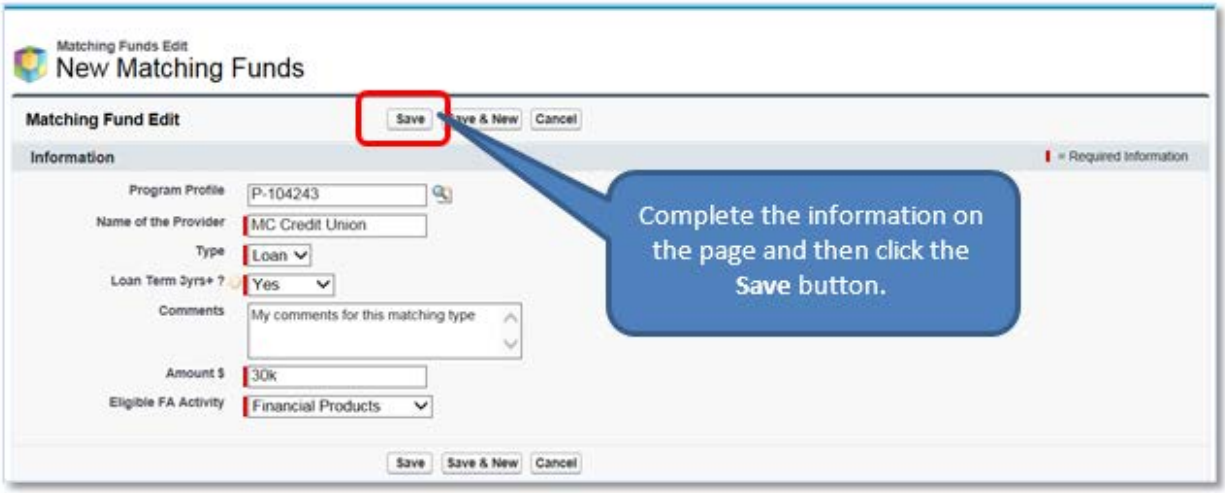


Figure 91. Matching Funds Edit Page – Loan Type

18. Click the **Save** button to be forwarded to the Matching Funds Detail page. (Clicking the Save & New button saves the record and re-displays another blank form to create a new record. Use this button when you want to create multiple matching funds quickly.)

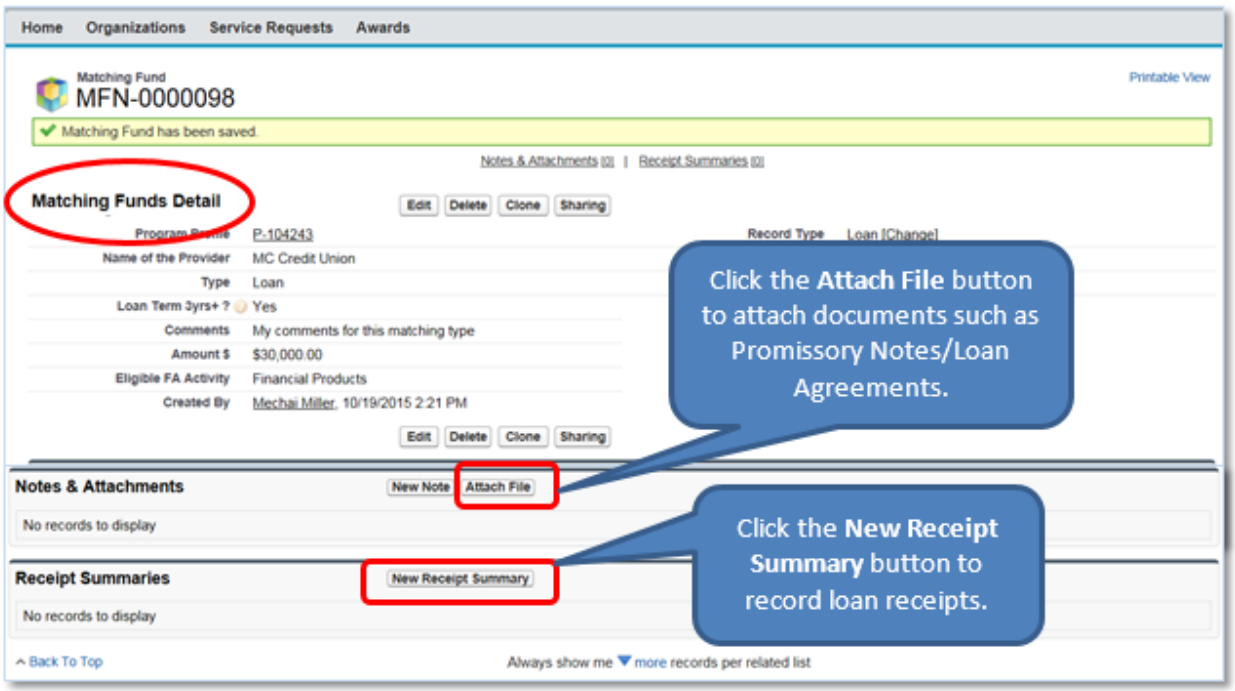


Figure 92. Matching Funds Detail Page – Loan Type

19. From the Matching Funds Detail page, click the **Attach File** button under the Notes & Attachments related list to add matching funds documentation such as Promissory Notes and Loan Agreements. You will be forwarded to the Attach File to Matching Funds page.

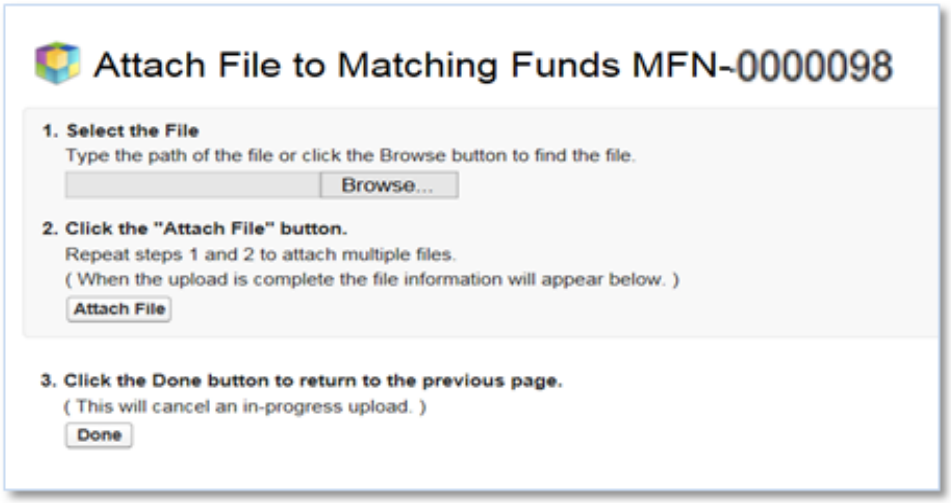


Figure 93. Attach File to Matching Funds Page – Loan Type

20. Follow the instructions on the page to attach a file:
    a. Click the **Browse** button and select a file.
    b. Click the **Attach File** button.
    c. Click the **Done** button.
    d. The attached file will be displayed under the Notes & Attachments related list.
21. From the Matching Funds Detail page, click the **New Note** button under the Notes & Attachments related list to add a note about the matching funds source and/or the attached documentation, if necessary.
22. Scroll down to the Receipt Summaries related list and click the **New Receipt Summary** button.

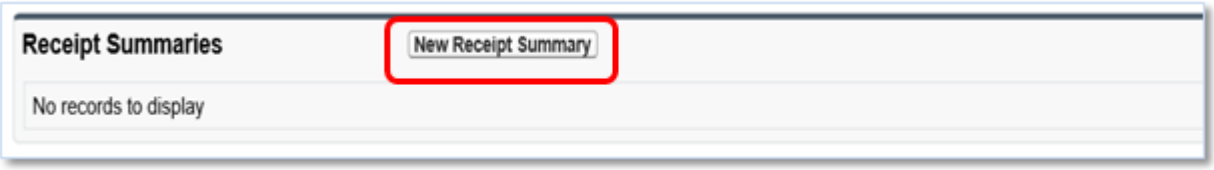


Figure 94. Receipt Summaries Related List

23. You will be forwarded to the Select Receipt Summary Record Type page.

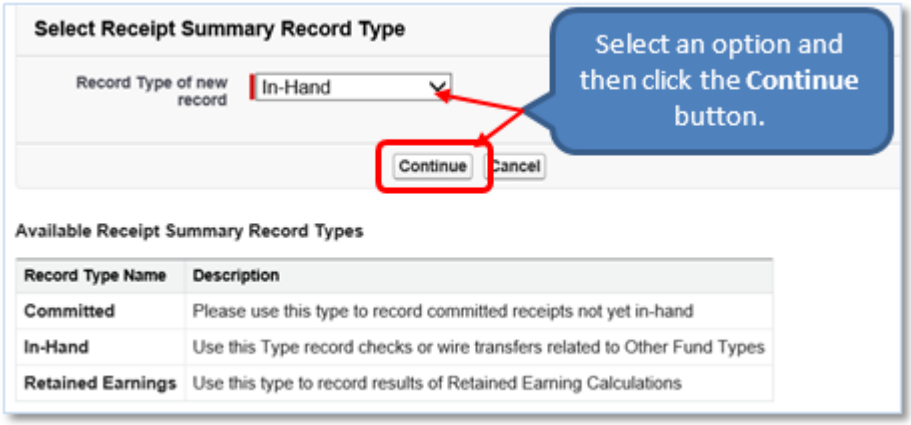


Figure 95. Select Receipt Summary Record Type Page

24. Select a receipt summary option from the Record Type of New Record drop-down menu and then click the **Continue** button.

NOTE: Receipt Summary records are used to record and validate matching funds records. You can enter more than one Receipt Summary for each Matching Funds source to demonstrate multiple disbursements from the Matching Funds Provider and/or that funds are in-hand or committed. For example, if a $40k loan was disbursed in two $20k payments, two corresponding receipt summaries should be created.

Please note that the sum of all receipt summaries entered cannot exceed the amount entered in the Amount $ field in the Matching Funds Detail section.

You must enter a receipt summary for all Matching Funds sources. Without a receipt summary you will NOT be able to apply the entered Matching Funds information to an application.

There are five receipt summary options; however, **<u>for loan record types you must only select "Committed" or "In-hand":</u>**

1. <u>Committed</u> – Use this option to record committed receipts not yet in-hand.
2. <u>In-hand</u> – Use this option to record in-hand receipts.

25. You will be forwarded to the Receipt Summary Edit page.

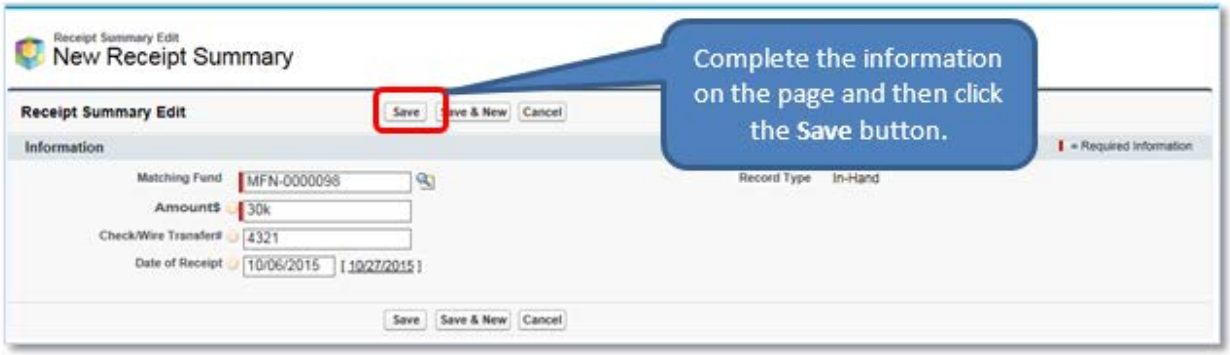


Figure 96. Receipt Summary Edit Page – Loan Type

26. Complete the information on the page:
    a. Enter the check or wire transfer amount in the Amount $ field. (If the check/wire transfer amount entered is more than the amount entered in the Amount $ field in the Matching Funds Detail section, you will receive an error message.)

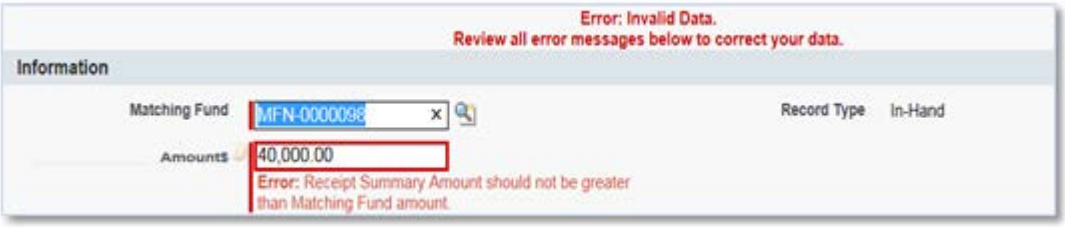


Figure 97. Receipt Summary Edit Page – Error Message

    b. Enter the check/wire transfer number in the Check/Wire Transfer# field.
    c. Enter the check date/wire transfer date in the Date of Receipt field.

27. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary for the same matching funds source quickly.)

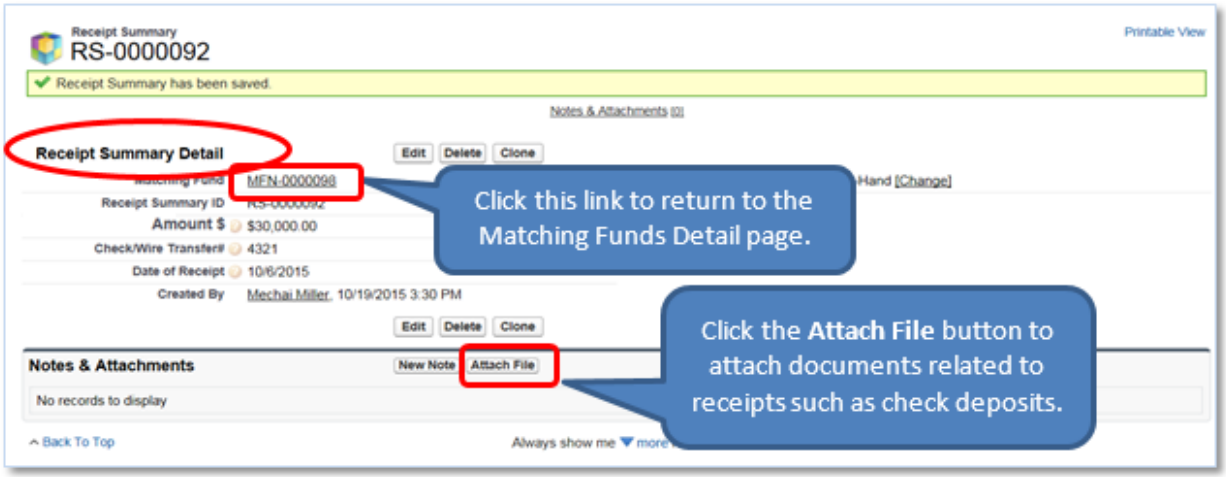


Figure 98. Receipt Summary Detail Page – Loan Type

28. Click the **Attach File** button under the Notes & Attachments related list to attach documents related to loan receipts, such as copies of checks, wire transfers, bank statements, etc. You will be forwarded to the Attach File to Receipt Summary page.

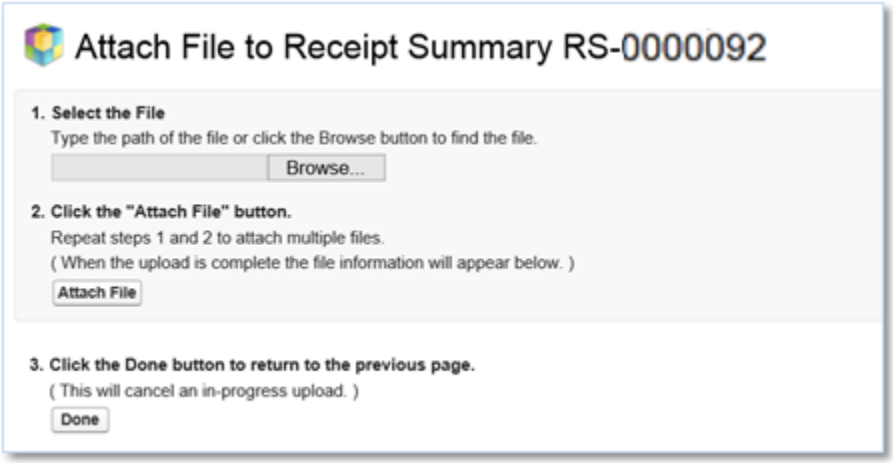


Figure 99. Attach File to Receipt Summary Page – Loan Type

29. Follow the instructions on the page to attach a file:
    a. Click the **Browse** button and select a file.
    b. Click the **Attach File** button.
    c. Click the **Done** button.
    d. The attached file will be displayed under the Notes & Attachments related list.
    e. Repeat Steps 14-15 to attach all your receipts.
30. From the Receipt Summary Detail page, click the **link** next to the Matching Fund field to return to the Matching Funds Detail page.

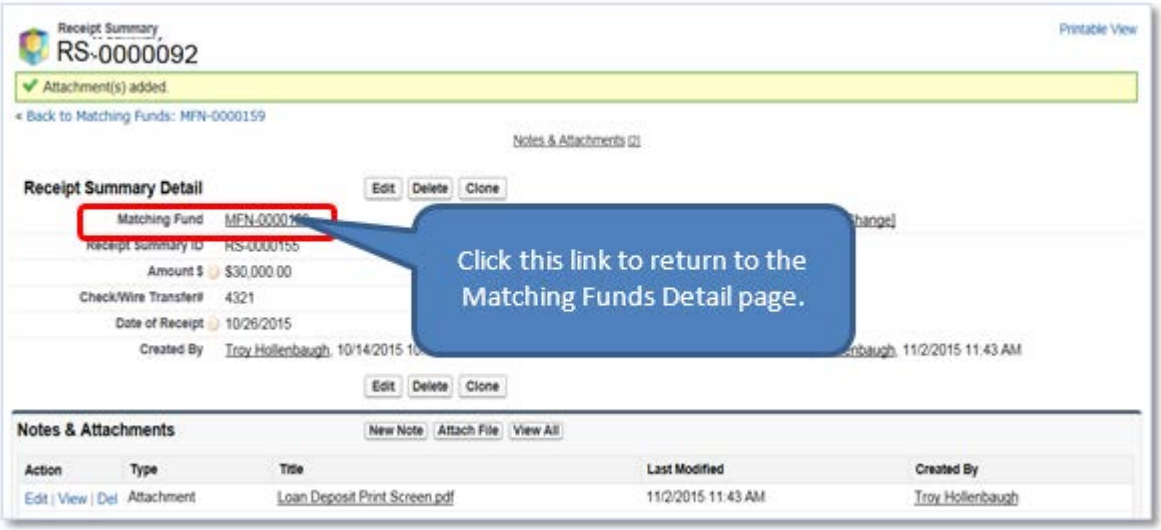


Figure 100. Receipt Summary Detail Page – Loan Type

31. The Matching Funds Detail page is displayed with the receipt summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

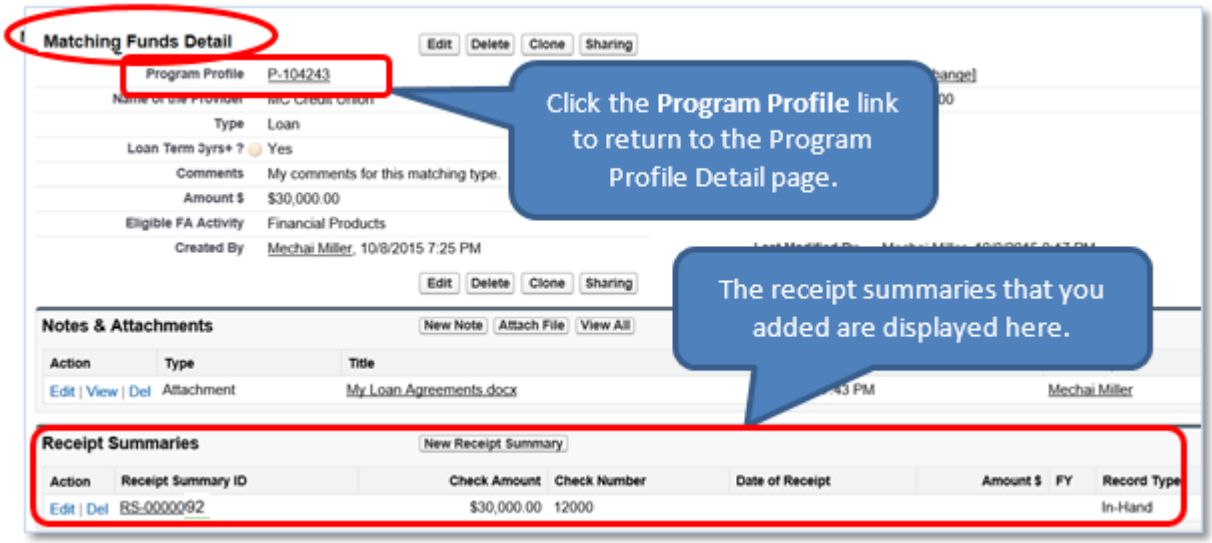
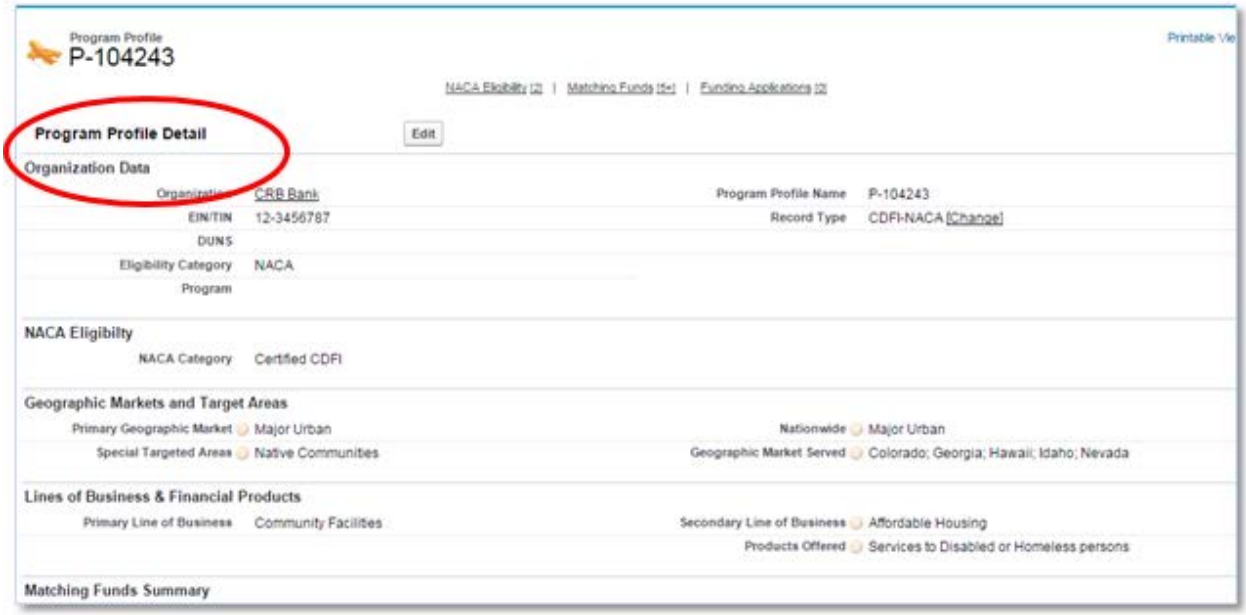


Figure 101. Matching Funds Detail Page – Loan Type

32. The Program Profile Detail page is displayed with the matching funds that you have added. Scroll down to the Matching Funds related list.



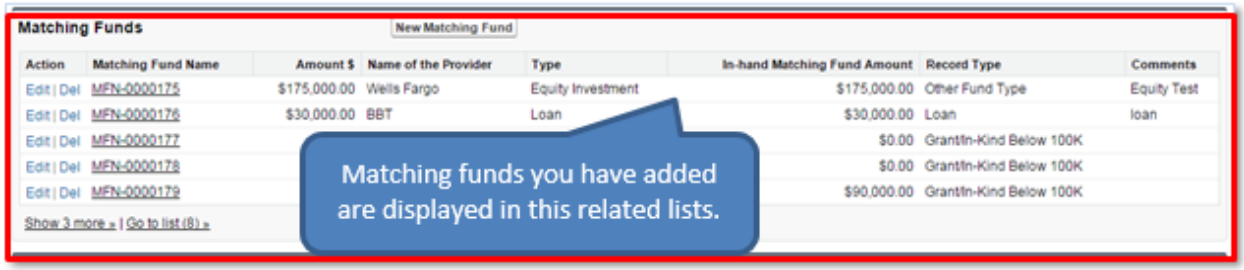


Figure 102. Program Profile Detail Page – Matching Funds Related List

4.2.3 Complete Matching Funds Information for Other Fund Types

Note: Applicants are required to complete all the required Matching Funds information. Required fields are highlighted with a red line next to the field.

To complete information on Grants of 100k and over, In-Kind Contributions of 100k and over, Equity Investments, Secondary Capital, or Shares/Deposits, you will use the Other Fund Type as the matching funds record type.

To complete information on Grants of 100k and over, In-Kind Contributions of 100k and over, Equity Investments, Secondary Capital, or Shares/Deposits:

1. Ensure you are on the CDFI/NACA Program Profile Detail page.
2. Scroll down to the Matching Funds related list on the Program Profile Detail page and then click the **New Matching Funds** button.

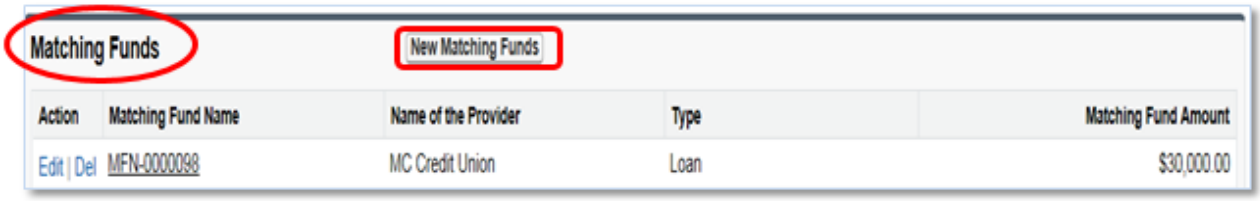


Figure 103. Matching Funds Related List

3. You will be forwarded to the Select Matching Funds Record Type page. Select **Other Fund Type** from the Record Type of New Record drop-down menu and then click the **Continue** button.

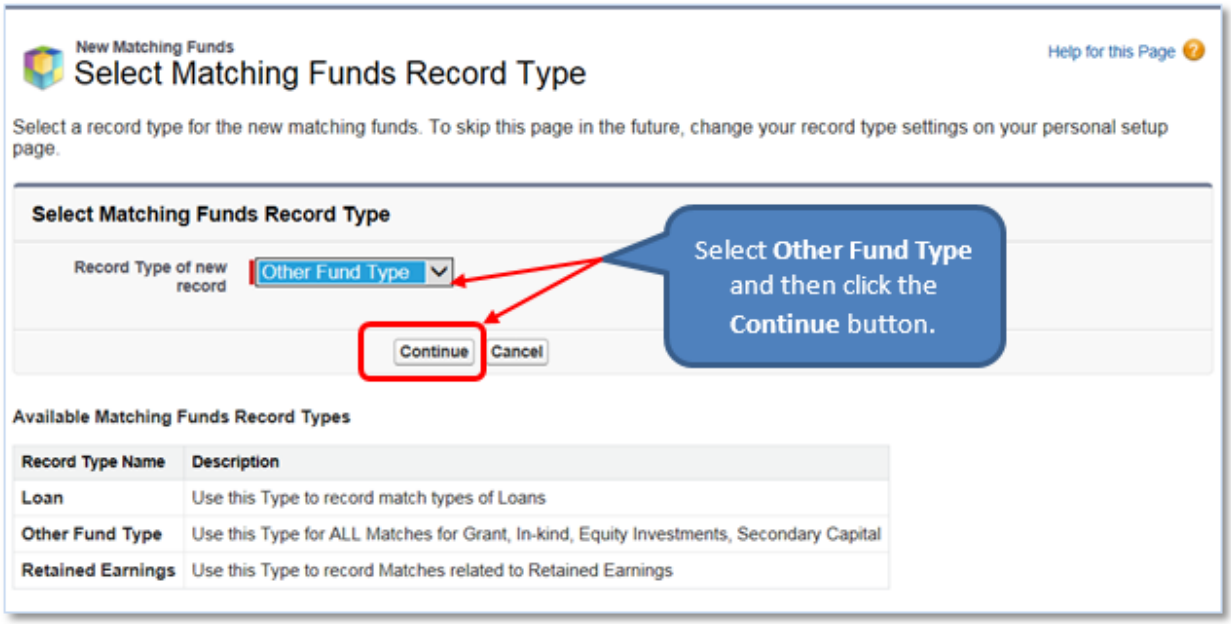


Figure 104. Select Matching Funds Record Type Page – Other Fund Type

4. You will be forwarded to the Matching Funds Edit page.

5. Complete the information on the page:
    a. Enter the Name of the Provider.
    b. Select a type of matching funds from the Type drop-down menu.
    c. Enter comments in the Comments text field, as necessary.
    d. Enter the **total amount received from the Matching Funds Provider** in the Amount $ field. This should match the amount in the agreement documentation between your organization and the Matching Funds Provider.
    e. Select an activity from the Eligible FA Activity drop-down menu.

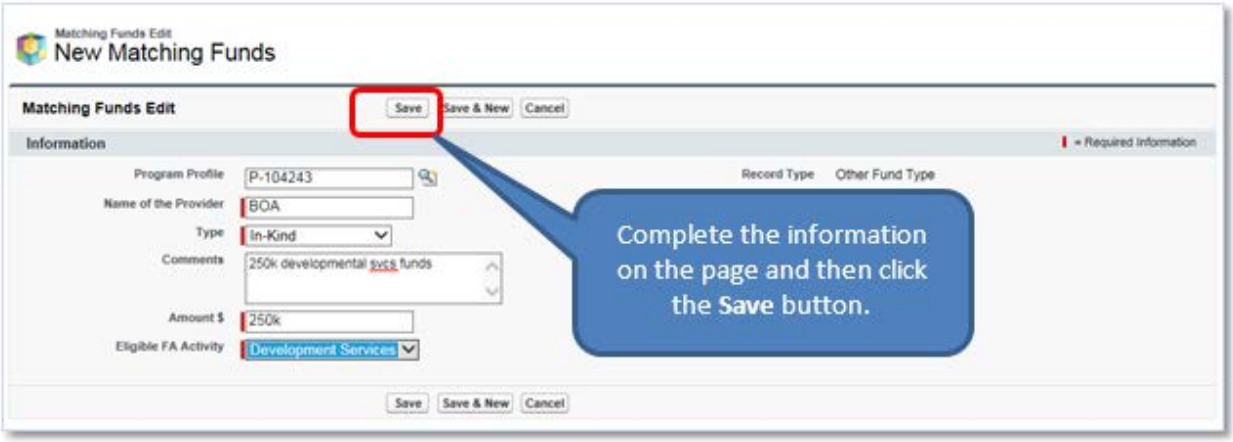


Figure 105. Matching Funds Edit Page – Other Fund Type

6. Click the **Save** button to be forwarded to the Matching Funds Detail page. (Clicking the Save & New button saves the record and re-displays another blank form to create a new record. Use this button when you want to create multiple matching funds quickly.)

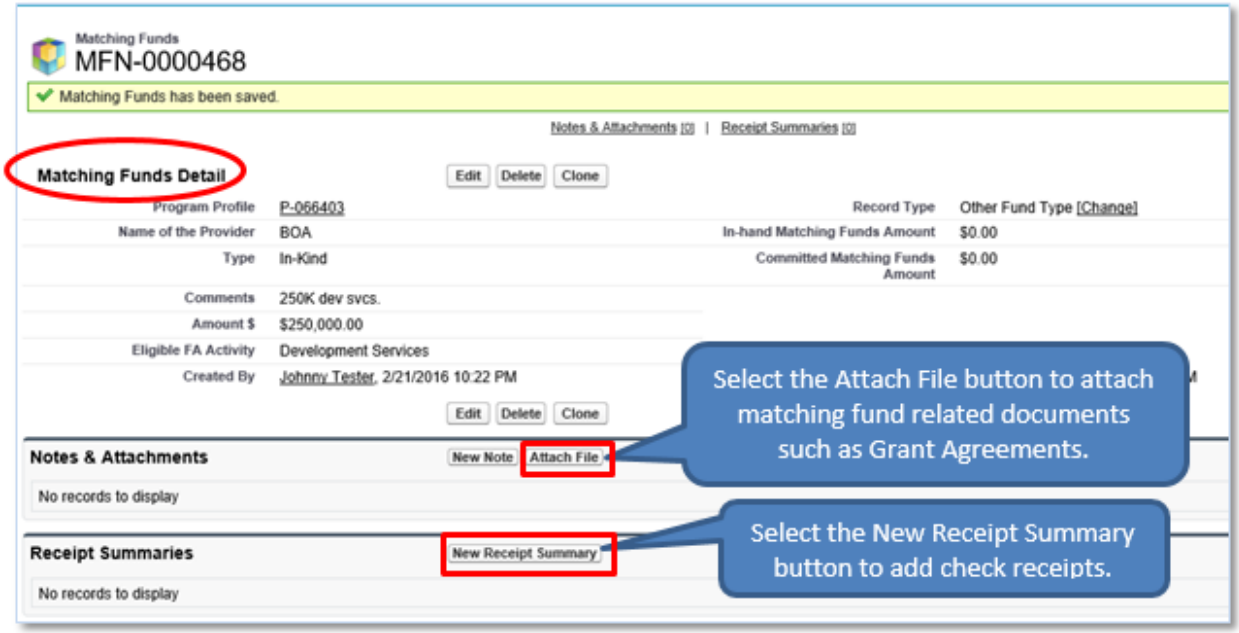


Figure 106. Matching Funds Detail Page – Other Fund Type

7. Scroll down to the Receipt Summaries related list and click the **New Receipt Summary** button.

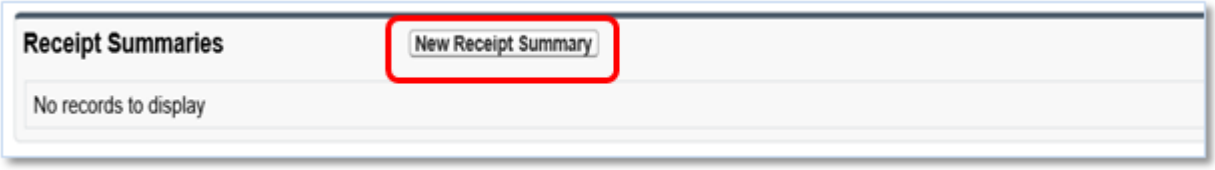


Figure 107. Receipt Summaries Related List

8. You will be forwarded to the Select Receipt Summary Record Type page.

NOTE: Receipt Summary records are used to record and validate matching funds records. You can enter more than one Receipt Summary for each Matching Funds source to demonstrate multiple disbursements from the Matching Funds Provider and/or that funds are in-hand or committed. For example, if a $500k grant was disbursed in two $250k payments, two corresponding receipt summaries should be created.

Please note that the sum of all receipt summaries entered cannot exceed the amount entered in the Amount $ field in the Matching Funds Detail section.

You must enter a receipt summary for all Matching Funds sources. Without a receipt summary you will NOT be able to apply the entered Matching Funds information to an application.

There are five receipt summary options; however, **for Other Fund Type record types you must only select "Committed" or "In-hand":**

1. Committed – Use this option to record committed receipts not yet in-hand.
2. In-hand – Use this option to record in-hand receipts.

9. Select a receipt summary option from the Record Type of New Record drop-down menu and then click the **Continue** button.

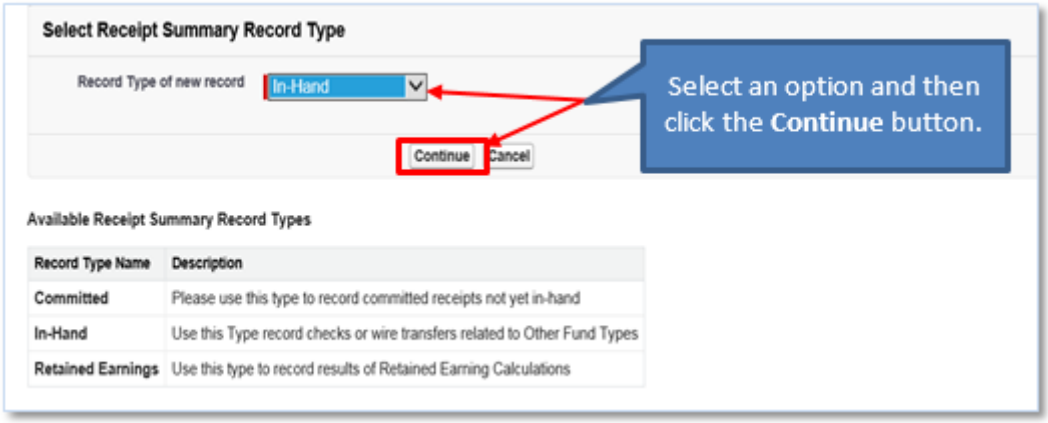


Figure 108. Select Receipt Summary Record Type Page

10. You will be forwarded to the Receipt Summary Edit page.
11. Complete the information on the page:

a. Enter the check/wire amount in the Amount $ field.
b. Enter the check/wire transfer number in the Check/Wire Transfer# field.
c. Enter the check date/wire transfer date in the Date of Receipt field.

Figure 109. Receipt Summary Edit Page – Other Fund Type

12. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary quickly.)

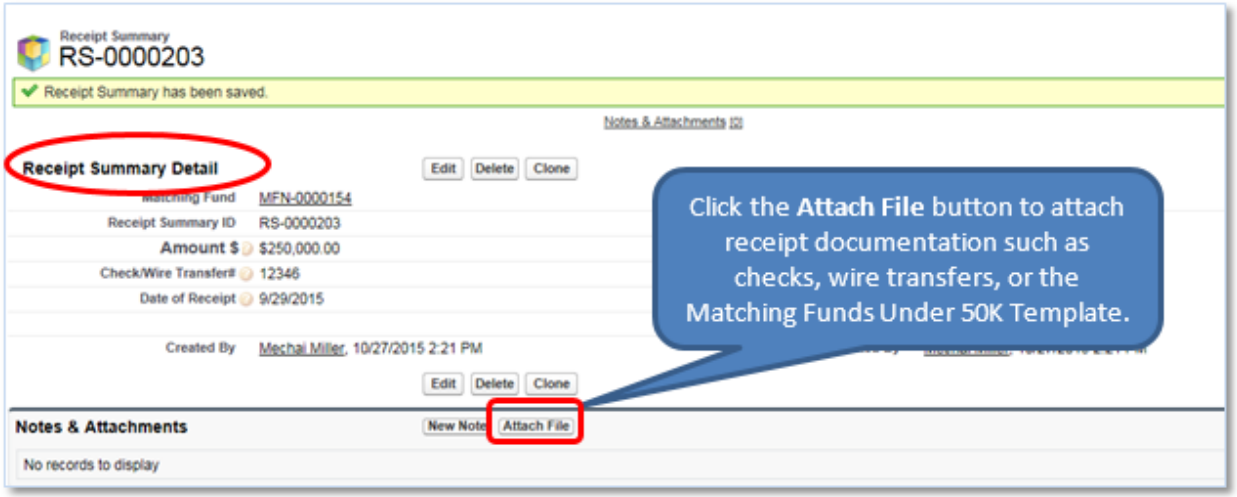


Figure 110. Receipt Summary Detail Page – Other Fund Type

13. Click the **Attach File** button under the Notes & Attachments related list to attach documents related to matching funds receipts. You will be forwarded to the Attach File to Receipt Summary page.

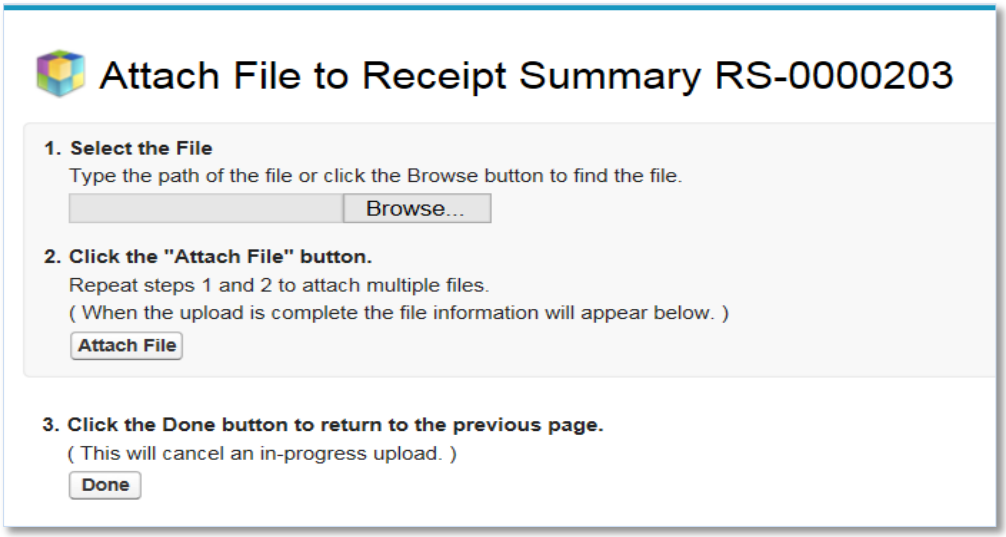


Figure 111. Attach File to Receipt Summary Page – Other Fund Type

14. Follow the instructions on the page to attach a file:
    a. Click the **Browse** button and select a file.
    b. Click the **Attach File** button.
    c. Click the **Done** button.
    d. The attached file will be displayed under the Notes & Attachments related list.
    e. Repeat Steps 16-17 to attach all your receipts.
15. From the Receipt Summary Detail page, click the **link** next to the Matching Fund field to return to the Matching Funds Detail page.

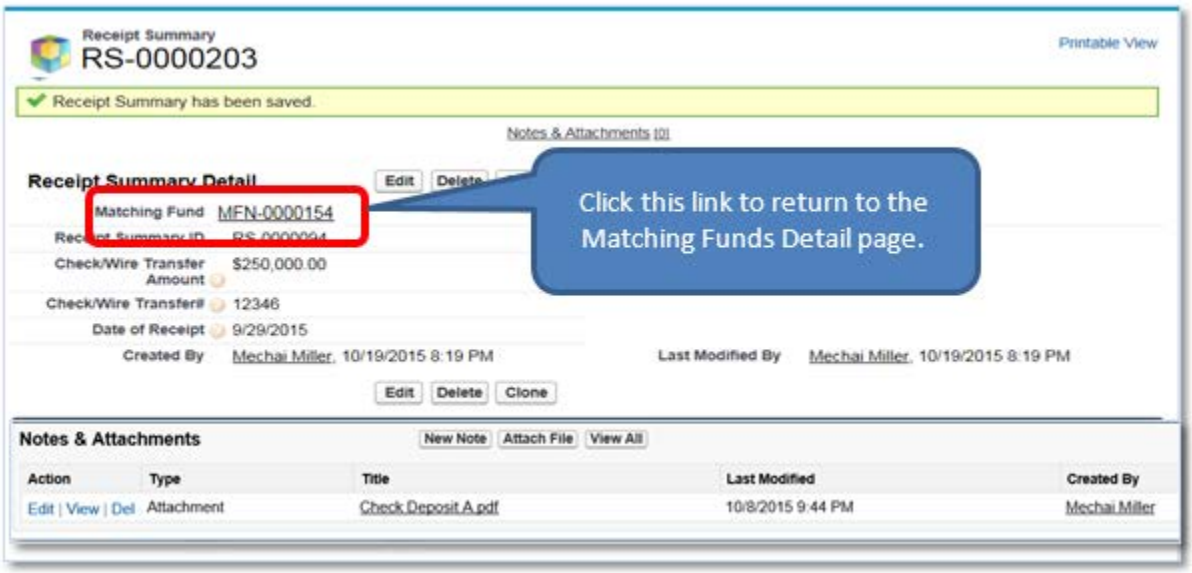


Figure 112. Receipt Summary Detail Page – Other Fund Type

16. The Matching Funds Detail page is displayed with the receipt summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

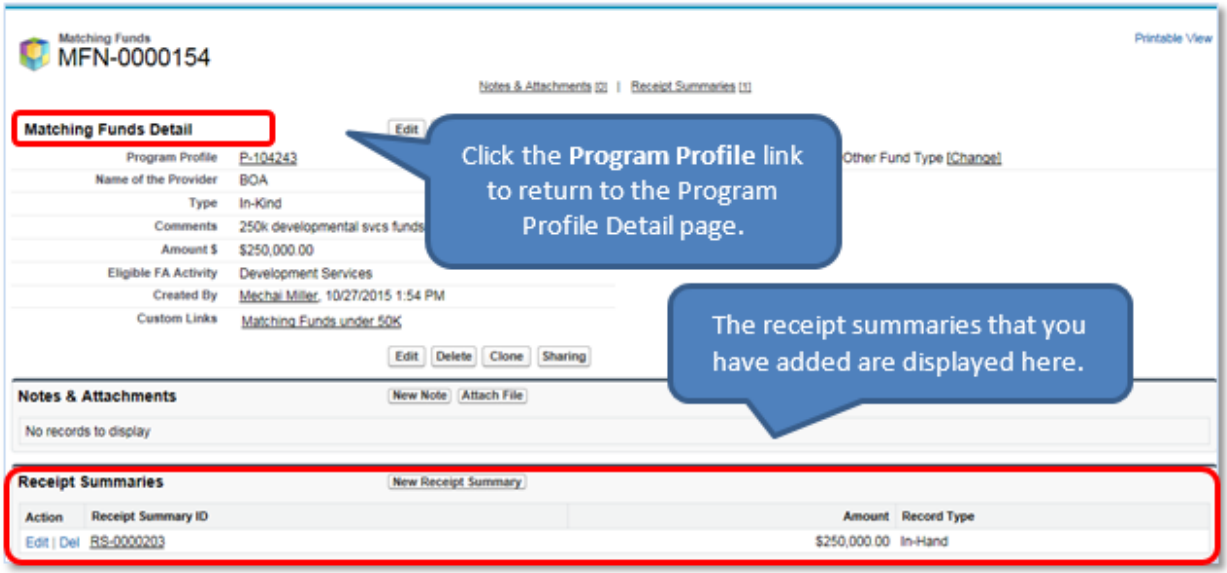


Figure 113. Matching Funds Detail Page – Other Fund Type

17. The Program Profile Detail page is displayed with the matching funds that you have added. Click the Matching Funds related list.

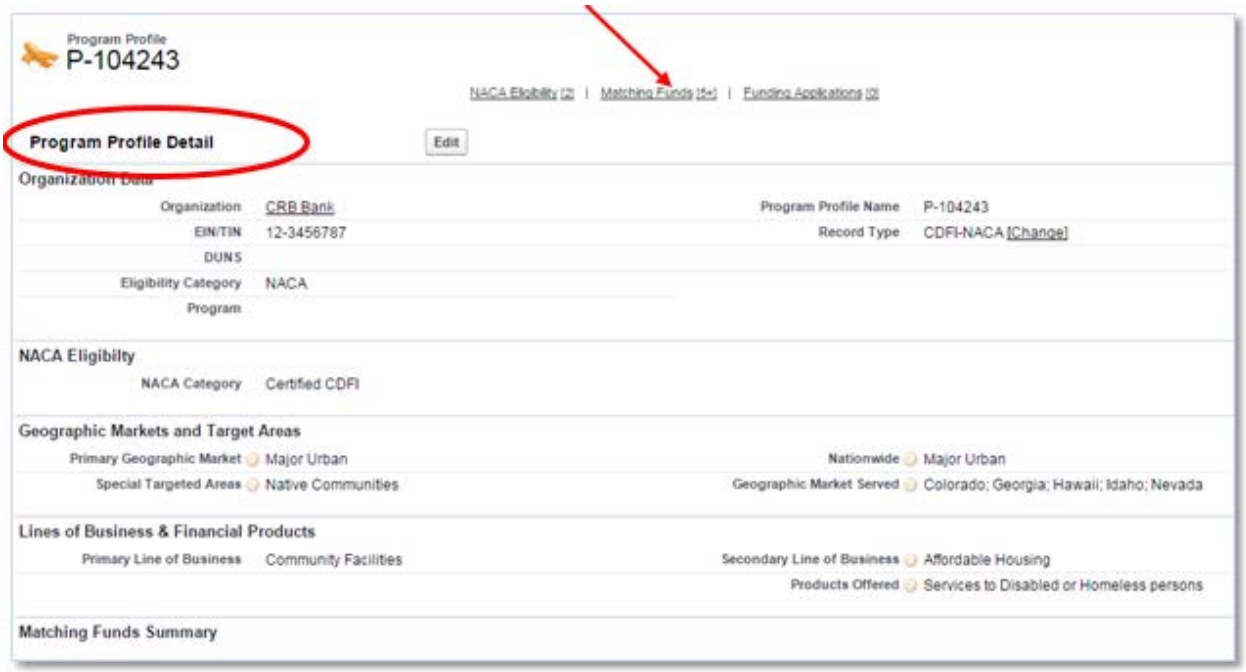


Figure 114. Program Profile Detail Page – Matching Funds Related List

4.2.4 Complete Matching Funds Information for Retained Earnings

Note: Applicants are required to complete all the required Matching Funds information. Required fields are highlighted with a red line next to the field.

To complete information on matching funds for retained earnings:

1. Ensure you are on the CDFI/NACA Program Profile Detail page.
2. Scroll down to the Matching Funds related list on the Program Profile Detail page and then click the **New Matching Funds** button.

Figure 115. Matching Funds Related List

3. You will be forwarded to the Select Matching Funds Record Type page. Select **Retained Earnings** from the Record Type of New Record drop-down menu and then click the **Continue** button.

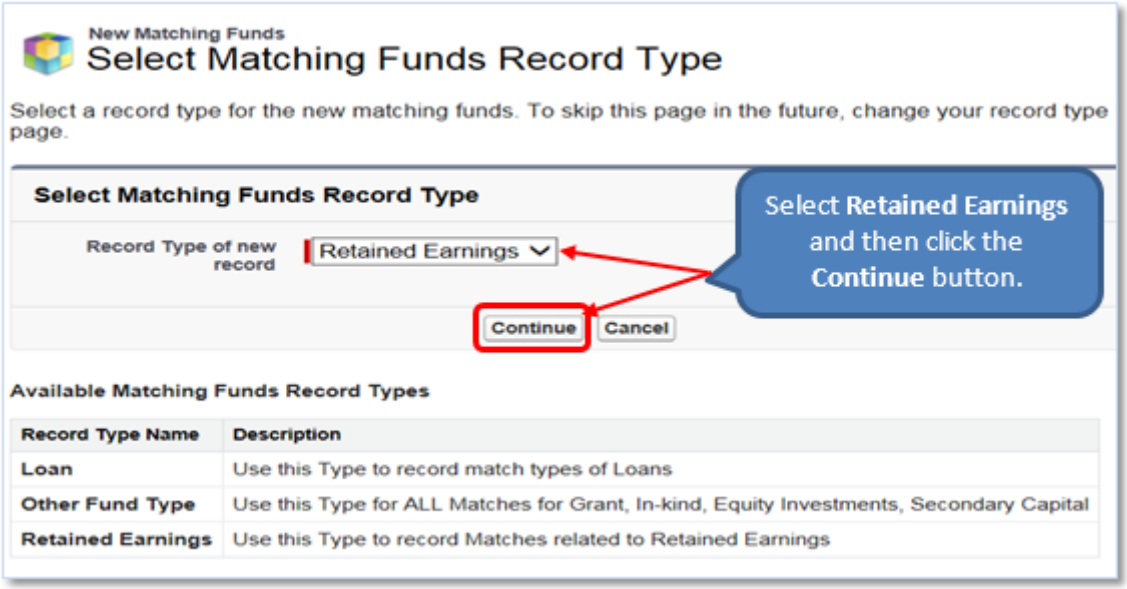


Figure 116. Select Matching Funds Record Type Page – Retained Earnings

4. You will be forwarded to the Matching Funds Edit page.
5. Complete the information on the page:
   a. Select **Retained Earnings** from the Type drop-down menu.
   b. Enter comments in the Comments text field, as necessary.
   c. Select an activity from the Eligible FA Activity drop-down menu.

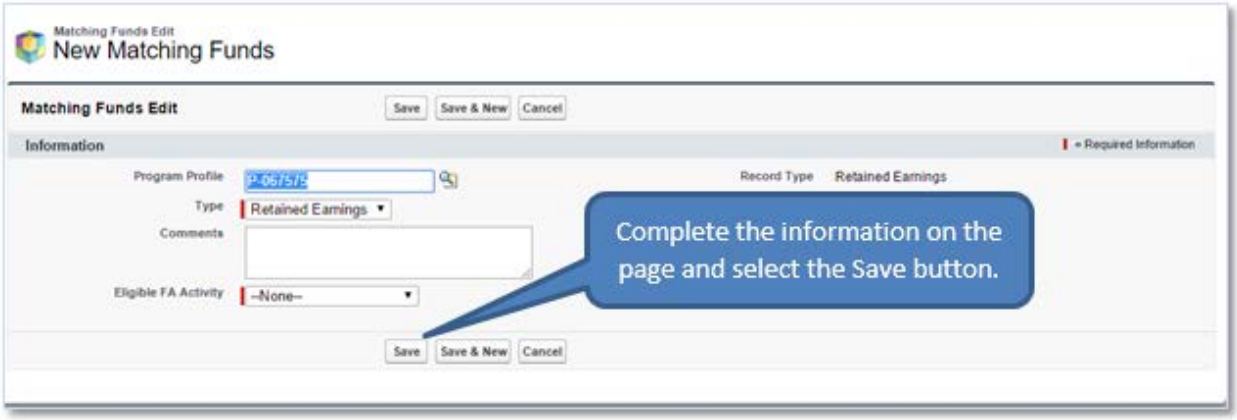


Figure 117. Matching Funds Edit Page – Retained Earnings

6. Click the **Save** button to be forwarded to the Matching Funds Detail page. (Clicking the Save & New button saves the record and re-displays another blank form to create a new record. Use this button when you want to create multiple matching funds quickly.)

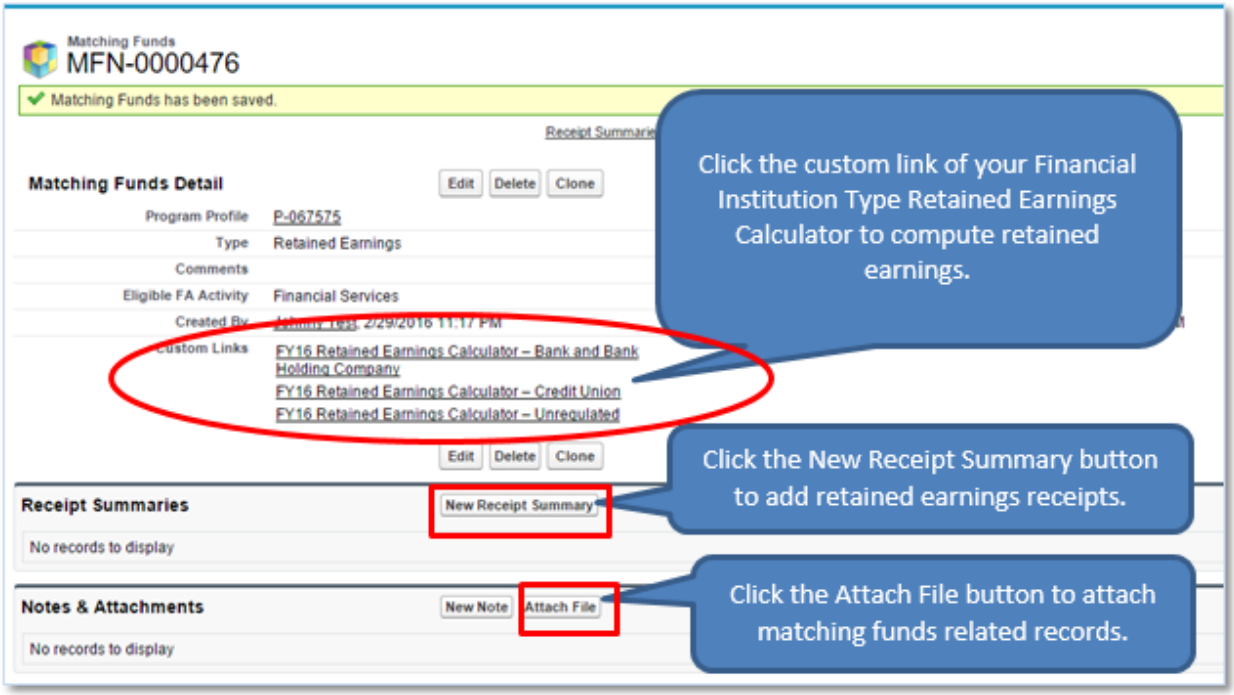


Figure 118. Matching Funds Detail Page – Retained Earnings

7. Click the **Retained Earnings Calculator** link for the Financial Institution Type to download a Retained Earnings Calculator template with formulas that you will use to calculate the available retained earnings.
8. Within the Retained Earnings Templates there are two tabs, one is a guide providing instructions on how to use the retained earnings calculator and the 2nd tab is the retained earnings calculator for that Financial Institution Type.

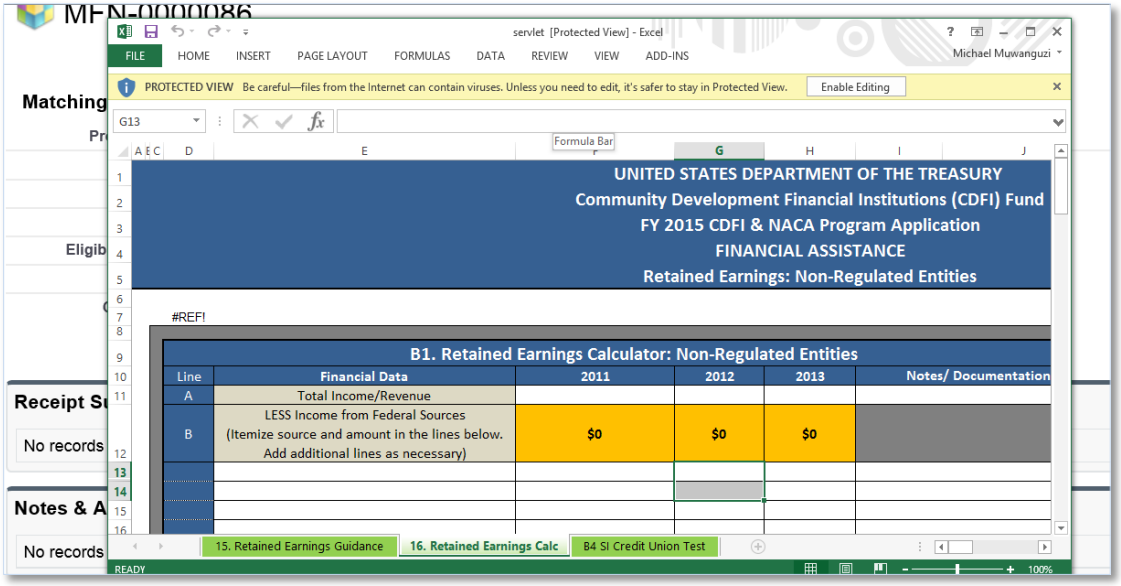


Figure 119. Retained Earnings Template – Excel Workbook

9. Once the Retained Earnings matching fund amount is determined, return back to the Matching Fund detail page and select the **New Receipt Summary** button.

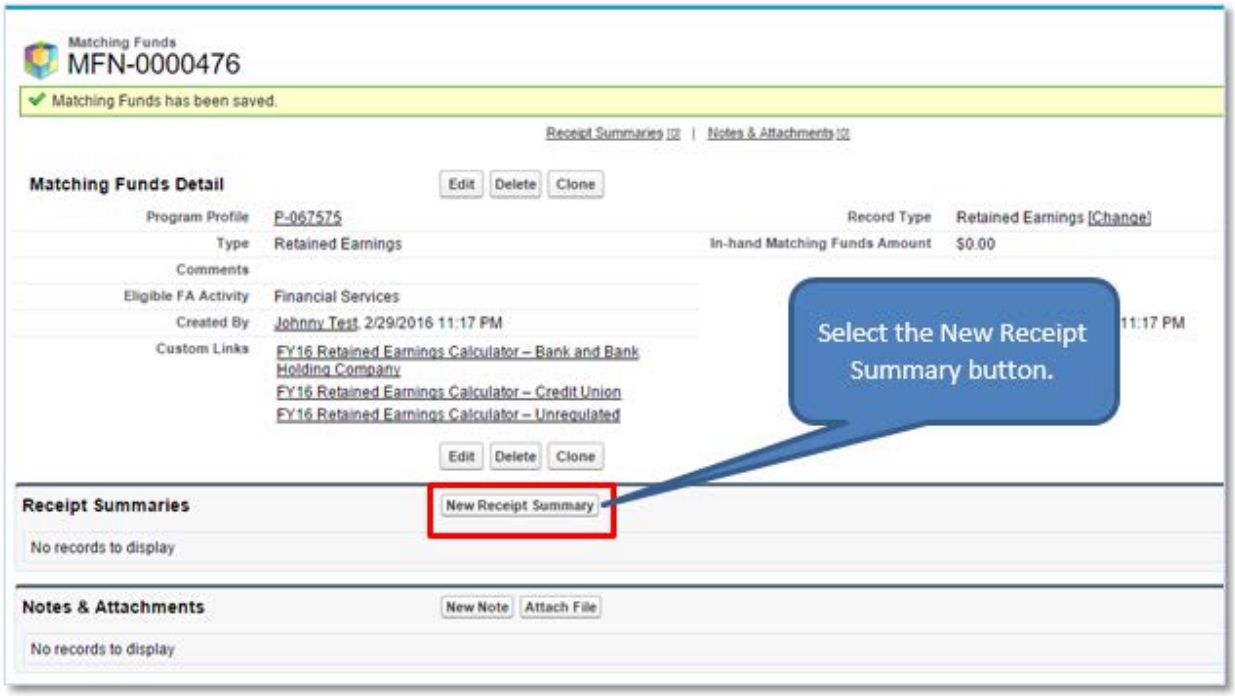


Figure 120. Matching Funds Detail Page – Receipt Summary Related List

a. From the Matching Funds Detail page, click the **Attach File** button under the Notes & Attachments related list to add the retained earnings documentation such as audited financial statements ONLY if they are not provided with your application. In most cases, this step will not be necessary since FA applicants are required to submit audits with their application submissions.
b. You will be forwarded to the Attach File to Matching Funds page.

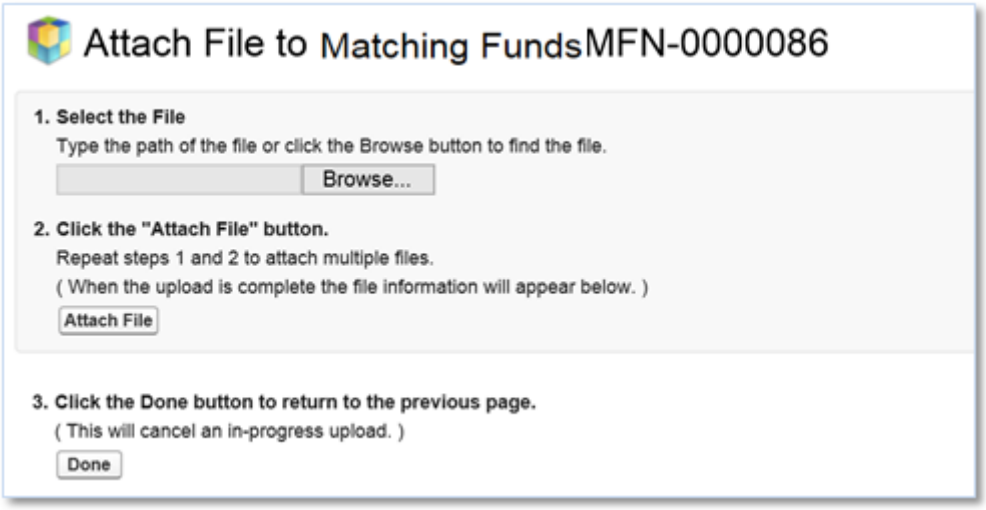


Figure 121. Attach File to Matching Funds Page – Retained Earnings

c. Follow the instructions on the page to attach a file:
   i. Click the **Browse** button and select a file.
   ii. Click the **Attach File** button.
   iii. Click the **Done** button.
   iv. The attached file will be displayed under the Notes & Attachments related list.

10. Scroll down to the Receipt Summaries related list and click the **New Receipt Summary** button.

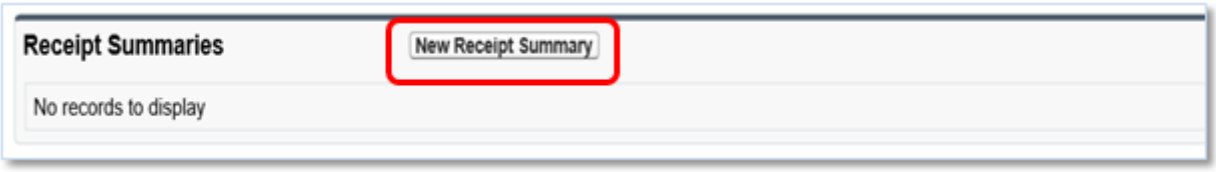


Figure 122. Receipt Summaries Related List

11. You will be forwarded to the Select Receipt Summary Record Type page.

NOTE: Receipt Summary records are used to record and validate matching funds records. For Retained Earnings, enter the total amount of Retained Earnings that are available per the completed Retained Earnings Calculator.

Please note that the sum of all receipt summaries entered cannot exceed the amount entered in the Amount $ field in the Matching Funds Detail section.

You must enter a receipt summary for all Matching Funds sources. Without a receipt summary you will NOT be able to apply the entered Matching Funds information to an application.

There are five receipt summary options; however, **for Retained Earnings record types you must only select "Retained Earnings":**

1. Retained Earnings – Use this option to record the amount of available Retained Earnings.

12. Select **Retained Earnings** Record Type of new record from the drop-down menu and then click the **Continue** button.

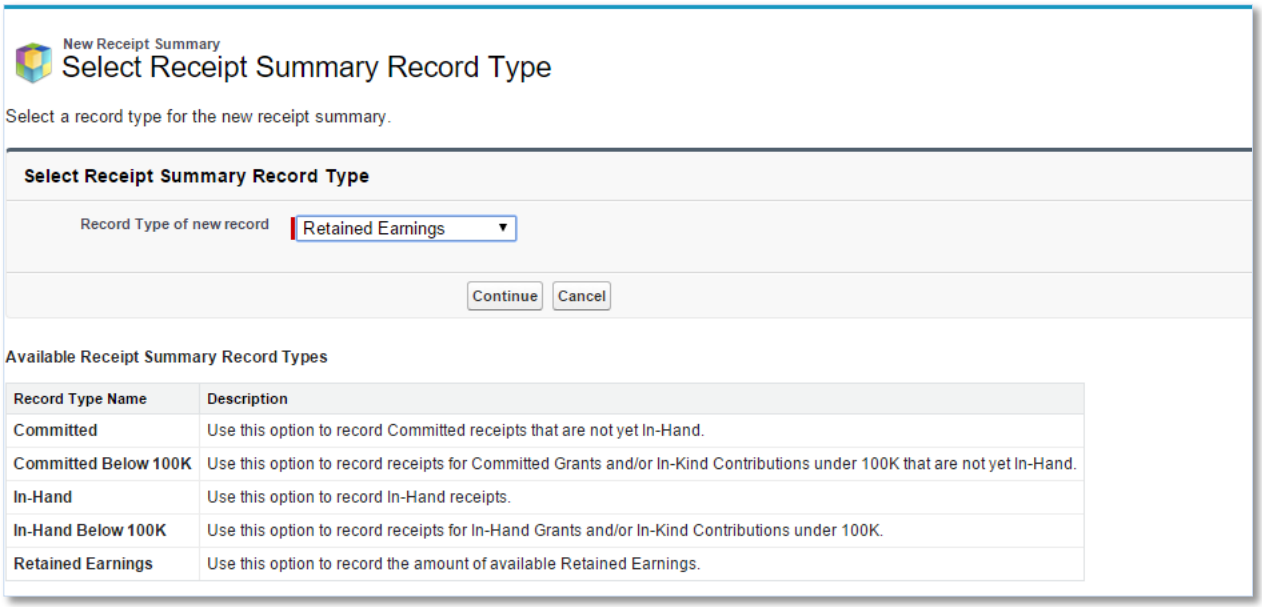


Figure 123. Select Receipt Summary Record Type Page

13. You will be forwarded to the Receipt Summary Edit page. Complete the required information on the page.
    a. Enter the amount of available retained earnings per the completed Retained Earnings Calculator in the Amount $ field
    b. Leave the "Check/Wire Transfer" and "Date of Receipt" fields blank. These fields are not required for Retained Earnings receipt summaries.

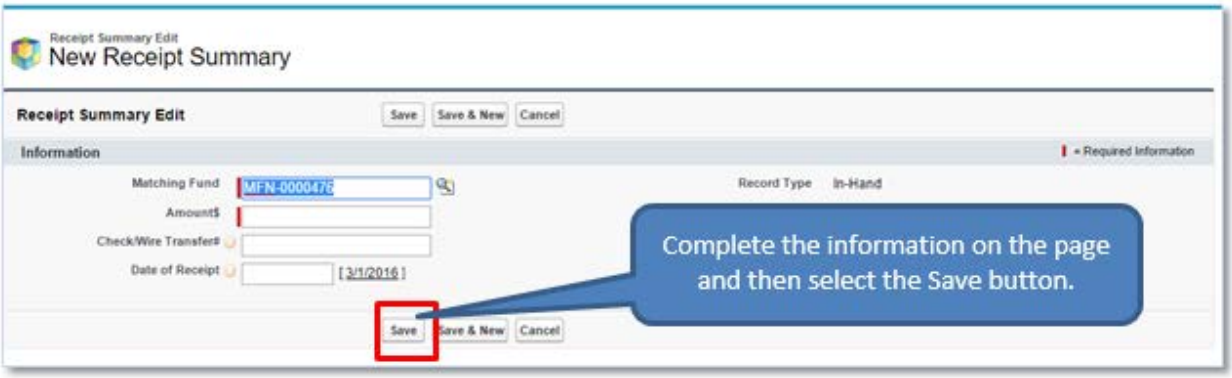


Figure 124. Receipt Summary Edit Page – Retained Earnings

14. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary quickly.)

	NOTE: If there are retained earnings available for more than one fiscal year that falls within the matching funds window, enter separate Receipt Summary records for each fiscal year. For example, an applicant has the following Retained Earnings Calculator results: FY 2013 - $150,000 FY 2014 - $250,000 FY 2015 - $350,000 The applicant recipient would enter two separate Receipt Summary records including a record for $250,000 for the retained earnings available from FY 2014 and another record for $350,000 for the retained earnings available from FY 2015. (FY 2013 is not within the matching funds window for the FY 2016 funding round).

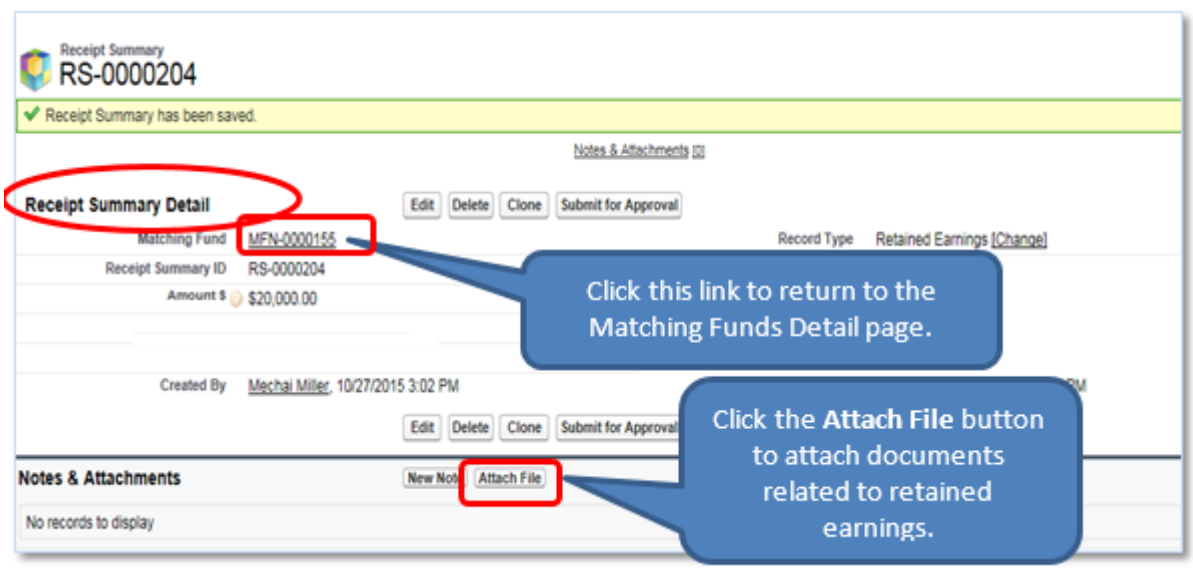


Figure 125. Receipt Summary Detail Page – Retained Earnings

15. Click the **Attach File** button under the Notes & Attachments related list to attach the completed Retained Earnings Calculator spreadsheet. You will be forwarded to the Attach File to Receipt Summary page.

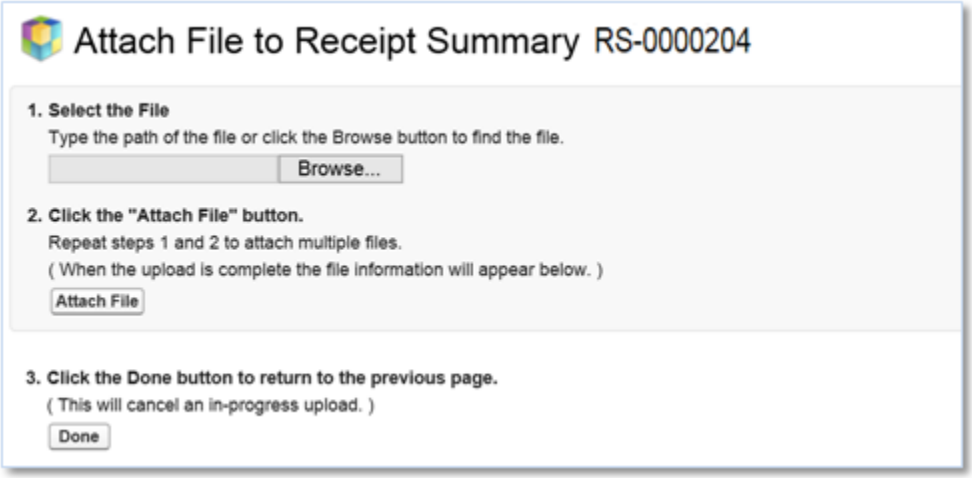


Figure 126. Attach File to Receipt Summary Page – Retained Earnings

16. Follow the instructions on the page to attach a file:
    a. Click the **Browse** button and select a file.
    b. Click the **Attach File** button.
    c. Click the **Done** button.
    d. The attached file will be displayed under the Notes & Attachments related list.
    e. Repeat Steps 16-17 to attach all your receipts.
17. From the Receipt Summary Detail page, click the **link** next to the Matching Fund field to return to the Matching Funds Detail page.

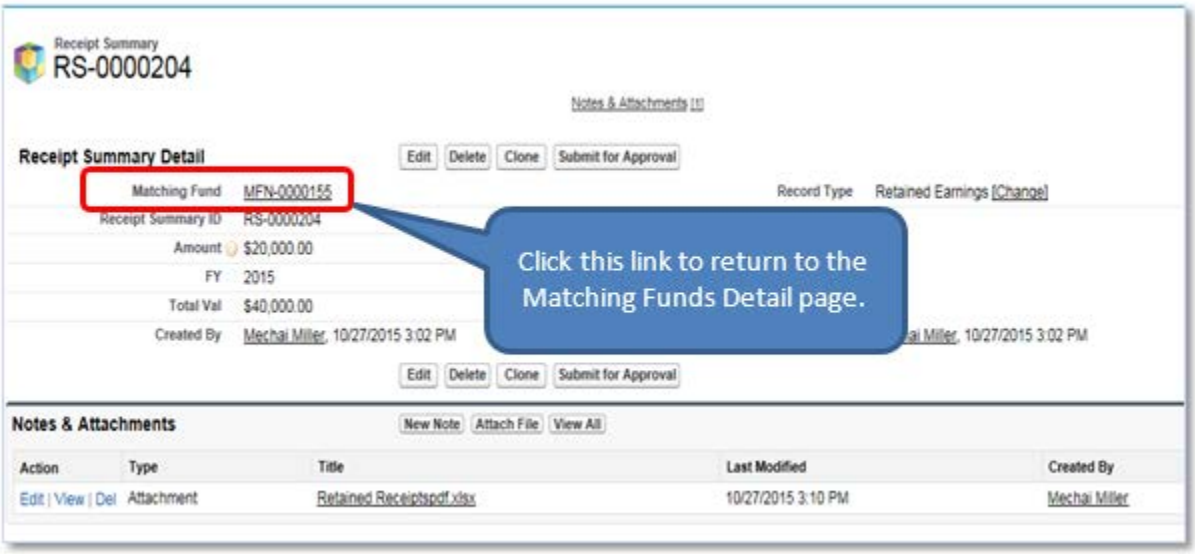


Figure 127. Receipt Summary Detail Page – Retained Earnings

18. The Matching Funds Detail page is displayed with the receipt summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

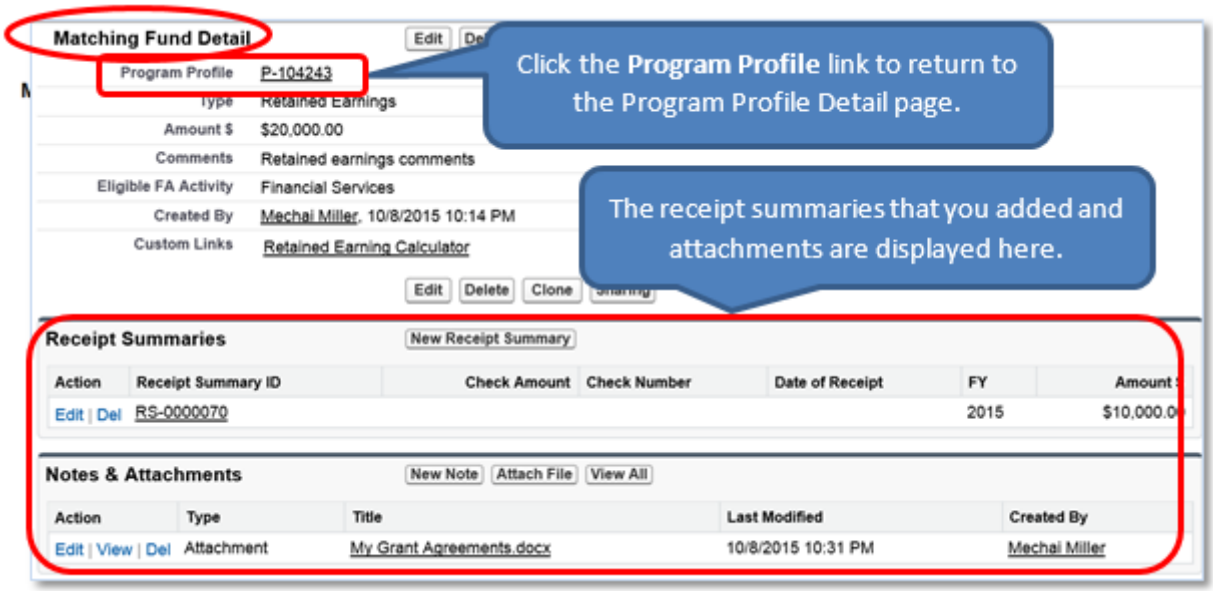


Figure 128. Matching Funds Detail Page – Retained Earnings

19. The Program Profile Detail page is displayed with the matching funds that you have added. Scroll down to the Matching Funds related list.

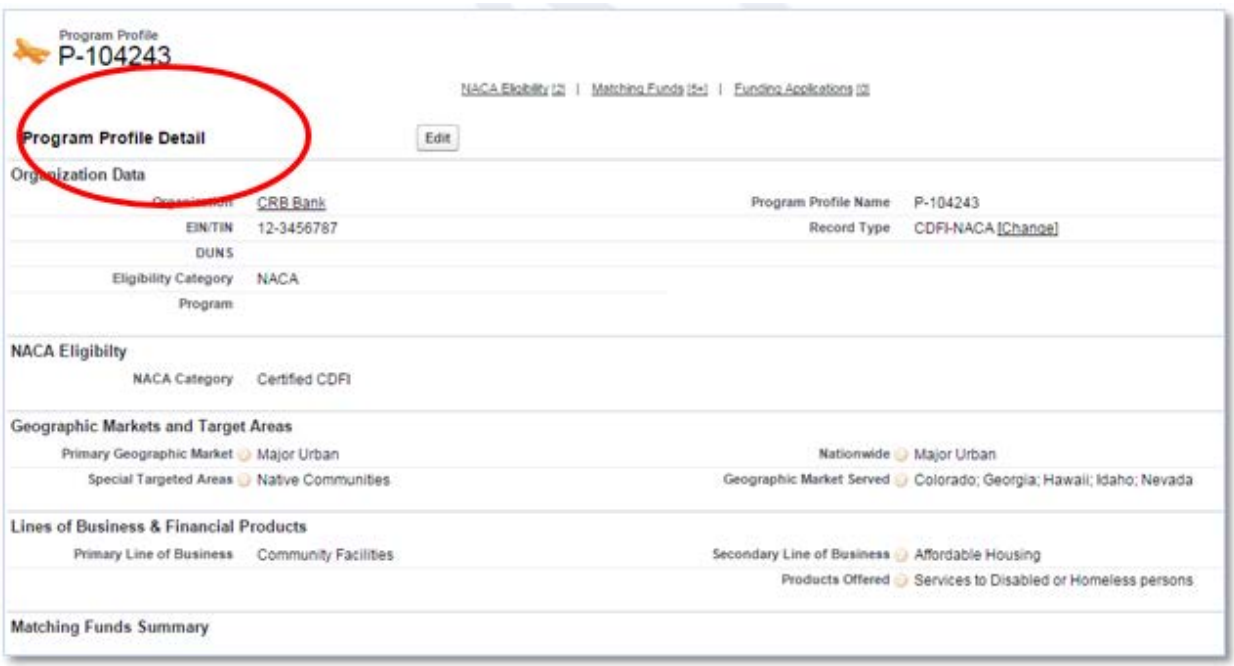


Figure 129. Program Profile Detail Page

Figure 130. Program Profile Detail Page – Matching Funds Related List

20. If you can see your matching funds in the Matching Funds related list, this is confirmation that your matching funds information has been submitted to the CDFI Fund for review. You will be contacted if the information submitted is not complete or if any other questions arise.

5 Create/Update CDFI/NACA Program Funding Applications

Once the organization Program Profile has been updated, the CDFI/NACA Program Application can be created and completed.

To create a CDFI/NACA application…

1. Click the **Organizations** tab to be forwarded to the Organizations Home page.
    a. The organization is listed under the Recent Organizations section; alternatively,
    b. If the organization is not listed, click the **Go!** button next to View to be forwarded to the Organizations list view.

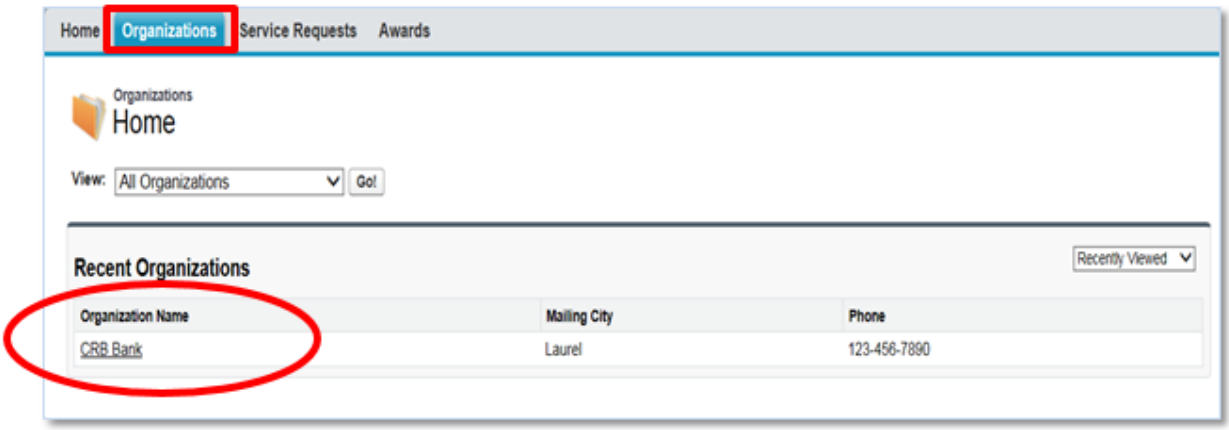


Figure 131. Organizations Home

2. Click the **Organization Name** link to access an Organization Profile.
3. From the Organization Detail page, click the **Program Profiles** related list to navigate to the Program Profiles.

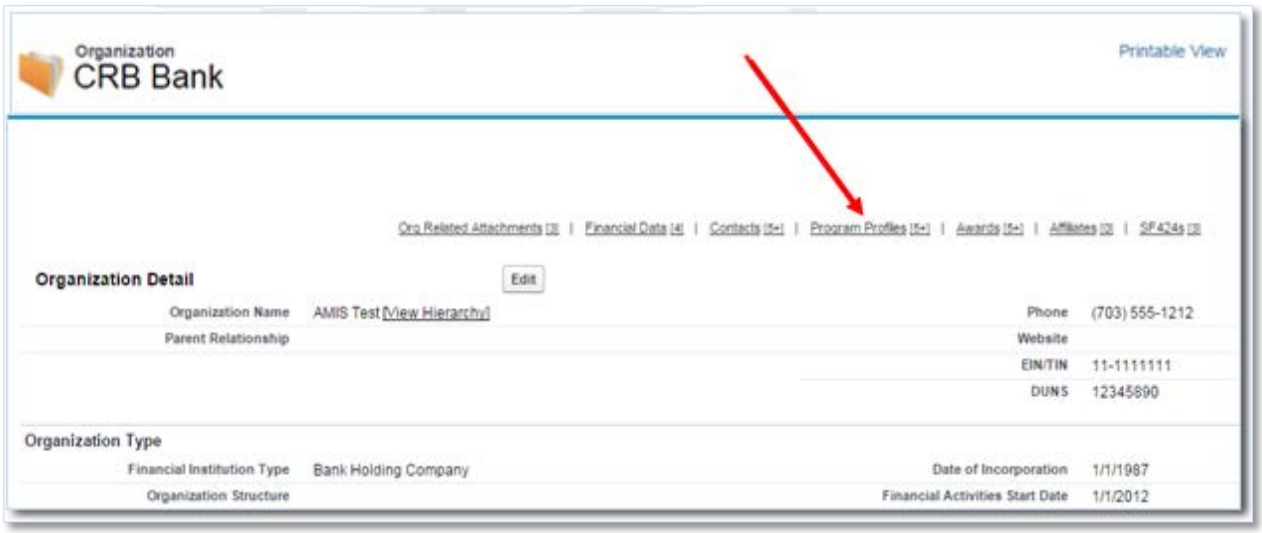


Figure 132. Organization Detail Page – Program Profiles

4. From the Program Profiles related list, click the **Program Profile Name** link for the CDFI/NACA Record Type to be forwarded to that Program Profile Detail page.

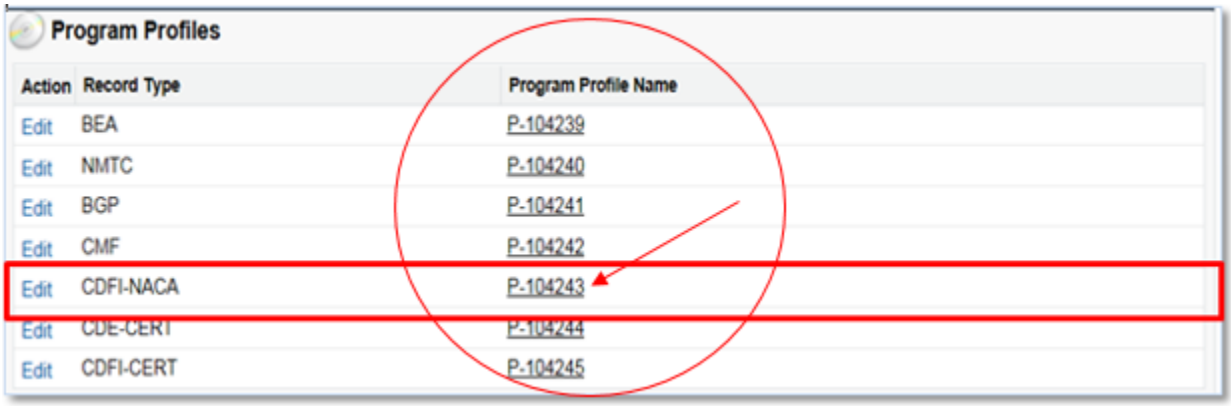


Figure 133. Program Profiles Related List

5. From the Program Profile Detail page, click the **Funding Applications** related list link.

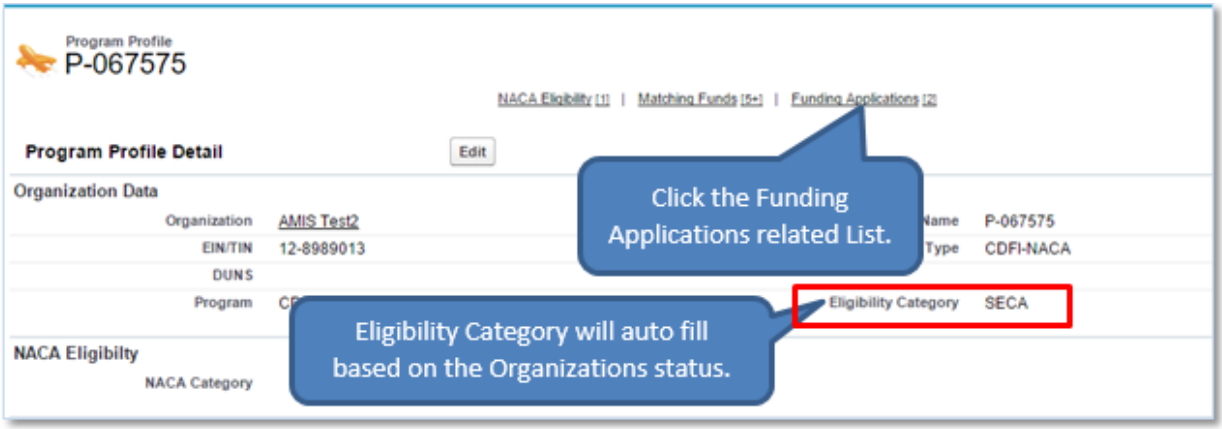


Figure 134. Program Profile Detail Page - Funding Applications

Figure 135. Program Profile Detail Page Related Lists

6. Click the **New Funding Application** button.

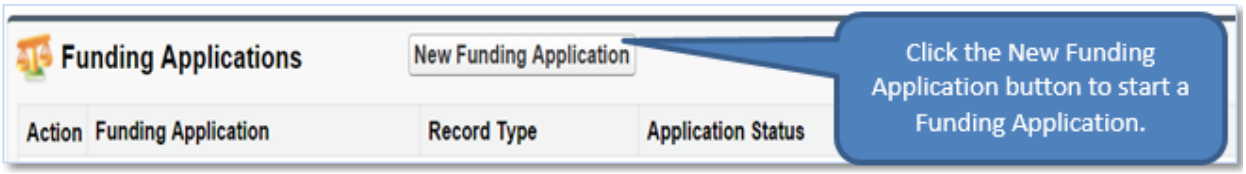


Figure 136. Funding Application Related List - New Funding Application

7. You will be forwarded to the New Application Select Application Record Type page.
8. Select the type of CDFI/NACA Funding Application record type from the drop-down menu and click the **Continue** button. You will see different options in this area depending on what you are eligible to apply for:

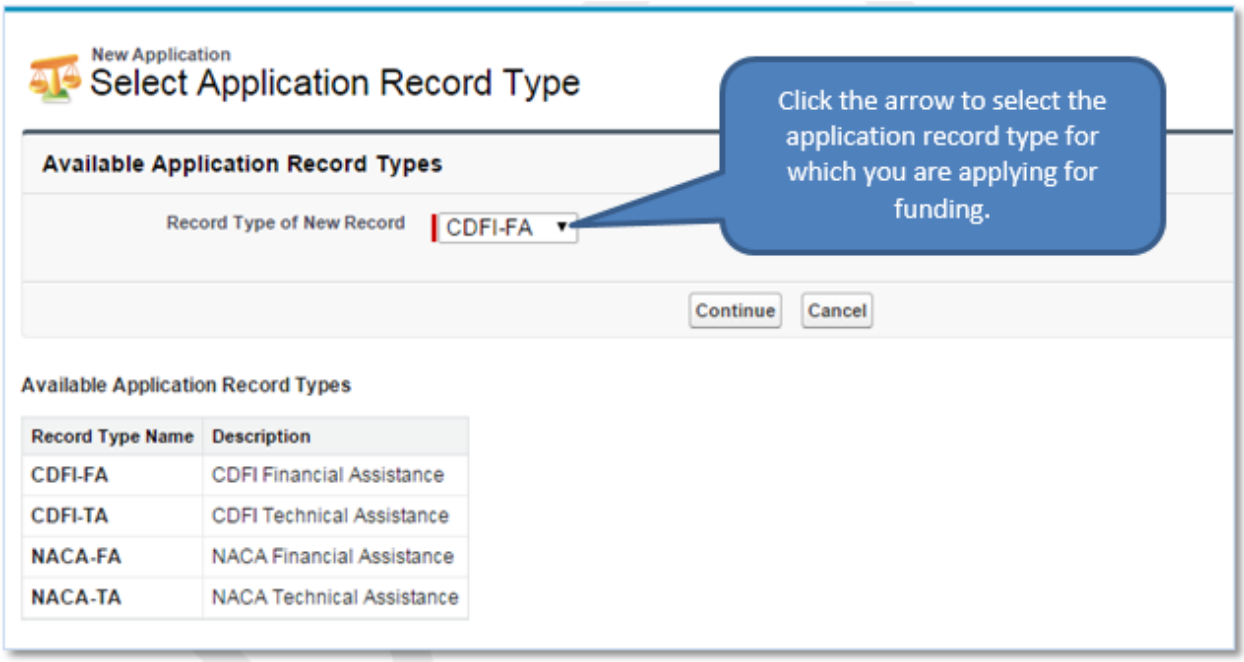


Figure 137. New Application Select Record Type Page

	Note: Ensure you select the appropriate Funding Application type that you wish to apply for. There are four application types to choose from: 1. **CDFI-FA** – Allows eligible applicants to complete a CDFI Program Financial Assistance Application. Applicants will have a chance to create a Healthy Food Financing Initiative Financial Assistance Application (HFFI-FA) upon accessing the CDFI-FA Application. 2. **CDFI-TA –** Allows eligible applicants to complete a CDFI Program Technical Assistance Application. 3. **NACA-FA** – Allows eligible applicants to create a NACA Program Financial Assistance Application. Applicants will have a chance to create a Healthy Food Financing Initiative Financial Assistance Application (HFFI-FA) upon accessing the NACA-FA Application. 4. **NACA-TA –** Allows eligible applicants to create a NACA Technical Assistance Application. You will only see application types that your institution is qualified to apply for based on the Eligibility Category displayed in the Program Profile as well as the "Program" (CDFI or NACA) that you selected in the Program Profile.

5.1 CDFI-FA & NACA-FA Application

To complete the CDFI-FA or NACA-FA Application:

1. Select the **CDFI-FA or NACA-FA** Funding Application Record Type from the drop-down menu and click the **Continue** button.

Figure 138. FA Funding Application Selection

2. You will be forwarded to the Funding Application Edit Page.

	Note: Applicants are required to complete all the required information in the application. Required fields are highlighted with red line next to the field.

3. Complete the Application Point of Contact and Authorized Representative using the Lookup feature. You must provide at least one Point of Contact and no more than three.

   Please note the following critical information about the roles of the Authorized Representative and Application Point of Contact.
   - Only the Authorized Representative can sign the application. The Authorized Representative must be logged into AMIS in order to complete this action.
   - The Authorized Representative and the designated Application Points of Contact are the only users allowed to submit the Application to the CDFI Fund in AMIS.

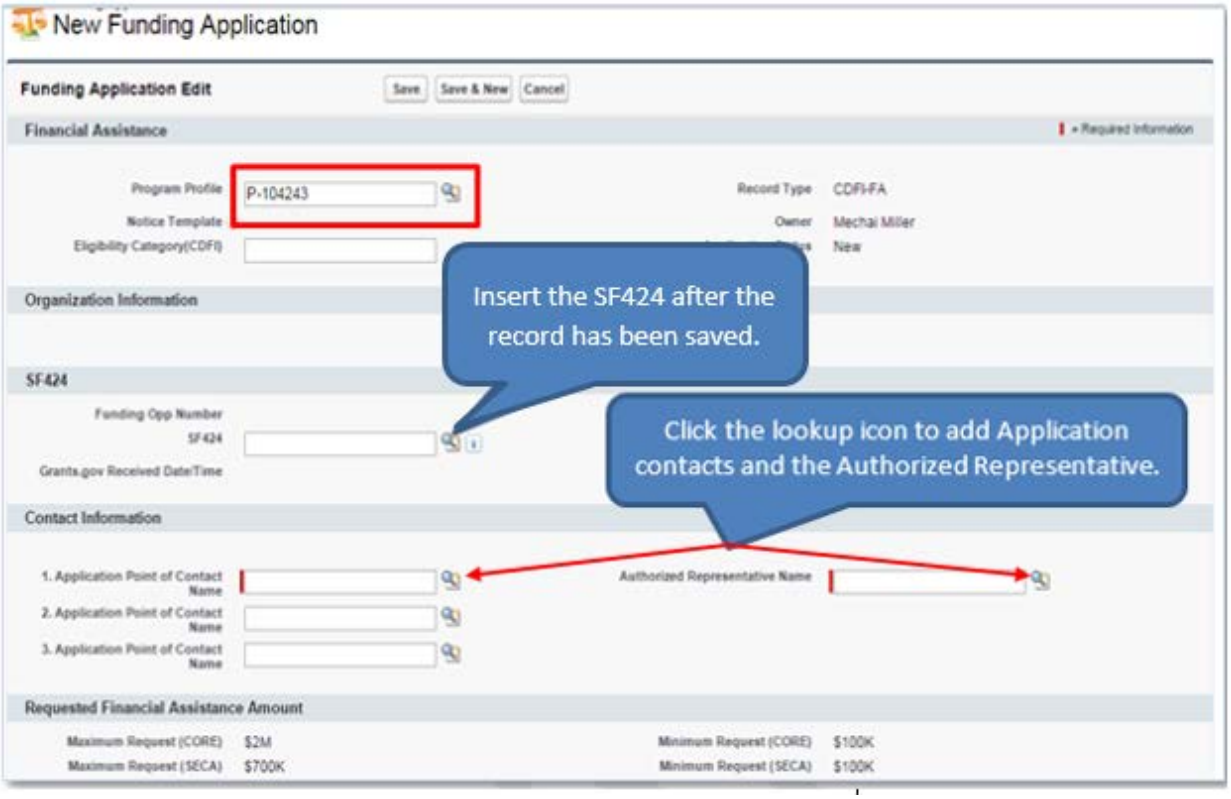


Figure 139. FA Funding Application Edit Page

4. Enter Financial Assistance Request Amount
   a. Enter the amount that you are requesting for each eligible FA activity. Note that only Insured Depository Institution applicants may enter requests for Financial Services and Capital Reserves. Because the FA activity fields are required, you must enter $0 for any activity that is not included in your request.
   b. In the *FA First Payment* field, enter the estimated amount of the requested award that they expect to expend on eligible FA activities during the first 12 months of the performance period. The CDFI Fund anticipates making award announcements for the FY 2016 funding round in the fall of Calendar Year 2016. The award announcement signifies the commencement of the performance period. The amount included here will determine the initial payment of award funds for FA Award Recipients.
   c. In the *Affiliate/Subsidiary FA/TA $ Past 2 Yrs* field, enter the total amount of FA and/or TA awards that your organization's affiliates and/or subsidiaries have received in the prior two CDFI Program and NACA Program funding rounds (FY14 and FY15). This should not include prior HFFI-FA awards.
   d. The *Applicant FA & TA Awards in Past 2 Yrs $* will automatically populate with the total amount of FA and/or TA awards that your organization has received in the prior two CDFI Program and NACA Program funding rounds (FY14 and FY15). This will not include prior HFFI-FA awards.
   e. AFTER saving the record the *Total Requested Amount* field will automatically populate by summing the amounts entered into the eligible FA activity fields.

Note the following:

- The maximum and minimum requests for each applicant category is displayed. In order to determine the appropriate Applicant Category for your organization, please refer to the Applicant Category descriptions provided in the FY 2016 CDFI and/or NACA Program NOFA.

Figure 140. FA Funding Application Edit Page - Requested Financial Assistance Amount

Figure 141. FA Funding Application Edit Page - Requested Financial Assistance Amount

5. Complete the questions in the Environmental Review Part 1 and Environmental Review Part 2 sections. Click the **Help (?)** icon next to each field to view help text for each question.

    - If you answer "Yes" to any question you are required to attach an explanation to your application.

    - Please refer to the *FY2016 Forms, Assurances, and Certifications Guidance*, found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website, for instructions on completing the Environmental Review form as well as full question text.

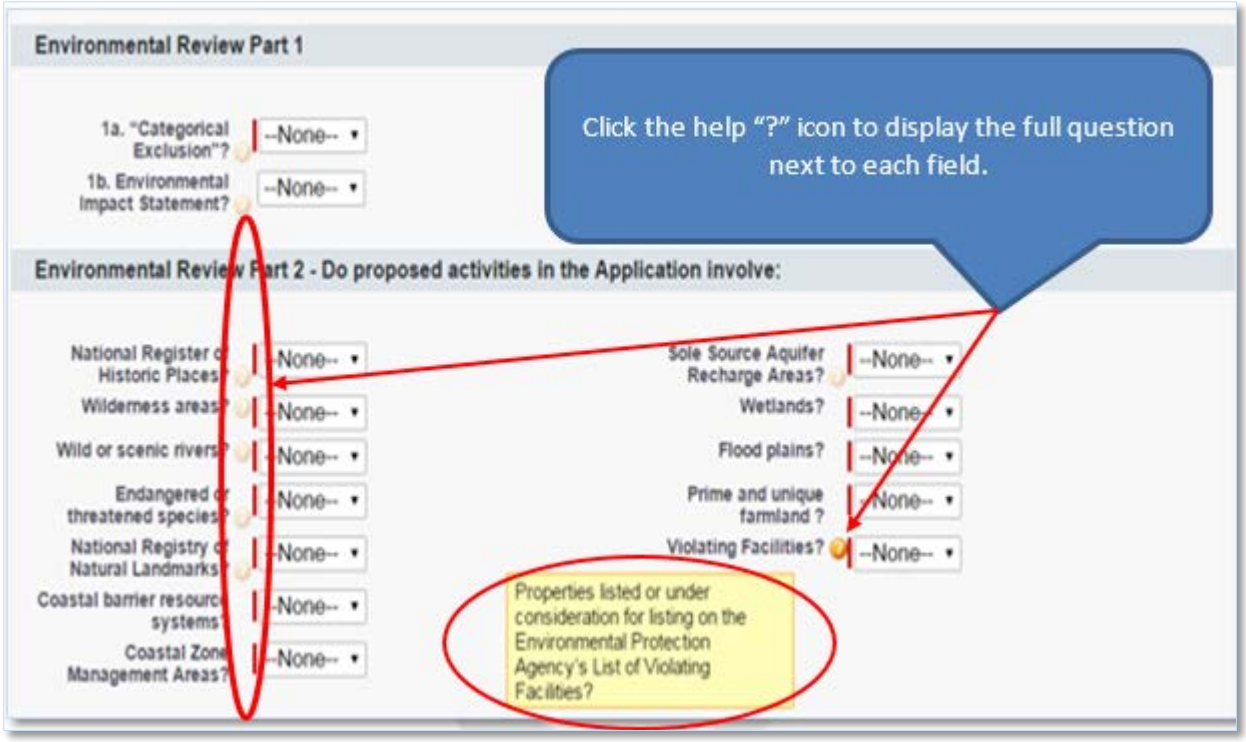


Figure 142. FA Funding Application Edit Page - Environmental Review

6. 501(c)(4) entities must complete the 501(c)(4) Questionnaire section. <u>If your organization is NOT a 501(c)(4), please leave this section blank</u>.

    - If you answer "Yes" to any question you are required to provide an explanation via the text box provided in the application or by attaching a written explanation to your application.

    - Please refer to the *FY2016 Forms, Assurances, and Certifications Guidance*, found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website, for instructions on completing the 501(c)(4) Questionnaire as well as full question text.

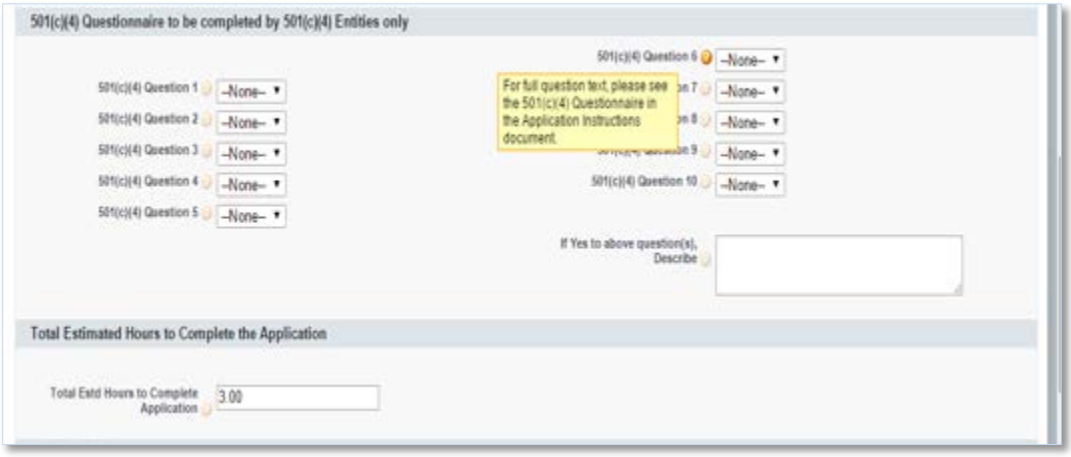


Figure 143. FA Funding Application Edit Page - 501 (c)(4)

7. Enter the Total Estimated Hours to Complete the Application.

8. The Authorized Representative must be logged in to complete the Applicant Signature section.
   a. Read the Signature Attestation
   b. Sign the application by checking the signature check box.

Figure 144. Funding Application Edit Page

9. Click the **Save** button to save your application. You will receive a confirmation message stating the information saved successfully.

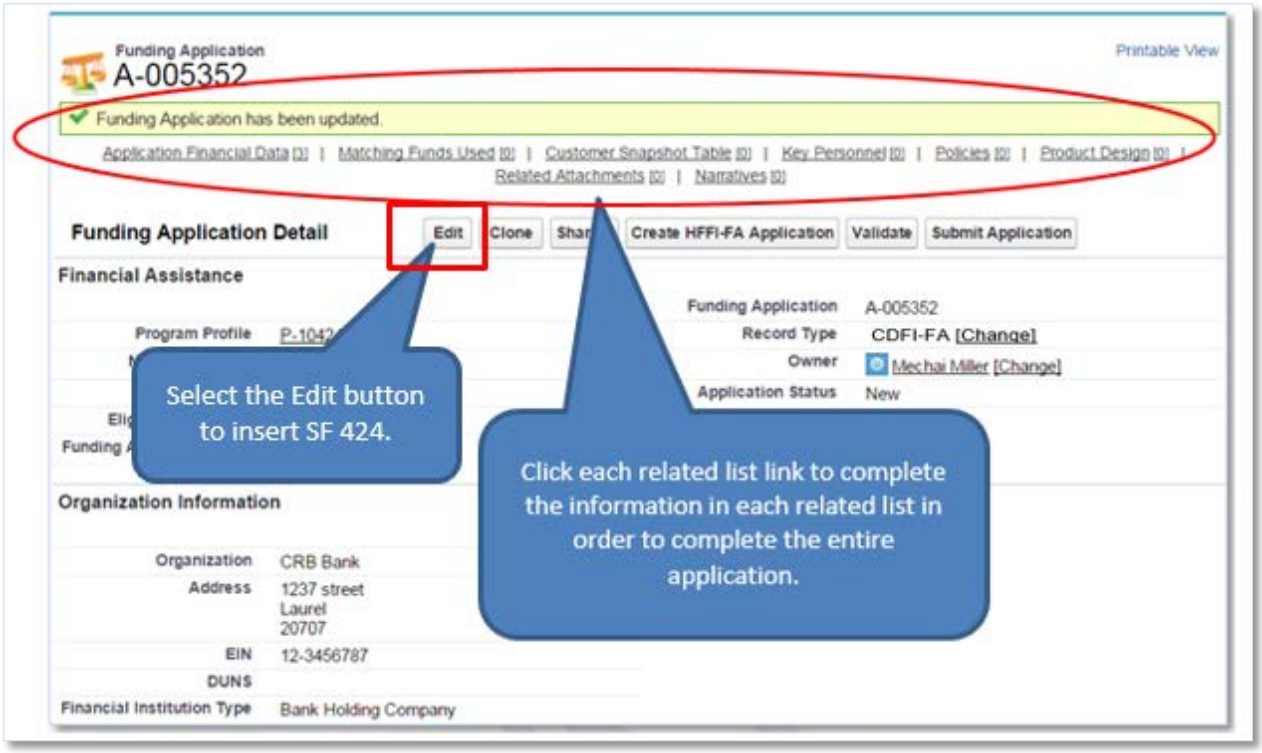


Figure 145. FA Funding Application Detail Page - Related List

5.1.1 Attach Standard Form 424 (SF-424) to a FA Application

Shortly after successful submission of the SF-424 in Grants.gov, a copy of the form will automatically be transferred into your Organization Profile in AMIS. The applicant must attach the SF-424 to the corresponding CDFI Program or NACA Program application.

To Attach the SF-424:

1. From the Funding Application Detail Page select the Edit button.

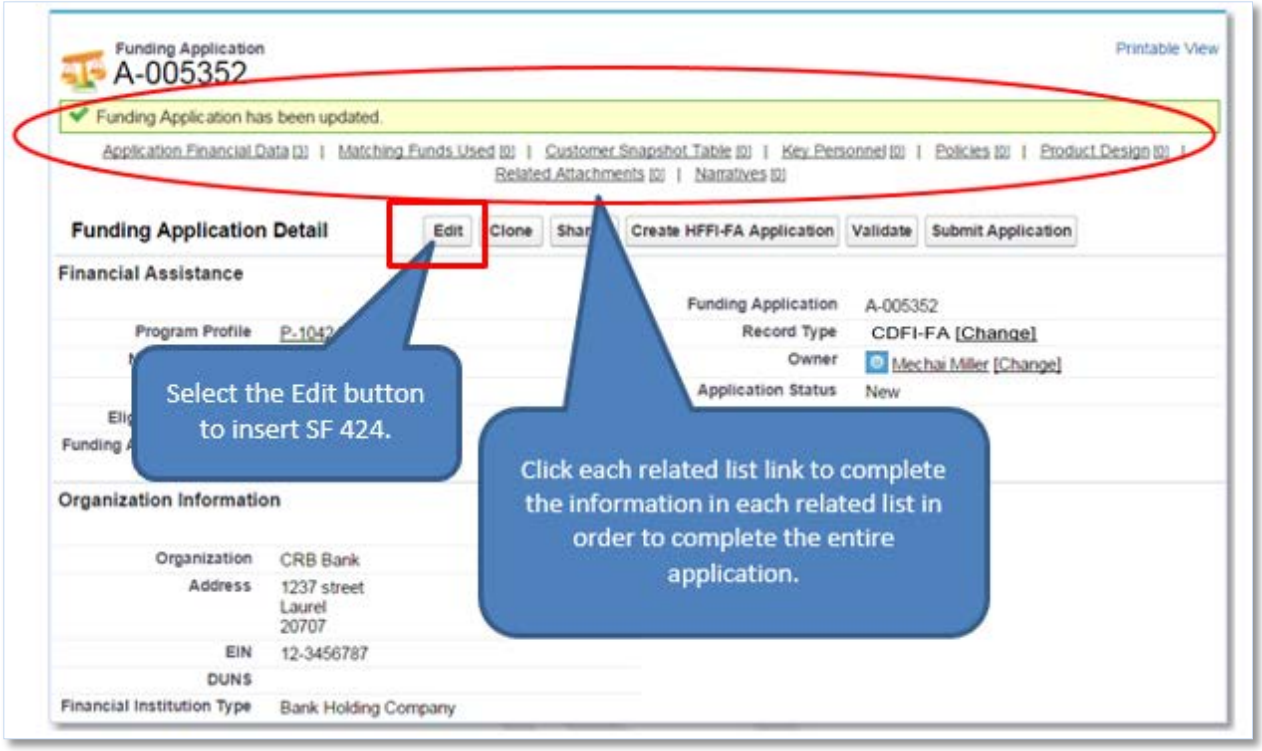


Figure 146. FA Funding Application Detail Page - Related List

2. Click the **Lookup** icon next to the SF-424 field to search for the SF-424.
3. Type '**SF424**' in the search box and select the **Go** button.
4. The SF-424 will appear in the search results. Please note that you will only see the SF-424 form associated with the Grants.gov Funding Opportunity Number that matches the program (CDFI or NACA) you are completing an application for.
5. Select the **SF-424 ID** link to insert the SF-424 to the application.

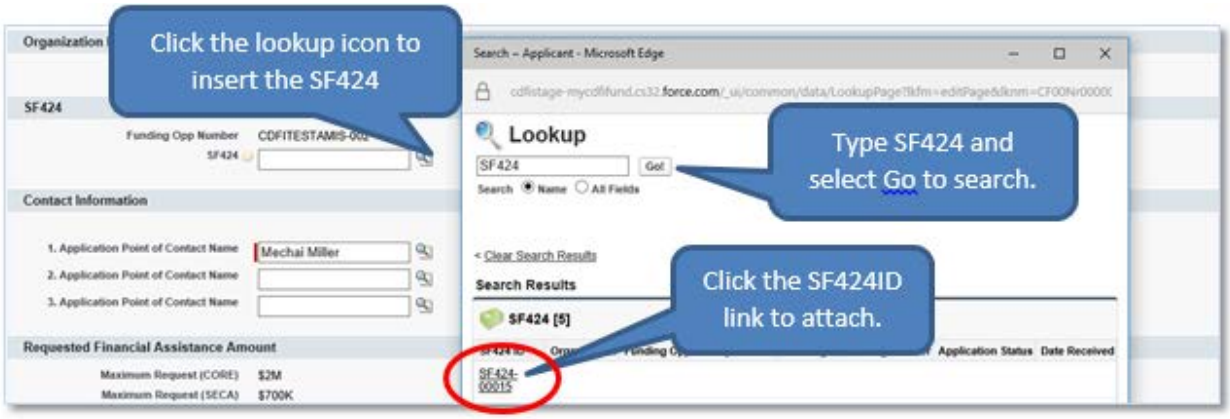


Figure 147. Funding Application Edit Page - SF424 Lookup Page

6. Select the Save button to update the Funding Application record with the SF-424.

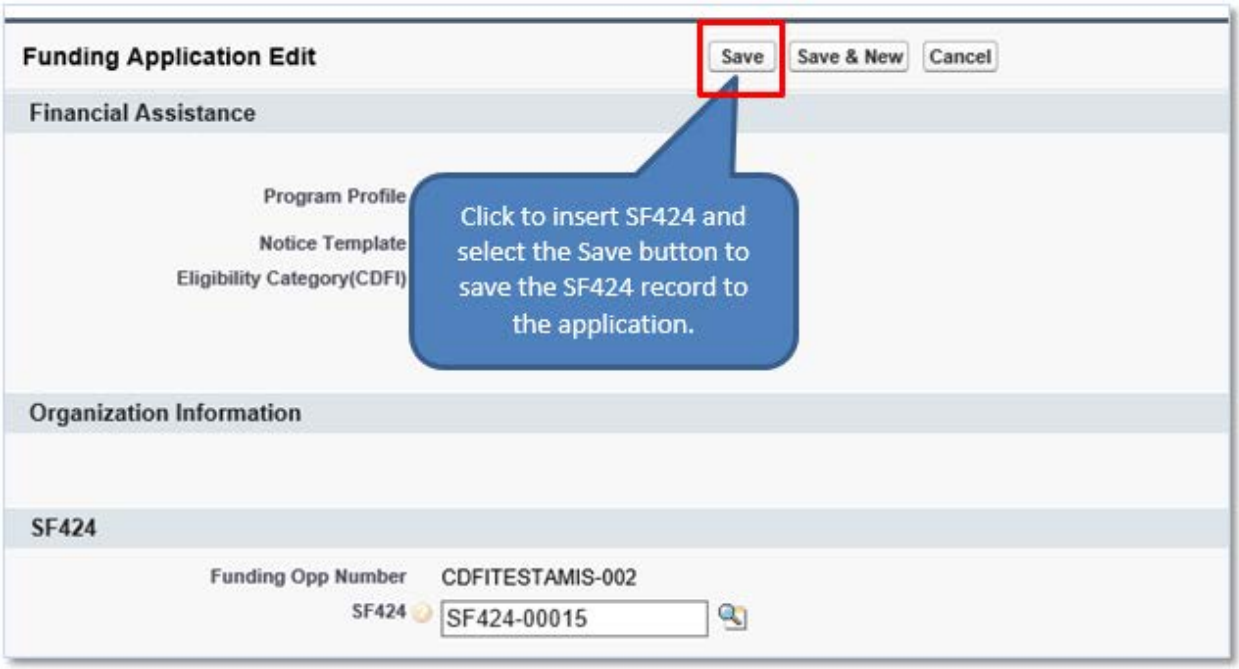


Figure 148. Attached SF424

7. You will be forwarded to the Funding Application Detail page with a message stating the application has been updated.

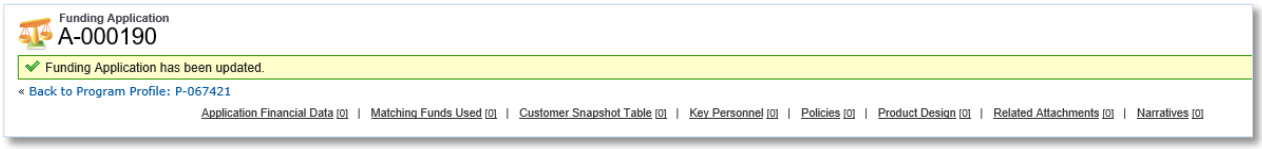


Figure 149. Funding Application Updated Confirmation - Attach SF 424

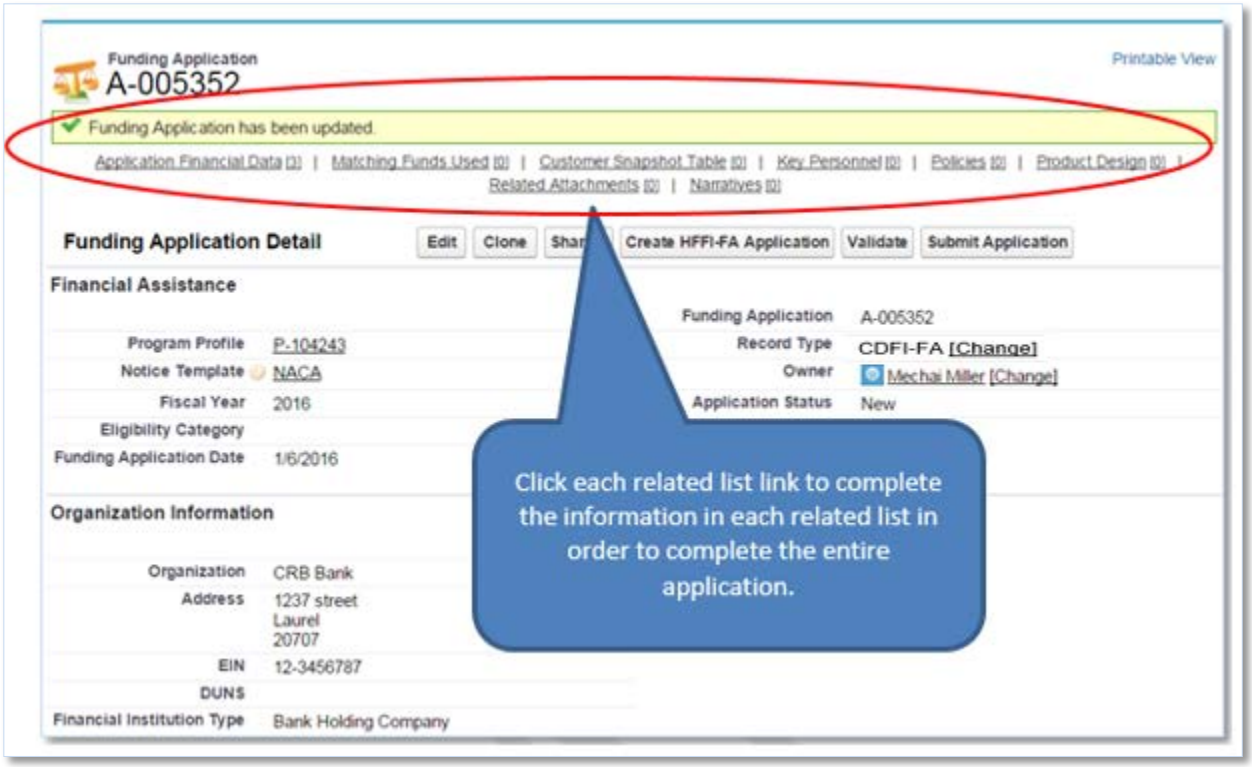


Figure 150. FA Funding Application Detail Page - Related List

8. Select a related list/section and complete the required information.

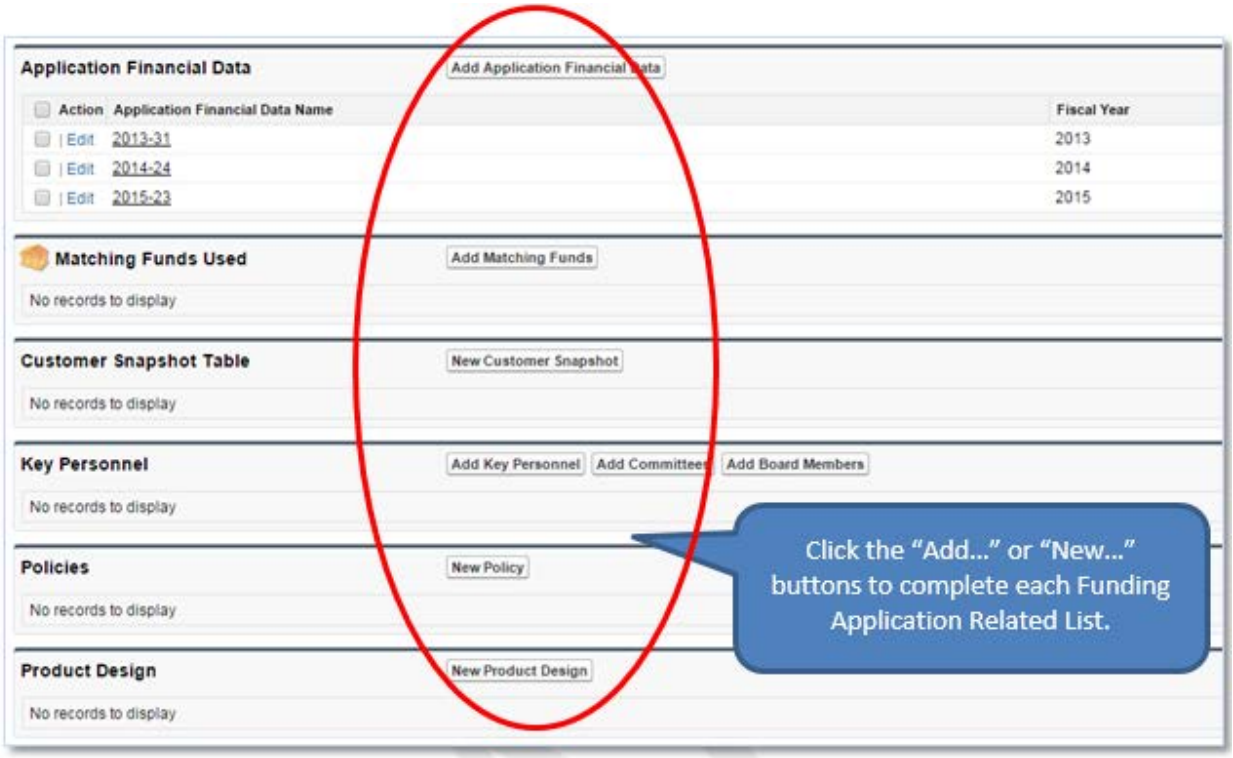


Figure 151. Funding Application Detail Page - Related List

5.1.2 Application Financial Data Related List Section

The Application Financial Data related list section must contain historic financial data for the previous 3 fiscal years, the current fiscal year, and the subsequent 3 years financials. There must be a total of seven financial records in your Application Financial Data related list section, one per year, in order to submit the CDFI-FA application. The exception is for institutions that have not been in existence for at least 3 years. If your organization does not have 3 years of historic data, provide historic data for the years available, if any, as well as financial data for the current year and 3 projected years.

There are twelve groups of data fields: Assets, Liabilities, Shares/Deposits (Credit Unions only), Net Assets, Income, Expenses, Loan Portfolio, Current Loan Portfolio, Equity Investment Portfolio Valuation, Membership (Credit Unions only). Activities Level, Impacts, Funders (historic records only for unregulated applicants only).

Based on your organization type you previously selected in the Organization Profile, AMIS will only display the data fields required for the selected organization type (non-required fields will be hidden).

	Note: The Organization's audited or regulator reviewed Financial Data for the previous 3 years (refer to FAQs for exceptions) should have been completed on the Organization Detail page prior to starting a funding application. On the Funding Application Detail page, you will notice those financial data records previously added appear in the funding application. Refer to Section 3, The Organization Profile Financial Data or *Course AE101: Getting Started – Navigating AMIS (for External Users),* to understand how to add financials in the Organization Profile. Follow the instructions in the FAQs document and Application Quick Start Guide regarding what years of financial information should be entered at the Application level.

To verify and complete Application Financial data:

1. From the Funding Application page, click the **Application Financial Data** related list link.

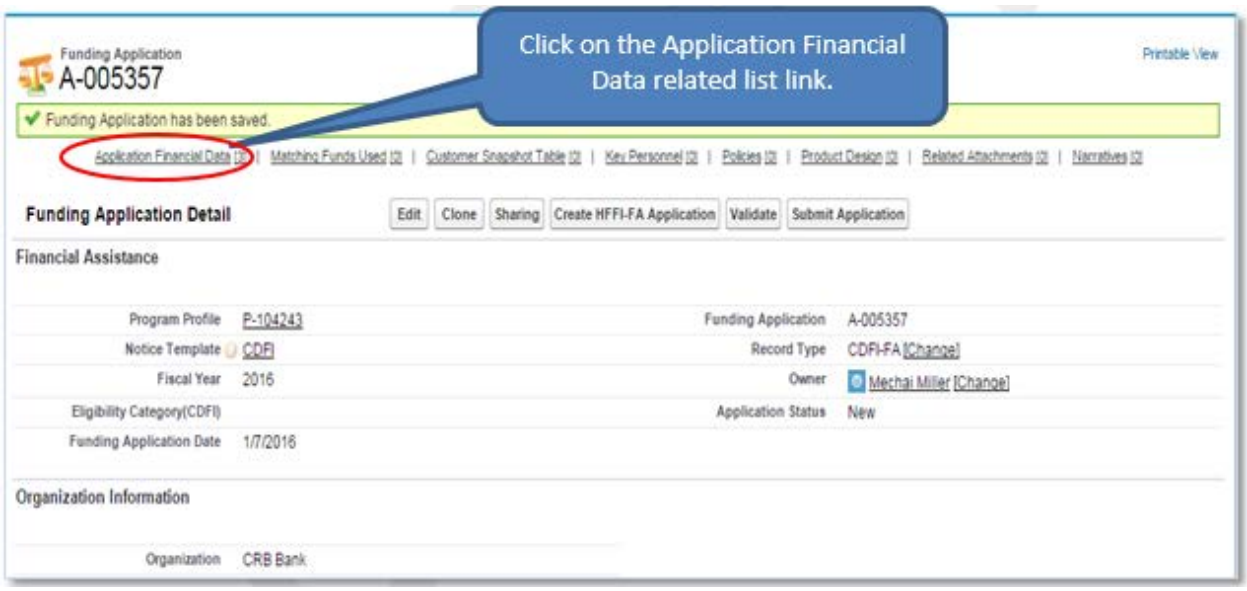


Figure 152. FA Funding Application Detail Page - Application Financial Data

2. Based on your organization's fiscal year end date, the required fiscal years' historic financial data has been auto copied from the Organization Detail page and is displayed here.
3. Enter the current fiscal year financials by selecting the **Add Current** button.
4. The financials for the next three subsequent projected fiscal years will also have to be added, one record at a time by selecting the **Add Projected** button.

	Note: Dollar ($) value data should be entered into data fields in the following groupings: Assets, Liabilities, Shares/Deposits, Net Assets, Income, Expenses, and Activities Level. Loan Portfolio, Loan Portfolio Quality, and Equity Investment Portfolio Quality require both dollar ($) value data and number (#) data. Membership (Credit Unions only), Impact, and Activities Level require a combination of dollar ($) value data, number (#) data, percentage (%) value data, as well as text.

Figure 153. Application Financial Data Related List

Note: refer to *Course AE101: Getting Started – Navigating AMIS (for External Users),* to understand fiscal year ends for Organization.

The Application Financial Data related list section contains three buttons to select from in order to add the application financial data required records. Again this section must contain historic financial data for the previous 3 fiscal years, the current fiscal year, and the subsequent 3 years financials.

Continue the application process by adding the current and projected organization financials:

1. Select the Add Current button to add the current fiscal year's financial data up to December 31, 2015.
2. Select the Add Projected button to add each year of projected financial data records. Repeat this step to add three projected financial records.

5.1.3 Complete Current Application Financial Data Record

1. Add the current fiscal year's financial data by selecting the **Add Current** button. The current fiscal year includes financials up to 12/31/15.

Figure 154. Application Financial Data Related List

2. Complete the required information on the page.
   a. Enter the Application Financial Data Name. This can be any naming convention of your choice.
   b. Select the Fiscal Year and Quarter as of 12/31/15.
   c. Enter financial data.

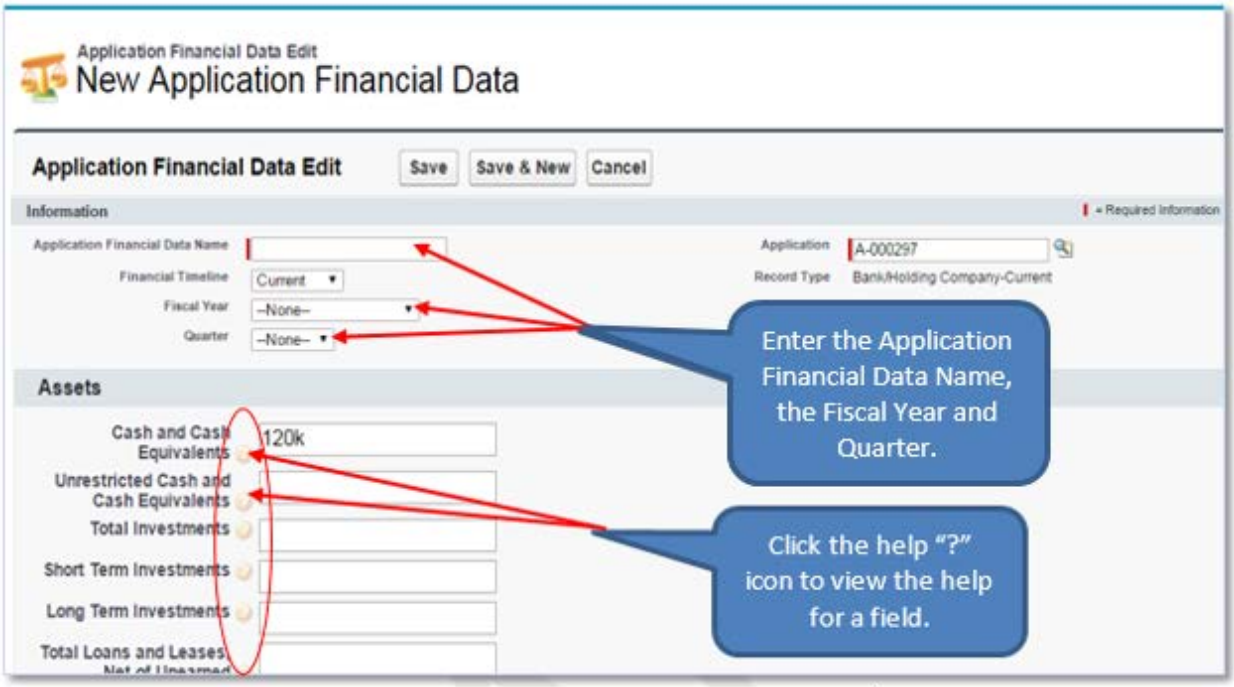


Figure 155. Application Financial Data Edit Page

3. After you have completed entering your financial data for the selected fiscal year, click the Save or Save & New button.

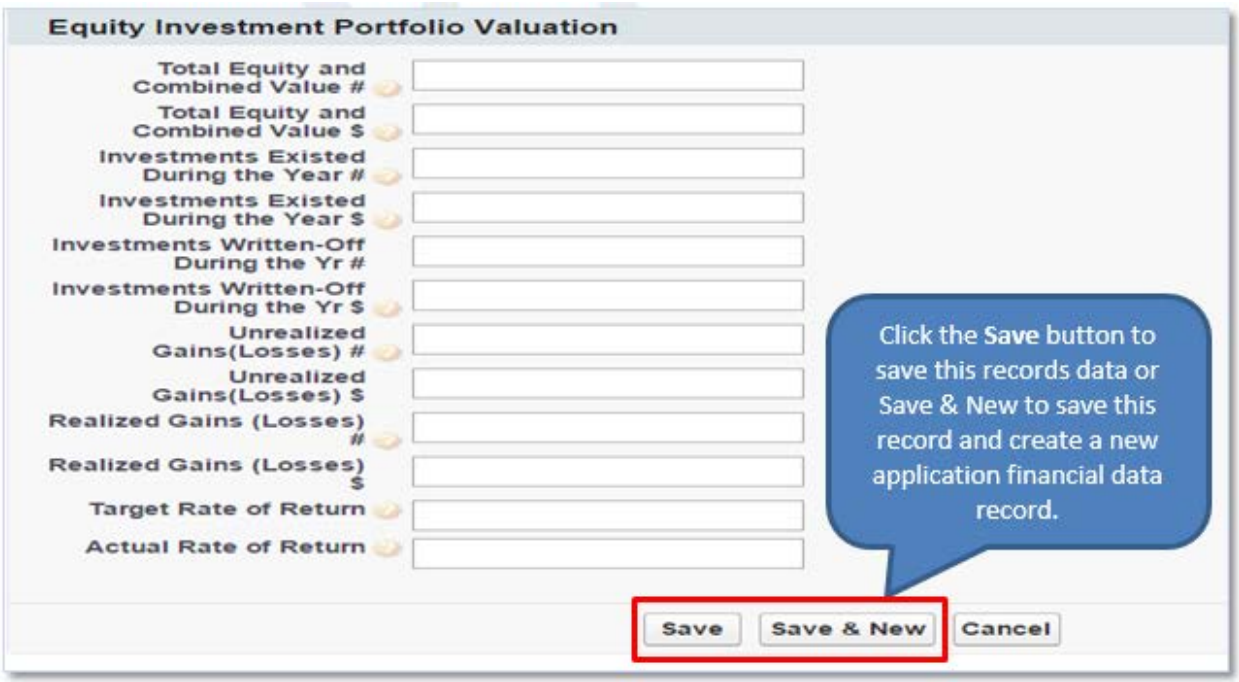


Figure 156. Application Financial Data Edit Page

4. You will receive a confirmation message stating the data has been saved. Click on the related lists to add additional information.

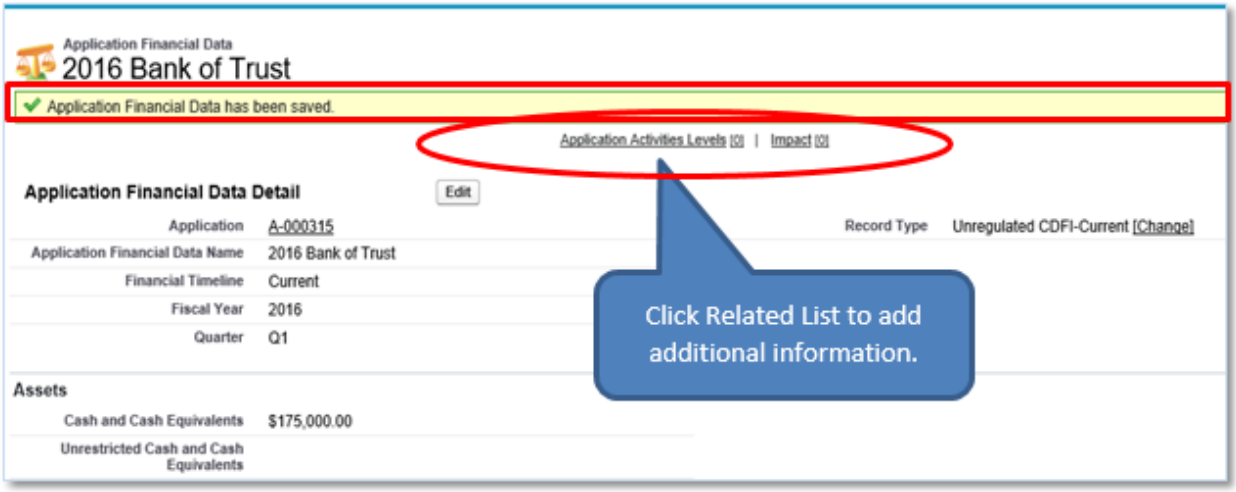


Figure 157. Application Financial Data Detail Page

5.1.3.1 Application Activities Level Related List

1. Select the **New Application Activities Level** button. The Activities Level data field grouping describes the activity level of each major financial product or financial service. Proposed financial products and services can be listed in this grouping as well.

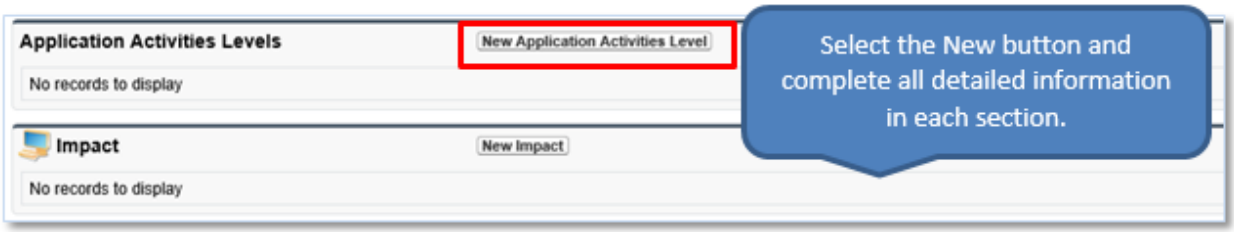


Figure 158. Application Financial Data Related List

2. You will be forwarded to the Application Activities Level Edit page. Complete the required information on the page:
   a. Category
   b. Total $
   c. $ in TM
3. Select the Save button.

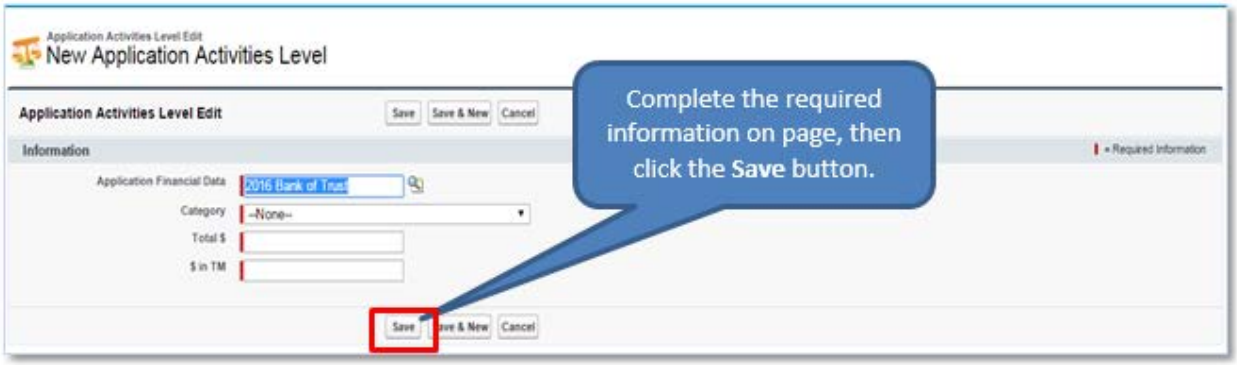


Figure 159. Application Activities Level Edit Page

4. You will receive a confirmation message stating the Activities level has been saved. Click the Application Financial Data link to be forwarded to the detail page.

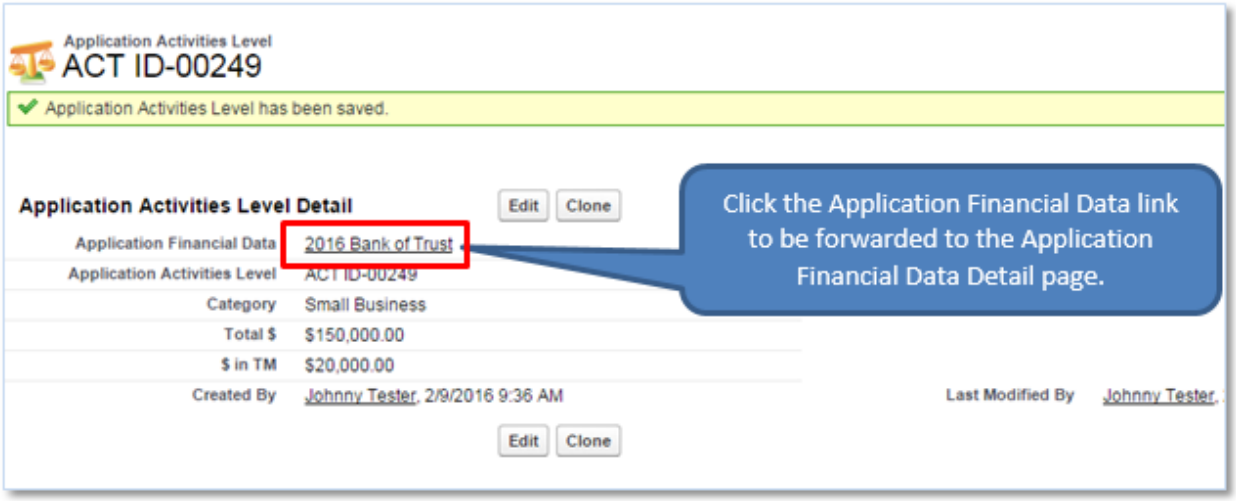


Figure 160. Application Activities Level Detail Page

5. From the Application Financial Data Detail page select the **Impacts** related list link to complete the impact of the financial record.

5.1.3.2 Impact Related List

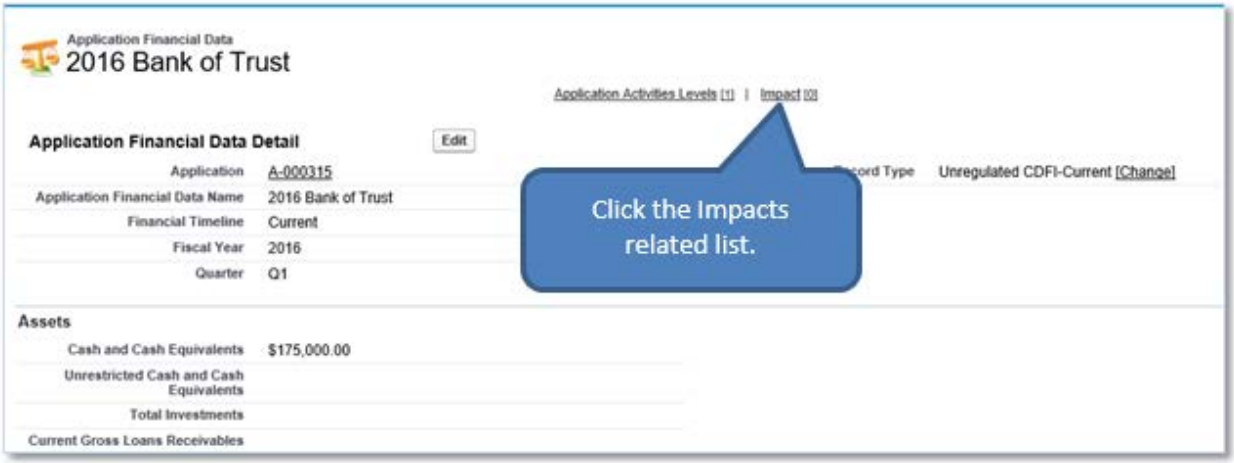


Figure 161. Application Financial Data Detail Page

1. Select the **New Impacts** button.

Figure 162. Application Financial Data Related List

Note: The Impacts grouping describes the type and number of impacts your organization has generated each year, the type and number of impacts your organization has generated in your target market, and your impact projections for future years.

There are seven static impacts already listed: (1) Jobs Created/Retained, (2) Housing Units Developed/Rehabilitated, (3) Square Feet of Real Estate Developed/Rehabilitated, (4) First-time Homeowners, (5) First-Time Account Holders, (6) First-time Business Owners, and (7) Foreclosures Prevented.

If you have generated or will generate any of the seven types of impacts, please provide the data here. If none of the seven types of impacts apply to your organization, you must include at least one impact type by selecting "Other" and providing a description. All applicants must select from either the seven automatically generated options or the "Other" option.

The Impacts data field grouping provides all applicants with the same seven impact categories; however, we recognize that not all applicants define each category in the same way. Therefore, the "Methodology" field is provided for you to describe how you define each impact category. For example, if you define the creation of one job to be equivalent to one $50,000 loan, enter "one job = one $50,000 loan" in the Methodology field.

For each fiscal year, enter the number (#) of total impacts you have generated (or will generate for projected years) under the "Total" fields. In the "Percentage to TM" fields, enter the percentage (%) of the total number generated in your Target Market.

2. You will be forwarded to the New Impact Edit page.

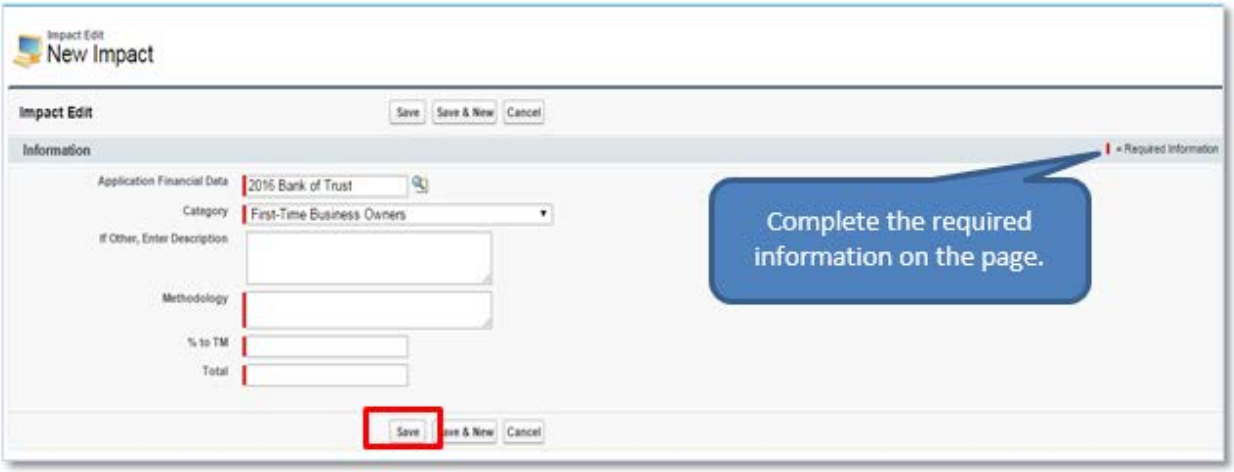


Figure 163. New Impact Edit Page

3. Complete the required information on the page.
    a. Select the impact Category.
    b. Enter the Methodology
    c. Enter the %if TM
    d. Enter the Total

4. Complete any other information and select the **Save** button.

5. You will be forwarded to the New Impact Detail page with a message stating the Impact has been saved. Click the **Application Financial Data** link to return to the Application Financial Data Detail page.

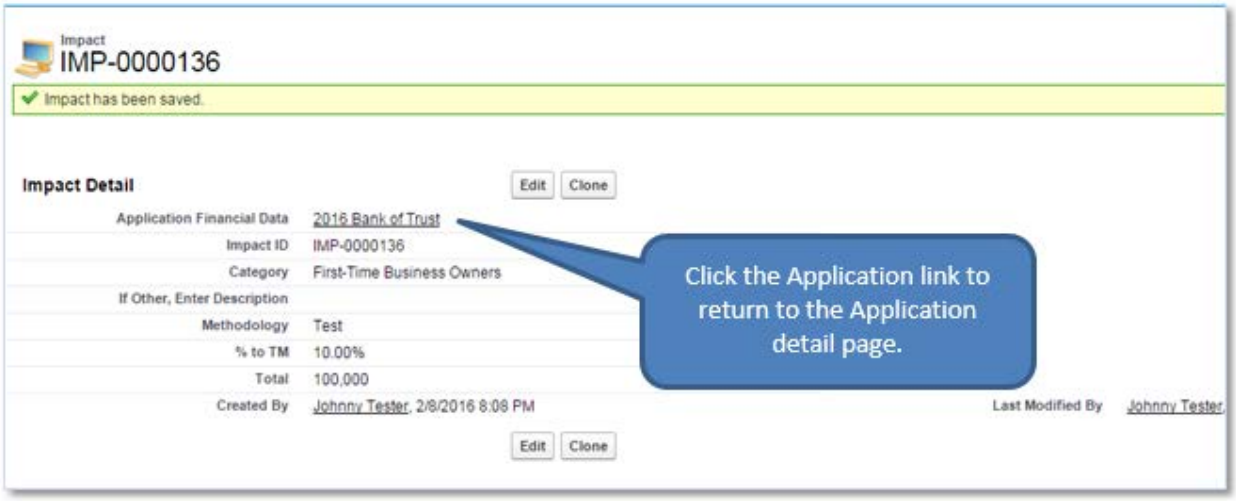


Figure 164. Impact Detail Page

6. Click the **Application** link to return to the Application Detail page.

Figure 165. Application Financial Data Detail Page

7. From the Funding Application page, click the **Application Financial Data** related list link.

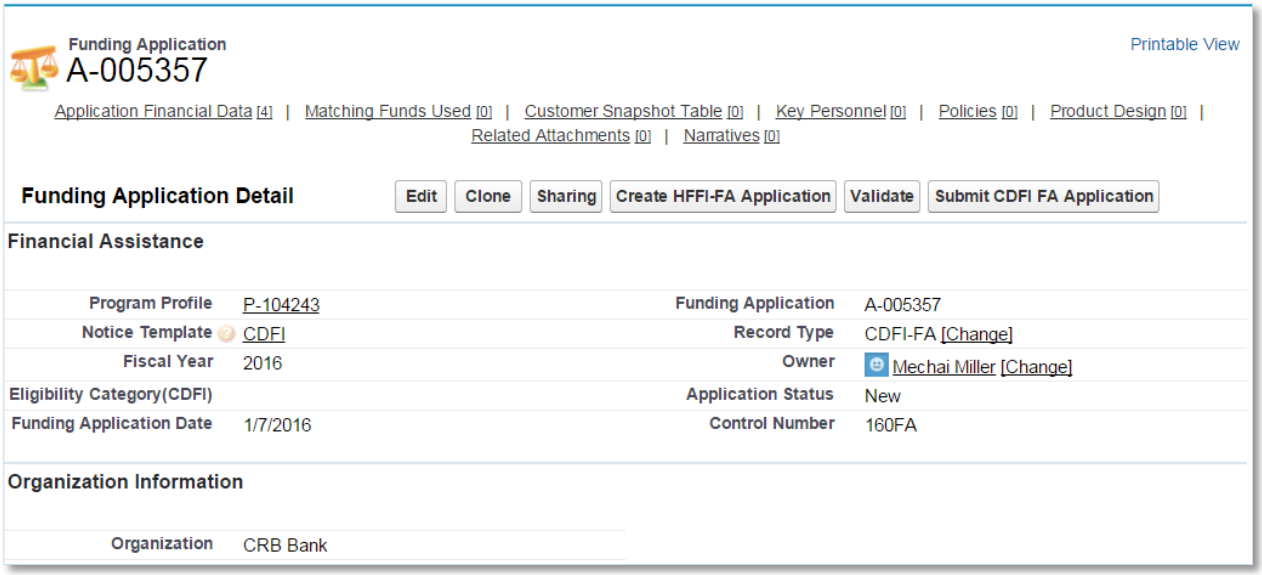


Figure 166. Funding Application Detail Page

8. Select the **Add Projected** button to complete the next year projected financials in order to continue completing the organization's financial data records.

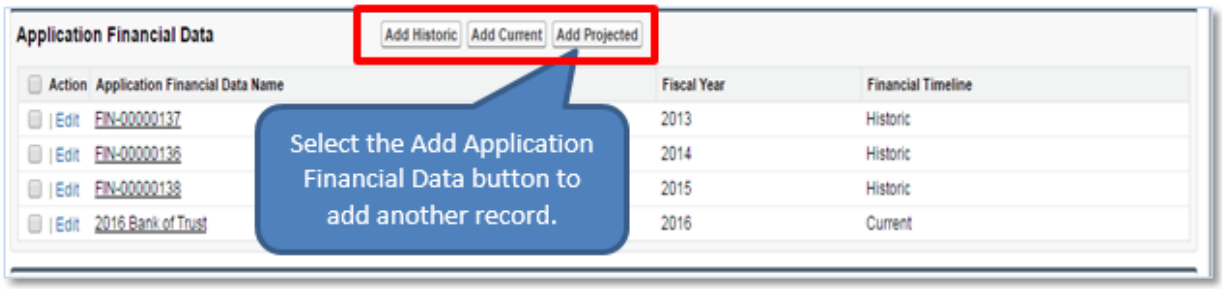


Figure 167. Application Financial Data Related List

5.1.4 Projected Application Financial Data Records

1. Complete the projected Application Financial Data record by completing the information on Application Financial Data Edit page.
    a. Enter the Application Financial Data Name. This can be any naming convention of your choice.
    b. Select the Projected Fiscal Year.
    c. Enter financial data.

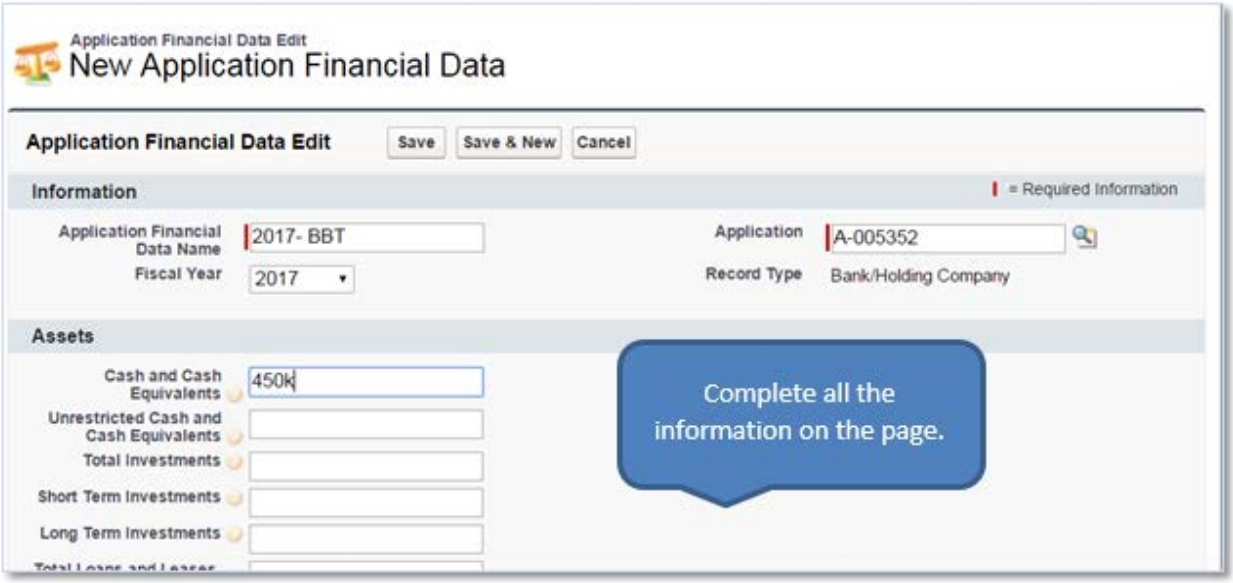


Figure 168. Application Financial Data Edit Page

2. Once all financial data has been entered, select the **Save** or **Save & New** button to save this projected year financial data record.

3. You will receive a message stating the application financial data record has been saved.

4. Complete the related list information.

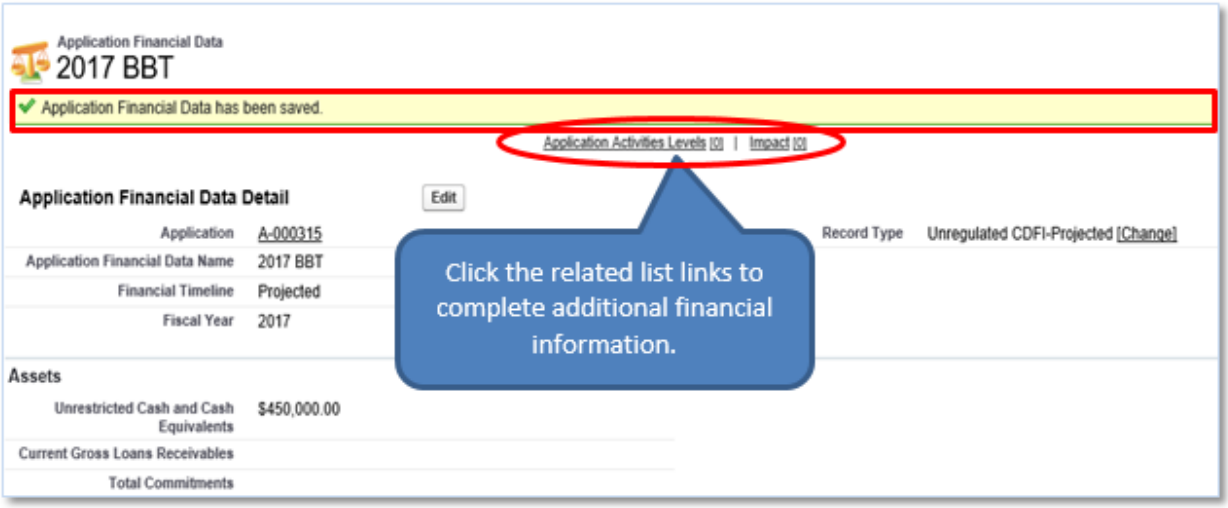


Figure 169. Application Financial Data Detail Page

	Note. Refer to section 5.1.2.1 Application Activities Level Related List and section 5.1.2.2 Impacts Related List for instructions on completing the application financial data record related list. Once complete, click the Application link to be forwarded to the application main page.

5. Click the **Application** link to be forwarded to the Application Detail page.

Figure 170. Application Financial Data Detail Page – Projected

6. Click the **Application Financial Data** related list to view the projected financial data record just added and add an additional financial data record.

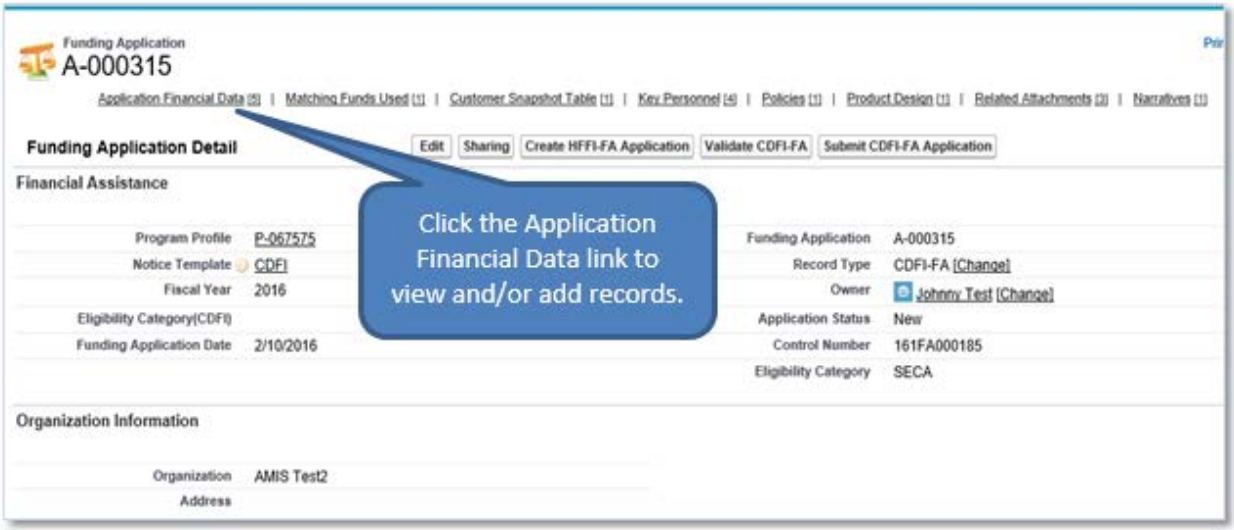


Figure 171. Funding Application Detail Page

7. Select **Add Projected** button to remaining projected records required.

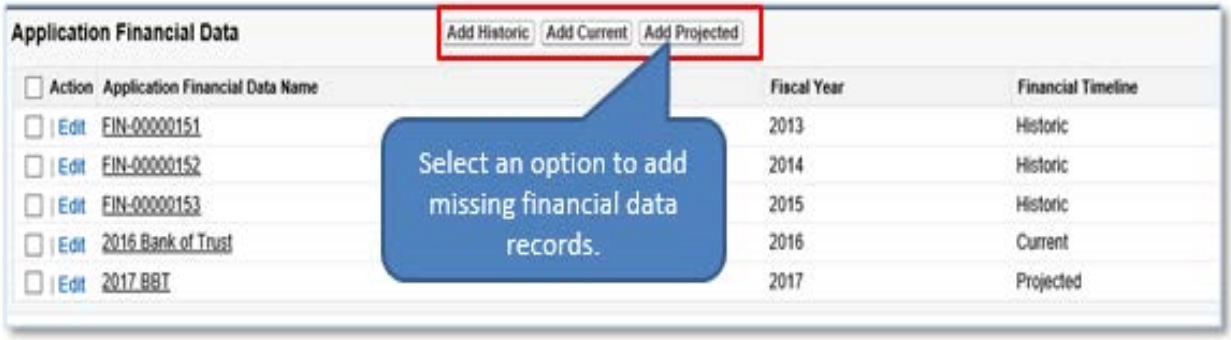


Figure 172. Application Financial Data Related List

8. Complete the information by repeating Steps 1-5 in section 5.1.3 Projected Application Financial Data Records.

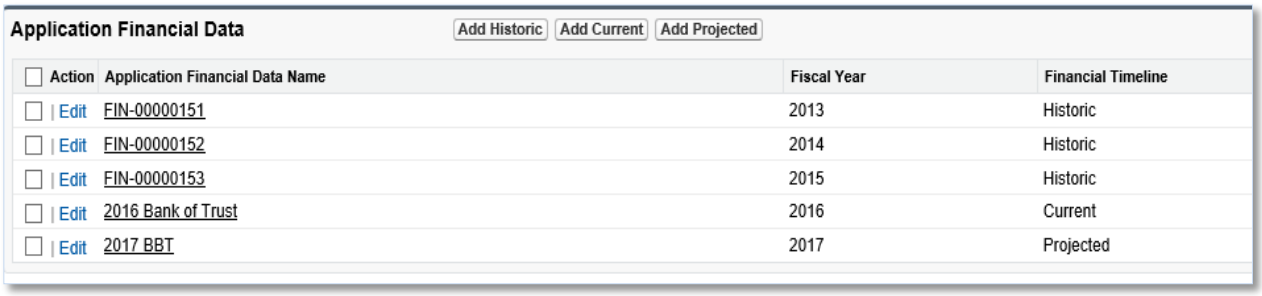


Figure 173. Application Financial Data Related List.

5.1.5 Verify Required Application Financial Record Added Successfully

To verify the applicant has added all the required application financial data records to submit a CDFI-FA application:

1. Click the **Application Financial Data** related list.

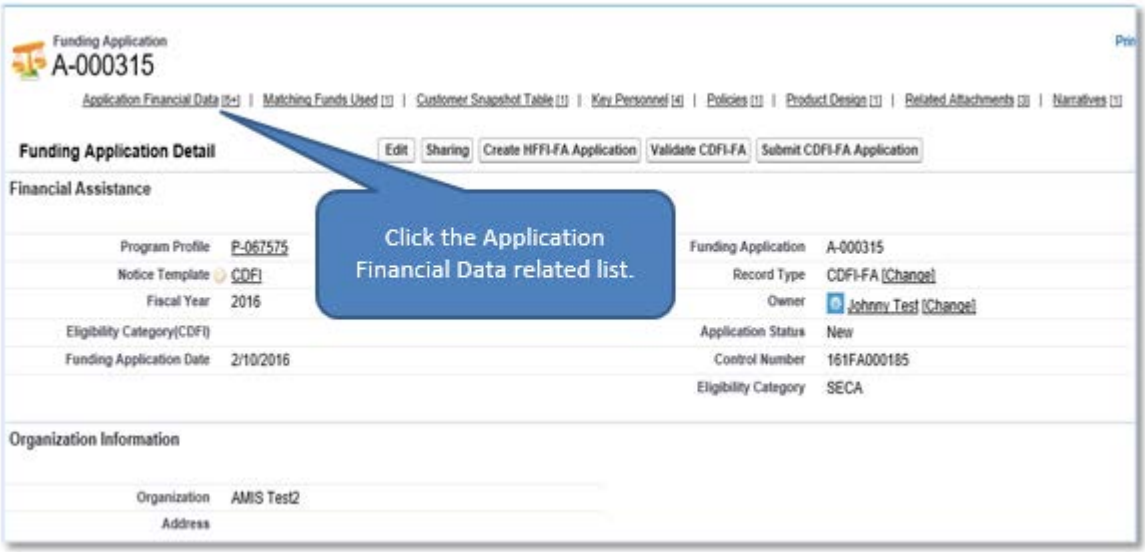


Figure 174. Funding Application Detail Page

2. Click the Go to list (7) to view all the application financial data records in a list view.

Figure 175. Application Financial Data Related List Section

3. The Application Financial Data Record list view will show all records that have been added successfully. Click the **Funding Application: A-00000** link to return to the Application Financial Data detail page.

Figure 176. Got To List View - Application Financial Data List

4. Click the next related list to continue completing the CDFI-FA application.

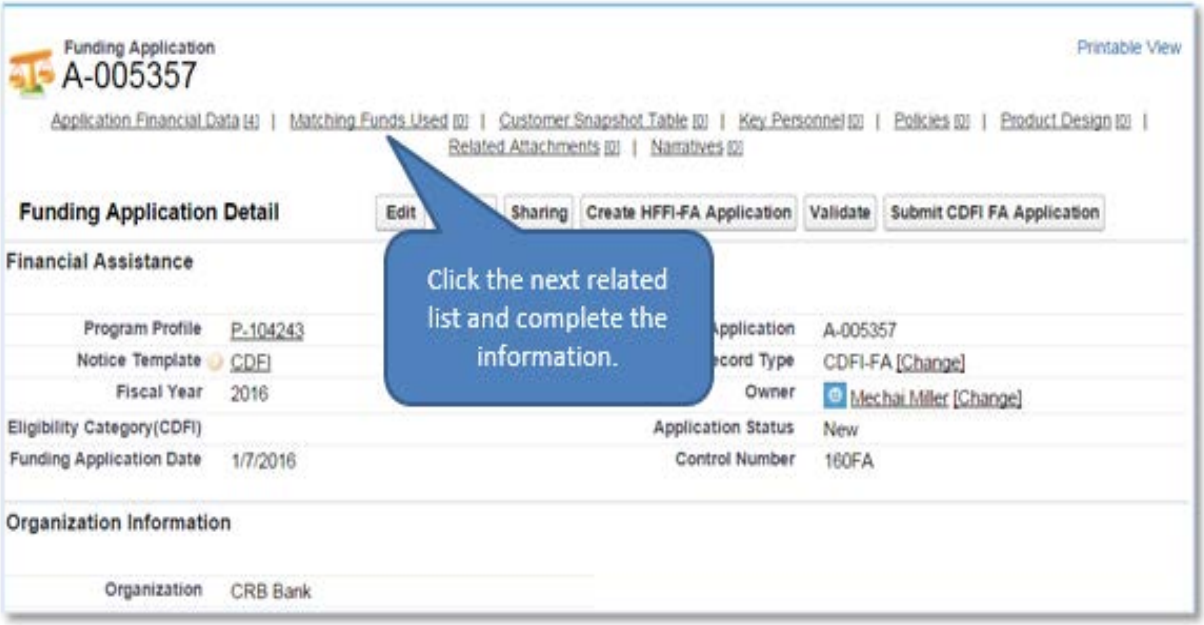


Figure 177. Funding Application Detail Page

5.1.6 Complete the Matching Funds Used Related List

This section is only applicable for applicants with an Application Eligibility Category of Core submitting a CDFI-FA Application. Core-FA applicants must provide in-hand and/or committed matching funds equal to at least 50% of the requested award amount in at the time of application submission.

1. Click the **Matching Funds Used** related list link to continue completing the CDFI-FA Application.

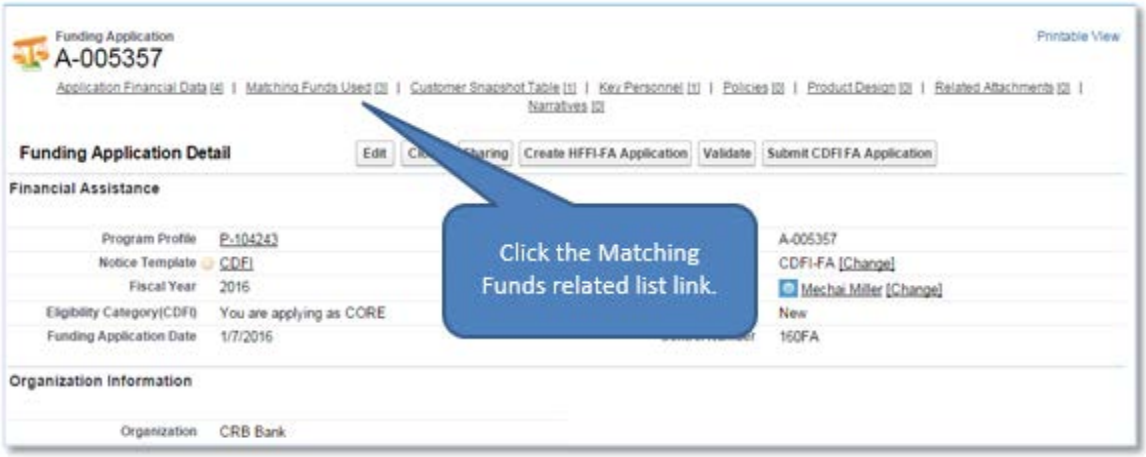


Figure 178. Funding Application Detail Page

2. You will be forwarded to the **Matching Funds Used** related list. Select the **Add Matching Funds** button.

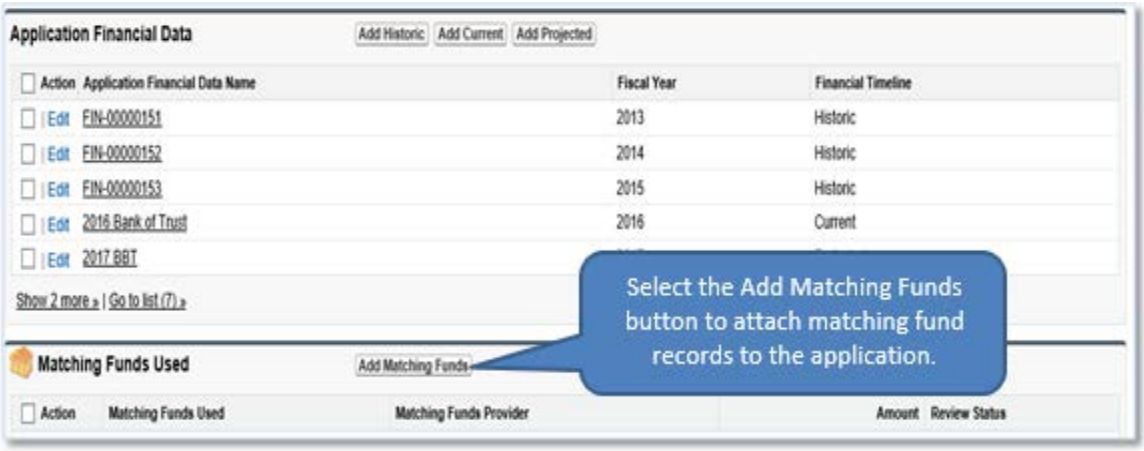


Figure 179. Matching Funds Related List

3. Click the Matching Fund hour glass icon to search for the appropriate matching funds receipt summary record.

Figure 180. Matching Funds Used Lookup Page

4. Select the appropriate **Receipt Summary** link to apply the Matching Funds record to the application.

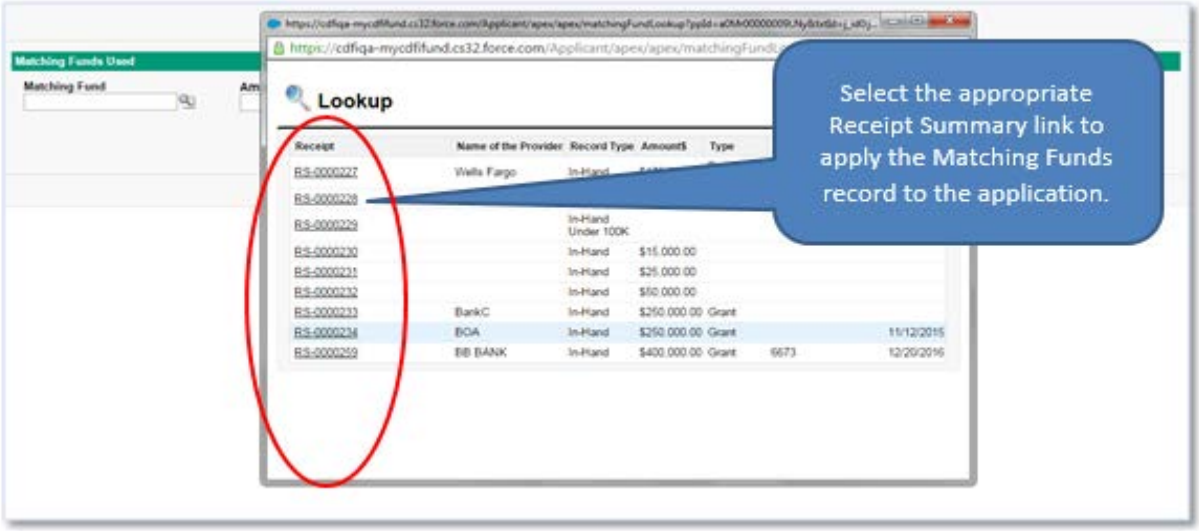


Figure 181. Matching Funds Edit Page - Receipt Summary Lookup Screen

5. Edit the amount if necessary. Please note that you are not required to apply the full amount of the receipt summary to the award. If you wish to only partially use a particular receipt summary, you are able to edit the **Amount** field.
6. Click the Save button to save the Matching Funds Used record.
7. Click the **Add Row** button to add additional Matching Funds Used records, selecting save after each record to complete the Matching Fund Used related list.

Figure 182. Matching Funds Used Edit Page

8. Once complete, click the **Save & Exit** button to be forwarded to the Funding Detail Page.

Figure 183. Matching Funds Edit Page

9. Scroll down the Funding Application Detail page to the **Matching Funds Summary** section listed under the Requested Financial Assistance Amount section to view the Total Matching funds applied to this application.

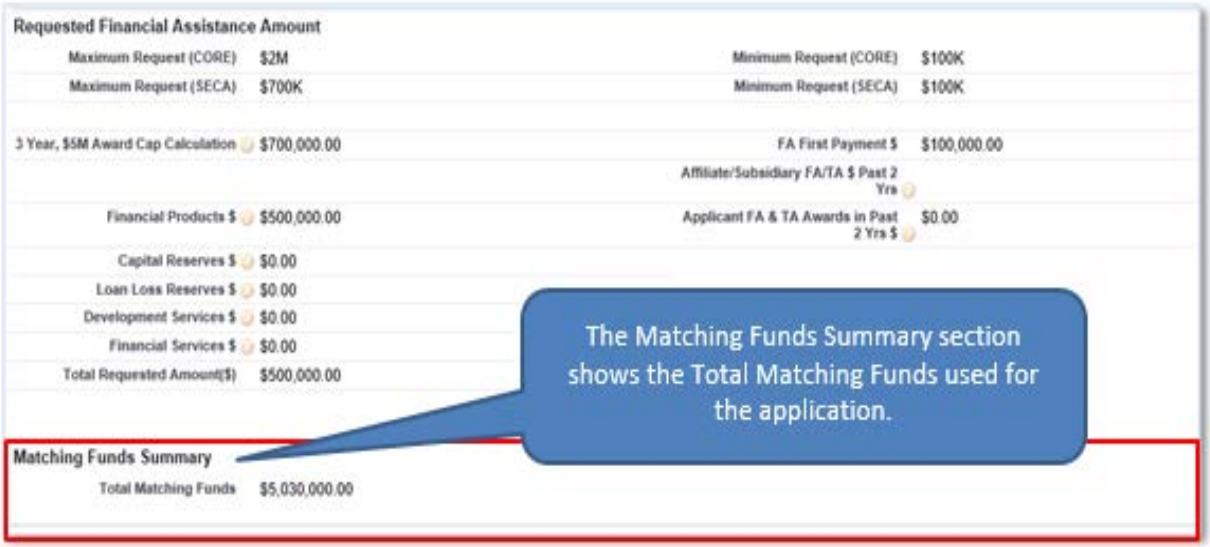


Figure 184. Matching Funds Summary - Total Matching Funds

10. Click the Matching Funds Used related list to verify all matching funds used records have added successfully.

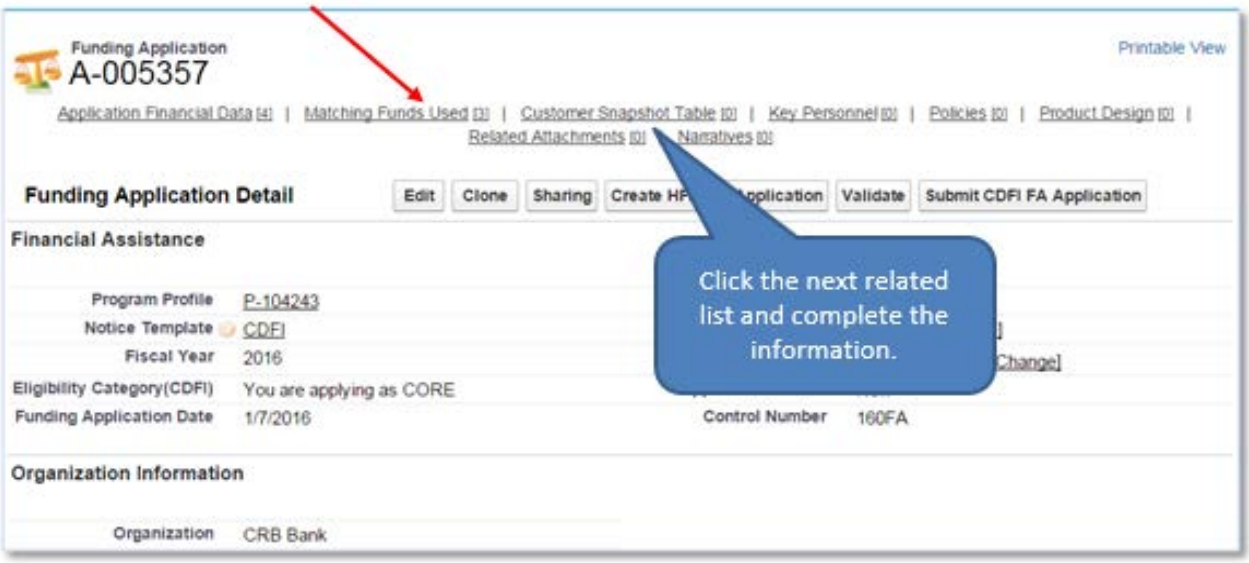


Figure 185. FA Application Detail Page

Figure 186. Funding Application - Matching Funds Related List

5.1.7 Customer Snapshot Table Related List

To complete the Customer Snapshot Table:

1. Select the **Customer Snapshot Table Related List.**

Figure 187.Funding Application Detail Page

2. Select the **New Customer Snapshot** button.

Figure 188. Application Detail Page - Customer Snapshot Related List

3. Enter data for your <u>most recently completed fiscal year</u>.

Target Market Statistics

For the Poverty measure, enter the percentage (%) of your Target Market residents living below the national Poverty threshold in “TM Population Living in Poverty %” field.

For Income, enter the dollar ($) amount of median household income in your Target Market Median Income Field.

For Unemployment, enter the percentage (%) of your Target Market residents that are unemployed in the "TM Unemployment Rate". Refer to the definition of unemployment as established by the U.S. Department of Labor, Bureau of Labor Statistics included in the screen.

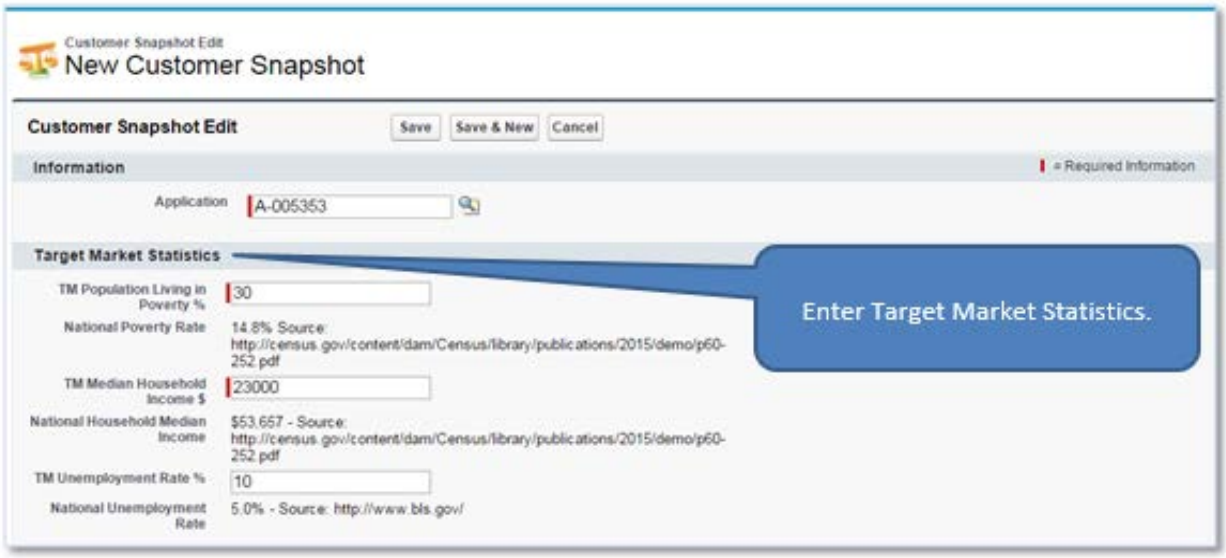


Figure 189. Customer Snapshot Edit Page

Total Beneficiaries & Target Market (TM) Beneficiaries

The Beneficiaries section provides a snapshot of the beneficiaries, including your borrowers and the beneficiaries of your borrowers that are impacted by your organization's Financial Products, Financial Services, and Development Services.

In the "Total Beneficiaries" column, enter the total number (#) of beneficiaries assisted by your Financial Products, Financial Services, and Development Services during your most recently completed fiscal year. The "Total Beneficiaries" for Financial Services (Credit Union and Bank/Holding Company CDFIs only) and should include the direct beneficiaries (e.g. checking account holders and participants of development service activities) of the services provided. On the other hand, "Total Beneficiaries" for Financial Products may include direct and indirect beneficiaries. An example of a direct beneficiary of Financial Products is a borrower that received a consumer loan to purchase a car. An example of an indirect beneficiary of Financial Products is a resident of an affordable housing development that was financed by your organization.

In the "Total Target Market Beneficiaries" field, enter the number (#) of beneficiaries from your Target Market assisted by your Financial Products, Financial Services, and Development Services. These numbers should be a subset of the numbers entered in the "Total Beneficiaries" field.

For beneficiaries that received more than one financial product, financial service, and development service, or a combination thereof, you should count them as separate beneficiaries. For example, if a particular borrower has a second mortgage, consumer loan, and participated in a first-time homebuyer

workshop, you would have a total customers served as 3 (2 Financial Products and 1 Development Services). “Total Target Market Beneficiaries” may equal “Total Beneficiaries” per activity category but it must not be greater than “Total Beneficiaries” per activity category. You will see an error message if this error occurs.

Please note that the Total Beneficiaries and Total TM Beneficiaries fields will automatically sum and populate after you save the Customer Snapshot Table record.

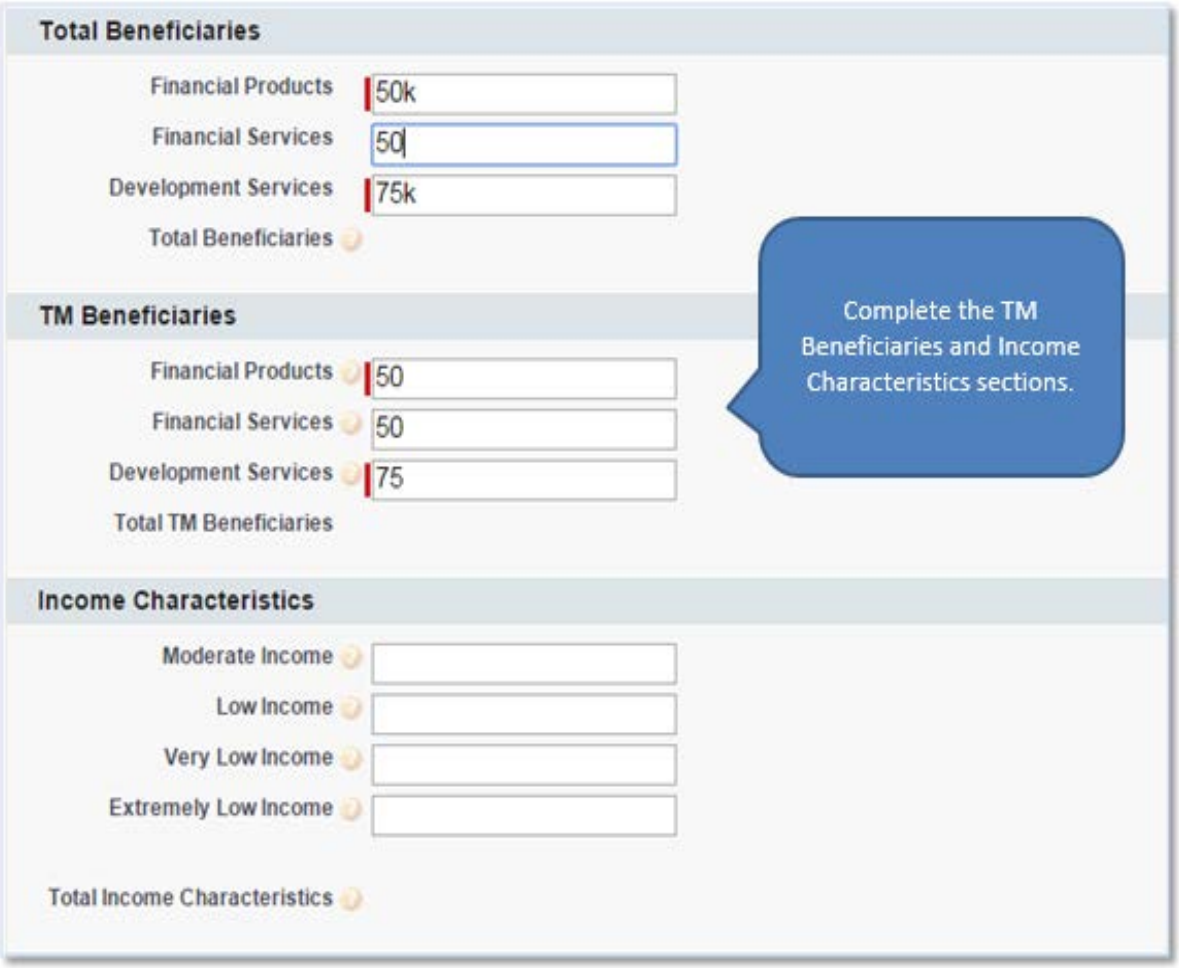


Figure 190. Customer Snapshot Edit Page

Under the Income Characteristics grouping, enter the number (#) of customers whose income levels are Moderate, Low, Very Low, and Extremely Low. **The sum of these numbers, which you must manually enter, should add up to the figure in Total TM Beneficiaries field (Note: Total TM Beneficiaries will populate after you save the Customer Snapshot Table record).**

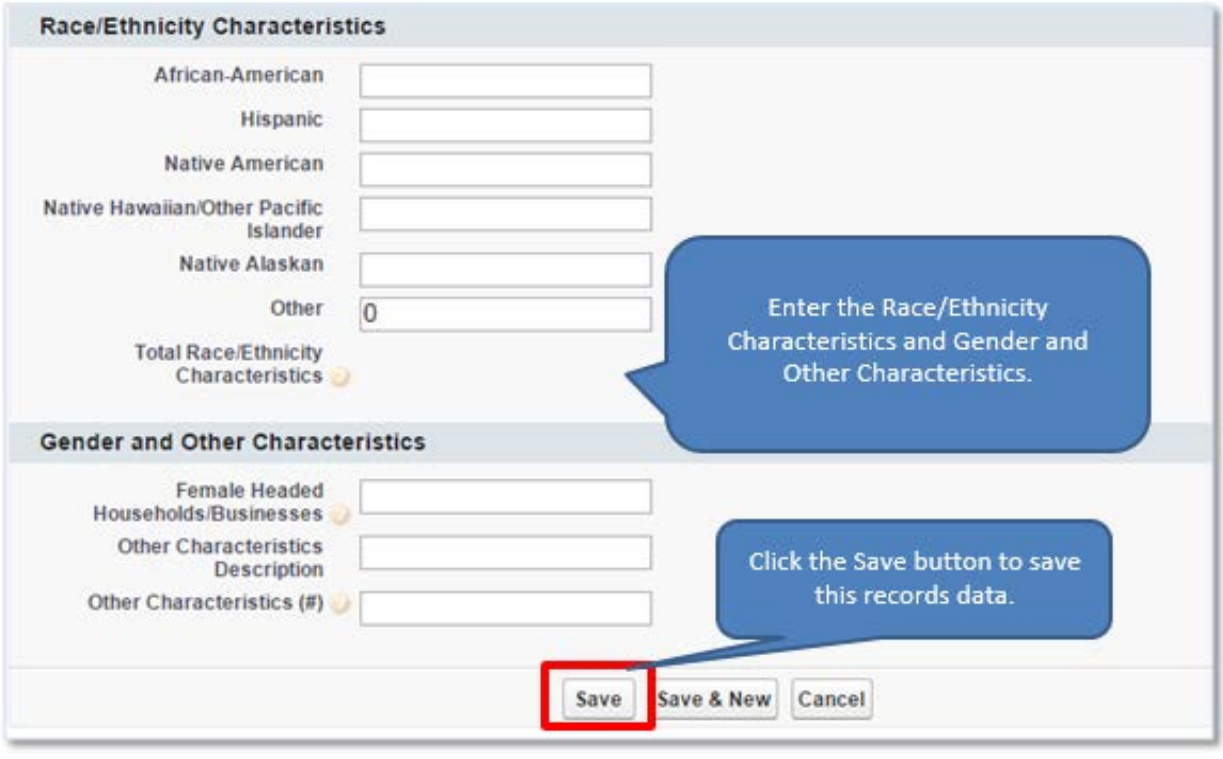


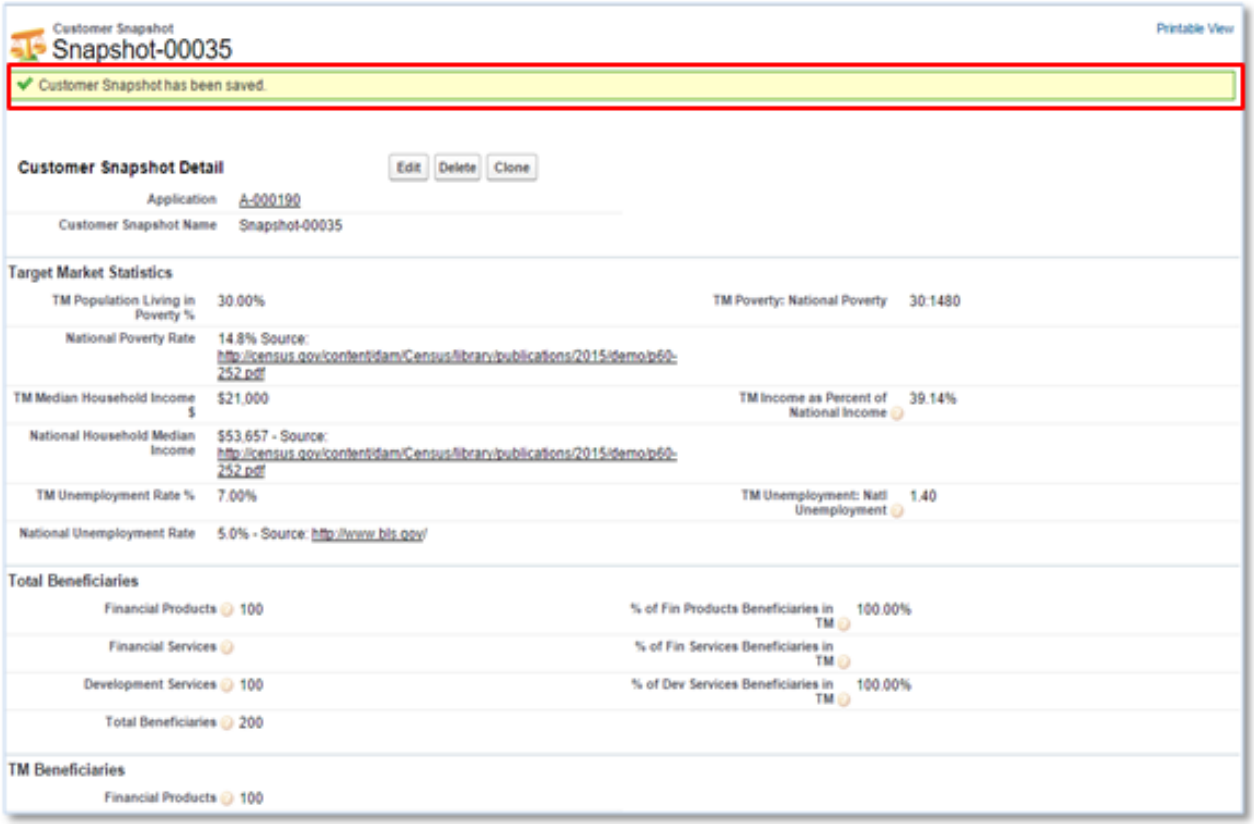
Figure 191. Customer Snapshot Edit Page

Under the Racial/Ethnic Characteristics grouping, enter the number (#) of customers that identify as African-American, Hispanic, Native American, Native Hawaiian/Other Pacific Islander, Native Alaskan, and Other. **The sum of these numbers, which you must manually enter, should add up to the figure in Total TM Beneficiaries field (Note: Total TM Beneficiaries will populate after you save the Customer Snapshot Table record).**

Under the Gender and Other Characteristic grouping, enter the number (#) of customers that identify as female headed households or female businesses and/or enter the number (#) of customers that do not fit the other characteristics listed. For example, this may include customers who identify themselves as veterans, refugees, or those with disabilities, among other characteristics.

Note: Income, Racial/Ethnic, and Gender data may be estimated using proxies if actual figures are not available, or if due to regulatory reasons, your institution cannot collect certain data.

4. Click the **Save** button to save this sections data entered to the application.
    a. You will receive a confirmation message stating the Customer Snapshot Table has been saved successfully.
    b. The system will allow you to create multiple Customer Snapshot Table records. Please only create one record as the CDFI Fund will not review multiple entries.


Customer Snapshot
Snapshot-00035

Printable View

Customer Snapshot has been saved.

Customer Snapshot Detail Edit Delete Clone

Application A-000190
Customer Snapshot Name Snapshot-00035

Target Market Statistics

TM Population Living in Poverty %	30.00%	TM Poverty: National Poverty	30:1480
National Poverty Rate	14.8% Source: http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf		
TM Median Household Income $	$21,000	TM Income as Percent of National Income	39.14%
National Household Median Income	$53,657 - Source: http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf		
TM Unemployment Rate %	7.00%	TM Unemployment: Natl Unemployment	1.40
National Unemployment Rate	5.0% - Source: http://www.bls.gov/		

Total Beneficiaries

Financial Products	100	% of Fin Products Beneficiaries in TM	100.00%
Financial Services		% of Fin Services Beneficiaries in TM	
Development Services	100	% of Dev Services Beneficiaries in TM	100.00%
Total Beneficiaries	200		

TM Beneficiaries

Financial Products 100

Figure 192. Figure 191. FA Application - Customer Snapshot Page – Saved Record

5. Review the saved record to ensure that automated calculations are correct. Please note that if the amounts entered in the **Total Income Characteristics** and **Total Race/Ethnicity Characteristics** fields do not each equal **Total TM Beneficiaries** you will receive an “Incomplete” warning message in the **Income Characteristics Status** and **Race/Ethnicity Characteristics Status** fields.

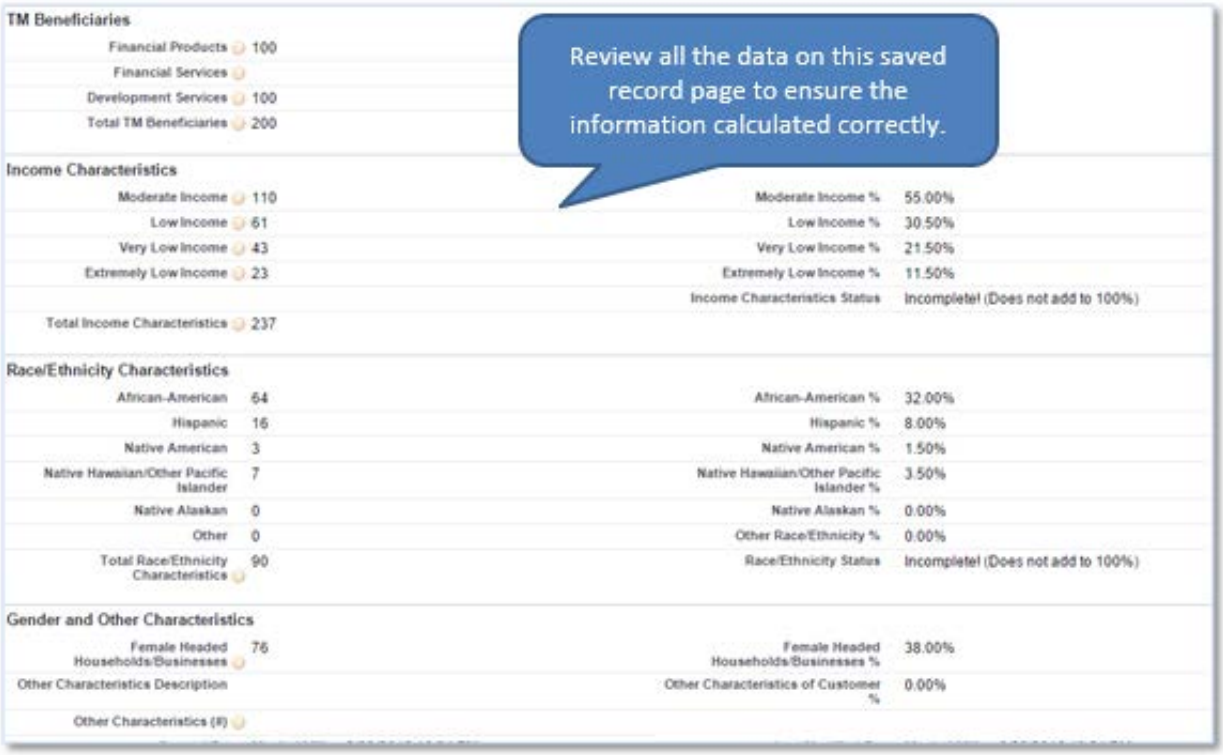


Figure 193. Figure 191. FA Application - Customer Snapshot Page - Saved Record Cont.

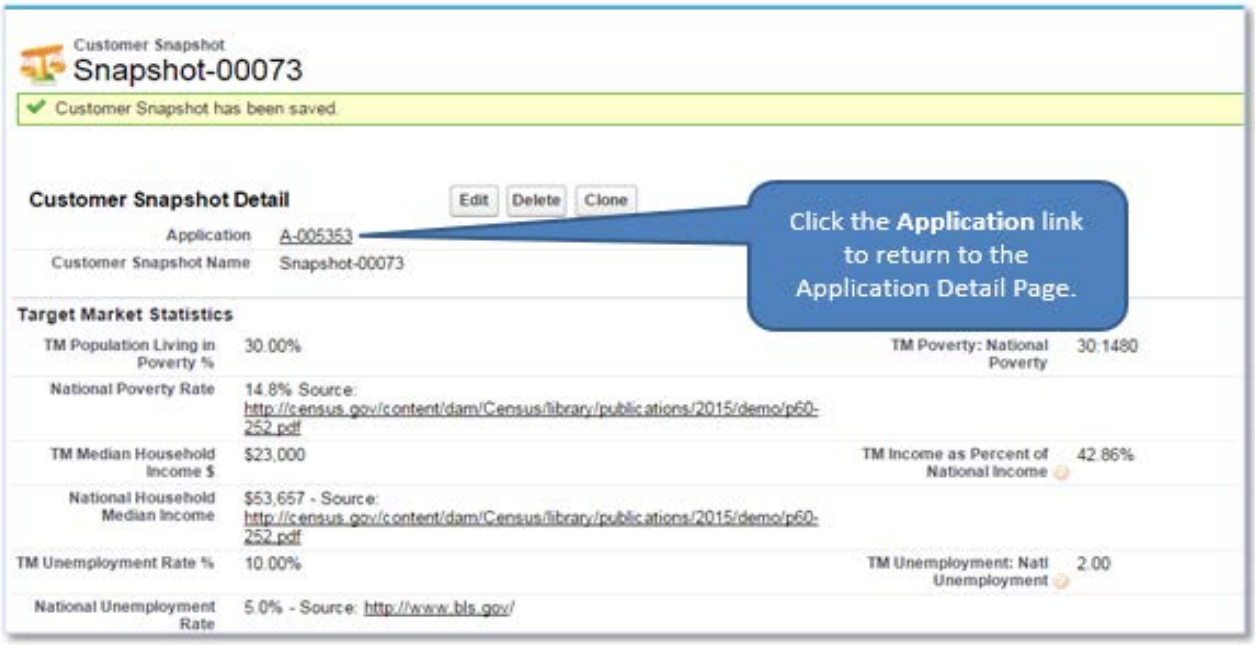


Figure 194. FA Application - Customer Snapshot Page

6. From the Funding Application Detail Page, verify that the new Customer Snapshot Table record was added and then click the Key Personnel related list.

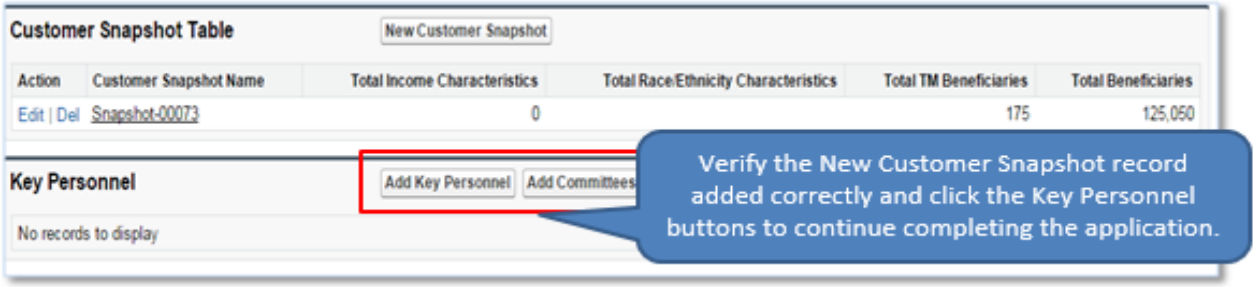


Figure 195. Funding Application Detail Page – New Customer Snapshot Related List

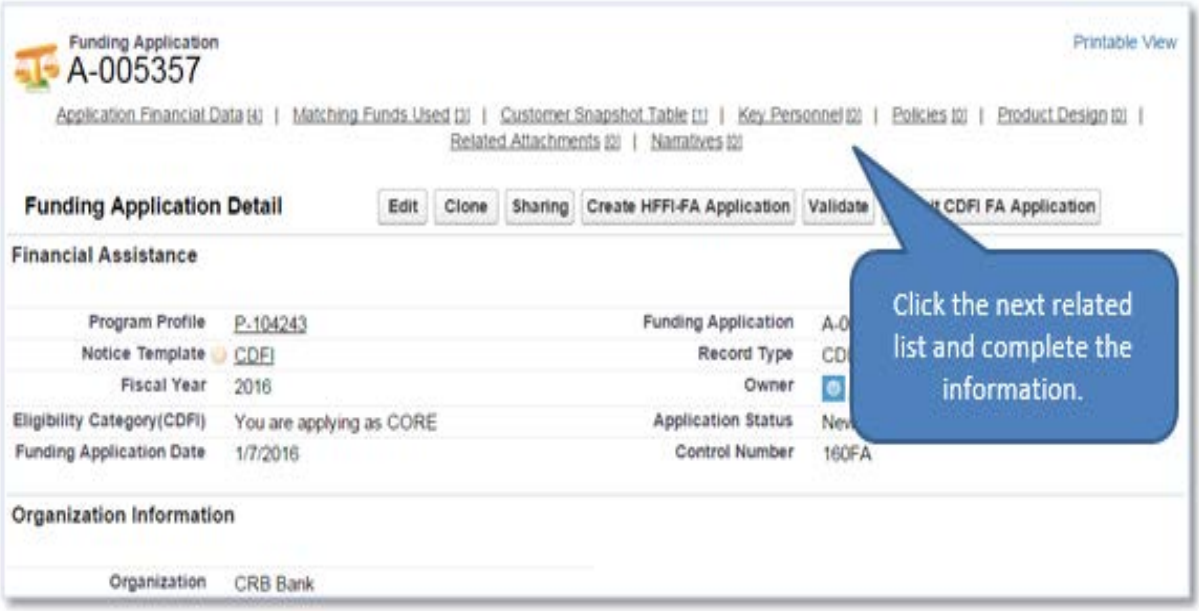


Figure 196. Funding Application Detail Page

5.1.8 Key Personnel Related List

Applicants are required to enter information to describe the qualifications of their Key Personnel and Board Members and the purpose of their Board Committees.

To complete the Key Personnel section:

1. From the Funding Application Detail Page, click the **Key Personnel** related list.

	Note: Key Personnel is broken out into three record types: Key Staff, Committees, Board Members. Applicants must provide information for each record type.

Figure 197. Funding Application Detail Page

2. Select the **Add Key Personnel** button.

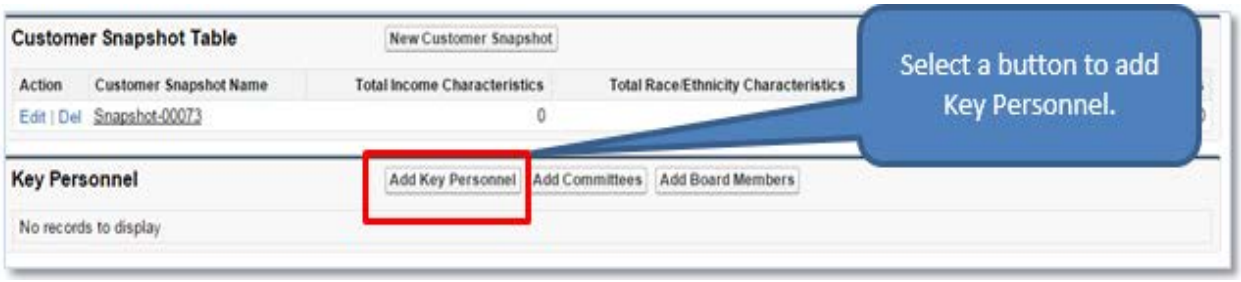


Figure 198. Funding Application Detail Page - Key Personnel Related List

3. You will be forwarded to the Key Personnel Edit page. Complete the information on the page and click the **Save & New** button.

   IMPORTANT: Applicants are limited to a total of <u>seven</u> Key Personnel entries, <u>five</u> Committee entries, and <u>five</u> Board Members entries. The system will stop you from creating additional records once the threshold has been met.

   Please enter information about the Key Personnel, Committees, and Board Members that are most critical to carrying out the activities proposed in your application.

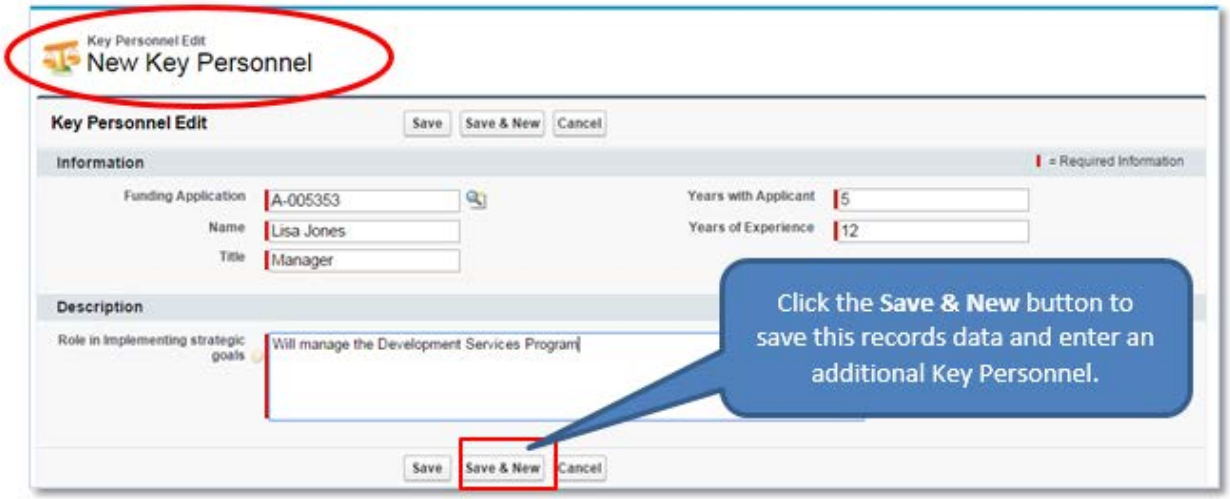


Figure 199. Key Personnel Edit Page – Key Staff

a. Examples of the Add Committees and Add Board Members pages are also displayed below.

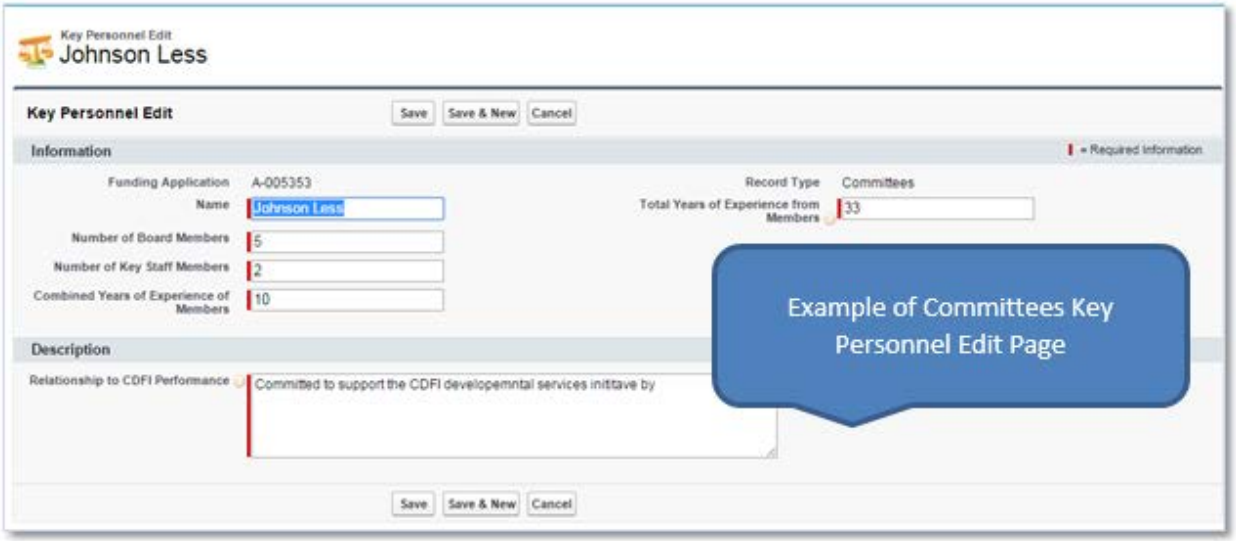


Figure 200. Key Personnel Edit Page - Committees

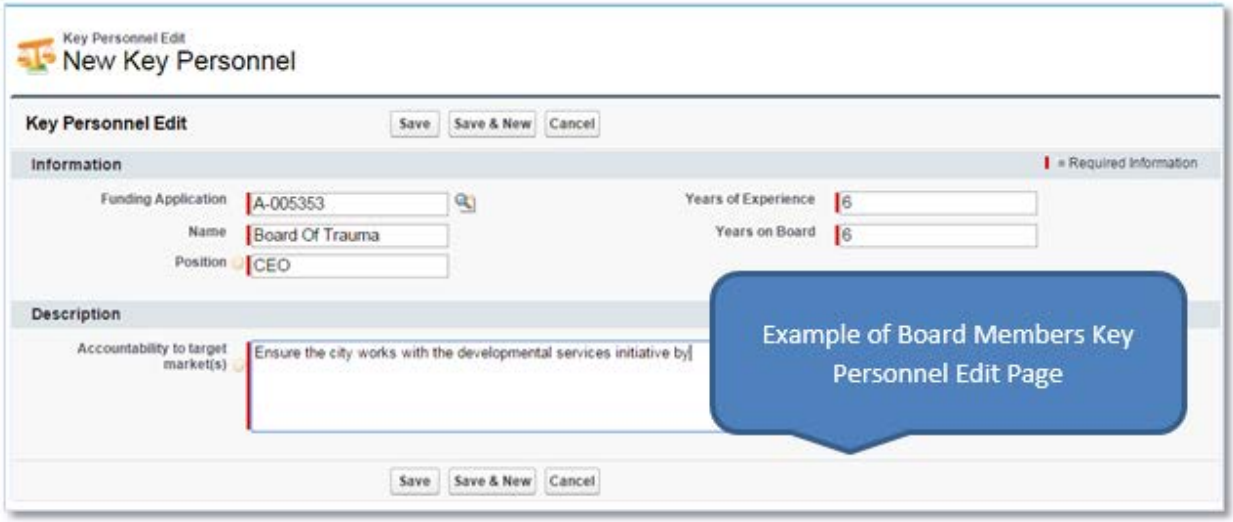


Figure 201. Key Personnel Edit Page – Board Members

4. You will be forwarded to the Key Personnel Detail page with a message stating the Key Personnel has been saved.

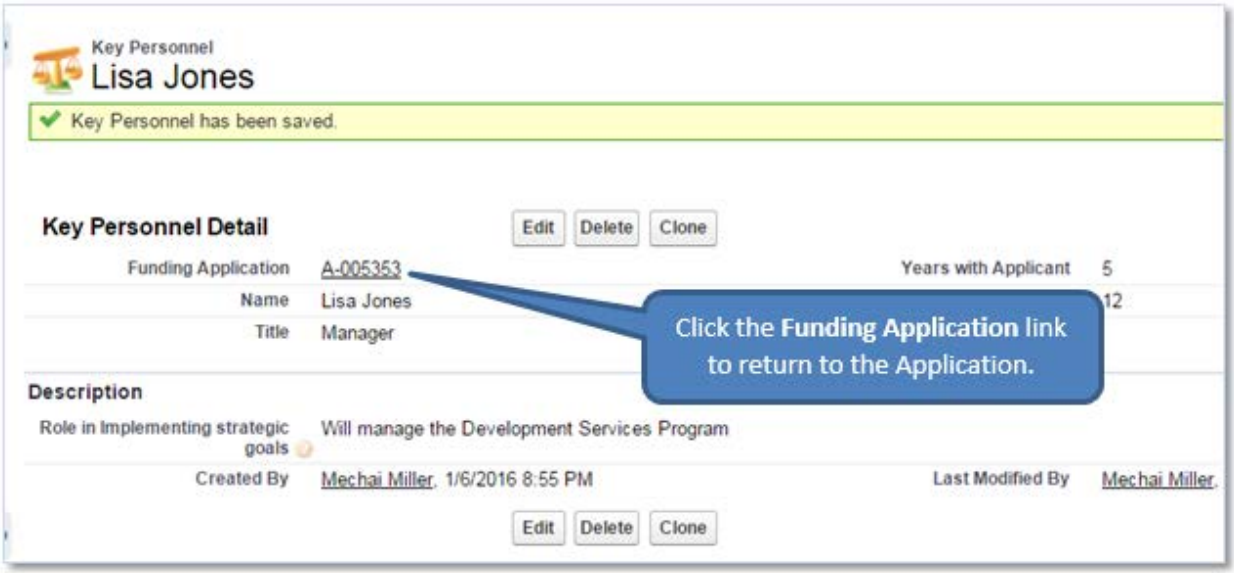


Figure 202. Key Personnel Detail Page

5. Verify that the appropriate Key Personnel records have been added, then click on the Policies related list to continue completing the application.

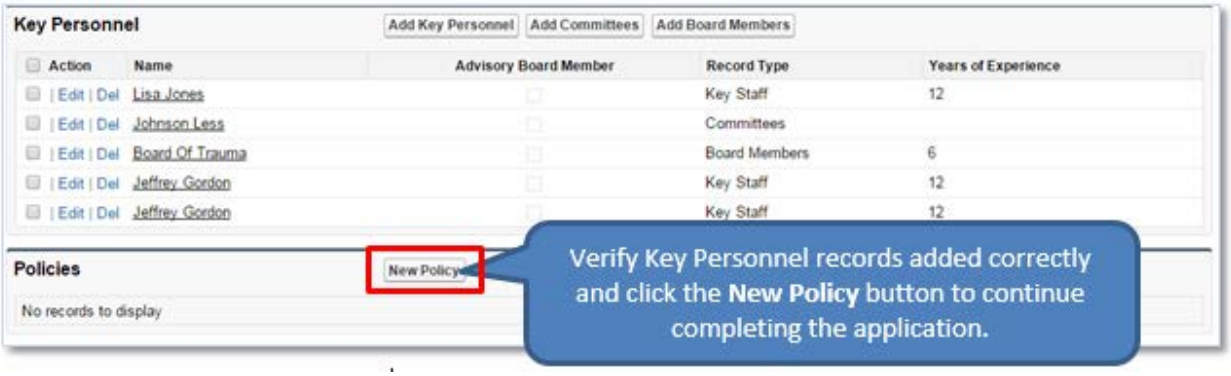


Figure 203. Funding Application Detail Page - Key Personnel Related List

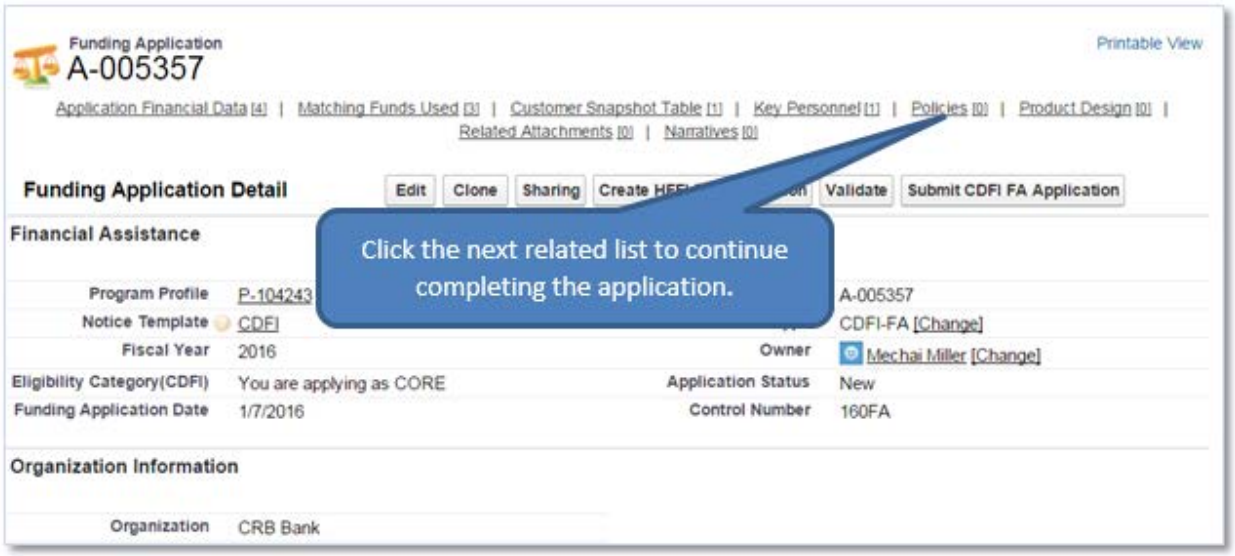


Figure 204. Funding Application Detail Page

5.1.9 Policies Related List

To complete the Policies section:

1. From the Funding Application Detail page, click the **Policies** related list.

Figure 205. Funding Application Detail Page

2. Click the **New Policy** button.

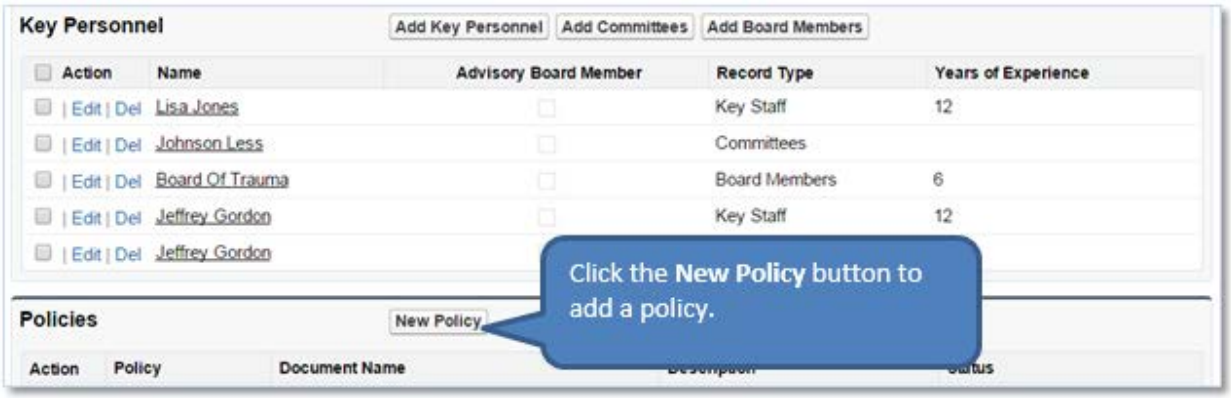


Figure 206. Funding Detail Page - Policies Related List

3. You will be forwarded to the Policies Edit page. Click the hour glass icon to look up your Policies and Procedures document(s) from your Organization Profile attachments.

4. If you have multiple Policies and Procedures documents you will need to create a separate **Policies** record for each document. You should select "Yes" or "No" for each Policies topic based on what policies and procedures are covered in the document associated to the record.

   For example, if you attach a document that only covers your organization's Underwriting Process, you will select "Yes" in the Underwriting Process field and "No" for all other fields. You will then continue creating new records, as necessary, including the relevant Policies and

Procedures document, until you have addressed all of the **Policies** topics – Underwriting Policies, Loan closings & disbursements, Perfecting & securing collateral, Portfolio monitoring & management, Methodology for write-offs/charge-offs, and Loan loss reserve levels.

Figure 207. Policy Edit Page

Figure 208. Policy Edit Page

5. Click the **Save or Save & New** button. You will be forwarded to the Policy Detail page with a message stating the Policy has been saved.
6. Click the **Funding Application** link to return to the Funding Application Detail page.

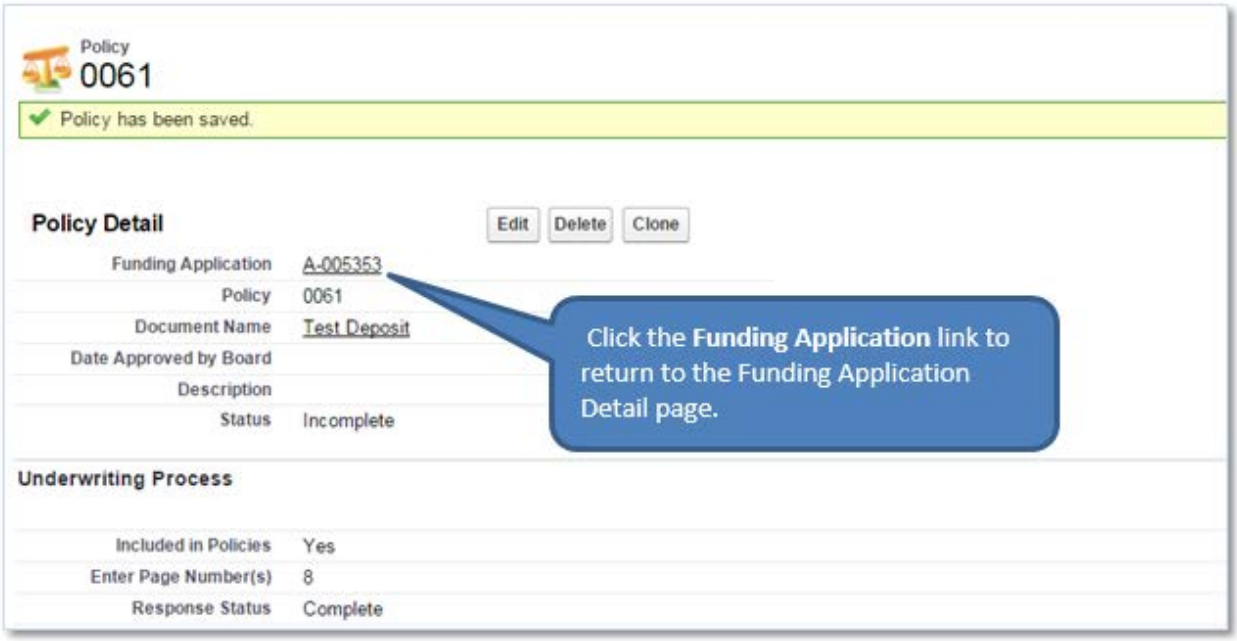


Figure 209. Policy Detail Page

7. Ensure that the Policies records were added and continue completing the application by selecting the next related list.

Figure 210. Funding Application Detail Page

8. Click the **New Product Design** button.

Figure 211. Funding Application Detail Page - Policies Related List

5.1.10 Product Design

The Product Design Chart allows you to describe the key details of the Financial Products and Financial Services entered in the Activities Level section of the Input Sheet as well as their related Development Services.

Add a description, such as a product brand name or unique service category, using the cells under the "Description" heading. Fill out the remaining required fields such as minimum and maximum loan size, interest rates, average maturity, maximum fees, security, etc.

To complete the Product Design section:

1. From the Funding Application Detail page, click the **Product Design** related list.

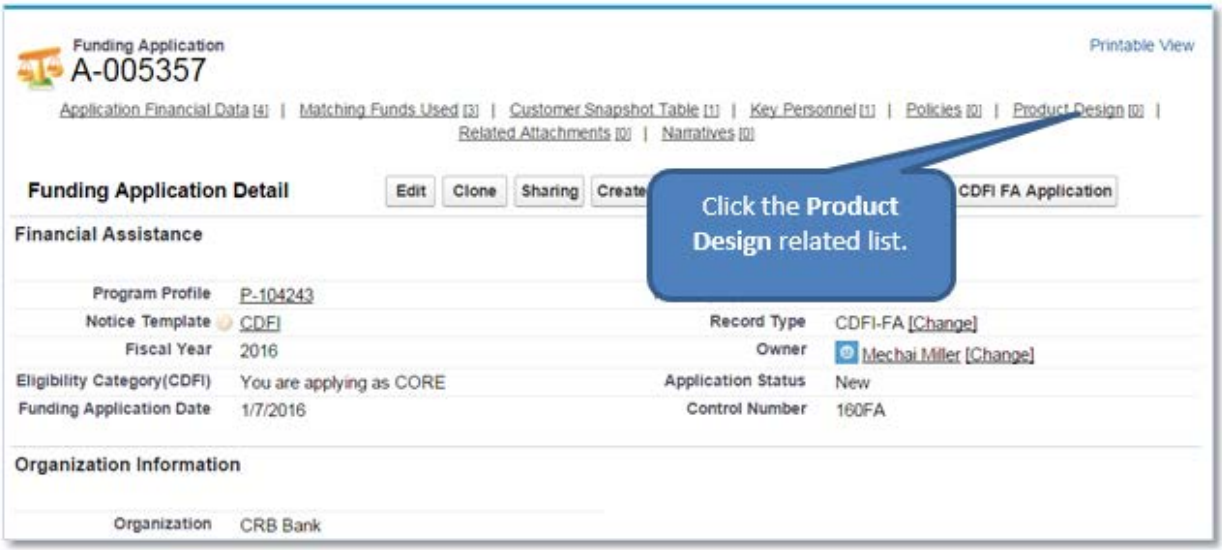


Figure 212. Funding Application Detail Page

2. Click the **New Product Design** button.

Figure 213. Product Design Related List

3. Complete the information on the page.
   a. Select a category from the drop-down menu.
   b. Enter the Product Description.

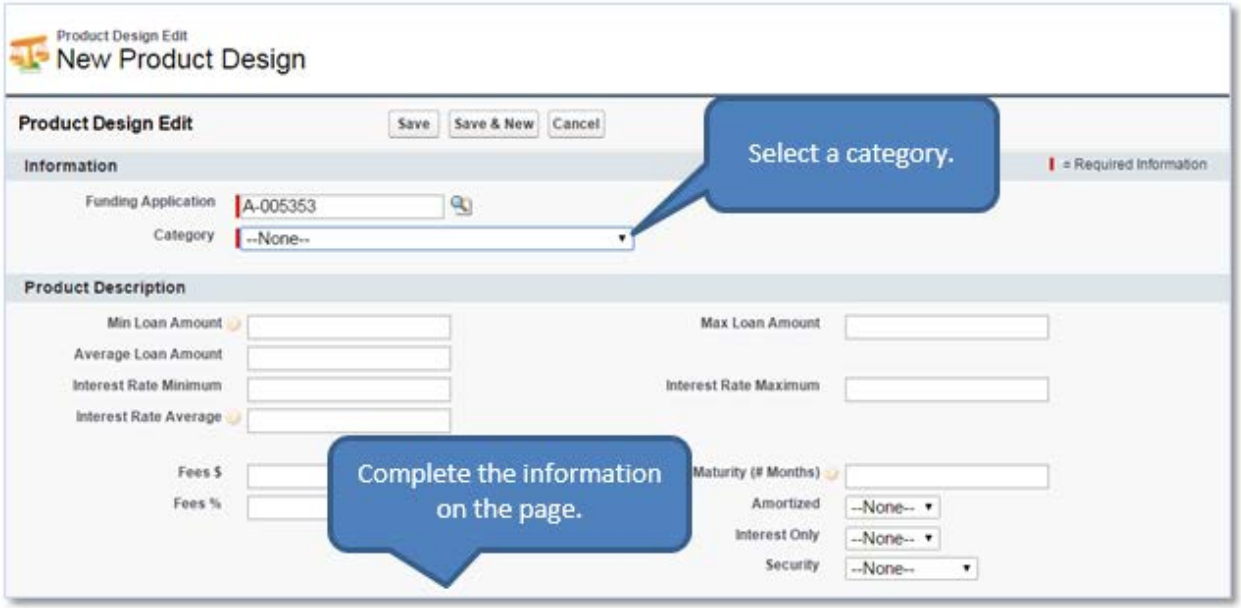


Figure 214. Product Design Edit Page

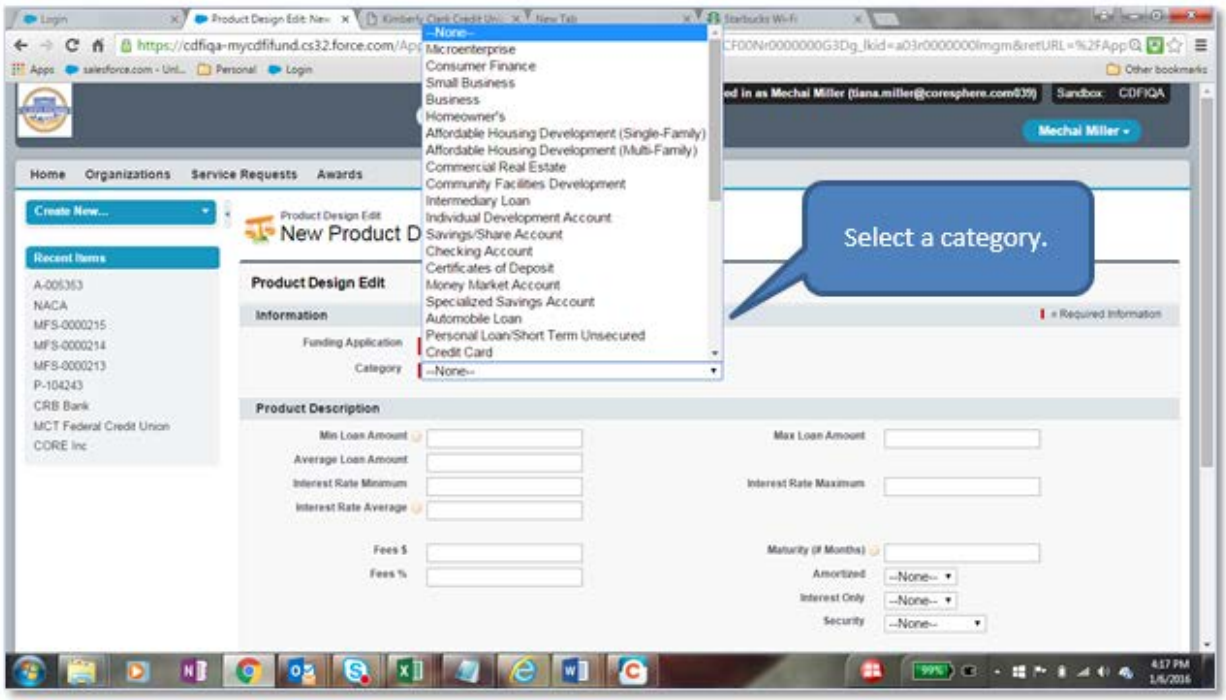


Figure 215. Product Design Edit Page

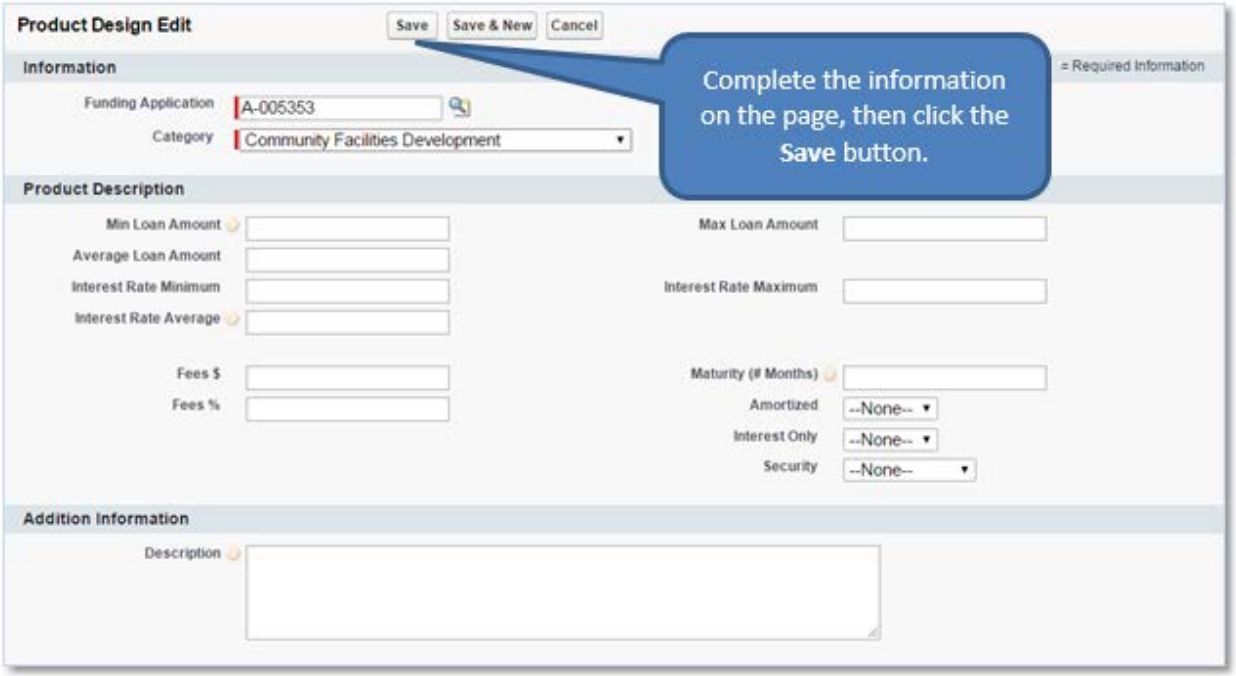


Figure 216. Product Design Edit Page

Add a description, such as a product brand name or unique service category, using the cells under the "Description" heading. Fill out the remaining required fields such as minimum and maximum loan size, interest rates, average maturity, maximum fees, security, etc. Fields not required for certain selected products or services will automatically become disabled.

Use the provided text box to describe any development services linked to the specific product or other special characteristics worth noting. There is a limit of 450 characters. A built-in character count feature will indicate how many characters you have used.

4. Click the **Save** or **Save & New** button. You will be forwarded to the Product Design Detail page with a message stating the Product Design has been saved.
5. Click the **Funding Application** link to be forwarded to the Funding Application Detail page.

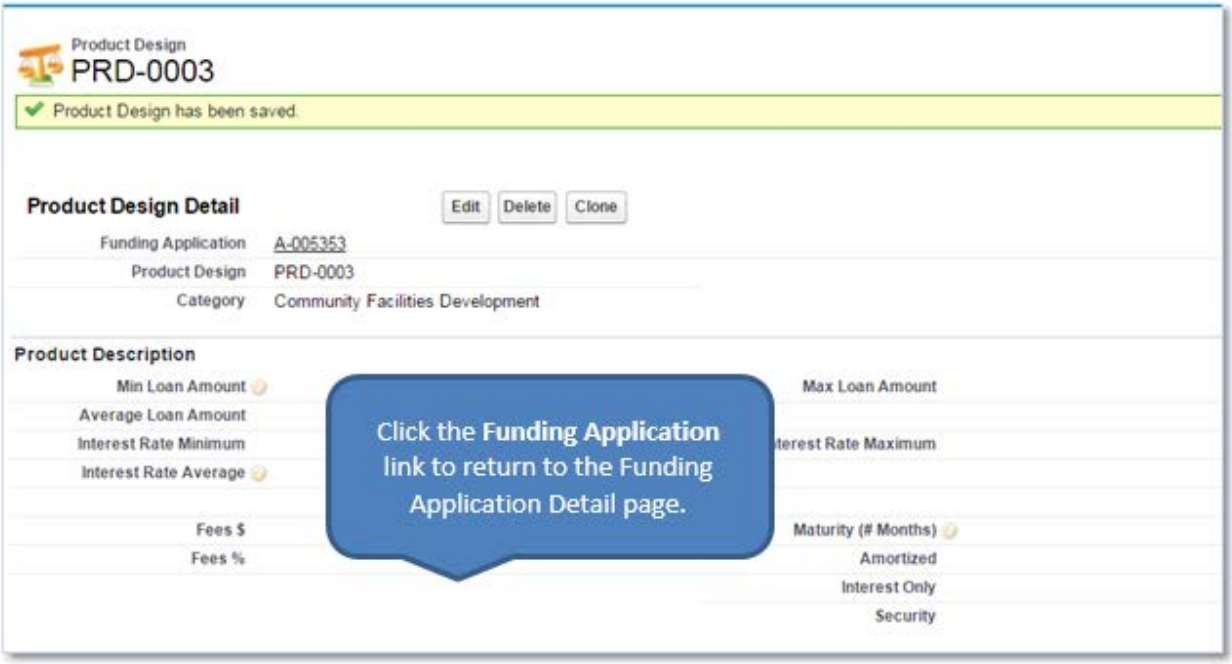


Figure 217. Product Design Detail Page

6. Continue completing the application by selecting the next related list.

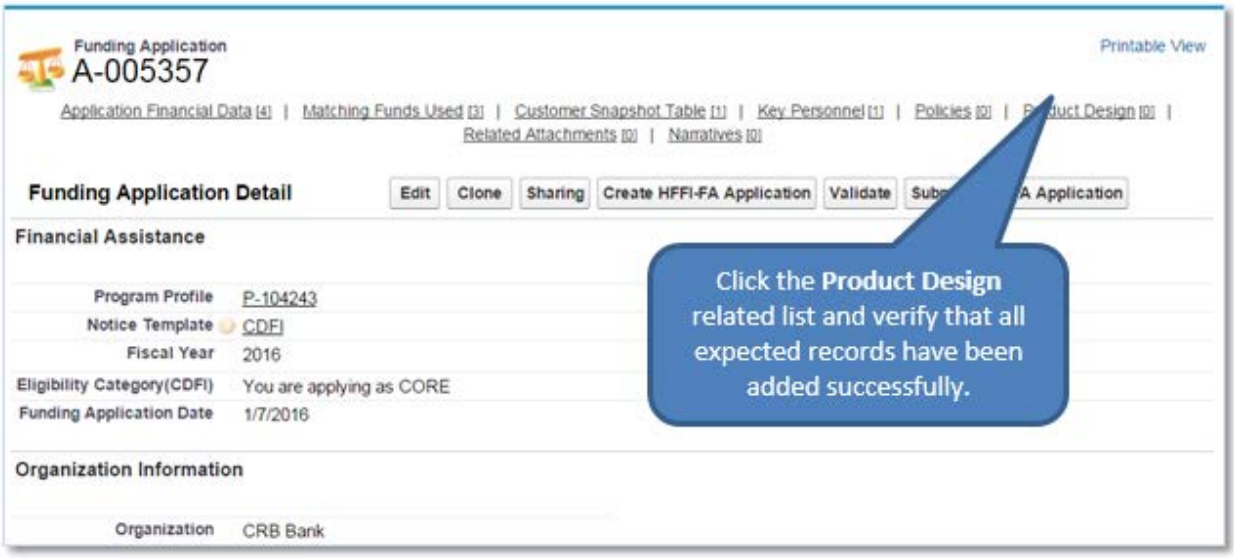


Figure 218. Funding Application Detail Page

Figure 219. Funding Application Detail Page - New Product Design

5.1.11 Related Attachments Related List

The Related Attachments related list allows applicants to look-up documents that the applicant already attached and saved in their Organization Profile as well as attach documents that are saved on their computer/network.

Applicants should refer to the NOFA to determine which attachments are required based on their financial institution type and the type of application they are completing (FA or TA). Attachment requirements are also described in the Application Quick Start Guide. The CDFI Fund will only the review the documents that are listed as required attachments in the NOFA. PLEASE DO NOT attach any additional documentation that is not included in the NOFA, as it will NOT be reviewed.

To complete the Related Attachments section:

1. From the Funding Application Detail page, click the **New Related Attachments** related list.

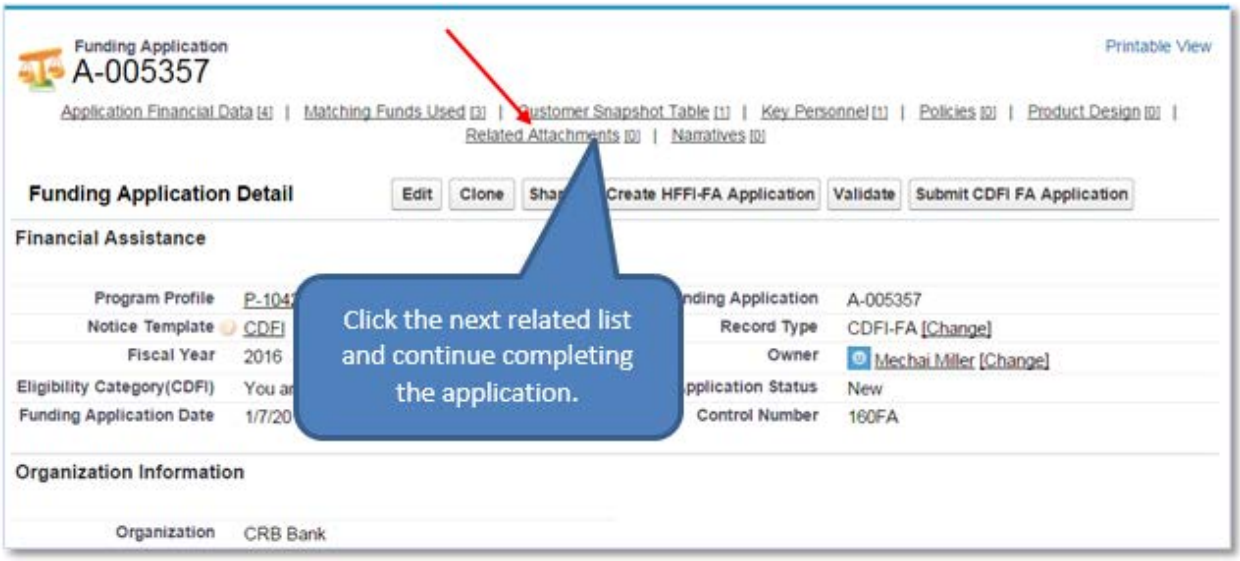


Figure 220. Funding Application Detail Page

2. Click the **New Related Attachments** button.

Figure 221. New Related Attachments Related List

3. Add required documents from Organization Profile and/or add new attachments.

a. Type is required. Select the type of related attachment from the drop-down menu. Only select "CDFI-NACA" document types.
b. Search and link the related document and click the **Save** button; or
c. Click the **Choose File** button, select a file, and click the **Attach File** button.

Figure 222. Attach File Page

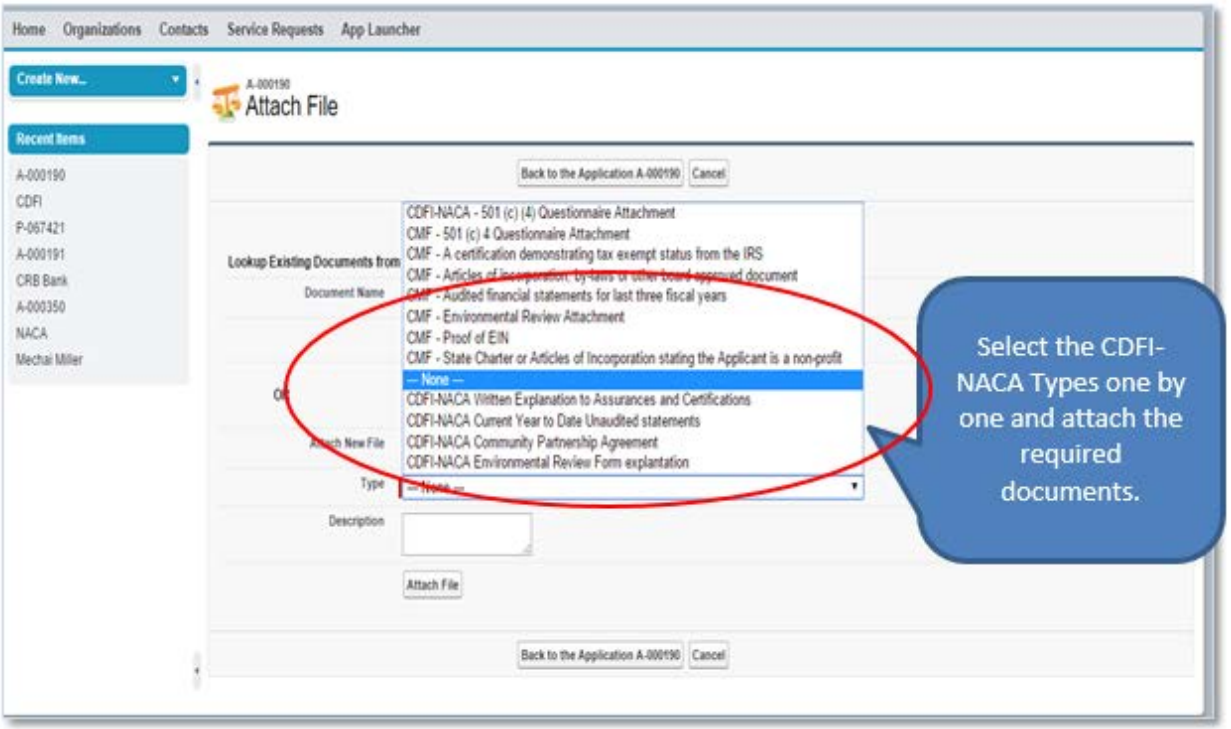


Figure 223. Attach File Page - Type of Documents

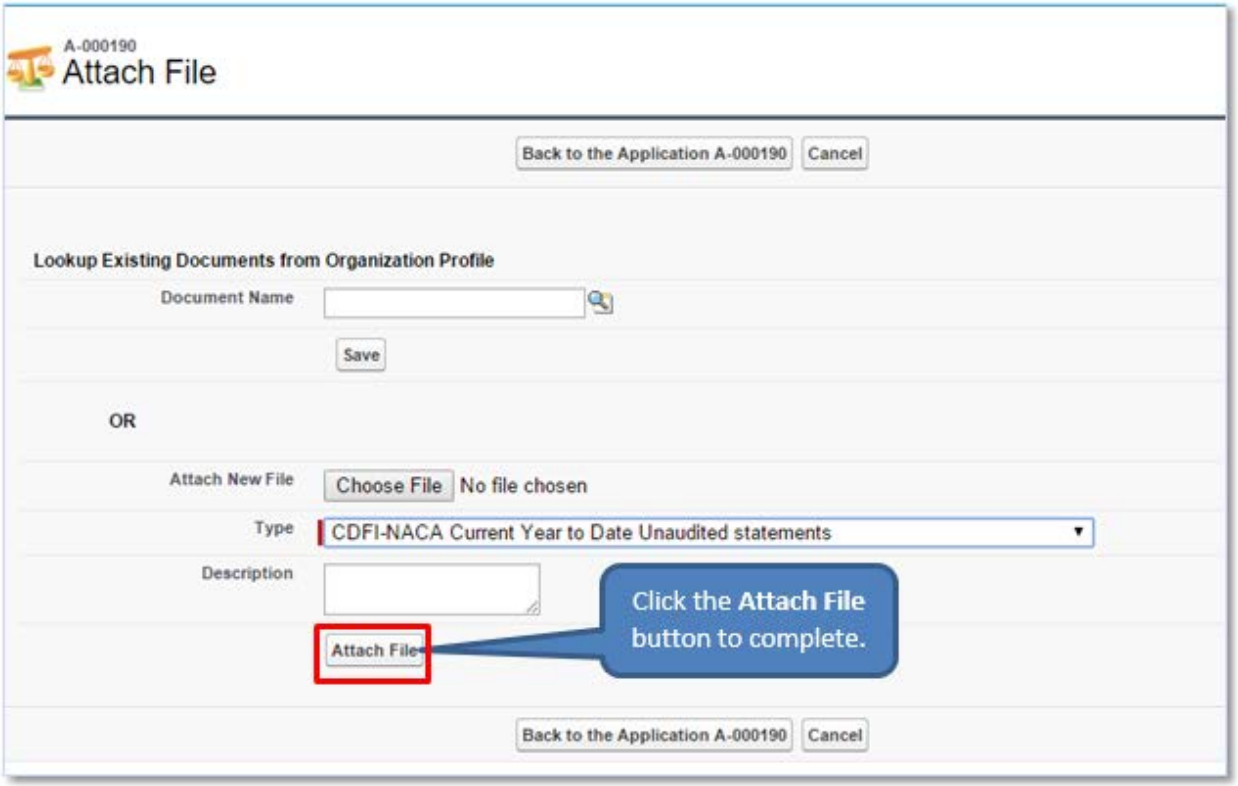


Figure 224. Attach File Page

4. You will be forwarded to the Funding Application page. Click the Related Attachments related list to verify all attachments added successfully.

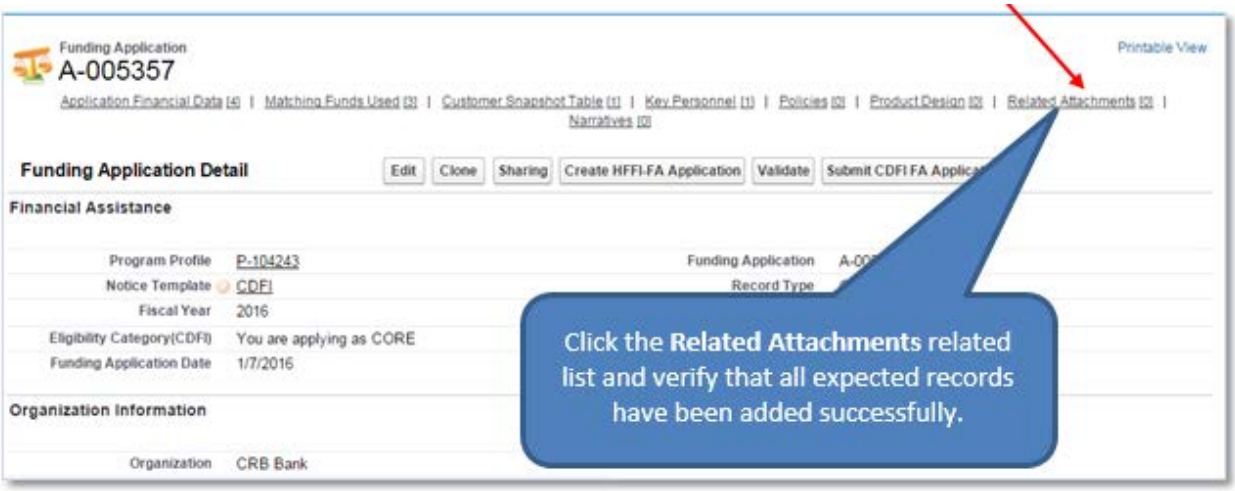


Figure 225. Funding Application Detail Page

5. Lastly click the final related list, **Narratives**, to continue completing the application.

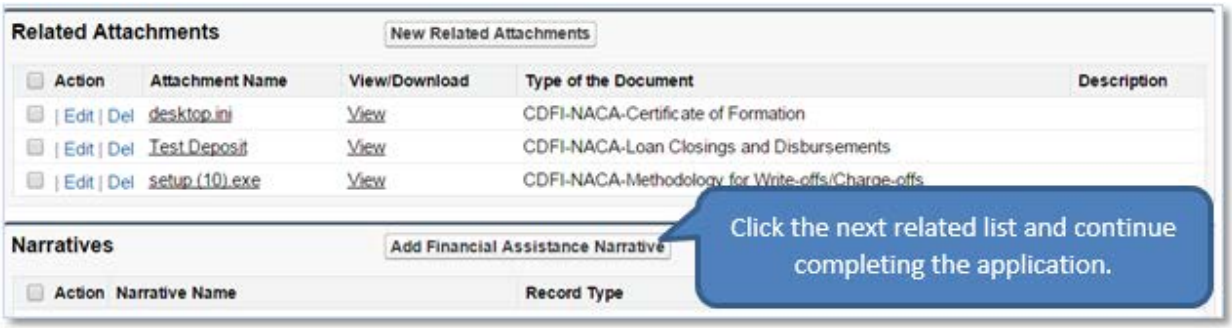


Figure 226. Funding Application Detail Page - Related Attachments

5.1.12 Narratives Related List

To complete the Narratives section:

1. From the Funding Application Detail page, click the **Narratives** related list link.

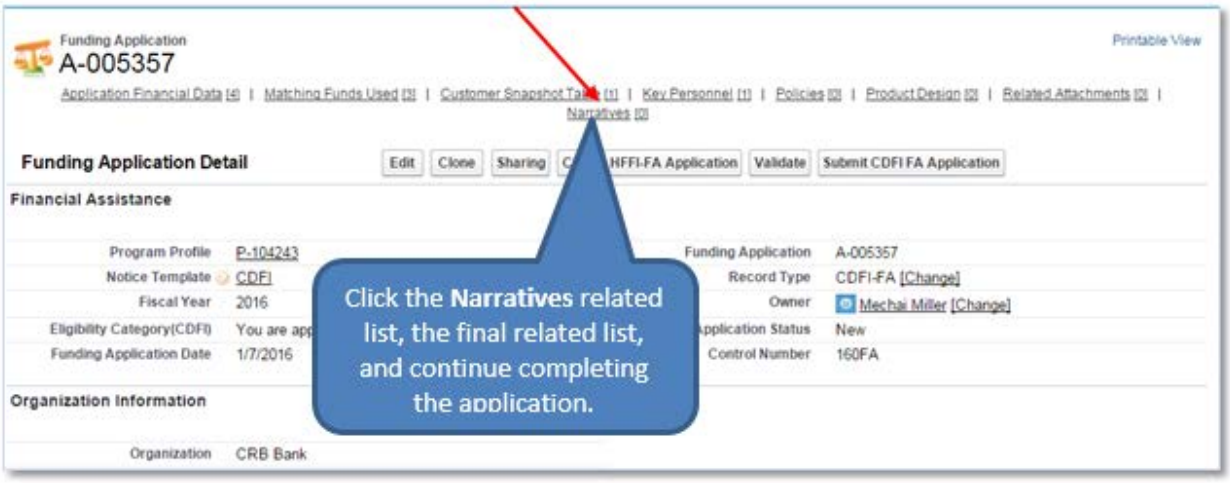


Figure 227. Funding Application Detail Page

2. Click the **Add Financial Assistance Narrative** button.

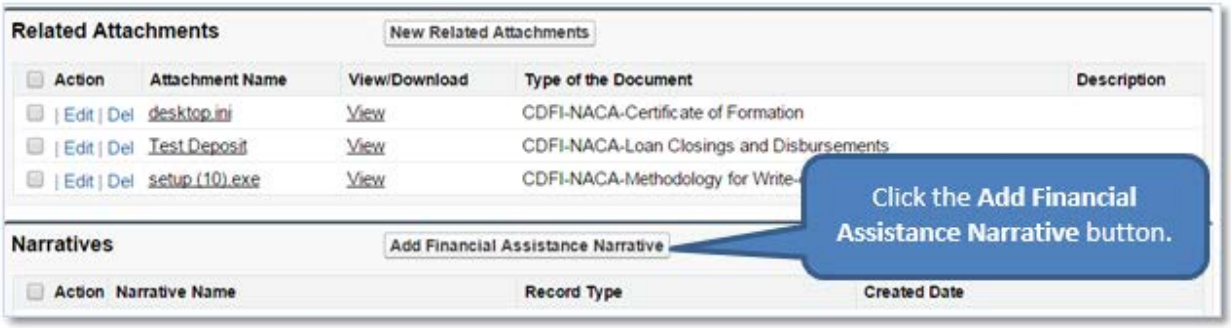


Figure 228. Narratives Related List

3. Provide responses to Narrative questions.
   a. All narrative fields are required.
   b. The character limit for each response is included in the **Help** text.
   c. Refer to FY 2016 Narrative Questions Guidance for full question text. This document can be found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website.

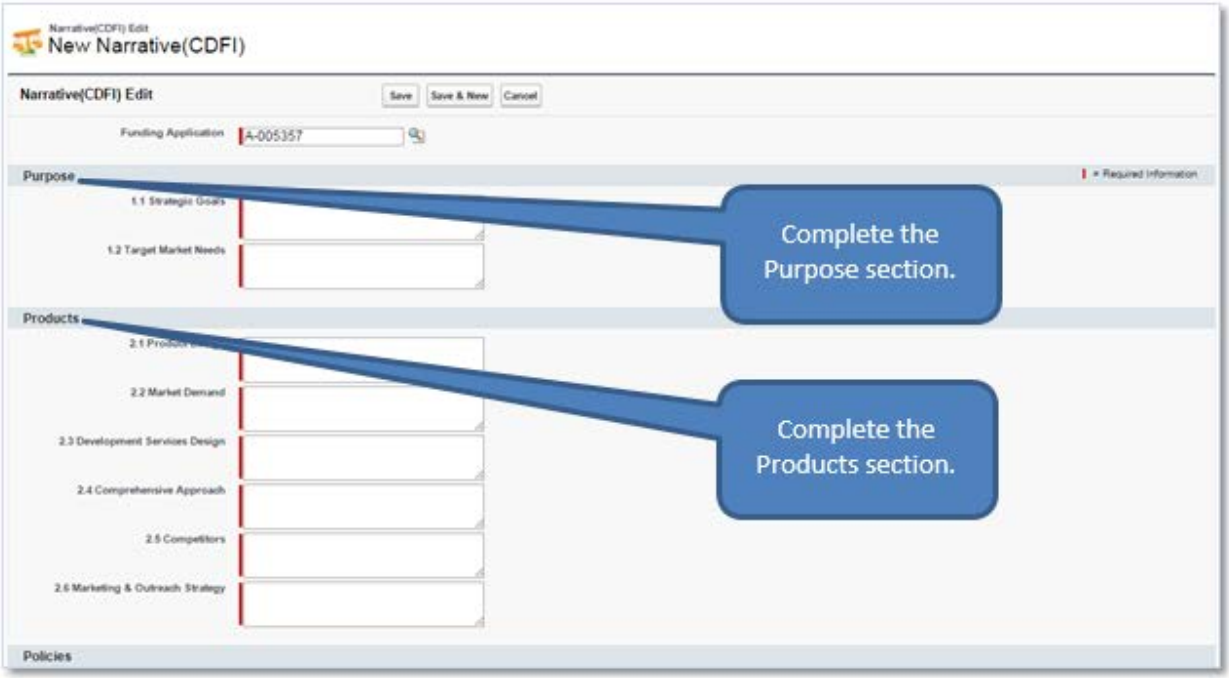


Figure 229. Narrative Edit Page

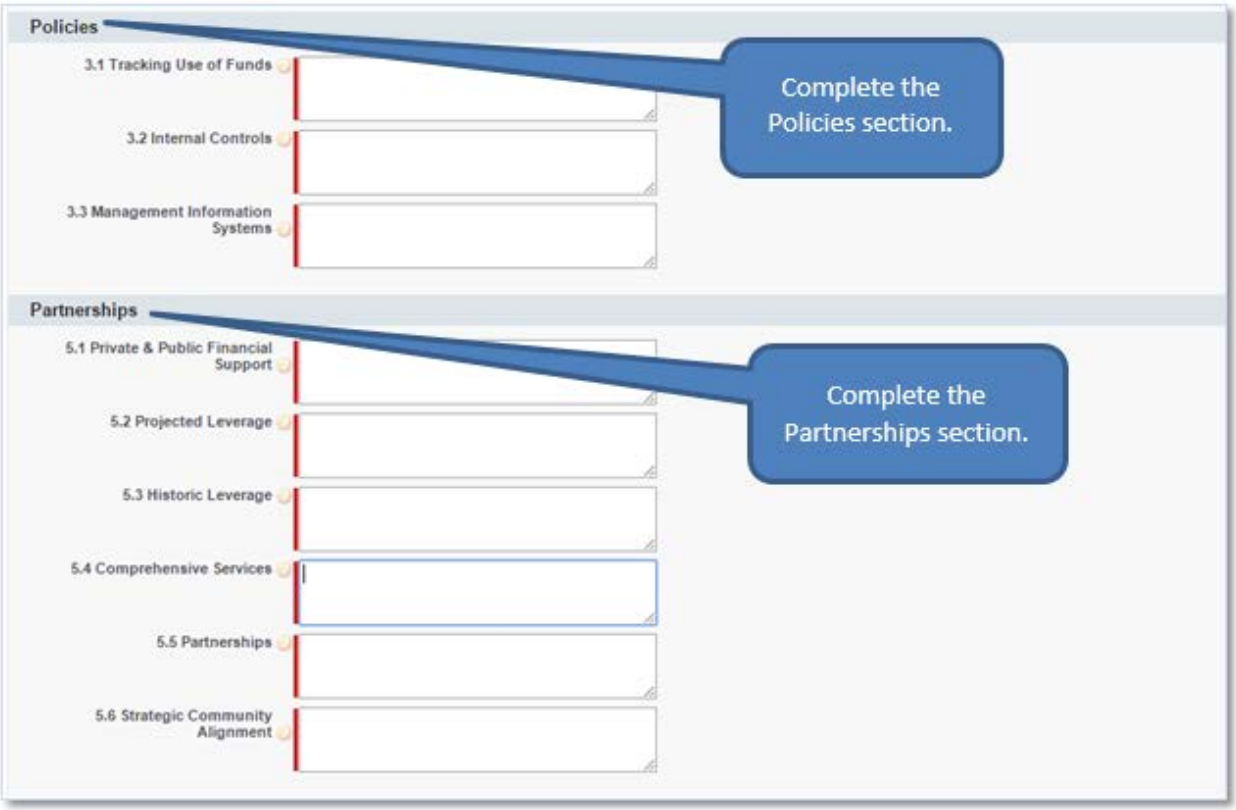


Figure 230. Narrative Edit Page

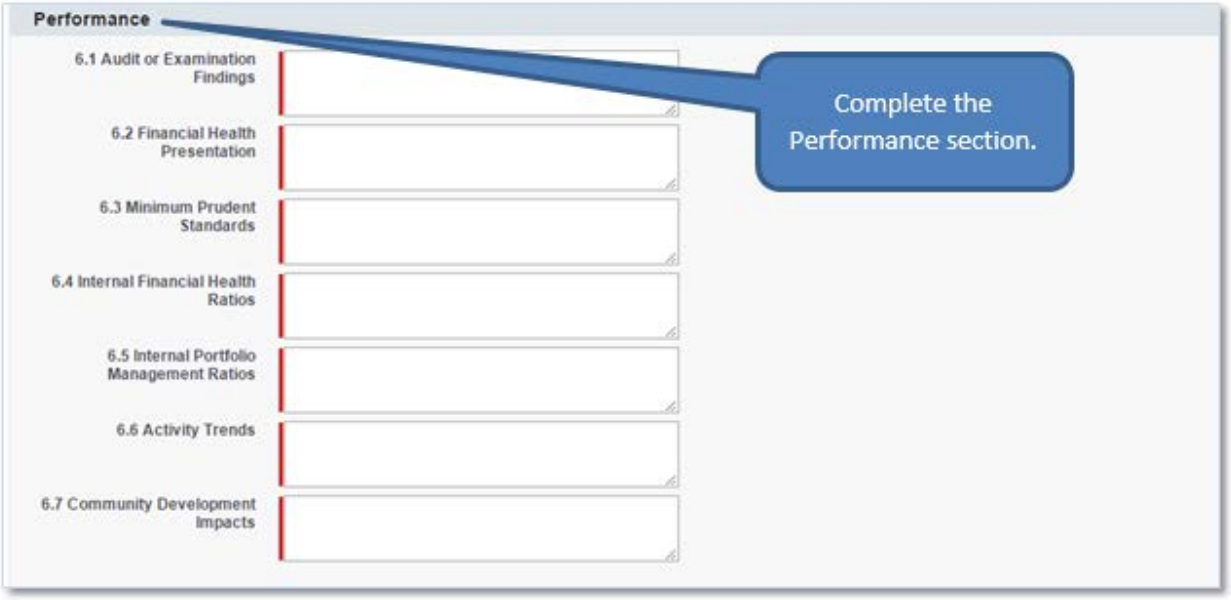


Figure 231. Narrative Edit Page

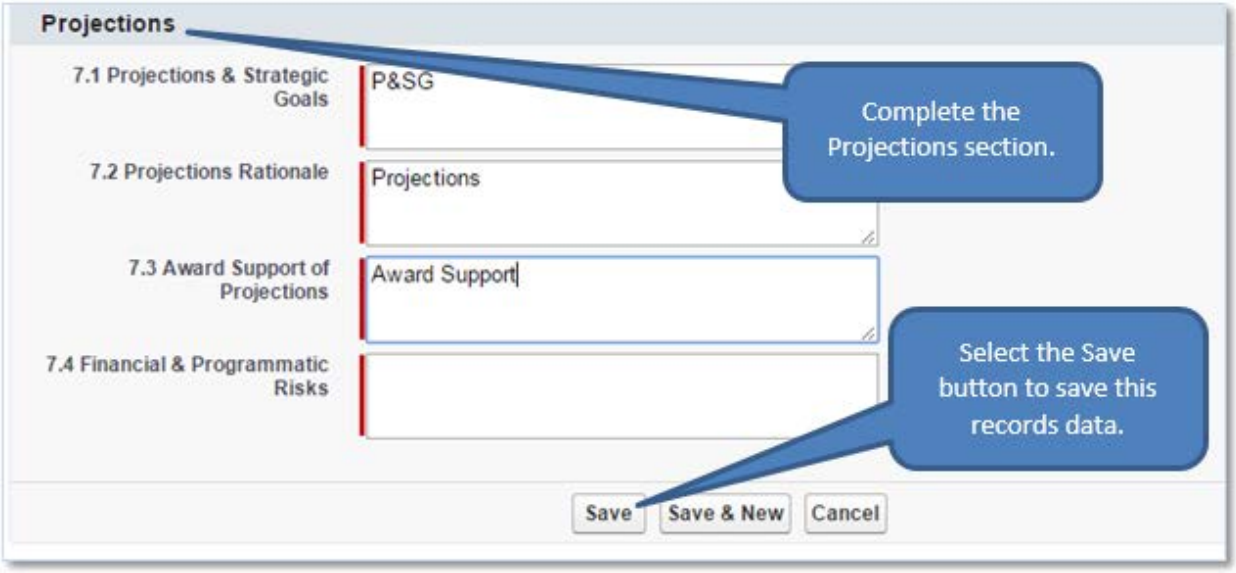


Figure 232. Narrative Edit Page

4. You will be forwarded to the Narrative Detail Page with a message stating the Narrative has been saved. Click the **Funding Application** link.

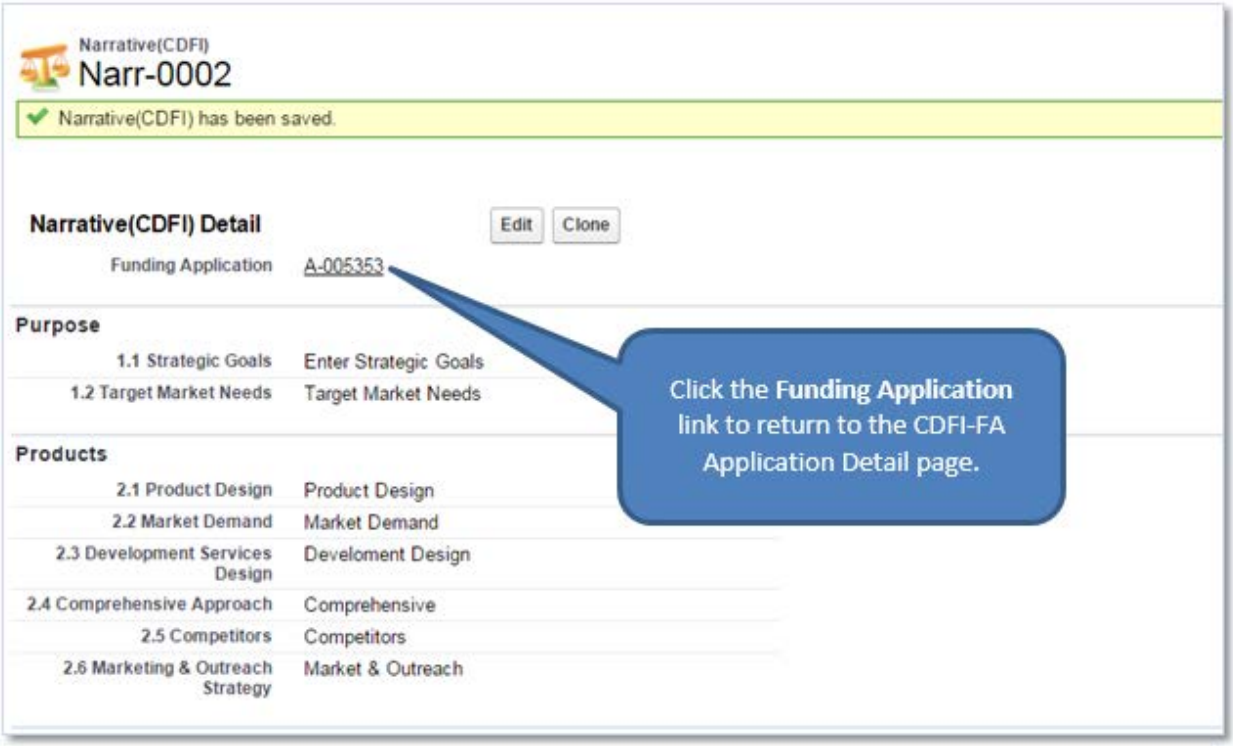


Figure 233. FA Application – Narrative Detail Page

5.1.13 Validate & Submit Application

IMPORTANT: If you intend to submit a HFFI-FA application, <u>you must create the HFFI-FA application **before** you submit the FA application</u>.

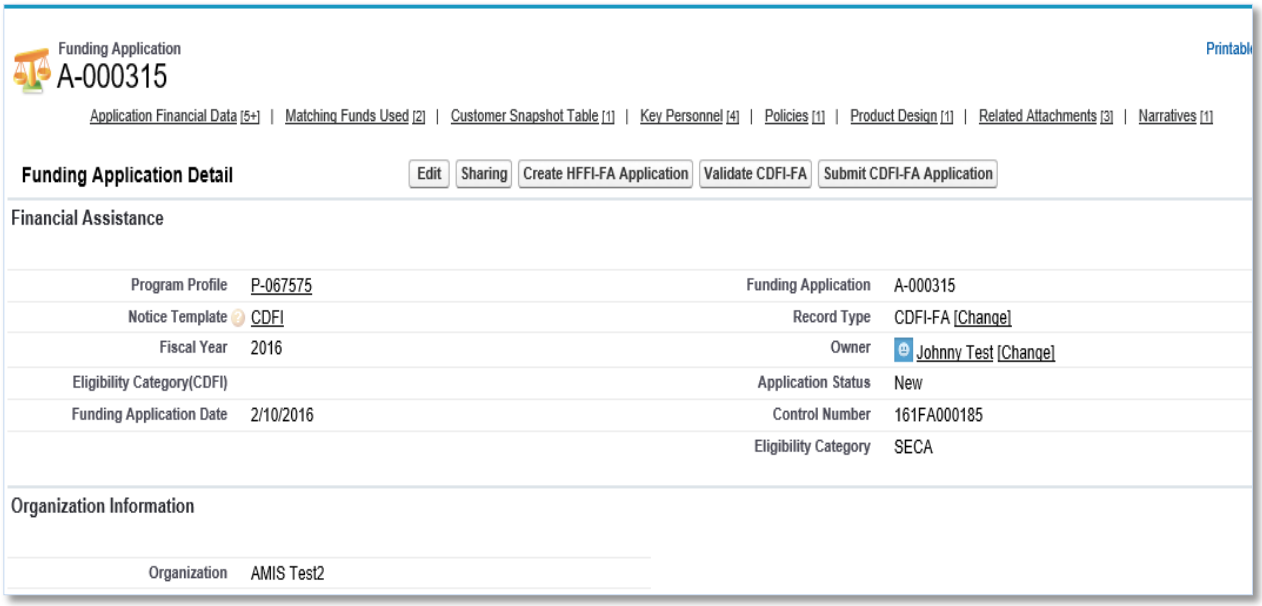


Figure 234. Funding Application Detail Page

1. You will be forwarded to the Funding Application detail page.
2. Click the **Validate CDFI-FA** button to verify all required information necessary to submit a CDFI/NACA- FA application has been added and/or addressed successfully.

Figure 235. Funding Application – Validate

a. If the validation is successful, a verification screen will appear stating the Verification was Updated Successfully. Click the **OK** button.

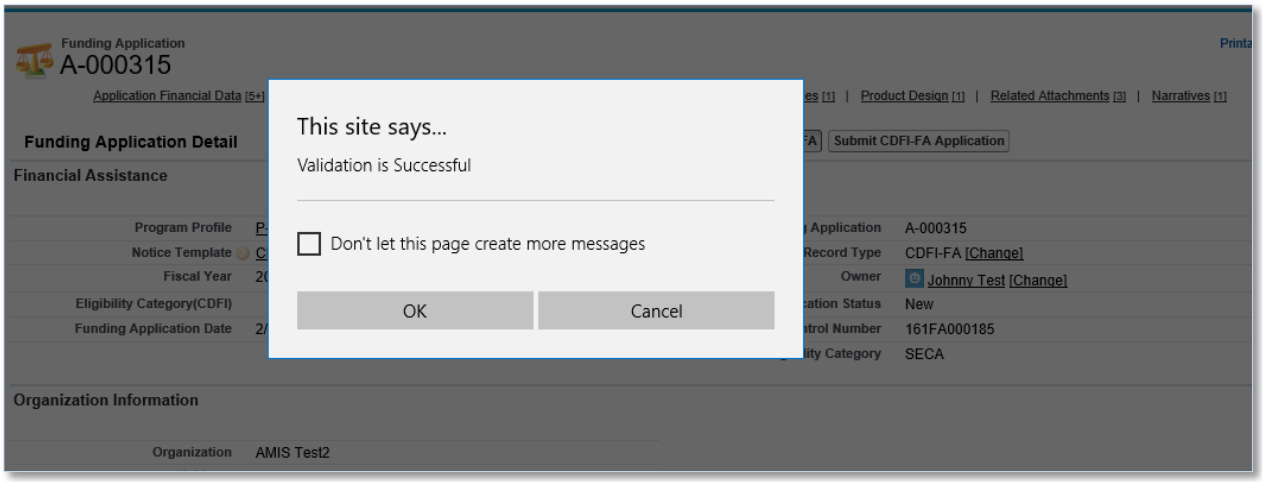


Figure 236. Funding Application Detail Page- Verification Validation

b. If the validation is unsuccessful make the necessary changes and repeat this step.

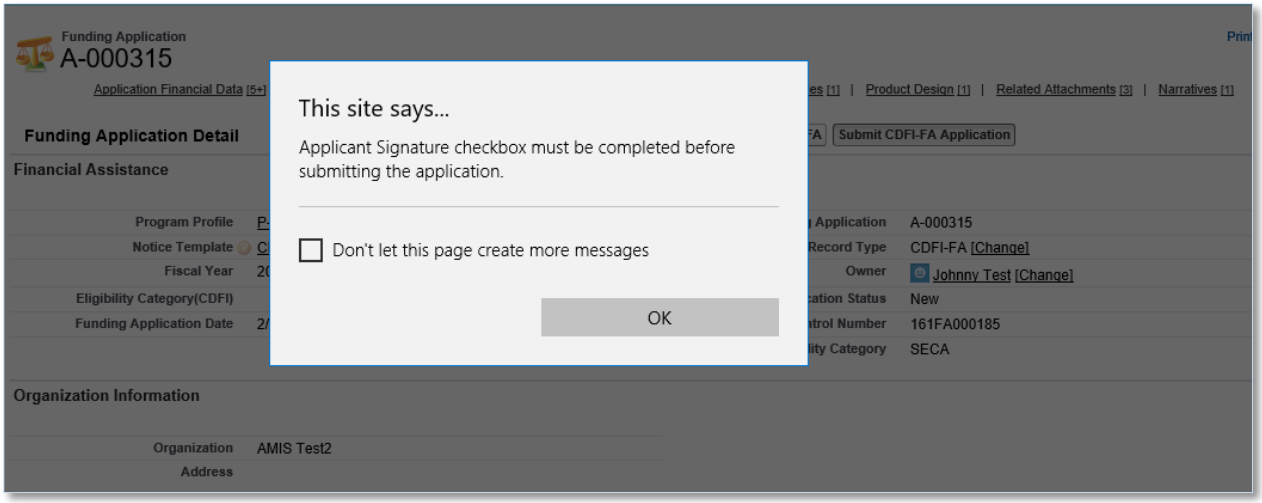


Figure 237. Validate CDFI-FA - Validation Error Message - missing data

3. Correct the validation error repeating step 1 to re-validate the application each time data has been corrected on the application.

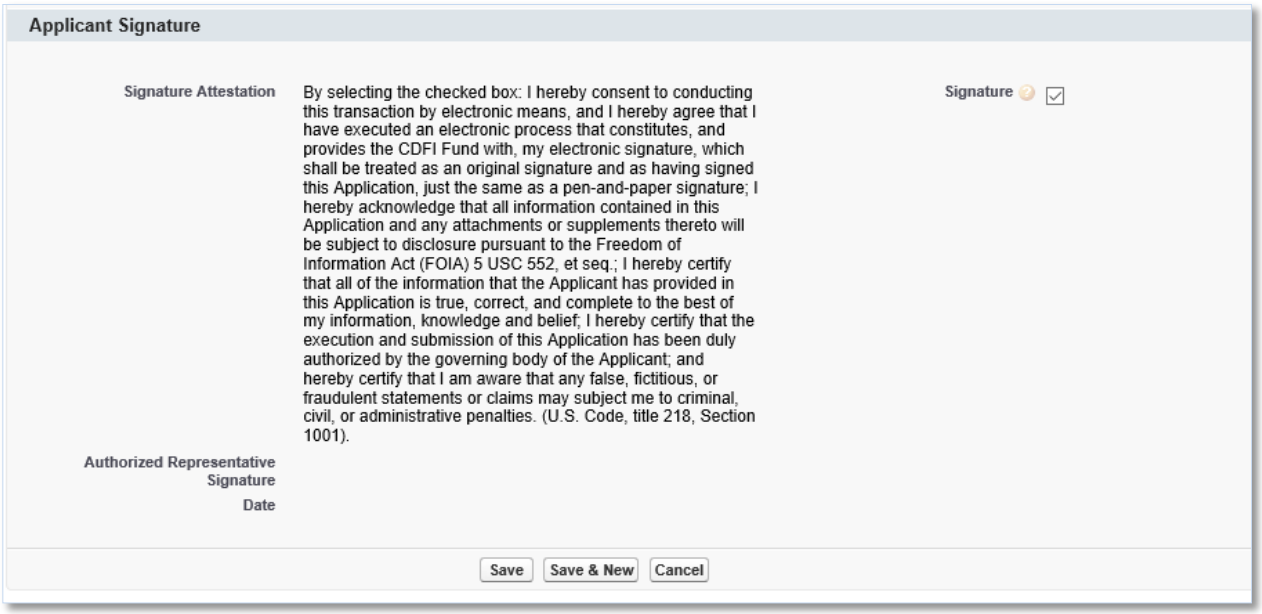


Figure 238. Example of correcting missing data for Application Validation

Figure 239. Funding Application – Validate

4. Once the FA application validation is successful, the application is ready to be submitted to the CDFI Fund staff for review.

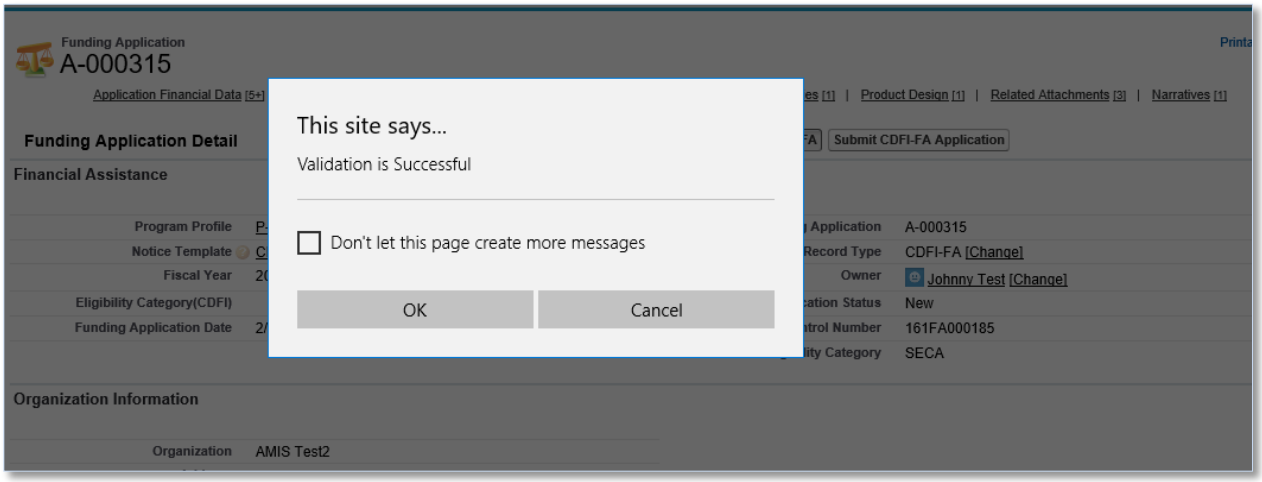


Figure 240. Example of Successful Validation of FA Application

5. Select the Ok button to confirm.

	Note: If the Validate button displays an error message, the applicant must correct the error then select the Validate button again to validate the application has been completed correctly. The Validate button is programmed to check all required fields and ensure the applicant has completed the application correctly. The applicant must continue to select the Validate button each time an error is corrected until the Validation gives a validation is successful message. Once the Validation is successful, the applicant can submit the application. Again the application can only be submitted by the Authorized Representative and Application Points of Contact included in the Application.

6. Click the **Submit FA Application** button to submit the application to the CDFI Fund Staff.

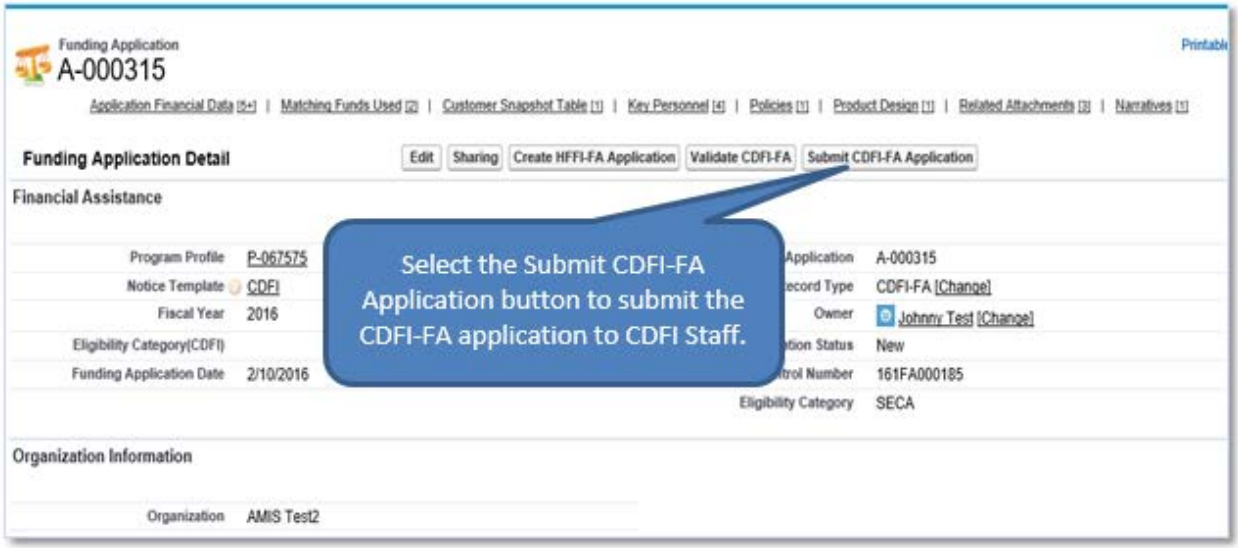


Figure 241. Funding Application Detail Page - Submit FA Application

a. A pop-up message will appear stating that once the FA application is submitted you will not be able to make any updates to the application. *Do you want to Submit?*

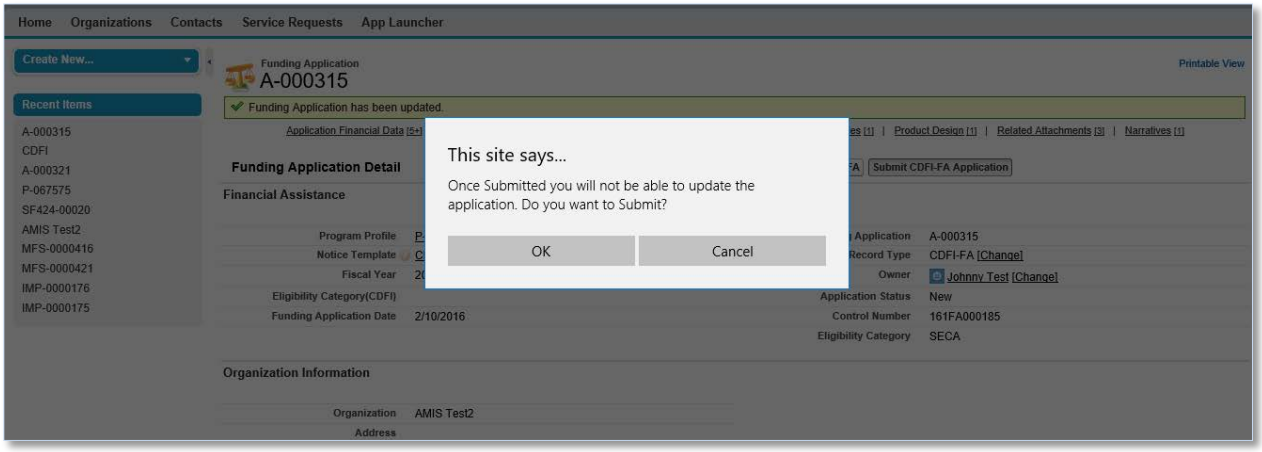


Figure 242. Funding Application Detail Page - Submit Application Confirmation

7. Click the **Ok** button to confirm you are submitting the FA application to the CDFI Fund Staff.
8. To review the status of applications, click on the Funding Application related list and view the status.

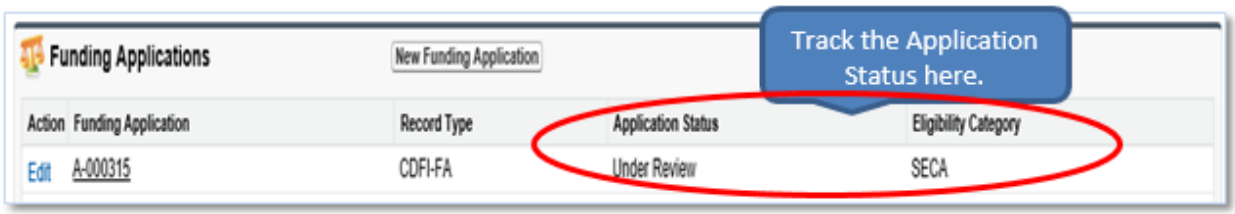


Figure 243. Submitted FA Funding Application – Application Status Under Review

5.2 HFFI-FA Program Application

To create a HFFI-FA Application:

1. From the Application Detail page, click the **Create HFFI-FA Application** button.

Please note the following about the HFFI-FA application:

- The HFFI-FA Application can only be created **AFTER** a CDFI-FA or NACA-FA application has been created.
- The HFFI-FA Application must be created **BEFORE** the CDFI-FA or NACA-FA application has been submitted.
- The HFFI-FA Application can only be submitted **AFTER** a CDFI-FA or NACA-FA application has been submitted.

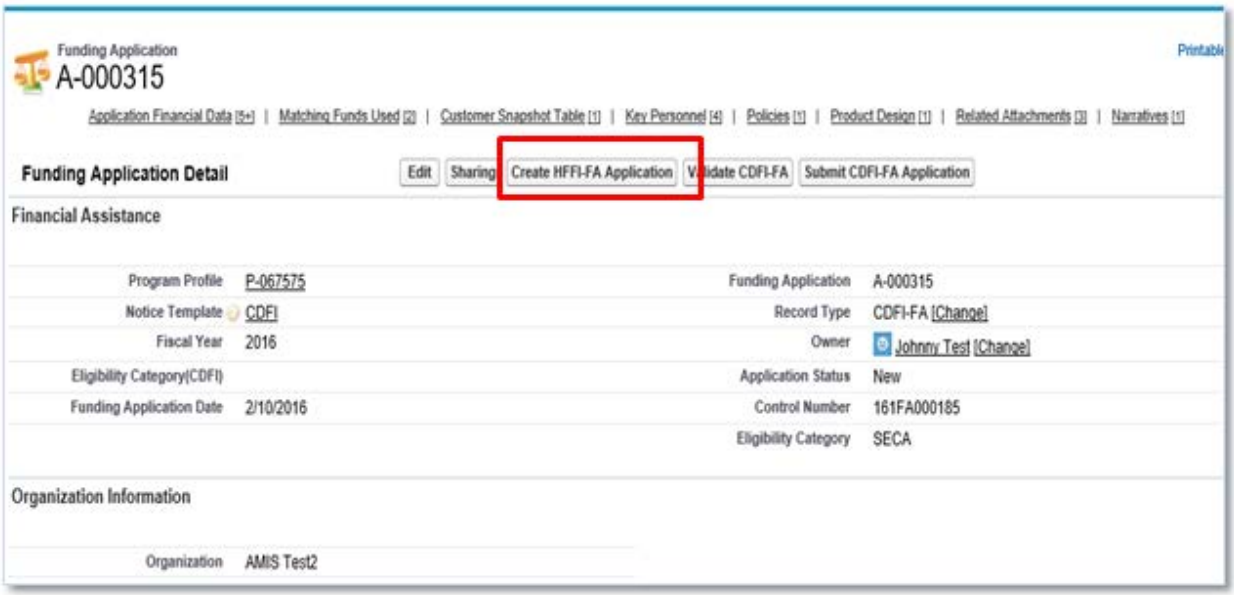


Figure 244. Funding Application Detail Page

2. Click the **OK** button and click the Program Profile link to view the new HFFI-FA Application.

	Note: When an applicant selects the Create HFFI-FA Application button, the new application will be visible under the Funding Applications related list on the Program Profile page. AMIS only auto populates the common data from the CDFI-FA application. The HFFI-FA application will still require further information in order to complete and submit the application.

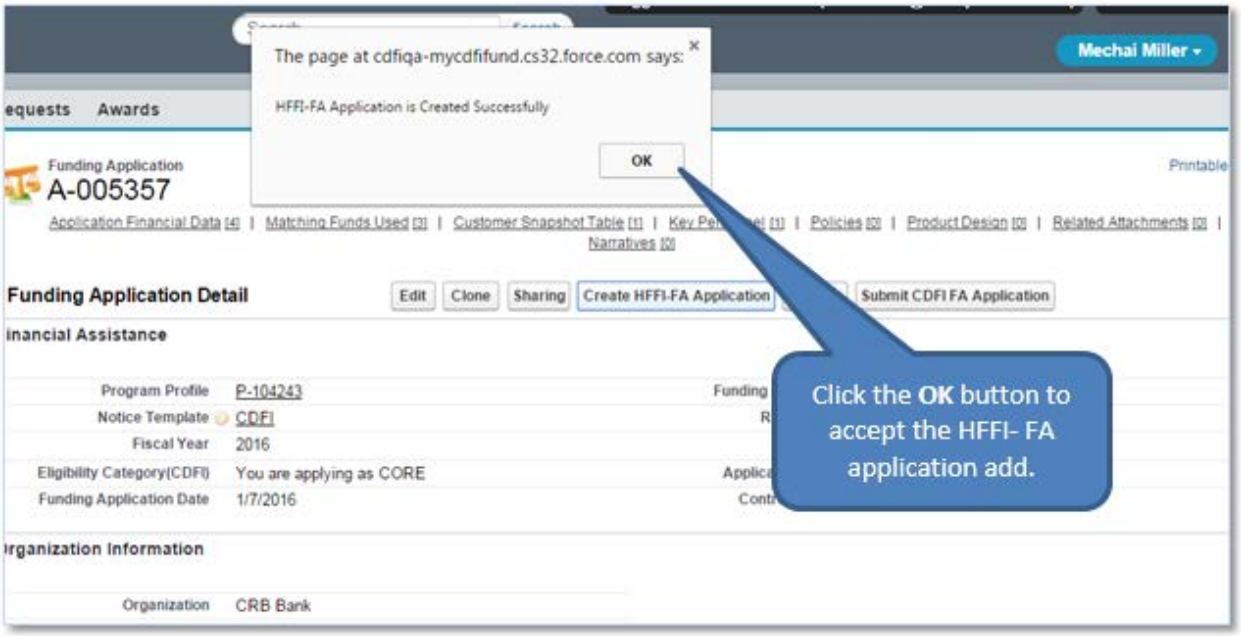


Figure 245. Funding Application Detail Page –HFFI-FA

3. From the Program Profile Detail page, click the **Funding Applications** link to navigate to the Funding Applications related list.

Figure 246. Program Profile Detail Page

4. Notice the HFFI-FA Application is now displayed within the related list. Click the **Funding Applications** link for the **HFFI** record type to complete the application.

Figure 247. Funding Applications Related List

5. You will be forwarded to the Funding Application page, click the **Edit** button to update the HFFI application.

Figure 248. HFFI-FA Funding Application Detail Page

6. Complete the information on the page.
    a. Add Application Points of Contact and Authorized Representative. Refer to instructions provided for FA application (in Section 5.1).

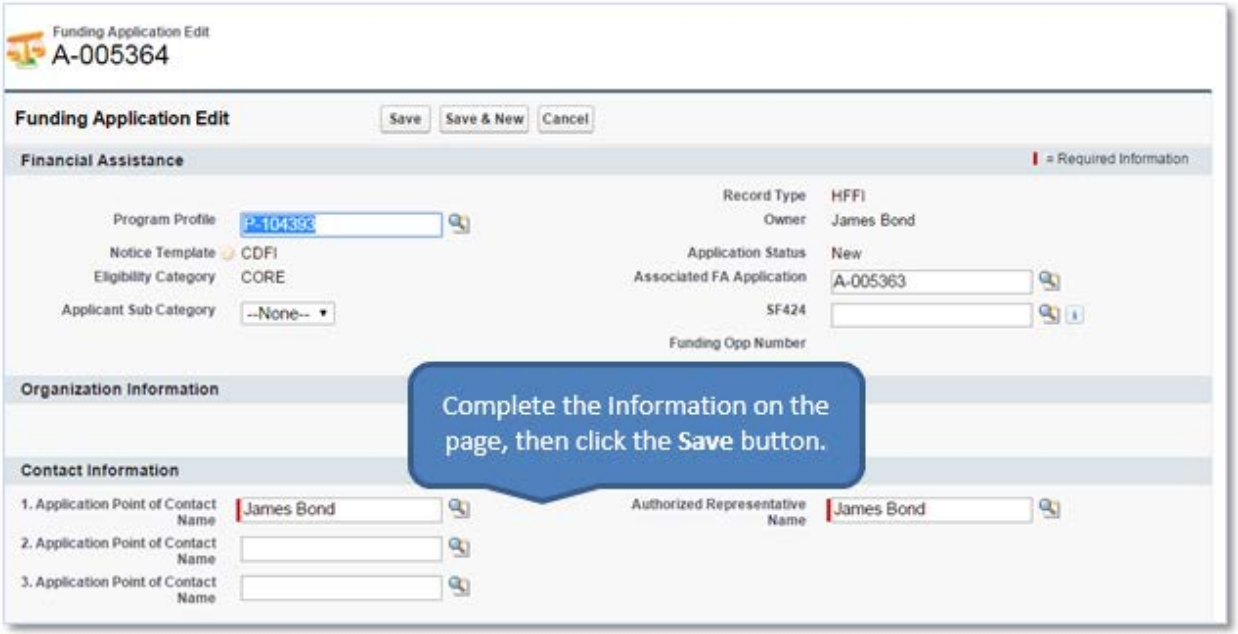


Figure 249. HFFI-FA Funding Application Edit Page

7. Enter the requested Healthy Food Financial Assistance Amounts you are applying for in the **Requested Healthy Food Financing Initiative-Financial Assistance Amount** section. Enter amounts requested for eligible HFFI-FA activities, entering $0 in any field for which no request is being made.
    a. Notice HFFI applicant category Maximum and Minimum Request amount range is displayed below.
    b. The **HFFI Total Requested Amount** will automatically populate by summing all of the eligible activity totals AFTER saving the record.
8. In the **FA First Payment** field, enter the estimated amount of the requested award that they expect to expend on eligible FA activities during the first 12 months of the performance period. The CDFI Fund anticipates making award announcements for the FY 2016 funding round in the fall of Calendar Year 2016. The award announcement signifies the commencement of the performance period. The amount included here will determine the initial payment of award funds for FA Award Recipients.

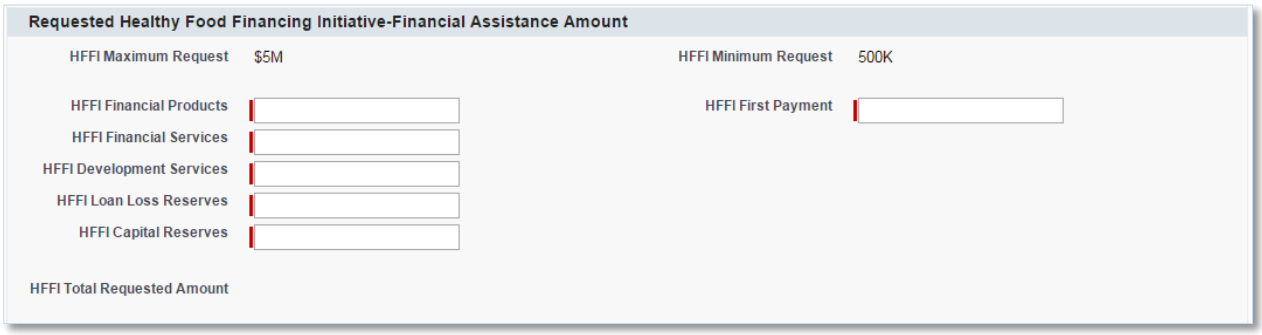
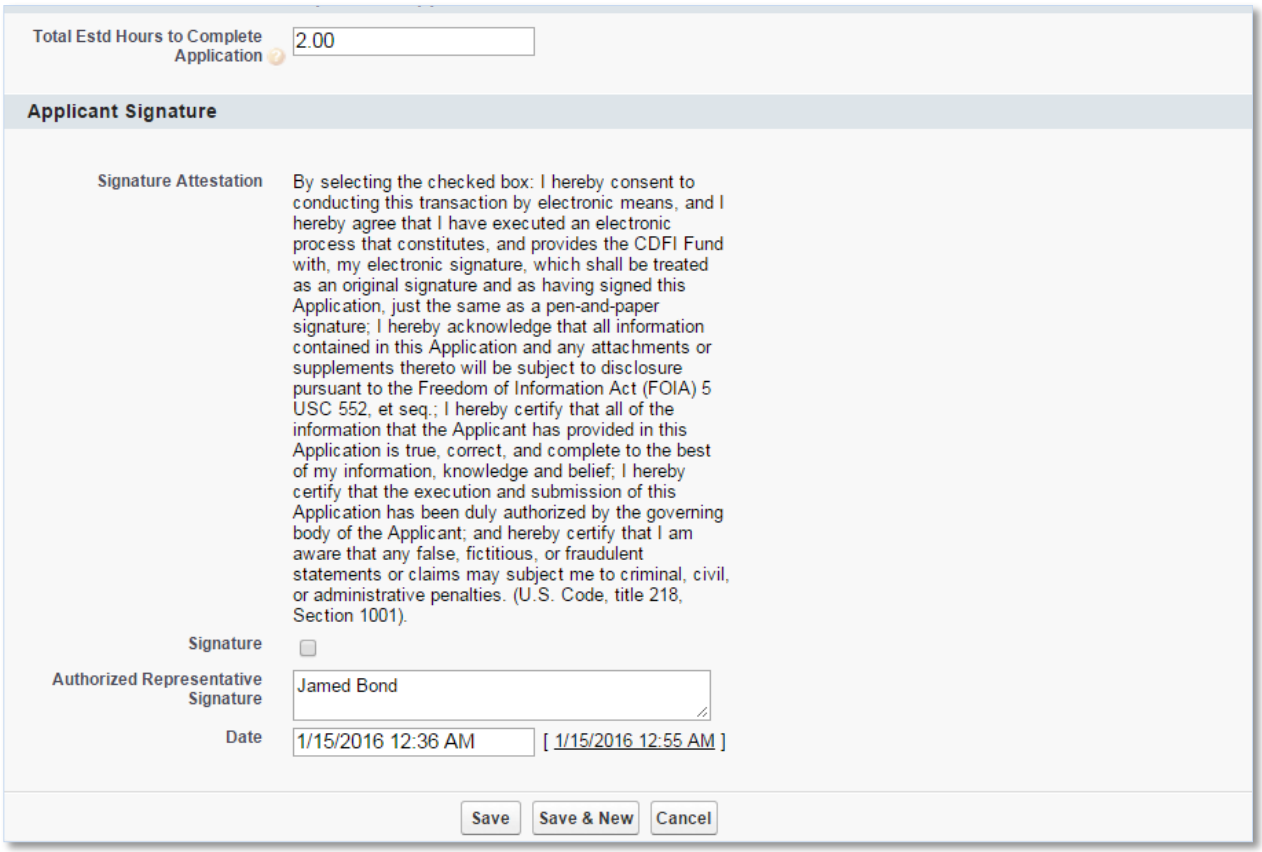


Figure 250. CDFI-HFFI-FA Funding Application Edit Page

9. Enter the Total Estimated Hours to Complete the Application.

10. Complete the Applicant Signature section.
    a. Read the Signature Attestation.
    b. Check the signature check box.
    c. The Authorized Representative identified in the application be logged in to sign and date the application.


Total Estd Hours to Complete Application: 2.00

Applicant Signature

Signature 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 the same 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 218, Section 1001).

Signature: ☐

Authorized Representative Signature: Jamed Bond

Date: 1/15/2016 12:36 AM [1/15/2016 12:55 AM]

Save | Save & New | Cancel

Figure 251. Funding Application Edit Page

11. Click the **Save** button to save the HFFI-FA funding application. You will receive a confirmation message stating the information saved successfully.

12. Click the **Narratives** related list link.

5.2.1 Narratives Related List

To complete the Narratives section:

1. From the Funding Application Detail page, click the **Narratives** related list.

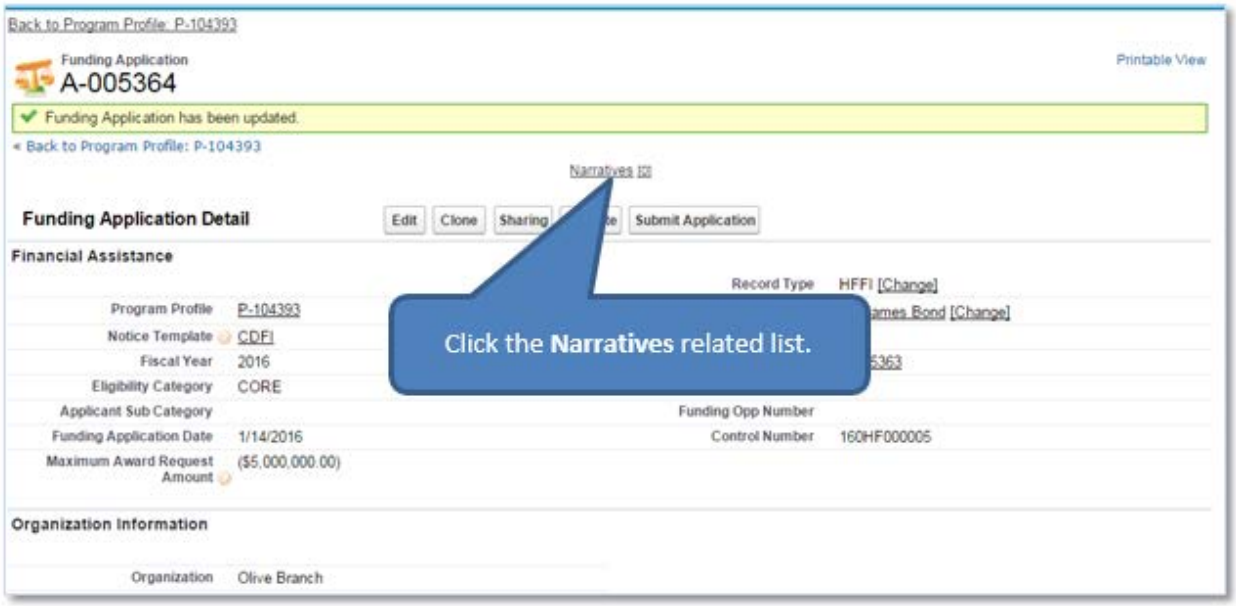


Figure 252. HFFI-FA Funding Application Detail Page

2. You will be forwarded to the Narratives related list. Click the **Add Healthy Food Financing Narrative** button.

Figure 253. HFFI-FA Funding Application - Narratives Related List

3. Provide responses to Narrative questions.
   a. All narrative fields are required.
   b. The character limit for each response is included in the **Help** text.
   c. Refer to FY 2016 Narrative Questions Guidance for full question text. This document can be found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website.

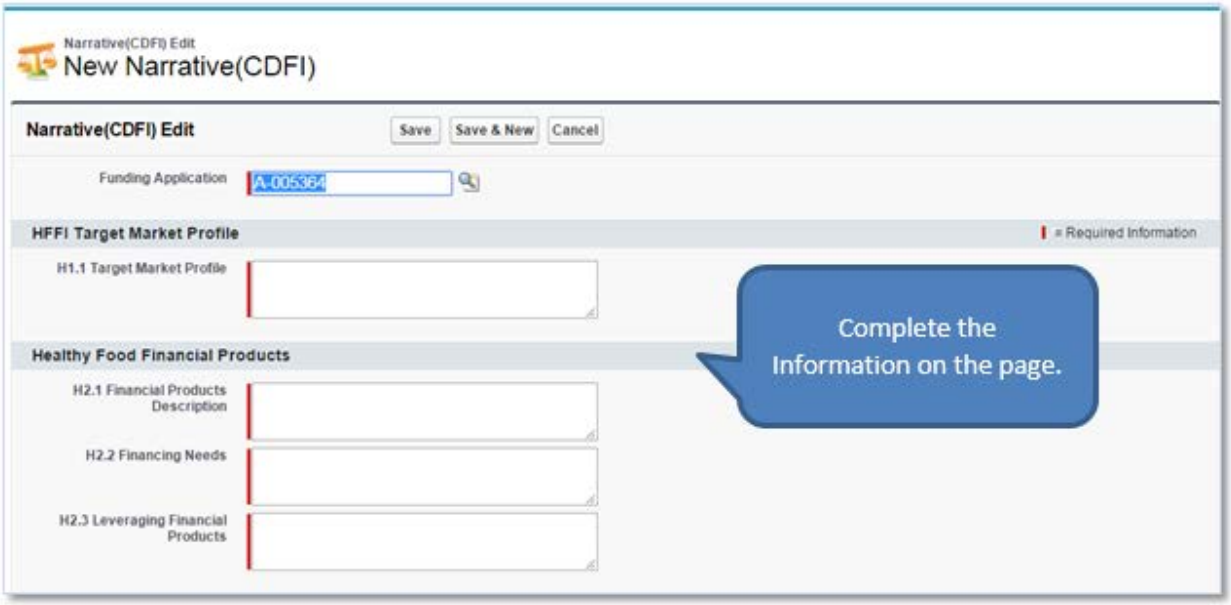


Figure 254. HFFI-FA Narratives Edit Page

Figure 255. HFFI-FA Narratives Edit Page

Figure 256. CDFI HFFI-FA Narratives Edit Page

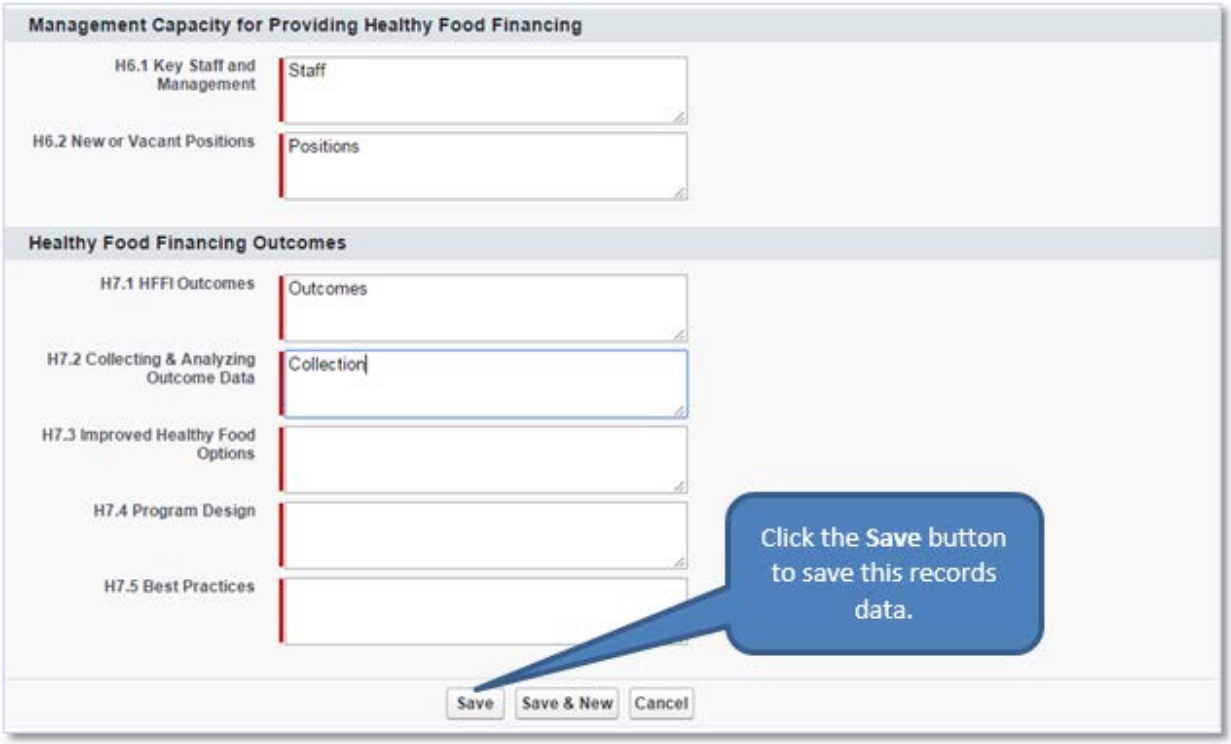


Figure 257. CDFI-HFFI-FA Narratives Edit Page

4. Click the **Save** button.
5. You will be forwarded to the Funding Application detail page with a message stating the Narrative has been saved.
6. Click the **Funding Application** link.

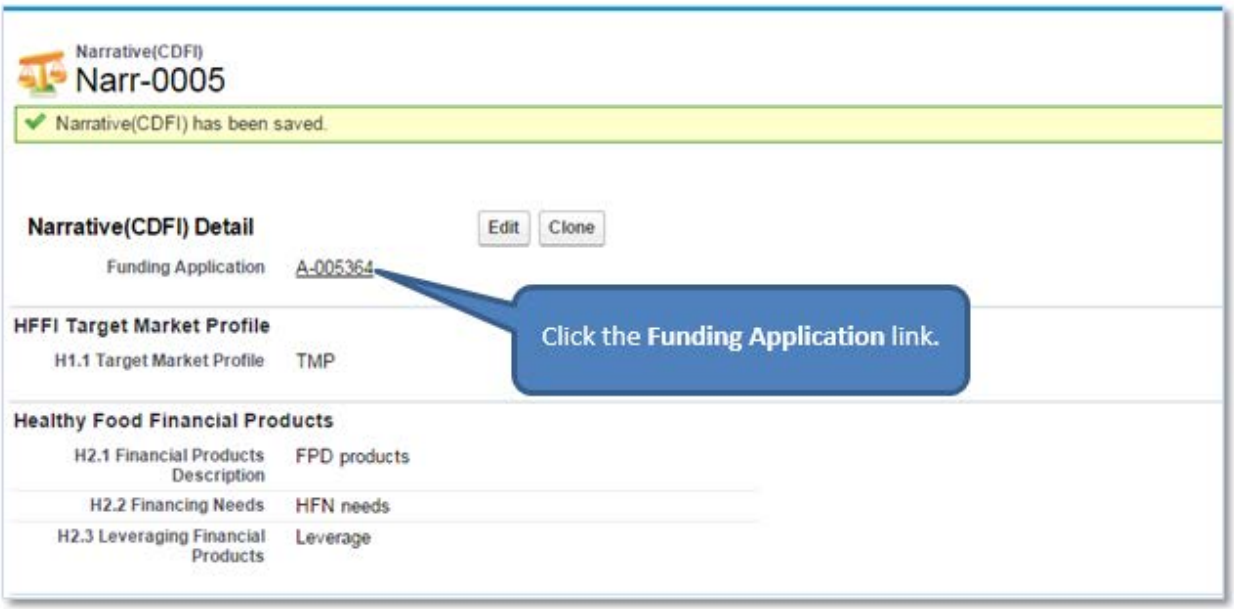


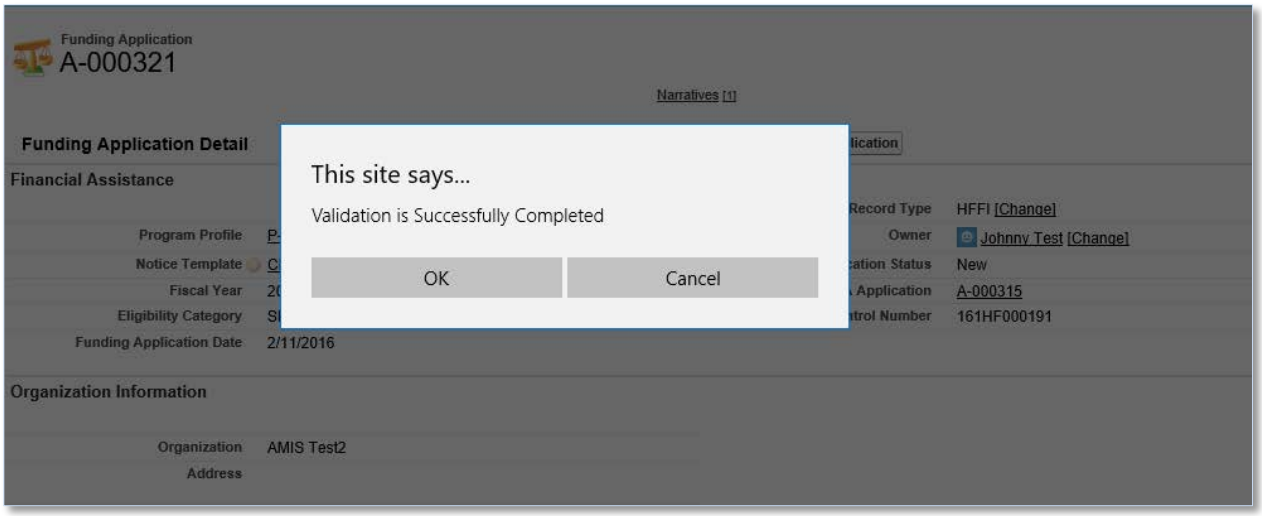
Figure 258. CDFI HFFI-FA Narrative (CDFI) Detail Page

5.2.2 Submit Application

1. You will be forwarded to the Funding Application Detail page. Select the **Validate** button to verify all required information necessary to submit a HFFI- FA application has been added and/or addressed successfully.

Figure 259. HFFI-FA Funding Application Detail Page

a. If the validation is successful, a verification screen will appear stating the Verification was Updated Successfully. Click the **OK** button.



b. If the validation is unsuccessful make the necessary changes and repeat this step.

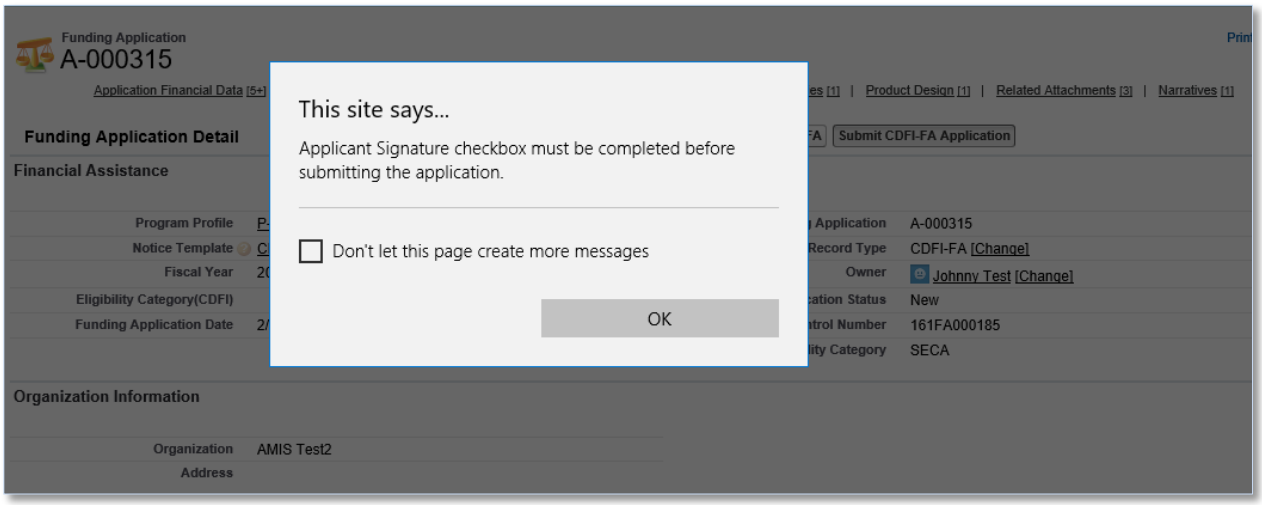


Figure 260. Validate CDFI-FA - Validation Error Message - missing data

6. Correct the validation error repeating step 1 to re-validate the application each time data has been corrected on the application.

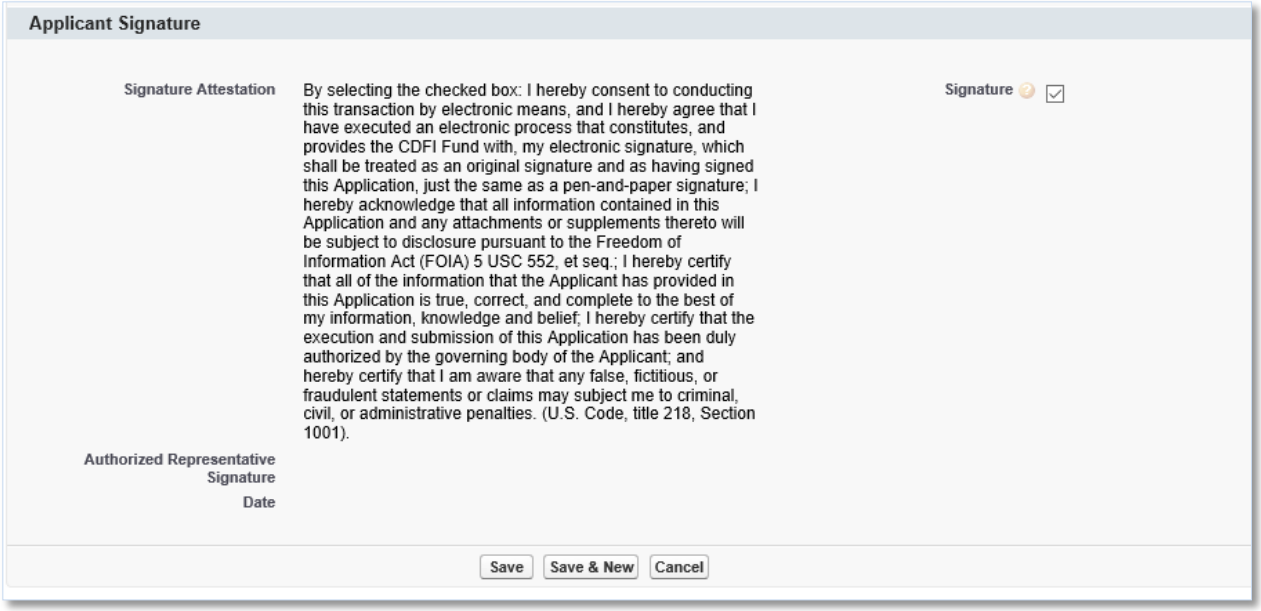


Figure 261. Example of correcting missing data for Application Validation

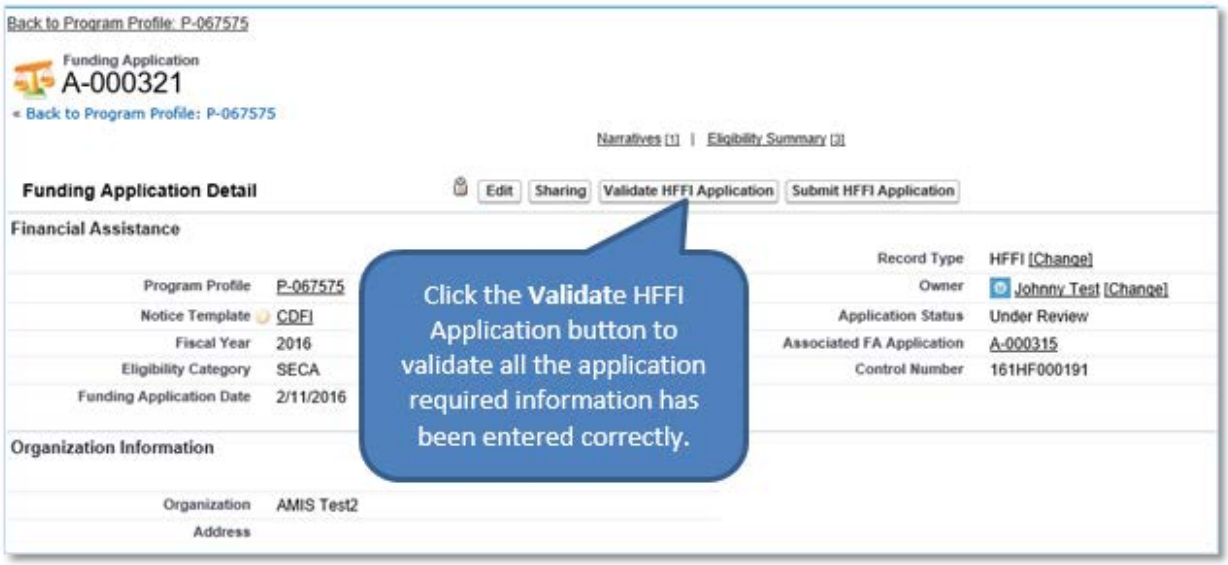


Figure 262. Funding Application – Validate

7. Once the HFFI application validation is successful, the application is ready to be submitted to the CDFI Fund staff for review.

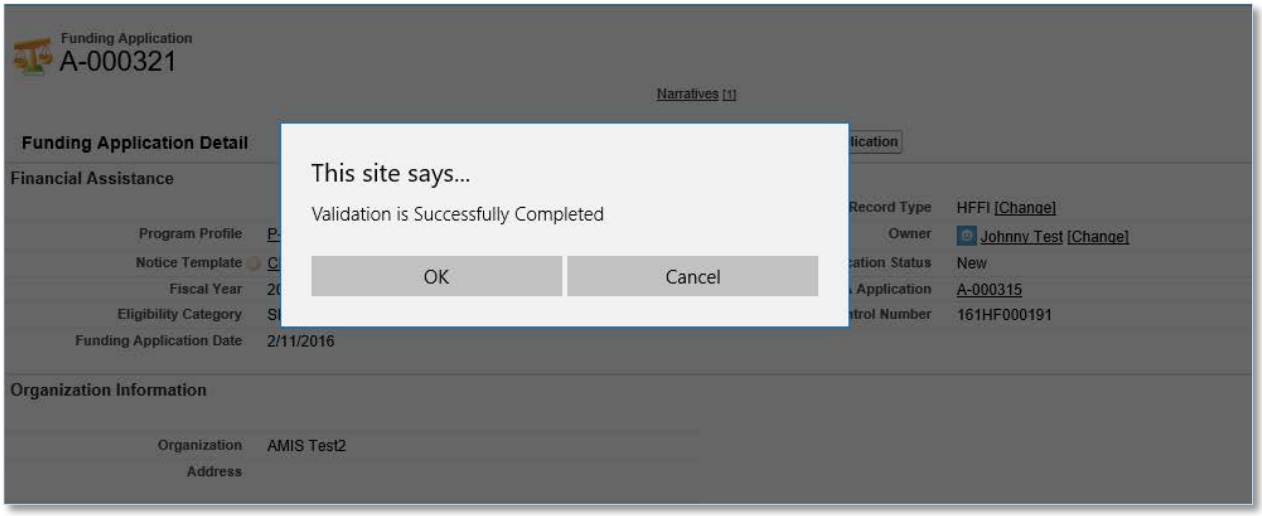


Figure 263. Example of Successful Validation of CDFI-FA Application

8. Select the Ok button to confirm.

	Note: If the Validate button displays an error message, the applicant must correct the error then select the Validate button again to validate the application has been completed correctly. The Validate button is programmed to check all required fields and ensure the applicant has completed the application correctly. The applicant must continue to select the Validate button each time an error is corrected until the Validation gives a validation is successful message. Once the Validation is successful, the applicant can submit the application. Again, the application can only be submitted by the Authorized Representative and Application Points of Contact identified in the HFFI-FA application.

9. Click the **Submit HFFI Application** button to submit the application to the CDFI Fund. Please note that you must submit your HFFI-FA application AFTER submission of your CDFI-FA or NACA-FA application.

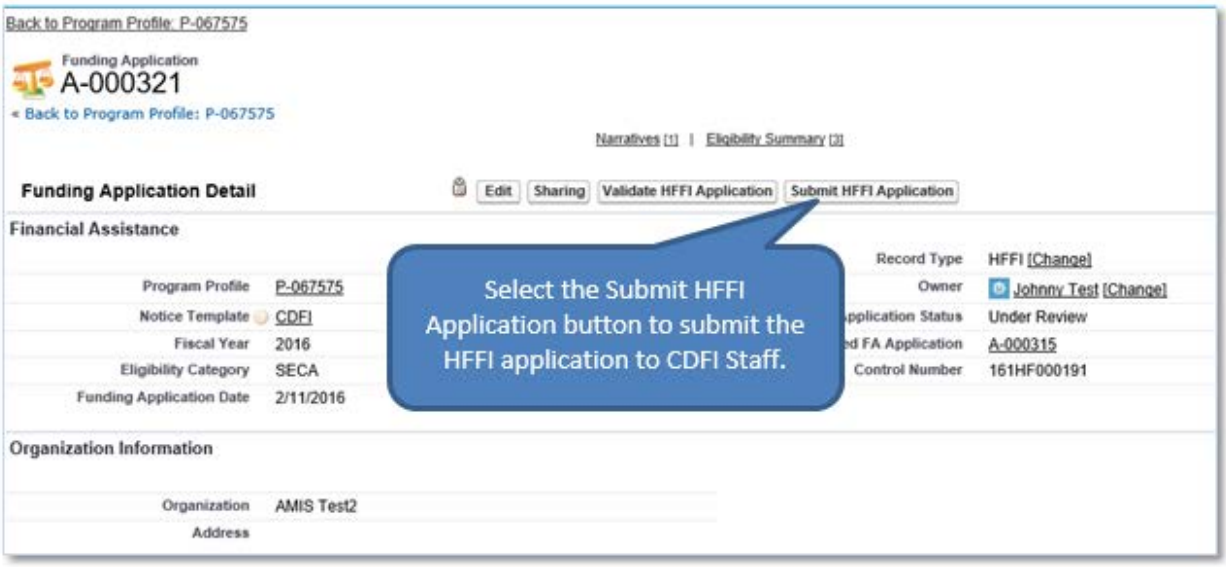


Figure 264. Funding Application Detail Page - Submit HFFI Application

a. A pop-up message will appear stating that once the HFFI-FA application is submitted you will not be able to make any updates to the application. *Do you want to Submit?*

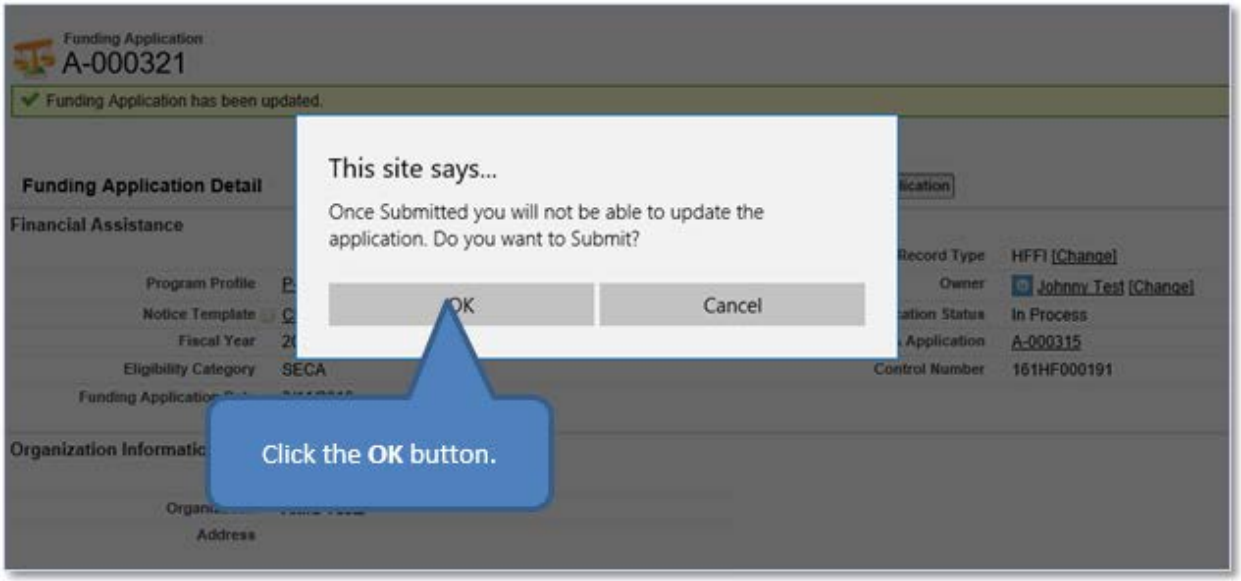


Figure 265. Funding Application Detail Page - Submit Application Confirmation

10. Click the **Ok** button to confirm you are submitting the HFFI-FA application to the CDFI Fund.
11. To review the status of applications, go back to the Program Profile and click on the Funding Application related list to view the status.

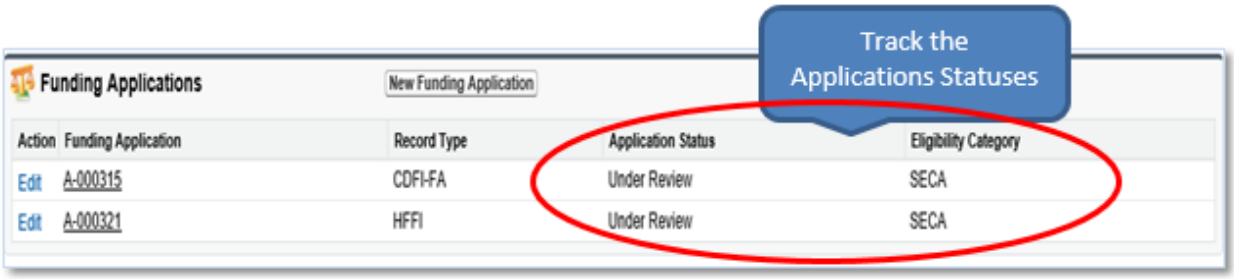


Figure 266. Submitted CDFI-FA-Funding Application – Application Status Under Review

5.3 CDFI-TA & NACA-TA Application

Follow these steps to complete the CDFI-TA or NACA-TA application:

1. From the Program Profile Detail page, click the **Funding Applications** link to navigate to the Funding Applications related list.

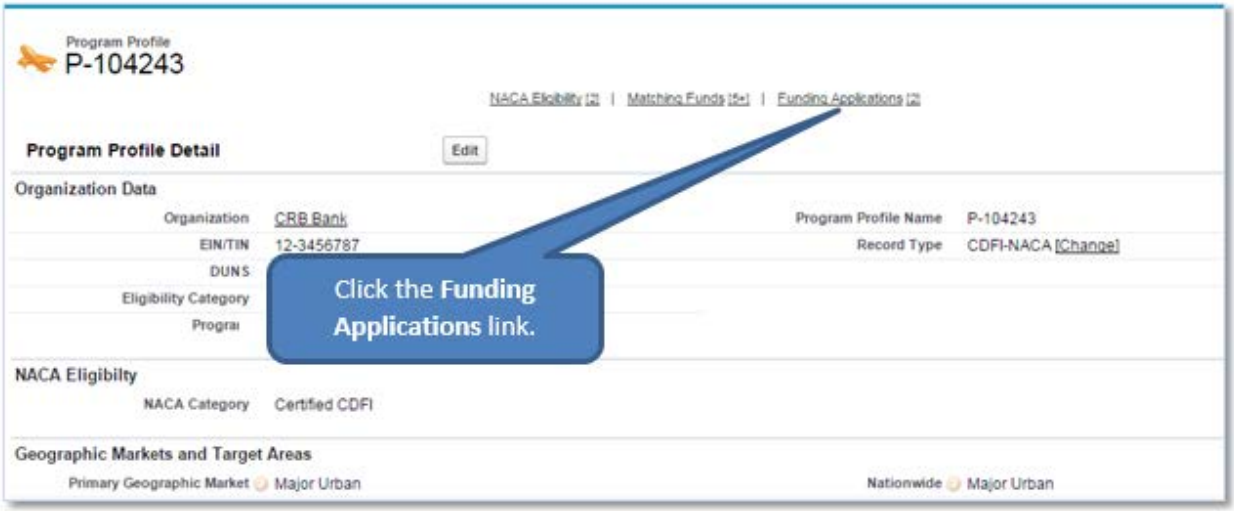


Figure 267. Program Profile Detail Page

2. Click the **New Funding Application** button.

Figure 268. Funding Applications Related List

3. You will be forwarded to the Select Application Record Type page. Select the **CDFI-TA** or **NACA-TA** Funding Application Record Type from the drop-down menu and click the **Continue** button.
   a. If you do not see the CDFI-TA and/or NACA-TA record type as an option, this means you are not eligible to apply for a TA Award. (Refer to the CDFI Program and/or NACA

Program NOFA to determine if your organization meets the eligibility criteria for TA awards).

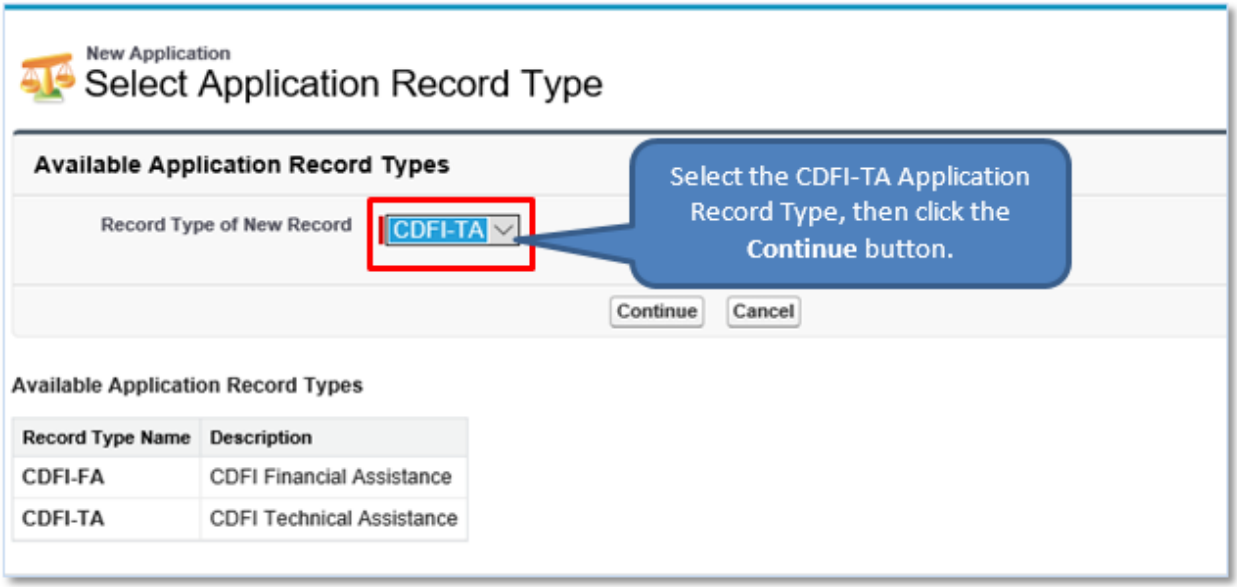


Figure 269. TA Funding Application Selection

	Note: the following: • Applicants are required to complete all the required information in the application. Required fields are highlighted with red line next to the field. • The SF-424 must be attached to the application AFTER completing and saving the Funding Application Edit record. **See Section 5.3.1 below.**

4. Complete the Application Point of Contact and Authorized Representative using the Lookup feature. You must provide at least one Point of Contact and no more than three.

   Please note the following critical information about the roles of the Authorized Representative and Application Point of Contact.
   - Only the Authorized Representative can sign the application. The Authorized Representative must be logged into AMIS in order to complete this action.
   - The Authorized Representative and the designated Application Points of Contact are the only users allowed to submit the Application to the CDFI Fund in AMIS.

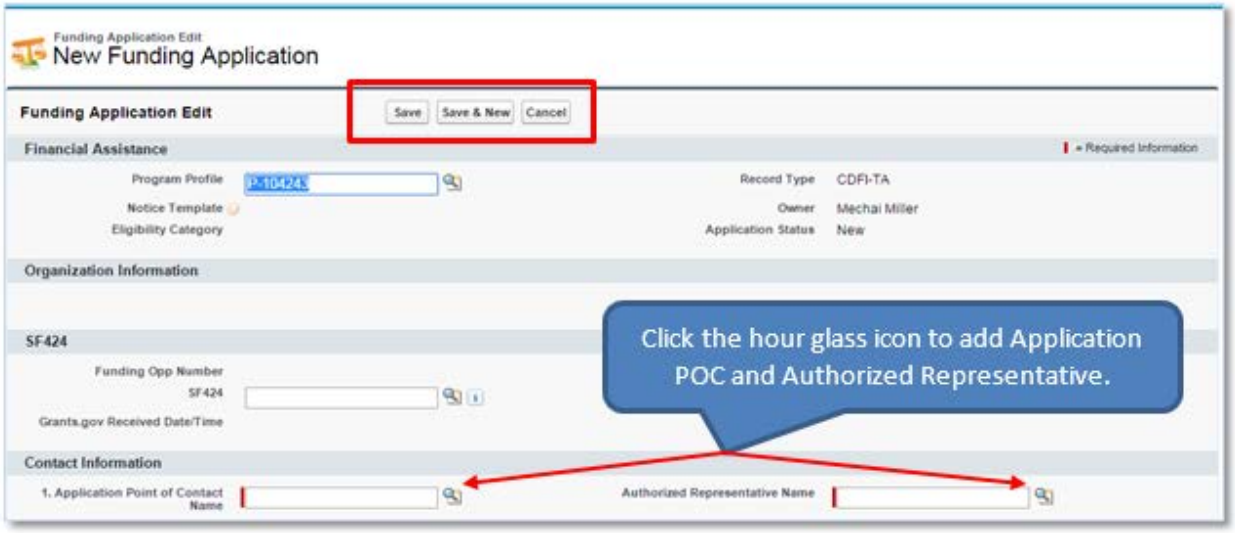


Figure 270. TA Funding Application Edit Page

5. Enter Technical Assistance Request Information. Please note that the **Total Technical Assistance Request Amount Summary** will auto-populate based on the TA line item requests entered in the **Technical Assistance Request Related List**.
   a. The *TA First Payment* field will automatically populate with the sum of the figures entered in the "Estd Amount Spent in Year 1" field for each record entered in the Technical Assistance Request Related List. The amount included here will determine the initial payment of award funds for TA Award Recipients.
   b. In the *Affiliate/Subsidiary FA/TA $ Past 2 Yrs* field, enter the total amount of FA and/or TA awards that your organization's affiliates and/or subsidiaries have received in the prior two CDFI Program and NACA Program funding rounds (FY14 and FY15). This should not include prior HFFI-FA awards.
   c. The *Applicant FA & TA Awards in Past 2 Yrs $* will automatically populate with the total amount of FA and/or TA awards that your organization has received in the prior two CDFI Program and NACA Program funding rounds (FY14 and FY15). This will not include prior HFFI-FA awards.

6. Complete the questions in the Environmental Review Part 1 and Environmental Review Part 2 sections. Click the **Help (?)** icon next to each field to view help text for each question.

   - If you answer "Yes" to any question you are required to attach an explanation to your application.

   - Please refer to the *FY2016 Forms, Assurances, and Certifications Guidance*, found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website, for instructions on completing the Environmental Review form as well as full question text.

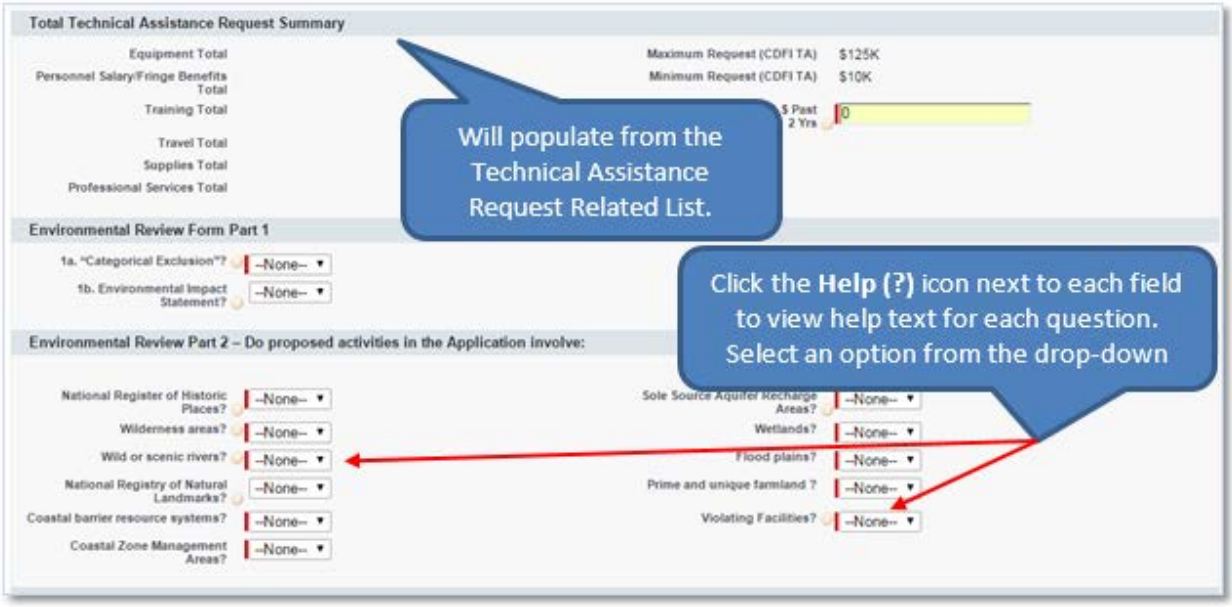


Figure 271. TA Funding Application Edit Page

7. 501(c)(4) entities must complete the 501(c)(4) Questionnaire section. <u>If your organization is NOT a 501(c)(4), please leave this section blank</u>.

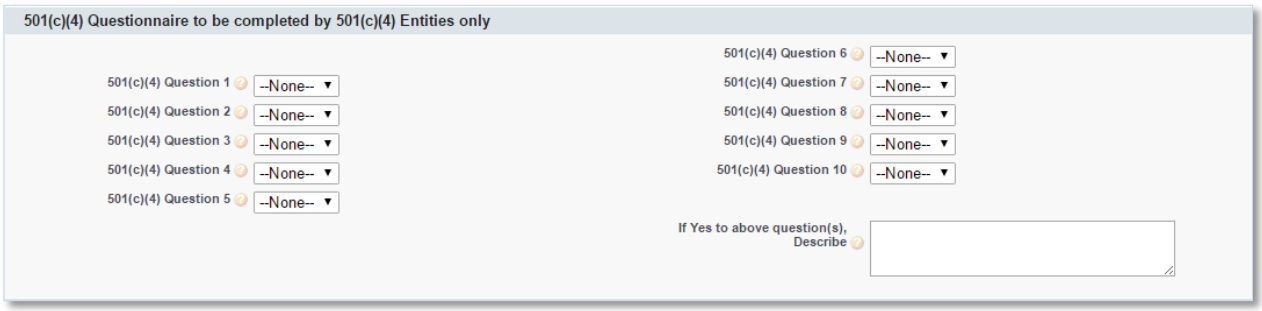


Figure 272. TA Funding Application - 501(c)(4) Questionnaire section

- If you answer "Yes" to any question you are required to provide an explanation via the text box provided in the application or by attaching a written explanation to your application.

- Please refer to the *FY2016 Forms, Assurances, and Certifications Guidance*, found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website, for instructions on completing the 501(c)(4) Questionnaire as well as full question text.

8. Enter the Total Estimated Hours to Complete the Application.

9. The Authorized Representative must be logged in to complete the Applicant Signature section.
   c. Read the Signature Attestation

d. Check the signature box.

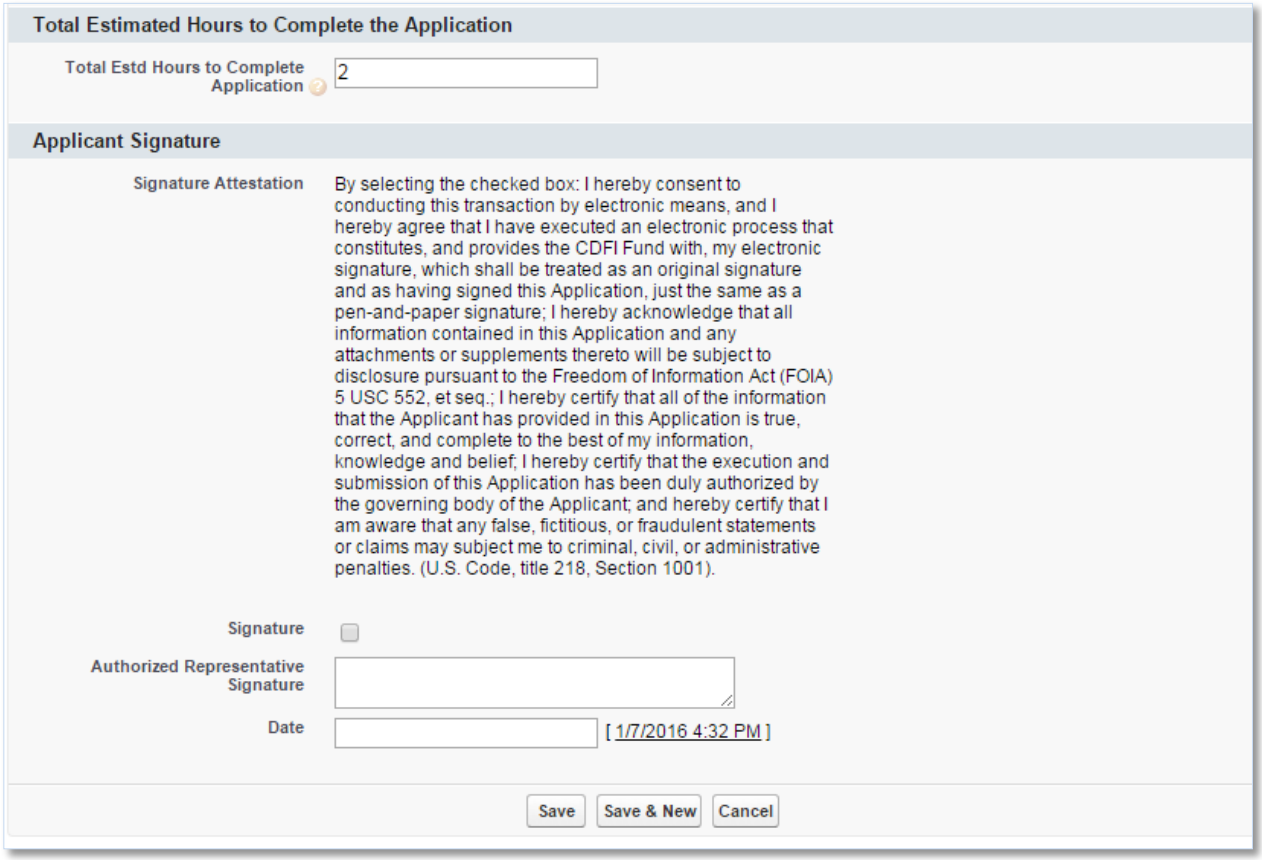


Figure 273. Funding Application Edit Page

10. Click the **Save** button to save the TA funding application. You will receive a confirmation message stating the information saved successfully.
    a. Every time Save is selected you will receive a confirmation message to confirm the data saved successfully.

10. Once the Funding Application Detail page has been completed and saved, the applicant can then attach the Standard Form 424 (SF-424) from the Organization Profile.

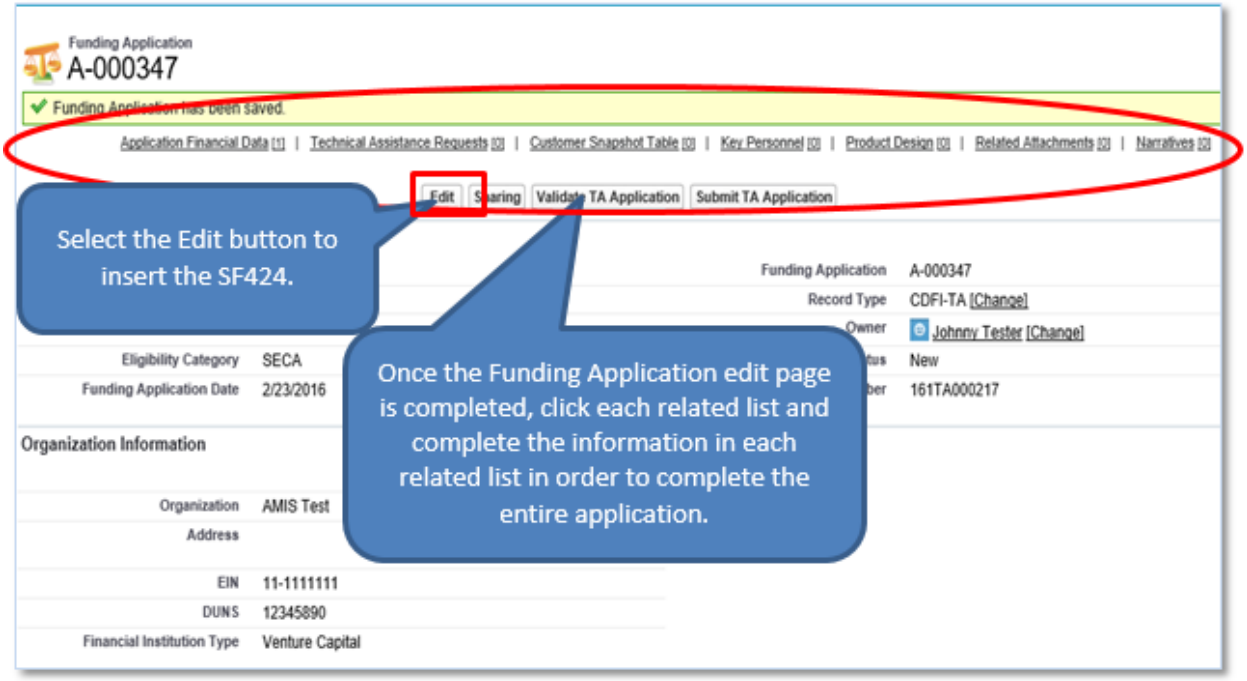


Figure 274. TA Funding Application Detail Page

	Note: Organizations are required to complete the SF424 Form on Grants.gov prior to applying for a CDFI Fund. Do not apply for a CDFI Fund until you have completed the SF424 Form. For more information regarding how to complete the SF424 contact the CDFI Fund Staff.

5.3.1 Attach Standard Form (SF-424) to a TA Application

Shortly after successful submission of the SF-424 in Grants.gov, a copy of the form will automatically be transferred into your Organization Profile in AMIS. The applicant must attach the SF-424 to the corresponding CDFI Program or NACA Program application.

To Attach the SF 424 Form:

1. From the Funding Application Detail Page select the **Edit** button.

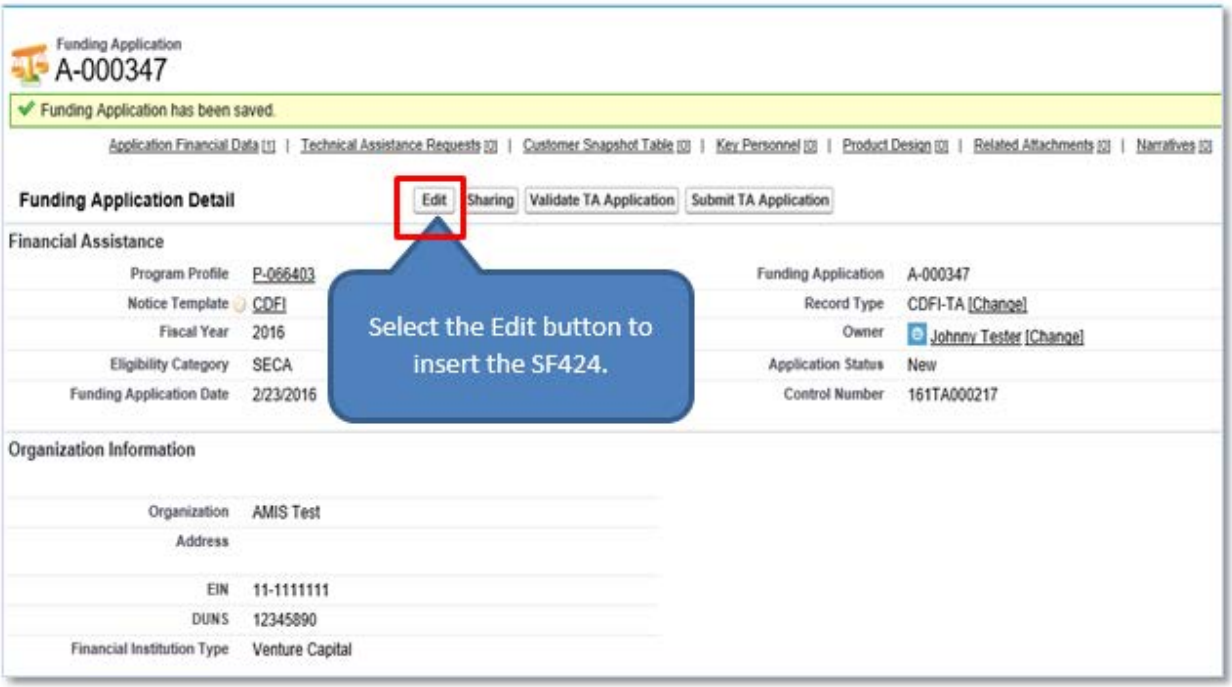


Figure 275. TA Funding Application Detail Page – Insert SF424

2. Click the **Lookup** icon next to the SF-424 field to search for the SF-424.
3. Type '**SF-424**' in the search box and select the **Go** button.
4. The SF-424 will appear in the search results. Please note that you will only see the SF-424 form associated with the Grants.gov Funding Opportunity Number that matches the program (CDFI or NACA) you are completing an application for.
5. Select the **SF-424 ID** link to insert the SF 424 to the application.

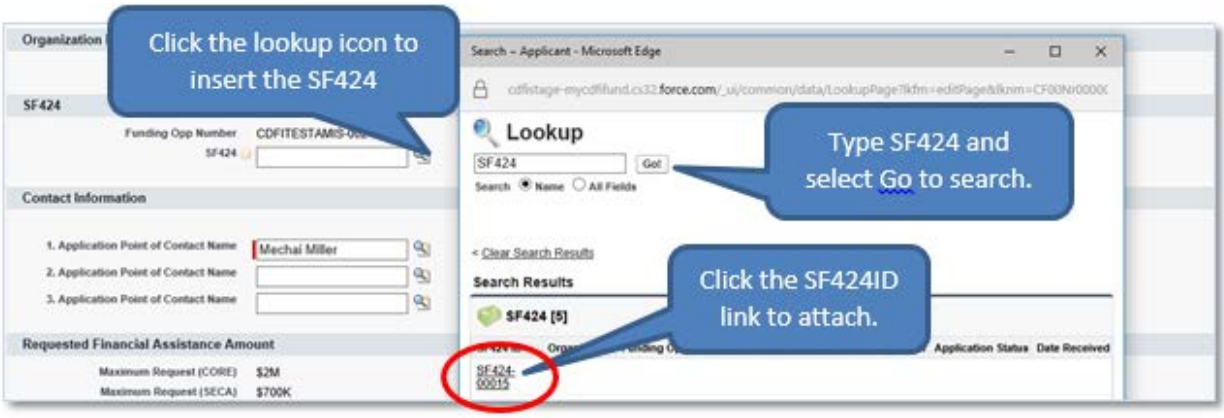


Figure 276. Funding Application Edit Page - SF424 Lookup Page

6. Select the Save button to update the Funding Application record with the SF-424.

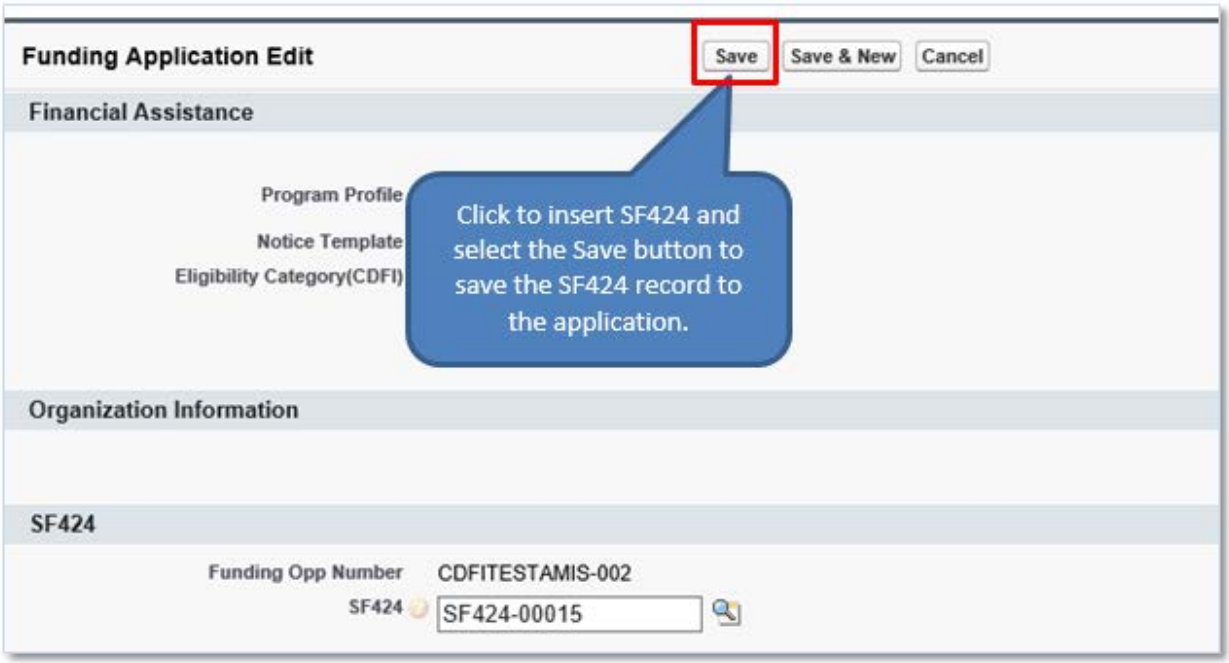


Figure 277. Attached SF424

7. You will be forwarded to the Funding Application Detail page with a message stating the application has been updated.

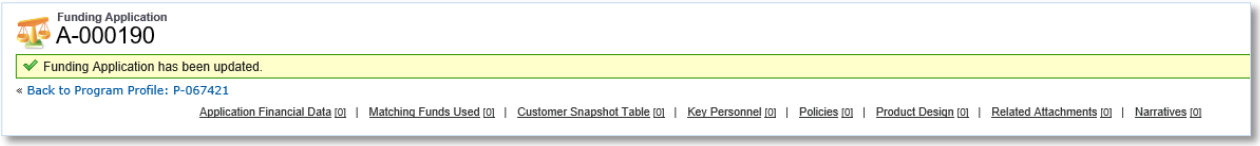


Figure 278. Funding Application Updated Confirmation - Attach SF 424

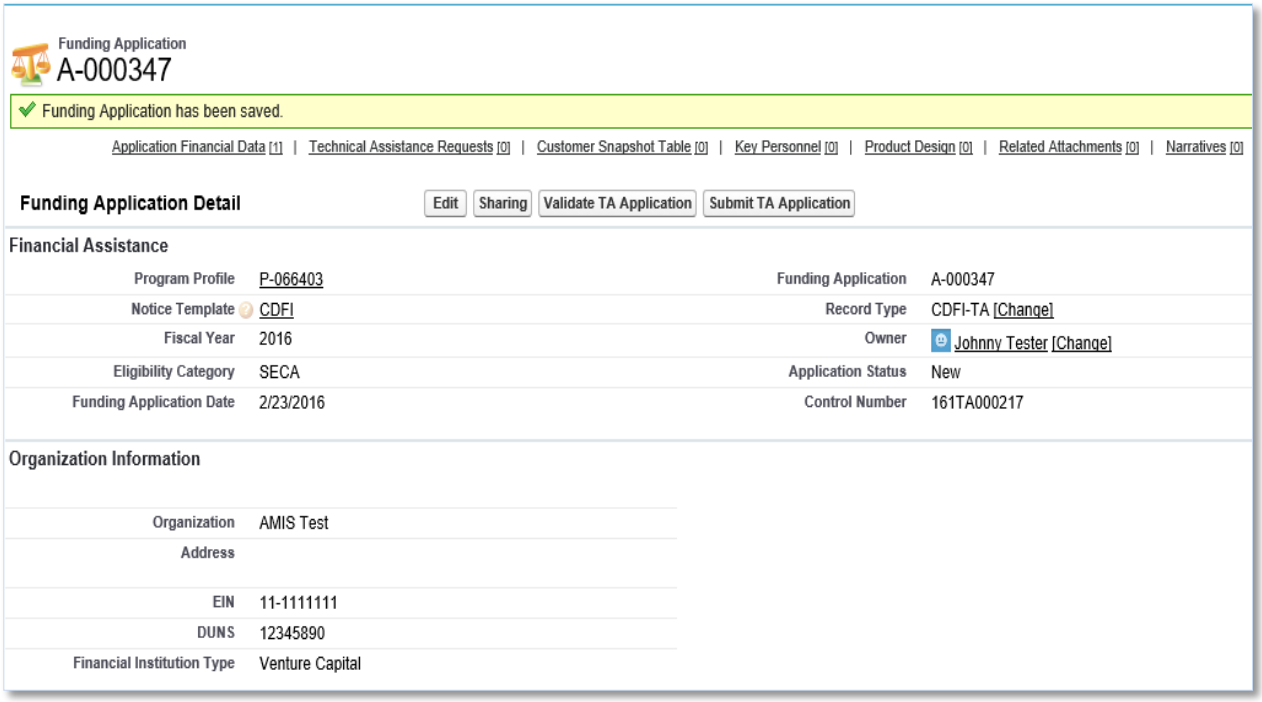


Figure 279. CDFI-TA Funding Application Detail Page - Related List

8. Select a related list/section and complete the required information.

Figure 280. TA Funding Application Related Lists

9. Refer to instructions included in **Section 5.1.2** to complete **Application Financial Data Related List for the TA Application**

5.3.2 Technical Assistant Request Related List

To complete the Technical Assistant Request section:

1. From the Funding Application page click the **Technical Assistance Requests** related list.

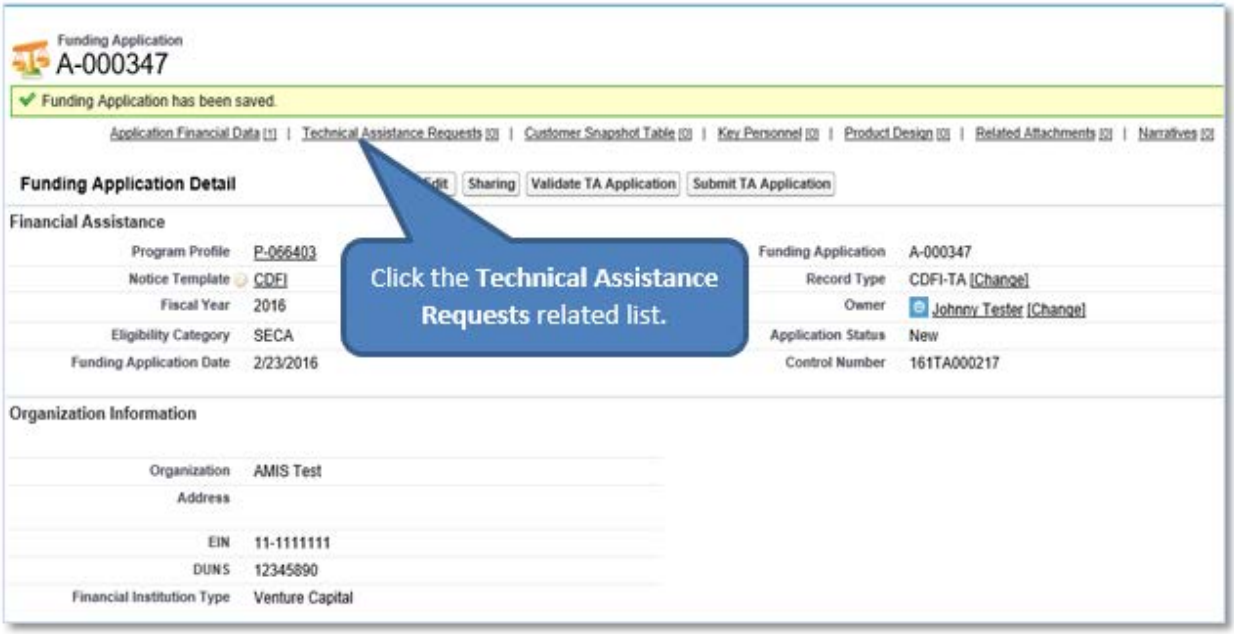


Figure 281. TA Funding Application Detail Page - Technical Assistance Requests

2. Click the **New Technical Assistance Request** button.

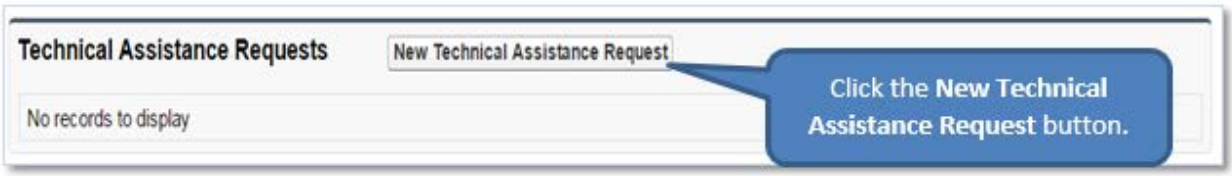


Figure 282. Technical Assistance Request Related List

3. Select a Technical Assistance Request Record Type from the drop-down menu. Applicants should enter separate records for each requested TA activity. For example, if you are requesting funding to support salary and fringe benefits costs for two employees (e.g. Director of Lending and Loan Officer), you should provide two separate entries using the "Personnel Service & Fringe Benefits" record type – an entry for the Director of Lending and an entry for the Loan Officer.

   Please note that the eligible TA activity line items entered in this related list will automatically populate the **Total Technical Assistance Request Summary** and **TA First Payment** fields.

There are five Technical Assistance Request Record Types that can be selected. Please refer to the NOFA for definitions of each TA eligible activity category.

a. Personnel Services & Fringe Benefits
b. Professional Service Costs
c. Travel Costs
d. Training and Education Costs
e. Equipment
f. Supplies

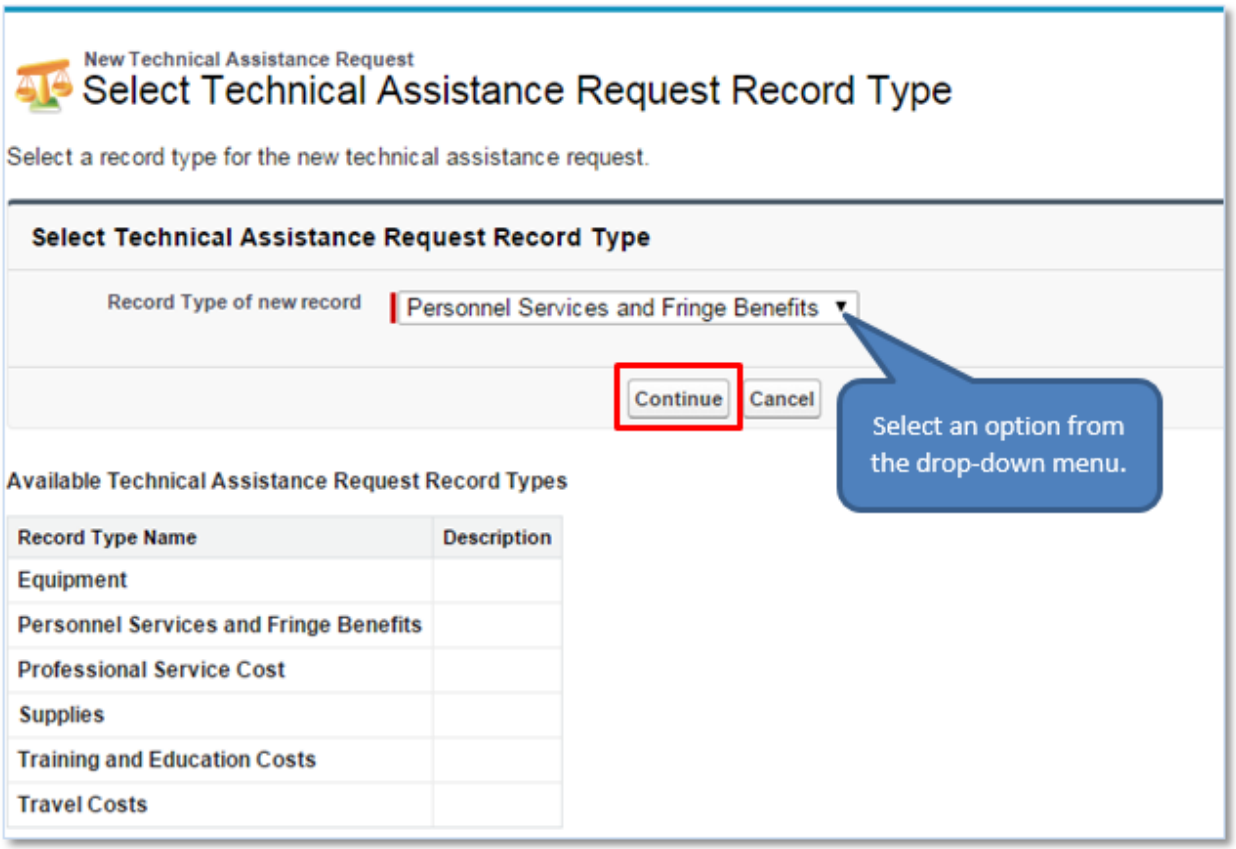


Figure 283. Select Technical Assistance Request Record Type

4. You will be forwarded to the New Technical Assistance Request Edit page.
5. Complete the information on the page.
    a. Complete all required fields (and non-required fields if applicable). Please note the following:
        i. In the **Estd Amount Spent in Year 1** field, enter the estimated amount of the requested TA line item that you expect to expend during the first 12 months of the performance period. The CDFI Fund anticipates making award announcements for the FY 2016 funding round in the fall of Calendar Year 2016. The award announcement signifies the commencement of the performance period. The sum of all amounts entered in this field for each TA line item will determine the initial payment of award funds for FA Award Recipients.

Figure 284. Technical Assistance Request Edit Page

b. Failure to complete a field correctly will result in an error message.

6. Select the **Save** button.

Figure 285. Technical Assistance Request Edit Related List

7. You will be forwarded to the Technical Assistance Request Detail page. A message stating "Technical Assistance Request has been saved" will display.

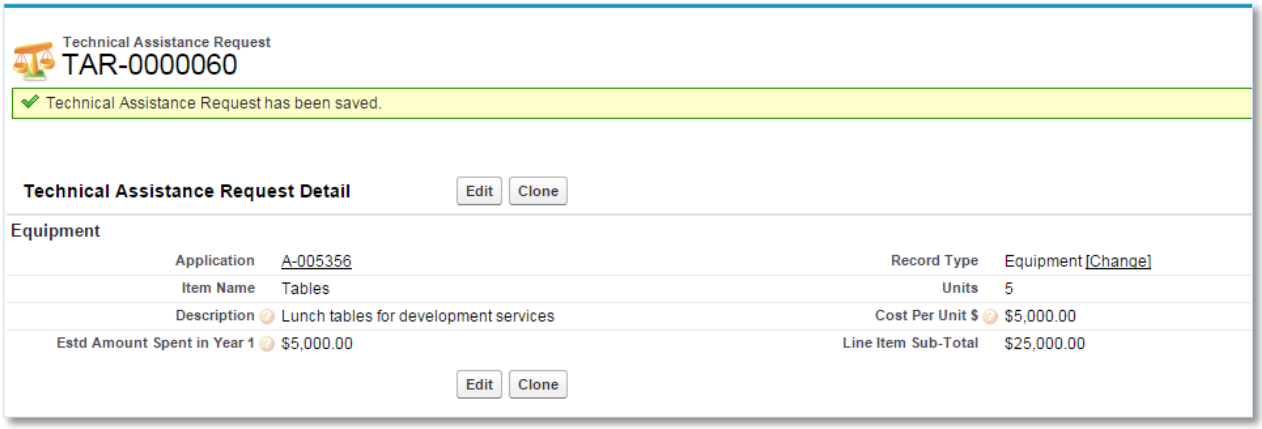


Figure 286. Technical Assistance Request Detail Page

8. Click the Application link to go to the applications main page and continue completing the application.
9. Click next related list to continue completing the application.

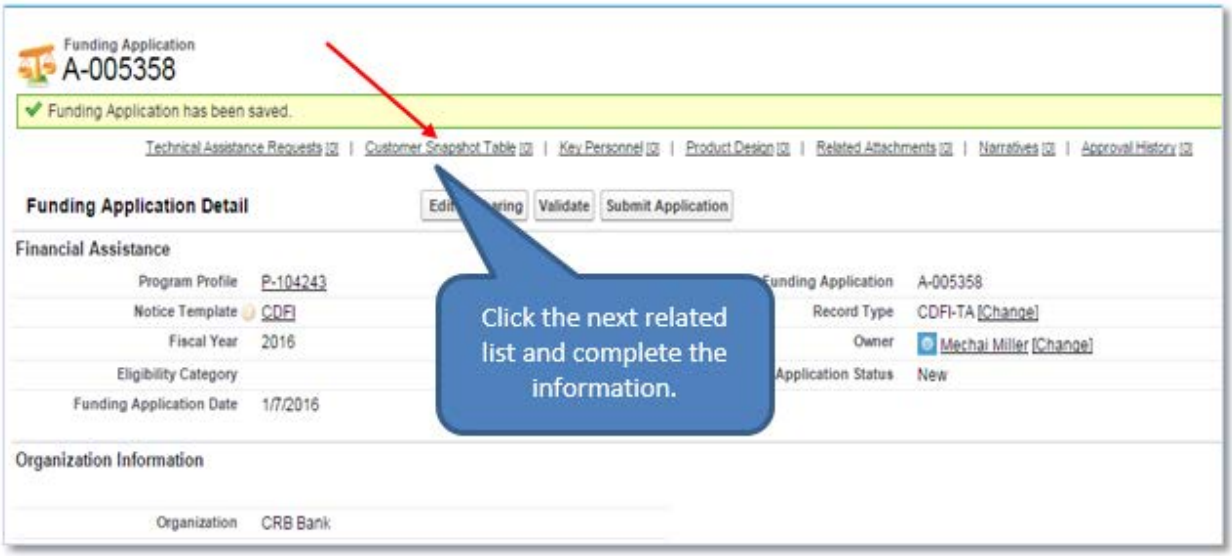


Figure 287. CDFI-TA Application Detail Page

5.3.3 Customer Snap Shot Table Related List

To enter the Customer Snap Shot:

1. Select the **Customer Snapshot Table Related List.**

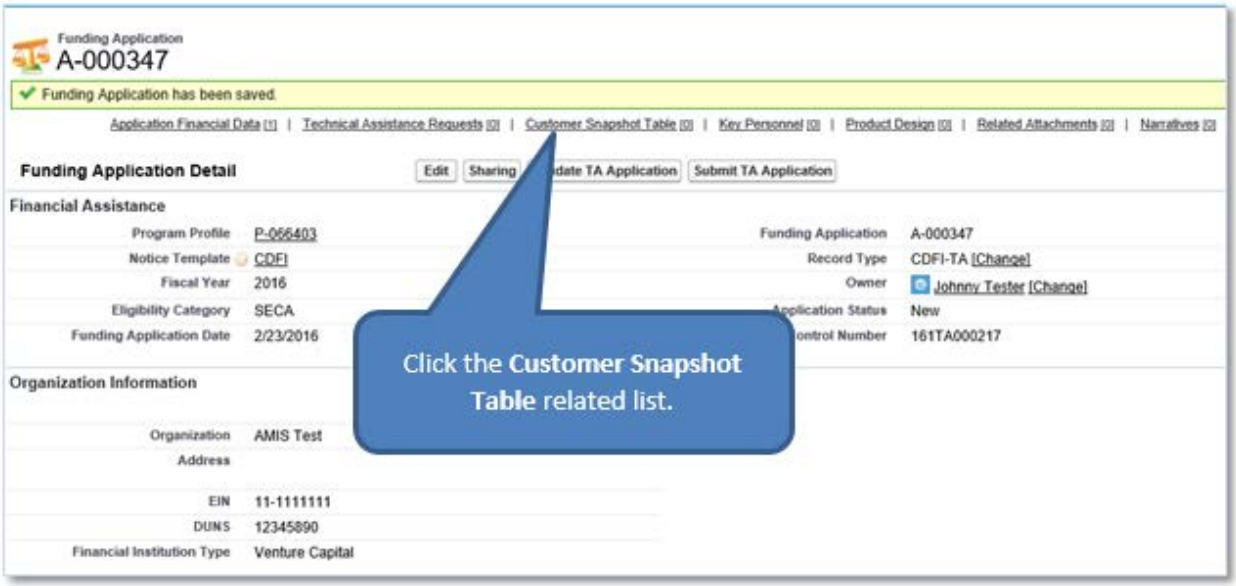


Figure 288. Funding Application Detail Page

2. Select the **New Customer Snapshot** button.

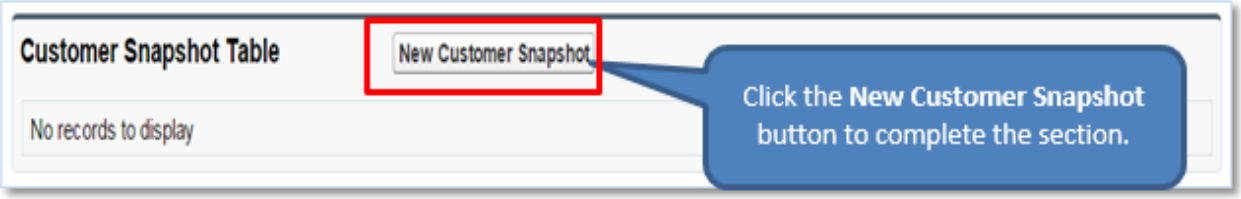


Figure 289. Application Detail Page - Customer Snapshot Related List

3. Enter data for your most recently completed fiscal year.

Target Market Statistics

For the Poverty measure, enter the percentage (%) of your Target Market residents living below the national Poverty threshold in "TM Population Living in Poverty %" field.

For Income, enter the dollar ($) amount of median household income in your Target Market Median Income Field.

For Unemployment, enter the percentage (%) of your Target Market residents that are unemployed in the "TM Unemployment Rate". Refer to the definition of unemployment as established by the U.S. Department of Labor, Bureau of Labor Statistics included in the screen.

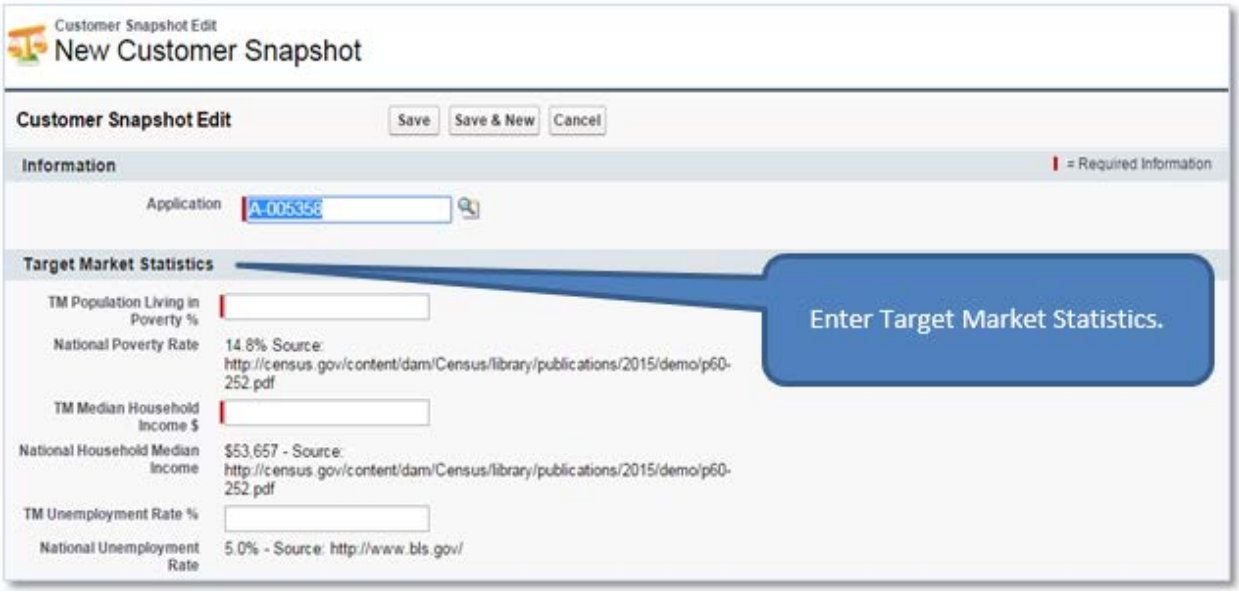


Figure 290. Customer Snapshot Edit Page

Total Beneficiaries & Target Market (TM) Beneficiaries

The Beneficiaries section provides a snapshot of the beneficiaries, including your borrowers and the beneficiaries of your borrowers that are impacted by your organization's Financial Products, Financial Services, and Development Services.

In the "Total Beneficiaries" column, enter the total number (#) of beneficiaries assisted by your Financial Products, Financial Services, and Development Services during your most recently completed fiscal year.

The “Total Beneficiaries” for Financial Services (Credit Union and Bank/Holding Company CDFIs only) and should include the direct beneficiaries (e.g. checking account holders and participants of development service activities) of the services provided. On the other hand, “Total Beneficiaries” for Financial Products may include direct and indirect beneficiaries. An example of a direct beneficiary of Financial Products is a borrower that received a consumer loan to purchase a car. An example of an indirect beneficiary of Financial Products is a resident of an affordable housing development that was financed by your organization.

In the “Total Target Market Beneficiaries” field, enter the number (#) of beneficiaries from your Target Market assisted by your Financial Products, Financial Services, and Development Services. These numbers should be a subset of the numbers entered in the “Total Beneficiaries” field.

For beneficiaries that received more than one financial product, financial service, and development service, or a combination thereof, you should count them as separate beneficiaries. For example, if a particular borrower has a second mortgage, consumer loan, and participated in a first-time homebuyer workshop, you would have a total customers served as 3 (2 Financial Products and 1 Development Services). “Total Target Market Beneficiaries” may equal “Total Beneficiaries” per activity category but it must not be greater than “Total Beneficiaries” per activity category. You will see an error message if this error occurs.

Please note that the Total Beneficiaries and Total TM Beneficiaries fields will automatically sum and populate after you save the Customer Snapshot Table record.

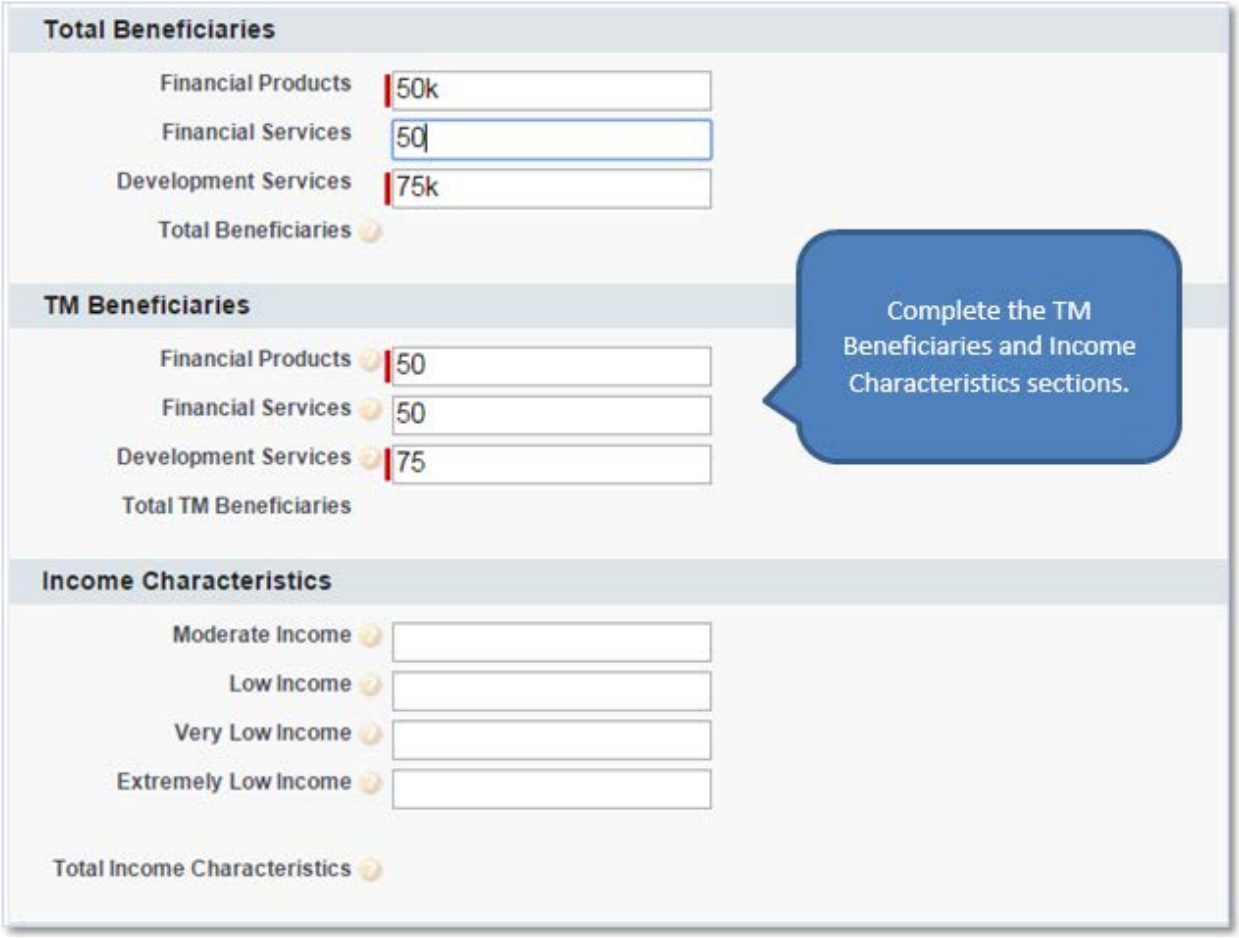


Figure 291. Customer Snapshot Edit Page

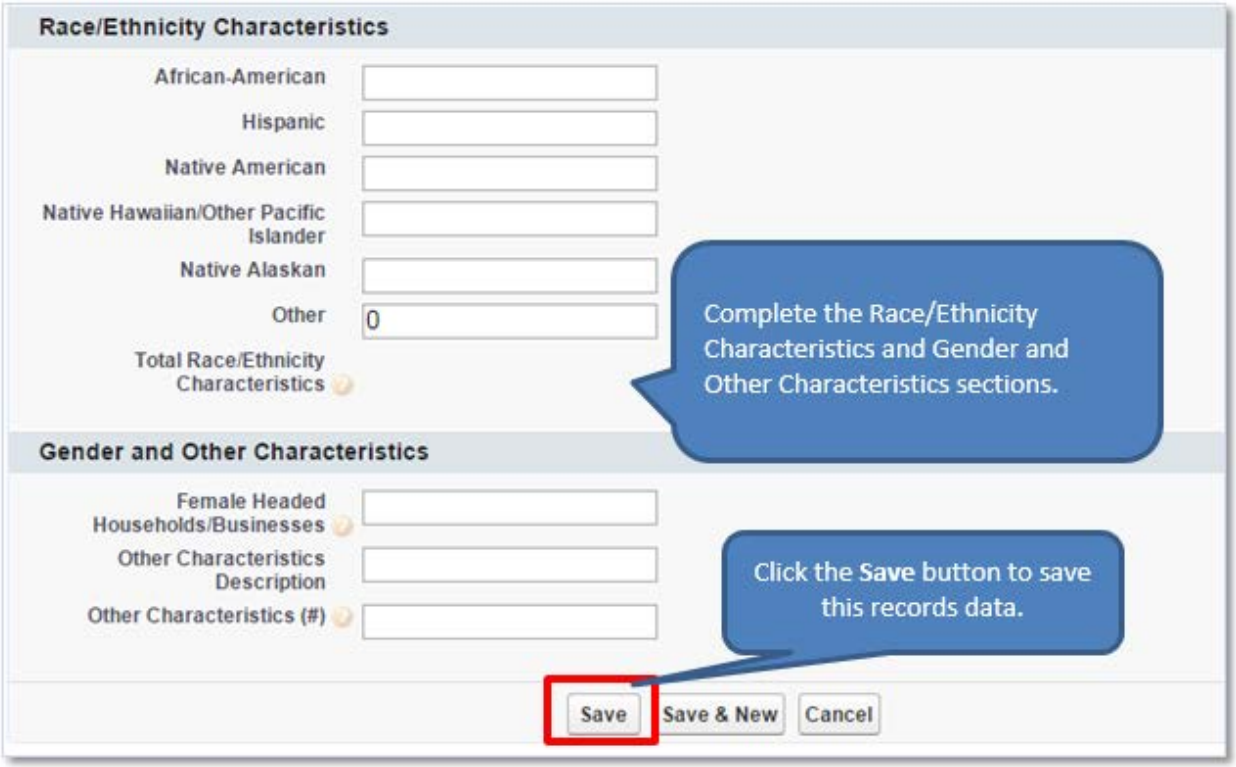


Figure 292. Customer Snapshot Edit Page

4. Click the **Save** button to save this sections data entered to the application.
   a. You will receive a confirmation message stating the Customer Snapshot has been saved successfully.
   b. The system will allow you to create multiple Customer Snapshot Table records. Please only create one record as the CDFI Fund will not review multiple entries.

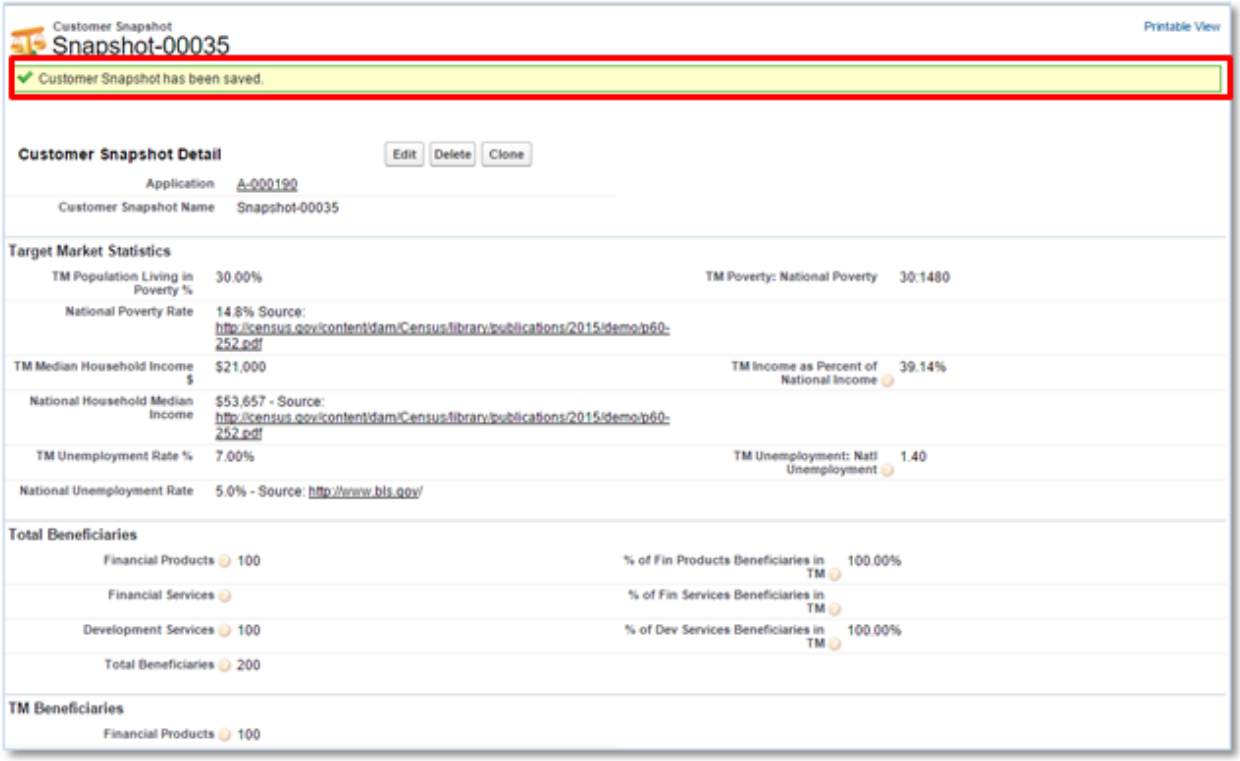


Figure 293. TA Application - Customer Snapshot Page – Saved Record

5. Review the saved record to ensure that automated calculations are correct. Please note that if the amounts entered in the **Total Income Characteristics** and **Total Race/Ethnicity Characteristics** fields do not each equal **Total TM Beneficiaries** you will receive an "Incomplete" warning message in the **Income Characteristics Status** and **Race/Ethnicity Characteristics Status** fields.

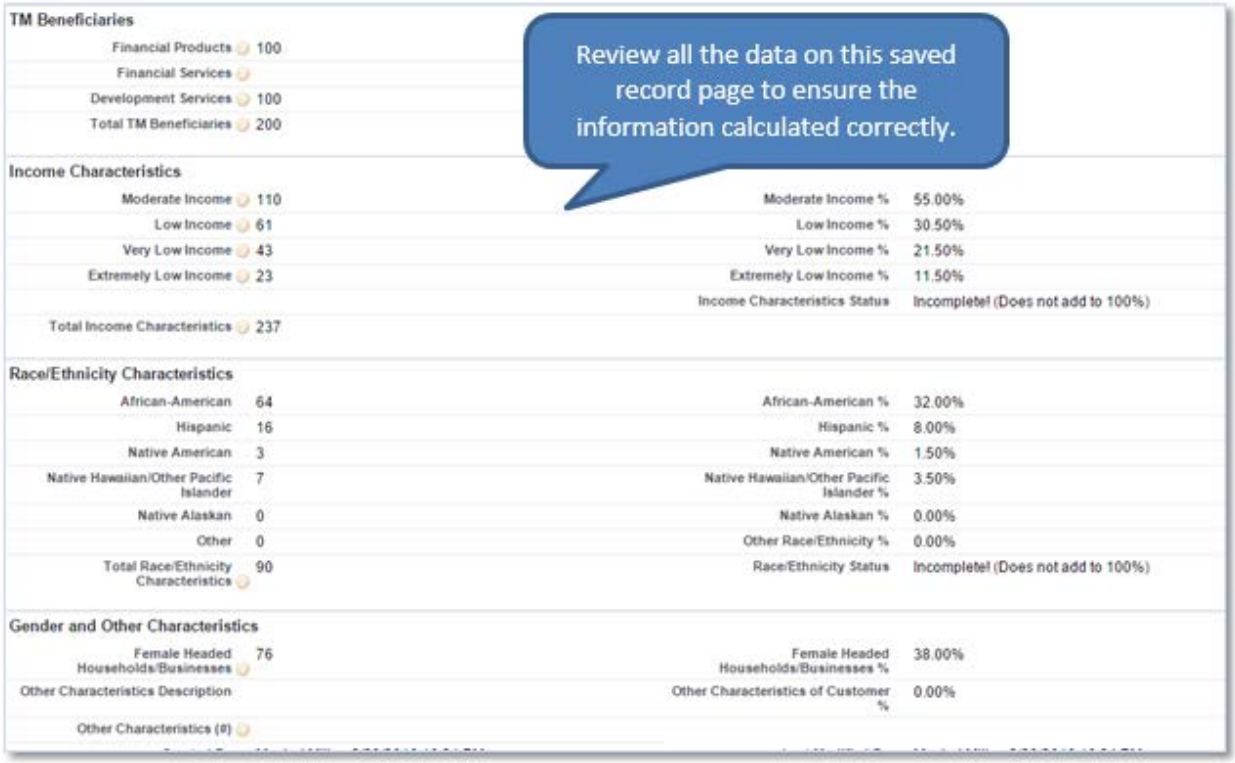


Figure 294. TA Application - Customer Snapshot Page - Saved Record Cont.

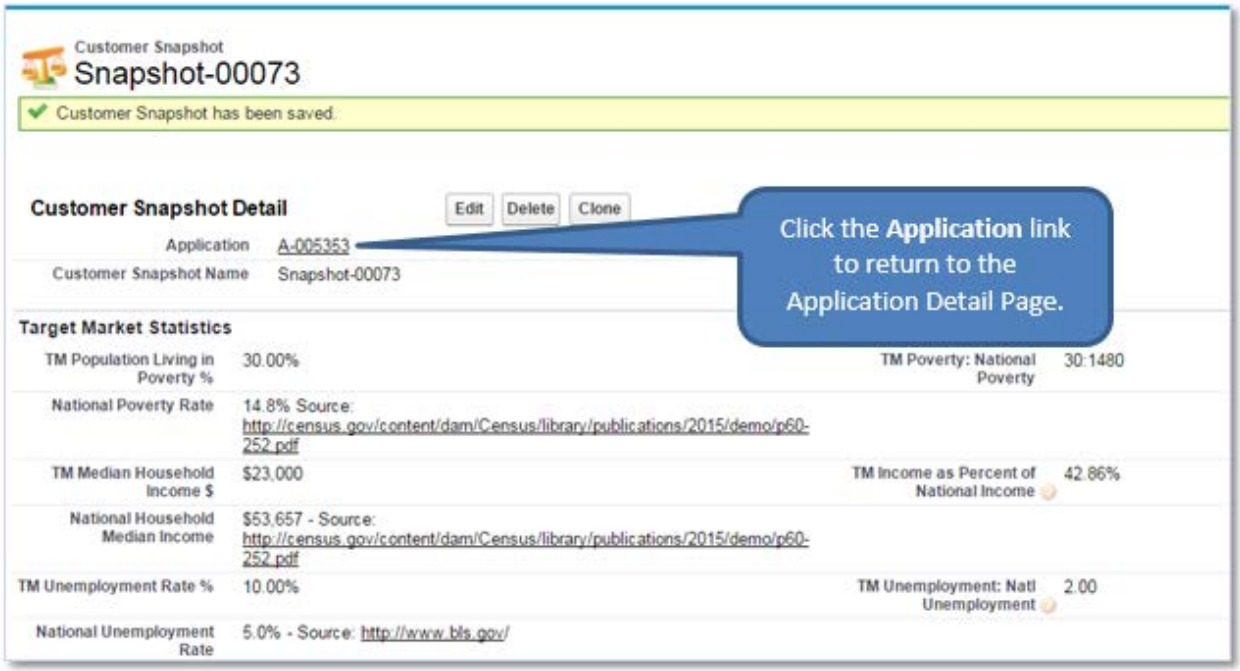


Figure 295. TA Application - Customer Snapshot Page

6. From the Funding Application Detail Page, verify that the new Customer Snapshot Table record was added and then click the Key Personnel related list.

5.3.4 Key Personnel Related List

Applicants are required to enter information to describe the qualifications of their Key Personnel and Board Members and the purpose of their Board Committees.

To complete the Key Personnel section:

1. From the Funding Application Detail Page, click the **Key Personnel** related list.

	Note: Key Personnel is broken out into three record types: Key Staff, Committees, Board Members. Applicants must provide information for each record type.

Figure 296. Funding Application Detail Page

2. Click the **Add Key Personnel** button.

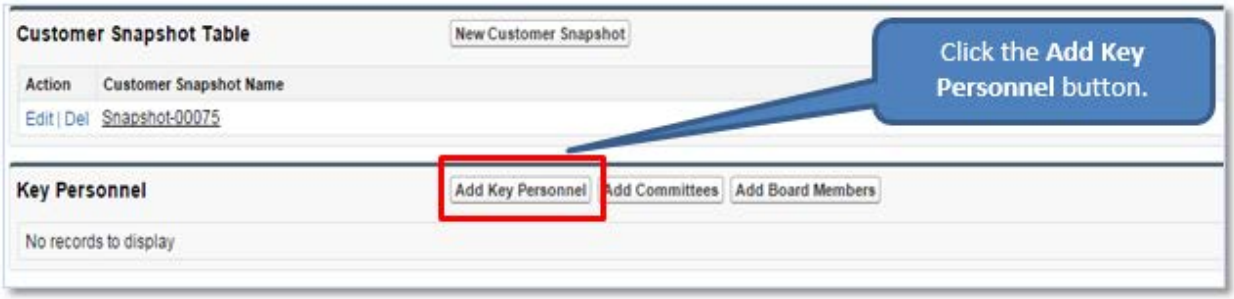


Figure 297. Funding Application Detail Page - Key Personnel Related List

3. You will be forwarded to the Key Personnel Edit page. Complete the information on the page and click the **Save & New** button.

IMPORTANT: Applicants are limited to a total of <u>seven</u> Key Personnel entries, <u>five</u> Committee entries, and <u>five</u> Board Members entries. The system will stop you from creating additional records once the threshold has been met.

Please enter information about the Key Personnel, Committees, and Board Members that are most critical to carrying out the activities proposed in your application.

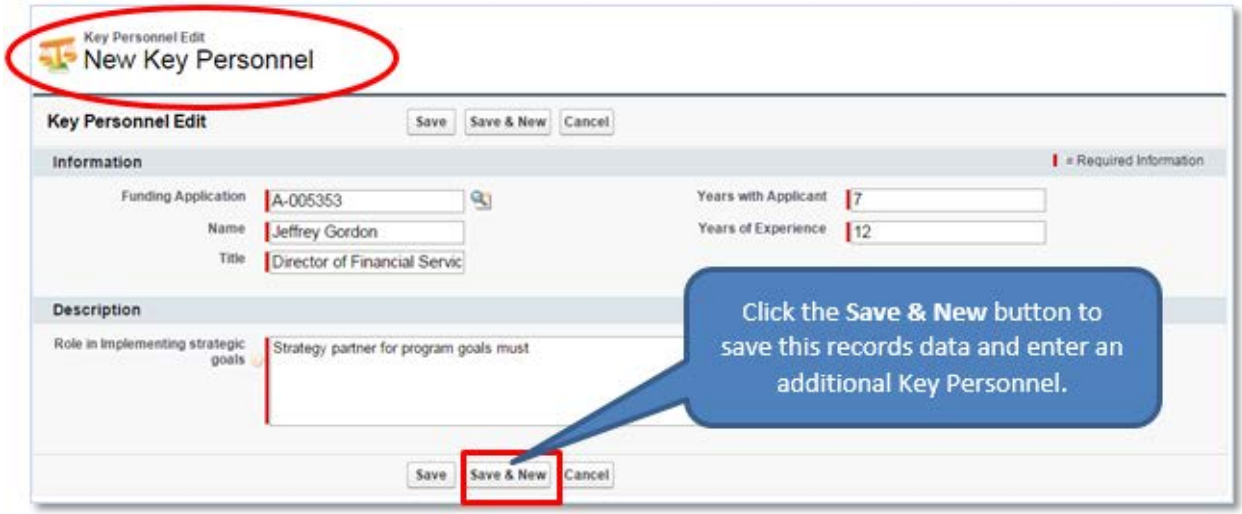


Figure 298. Key Personnel Edit Page – Key Staff

a. Examples of the Add Committees and Add Board Members pages are also displayed below.

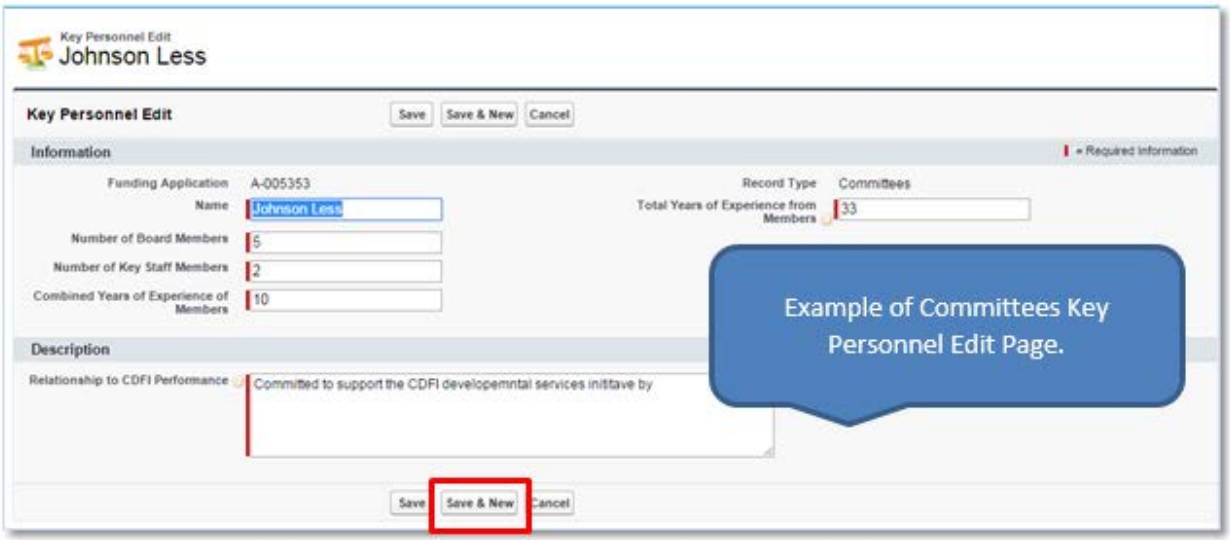


Figure 299. Key Personnel Edit Page - Committees

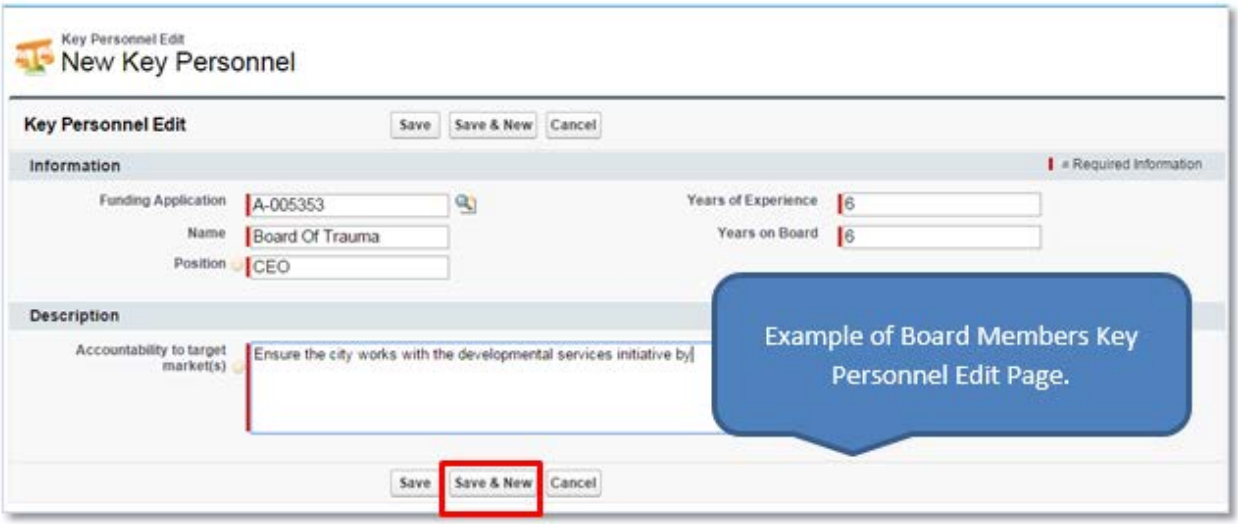


Figure 300. Key Personnel Edit Page – Board Members

4. When you click the **Save & New** button you will be forwarded to create another record of the same type
5. . The **Save** button will forward you to the record type Detail page with a message stating that the record has been saved.
6. Click the **Funding Application** link to return to the Funding Application Detail page.

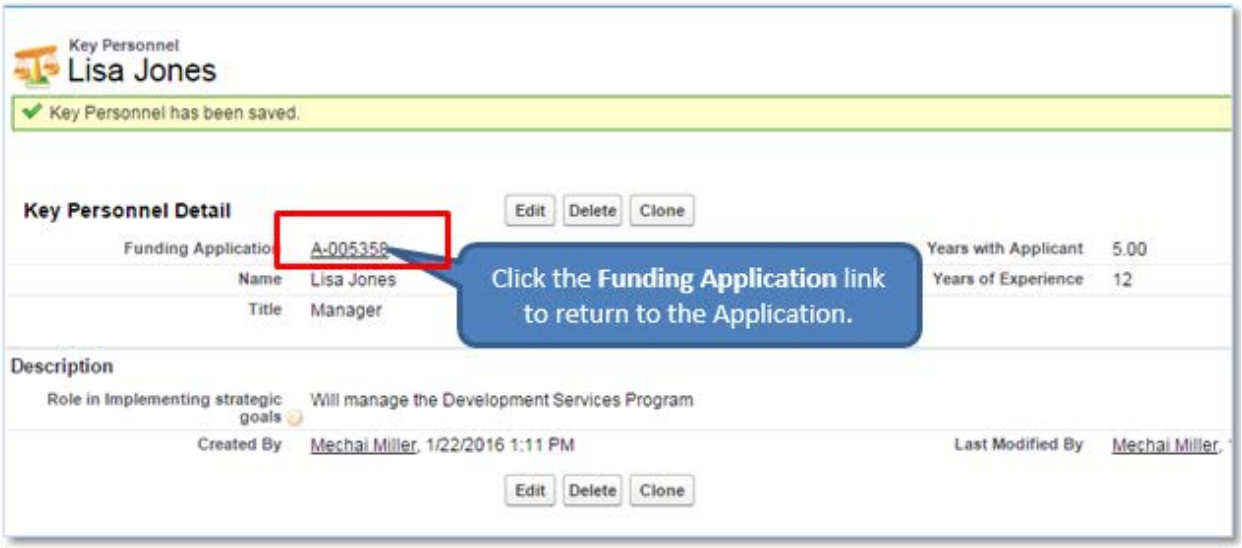


Figure 301. Key Personnel Detail Page

7. You will be forwarded to the Funding Application Detail page.

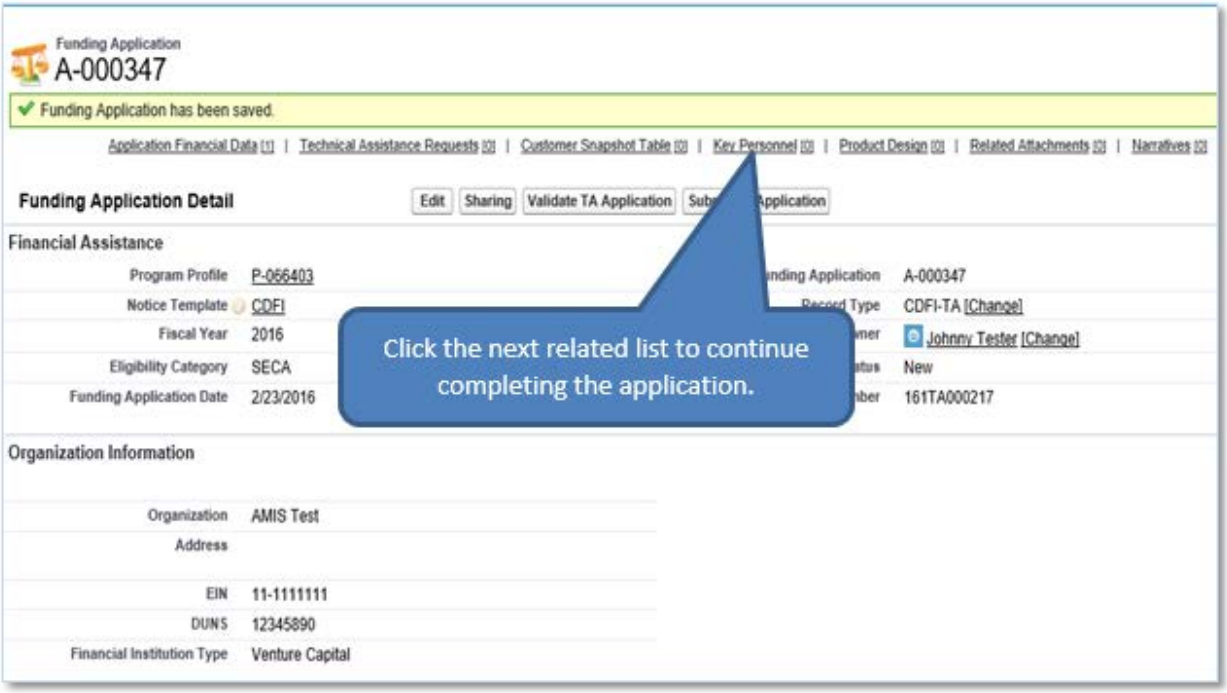


Figure 302. Funding Application Detail Page

8. Continue completing the application by clicking the next related list.

Figure 303. Funding Application Detail Page - Key Personnel Related List

5.3.5 Product Design Related List

The Product Design Chart allows you to describe the key details of the Financial Products and Financial Services entered in the Activities Level section of the Input Sheet as well as their related Development Services.

Add a description, such as a product brand name or unique service category, using the cells under the "Description" heading. Fill out the remaining required fields such as minimum and maximum loan size, interest rates, average maturity, maximum fees, security, etc.

To complete the Product Design Related List.

1. From the Funding Application Detail page, click the **Product Design** related list.

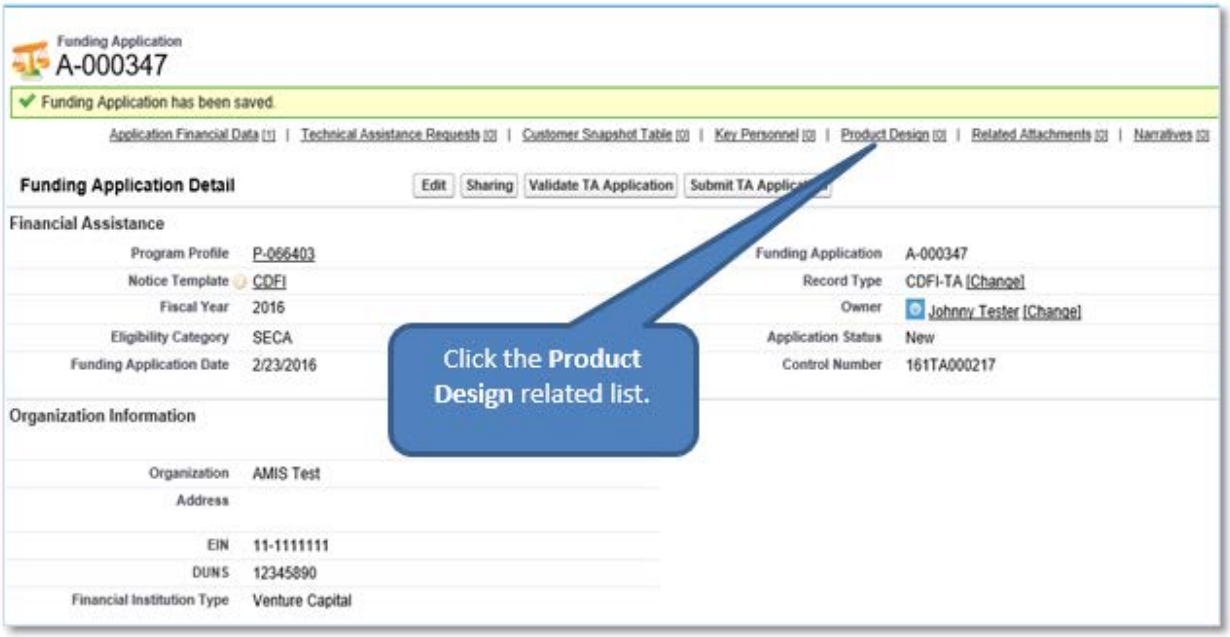


Figure 304. Funding Application Detail Page

2. Click the **New Product Design** button.

Figure 305. Product Design Related List

3. Complete the information on the page.
    a. Select a category from the drop-down menu.
    b. Enter the Product Description.

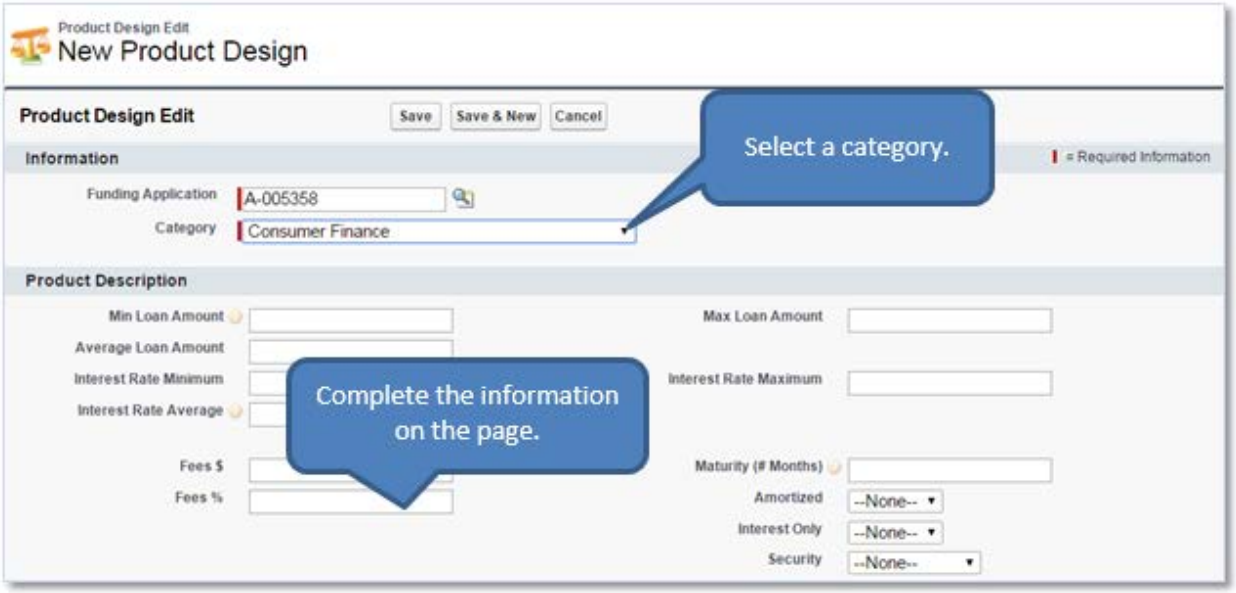


Figure 306. Product Design Edit Page

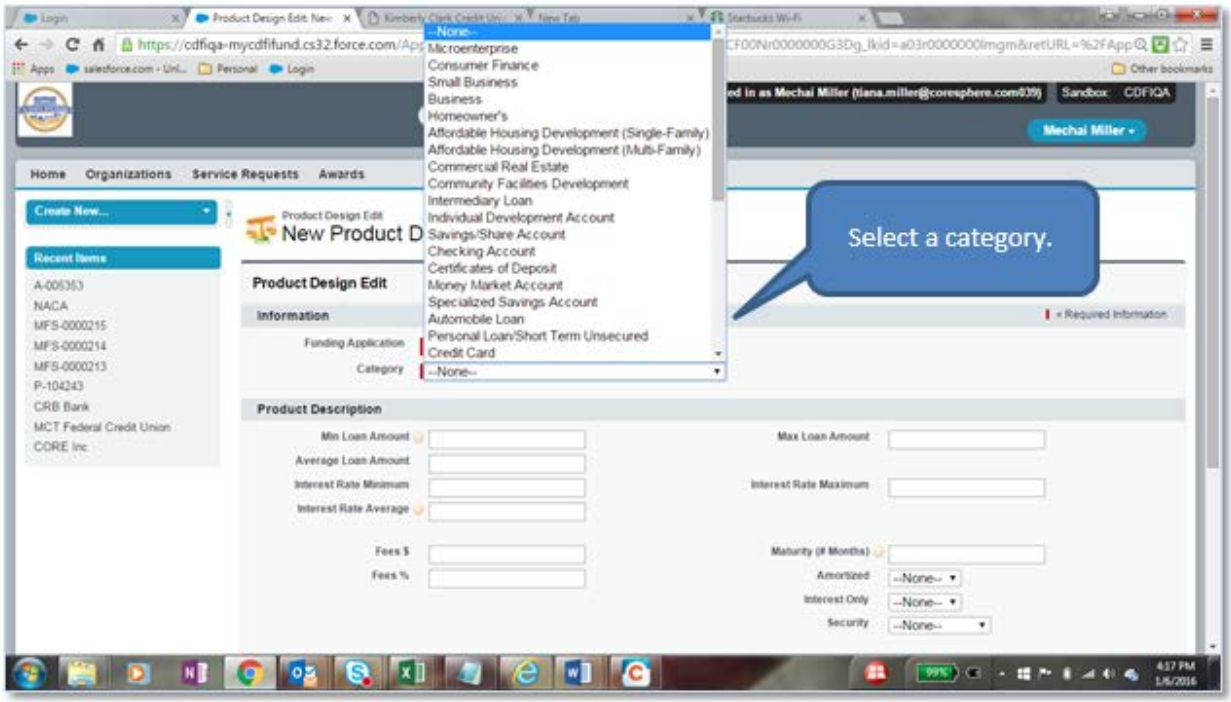


Figure 307. Product Design Edit Page

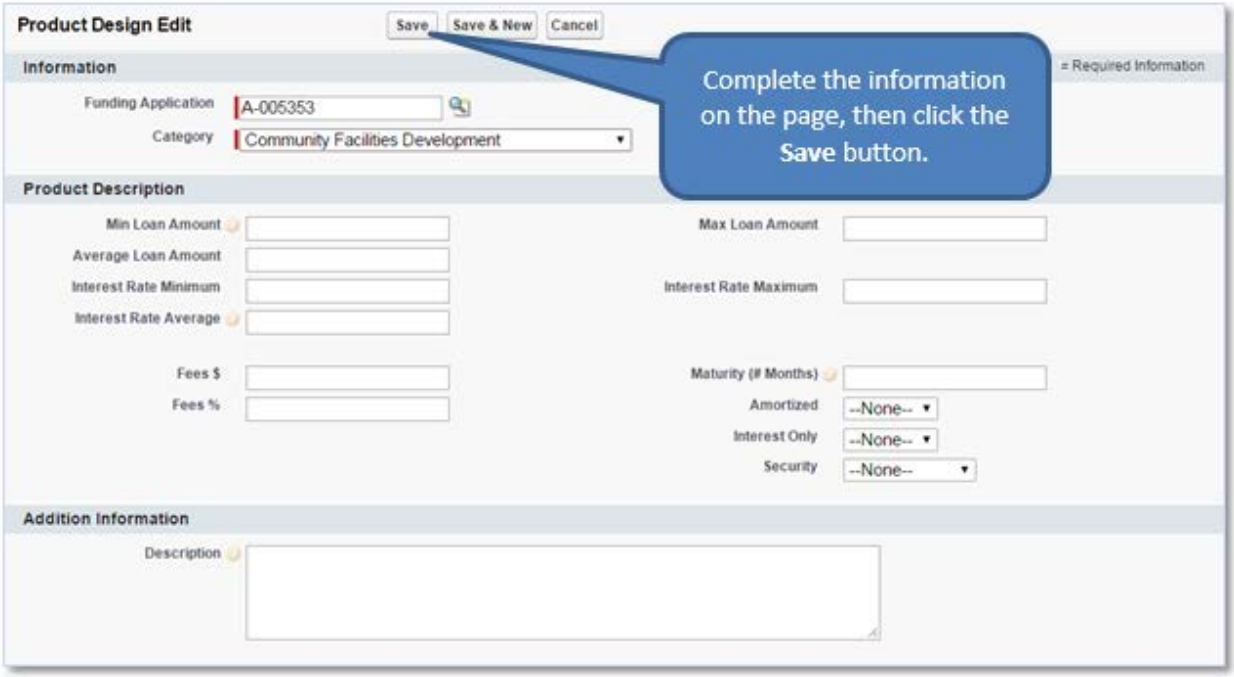


Figure 308. Product Design Edit Page

Add a description, such as a product brand name or unique service category, using the cells under the "Description" heading. Fill out the remaining required fields such as minimum and maximum loan size, interest rates, average maturity, maximum fees, security, etc. Fields not required for certain selected products or services will automatically become disabled.

Use the provided text box to describe any development services linked to the specific product or other special characteristics worth noting. There is a limit of 450 characters. A built-in character count feature will indicate how many characters you have used.

4. Click the **Save** button. You will be forwarded to the Product Design Detail page with a message stating the Product Design has been saved.
5. Click the **Funding Application** link to be forwarded to the Funding Application Detail page.

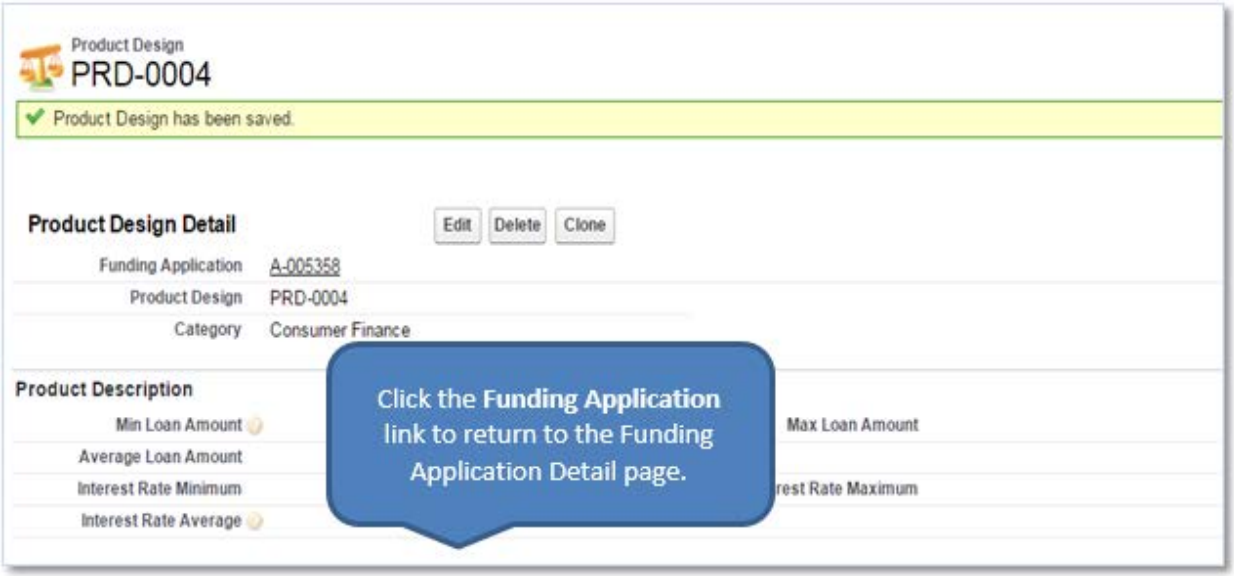


Figure 309. Product Design Detail Page

6. Continue completing the application by selecting the next related list.

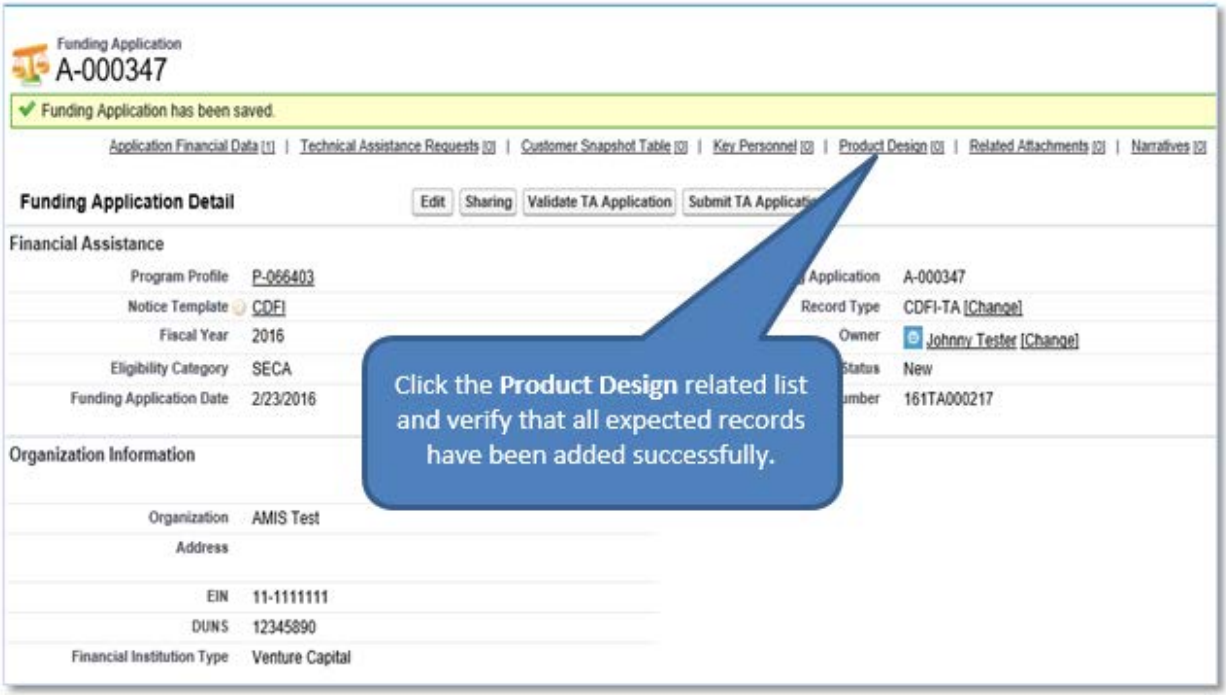


Figure 310. Funding Application Detail Page

Figure 311. Funding Application Detail Page - New Product Design

5.3.6 Related Attachments Related List

The Related Attachments related list allows applicants to look-up documents that the applicant already attached and saved in their Organization Profile as well as attach documents that are saved on their computer/network.

Applicants should refer to the NOFA to determine which attachments are required based on their financial institution type and the type of application they are completing (FA or TA). Attachment requirements are also described in the Application Quick Start Guide. The CDFI Fund will only the review the documents that are listed as required attachments in the NOFA. PLEASE DO NOT attach any additional documentation that is not included in the NOFA, as it will NOT be reviewed.
To complete the Related Attachments section:

1. From the Funding Application Detail page, click the **New Related Attachments** related list.

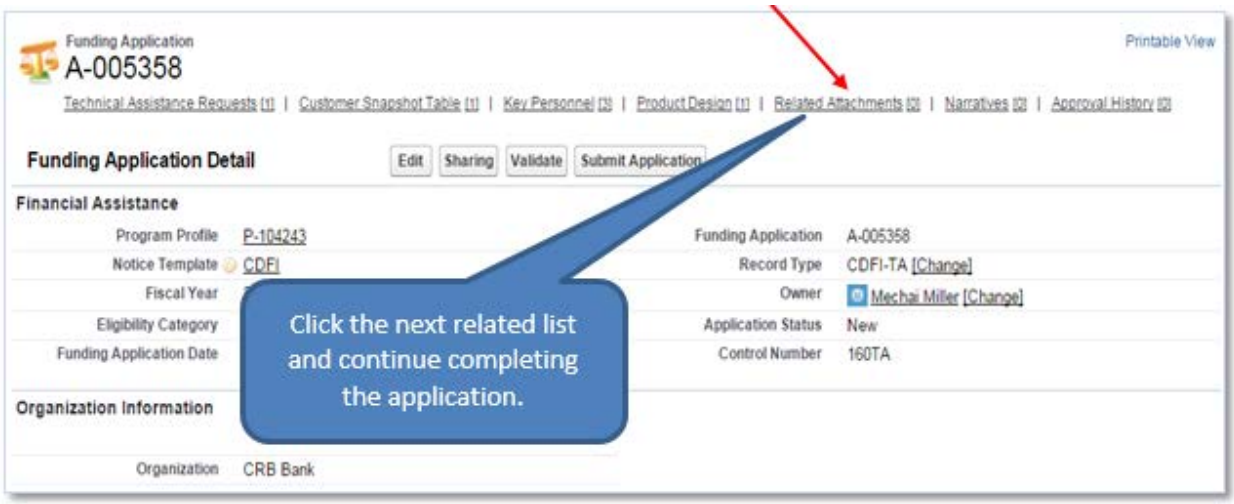


Figure 312. Funding Application Detail Page

2. Select the **New Related Attachments** button.

Figure 313. New Related Attachments Related List

3. Follow the instructions on the screen.
   a. Type is required. Select the type of related attachment from the drop-down menu. Only select “CDFI-NACA” document types.

b. Search and link the related document and click the **Save** button; or
c. Click the **Choose File** button, select a file, then click the **Attach File** button.

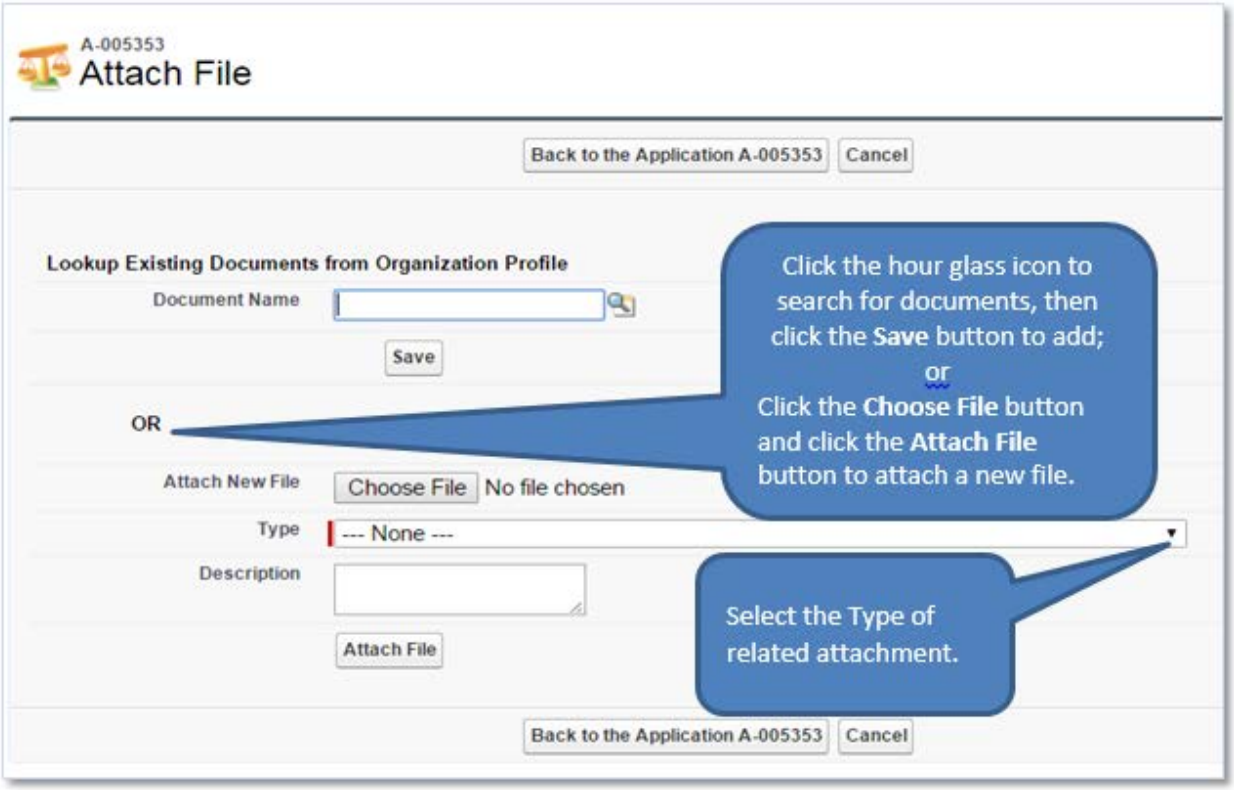


Figure 314. Attach File Page

OR

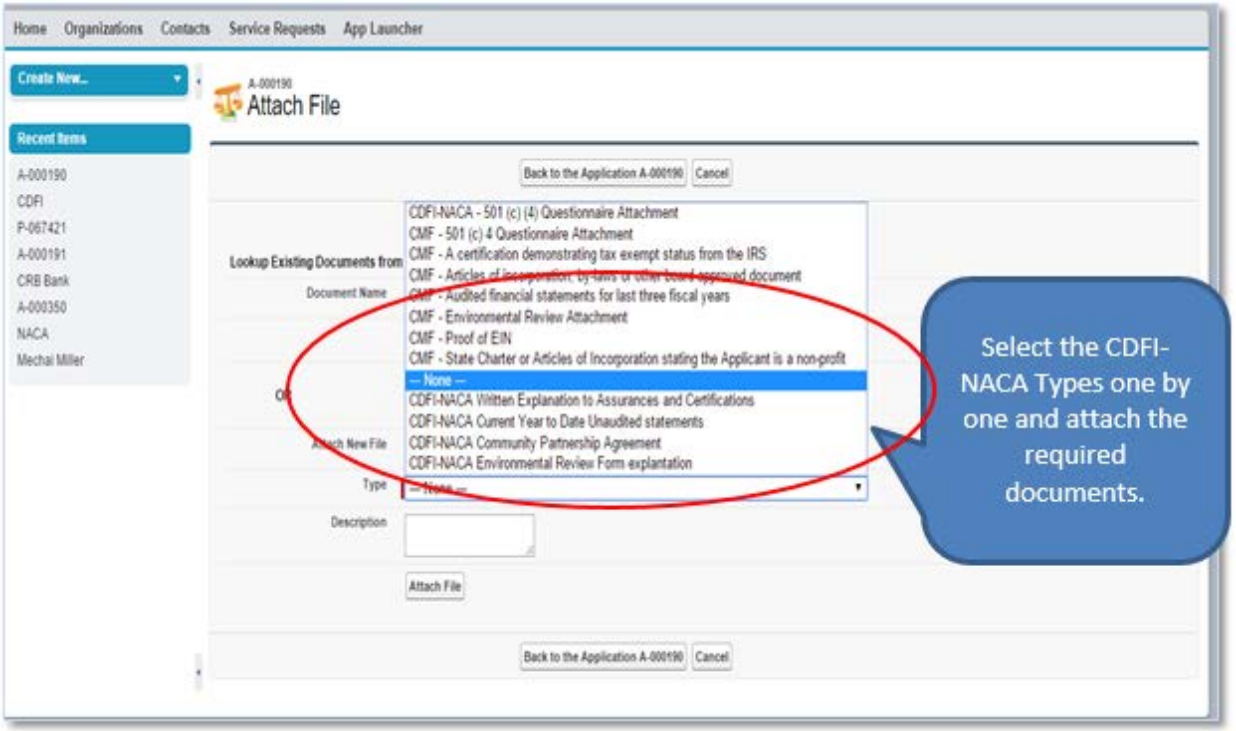


Figure 315. Attach File Page - Type of Documents

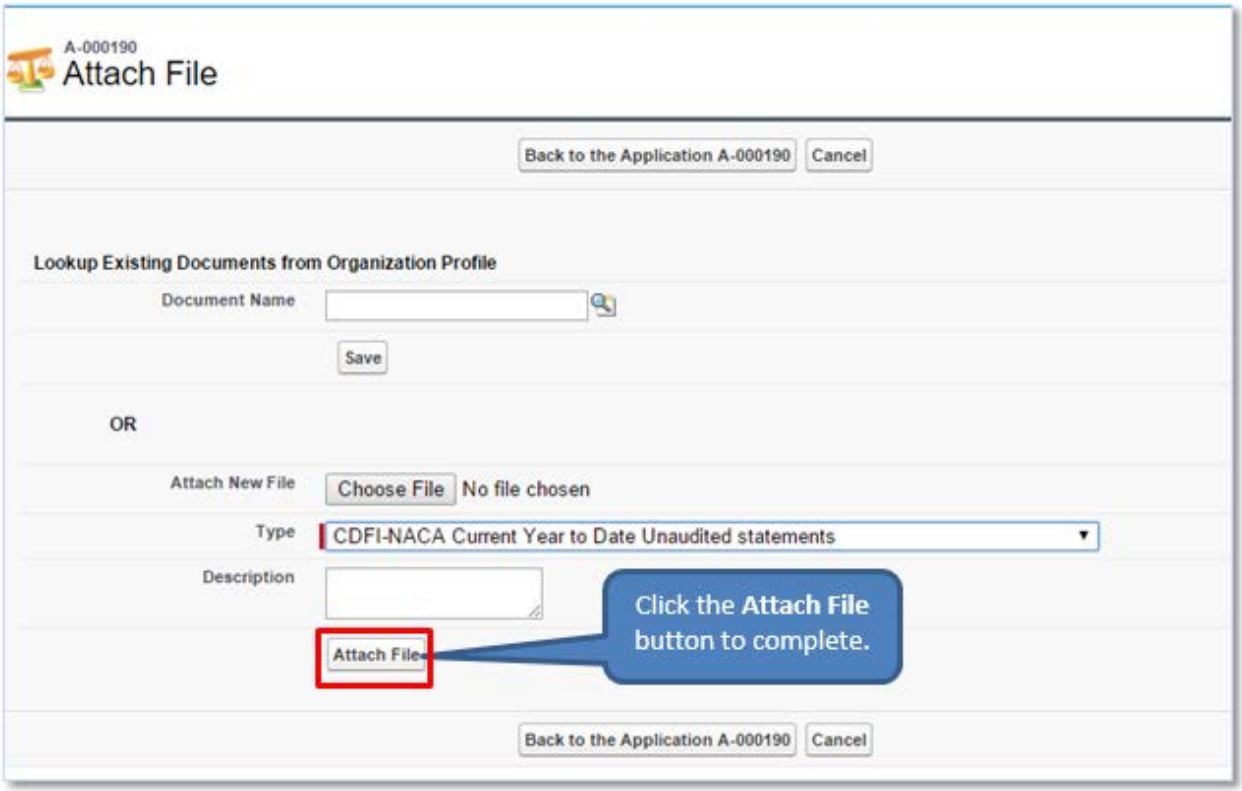


Figure 316. Attach File Page

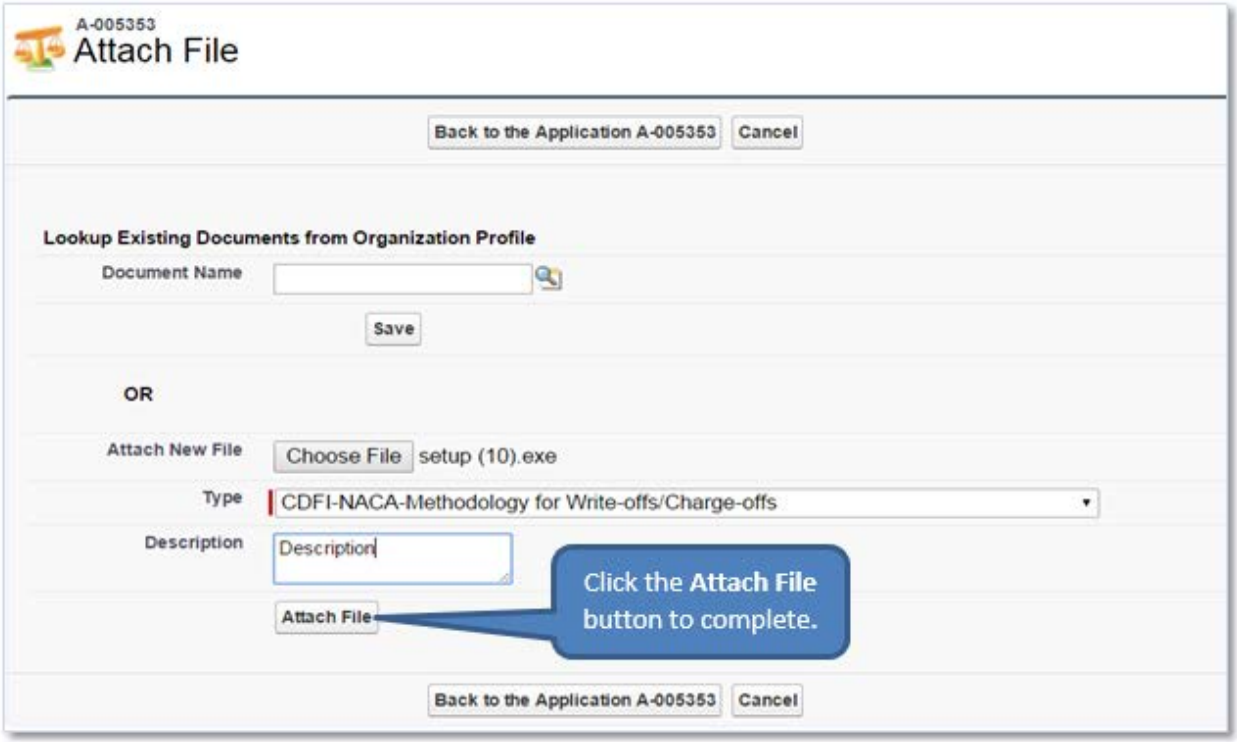


Figure 317. Attach File Page

4. You will be forwarded to the Funding Application page. Click the Related Attachments related list to verify all attachments added successfully.

Figure 318. Funding Application Detail Page

Figure 319. Funding Application Detail Page - Related Attachments

5.3.7 Narratives Related List

To complete the Narratives section:

1. From the Funding Application Detail page, click the **Narratives** related list.

Figure 320. Funding Application Detail Page

2. Click the **Add Technical Assistance Narrative** button.

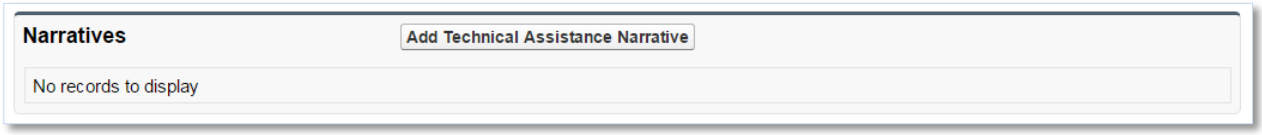


Figure 321. Technical Assistance Narrative Related List

1. Provide responses to Narrative questions.
   a. All narrative fields are required.
   b. The character limit for each response is included in the **Help** text.
   c. Refer to FY 2016 Narrative Questions Guidance for full question text. This document can be found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website.

Figure 322. Narrative (CDFI) Edit Page

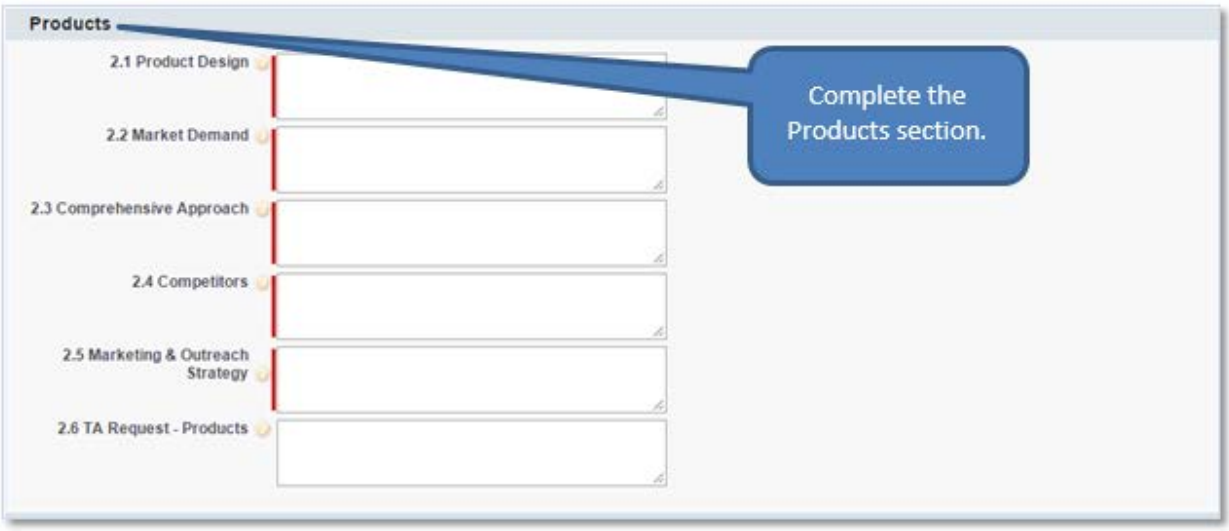


Figure 323. Narrative (CDFI) Edit Page

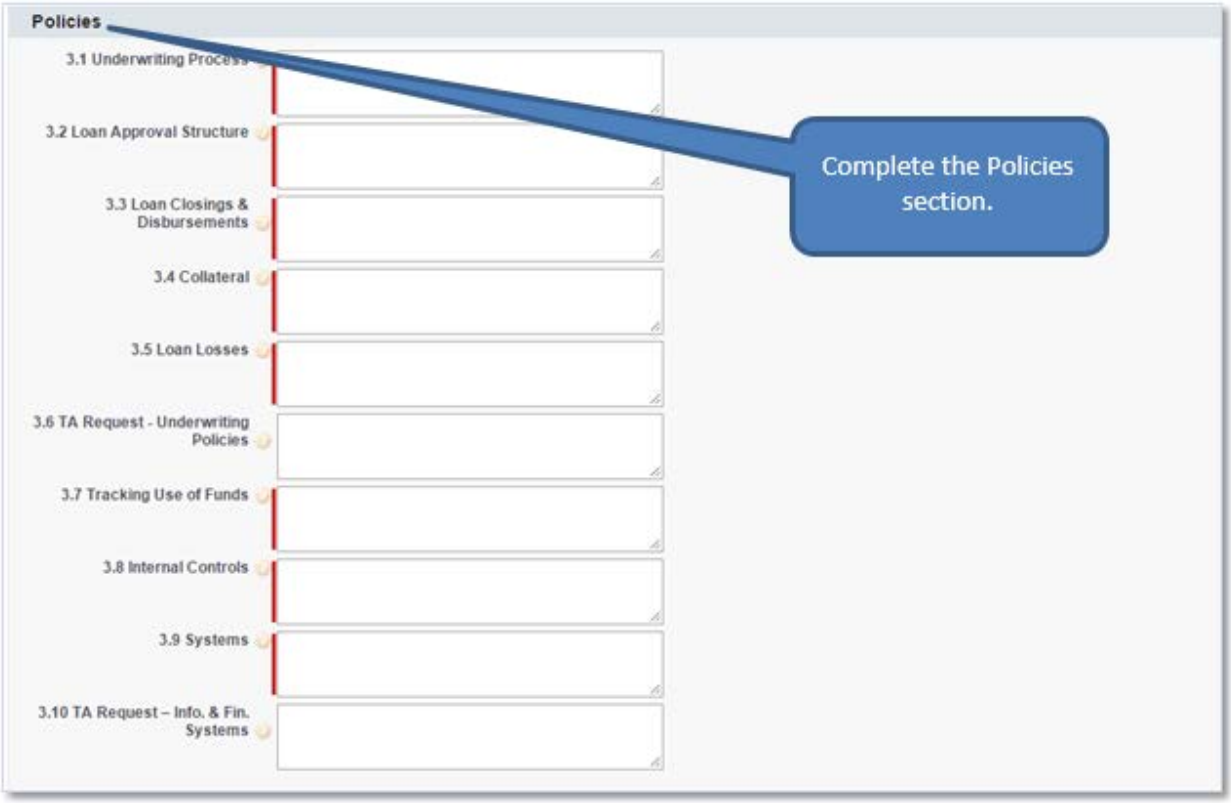


Figure 324. Narrative (CDFI) Edit Page

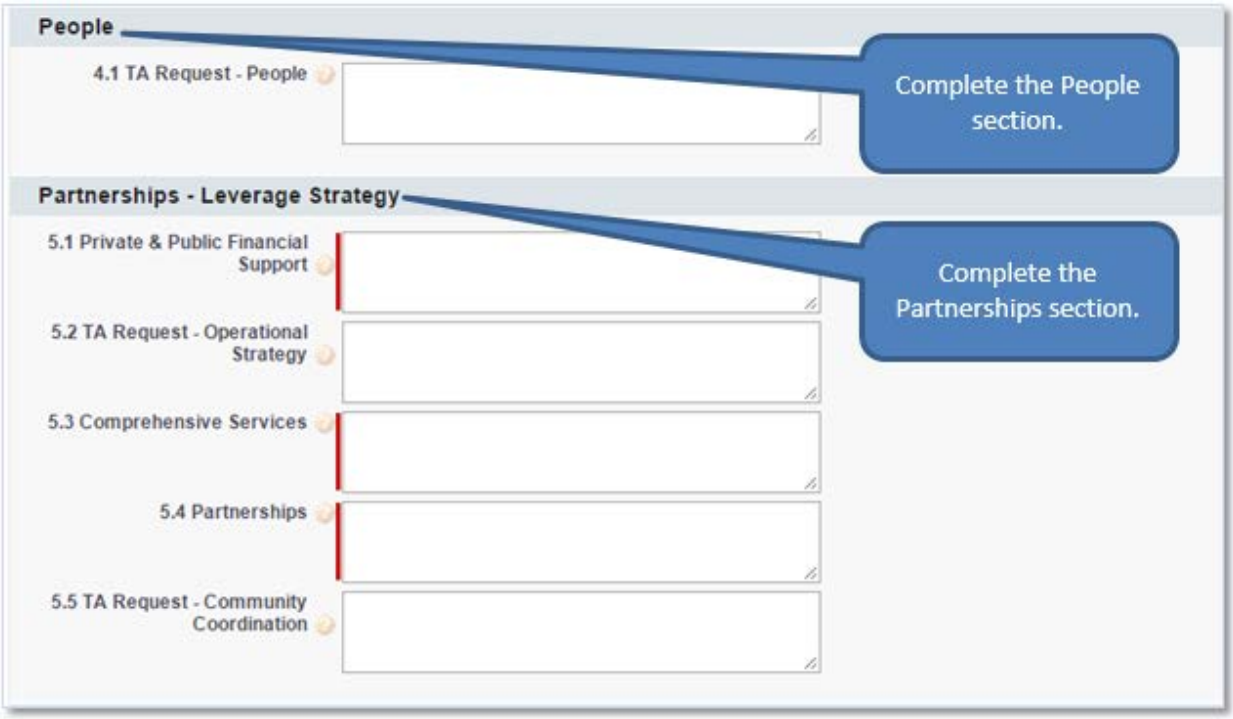


Figure 325. Narrative (CDFI) Edit Page

Figure 326. Narrative (CDFI) Edit Page

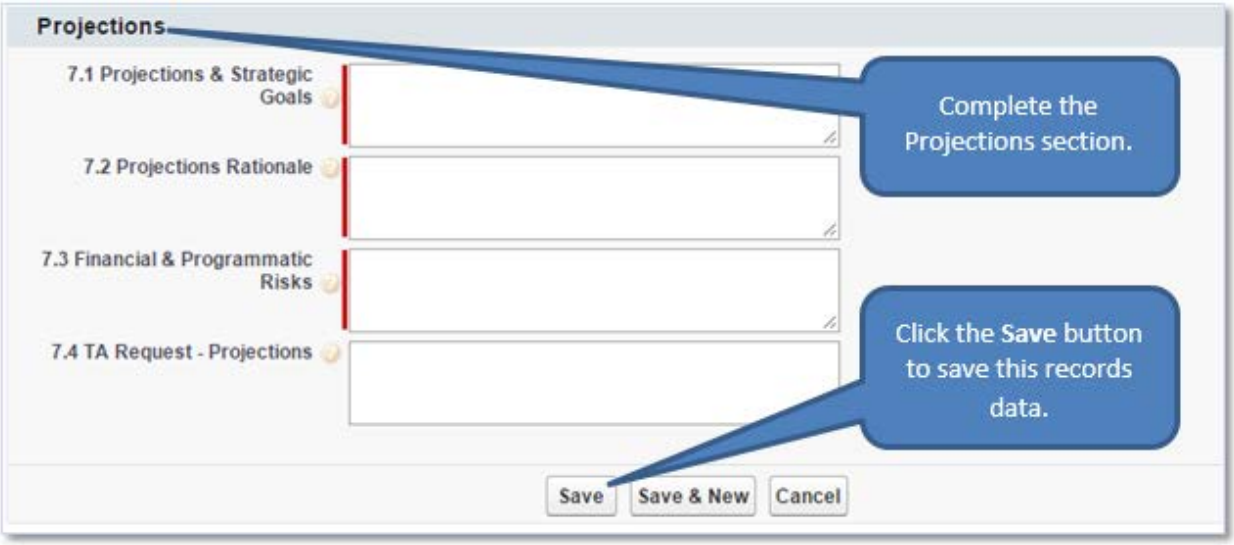


Figure 327. Narrative (CDFI) Edit Page

3. You will be forwarded to the Narrative (CDFI) Detail Page with a message stating the Narrative (CDFI) has been saved. Click the **Funding Application** link.

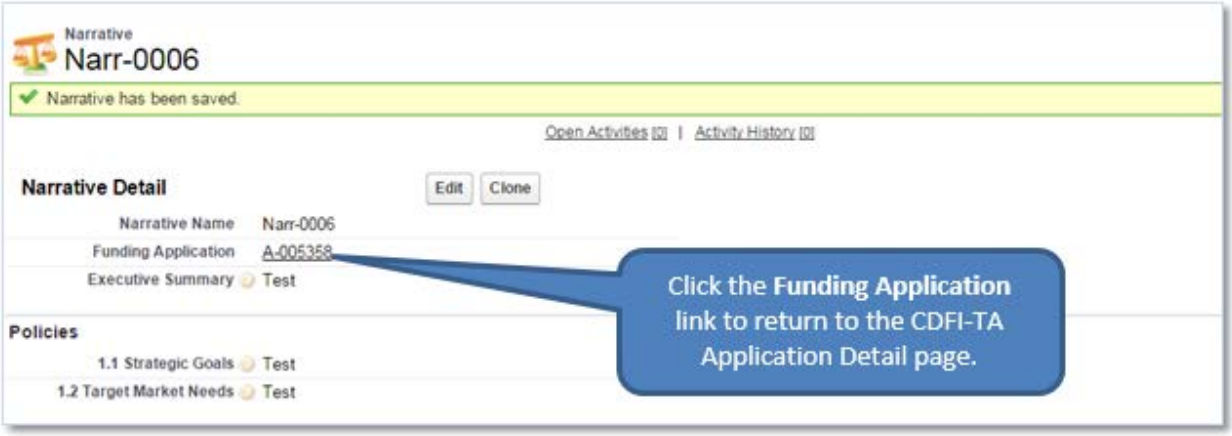


Figure 328. TA Application – Narrative Detail Page

5.3.8 Validate & Submit Application

1. Click the **Validate TA Application** button to verify all required information necessary to submit a CDFI/NACA- TA application.

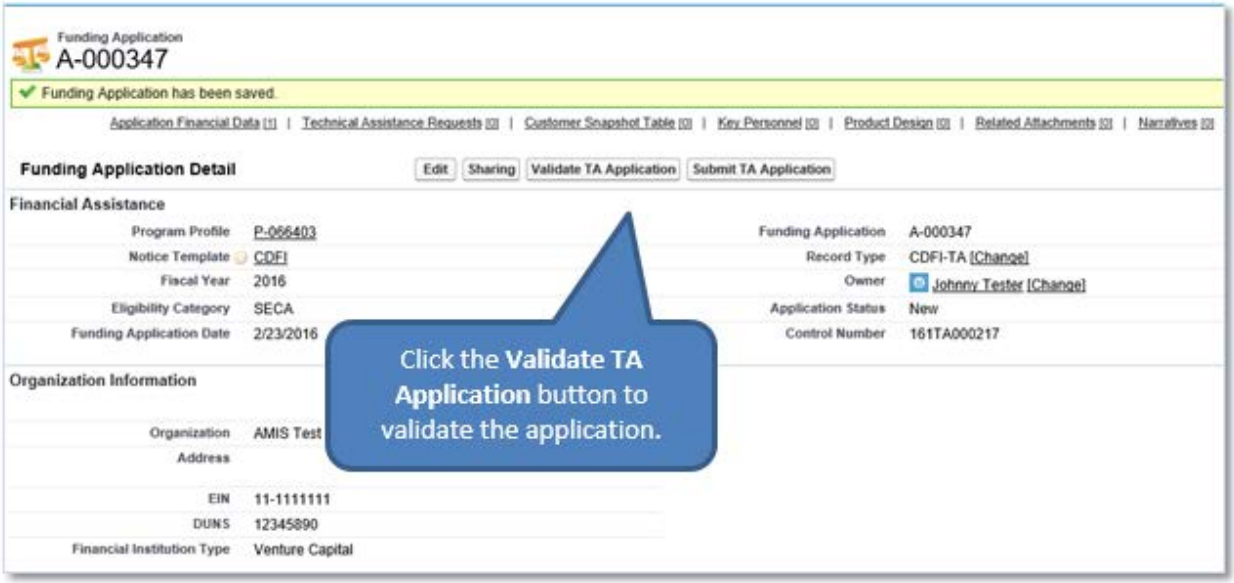


Figure 329. Funding Application – Validate

a. If the validation is successful, a verification screen will appear stating the Verification was Updated Successfully. Click the **OK** button.

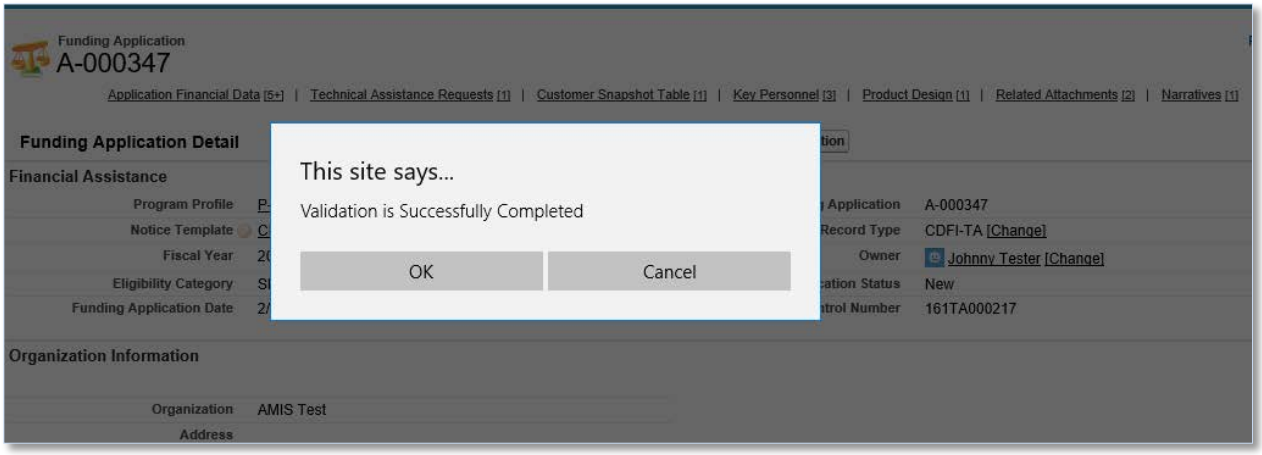


Figure 330. Validate CDFI-TA - Validation Successfully Completed

b. If the validation is unsuccessful make the necessary changes and repeat this step.

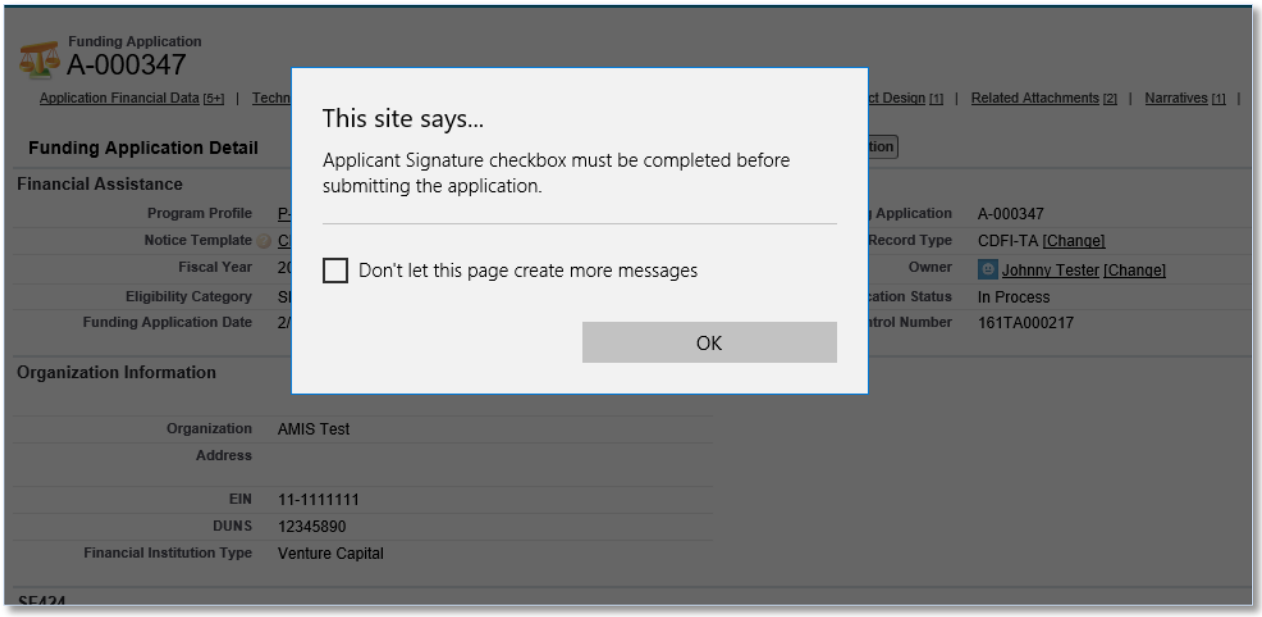


Figure 331. Validate CDFI-TA - Validation Error Message - missing data

9. Correct the validation error repeating step 1 to re-validate the application each time data has been corrected on the application.

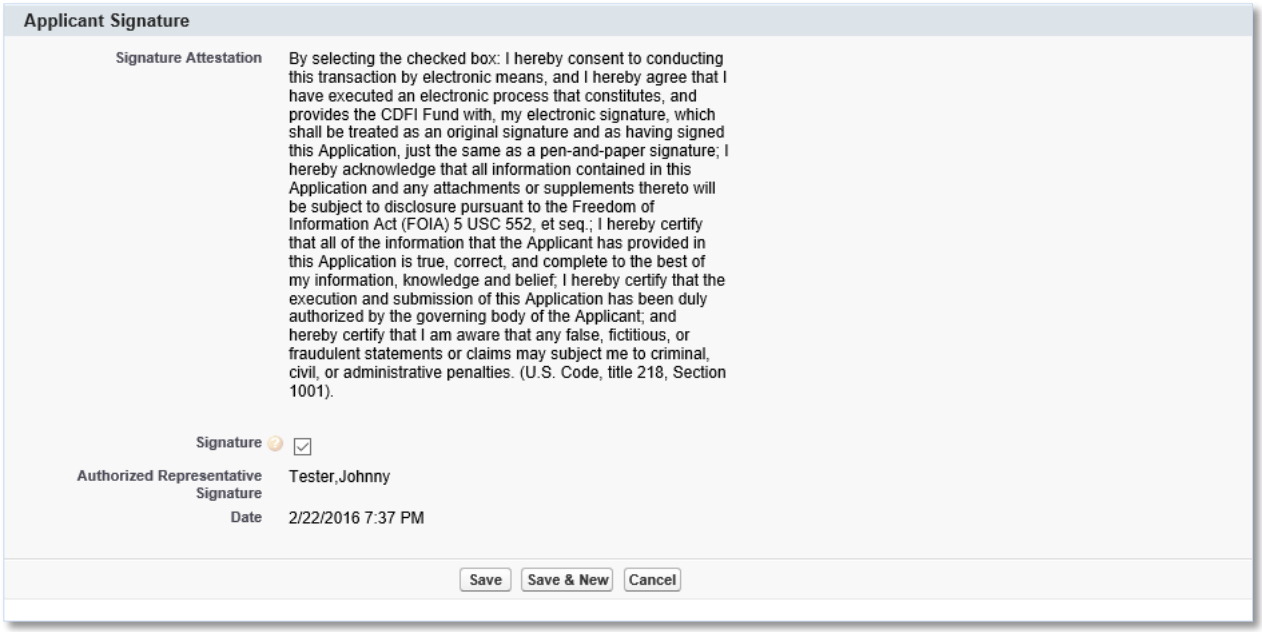


Figure 332. Example of correcting missing data for Application Validation

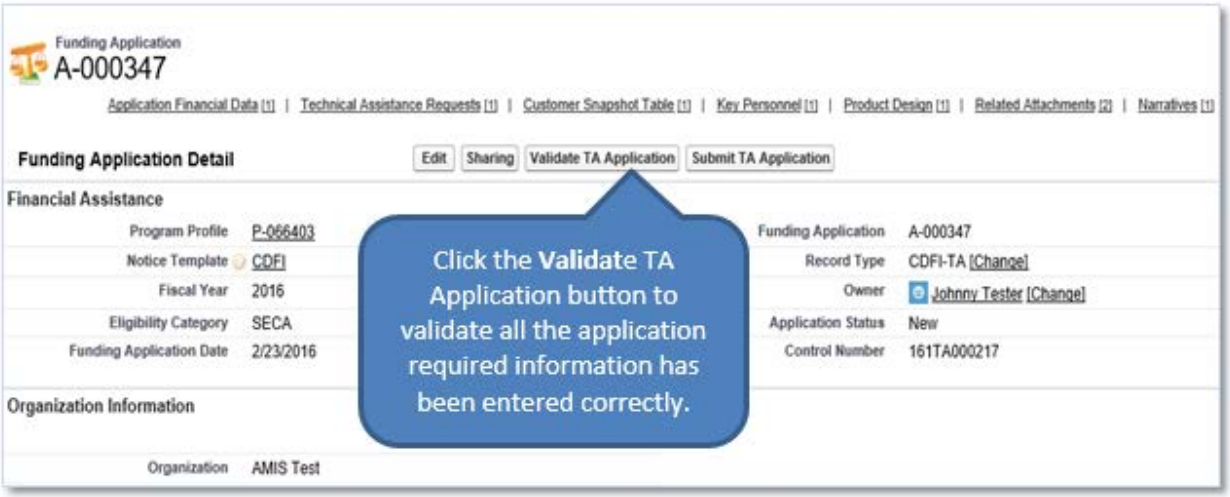


Figure 333. Funding Application – Validate

10. Once the TA application validation is successful, the application is ready to be submitted to the CDFI Fund staff for review.

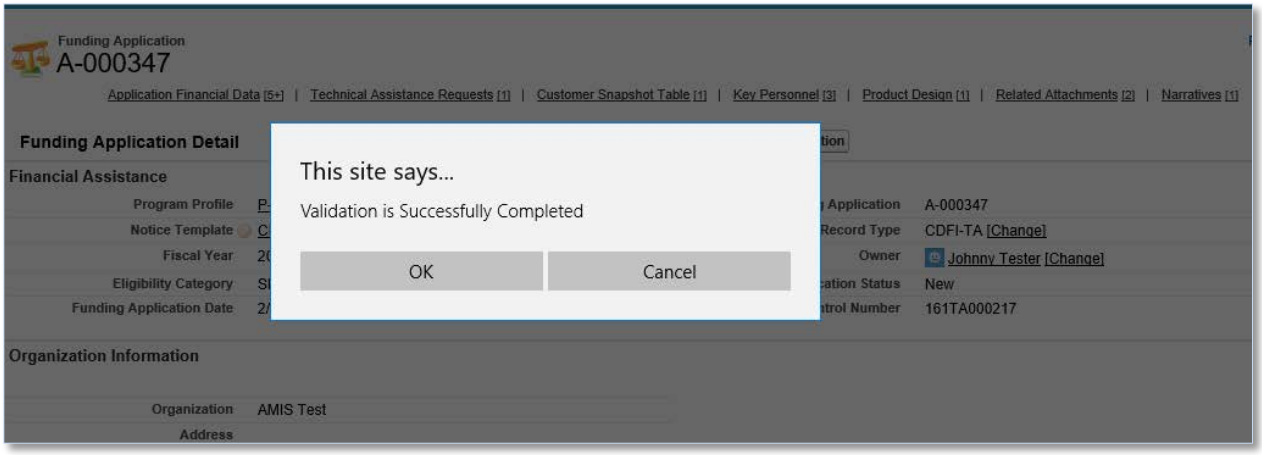


Figure 334. Example of Successful Validation of CDFI-TA Application

11. Select the Ok button to confirm.

	Note: If the Validate button displays an error message, the applicant must correct the error then select the Validate button again to validate the application has been completed correctly. The Validate button is programmed to check all required fields and ensure the applicant has completed the application correctly. The applicant must continue to select the Validate button each time an error is corrected until the Validation gives a validation is successful message. Once the Validation is successful, the applicant can submit the application. Again the application can only be submitted by the Authorized Representative and Application Points of Contact included in the Application.

12. Click the **Submit TA Application** button to submit the application to the CDFI Fund Staff.

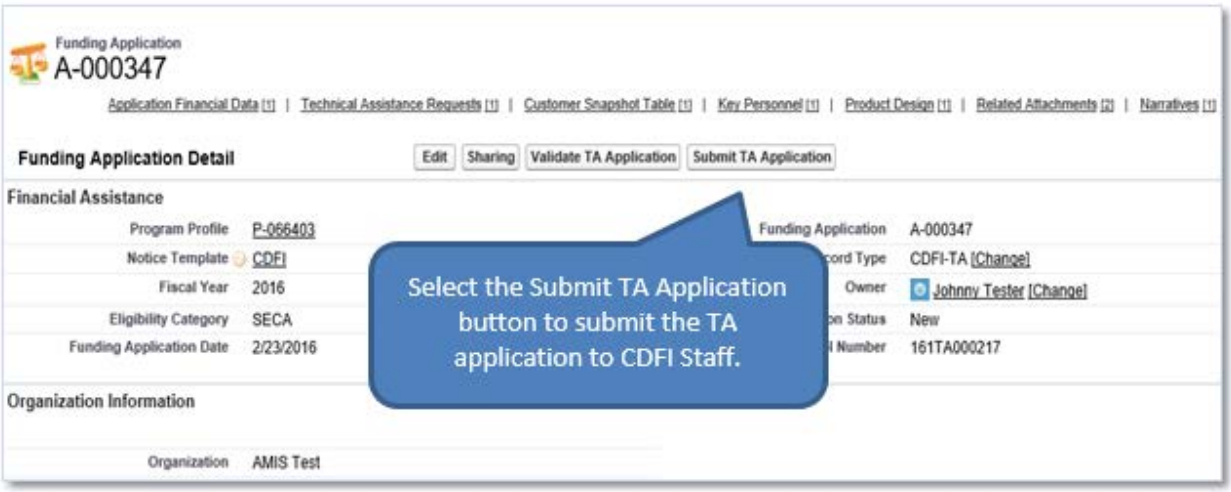


Figure 335. Funding Application Detail Page - Submit TA Application

a. A pop-up message will appear stating that once the TA application is submitted you will not be able to make any updates to the application. *Do you want to Submit?*

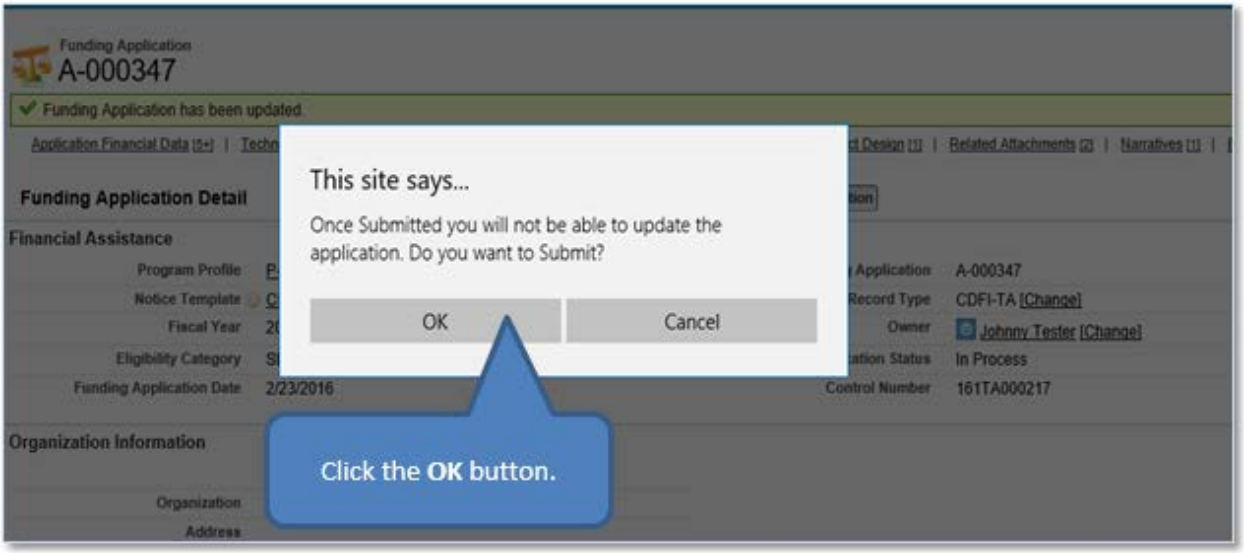


Figure 336. Funding Application Detail Page - Submit Application Confirmation

13. Click the **Ok** button to confirm you are submitting the TA application to the CDFI Fund Staff.
14. To review the status of applications, click on the Funding Application related list and view the status.

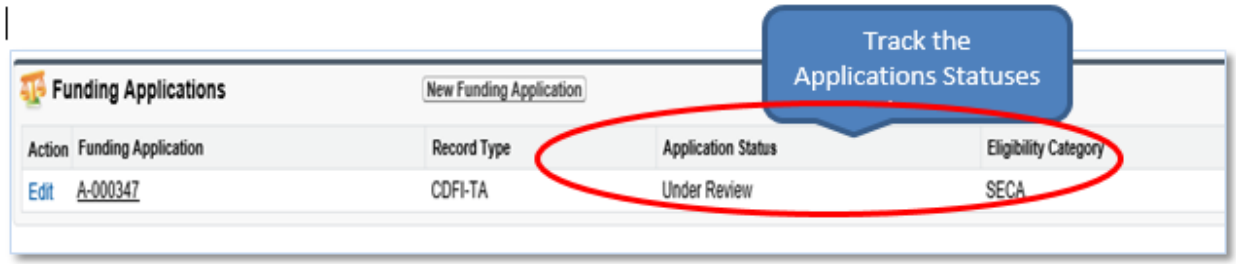


Figure 337. Submitted CDFI-TA-Funding Application – Application Status Under Review