



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.

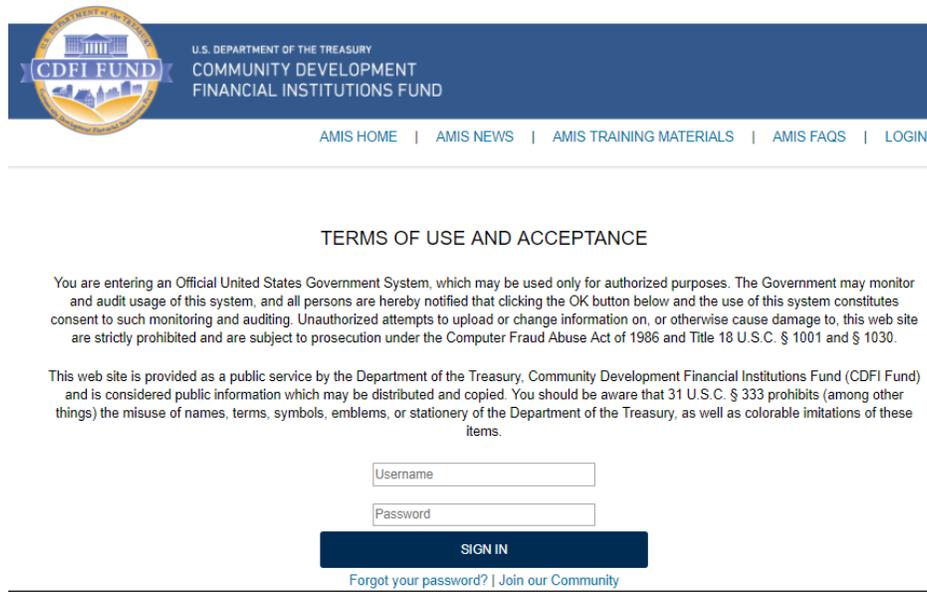
2. Getting Started

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**.

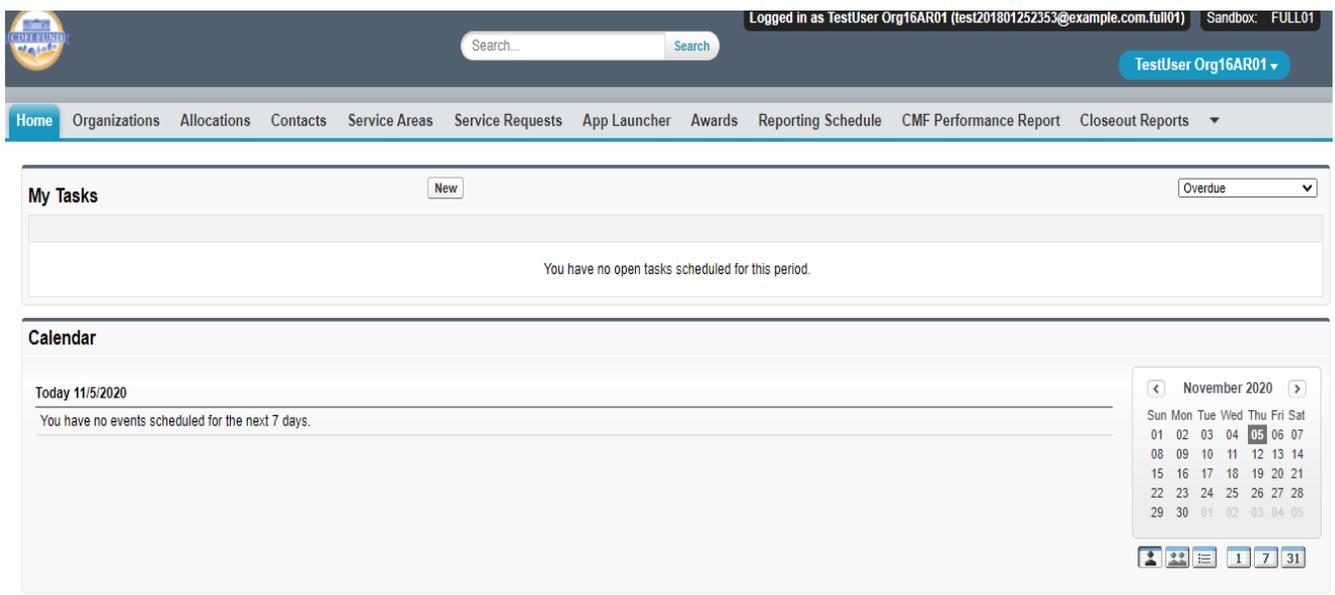


The screenshot shows the login page for the AMIS portal. At the top left is the CDFI Fund logo. To its right, the text reads "U.S. DEPARTMENT OF THE TREASURY COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND". Below this is a navigation bar with links: "AMIS HOME", "AMIS NEWS", "AMIS TRAINING MATERIALS", "AMIS FAQs", and "LOGIN". The main heading is "TERMS OF USE AND ACCEPTANCE". Below this is a paragraph of text explaining that the system is an official U.S. Government system and that users consent to monitoring and auditing. A second paragraph states that the site is a public service and that users should be aware of 31 U.S.C. § 333. Below the text are two input fields: "Username" and "Password". A blue "SIGN IN" button is positioned below the password field. At the bottom of the login area, there is a link: "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

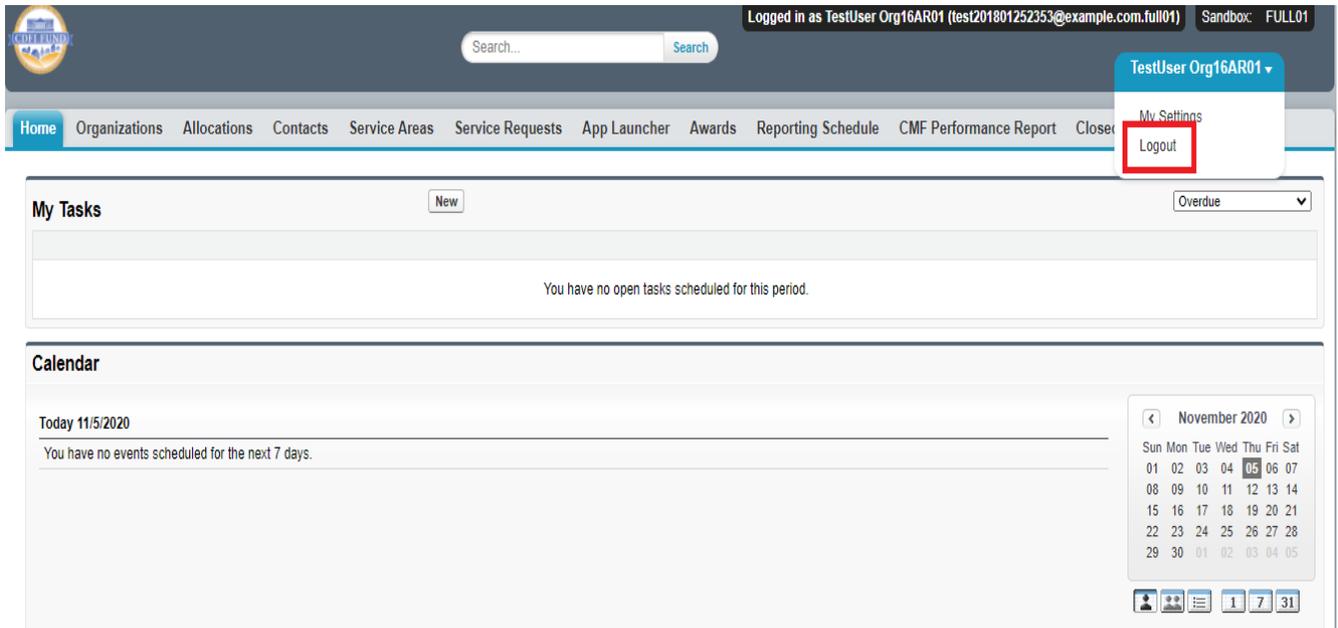
Once you log in the following screen will be presented.



The screenshot shows the AMIS portal dashboard. At the top, there is a search bar and a user profile dropdown showing "TestUser Org16AR01". Below the search bar is a navigation menu with items: "Home", "Organizations", "Allocations", "Contacts", "Service Areas", "Service Requests", "App Launcher", "Awards", "Reporting Schedule", "CMF Performance Report", and "Closeout Reports". The main content area is divided into two sections: "My Tasks" and "Calendar". The "My Tasks" section has a "New" button and a dropdown menu set to "Overdue". Below it, a message states "You have no open tasks scheduled for this period." The "Calendar" section shows "Today 11/5/2020" and a message "You have no events scheduled for the next 7 days." To the right of the calendar is a monthly calendar for November 2020, with the 5th highlighted. At the bottom right of the calendar are icons for user profile, settings, and a date picker showing "1 7 31".

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.

Organizations
Home

View:

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 Printable View
Test Applicant Org 16

[« 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 [View Hierarchy] | 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.

| 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 **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

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 | 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 📍

- 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
New QI Application

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.

The screenshot shows a web application interface for a QI Application. At the top, there is a search bar and a navigation menu with items like Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, App Launcher, Awards, and Reporting Schedule. The user is logged in as 'TestUser Org16AR01'. The application details section shows 'QI Application' with 'Test Applicant Org 16' as the applicant, 'QIA-000039' as the application number, '2021' as the fiscal year, and 'In Progress' as the status.

The 'Document Requirements' section contains a table with the following structure:

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

A red box highlights the 'Upload' column for all three rows, indicating the area where documents should be uploaded.

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.

Organizations
Home

View:

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

Recently Viewed ▾

- 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.


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 ▾](#)

Printable View

Organization
Test Applicant Org 16

[« 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 [View Hierarchy] | 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) | GI 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

Process Selected Cancel Back

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

Process Selected Cancel Back

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 : 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 | | |

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

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 | Hope Restorations, Inc. |

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.

Organizations Home

View: All Organizations Go!

| 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.

Organization Test Applicant Org 16 Printable View

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) | IIRs (0) | Consumer Loans/Investments Originated (0)

Organization Detail Edit

| | | | |
|---------------------|--|---------|--------------|
| Organization Name | Test Applicant Org 16 View Hierarchy | Phone | xxx-xxx-xxxx |
| Parent Relationship | | Website | |
| | | EIN/TIN | 99-0000016 |
| | | DUNS | 990000016 |

Program Profiles

| 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 [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

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 |
|--------|--------------------|-------------------------|
| [Edit] | ACDFI-000023 | GROW MICHIGAN CDE L3C |
| [Edit] | ACDFI-000024 | Test Applicant Org 08 |
| [Edit] | ACDFI-000025 | Home Restorations, Inc. |

QI Applications [New QI Application]

| Action | QI Application | Record Type | Application Status |
|--------|----------------|-------------|--------------------|
| [Edit] | QIA-000032 | Application | Approved |
| [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** [v]

[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.

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 | = Required Information

Application Status Pending
Amount \$
Date Received

Record Type QI Guarantee
Program Profile
Notice
QI Application
QI Guarantee Application

Organization Information

Applicants Total Assets
Minority Depository Institution --None--
Community Bank --None--

Application Contacts

Authorized Representative Name

Save Save & New 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 Printable View

[← Back to List: Organizations](#)

ECDFI Applications (0)

Guarantee Application Detail

| | | | |
|------------------------------|-----------------------|--------------------------|--------------|
| 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


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](#) [CMF Performance Report](#) ▾

[← Exit Application](#)

Guarantee Application

| | | |
|------------------------------------|---------------------------------|-------------------|
| APPLICANT Test Applicant Org 16 | APPLICATION NUMBER GA-000044 | STATUS Pending |
| CONTROL NUMBER ? | FISCAL YEAR 2021 | |

| Document Name | Upload | Files Provided | Date/Time Submitted | Document Comments |
|---------------------------------------|---|----------------|---------------------|-------------------|
| A-1-Checklist |  Upload Document Here Accepted File Types: pdf | | | |
| A-2a-No Material Change Certification |  Upload Document Here Accepted File Types: pdf | | | |
| A-2b-SF-424 |  Upload Document Here | | | |

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

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 is a navigation bar with a search box and a user profile dropdown for 'TestUser Org16AR01'. Below this is a main navigation menu with tabs for 'Home', 'Organizations', 'Allocations', 'Contacts', 'Service Areas', 'Service Requests', 'App Launcher', 'Awards', and 'Reporting Schedule'. The 'Organizations' tab is selected. The main content area shows a 'Home' section with a 'View: All Organizations' dropdown and a 'Go!' button. Below this is a 'Recent Organizations' table with a 'Recently Viewed' dropdown. The table has three columns: 'Organization Name', 'Mailing City', and 'Phone'. The first row is 'Test Applicant Org 16', 'Grasonville', and 'xxx-xxx-xxxx'. The 'Test Applicant Org 16' cell 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.

The screenshot shows a web application interface for 'Test Applicant Org 16'. The top navigation bar includes 'Home', 'Organizations', 'Allocations', 'Contacts', 'Service Areas', 'Service Requests', 'App Launcher', 'Awards', and 'Reporting Schedule'. The user is logged in as 'TestUser Org16AR01'. The main content area shows the organization's details and a list of program profiles. The 'Program Profiles' section is highlighted with a red box, and the 'BGP' profile is also highlighted with a red box.

Organization Detail

| | | | |
|---------------------|--|---------|--------------|
| Organization Name | Test Applicant Org 16 [View Hierarchy] | Phone | xxx-xxx-xxxx |
| Parent Relationship | | Website | |
| | | EIN/TIN | 99-0000016 |
| | | DUNS | 990000016 |

Program Profiles

| 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.

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 CMF Performance Report Closeout Reports Multi-CDE Projects TLR Notes TLR Projects

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 L3C |
| <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**.

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

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.


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

Information ! = Required Information

| | | | |
|--------------------|----------------------|--------------------------|---|
| Application Status | Pending | Record Type | ECDFI Guarantee |
| Amount \$ | <input type="text"/> | Program Profile | <input type="text" value="P-086982"/>  |
| Date Received | | Notice | |
| | | QI Guarantee Application | |
| | | Associated CDFI | |

Organization Information

| | |
|---------------------------------|----------------------|
| Applicants Total Assets | <input type="text"/> |
| Minority Depository Institution | --None-- ▾ |
| Community Bank | --None-- ▾ |

Application Contacts

| | |
|--------------------------------|--|
| Authorized Representative Name | <input type="text"/>  |
|--------------------------------|--|

6.2. How to provide Application Documents

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

Note 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.



 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 \(0\)](#)

Guarantee Application Detail

| | | | |
|--------------------------|-----------------------|--------------------------|--------------------------|
| Guarantee Application Id | GA-000045 | Record Type | ECDFI Guarantee |
| Organization Name | Test Applicant Org 16 | Program Profile | P-086982 |
| Application Status | Pending | Notice | BGP 2021 |
| 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

TestUser Org16AR01

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

[Exit Application](#)

Guarantee Application

| | | |
|------------------------------------|---------------------------------|-------------------|
| APPLICANT Test Applicant Org 16 | APPLICATION NUMBER GA-000045 | STATUS Pending |
| CONTROL NUMBER | FISCAL YEAR 2021 | QI APPLICANT NAME |

GUARANTEE APPLICATION REQUIREMENTS

Search 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 |  DRAG & DROP Upload Document Here Accepted File Types: pdf | | | |
| B-ID-2A-SF-424 |  DRAG & DROP Upload Document Here Accepted File Types: pdf | | | |
| B-ID-2B-Federal assurances and certifications |  DRAG & DROP Upload Document Here Accepted File Types: pdf | | | |

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).