



U.S. DEPARTMENT OF THE TREASURY  
COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

# User Guide for Applications to the CDFI Bond Guarantee Program

(For External Users)

Updated January 2021

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## 1. Overview

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

This user guide should help the External Users and External Admin Users to easily navigate through the CDFI Fund's Awards Management Information System (AMIS) BGP application and perform the following:

- Users registering and creating profiles.
- External Users/Admin Users to create, review and provide documents for the Applications.
- External Users/Admin Users to submit/resubmit Qualified Issuer Applications and BOND Guarantee Applications.

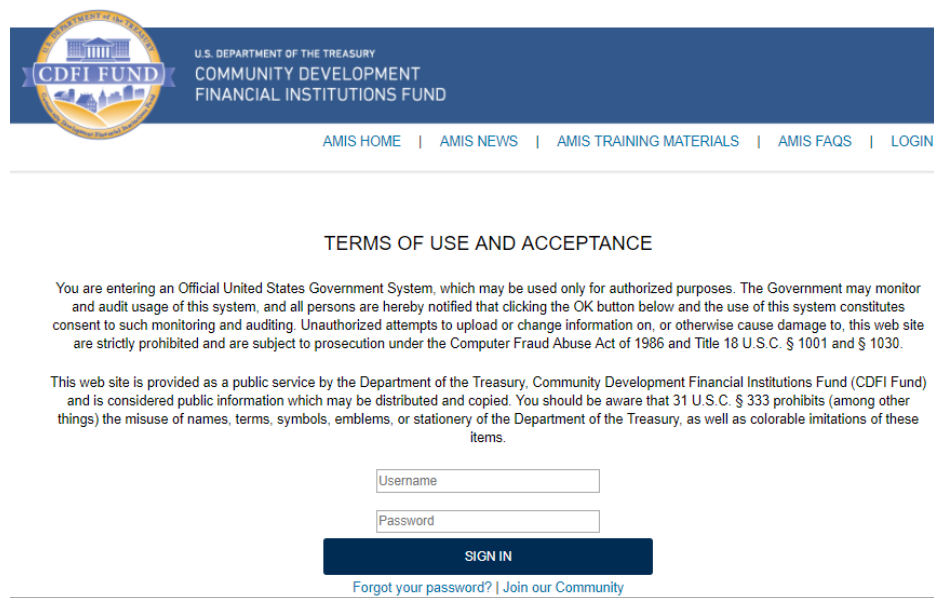
## 2. Getting Started

Open a browser and enter the URL <https://amis.cdfifund.gov/s/AMISHome> to login to the AMIS portal.

## 3. External User/External Admin User Navigation

### 3.1. How to Log in as an External User/External Admin User

Enter your username and password then click **Sign In**.



U.S. DEPARTMENT OF THE TREASURY  
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[AMIS HOME](#) | [AMIS NEWS](#) | [AMIS TRAINING MATERIALS](#) | [AMIS FAQs](#) | [LOGIN](#)

### TERMS OF USE AND ACCEPTANCE

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Username

Password

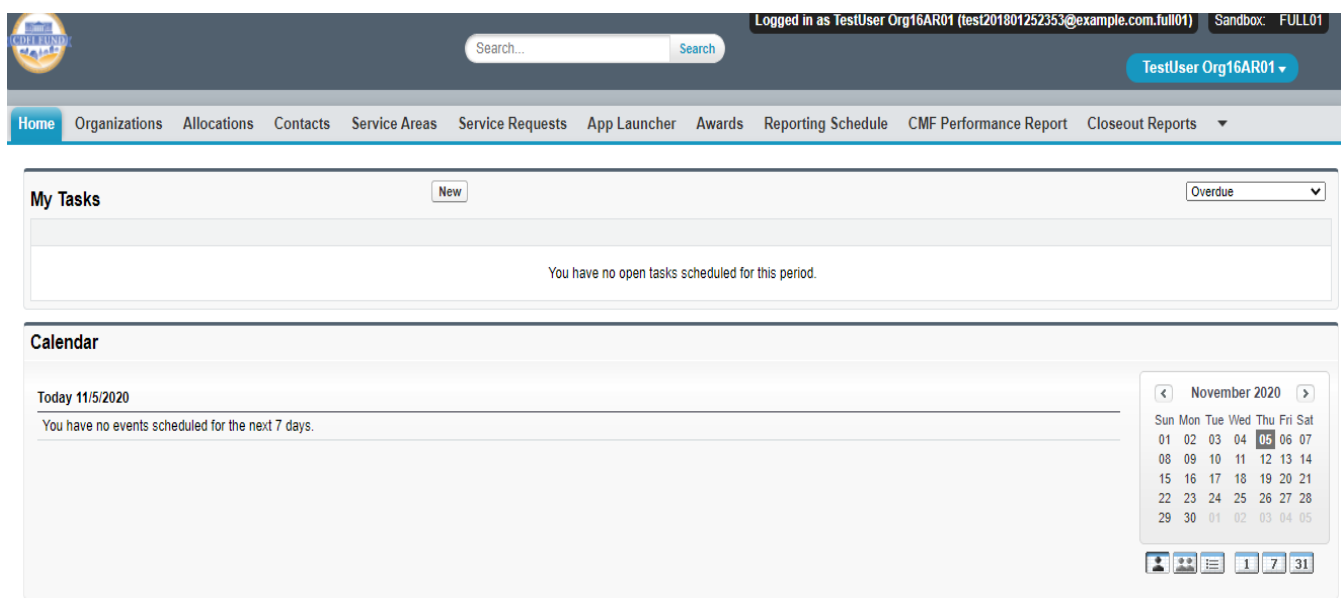
**SIGN IN**

[Forgot your password? | Join our Community](#)

**Recommendation:** Please use strong passwords which includes numbers, special characters and alphabets with a length of at least 10 characters.

### 3.2. Portal Overview

Once you log in the following screen will be presented.



Logged in as TestUser Org16AR01 (test201801252353@example.com.full01) Sandbox: FULL01

Search...

TestUser Org16AR01 ▼

[Home](#) [Organizations](#) [Allocations](#) [Contacts](#) [Service Areas](#) [Service Requests](#) [App Launcher](#) [Awards](#) [Reporting Schedule](#) [CMF Performance Report](#) [Closeout Reports](#) ▼

### My Tasks

Overdue ▼

You have no open tasks scheduled for this period.

### Calendar

Today 11/5/2020

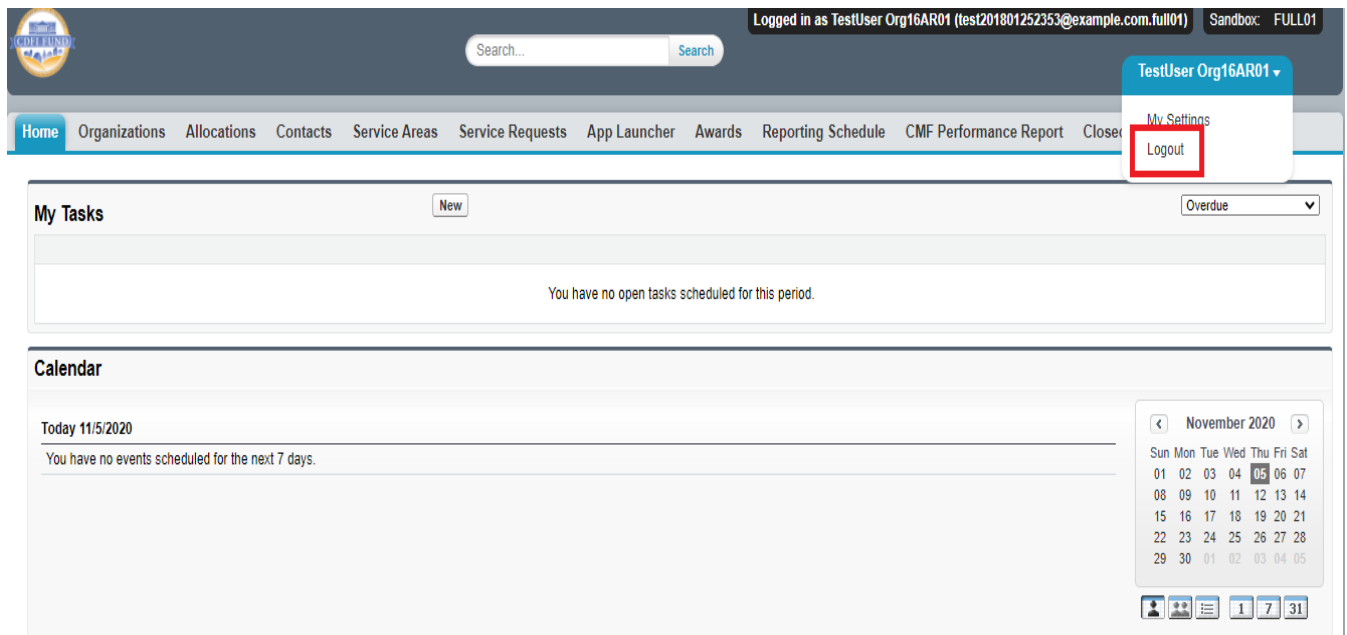
You have no events scheduled for the next 7 days.

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

### 3.3. How to Log out as an External User/External Admin User

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




## 4. Qualified Issuer (QI) Application

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

Existing Qualified Issuers already approved in prior years, before the BGP adopted the AMIS application for the 2021 application round, will already be set up as Approved QIs and do not need to resubmit a new QI Application. They may move on to the QI Portion of the Guarantee Application which begins in section 5.

### 4.1. How to create a new QI Application

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




Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)

Sandbox: FULL01

TestUser Org16AR01 ▾

Home
Organizations
Allocations
Contacts
Service Areas
Service Requests
App Launcher
Awards
Reporting Schedule ▾



Organizations Home


View:
All Organizations ▾

Recent Organizations

Recently Viewed ▾

Organization Name	Mailing City	Phone
Test Applicant Org 16	Grasonville	xxx-xxx-xxxx

- Once on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section.




Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)

Sandbox: FULL01

TestUser Org16AR01 ▾

Home
Organizations
Allocations
Contacts
Service Areas
Service Requests
App Launcher
Awards
Reporting Schedule ▾



Organization  
Test Applicant Org 16

Printable View

« Back to List: Organizations

Org Related Attachments (0)
|
Contacts (2)
|
Target Markets (0)
|
Organization Boards (0)
|
External Contacts (5+)
|
Program Profiles (5+)
|
Affiliates (0)
|
SF424s (5+)
|
Financial Statement Audits (0)
|
A-133 Audit Reports (0)
|
Shareholder Report (0)
|
Notes & Attachments (0)
|
Service Requests (0)
|
Service Areas (0)
|
ILRs (0)
|
Consumer Loans/Investments Originated (0)


Organization Detail

Organization Name	Test Applicant Org 16 <a href="#">View Hierarchy</a>	Phone	xxx-xxx-xxxx
Parent Relationship		Website	
		EIN/TIN	99-0000016
		DUNS	990000016

Within the **Program Profiles** section click on the **BGP**, Program Profile Name link.

Program Profiles		
Action	Record Type	Program Profile Name
<a href="#">Edit</a>	BEA	<a href="#">P-086979</a>
<a href="#">Edit</a>	BGP	<a href="#">P-086982</a>
<a href="#">Edit</a>	CDE-CERT	<a href="#">P-086976</a>
<a href="#">Edit</a>	CDFI-CERT	<a href="#">P-086980</a>
<a href="#">Edit</a>	CDFI-NACA	<a href="#">P-086977</a>
<a href="#">Edit</a>	CMF	<a href="#">P-086978</a>
<a href="#">Edit</a>	NMTC	<a href="#">P-086981</a>

- On the BGP Program Profile page for your **Organization**, navigate to the **QI Applications** section by clicking on the **QI Applications** link or scroll down to the section.




Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)
 Sandbox: FULL01

Search...
 [Search](#)

TestUser Org16AR01

[Home](#)
[Organizations](#)
[Allocations](#)
[Contacts](#)
[Service Areas](#)
[Service Requests](#)
[App Launcher](#)
[Awards](#)
[Reporting Schedule](#)


**Program Profile**  
**P-086982**
[Printable View](#)

[Back to List: Organizations](#)

[Associated CDFIs \(0\)](#)
[QI Applications \(1\)](#)
[Guarantee Applications \(2\)](#)

**Program Profile Detail**
[Edit](#)


**Organization Data**

Organization	<a href="#">Test Applicant Org 16</a>	Record Type	BGP
EIN/TIN	99-0000016	Program Profile Name	P-086982
DUNS	990000016		
Federal Regulator	FDIC		
FDIC Cert. # / NCUA Charter #	12345		

**Headquarters and Geographic Markets**

Geographic Market Served

- Within the QI Applications section click on the 'New QI Application' button.


**QI Applications**
[New QI Application](#)

<input type="checkbox"/> Action	QI_Application	Record Type	Application Status
---------------------------------	----------------	-------------	--------------------

On the New QI Application edit screen, complete the Application Contacts section and click **Save**.

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

## QI Application Edit

### QI Application Edit

Save Save & New Cancel

#### Information

Application Status In Progress

Program Profile P-086982

Notice Template

#### Application Contacts

Authorized Representative Name

Application Point of Contact Name

#### Authorized Representative 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

Date

## 4.2. How to provide Application Documents

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

## QI Application

QIA-000032

« Back to List: Organizations

### QI Application Detail

Edit View Application

Application Status Approved

Program Profile P-086982

Notice Template BGP 2021

#### Application Contacts

Authorized Representative Name TestUser Org16AR01

Application Point of Contact Name

#### Authorized Representative 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

✓

2. On the Document portion of the **QI Application**, the left pane displays the required documents for the QI Application. Documents required as part of the QI Application are listed in the CDFI Bond Guarantee Program – Qualified Issuer Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi->



bond/Pages/apply-step.aspx#step2. On the right side of the page is the drag and drop area, select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI Bond Guarantee Program – Qualified Issuer Application (Reference Copy). Only that type of document may be uploaded to that field.

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

Logged in as TestUser Org16AR01 (test201801252353@example.com.full01) Sandbox: FULL01

Search... Search

TestUser Org16AR01

Home Organizations Allocations Contacts Service Areas Service Requests App Launcher Awards Reporting Schedule

< Exit Application

**QI Application**

APPLICANT: Test Applicant Org 16 APPLICATION NUMBER: QIA-000039 STATUS: In Progress

CONTROL NUMBER: FISCAL YEAR: 2021

**Document Requirements**

Document Name	Upload	Files Provided	Date/Time Submitted	Document Comments
QI-1-Checklist	 Upload Document Here           Accepted File Types: pdf			
QI-2A-SF-424 signed by Qualified Issuer Applicant	 Upload Document Here           Accepted File Types: pdf			
QI-2B-SF-424 signed by proposed Program Administrator, if third-party	 Upload Document Here           Accepted File Types: pdf			

#### 4.3. How to submit your QI Application

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

## Attestation

By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just 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).

☐ Please check the box to agree and submit the application.

Name TestUser Org16AR01

Date 05 November 2020

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

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

## 5. Guarantee Application, QI Portion


The BGP Guarantee Application consists of two portions, the QI Portion and the Eligible CDFI (ECDFI) Portion. Both parts of the application may be worked on concurrently.

Only eligible Qualified Issuers or Organizations whom have submitted the QI Application can create and submit a QI Portion of a Guarantee Application. The original QI Application does not need to be approved prior to submitting a QI Guarantee Application, but the QI Application will need to be approved before a Guarantee Application is approved.

### 5.1. How to associate ECDFIs to your Program Profile

1. ECDFIs that will form part of the Bond Guarantee are associated to the QI Guarantee Application on the QI Guarantee Application screen. To associate ECDFIs to your QI Guarantee Application, log into the application and navigate to the **Organizations** tab. On the **Organizations** tab located and click on your Organization Name.

Please note that if you associate incorrect ECDFIs to your Program Profile, before submitting your application, you will need to contact the Help Desk to correct that mistake.



Search...


Search

Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)

Sandbox: FULL01

TestUser Org16AR01 ▾

[Home](#)
[Organizations](#)
[Allocations](#)
[Contacts](#)
[Service Areas](#)
[Service Requests](#)
[App Launcher](#)
[Awards](#)
[Reporting Schedule ▾](#)



Organizations Home

View: 

All Organizations ▾


Go!

Recent Organizations 

Recently Viewed ▾

Organization Name	Mailing City	Phone
Test Applicant Org 16	Grasonville	xxx-xxx-xxxx

- Once on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the BGP, Program Profile Name link.



Search...


Search

Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)

Sandbox: FULL01

TestUser Org16AR01 ▾

[Home](#)
[Organizations](#)
[Allocations](#)
[Contacts](#)
[Service Areas](#)
[Service Requests](#)
[App Launcher](#)
[Awards](#)
[Reporting Schedule ▾](#)



Organization

Test Applicant Org 16

Printable View

« Back to List: Organizations

[Org Related Attachments \(0\)](#) | 
 [Contacts \(2\)](#) | 
 [Target Markets \(0\)](#) | 
 [Organization Boards \(0\)](#) | 
 [External Contacts \(5+\)](#) | 
 [Program Profiles \(5+\)](#) | 
 [Affiliates \(0\)](#) | 
 [SF424s \(5+\)](#) | 
 [Financial Statement Audits \(0\)](#) | 
 [A-133 Audit Reports \(0\)](#) | 
 [Shareholder Report \(0\)](#) | 
 [Notes & Attachments \(0\)](#) | 
 [Service Requests \(0\)](#) | 
 [Service Areas \(0\)](#) | 
 [ILRs \(0\)](#) | 
 [Consumer Loans/Investments Originated \(0\)](#)

Organization Detail 

Edit

Organization Name	Test Applicant Org 16 <a href="#">[View Hierarchy]</a>	Phone	xxx-xxx-xxxx
Parent Relationship		Website	
		EIN/TIN	99-0000016
		DUNS	990000016

- On the BGP Program Profile page for your **Organization**, navigate to the **Associated CDFIs** section by clicking on the **Associated CDFIs** link or scroll down to the section. Within the **Associated CDFIs** section, click on the 'Add CDFIs' button.

Program Profile  
P-086982

« Back to List: Organizations

Associated CDFIs (0) | QI Applications (2) | Guarantee Applications (2)

**Program Profile Detail** [Edit](#)

▼ Organization Data

Organization	Test Applicant Org 16	Record Type	BGP
EIN/TIN	99-0000016	Program Profile Name	P-086982
DUNS	990000016		
Federal Regulator	FDIC		
FDIC Cert. # / NCUA Charter #	12345		

▼ Headquarters and Geographic Markets

Geographic Market Served

▼ System Information

Created By: System Administrator II, 1/25/2018 10:11 PM

Last Modified By: System Administrator X, 3/18/2019 11:48 PM

[Edit](#)

**Associated CDFIs** [Add CDFIs](#)

No records to display

- On the associate CDFIs search page, using the search to find the CDFI Organization(s) that will be applicants on the bond. Select the Organization(s) by using the check boxes to the left.

Search Organizations

Enter EIN/TIN

EIN/TIN # :  [Search](#)

Specified Guarantee Application : --None--

Organization Results - Page #1

Name	TIN	Street	City

- Click the picklist field 'Specified Guarantee Application' to select the Guarantee Application you would like to Associate CDFIs to.

Search Organizations

Enter EIN/TIN

EIN/TIN # :  [Search](#)

Specified Guarantee Application : GA-000045

Organization Results - Page #1

Name	TIN	Street	City
<input checked="" type="checkbox"/> GROW MICHIGAN CDE, L3C	47-3876448	100 SOUTH JACKSON STREET SUITE 206	JACKSON
<input checked="" type="checkbox"/> Test Applicant Org 08	20-1780708		
<input checked="" type="checkbox"/> Hope Restorations, Inc.	47-4619038		
<input type="checkbox"/> COMMUNITY CARE FINANCIAL, LLC	46-2981362	5801 Harbour View Blvd	Suffolk
<input type="checkbox"/> Lazarus House Community Development Corporation Inc.	46-2974075		
<input type="checkbox"/> Neighborhood Lending Partners of Florida, Inc.	59-3138324	3615 West Spruce Street	Tampa
<input type="checkbox"/> Merchants & Planters Bancshares, Inc.	62-1253134	411 West Market Street, P.O. Box 280	Bolivar
<input type="checkbox"/> Charlotte Erickson	64-5100841		

6. Click the 'Process Selected' button to add the CDFI(s) to your Program Profile.

Search Organizations

Enter EIN/TIN

EIN/TIN #:  Search

Specified Guarantee Application :

Organization Results - Page #1

Name	TIN	Street	City
<input checked="" type="checkbox"/> GROW MICHIGAN CDE, L3C	47-3876448	100 SOUTH JACKSON STREET SUITE 206	JACKSON
<input checked="" type="checkbox"/> Test Applicant Org 08	20-1780708		
<input checked="" type="checkbox"/> Hope Restorations, Inc.	47-4619038		
<input type="checkbox"/> COMMUNITY CARE FINANCIAL, LLC	46-2981362	5801 Harbour View Blvd	Suffolk
<input type="checkbox"/> Lazarus House Community Development Corporation Inc.	46-2974075		
<input type="checkbox"/> Neighborhood Lending Partners of Florida, Inc.	59-3138324	3615 West Spruce Street	Tampa
<input type="checkbox"/> Merchants & Planters Bancshares, Inc.	62-1253134	411 West Market Street, P.O. Box 280	Bolivar
<input type="checkbox"/> Charlotte Erickson	64-5100841		

7. Associated CDFIs will be displayed within the Organizations Program Profile. These are the ECDFIs that will be recipients of funds in the Bond Loan, should the application be approved. The initial application page for the QI Portion of the Guarantee Application with associated CDFIs should be saved prior to an ECDFI beginning the ECDFI Portion of the Application in the section that follows, so that the ECDFI Guarantee Application will link to the QI Portion once it is begun.

Program Profile

P-086982

« Back to List: Organizations

Associated CDFIs (3) | QI Applications (2) | Guarantee Applications (2)

Program Profile Detail

Organization Data

Organization	Record Type
<u>Test Applicant Org 16</u>	BGP

EIN/TIN 99-0000016 Program Profile Name P-086982

DUNS 990000016

Federal Regulator FDIC

FDIC Cert. # / NCUA Charter # 12345

Headquarters and Geographic Markets

Geographic Market Served

System Information

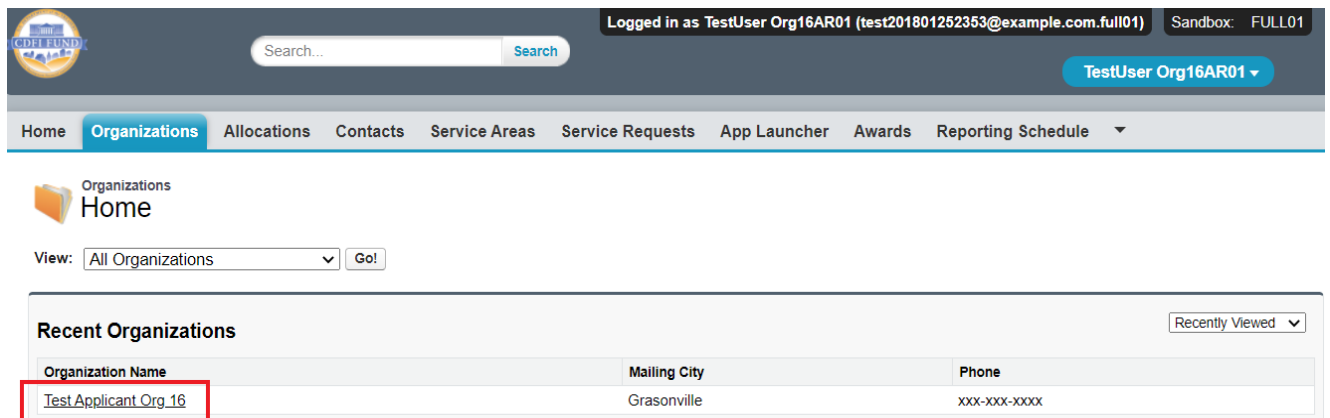
Created By System Administrator II, 1/25/2018 10:11 PM Last Modified By System Administrator X, 3/18/2019 11:48 PM

Associated CDFIs

Action	Associated CDFI Id	Organization
<input type="checkbox"/>   Edit	ACDFI-000023	<u>GROW MICHIGAN CDE, L3C</u>
<input type="checkbox"/>   Edit	ACDFI-000024	<u>Test Applicant Org 08</u>
<input type="checkbox"/>   Edit	ACDFI-000025	<u>Hope Restorations, Inc.</u>

## 5.2. How to create a new QI Guarantee Application

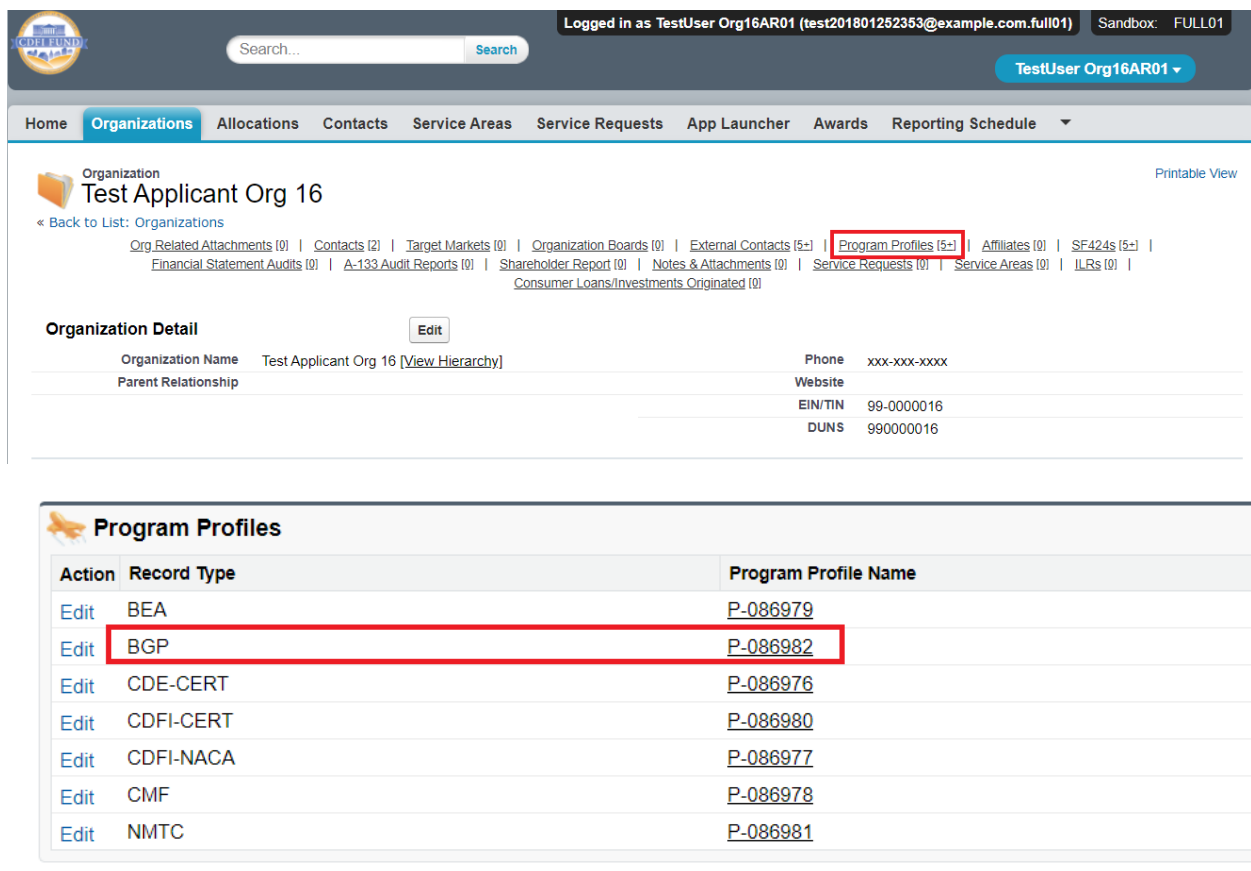
1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab located and click on your Organization Name.



The screenshot shows the 'Organizations Home' page. At the top, there is a header with a search bar and a 'Search' button. Below the header, there is a navigation bar with tabs: Home, Organizations (selected), Allocations, Contacts, Service Areas, Service Requests, App Launcher, Awards, and Reporting Schedule. The main content area is titled 'Organizations Home' and includes a 'View:' dropdown set to 'All Organizations' and a 'Go!' button. Below this, there is a section titled 'Recent Organizations' with a 'Recently Viewed' dropdown. A table lists recent organizations with columns for Organization Name, Mailing City, and Phone. The first row, 'Test Applicant Org. 16', is highlighted with a red box.

Organization Name	Mailing City	Phone
Test Applicant Org. 16	Grasonville	xxx-xxx-xxxx

2. Once on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the BGP, Program Profile Name link.



The screenshot shows the 'Organization Detail' page for 'Test Applicant Org 16'. The page has a navigation bar with tabs: Home, Organizations (selected), Allocations, Contacts, Service Areas, Service Requests, App Launcher, Awards, and Reporting Schedule. The main content area is titled 'Organization Detail' and includes an 'Edit' button. Below this, there is a table with columns for Organization Name, Mailing City, and Phone. The first row, 'Test Applicant Org 16', is highlighted with a red box. Below the table, there is a section titled 'Program Profiles' with a 'Printable View' link. A table lists program profiles with columns for Action, Record Type, and Program Profile Name. The row for 'BGP' is highlighted with a red box.

Action	Record Type	Program Profile Name
Edit	BEA	P-086979
Edit	BGP	P-086982
Edit	CDE-CERT	P-086976
Edit	CDFI-CERT	P-086980
Edit	CDFI-NACA	P-086977
Edit	CMF	P-086978
Edit	NMTC	P-086981

- On the BGP Program Profile page for your **Organization**, navigate to the **Guarantee Applications** section by clicking on the **Guarantee Applications** link or scroll down to the section. Within the **Guarantee Applications** section click on the 'New Guarantee Application' button.

Program Profile  
P-086982

Associated CDFIs (3) | QI Applications (2) | **Guarantee Applications (2)**

Program Profile Detail

Organization Data

Organization	Test Applicant Org 16	Record Type	BGP
EIN/TIN	99-0000016	Program Profile Name	P-086982
DUNS	990000016		
Federal Regulator	FDIC		
FDIC Cert. # / NCUA Charter #	12345		

Headquarters and Geographic Markets

System Information

Created By: System Administrator II, 1/25/2018 10:11 PM

Last Modified By: System Administrator X, 3/18/2019 11:48 PM

Associated CDFIs

Action	Associated CDFI Id	Organization
<input type="checkbox"/>   Edit	ACDFI-000023	GROW MICHIGAN CDE, L3C
<input type="checkbox"/>   Edit	ACDFI-000024	Test Applicant Org 08
<input type="checkbox"/>   Edit	ACDFI-000025	Home Restorations, Inc.

QI Applications

Action	QI Application	Record Type	Application Status
<input type="checkbox"/>   Edit	QIA-000032	Application	Approved
<input type="checkbox"/>   Edit	QIA-000039	Application	In Progress

Guarantee Applications

**New Guarantee Application**

- On the New Guarantee Application screen, select the QI Guarantee record type (and not the ECDFI Guarantee type) and click **Continue**.

New Guarantee Application

### Select Guarantee Application Record Type

Select a record type for the new guarantee application.

**Select Guarantee Application Record Type**

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

**Continue** **Cancel**

Available Guarantee Application Record Types

Record Type Name	Description
ECDFI Guarantee	For CDFI Applicants who are not a Qualified Issuer
QI Guarantee	For Applicants who are approved as a Qualified Issuer

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


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

The screenshot displays the 'New Guarantee Application' edit screen. At the top, there is a navigation bar with the CDFI Fund logo, a search bar, and user information: 'Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)' and 'Sandbox: FULL01'. Below the navigation bar is a menu with options: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, App Launcher, Awards, and Reporting Schedule. The main content area is titled 'Guarantee Application Edit' and 'New Guarantee Application'. It contains three main sections: 'Information', 'Organization Information', and 'Application Contacts'. The 'Information' section includes fields for 'Application Status' (Pending), 'Amount \$' (highlighted with a red box), 'Date Received', 'Record Type' (QI Guarantee), 'Program Profile' (P-086982, highlighted with a red box), and 'Notice' (QI Application, QI Guarantee Application). The 'Organization Information' section includes fields for 'Applicants Total Assets', 'Minority Depository Institution' (--None--), and 'Community Bank' (--None--). The 'Application Contacts' section includes a field for 'Authorized Representative Name' (highlighted with a red box). At the bottom of each section are buttons for 'Save', 'Save & New', and 'Cancel'.

### 5.3. How to provide Application Documents

1. On the newly created **QI Guarantee Application**, you can review and edit the **Application Contacts**. Documents required as part of the QI Portion of the Guarantee Application are listed in the CDFI Bond Guarantee Program - Guarantee Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2>. Begin providing application documents by clicking on the **'View Application'** button.





Guarantee Application

GA-000044

[Back to List: Organizations](#)

[Printable View](#)

ECDFI Applications (0)


## Guarantee Application Detail

[Edit](#)
[View Application](#)

Guarantee Application Number	GA-000044	Record Type	QI Guarantee
Organization Name	Test Applicant Org 16	Program Profile	P-086982
Control Number	21-BGA-00044	Notice	BGP 2021
Application Status	Pending	QI Application	
Amount \$	\$10,000,000.00	QI Guarantee Application	
Date Received		QI Applicant Name	

- On the Document portion of the **QI Guarantee Application**, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area, select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI Bond Guarantee Program - Guarantee Application (Reference Copy), Section 1.0. Only that type of document may be uploaded to that field.

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



Search...

Search

Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)

Sandbox: FULL01

TestUser Org16AR01

[Home](#)
[Organizations](#)
[Allocations](#)
[Contacts](#)
[Service Areas](#)
[Service Requests](#)
[App Launcher](#)
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[Reporting Schedule](#)
[CMF Performance Report](#)

[Exit Application](#)

Guarantee Application

APPLICANT

Test Applicant Org 16

APPLICATION NUMBER

GA-000044

STATUS

Pending

CONTROL NUMBER

FISCAL YEAR

2021

GUARANTEE APPLICATION REQUIREMENTS

Search Requirements...

Required Documents

A-1-Checklist

A-2a-No Material Change Certification

A-2b-SF-424

A-2c-Federal assurances and certifications

Document Name	Upload	Files Provided	Date/Time Submitted	Document Comments
A-1-Checklist	<div> <div>DRAG &amp; DROP</div> <div>Upload Document Here</div> <div>Accepted File Types: pdf</div> </div>			
A-2a-No Material Change Certification	<div> <div>DRAG &amp; DROP</div> <div>Upload Document Here</div> <div>Accepted File Types: pdf</div> </div>			
A-2b-SF-424	<div> <div>DRAG &amp; DROP</div> <div>Upload Document Here</div> <div>Accepted File Types: pdf</div> </div>			

## 5.4. How to submit your QI Guarantee Application

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

**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).

☒ Please check the box to agree and submit the application.

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

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

**Note:** After reviewing your application the Authorized Representative may decide that some or all documents need to be reuploaded which will unlock the Application. You will then receive an email notification asking you to reupload the requested document(s). Follow step 5.3 and 5.4 to upload and submit the document(s).

## 6. Guarantee Application, ECDFI Portion

Only Eligible Community Development Financial Institutions (ECDFI) create and submit a ECDFI Portion of the Guarantee Application.


### 6.1. How to create a new ECDFI Guarantee Application

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

The screenshot shows the application's user interface. At the top, there's a header with a logo, a search bar, and user information: "Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)" and "Sandbox: FULL01". Below the header is a navigation bar with tabs: Home, Organizations (selected), Allocations, Contacts, Service Areas, Service Requests, App Launcher, Awards, and Reporting Schedule. The main content area is titled "Organizations Home" and includes a "View: All Organizations" dropdown and a "Go!" button. Below this is a "Recent Organizations" table with columns for Organization Name, Mailing City, and Phone. The first row, "Test Applicant Org 16", is highlighted with a red box.

Organization Name	Mailing City	Phone
Test Applicant Org 16	Grasonville	xxx-xxx-xxxx

- Once on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the BGP, Program Profile Name link.



Search...


Search

Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)

Sandbox: FULL01

TestUser Org16AR01

[Home](#)
[Organizations](#)
[Allocations](#)
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[Service Areas](#)
[Service Requests](#)
[App Launcher](#)
[Awards](#)
[Reporting Schedule](#)



Organization

Test Applicant Org 16

Printable View


[Back to List: Organizations](#)

[Org Related Attachments \(0\)](#) | 
 [Contacts \(2\)](#) | 
 [Target Markets \(0\)](#) | 
 [Organization Boards \(0\)](#) | 
 [External Contacts \(5+\)](#) | 
 [Program Profiles \(5+\)](#) | 
 [Affiliates \(0\)](#) | 
 [SF424s \(5+\)](#) | 
 [Financial Statement Audits \(0\)](#) | 
 [A-133 Audit Reports \(0\)](#) | 
 [Shareholder Report \(0\)](#) | 
 [Notes & Attachments \(0\)](#) | 
 [Service Requests \(0\)](#) | 
 [Service Areas \(0\)](#) | 
 [ILRs \(0\)](#) | 
 [Consumer Loans/Investments Originated \(0\)](#)

Organization Detail

Edit

Organization Name	Test Applicant Org 16 <a href="#">View Hierarchy</a>	Phone	xxx-xxx-xxxx
Parent Relationship		Website	
		EIN/TIN	99-0000016
		DUNS	990000016



Program Profiles

Action	Record Type	Program Profile Name
<a href="#">Edit</a>	BEA	<a href="#">P-086979</a>
<a href="#">Edit</a>	BGP	<a href="#">P-086982</a>
<a href="#">Edit</a>	CDE-CERT	<a href="#">P-086976</a>
<a href="#">Edit</a>	CDFI-CERT	<a href="#">P-086980</a>
<a href="#">Edit</a>	CDFI-NACA	<a href="#">P-086977</a>
<a href="#">Edit</a>	CMF	<a href="#">P-086978</a>
<a href="#">Edit</a>	NMTC	<a href="#">P-086981</a>

- On the BGP Program Profile page for your **Organization**, navigate to the **Guarantee Applications** section by clicking on the **Guarantee Applications** link or scroll down to the section. Within the **Guarantee Applications** section click on the 'New Guarantee Application' button.

Program Profile  
P-086982  
Back to List: Organizations

Associated CDFIs (2) | QI Applications (2) | **Guarantee Applications (2)**

**Program Profile Detail** Edit

Organization Data

Organization	Test Applicant Org 16	Record Type	BGP
EIN/ITIN	99-0000016	Program Profile Name	P-086982
DUNS	990000016		
Federal Regulator	FDIC		
FDIC Cert. # / NCUA Charter #	12345		

Headquarters and Geographic Markets

Geographic Market Served

System Information

Created By: System Administrator II, 1/25/2018 10:11 PM  
Last Modified By: System Administrator X, 3/18/2019 11:48 PM

**Associated CDFIs** Add CDFIs

Action	Associated CDFI Id	Organization
<input type="checkbox"/> Edit	ACDFI-000023	GROW MICHIGAN CDE LLC
<input type="checkbox"/> Edit	ACDFI-000024	Test Applicant Org 08
<input type="checkbox"/> Edit	ACDFI-000025	Hope Restorations, Inc.

**QI Applications** New QI Application

Action	QI Application	Record Type	Application Status
<input type="checkbox"/> Edit	QIA-000032	Application	Approved
<input type="checkbox"/> Edit	QIA-000039	Application	In Progress

**Guarantee Applications** New Guarantee Application

- On the New Guarantee Application screen, select the ECDFI Guarantee (and not the QI Guarantee) record type and click **Continue**.

Search... Search

Logged in as TestUser Org16AR01 (test201801252353@example.com.full01) Sandbox: FULL01

TestUser Org16AR01

Home Organizations Allocations Contacts Service Areas Service Requests App Launcher Awards Reporting Schedule

New Guarantee Application

## Select Guarantee Application Record Type

Select a record type for the new guarantee application.

**Select Guarantee Application Record Type**


Record Type of new record **ECDFI Guarantee**

Continue Cancel

Available Guarantee Application Record Types

Record Type Name	Description
ECDFI Guarantee	For CDFI Applicants who are not a Qualified Issuer
QI Guarantee	For Applicants who are approved as a Qualified Issuer

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



Search...

Search

Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)

Sandbox: FULL01

TestUser Org16AR01

Home

Organizations

Allocations

Contacts

Service Areas

Service Requests

App Launcher

Awards

Reporting Schedule

Guarantee Application Edit

New Guarantee Application

Guarantee Application Edit

Save Save & New Cancel

Information

Application Status Pending

Amount \$

Date Received

Record Type ECDFI Guarantee

Program Profile P-086982

Notice

QI Guarantee Application

Associated CDFI

Organization Information

Applicants Total Assets

Minority Depository Institution --None--

Community Bank --None--

Application Contacts

Authorized Representative Name

Save Save & New Cancel


## 6.2. How to provide Application Documents

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

Note that the QI that is managing the Bond Guarantee Application should show up as linked in the right portion of the screen.

**Important:** If this field shows a QI name that is different than the one intended, contact the Help Desk, to have the correct one placed in the field before submitting the actual application as described below.

21



Search...


Search

Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)

Sandbox: FULL01

TestUser Org16AR01

Home Organizations Allocations Contacts Service Areas Service Requests App Launcher Awards Reporting Schedule



Guarantee Application  
**GA-000045**

Printable View

« Back to List: Organizations


Notes & Attachments (0)

Edit
View Application

Guarantee Application Id	GA-000045	Record Type	ECDFI Guarantee
Organization Name	Test Applicant Org 16	Program Profile	<a href="#">P-086982</a>
Application Status	Pending	Notice	<a href="#">BGP 2021</a>
Amount \$	\$10,000,000.00	QI Guarantee Application	
Date Received		QI Applicant Name	
Control Number	20-BGA-00045	Associated CDFI	

- Documents required as part of the ECDFI Portion of the Guarantee Application are listed in the CDFI Bond Guarantee Program - Guarantee Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2>. On the Document portion of the **ECDFI Guarantee Application**, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area, select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI Bond Guarantee Program - Guarantee Application (Reference Copy), Section 2.0. Only that type of document may be uploaded to that field.

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



Logged in as TestUser Org16AR01 (test201801252353@example.com.full01)
 Sandbox: FULL01

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[Awards](#)
[Reporting Schedule](#)
[CMF Performance Report](#)

[← Exit Application](#)

### Guarantee Application

APPLICANT  
Test Applicant Org 16  
  
 CONTROL NUMBER

APPLICATION NUMBER  
GA-000045  
  
 FISCAL YEAR  
2021

STATUS  
Pending  
  
 QI APPLICANT NAME

GUARANTEE APPLICATION REQUIREMENTS

[Required Documents](#)

- B-ID-1-Checklist
- B-ID-10A-Current grant funding
- B-ID-10B-Projected grant funding
- B-ID-10C-Credit Enhancements
- B-ID-10D-Historical Investor renewal rate
- B-ID-10E-Covenant

#### Document Requirements

Document Name	Upload	Files Provided	Date/Time Submitted	Document Comments
B-ID-1-Checklist	<div>            DRAG &amp; DROP            Upload Document Here            Accepted File            Types: pdf         </div>			
B-ID-2A-SF-424	<div>            DRAG &amp; DROP            Upload Document Here            Accepted File            Types: pdf         </div>			
B-ID-2B-Federal assurances and certifications	<div>            DRAG &amp; DROP            Upload Document Here            Accepted File            Types: pdf         </div>			

### 6.3. How to submit your ECDFI Guarantee Application

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

#### Attestation

By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just 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).

☐ Please check the box to agree and submit the application.

Name TestUser Org16AR01

Date 05 November 2020

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

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

**Note:** After reviewing your application the Authorized Representative may decide that some or all documents need to be reuploaded which will unlock the Application. You will then receive an email notification asking you to reupload the requested document(s). Follow step 6.2 and 6.3 to upload and submit the document(s).