



AMIS Training Manual

Community Development Financial Institutions Program and Native
American CDFI Assistance Program

Financial Assistance, Rapid Response and Technical Assistance Awards
Compliance Report Completion Guidance

(For CDFI/NACA FA, RRP and TA Recipients)

September 2021

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1. INTRODUCTION

A Recipient that has received a Community Development Financial Institutions Program (CDFI Program) or Native American CDFI Assistance Program (NACA Program) Technical Assistance (TA) Financial Assistance (FA) and/or Rapid Response Program (RRP) award (an “Award”) from the Community Development Financial Institution Fund (CDFI Fund) must submit compliance reports as required by the Assistance Agreement. If you have any questions regarding the reporting requirement in your Assistance Agreement, or require technical assistance, please submit a Service Request via your organizations AMIS account.

The objective of this training manual is to provide CDFI Program and NACA Program Recipients with instructions on how to complete and submit compliance reports online within the Awards Management Information System (AMIS).

To make the best use of this guidance, Recipients should have a copy of the Assistance Agreement available for reference for each CDFI Program or NACA Program Award.

2. TYPES OF REPORT

2.1 Organization vs. Award Specific Reports

Throughout the Period of Performance covered by the Assistance Agreement, the Recipient must provide to the CDFI Fund an Annual Report, which comprises two parts: Financial Condition Report and Performance Report. Each of these reports may be comprised of multiple components. Please note you will only need to submit Organizational Level Reports once per fiscal year (FY), even if your organization has multiple Awards.

Organizational Level Reports

Reports that may be required at the organization level include:

- Financial Statement Audit Report
- Single Audit Report
- Transaction Level Report¹
- Shareholder Report

Award Level Reports

Reports that may be required at the Award level include:

- Performance Progress Report (PPR) (Applicable to FY 2015 Awards and later)
- Uses of Award Report (Applicable to FY 2015 Awards and later)

¹ Transaction Level Report instructional documents can be accessed by visiting:
<https://www.cdfifund.gov/Pages/amisreporting.aspx>

- SF-425 Report (Applicable to FY 2018 TA Awards and earlier)

3. REPORTING SCHEDULE

The **Reporting Schedule**² is a central location in AMIS that allows you to track and monitor compliance reports that are due to the CDFI Fund for all Awards. It allows you to track the compliance reports due dates, and to monitor if the compliance reports have been submitted. Please note that the CDFI Fund will be sending the Authorized Representatives on the **Award Detail** page reporting reminders 30 days and 15 days prior to the report deadline. To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization’s AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as “junk” or “spam.”

To access the Reporting Schedule:

1. Log into AMIS.
2. Click on the **Reporting Schedule** tab. To view all reports, choose **ALL** in the drop down menu. Click on **GO**. A list of compliance reports that are due is displayed. Note that if your organization has active awards for more than one CDFI Fund program, your list of reports will include more than just reports associated with your CDFI Program award.



Figure 1. Retrieve Reporting Schedule

Action	Reporting Schedule Name	Compliance Report	Fiscal Year	Due Date	Days to Submit	Status	View Report Tab
Edit	RS-0007	Certification Status Report	2015	6/30/2016	41	Pending Receipt	Organization
Edit	RS-0008	Performance Goals and Measures	2015	6/30/2016	41	Pending Receipt	View PG&M Tab
Edit	RS-0009	Uses of FA	2015	6/30/2016	41	Pending Receipt	View Use of FA tab
Edit	RS-0010	Financial Statement Audit Report	2015	6/30/2016	41	Pending Receipt	Organization
Edit	RS-0011	A133 Audit Report	2015	6/30/2016	41	Pending Receipt	Organization
Edit	RS-0012	Shareholder Report	2015	6/30/2016	41	Pending Receipt	Organization
Edit	RS-0013	Shareholder Report	2016	6/30/2016	41	Pending Receipt	Organization
Edit	RS-0014	A133 Audit Report	2016	6/30/2016	41	Pending Receipt	Organization
Edit	RS-0015	Financial Statement Audit Report	2016	6/30/2016	41	Pending Receipt	Organization
Edit	RS-0016	Uses of FA	2016	6/30/2017	406	Pending Receipt	View Use of FA tab
Edit	RS-0017	Certification Status Report	2016	6/30/2017	406	Pending Receipt	Organization
Edit	RS-0018	Performance Goals and Measures	2016	6/30/2017	406	Pending Receipt	View PG&M Tab

Figure 2. Reporting Schedule

² When font is bold, it is referencing an AMIS link.

4. FINANCIAL STATEMENTS AND RELATED AUDITORS AND ACCOUNTANTS REVIEW REPORTS

The Financial Statements will be reviewed by the CDFI Fund to determine the Recipient’s financial and managerial soundness.

4.1 Financial Statement Audit Report (if applicable)

1. Click on the **Organizations** tab or use the **Global Search** to locate the Organization.

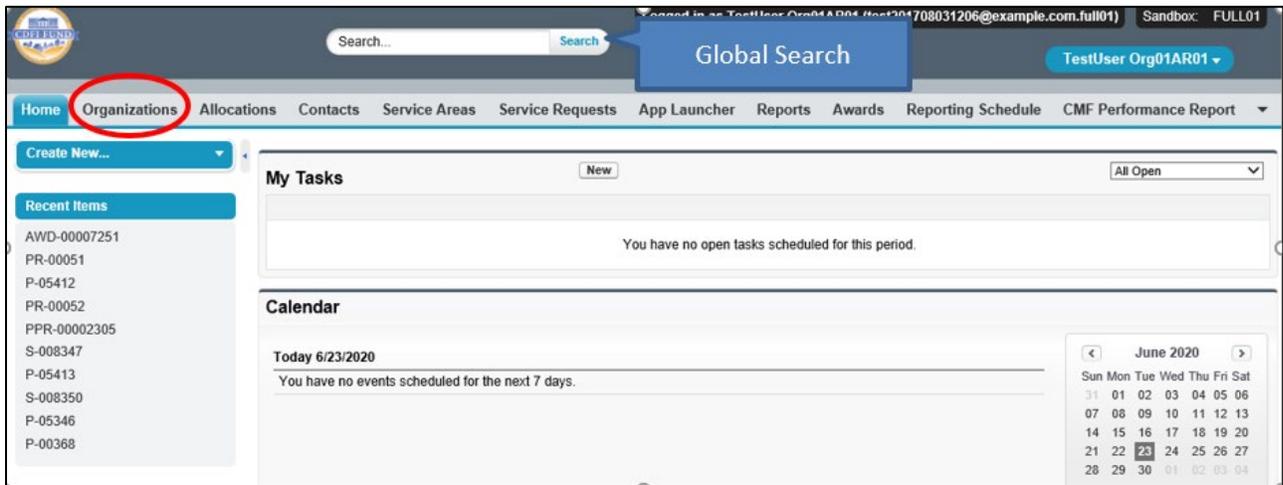


Figure 1. Home Page

2. Click on the **Organization Name** link for the reporting organization.

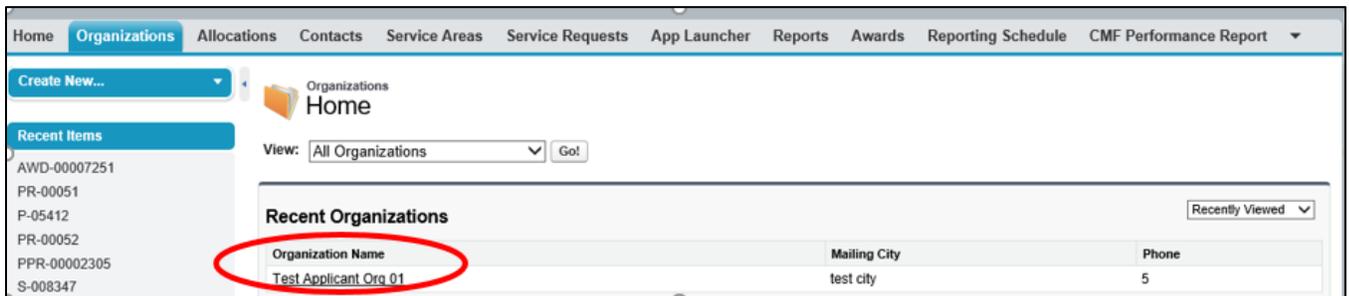


Figure 2. Organizations Tab

This space is intentionally left blank.

3. From the **Organization Detail** page, click on the **Financial Statement Audits** section link.

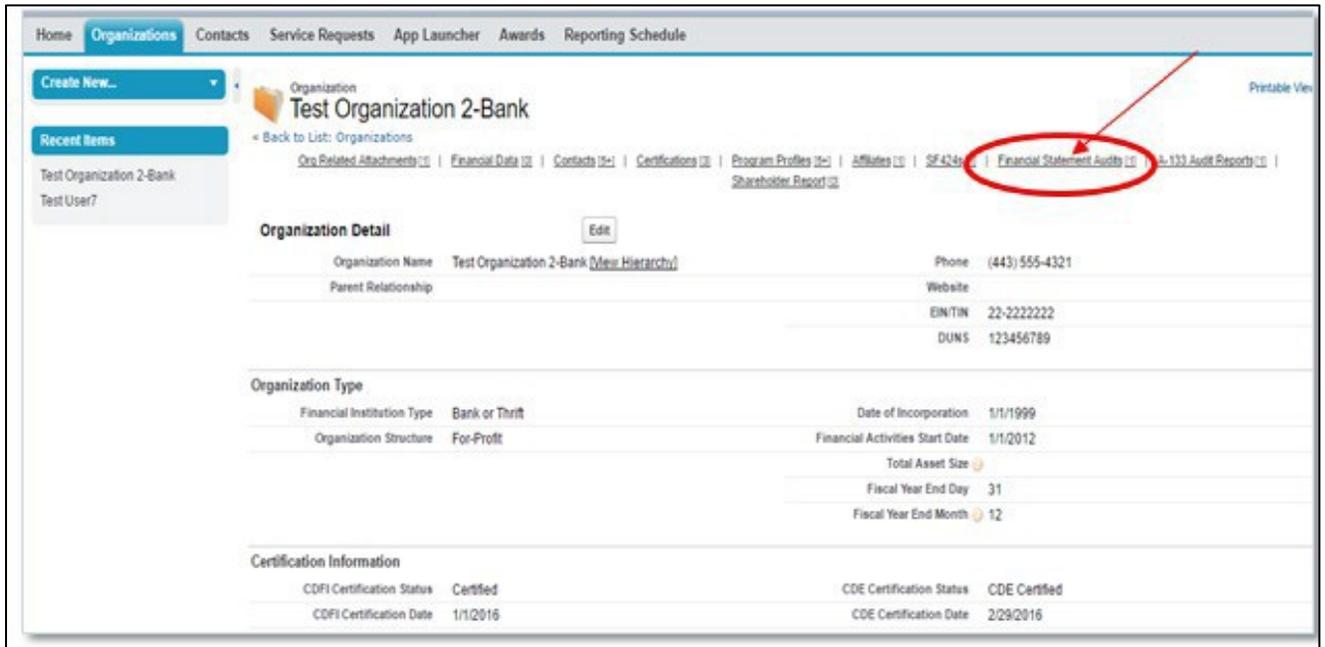


Figure 3. Organization Detail Page

4. Select the **New Financial Statement Audit** button to create a new report.

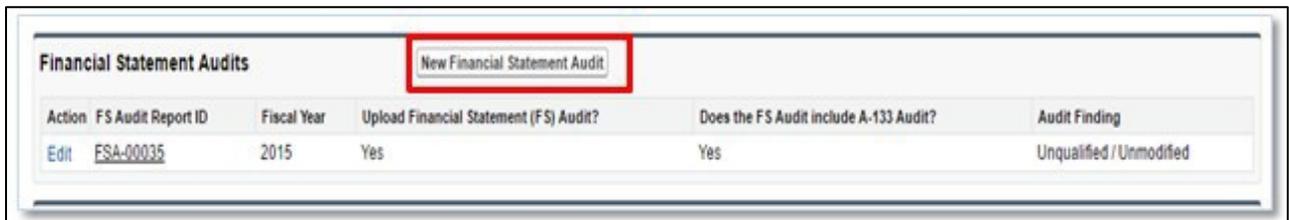


Figure 4. Financial Statement Audits Section

5. Enter all applicable information. Please note that fields with red bars next to them are required fields. Once completed, select the **Save** button.

- When selecting the fiscal year, please select the corresponding fiscal year to be reported on. For example, if the Performance Period End Date is 6/30/2019, then you would select 2019.
- The following questions (circled in red) under the Financial and Audit Report Information Sections must be completed with either Yes, No or N/A:
 - Material Weaknesses Resolved by FYE?
 - If FS Audit not submitted, why not?
 - Upload Auditor Correction Confirmation

TIP: The questions (highlighted in yellow) under the Audit Opinion and Corrective Actions section must also be completed. You may put N/A for the textboxes, however, the Audit

Opinion Corrected by FYE date must be either **Yes** or **No**- this box cannot be left with the default selection of **None**.

Figure 5. New Financial Statement Audit Edit Page

- After saving, you will be forwarded to the “Financial Statement Audit” Detail page with a message stating the “Financial Statement Audit has been saved.”

If you answered “Yes” to “Upload Financial Statement FS Audit?” a Financial Statement Audit Report attachment will be required to submit the report.

- On the Organization Detail Page, scroll to the Financial Statements Audit section and select the FS Audit Report ID number (circled in yellow)

Financial Statement Audits		New Financial Statement Audit			
Action	Audit Report ID	Fiscal Year	Upload Financial Statement (FS) Audit?	Does the FS Audit include A-133 Audit?	Audit Finding
Edit	FSA-00035	2015	Yes	Yes	Unqualified / Unmodified

Figure 8. Financial Statement Audits Section

8. Click the **Notes & Attachments** link to attach any Financial Statement Audit Report documents.
 - The attached file should be displayed under the Notes & Attachments related list. If you have a separate Single Audit Report and would like to submit it to the CDFI Fund, please include this as an attachment under this section.

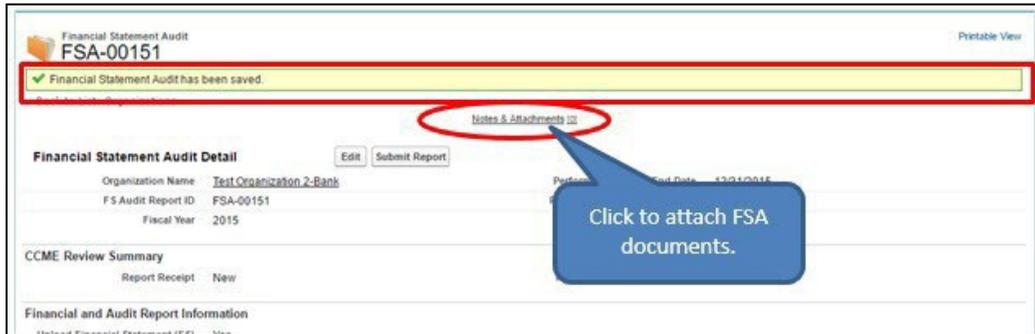


Figure 9. Financial Statement Audit Detail Page

- Click the **Attach File** button under the **Notes & Attachments** section.

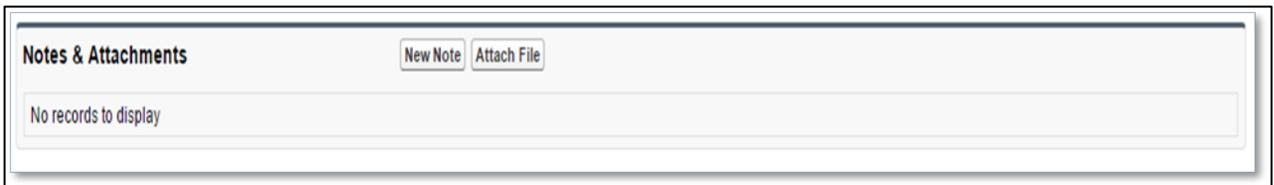


Figure 10. Notes & Attachments Section

- You will be forwarded to a screen where you can attach a file.



Figure 61. Attach File Edit Page

- Click the **Choose File** button and browse to select a file.
- Click the **Attach File** button.
- Click the **Done** button.
- The attached file should be displayed under **Notes & Attachments** section. If you have a separate Single Audit Report and would like to submit it to the CDFI Fund at this time, please include this as an attachment here. Repeat steps 7b-7f to attach another file such as the Single Audit Report.

9. You will receive a message stating the “Attachment(s) added.” Select the Submit Report button to submit your report to the CDFI Fund.

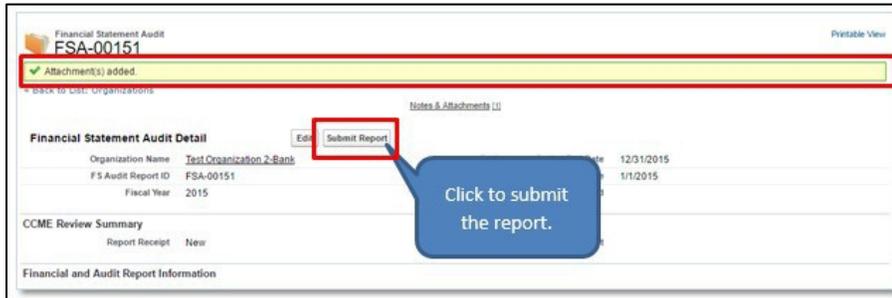


Figure 7. Financial Statement Audit Detail Page

10. A “Do you want to Submit?” pop-up confirmation box will appear, select the **OK** button to submit the Financial Statement Audit Report.

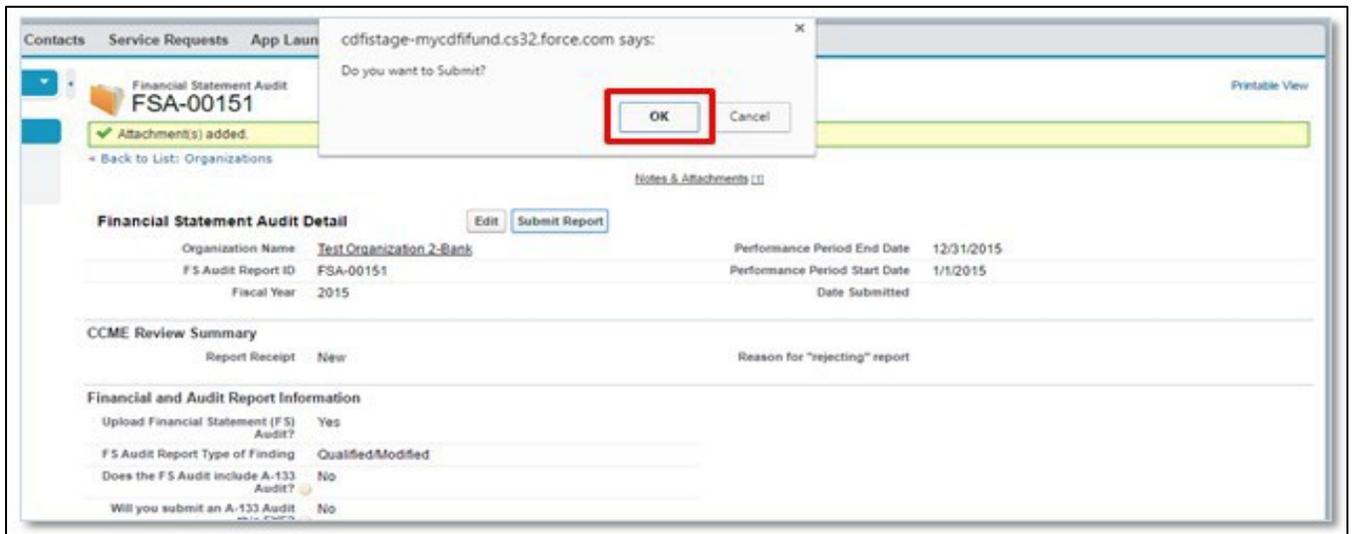


Figure 83. Financial Statement Audit Detail Page



Note: Use the help icon  next to each field to see additional instructions on how to complete a field.

4.2 Audit Opinion and Corrective Actions (if applicable)

Once the Financial Statement Audit Report has been reviewed by the CDFI Fund, a compliance determination will be made. If the Financial Statement Audit Report is found to be noncompliant, the Authorized Representative of the Award will receive an email from the CDFI Fund. The Recipient will need to explain the noncompliance and describe the corrective action(s) taken.

TIP: To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization's AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as "junk" or "spam."

To Access the Financial Statement Audit Report and complete the corrective action section:

1. Login to AMIS and click on the **Organizations** tab.

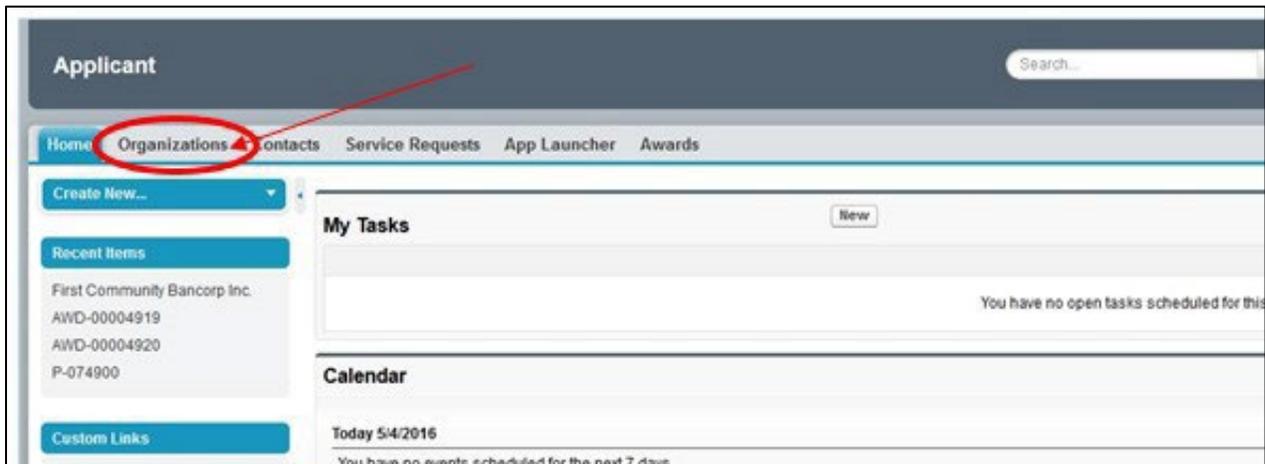


Figure 94. Home Page

2. Click on the **Organization Name** link.

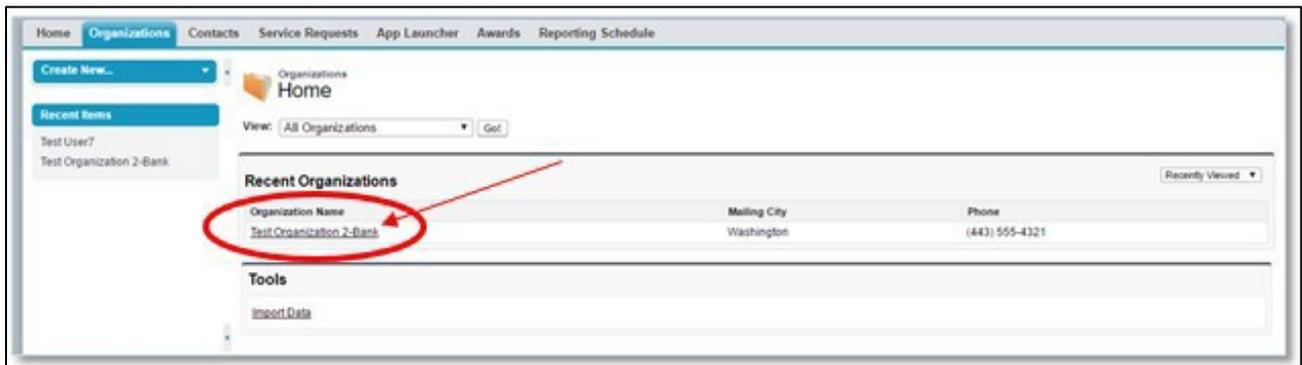


Figure 105. Organizations Tab

3. From the **Organization Detail** page, click on the **Financial Statements Audits** section link.

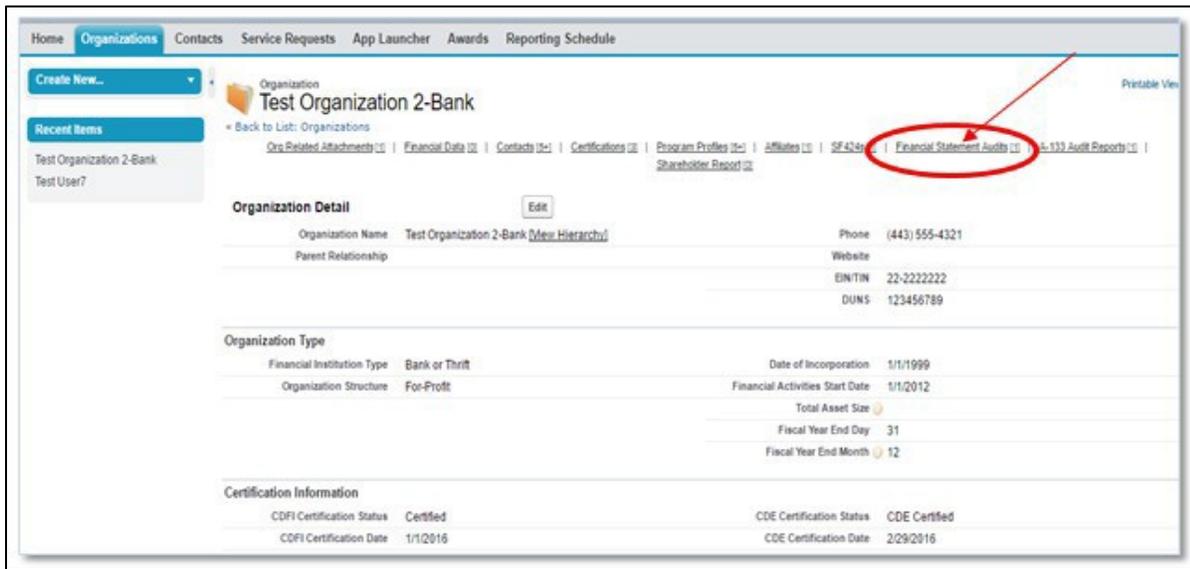


Figure 116. Organization Detail Page

4. Click the **FS Audit Report ID** link to access the report.



Figure 127. Financial Statement Audits Section

5. You will be forwarded to the Financial Statement Audit Report Detail page. Select the **Edit** button and scroll down to the **Explain Audit Opinion and Corrective Actions** section.

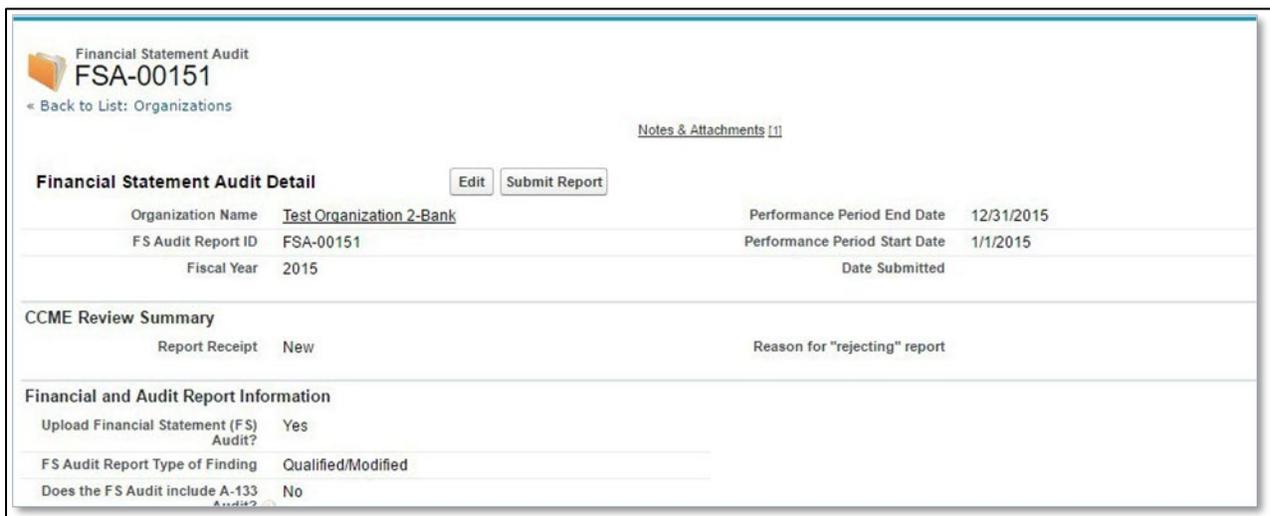


Figure 138. Financial Statement Audit Detail Page

- Complete the required information in the “Explain Audit Opinion and Corrective Actions” section and select the **Save** button.

Recipient - Explain Audit Opinion and Corrective Actions

What caused audit opinion	Insufficient documentation of receipts and other financial spending information
Actions to address audit opinion	<ol style="list-style-type: none"> 1. Locate required documentation per audit findings 2. Resubmit updated documentation 3. Re-evaluate internal documentation process
Current status of corrective actions	<ol style="list-style-type: none"> 1. Locate required documentation per audit findings - IN PROCESS 2. Resubmit updated documentation - ON HOLD 3. Re-evaluate internal documentation process - IN PROCESS
Audit opinion corrected by FYE	Yes <input type="button" value="v"/>
If not corrected, explain why	

Figure 149. Recipient -Explain Audit Opinion and Corrective Actions

- Submit your report to the CDFI Fund, by clicking the **Submit for Approval** button displayed on the **Financial Statement Detail** page. A “Confirm to Submit” pop-up box will appear, click **OK**.

Financial Statement Audit
FSA-00132

[Customize Page](#) | [Edit Layout](#) | [Printable View](#) | [Help for this Page](#)

[Open Activities](#) | [Activity History](#) | [Notes & Attachments](#) | [Approval History \(5-\)](#)

Financial Statement Audit Detail

Organization Name	New CDFI Test Organization-Credit Union	Record Type	Non-Compliance Review [Change]
FS Audit Report ID	FSA-00132		
Fiscal Year	2015		
Financial Statement Report Score	18		
Org Name Fiscal Year formula	New CDFI Test Organization-Credit Union 2015		
CCME Portfolio Manager	Brette Fishman	CCME Flag for Approval	<input type="checkbox"/>
Degree of NC	<input type="checkbox"/>	CCME APM	Erin.McKevitt
Program Portfolio Mgr - CDFI-NACA	David Meyer	Program Portfolio Mgr - CDFI-NACA	David Meyer
CCME Portfolio Manager	Brette Fishman	Approval Stages	CCME Analyst Approved
Performance Period End Date	12/31/2015		
Performance Period Start Date	1/1/2015		
Date Submitted	6/7/2016 8:35 PM		

Click to Submit the report.

Figure 20. Financial Statement Audit Detail Page

4.3 Complete the Single Audit Report (if applicable)

A Nonprofit Recipient must complete an annual Single Audit Report pursuant to the Uniform Administrative Requirement (UAR) if it expends \$750,000 or more in Federal Awards in its FY (2 C.F.R. 200.501(b)), or such other dollar threshold established by OMB pursuant to Subpart F of the UAR. If a Single Audit Report is required, it must be submitted electronically to the Federal Audit Clearinghouse (FAC).

A Nonprofit Recipient has the ability to upload the Single Audit Report when uploading the Financial Statement Audit Report and is encouraged to do so. Please see the Financial Statement Audit Report Section 4.0 for instructions on how to upload this report.

4.4 Complete Noncompliance Section for Single Audit

Once the Single Audit Report (formerly the A-133) has been reviewed by the CDFI Fund, a compliance determination will be made. If the Single Audit Report is found to be noncompliant, the Authorized Representative of the Award will receive an email from the CDFI Fund. The Recipient will need to explain the noncompliance, complete the Significant Deficiency section for each of the significant deficiencies cited in the Single Audit and describe corrective actions taken.

TIP: To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization’s AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as “junk” or “spam.”

1. To submit the Single Audit Report in AMIS, navigate to the “Organization Detail” page, click the **A-133 Audit Reports** section link.
2. Select the **A-133 Audit Report Record ID** link.



Figure 151. A-133 Audit Reports Section

TIP: You will be required to complete the Material Weaknesses section for each of the material weaknesses cited in the Single Audit Report

3. Click the **Edit** link. You will be forwarded to the “A-133 Audit Report Detail” page. To complete a Material Weakness section, click the Edit link next to each Material Weakness ID, where you will be sent to the Material Weakness edit page. You will be required to response “Yes” or “No” to any Material Weaknesses and/or Significant Deficiencies in order to submit the report.

A-133 Audit Report
A133-00027
 Printable View
 < Back to List: Awards

Significant Deficiencies (1) | Material Weaknesses (2) | Notes & Attachments (0)

A-133 Audit Report Detail Submit

Organization Name AMIS Owner Brette Fishman [Change]

A-133 Report Record ID A133-00027
 Fiscal Year 2016
 Significant Deficiencies Yes
 Material Weaknesses Yes

CCME Review Summary
 Report Status Approved
 Review Comments test
 Created By Brette Fishman, 5/3/2016 11:25 AM

Significant Deficiencies

Action	Significant Deficiencies ID	Significant Deficiency
	<u>SD-00027</u>	test

Material Weaknesses

Action	Material Weakness ID	Material Weakness	CDFI Award Funds Impacted
Edit	<u>MW-00041</u>	t2	Yes
Edit	<u>MW-00042</u>	t3	Yes

Notes & Attachments New Note Attach File
 No records to display

Click on each related list ID record to provide an explanation and corrective action.

Figure 162. A-133 Audit Report Detail Page



Note: You will be required to complete the "Material Weakness" section for each of the material weaknesses cited in the Single Audit Report.

This space is intentionally left blank.

4. To complete a “Material Weakness” section, click the **Edit** link next to the **Material Weakness ID**. You will be forwarded to the “Material Weakness Edit” page.

Material Weakness Edit Save Cancel

Information | = Required Information

A-133 Audit Report A133-00027
Material Weakness ID MW-00041

Material Weakness

Material Weakness I2
COFI Award Funds Impacted Yes
How COFI Award Funds Impacted r
Describe trends in Materials Weaknesses r

Please answer the following questions for the material weakness

What caused Material Weakness
-Improper allocation of funds to Training budget
-Delays with IT vendor to provide adequate training resources for initiative.

Actions to address Material Weakness
-Diverted \$35,000 to Training budget to compensate for initial incorrect allocation
-Sourced additional IT vendor to supplement training

Current status of Material Weakness
Status of both corrective actions are in progress.

Material Weakness corrected by FYE Yes

Why Material Weakness not corrected N/A

Save Cancel

Complete the information on the Page and select the Save button.

Figure 173. Material Weakness Edit Page

5. Complete the following information displayed on the page:
 - a. “What caused Material Weakness”
 - b. “Actions to address Material Weakness”
 - c. “Current status of Material Weakness”
 - d. “Material Weakness corrected by next FYE”
 - e. “Why Material Weakness will not be corrected”
6. Click the **Save** button once you are done.
7. Repeat steps #4-6 to explain all the material weaknesses in the report.

Once the record is saved, click the **A-133 Audit Report** link to return back to the “A-133 Audit Report Detail” page.



Figure 184. Material Weakness Detail Page

8. You will be forwarded to the “A-133 Audit Report Detail” page
9. To attach a document, locate the **Notes and Attachments** section.

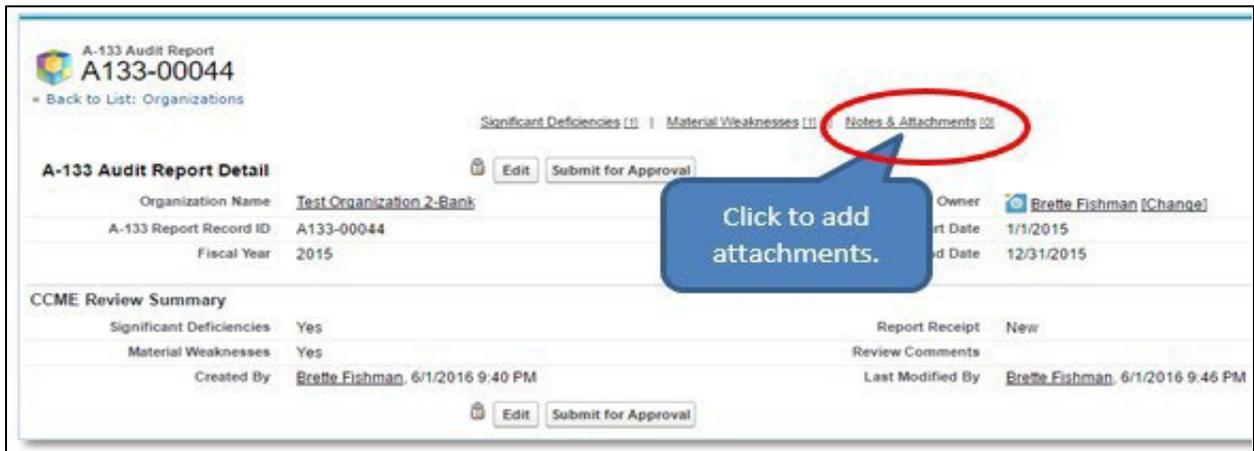


Figure 195. A-133 Audit Report Detail Page

10. Click the “**Attach File**” button.

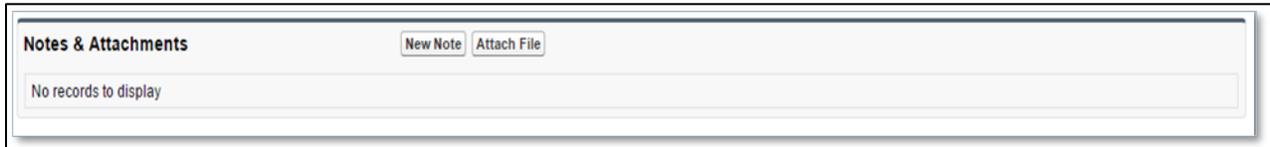


Figure 206. Notes & Attachments Section

11. Click the **Choose File** button and browse to select a file.
 - a. Click the **Attach** file button.
 - b. Click the **Done** button.



Figure 217. Attach File Edit Page

12. The attached file should be displayed under **Notes & Attachments** section.
13. Once you are satisfied with the responses provided, click the **Submit for Approval** button, on the “A-133 Audit Report Detail” page, to submit the report to the CDFI Fund.
14. A “Confirm to Submit” pop-up box will appear, click **OK**.

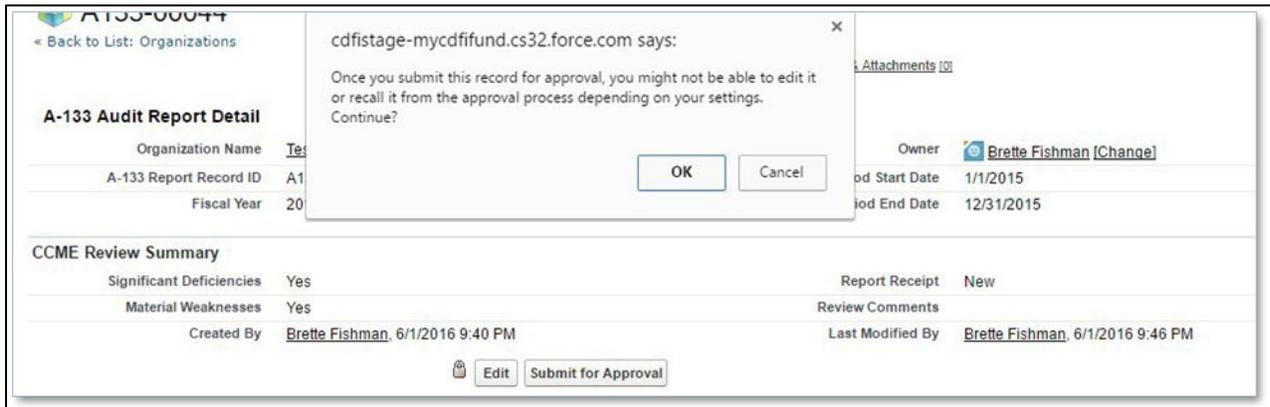


Figure 228. A-133 Audit Report Detail Page

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5. COMPLETING THE SHAREHOLDERS REPORT (IF APPLICABLE)

The Shareholders Report is completed when the Award is in the form of an Equity Investment.

1. To complete a **Shareholders Report**, navigate to the Organization Home page.
2. Click on the **Organizations tab**.
3. Click on the Organization Name link to open the Organization Detail page.

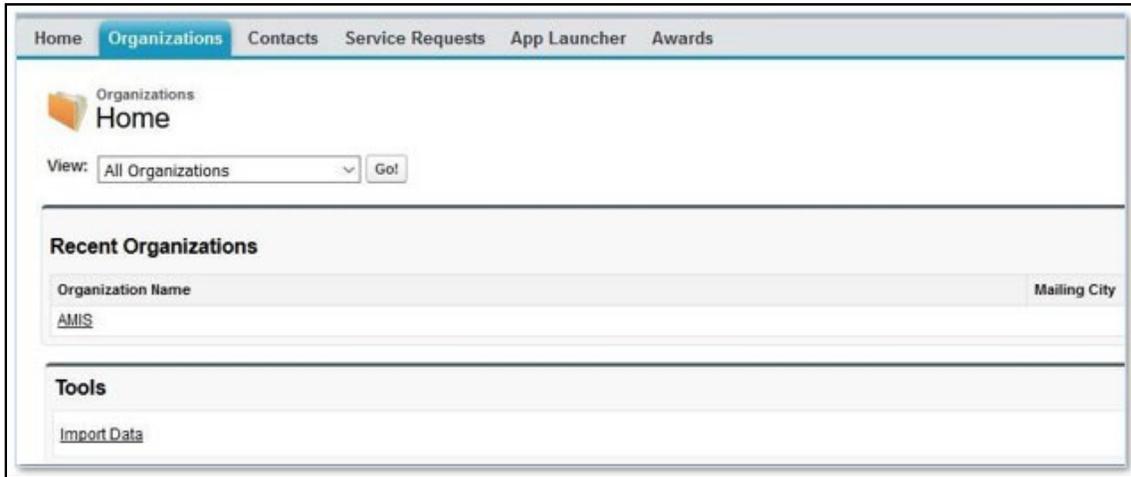


Figure 29. Home Page

4. From the **Organization Detail page**, click the **Shareholder Report** link to navigate to the Shareholder Report related list.
5. Select the New Shareholder Report button.

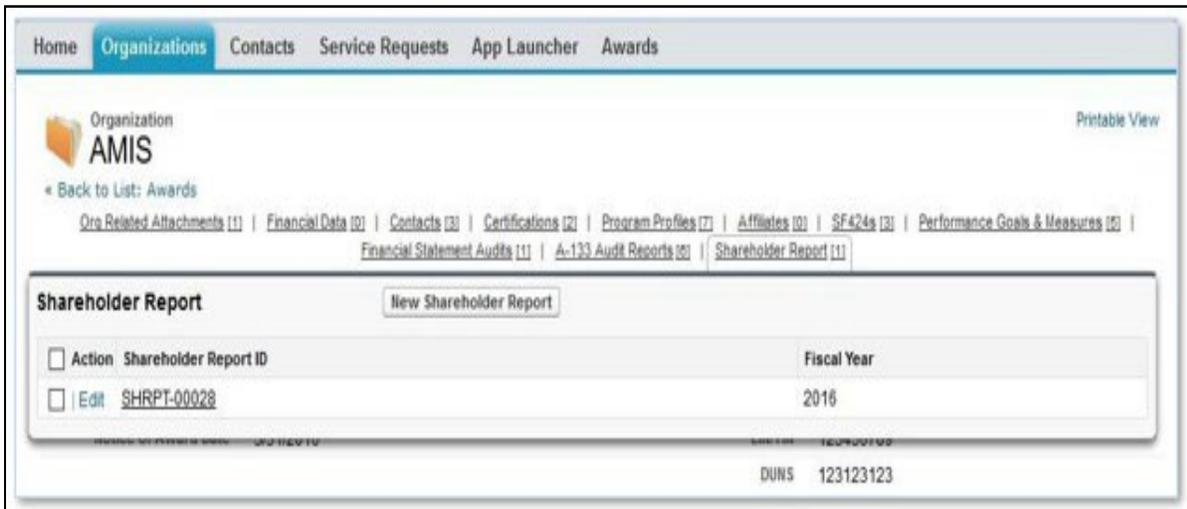


Figure 30. New Shareholder Report

6. Select the Save button to be sent to the Shareholder Report Detail page. Please select the corresponding FY for which the report is due from the drop down window.

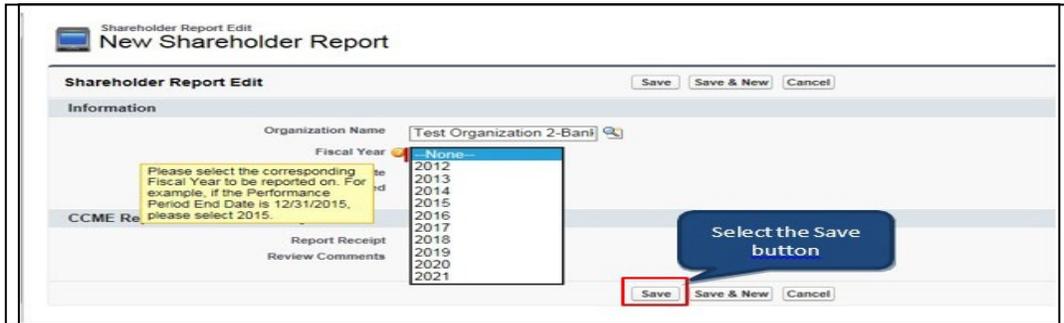


Figure 31. Shareholder Report Fiscal Year Dropdown

From the Shareholder Report Detail page, select the **New Shareholders** button to add a Shareholder. You will be sent to the **Shareholders Edit** page.

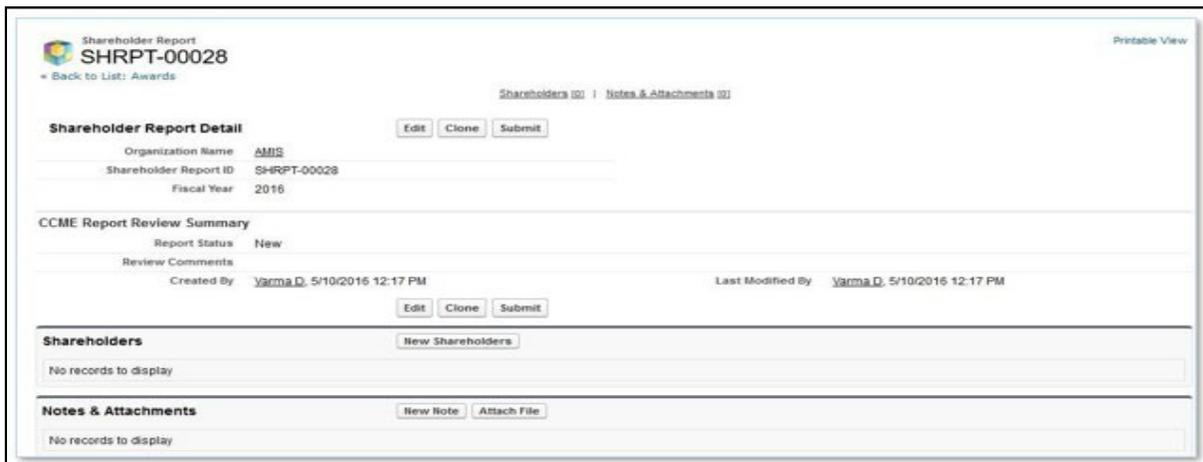


Figure 32. New Shareholders

This space is intentionally left blank.

Complete all the required information on the page:

Home Organizations Contacts Service Requests App Launcher Awards

Shareholders Edit
New Shareholders

Shareholders Edit Save Save & New Cancel

Information

Shareholder Report SHRPT-00028

Shareholder Number 889374

Shareholder Name John Franklin

Outstanding Shares 1000

Valuation of Shares 450,000

Save Save & New Cancel

Figure 33. New Shareholders Edit Page

- Shareholder Number
- Shareholder Name
- Outstanding Share
- Valuation of Shares

Once you are done, click on the **Save** button to be sent to the Shareholders Detail page.

If you have more than one Shareholder that needs to be entered, click on the **Save & New** button to save the current entry and create another Shareholder.

Click on the Shareholder Report link to return to the Shareholder Report Detail page.

Shareholders SHAR-00014 Printable View

Shareholders has been saved.

Back to List: Organizations

Shareholders History

Shareholders Detail Edit Delete Clone

Shareholder Report SHRPT-00019

Shareholder Record ID SHAR-00014

Shareholder Number 889374

Shareholder Name John Franklin

Outstanding Shares 1,000.00

Valuation of Shares \$450,000.00

Created By TestUser7, 6/8/2016 7:15 PM Last Modified By TestUser7, 6/8/2016 7:15 PM

Edit Delete Clone

Click the link to return to the report detail page.

Figure 34. Shareholder Report Link

To add supporting documentation Click the Notes and Attachments related list to add supporting documentation to your report.

The screenshot displays the 'Shareholder Report' interface for report ID SHRPT-00019. At the top left, there is a logo and the report ID. Below it is a 'Back to List: Organizations' link. On the right, there are links for 'Shareholders [1]' and 'Notes & Attachments [0]'. The main section is titled 'Shareholder Report Detail' and includes a table with the following information:

Organization Name	Test Organization 2-Bank
Shareholder Report ID	SHRPT-00019
Fiscal Year	2015
Performance Period Start Date	1/1/2015
Performance Period End Date	12/31/2015
Date Submitted	

Below this table are buttons for 'Edit', 'Clone', and 'Submit for Approval'. The next section is 'CCME Report Review Summary', which shows 'Report Receipt' as 'New' and 'Review Comments' as empty. It also displays 'Created By' as 'Test User7, 6/8/2016 7:13 PM' and 'Last Modified By' as 'Test User7'. Similar to the first section, it has 'Edit', 'Clone', and 'Submit for Approval' buttons. The 'Shareholders' section features a 'New Shareholders' button and a table with one entry:

Action	Shareholder Record ID	Shareholder Name	Shareholder Number
Edit Del	SHAR-00014	John Franklin	889374

The final section is 'Notes & Attachments', which includes 'New Note' and 'Attach File' buttons. The table below it is currently empty.

Figure 35. Shareholder Report Notes and Attachments Section

1. Click the Attach File button.

This screenshot shows a close-up of the 'Notes & Attachments' section. It features 'New Note' and 'Attach File' buttons at the top. Below the buttons, a text box displays the message 'No records to display'.

Figure 36. Attach File to Shareholder Report

This space is intentionally left blank.

2. Click the Choose File button and browse to select a file.
3. Click the Attach File button.
4. Click the Done button.



Figure 37. File Attachment Page

7. The attached file should be displayed under the Notes & Attachments related list.
8. Once you are satisfied with the responses you have provided, click the Submit for Approval button on the Shareholder Report Detail page to submit your report to the CDFI Fund. A “Confirm to Submit” pop-up box will appear, click OK.

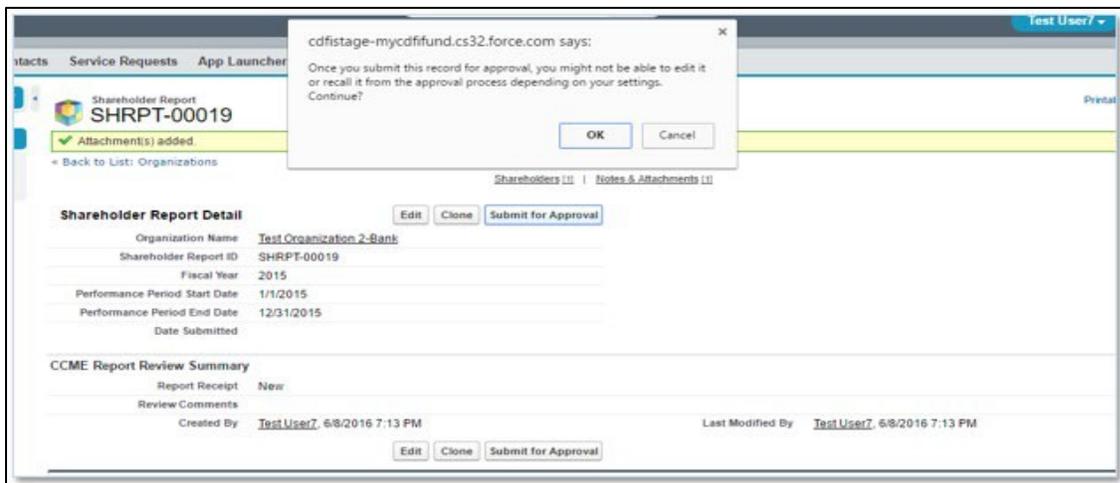


Figure 38. Submission Confirmation Dialogue

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6. COMPLETING THE PERFORMANCE PROGRESS REPORT (PPR)

The Performance Goals and Measures (PG&M) Report has been replaced by the Performance Progress Report in AMIS. The PPR Report allows the Recipient to report whether it has met the benchmarks specified in the CDFI Program Assistance Agreement.

6.1 Creating a new PPR

To create a new PPR, click on the Awards tab on the main page, select all from the drop down and select the Go! button.

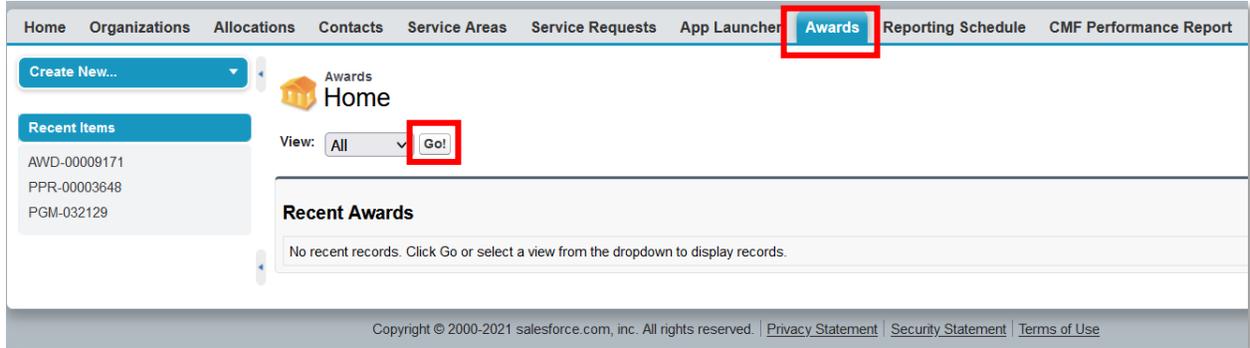


Figure 39. Awards Home Page

Locate the Award for which you would like to complete the PPR, and click on the Award Name link.

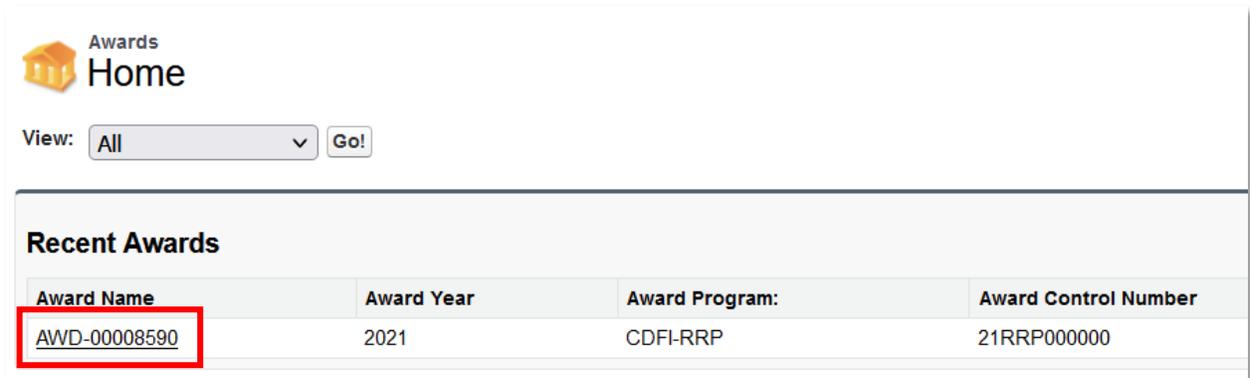


Figure 40. Awards List

You will be sent to the Award Detail page. Click on the Performance Progress Report link to navigate to the Performance Progress Report related list.

The screenshot shows a web application interface for managing awards. At the top, there is a navigation bar with tabs: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, App Launcher, Awards (selected), and Reporting Schedule. Below the navigation bar, there is a 'Create New...' button and a 'Recent Items' list containing 'AWD-00008590'. The main content area displays the details for Award AWD-00008590. A breadcrumb trail includes: Notes & Attachments (0) | Service Requests (0) | Payment Requests (0) | Program Goals and Measures (4) | Reporting Schedule (5) | Performance Progress Reports (0) (highlighted with a red box) | Use of Funds (0) | Uses of Award (0) | Approval History (0). Below the breadcrumb trail, there is an 'Award Detail' section with 'Edit' and 'Submit for Approval' buttons. The details include: Organization: Test Applicant Org 29, Award Name: AWD-00008590, Award Program: CDFI-RRP, Closeout Date: (blank), Award Year: 2021, CDFI Certification Status: Certified, Award Control Number: 21RRP057041, Award Amount \$: \$1,000,000.00, and Award Amount Base FA \$: (blank).

Figure 41. Performance Progress Reports Link

Click on the New Performance Report button. You will be sent to the Performance Progress Report page.

The screenshot shows the 'Performance Progress Reports' page. At the top left, there is a 'Performance Progress Reports' header with a document icon. To the right of the header is a 'New Performance Report' button. Below the header, there is a message that says 'No records to display'.

Figure 42. New Performance Report

6.2 Performance Progress Report Layout

The header on the Performance Progress Report displays important Award and report details. The Organization, Award, Performance Report, Authorized Rep fields are all hyperlinks. The Date Submitted will be populated once the report has been submitted.

The screenshot shows the header of the Performance Progress Report. The header is titled 'Performance Progress Report' and contains the following details:

Organization: Test Applicant Org 29	Award: AWD-00009171	Performance Report: PPR-00003648
Authorized Rep: TestUser Org29AR01	Award Control Number: 21RRP056212	Performance Period Year: 1
Report Fiscal Year: 2021	Award Year: 2021	Status: New
Period of Performance End Date: 5/30/2022	Award Amount: \$1,000,000.00	Date Submitted:

Figure 43. Performance Progress Report

Choose a Goal to Update
1-1: Financial Products
2-1: First Payment Expended

Attestation	
<input type="checkbox"/>	By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:
	<ol style="list-style-type: none"> 1. The person entering the data and making these certifications is an Authorized Representative. 2. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient. 3. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

The menu on the left-hand side of the page lists the applicable Goals, Attestation, and Legend for the Goals listed above. The Attestation must be selected before the report can be submitted. The Legend shows the different images that will show next to the Goal once it's filled out.

Attestation must be signed to submit report.

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) Approval Number. This form's Approval Number is 1559-0050. Public reporting burden for this collection of information is estimated to average 1.25 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Community Development Financial Institutions Fund, 1500 Pennsylvania Ave, NW, Washington, DC 20220.

Legend	
	Not Completed
	Additional Information Required
	Passed
	Failed

Figure 44. Performance Report Attestation

This space is intentionally left blank.

6.3 Performance Progress Report Navigation

Click on the Goal. This will bring up the details of the Goal in the middle of the page. It will also have any fields that need to be filled out for the particular Goal. If entering data for any RRP related goals, make sure that the data is not being double-counted, i.e. closed financial products are not being entered for both RRP and being entered under any other CDFI Fund Program.

Performance Progress Report		
Organization: Test Applicant Org 29	Award: AWD-00009171	Performance Report: PPR-0003648
Authorized Rep: TestUser Org29AR01	Award Control Number: 21RRP056212	Performance Period Year: 1
Report Fiscal Year: 2021	Award Year: 2021	Status: New
Period of Performance End Date: 5/30/2022	Award Amount: \$1,000,000.00	Date Submitted:

Choose a Goal to Update	1-1: Financial Products	2-1: First Payment Expended
<input type="checkbox"/> 1-1: Financial Products	<input type="checkbox"/> 2-1: First Payment Expended	

Attestation	
<input type="checkbox"/>	By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following: <ol style="list-style-type: none">The person entering the data and making these certifications is an Authorized Representative.Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Attestation must be signed to submit report.

1-1: Financial Products		Save Changes
Program Goal: PGM-032129		
Rule Description: Financial Products		
Total Benchmark		\$1,000,000
Period Benchmark		\$500,000
Total dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during period of performance		
		<input type="text"/>
Cumulative dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during periods of performance		
		<input type="text"/>

Figure 45. Financial Products

Enter the details for the input fields and hit Save Changes button. If the Goal passed then the Goal on the left- hand side will have a green checkmark showing it passed. Also, it will show that it passed under the “Explanation of Non-Compliance” section.

Performance Progress Report

Organization: Test Applicant Org 29 Authorized Rep: TestUser Org29AR01 Report Fiscal Year: 2021 Period of Performance End Date: 5/30/2022	Award: AWD-00009171 Award Control Number: 21RRP056212 Award Year: 2021 Award Amount: \$1,000,000.00	Performance Report: PPR-00003648 Performance Period Year: 1 Status: New Date Submitted:
--	--	--

Choose a Goal to Update

✔
1-1: Financial Products

2-1: First Payment Expended

Attestation

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

- The person entering the data and making these certifications is an Authorized Representative.
- Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
- The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Attestation must be signed to submit report.

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) Approval Number. This form's Approval Number is 1559-0050. Public reporting burden for this collection of information is estimated to average 1.25 hours per response, including time for

Save Changes

1-1: Financial Products

Program Goal: PGM-032129
Rule Description: Financial Products

Total Benchmark	\$1,000,000
Period Benchmark	\$500,000

Total dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during period of performance

	500,000
--	---------

Cumulative dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during periods of performance

	1,000,000
--	-----------

Explanation of Non-Compliance

Target Field API Name	Financial_Products_Closed_in_EM_TM__c
Field Type	Percentage
Operator	Greater Than or Equal
Goal Compliance Status	PASS ✔

Figure 46. Goal Compliance Status

If the Goal failed and needs additional information, then the Goal on the left will have a red star to indicate it needs additional information. It will also show that it failed under the “Explanation of Non-Compliance” section. You must complete the “Explanation of Non-compliance” questions prior to submitting the report.

*** 1-1: Financial Products**

2-1: First Payment Expended

Attestation

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

- The person entering the data and making these certifications is an Authorized Representative.
- Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
- The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Attestation must be signed to submit report.

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) Approval Number. This form's Approval Number is 1559-0050. Public reporting burden for this collection of information is estimated to average 1.25 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Community Development Financial Institutions Fund, 1500 Pennsylvania Ave, NW, Washington, DC 20226.

Legend

✔	Not Completed
*	Additional Information Required
✔	Passed

Save Changes

1-1: Financial Products

Program Goal: PGM-032129
Rule Description: Financial Products

Total Benchmark	\$1,000,000
Period Benchmark	\$500,000

Total dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during period of performance

	200,000
--	---------

Cumulative dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during periods of performance

	350,000
--	---------

Explanation of Non-Compliance

Target Field API Name	Financial_Products_Closed_in_EM_TM__c
Field Type	Percentage
Operator	Greater Than or Equal
Goal Compliance Status	FAIL ✘

Current Metric (\$) *	350,000
-----------------------	---------

Why will you not meet this performance goal by next fiscal year? *

Explanation of why this performance goal will not be met.

Will you meet this performance goal next fiscal year? *

No

What actions will you take to meet this performance goal? *

Actions that will be taken.

Figure 47 a. Explanation of Noncompliance

Once the “Explanation of Non-compliance” questions have been filled out then the Goal on the left-hand side will have a red checkmark indicating the performance goal failed to meet the required benchmark.

Choose a Goal to Update

1-1: Financial Products

2-1: First Payment Expended

Attestation

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

- The person entering the data and making these certifications is an Authorized Representative.
- Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
- The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Attestation must be signed to submit report.

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) Approval Number. This Form's Approval Number is 1559-0050. Public reporting burden for this collection of information is estimated to average 1.25 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Community Development Financial Institutions Fund, 1500 Pennsylvania Ave, NW, Washington, DC 20220.

Legend

Not Completed

Save Changes

1-1: Financial Products

Program Goal: PGM-032129

Rule Description: Financial Products

Total Benchmark	\$1,000,000
Period Benchmark	\$500,000

Total dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during period of performance

Cumulative dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during periods of performance

Explanation of Non-Compliance

Target Field API Name	Financial_Products_Closed_in_EM_TM__c
Field Type	Percentage
Operator	Greater Than or Equal
Goal Compliance Status	FAIL ❗
Current Metric (\$) *	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="350,000.00"/>
Why will you not meet this performance goal by next fiscal year? *	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Explanation of why this performance goal will not be met."/>
Will you meet this performance goal next fiscal year? *	<input type="radio"/> No <input type="radio"/> Yes
What actions will you take to meet this performance	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Actions that will be taken."/>

Figure 47 b. Explanation of Noncompliance

Once all the Goals have been completed, check the Attestation and the Save Changes button. Once all of these steps have been completed, click on the Submit Report button.

Performance Progress Report

Organization: <u>Test Applicant Org 29</u> Authorized Rep: <u>TestUser Org29AR01</u> Report Fiscal Year: 2021 Period of Performance End Date: 5/30/2022	Award: <u>AWD-00009171</u> Award Control Number: 21RRP056212 Award Year: 2021 Award Amount: \$1,000,000.00	Performance Report: <u>PPR-00003648</u> Performance Period Year: 1 Status: New Date Submitted:
--	---	---

Choose a Goal to Update

- 1-1: Financial Products
- 2-1: First Payment Expended

Attestation

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

- The person entering the data and making these certifications is an Authorized Representative.
- Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
- The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Signature: TestUser Org29AR01
Date: 9/1/2021 1:24 PM

Please click the "Submit Report" button below when you are finished with all edits.

Paperwork Burden Statement

2-1: First Payment Expended

Program Goal: PGM-032125

Rule Description: Total Amount Expended / First Payment Amount

% Expended of Total CDFI RRP Award	35.00%
% Expended of First Payment Amount	100.00%
Benchmark Percentage	90.00%
First Payments Benchmark	
Award First Payment Amount	\$350,000.00
Total dollar amount of award expended	<input type="text" value="350,000.00"/>

Explanation of Non-Compliance

Target Field API Name	of_TA_Left_To_Be_Expended__c
Operator	Greater Than or Equal
Goal Compliance Status	PASS ✔
Field Type	Percentage

Figure 48. Submit Report

If there are Goals that require additional information and you try to select the Submit Report button, you will receive a warning message requiring you to update the necessary fields before you can submit the report.

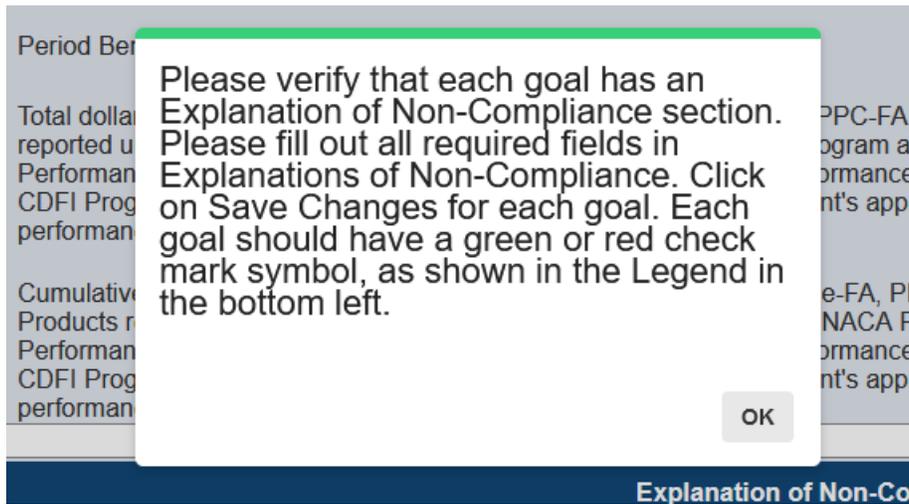


Figure 49. Error Message- Noncompliance Explanations Required

Fill out all the "Explanation of Non Compliance" questions and save the Goal again. When the Goal shows the red checkmark then all required information has been provided and the Goal page is "Marked Complete", and a message will appear at the top of the display window.

Choose a Goal to Update

✔ **1-1: Financial Products**

✔ **2-1: First Payment Expended**

Attestation

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

1. The person entering the data and making these certifications is an Authorized Representative.
2. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
3. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Signature: TestUser Org29AR01
Date: 9/1/2021 1:24 PM

Please click the "Submit Report" button below when you are finished with all edits.

Figure 50. Submit Report

When you are ready to submit the report, select the Submit Report button. Before the system will allow you to submit the report, it will ask you to confirm. Please make sure to review the report before submitting because once it has been submitted, the report will be locked for editing and your responses may not be altered.

You will not be allowed to make further changes. Are you sure you want to continue?

350,000.00

Figure 51. Submission Confirmation

After submitting the report, the “Status” field will update to “Submitted” and the “Date Submitted” date will be updated with the current date/time.

Performance Progress Report		
Organization: Test Applicant Org 29	Award: AWD-00009171	Performance Report: PPR-00003648
Authorized Rep: TestUser Org29AR01	Award Control Number: 21RRP056212	Performance Period Year: 1
Report Fiscal Year: 2021	Award Year: 2021	Status: Submitted
Period of Performance End Date: 5/30/2022	Award Amount: \$1,000,000.00	Date Submitted: 9/1/2021 1:35 PM

Figure 52. Report Status

This space is intentionally left blank.

7. COMPLETING THE SF-425 REPORT (TA ONLY)

The SF-425 report allows the Recipient to report to the CDFI Fund the cumulative amount of award funds expended. This report is only required for FY 2018 and earlier TA Recipients.

1. To complete a SF-425 report, click on the **Awards** tab in the navigation bar to locate the proper report.

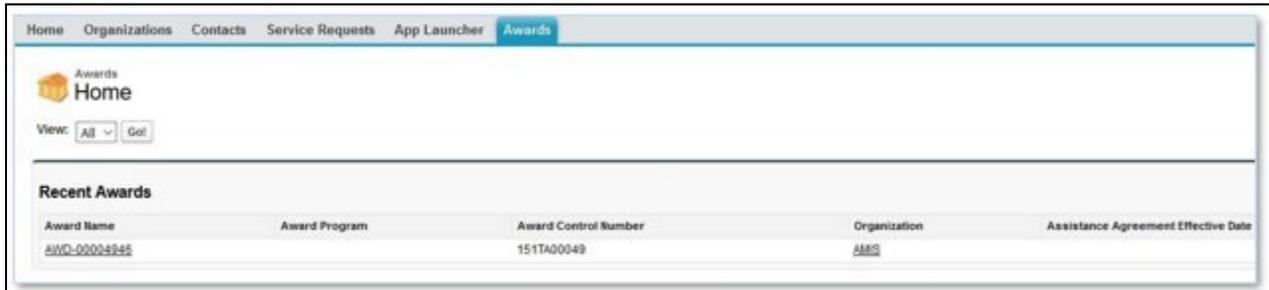


Figure 53. Home Page

2. From the **Award Detail** page, click the **SF-425** related list link and click on the appropriate record.



Figure 54. SF-425 Report Link

3. On the **SF-425 Detail** page, click the **Edit** button to complete the report.



Figure 55. SF-425 Edit

4. On the edit screen, you will need to supply the amount of “Federal Cash Disbursements.” If you are uncertain what information to enter, please refer to the help icon for more information.

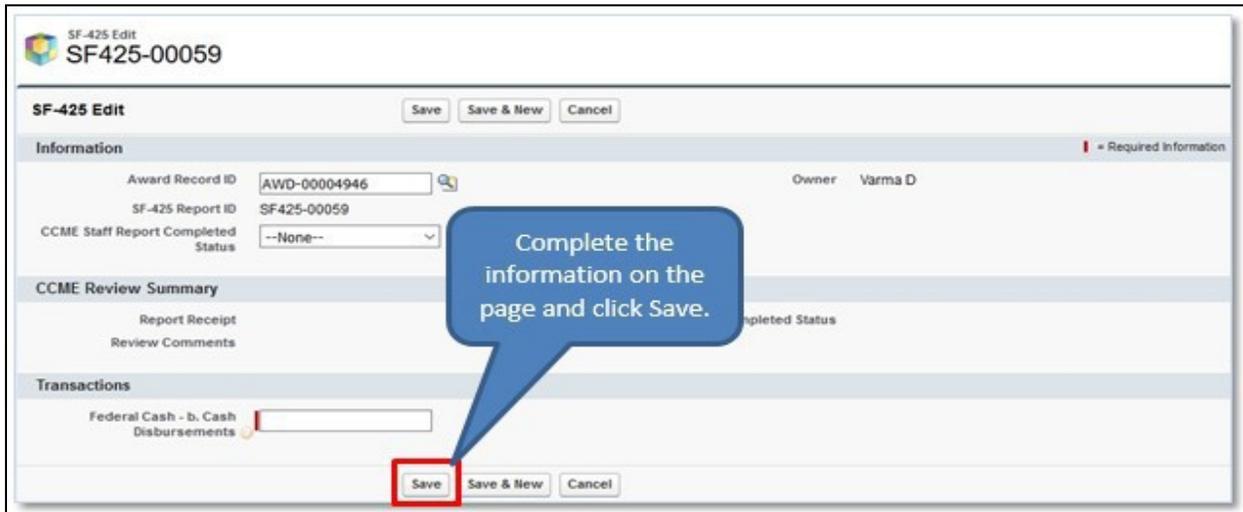


Figure 56. SF-425 Save

Once the information has been entered, select the **Save** button. You will be sent to the **SF-425 Detail** page.

5. Use the **Notes and Attachments** section to attach any supporting information you would like to include in your SF-425 report. To attach a document, navigate to the **Notes and Attachments** section on the **SF-425 Detail** page.



Figure 57. Attach File

- a. Click the **Attach File** button.
- b. Click the **Choose File** button and browse to select a file.
- c. Click the **Attach** file button.

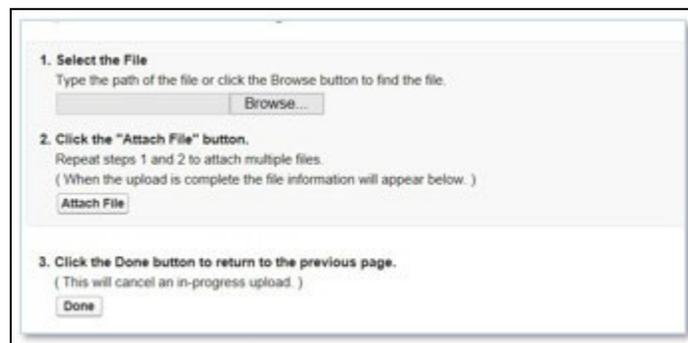


Figure 58. File Attachment

8. USES OF AWARD REPORT

This compliance report is only to be completed by FY 2015 Award and newer Award Recipients. This replaces the Uses of TA and Uses of FA compliance reports that were previously required for FY 2014 Awards and older. To submit the Uses of Award Report:

1. Log in to AMIS and navigate to the **Awards** tab.
2. Select the All Awards list view and select **Go!**

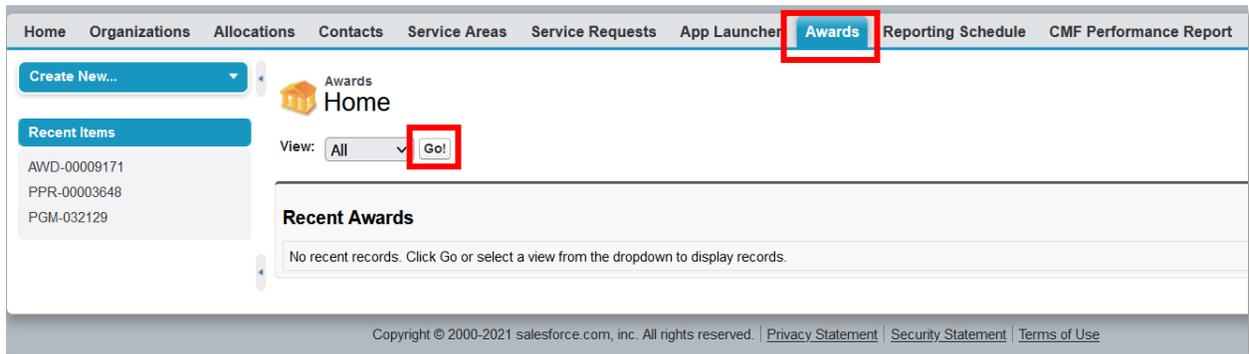


Figure 59. Awards Menu

3. Click the **Award Name** link for the Award.

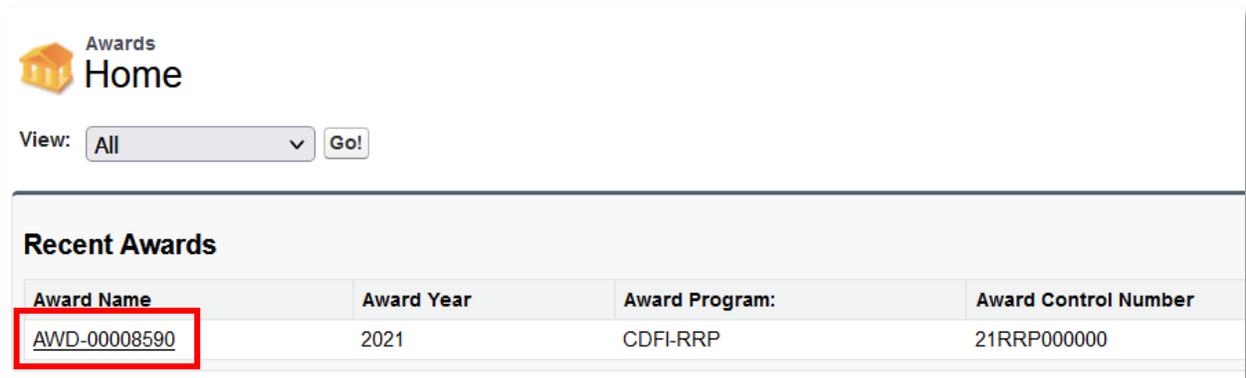


Figure 60. Award Link

4. You will be sent to the **Award Detail** page. Click the **Use of Award** related list.

Award **AWD-00008586** Print

« [Back to List: Awards](#)

[Notes & Attachments \(1\)](#) |
 [Service Requests \(0\)](#) |
 [Payment Requests \(0\)](#) |
 [Program Goals and Measures \(5\)](#) |
 [Reporting Schedule \(5+\)](#) |
 [Performance Progress Reports \(0\)](#) |
 [Use of Funds \(0\)](#) |
 [Uses of Award \(0\)](#) |
 [Matching Funds Used \(2\)](#)

Award Detail [Edit](#)

Organization	AAT Test Org 2	Award Name	AWD-00008586
Award Program:	CDFI-FA	Closeout Date	
Award Year	2020	CDFI Certification Status	Certified
Award Control Number	201FA054098		
Award Amount \$	\$500,000.00		
Award Amount Base FA \$	\$500,000		

Figure 61. Uses of Award Link

5. Select the **New Use of Award** button.

Uses of Award [New Uses of Award Report](#)

No records to display

Figure 62. New Use of Award Button

6. You will be sent to the **Use of Award Edit** page. Certain information will be auto populated. Start by selecting the **Fiscal Year** from the dropdown menu. Please remember that the FY you are selecting should be for the Period of Performance you are reporting on. For example, if the Period of Performance you are reporting on ended on 12/31/2019, you would select 2019 from the dropdown menu.
7. If there were no funds expended during the Period of Performance for which you are reporting on, select the **No Activities During Performance Period** box.
8. The four questions below regarding interest earned are only applicable to FA Award Recipients. If you received a TA Award, please do not answer these questions.
 - a. "\$ earned > 500 in interest bearing acct"
 - b. "If yes, how much"
 - c. "If yes, have you remitted to HHS"
 - d. "Eligible Market Attestation"
9. Once you are done answering all the questions, click the **Save** button.

Use of Award Edit Save Save & New Cancel

Information ! = Required Information

Award Report Status New

Fiscal Year Date Submitted

No Activities During Performance Period

\$ earned > 500 in interest-bearing acct Performance Period End

If yes, how much

If yes, have you remitted to HHS

Eligible Market Attestation

System Information

Save Save & New Cancel

Figure 63. Save Use of Award

You will be sent to the **Use of Award Detail** page with a message stating the “Use of Award has been saved”. If you selected the **No Activities During Performance Period** box in step 7 above, select the **Submit Report** button to complete the reporting requirement. If you need to report on how Award funds were expended, select the **Category of Activity** related list.

Use of Award Print
UOA-02457

✓ Use of Award has been saved.

« [Back to List: Awards](#)

[Category of Activity \[0\]](#) [Notes & Attachments \[0\]](#)

Use of Award Detail Edit Clone Submit Report

Award	AWD-00008586	Report Status	New
Use of Award Name	UOA-02457	Date Submitted	
Award Control Number	201FA054098	Recipient Name	AAT Test Org 2
Fiscal Year	2020		
Report Due Date		Ttl \$ Activities Reported This Period	\$0.00
No Activities During Performance Period <input type="checkbox"/>		Total Award Amount	\$500,000.00
		Cumulative Sum of Use of Award	\$0.00

Figure 64. Category of Activity Link

10. To add a Category of Activity, Select **Add Categories**.

Figure 65. Add Category of Activity

11. Complete the required fields on the page:
 - a. Select **Fund Type**.

Figure 66. Category of Activity- Fund Type Dropdown

- b. Select **Category of Activity**. Please note, the categories have been pre-populated based on the type of Award for which you are reporting. If you are reporting on a FA Award, only approved FA categories will appear. If you are reporting on a TA Award, only approved TA categories will appear.

Category of Activity Edit
New Category of Activity

Category of Activity Edit

Information

Use of Award Record Type FA

Fund Type ▾

Category of Activity ▾

Description of Activity

Total Dollar Amount

Capital Reserve
Development Services
Direct Administrative Expenses
Financial Products
Financial Services
Loan Loss Reserve

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Figure 67. Category of Activity Dropdown

- c. Enter the **Description of Activity**.
- d. Enter the **Total Dollar Amount**.
- e. Select the **Save** button when complete or select the **Save & New** button to add additional Category Activities.

Category of Activity Edit
New Category of Activity

Category of Activity Edit

Information

Use of Award Record Type FA

Fund Type ▾

Category of Activity ▾

Description of Activity

Total Dollar Amount

Figure 68. Save Category of Activity

You will be sent to the **Category of Activity Detail** page with a message saying “Category of Activity has

been saved.” Click the **Use of Award** link to navigate back to the **Use of Award Detail** page.

Category of Activity Print
COA-04239

✓ Category of Activity has been saved.

« [Back to List: Awards](#)

Category of Activity Detail Edit Delete Clone

Use of Award **UOA-02457** Record Type FA [\[Change\]](#)

Category of Activity Name COA-04239

Fund Type RRP

Category of Activity Development Services

Description of Activity Test description of dev services.

Total Dollar Amount \$500,000.00

Created By [AAT Test Org 2 AR](#), 9/1/2021 2:37 PM Last Modified By [AAT Test Org 2 AR](#), 9/1/2021 2:37 PM

Edit Delete Clone

Figure 69. Use of Award Link

Use of Award **UOA-02457** « [Back to List: Awards](#)

[Category of Activity](#) [1] | [Notes & Attachments](#) [0]

Use of Award Detail Edit Clone Submit Report

Award [AWD-00008586](#) Report Status New

Use of Award Name UOA-02457 Date Submitted

Award Control Number 201FA054098 Recipient Name AAT Test Org 2

Fiscal Year 2020

Report Due Date

Ttl \$ Activities Reported This Period \$500,000.00

No Activities During Performance Period Total Award Amount \$500,000.00

Cumulative Sum of Use of Award \$500,000.00

\$ earned > 500 in interest-bearing acct If yes, how much

FA Ttl \$ Activities Reported This Period \$0.00

If yes, have you remitted to HHS FA - Total Award Amount \$500,000

Eligible Market Attestation FA - Cumulative Sum of Use of Award \$0.00

PPC-FA Ttl \$ Activities Rpt This Period	\$0.00
PPC-FA Total Award Amount	\$0.00
PPC-FA Cumulative Sum of Use of Award	\$0.00
DF-FA Ttl \$ Activities Rpt This Period	\$0.00
DF-FA Total Award Amount	\$0.00
DF-FA Cumulative Sum of Use of Award	\$0.00
HFFI-FA Ttl \$ Activities Rpt This Period	\$0.00
HFFI-FA Total Award Amount	\$0.00
HFFI-FA Cumulative Sum of Use of Award	\$0.00

Performance Period Start Date 9/24/2020

Performance Period End 9/30/2021

Created By [AAT Test Org 2 AR](#), 9/1/2021 2:29 PM Last Modified By [AAT Test Org 2 AR](#), 9/1/2021 2:37 PM

Figure 70. Use of Award Detail Page

To Submit the Use of Award Report:

1. From the **Use of Award Detail** page, select the **Submit Report** button.

Use of Award
UOA-02457
[« Back to List: Awards](#)

[Category of Activity \[1\]](#) | [Notes & Attachments \[0\]](#)

Use of Award Detail [Edit](#) [Clone](#) **[Submit Report](#)**

Award	AWD-00008586	Report Status	New
Use of Award Name	UOA-02457	Date Submitted	
Award Control Number	201FA054098	Recipient Name	AAT Test Org 2
Fiscal Year	2020		
Report Due Date		Ttl \$ Activities Reported This Period	\$500,000.00
No Activities During Performance Period	<input type="checkbox"/>	Total Award Amount	\$500,000.00
		Cumulative Sum of Use of Award	\$500,000.00
\$ earned > 500 in interest-bearing acct			

Figure 71. Report Submission

2. When you receive a pop up message asking, “Do you want to Submit?” Select the **OK** button.