AMIS Training Manual

Bank Enterprise Award Program Electronic Application Submission Guide
(for FY 2021 BEA Program Applicants)

February 2021

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Introduction

AE101: Getting Started – Navigating AMIS (for External Users) is a pre-requisite for the training manual you are currently viewing.

An entity seeking to apply for an award through the Bank Enterprise Award Program (BEA Program) will have the ability to submit a BEA Program Electronic Application (application) via the CDFI Fund's Award Management Information System (AMIS). To submit application through AMIS, an online platform, organizations must have an AMIS account. Please refer to the *AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* training manual on how to set up an account.

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

1 The Organization Profile

AMIS automatically creates your Organization Profile once your organization is registered. The Organization Profile created automatically by AMIS contains partial information; an authorized user from the organization must complete all the necessary information. An authorized user is anyone in the organization with a **User** profile or **Admin User** profile, or an External Contact with Edit permissions (see CDFI Fund AMIS – User Account Management Guide for descriptions and instructions on managing user accounts in AMIS). A user's profile is displayed on their Contact Detail page. BEA Program Staff have the ability to edit contacts profile or title, or clone contacts when needed.

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

In this section, you will learn how to:

- Update your **Organization Profile**
- Create and edit contacts for the Organization

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

View Your Organization

To view your organization:

1. Log into AMIS and click the **Organizations** tab.

2. Click the **All Organizations** View and select the **Go!** button.

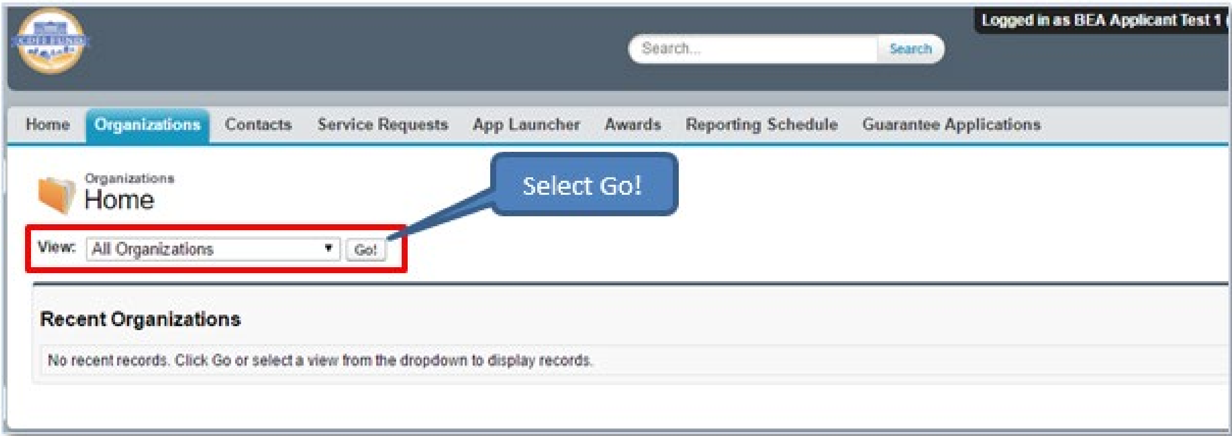


Figure 1. Organization Tab – All Organization View

3. From the **All Organizations** List View Page, click the **Organization Name** link.

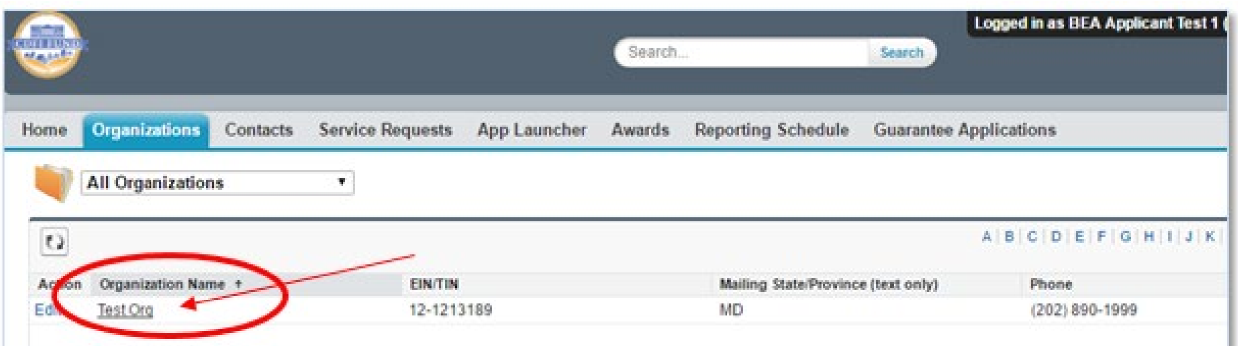


Figure 2. All Organizations List View Page

4. You will be forwarded to the Organization Detail page. Here you can view and edit details for the organization.

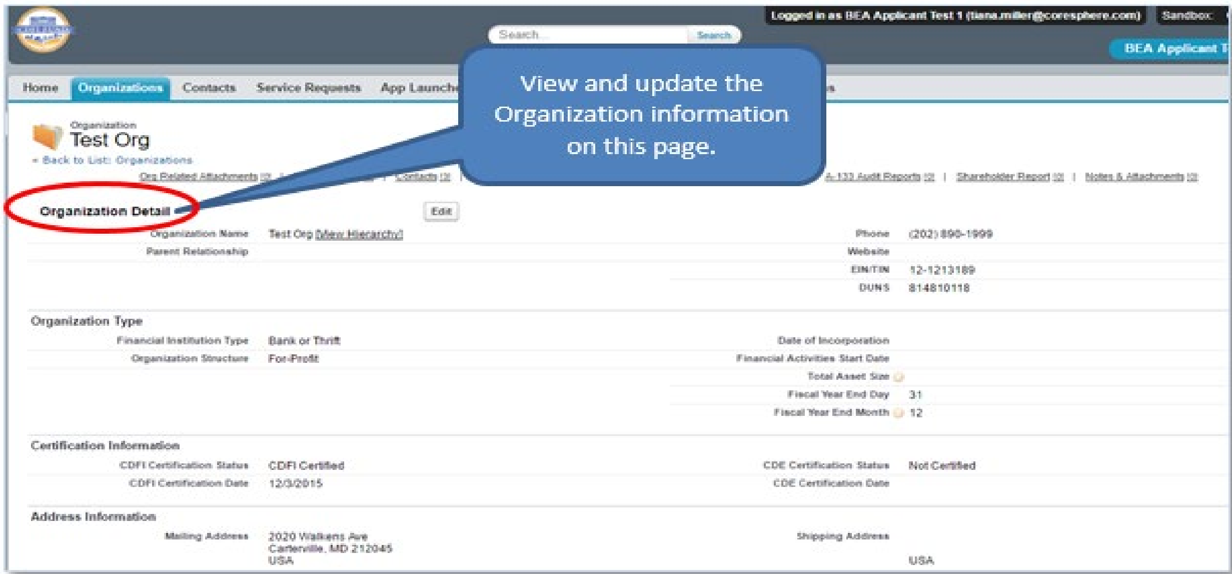


Figure 3. Organization Detail

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

- EIN/TIN;
- DUNS (if a value has already been entered);
- Financial Activities Start Date; and
- Fiscal Year End Month and Day

A Service Request is required for changes to these fields as changes to these values requires the CDFI Fund's approval. Please refer to "Getting Started – Navigating AMIS" manual, https://amis.cdfifund.gov/s/CDFIFundAMIS-TrainingManual-AE101.pdf?v=5 for more information on creating and submitting Service Requests.

Organization Detail

- EIN/TIN
- DUNS

Organization Type

- Financial Institution Type
- Organization Structure
- Financial Activities Start Date
- Fiscal Year End Day
- Fiscal Year End Month

Regulated Institution

- Federal Regulator
- FDIC Cert. # / NCUA Charter #

Update Your Organization Profile

To edit the organization detail information:

1. Select the **Edit** button.

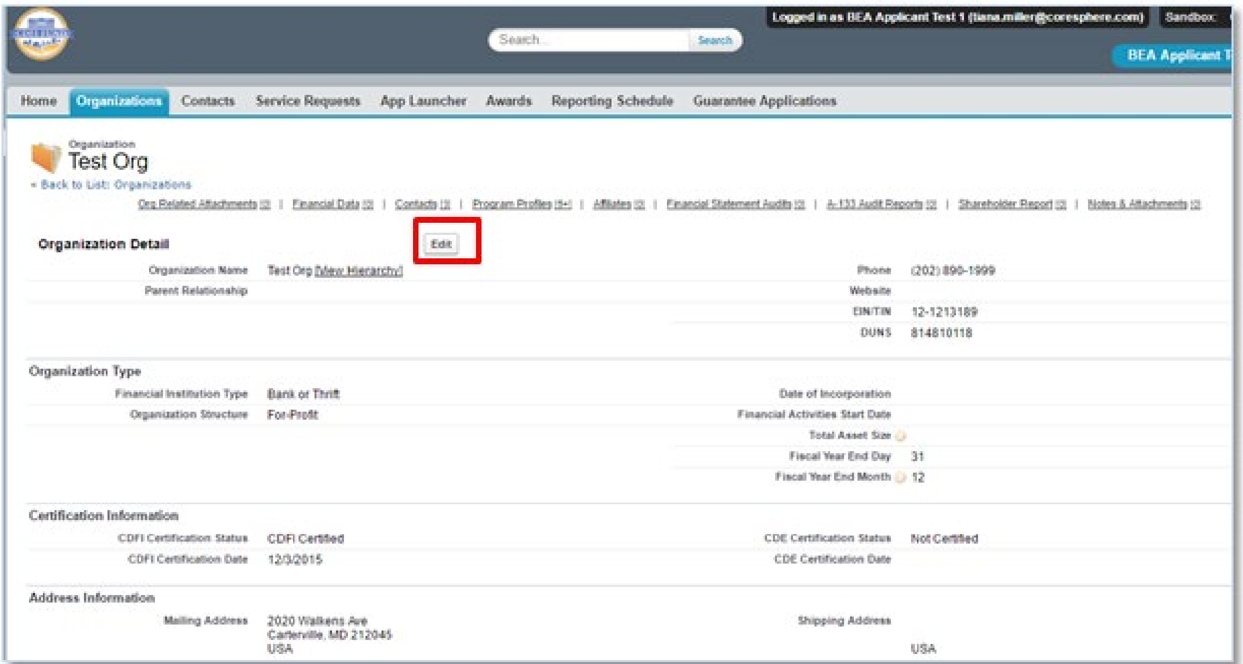


Figure 4. Organization Detail Page

a. The Financial Institution Type will determine the type of financial data requested from the organization. **IMPORTANT: BEA Program applicants can only be a Bank or Thrift Financial Institution Type[1]. Organizations that have not selected Bank or Thrift as its Financial Institution Type will be unable to start a BEA Program Profile or BEA Program Application.**
b. Complete the **Financial Activities Start Date** field.
c. Complete the **Fiscal Year End Date** and **Fiscal Year End Month**.
d. Your Organization's CDFI Certification Information will automatically populate.

[1] BEA Program applicants must be entities that are FDIC-insured as of the first day of the Baseline Period, January 1, 2019, and maintain its FDIC-insured status at the time of application to be eligible for an FY 2021 BEA Program award. If your organization meets this criteria, please select "Bank or Thrift" as the Financial Institution Type. Please note that a Depository Institution Holding Company of an FDIC-insured depository institution may not apply on behalf of an FDIC-insured depository institution.

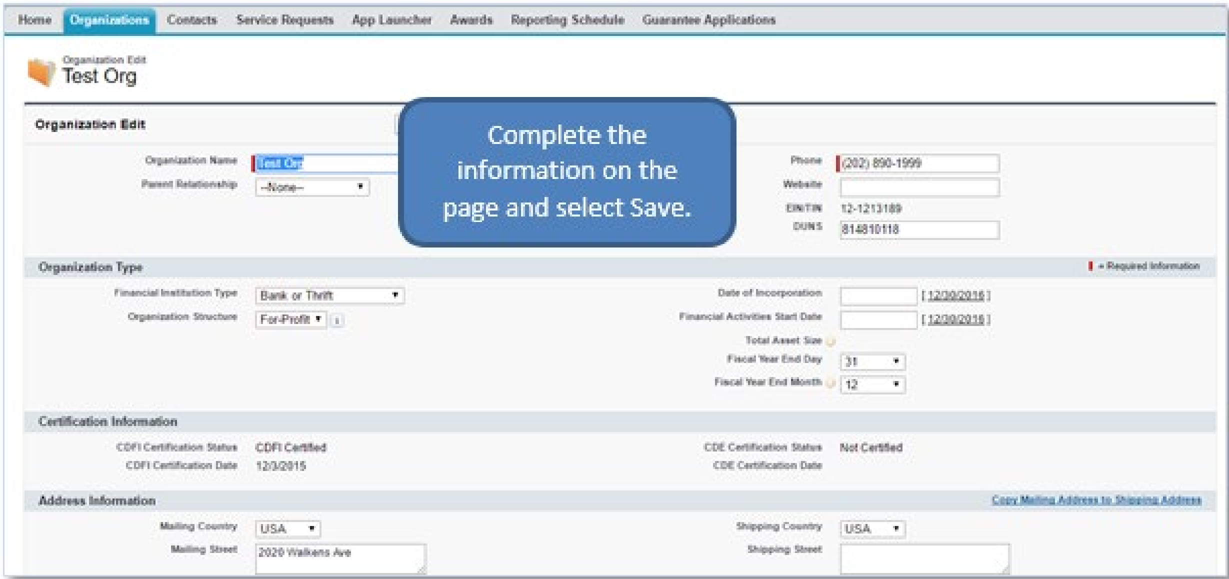


Figure 5. Organization Edit Page

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

2. Update any other information on the page as needed, such as the **Organization Structure** and **Address Information**. Make sure you select the correct address for the organization's headquarters. Select the **Save** button once to complete.

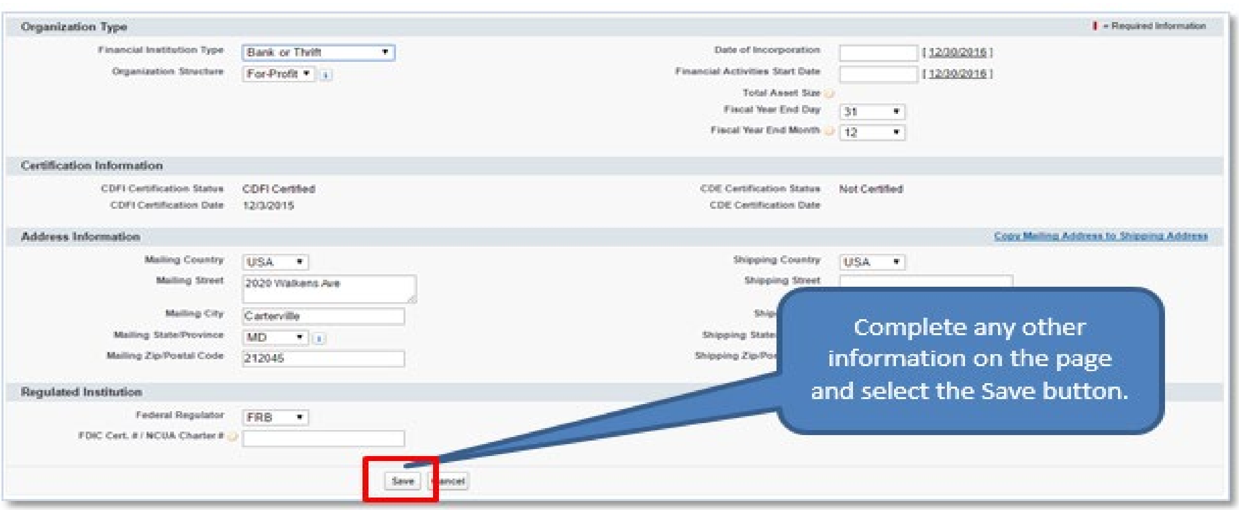


Figure 6. Organization Edit Page Cont'd.

3. You will see a message near the top of the screen stating Organization has been updated.

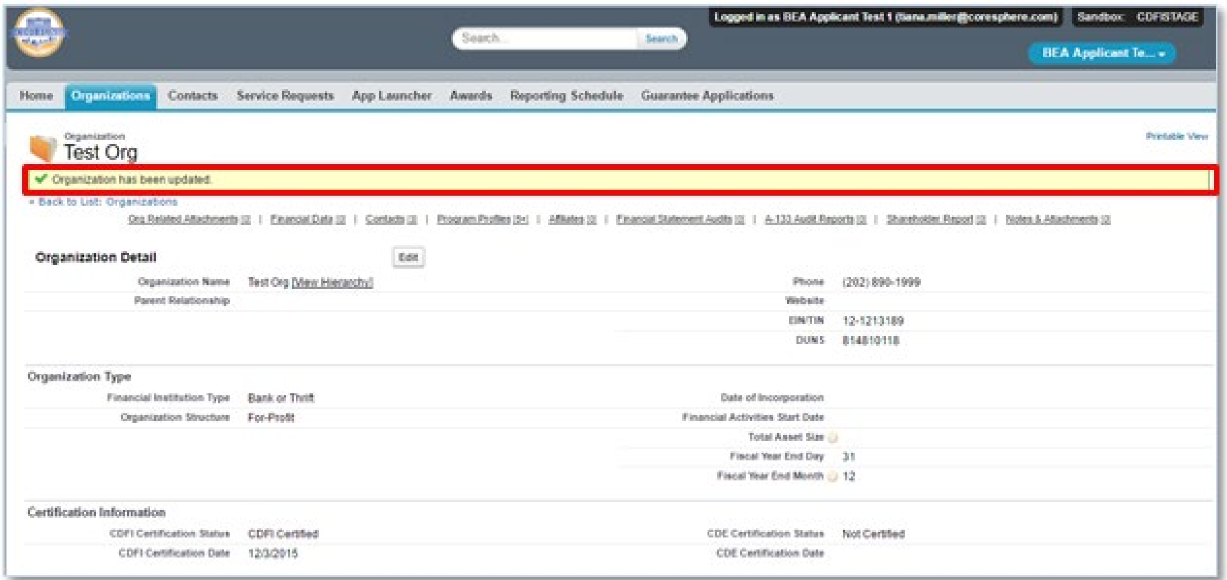


Figure 7.Organization Detail Page - Saved Record Confirmation

Create and Edit Contacts for the Organization

Contacts

Under **Contacts**, verify that the appropriate users have been designated as **Authorized Representatives** and **Points of Contact**. An "Authorized Representative" is an individual who has been authorized by the organization to sign the application, and in doing so, certifies that the information in the application is true, complete and accurate. The Authorized Representative also agrees to comply with any resulting terms if an award is accepted. Only users designated as Authorized Representatives can sign an application. Only users designated as either a **Point of Contact** or an **Authorized Representative** can submit an application. These contacts are identified by the **Type** and **Profile** fields on the **Contact Detail** page.

To view the Organization's Contacts and create/edit a contact:

1. From the Organization Detail page, click the **Contacts** related link.

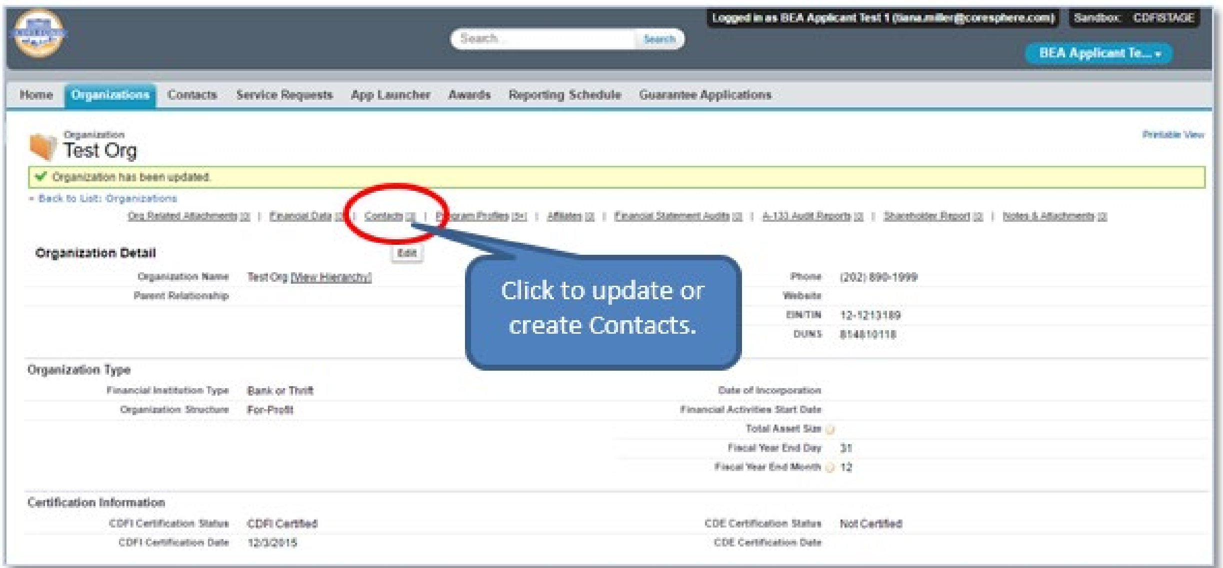


Figure 8. Organization Detail Page - Contacts Related Link

2. Here the Admin User or Authorized User can edit an existing contact or create a new contact.

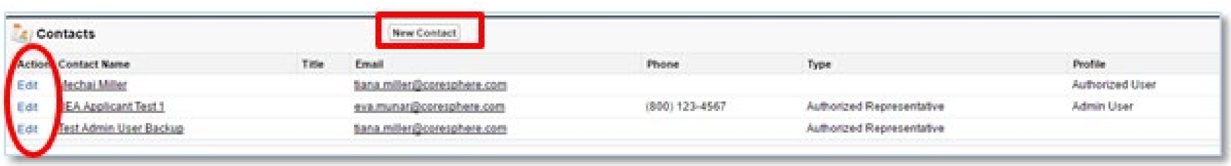


Figure 9. Organization Detail Page - Contacts Related List

   a. To edit: click the **Edit** link to update or change the contact Profile or data within the contact record. Change **Type** to designate an Authorized User or Point of Contact.
   b. To create a new contact: click the **New Contact** button to create a new contact.

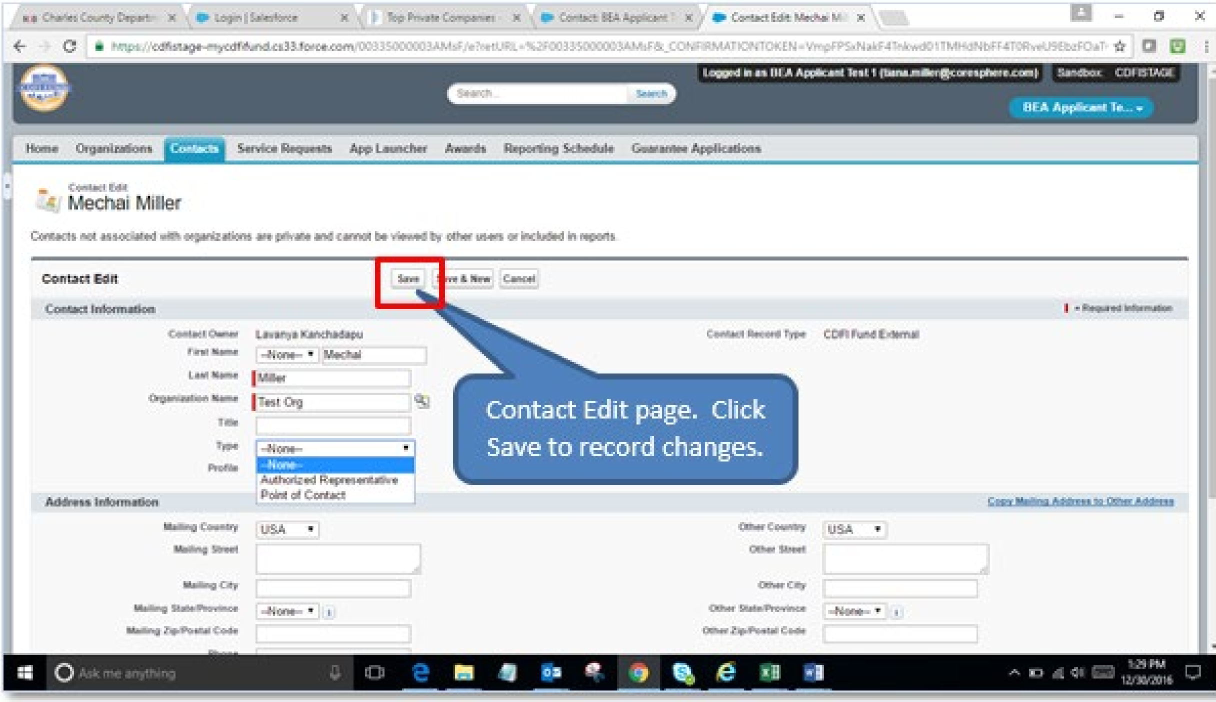


Figure 10. Contact Edit Page

3. Select the **Save** button when complete to update an existing contact record or save a new contact record.

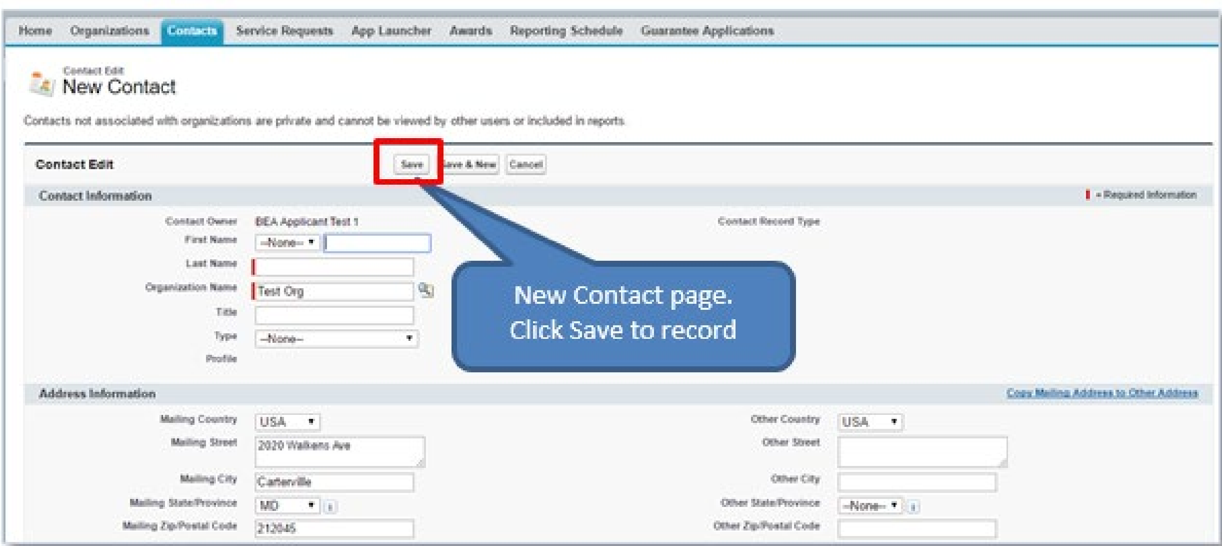


Figure 11. New Contact - Contact Edit Page

AMIS Administrator makes SF-424 Mandatory Available to Attach the Organization

An AMIS Administrator will retrieve the SF-424 Mandatory from Grants.gov subsequent to the SF-424 Mandatory deadline in Grants.gov and make the document available to attach based on the CDFI Fund's business guidance. As soon as the SF-424 Mandatory is made available in AMIS (typically within 24 hours), applicants will have the ability to search for the SF-424 Mandatory within the BEA Program Application. Applicants ultimately will have the responsibility to look up an Organization's SF-424 Mandatory from the BEA Application Edit page and attach it to the Organization Detail page from the BEA Funding Application page. Review these steps in section *4.9 Insert the SF-424 to the Funding Application.*

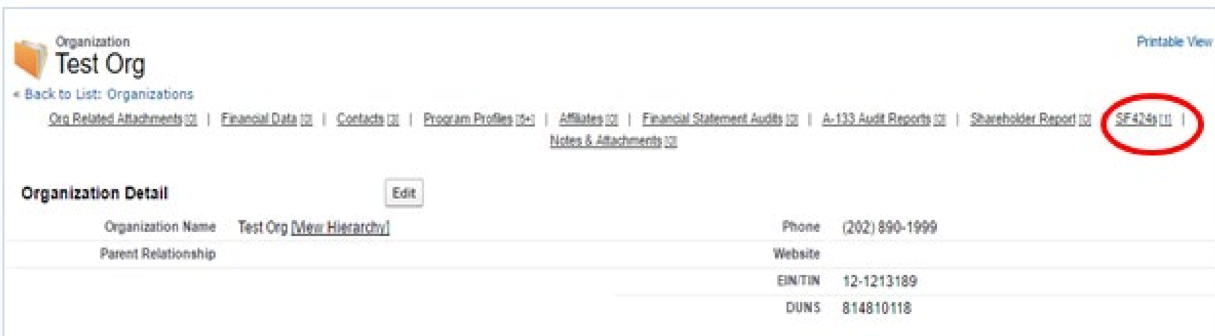


Figure 12. Organization Detail page – Confirmation of SF-424 Uploaded

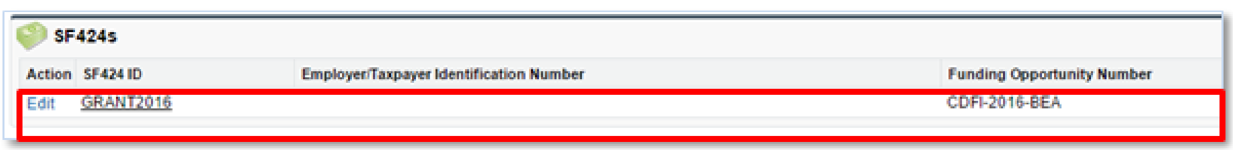


Figure 13. SF-424s Related List - Confirmation of SF-424 Uploaded

3 Complete BEA Program Profile

Once the Organization Profile has been updated, the BEA Program Profile can be created and completed. Only one BEA Program Profile may be completed. Applicants may edit the BEA Program Profile to make updates. In this section, you will learn how to:

- Create and update your BEA **Program Profile**

To complete a BEA Program Profile:

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

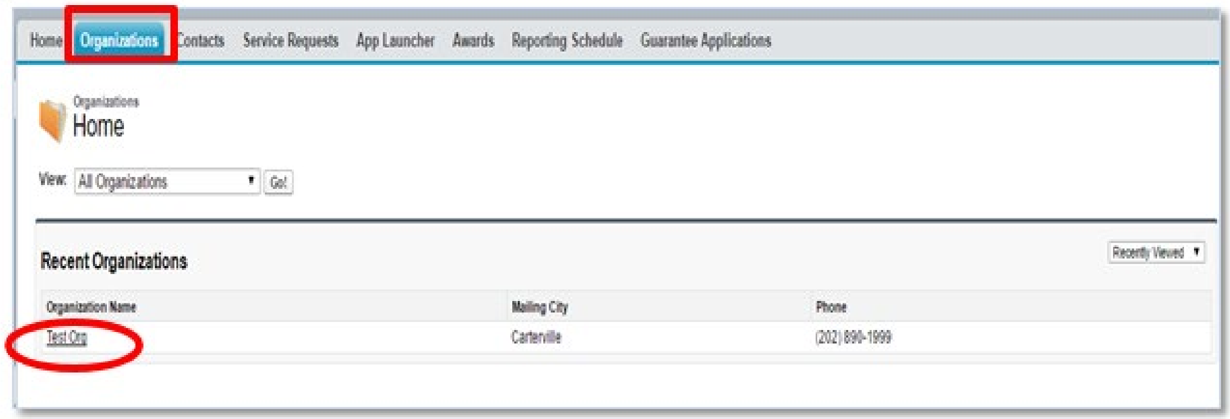


Figure 14. Organizations Home

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

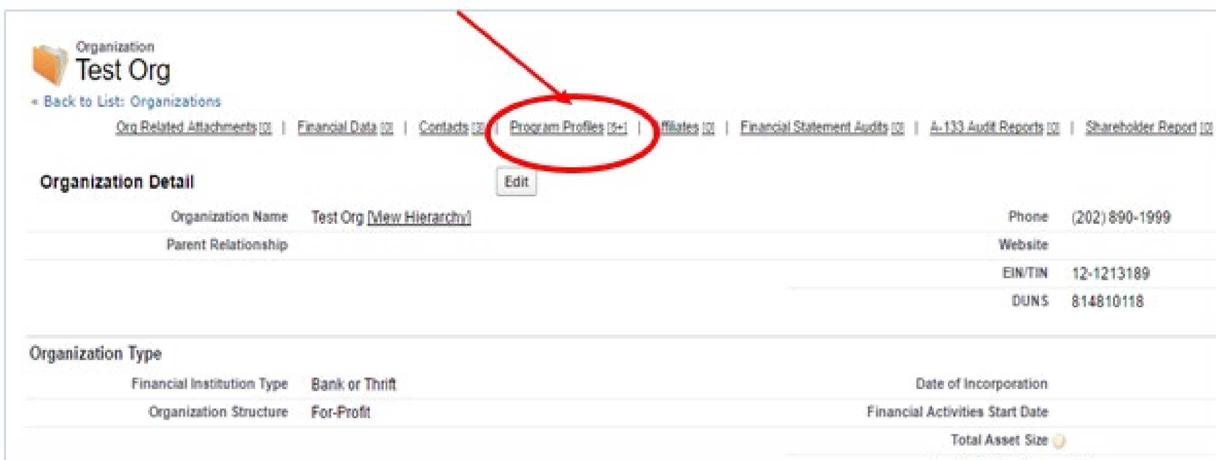


Figure 15. Organization Detail Page – Program Profiles

4. From the **Program Profiles** list, click the **Program Profile Name** link for the BEA Record Type to be forwarded to that **Program Profile** detail page.

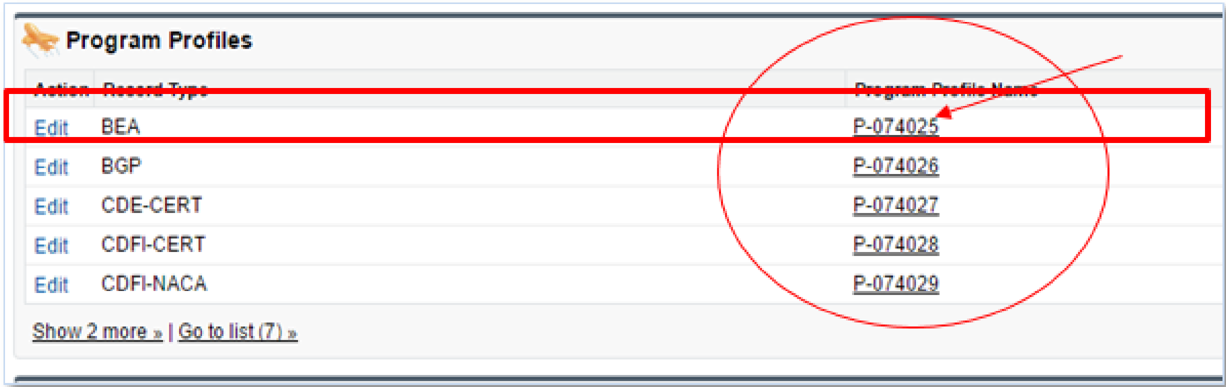


Figure 16. Program Profiles List - BEA

5. Click **Edit** in order to complete the ***Headquarters and Geographic Markets*** section. Select the state(s) your organization serves and is headquartered in by selecting a state under the **Available** window and clicking the right arrow in order to move it to the **Chosen** window.
6. Click **Save**.

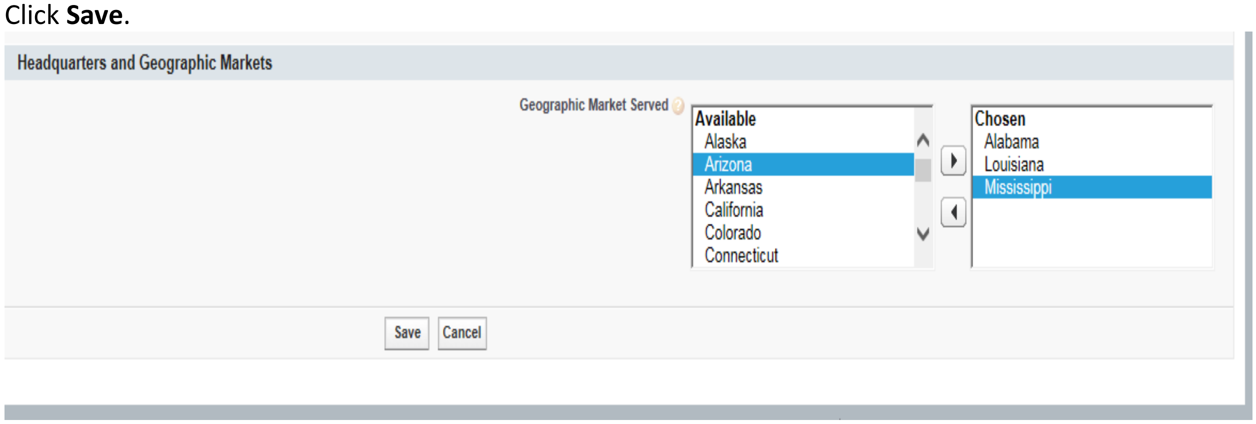


Figure 17. Program Profiles – Headquarters and Geographic Markets List - BEA

4 Complete BEA Program Electronic Application

Once the BEA **Program Profile** has been updated, the BEA Program Electronic Application can be created and completed. Only one application can be created and submitted each funding year per organization. Applicants will enter data to provide CDFI Fund staff with information needed to assess the organization's own lending, investing, or service-related activities in distressed communities and to CDFIs.

To complete a BEA Program Application:

1. From the **Program Profile** detail page, scroll down to the ***Funding Application*** section.
2. Select the **New BEA Application** button.

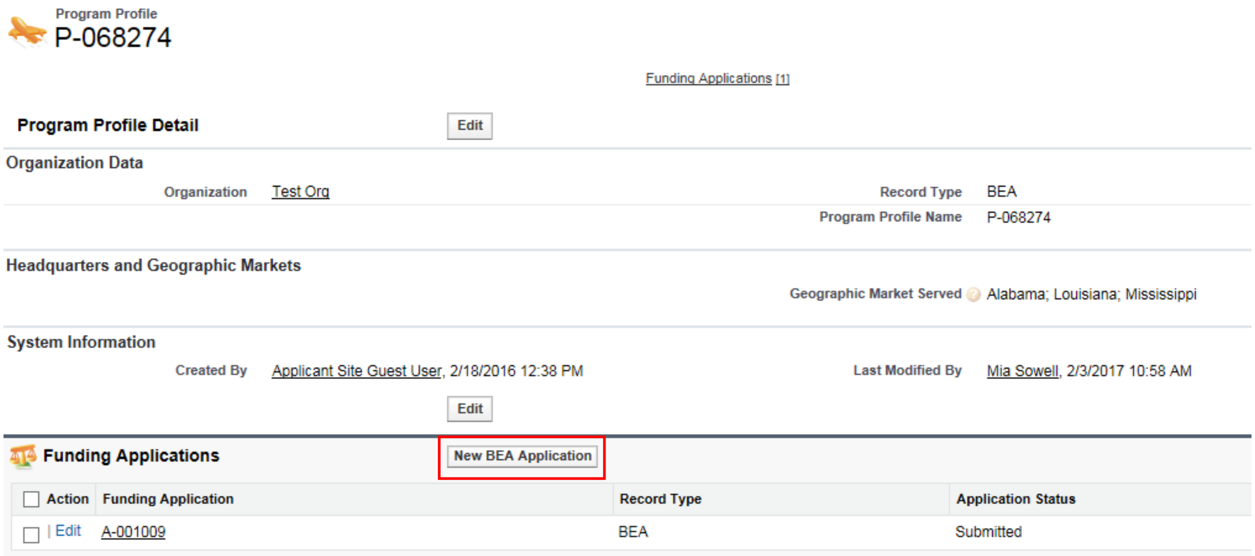


Figure 18. BEA Program Profile Detail Page - New BEA Application

3. You will be forwarded to the **Funding Application Detail** page. Complete the information on the page.
   a. Fields (Questions) marked with the Red Bar | are required fields that must be completed by the applicant in order to submit the BEA Application.

   b. **Important Note:** Details of field questions can be found by clicking the help icon [ ] found next to the field name. The help text box contains important information on how to appropriately complete the information requested.

Figure 19. Example of ? Information Icons

The BEA Application is divided into multiple sections. Complete required information in **<u>all</u>** sections and save the application immediately to create the record. **Please note:** Applicants will not be able to enter, edit or delete transactions after the transactions deadline[2]. Applicants will however be able to attach their SF-424, sign and submit their Application with the completed transactions on the Application due date.

[2] Please refer to the NOFA or BEA FY 2021 Application for additional deadline information.

4.1 Applicant Information, SF-424 Mandatory, and Applicant Contacts

There are multiple steps to completing this application. Complete the following steps, first:

1. Enter **Organization Information** as requested.
2. Skip the ***SF 424*** section until after the Funding Application is saved.
    a. The SF 424 Mandatory can be inserted after the application's initial save.
3. Enter the **Application Contacts**.
4. Click **Save**.

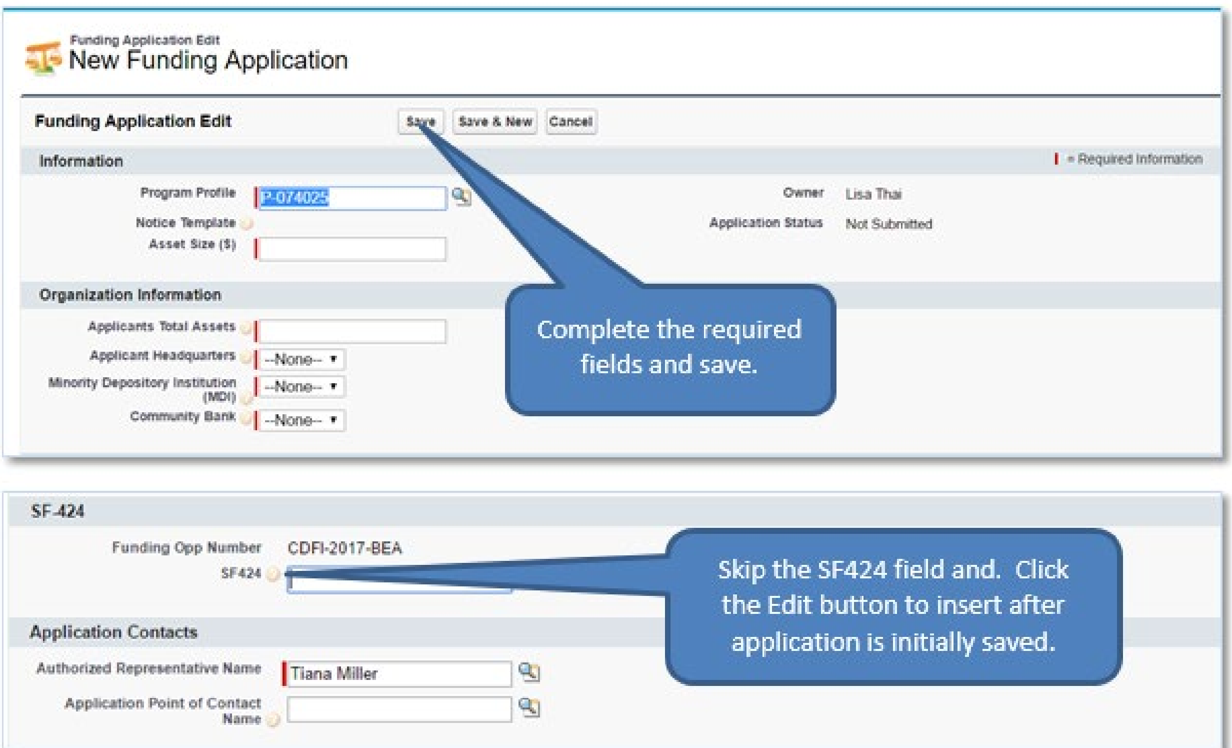


Figure 20. BEA Application Edit Page

4.2 Environmental Review Form

1. Complete the ***Environmental Review*** sections Part 1 and Part 2.
2. After completing the ***Environmental Review*** sections Part 1 and Part 2, click **Save**.

Figure 21. BEA Application Detail Page

4.3 Table 5: Reporting BEA Qualified Activities

1. Complete **Table 5: Reporting BEA Qualified Activities** section for the Baseline Period and Assessment Period. You will have the option to edit these fields at any time prior to submission.

   Please note that all fields require an entry. If your organization is not reporting on a specific sub-category or activity type, you must enter "0" (zero).

2. **Deposit Liabilities Activities:** When completing the Deposit Liabilities section of Table 5, Applicants are required to enter amounts for the Start Date and End Date of the Assessment Period and Baseline Period. The system will calculate and display the net change in the 'Deposits-Increase $' field. Please refer to the help text associated with the applicable fields, as well as, the FY 2021 BEA Program Application Instructions document for requirements related to completing the ***Table 5: Reporting BEA Qualified Activities*** for CDFI Related Activities, Distressed Community Financing Activities, and Service Activities.

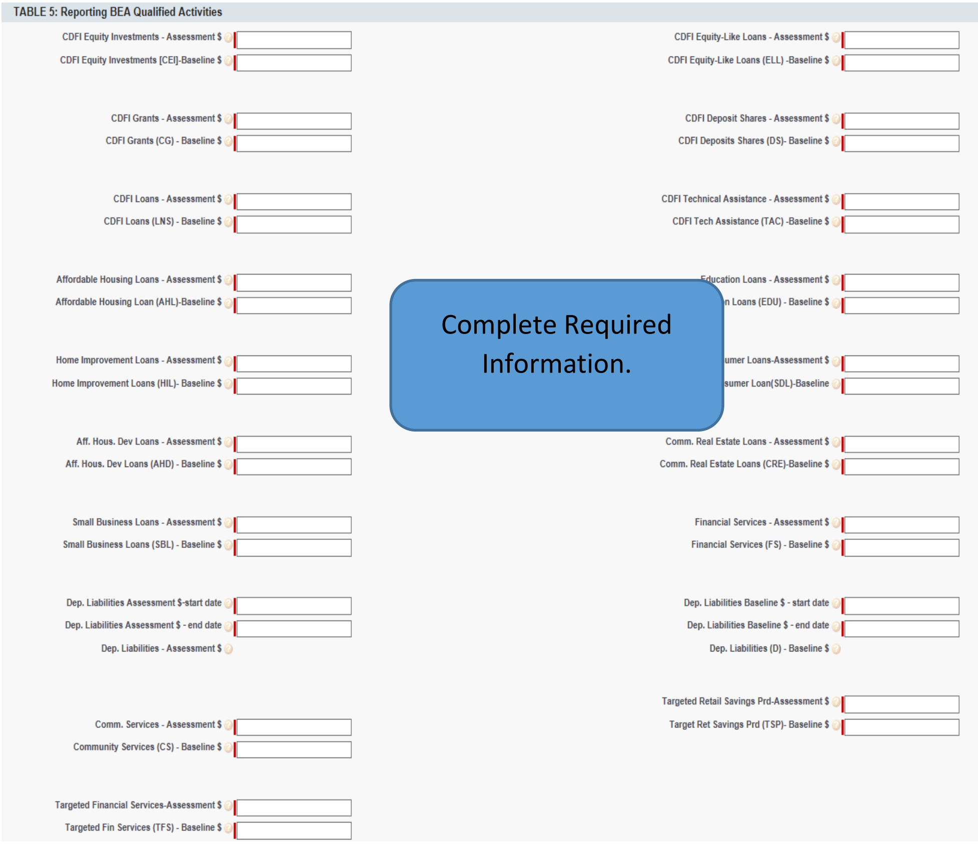


Figure 22. BEA Application Detail Page – Table 5: Reporting BEA Qualified Activities

3. After completing the ***Table 5: Reporting BEA Qualified Activities*** section, click **Save**.

   NOTE: After the ***Table 5: Reporting BEA Qualified Activities*** section is complete, the Applicant will be able to proceed by entering individual transactions for any activity type which reflected an increase.

4.4 Projected Use of Award

1. Complete the ***Projected Use of Award*** (percentage) section to display how you intend to use the award funds.
   a. Enter the numeric value(s) between 0 and 100 which represents the relevant percent (without using the percent sign). The ***Projected Use of Award*** section must equate to 100% total. Please note you will have the option to **Edit** these fields at any time prior to submission.
   b. For additional information regarding the requirements on indicating the Applicant's intent on using their BEA Program award, please refer the ***Table 8: Projected Use of BEA Program Award*** section of the BEA Program Application Instructions document.
   c. Enter the numeric value(s) between 0 and 100 which represents the relevant percent (without using the percent sign) relating to the ***Persistent Poverty Cty – Min***

Commitment and ***Persistent Poverty Cty – Max Commitment.*** Please note that minimum commitment cannot be a number higher than maximum commitment.

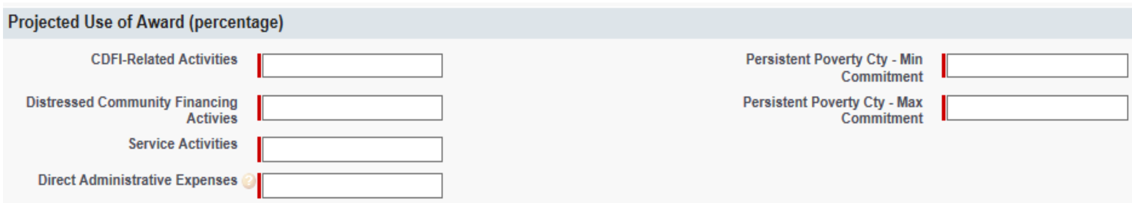


Figure 23. BEA Application Detail Page – Projected Use of Award

4.5 Enter BEA Transactions To Be Considered For An Award

BEA Applicants are required to enter individual transactions to be considered for an award in the ***BEA Transactions*** section of the electronic application in AMIS (See "***Table 6: Transactions To Be Considered for an Award***" of the Application Instructions document for additional information on the type of information that is required to be reported for individual transactions). Here, Applicants will provide the details of individual transactions for activity types that demonstrated an increase in the ***Table 5: Reporting BEA Qualified Activities*** section. Individual transactions reported will be used to calculate an estimated BEA Program Award amount. The running totals of each transaction's activity type can be viewed in the ***CDFI Related Activities Summary, Distressed Community Financing Activities Summary***, or ***Service Activities Summary*** sections of the Application.

In AMIS there are separate record types for each category activity listed on the application. Information requested will differ depending on which BEA category transaction you are detailing.

To Complete a BEA Transaction Record:

1. From the **Funding Application** detail page, scroll down to the **BEA Transactions** related list, and select the **Add Transaction** button.

NOTE: The deadline to add and/or edit a BEA Transaction is April 23, 2021, at 5:00pm ET. Applicants will not be able to add/edit or delete a BEA Transaction after the deadline. For example, if you log in at 4:58pm ET to edit your transaction and try to save it at 5:01 pm ET you will receive an error message indicating that the deadline to enter, edit or delete transactions has passed. Applicants will still have access to attach their SF-424, sign and submit their Application by the Application due date of April 27, 2021, at 5:00pm ET.

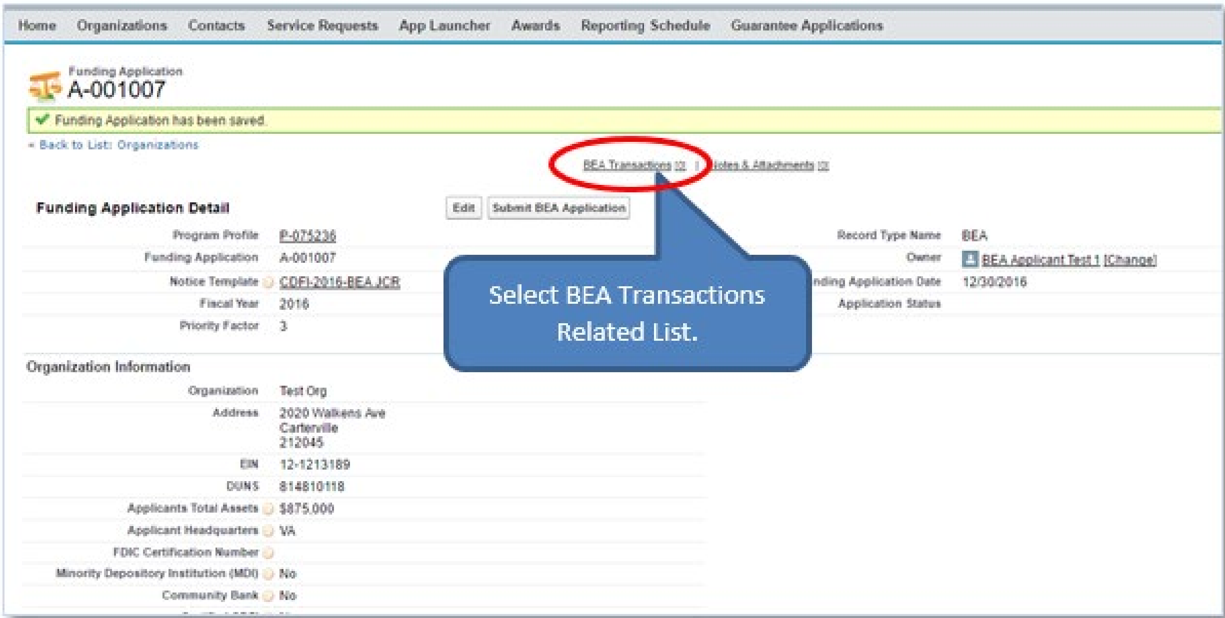


Figure 24. Funding Application Detail Page

2. You will be forwarded to the **Select BEA Activities Record Type** page.
    a. Review the BEA Qualified Activities record types and select one which demonstrated an increase in **Table 5: Reporting BEA Qualified Activities.**

3. Click the **Record Type of new record** drop down arrow to select a BEA Qualified Activities record type option.
    a. Available BEA Qualified Activities record types and their descriptions are listed on the page in a table for reference. You can add as many transactions as needed for each BEA Qualified Activities record type.

    NOTE:

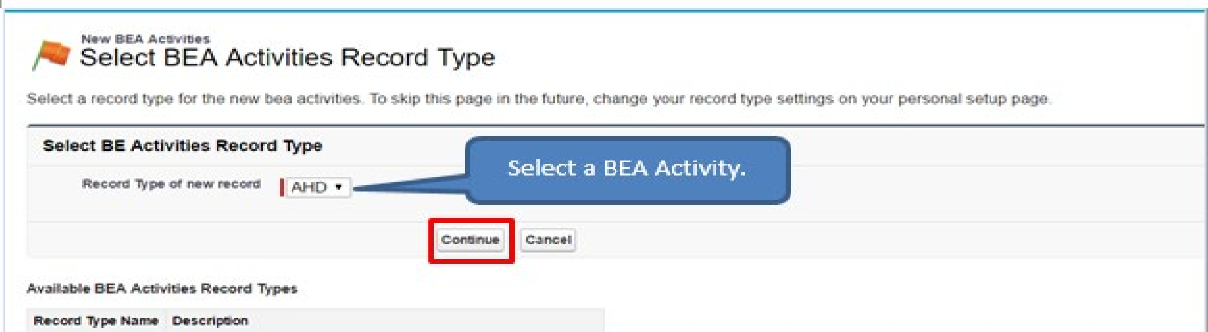
    - In order for the Estimated Award Amount field to begin calculating an amount greater than $0, Applicants will need to demonstrate an increase in a particular activity type. This will occur when an Applicant enters transactions for an activity type which totals an amount greater than the Baseline Period amount entered in the ***Table 5: Reporting Qualified Activities*** section.

    - Applicants should not include the following Personally Identifiable Information (PII) for borrowers in AMIS or in the supporting documentation: name of the individual, social security number, driver’s license or state identification number, passport number, and alien registration number. **Applicants with PII present on documents required to be submitted as Supporting Documentation, must redact all PII prior to submitting it. Please refer to the “Reporting Qualified Activities and Supporting Documentation” section of the BEA Application Instructions and the “Personally Identifiable Information” section of the Supplemental Guidance for more information on PII**.

- The Service Provided / Borrower/ Investee field is not required and will not be displayed for transactions in the Consumer Loans sub-category of Distressed Community Financing Activities.
- The Service Provided / Borrower/ Investee field is not required for transactions in the Commercial Loans sub-category of Distressed Community Financing Activities. If an Applicant completes this field, the Applicant should ensure that the name of an individual or other information noted here does not create PII when considered with other information entered in the transaction or included in the supporting documentation.

  - Deposit Liabilities Transactions: Applicants will enter the Beginning of Year Balance, End of Year Balance, and Total Dollar Value amounts for the Assessment Period. The Total Dollar Value amount must equal the difference between the Beginning of Year Balance and the End of Year Balance.

4. Select the **Continue** button to select a specific BEA Qualified Activities record type.



Record Type Name	Description
AHD	Affordable Housing Development Loans and Project Investments
AHL	Affordable Housing Loans
CEI	Equity Investments
CG	Grants Made to Certified CDFI's
CRE	Commercial Real Estate Loans and Project Investments
CS	Community Services
D	Deposits
DS	Deposit Shares
EDU	Education Loans
ELL	Equity-Like Loans
FS	Financial Services
HIL	Home Improvement Loans
LNS	Loans
SBL	Small Business Loans and Project Investments
SDL	Small Dollar Consumer Loans
TAC	Technial Assistance Made to Certified CDFI's
TFS	Targeted Financial Services
TSP	Targeted Retail Savings / Investment Products

Figure 25. Select BEA Activities Record Type and Record Type Names/ Descriptions

a. If the ***Table 5: Reporting BEA Qualified Activities*** section of the Application shows a $0 increase for a particular activity type, the Applicant will receive an error message when trying to add a Transaction detail record.

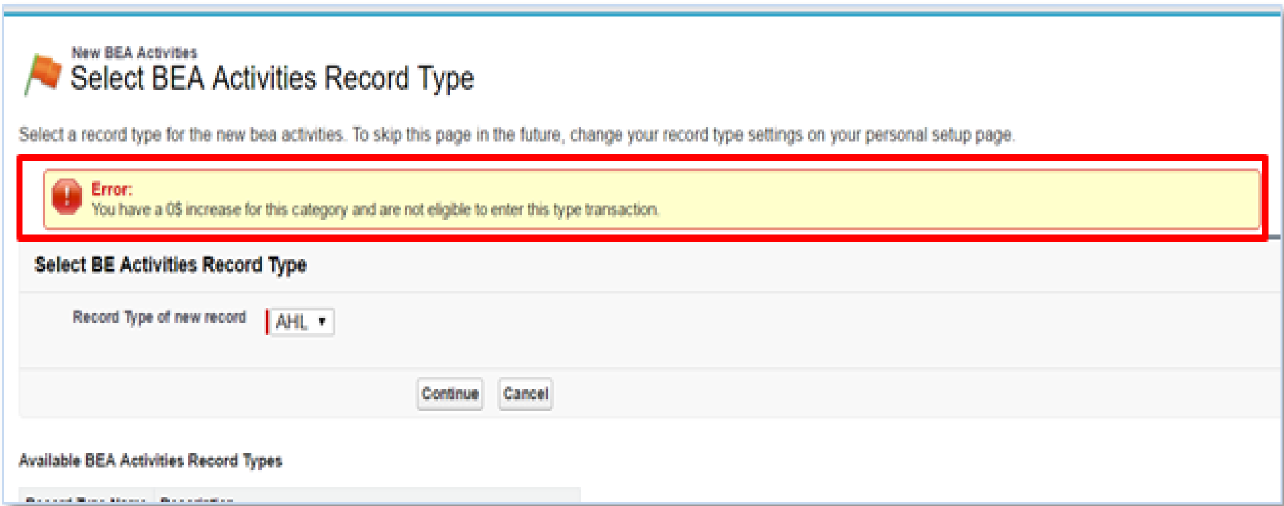
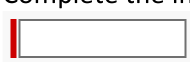


Figure 26. Selecting a 0% Increase BEA Activities Record Type Error Message

5. Complete the information on the page. Fields with a red bar to the left of the entry box – i.e.  - are required fields.
   a. **Date of Execution** must be during the Assessment Period.
   b. **Date of Initial Disbursement** must be during the Assessment Period and after the **Date of Execution**.
   c. **Date of Final Disbursement** is ONLY required if the loan is fully disbursed**.**
   d. **Total Dollar Value** cannot exceed the Assessment Period amount entered in Table 5 for that particular activity type.
   e. **Street Address**, **City**, **State**, and **Zip Code** are required fields for Distressed Community Financing activities.
   f. The **Census Tract** 11-digit number will automatically be generated when an address is entered on a BEA Transaction record. This automation is applicable for several BEA activity types. After the system automatically generates the census tract number, the system will automatically indicate in the **BEA Qualification Status** field if the tract qualifies for BEA

   <u>NOTE:</u> AMIS will verify whether the address entered by the Applicant accurately corresponds with to a census tract. This determination will be made within 24 hours of an Applicant's initial entry of such information and will be reflected in the **Address Verification** field. The result will reflect "Verified," "Not Verified," or Address and census tract do not match – Please retrieve the correct census tract from CIMS." Applicants should be mindful of the deadline to enter, edit or delete transactions as it relates to the 24 hour time lag.

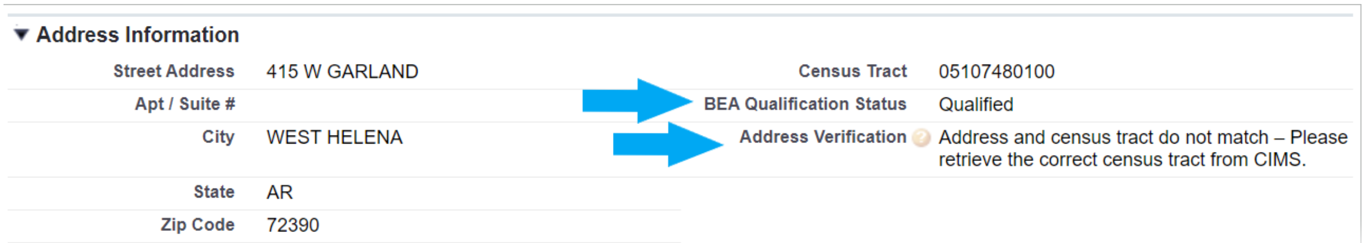


Figure 27. Census tract qualification status

6. Select the **Save** button to Save the record.
    a. The BEA Transaction record(s) will save on the **Funding Application** detail page under the BEA Transaction Related List.

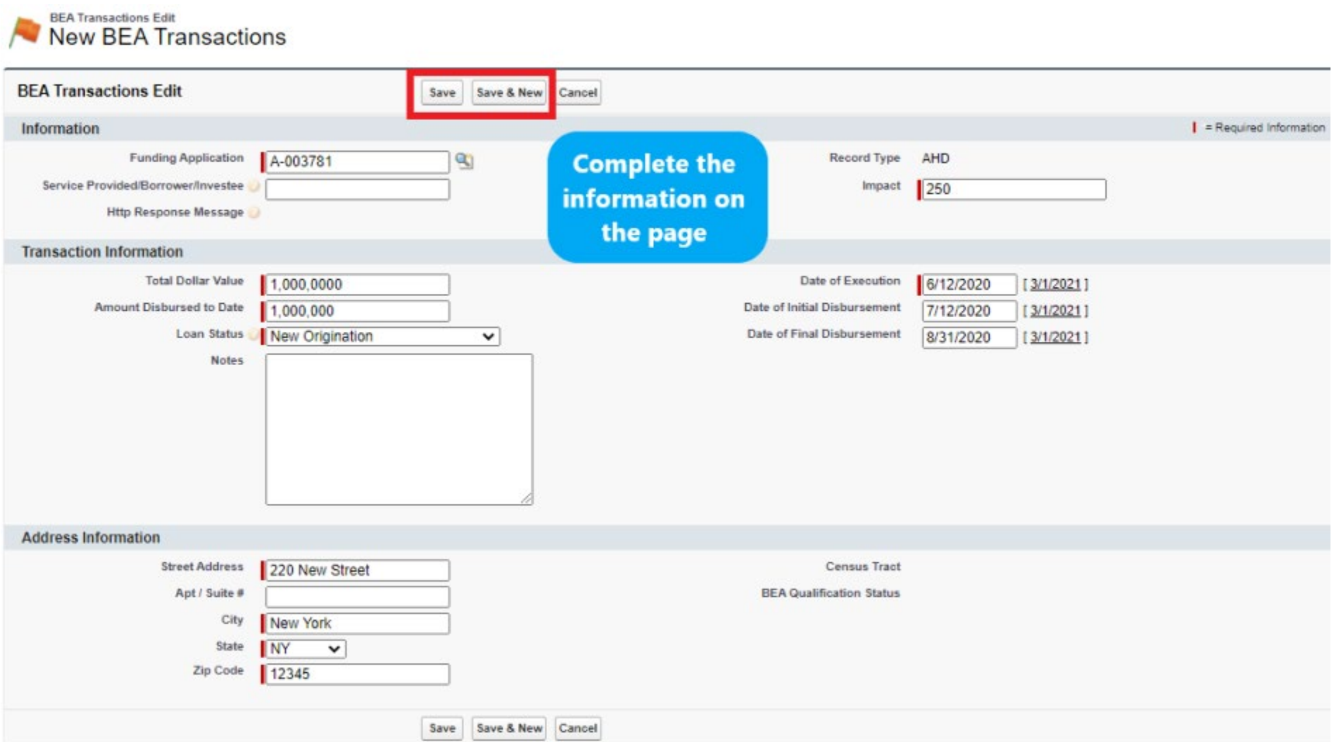


Figure 28. BEA Transactions Edit Page - Affordable Housing Development Loans and Project Investments

7. You will be forwarded to the BEA Transactions Detail page with a message stating the BEA Transactions has been saved. Click on the **Notes & Attachments** related list.

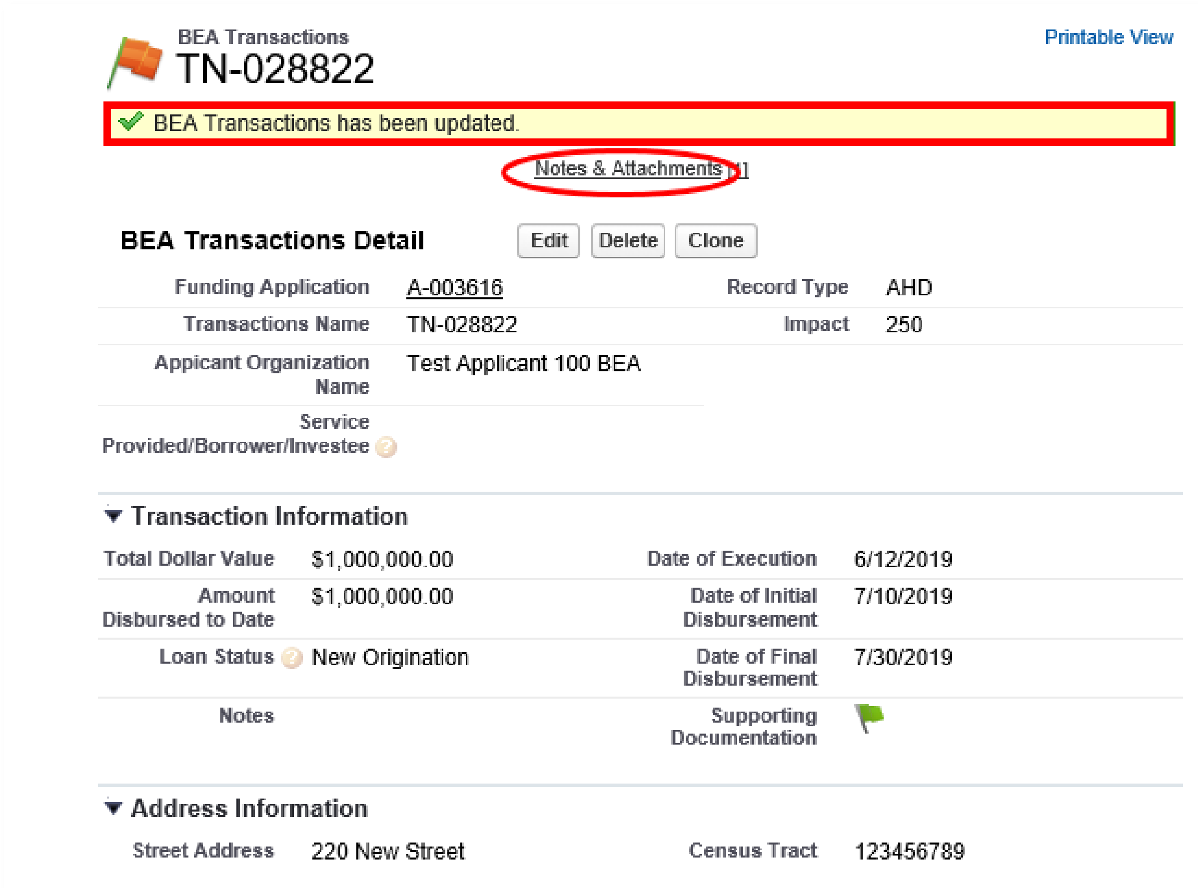


Figure 29. BEA Transactions Detail Page

Note: The following BEA Transactions will require supporting documentation (as described in the FY 2021 BEA Application Instructions document) to be attached to the transaction:

- All CDFI Related Activities (CEI, ELL, CG, LNS, DS, TAC)
- Distressed Community Financing Activities transactions of $250,000 or more (AHL, HIL, SDL, EDU, AHD, SBL and CRE)
- All Service Activities (D, CS, FS, TFS and TSP)

8. Select the **Attach File** button to attach detailed receipts and/or documentation.
    a. Applicants can attach as many Files as needed to support the BEA Transaction.

Figure 30. BEA Transaction Detail Page - Notes & Attachments Related List- Attach File

9. Select the supported transaction file and attach.

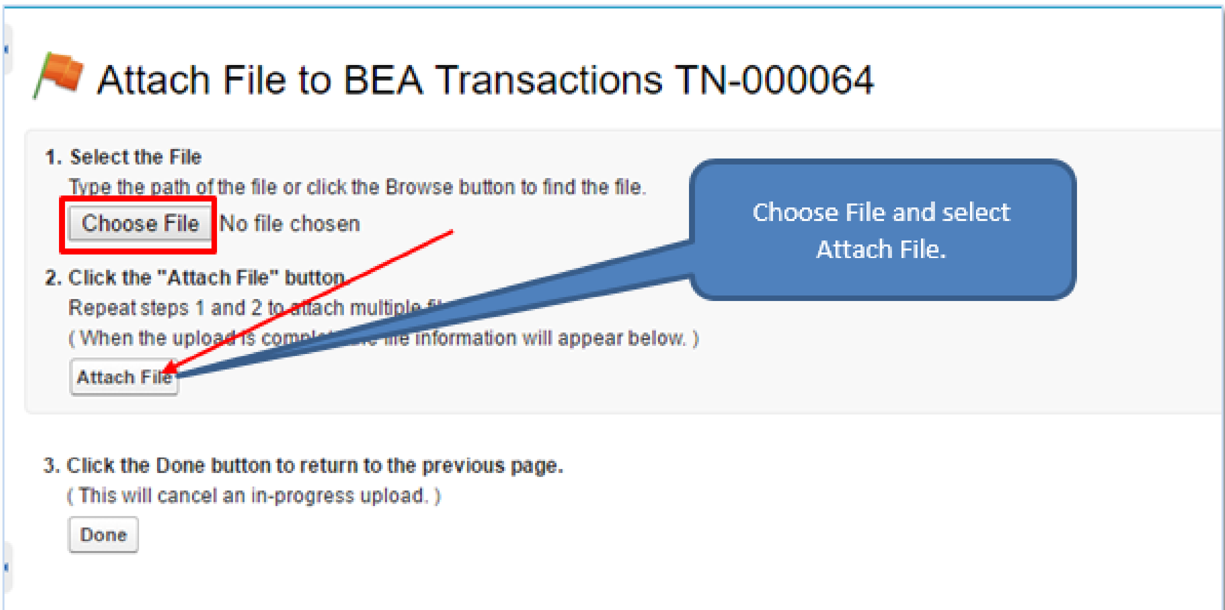


Figure 31. Attach File to BEA Transactions Select File Page

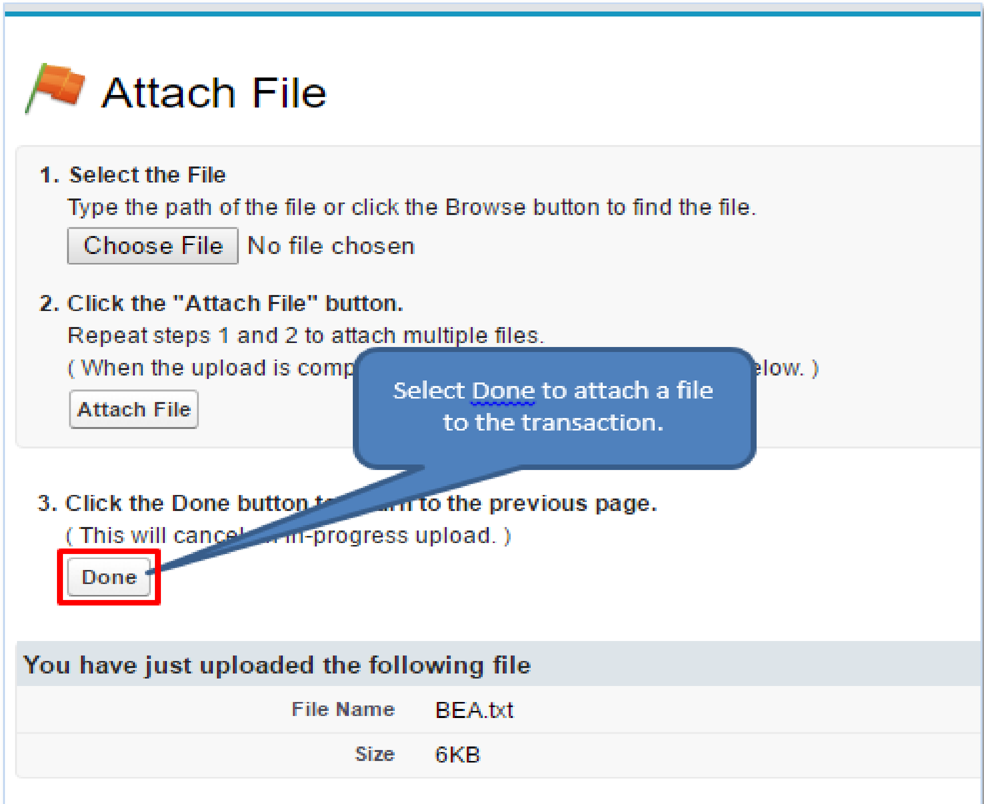


Figure 32. Attach File Page

10. You will be forwarded back to the BEA Transactions Detail Page with a message confirming the Attachment(s) added. Click the **Funding Application** link to be forwarded to the **Funding Application** detail page in order to add another BEA Transaction.

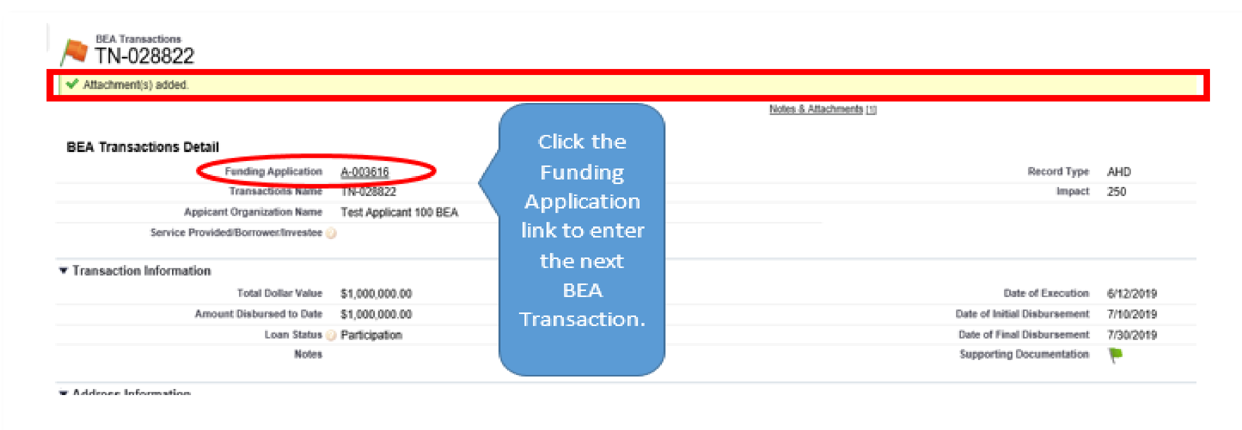
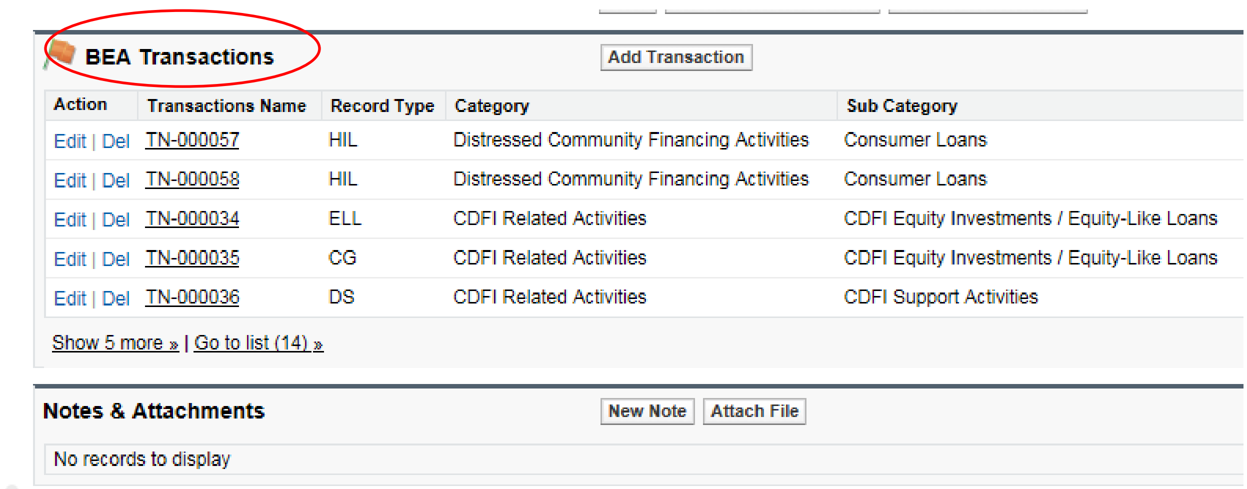


Figure 33. BEA Transactions detail Page - Attachment(s) Added Confirmation

11. Repeat steps 1-10 until all BEA Transaction records are complete and equal the desired summary activity total listed for that category on the Funding Application Detail page.

12. All BEA Transactions can be viewed and managed here.



BEA Transactions Add Transaction

Action	Transactions Name	Record Type	Category	Sub Category
Edit | Del	TN-000057	HIL	Distressed Community Financing Activities	Consumer Loans
Edit | Del	TN-000058	HIL	Distressed Community Financing Activities	Consumer Loans
Edit | Del	TN-000034	ELL	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans
Edit | Del	TN-000035	CG	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans
Edit | Del	TN-000036	DS	CDFI Related Activities	CDFI Support Activities

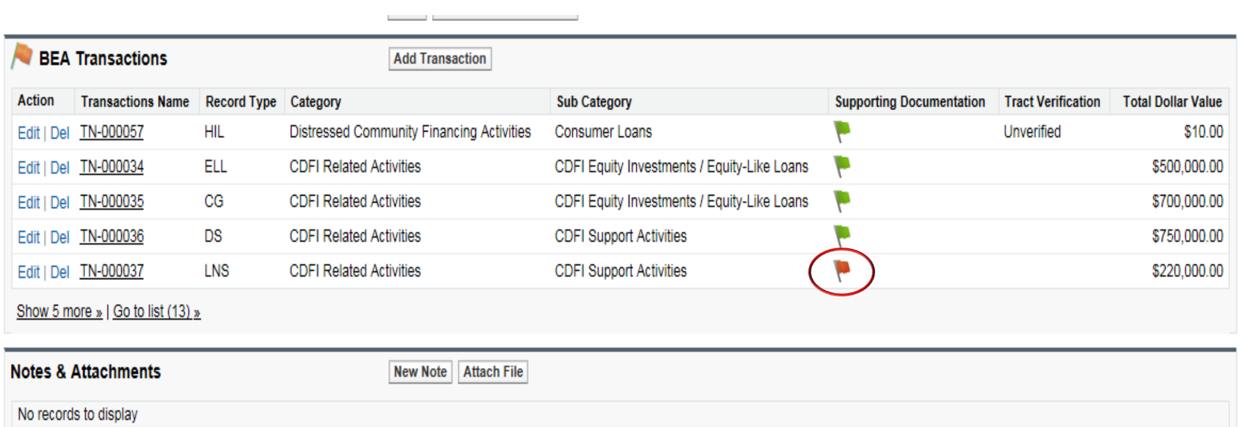
Show 5 more » | Go to list (14) »

Notes & Attachments New Note Attach File

No records to display

Figure 34. BEA Transactions Related List

13. Any transactions submitted without the required supporting documentation will be indicated by a red flag in the “Supporting Documentation” column. **NOTE: Applicants will not be able to submit a given transaction if required supporting documentation is not attached by the deadline to enter, edit, or delete transactions.**



BEA Transactions Add Transaction

Action	Transactions Name	Record Type	Category	Sub Category	Supporting Documentation	Tract Verification	Total Dollar Value
Edit | Del	TN-000057	HIL	Distressed Community Financing Activities	Consumer Loans		Unverified	$10.00
Edit | Del	TN-000034	ELL	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans			$500,000.00
Edit | Del	TN-000035	CG	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans			$700,000.00
Edit | Del	TN-000036	DS	CDFI Related Activities	CDFI Support Activities			$750,000.00
Edit | Del	TN-000037	LNS	CDFI Related Activities	CDFI Support Activities			$220,000.00

Show 5 more » | Go to list (13) »

Notes & Attachments New Note Attach File

No records to display

Figure 35. BEA Transactions Related List – Supporting Documentation Flags

14. A report of all transactions entered may be generated by the user at any time by going to the **Custom Links** field, directly above the **BEA Transactions** section, and clicking on the hyperlink.

Applicants can also customize the view of the report by exporting to Excel, if desired.

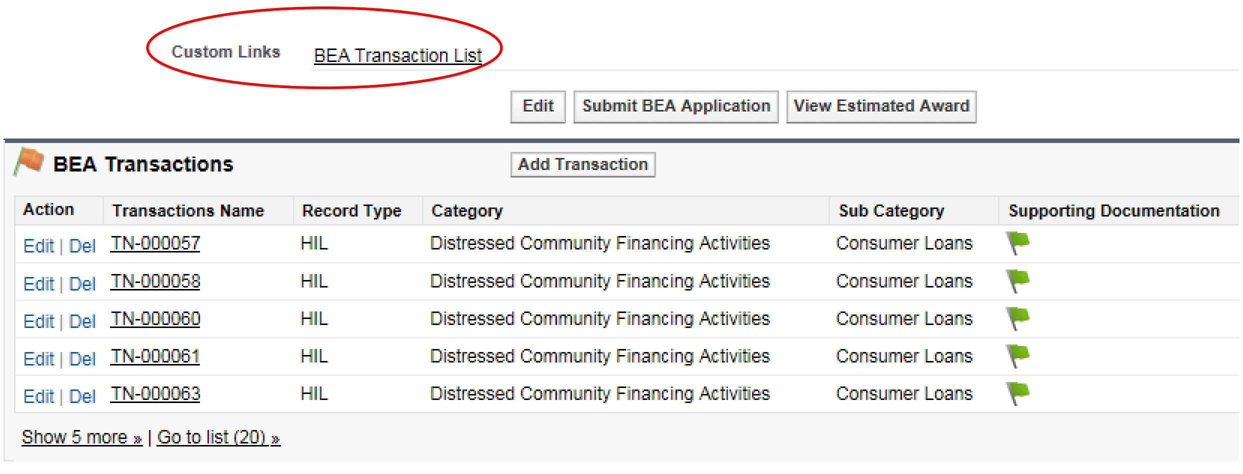


Figure 36. BEA Transactions Related List – Printable View

4.5.1 Category Activities

Again, each BEA Qualified activity type has its own page layout in AMIS and may require different information to be compliant for submitting the BEA transaction. Use the table below to understand the description of each BEA Qualified.

Record Type Name	Description
AHD	Affordable Housing Development Loans and Project Investments
AHL	Affordable Housing Loans
CEI	Equity Investments
CG	Grants Made to Certified CDFI's
CRE	Commercial Real Estate Loans and Project Investments
CS	Community Services
D	Deposits
DS	Deposit Shares
EDU	Education Loans
ELL	Equity-Like Loans
FS	Financial Services
HIL	Home Improvement Loans
LNS	Loans
SBL	Small Business Loans and Project Investments
SDL	Small Dollar Consumer Loans
TAC	Technial Assistance Made to Certified CDFI's
TFS	Targeted Financial Services
TSP	Targeted Retail Savings / Investment Products

Figure 37. BEA Qualified Activity Record Types

A few things to note regarding Activity Types:

- All activity types except for Deposits (D) require a Date of Execution which must be between the Assessment Period start date and Assessment Period end date.
- All CDFI Related Activities (CEI, ELL, CG, DS, LNS, TAC) require a CDFI Partner's EIN. After entering a CDFI Partner's EIN, the certification status of the CDFI Partner (as of the end of the Assessment Period) will be displayed.
- All Distressed Community Financing Activities require a Census Tract # and address.
- The following BEA Qualified activity types require the **Impact** field be entered on the Transaction Detail record: AHD, SBL, CRE, CS, FS, TFS and TSP.

Another Example of BEA Activities Transaction Page – CEI (Equity Investments)

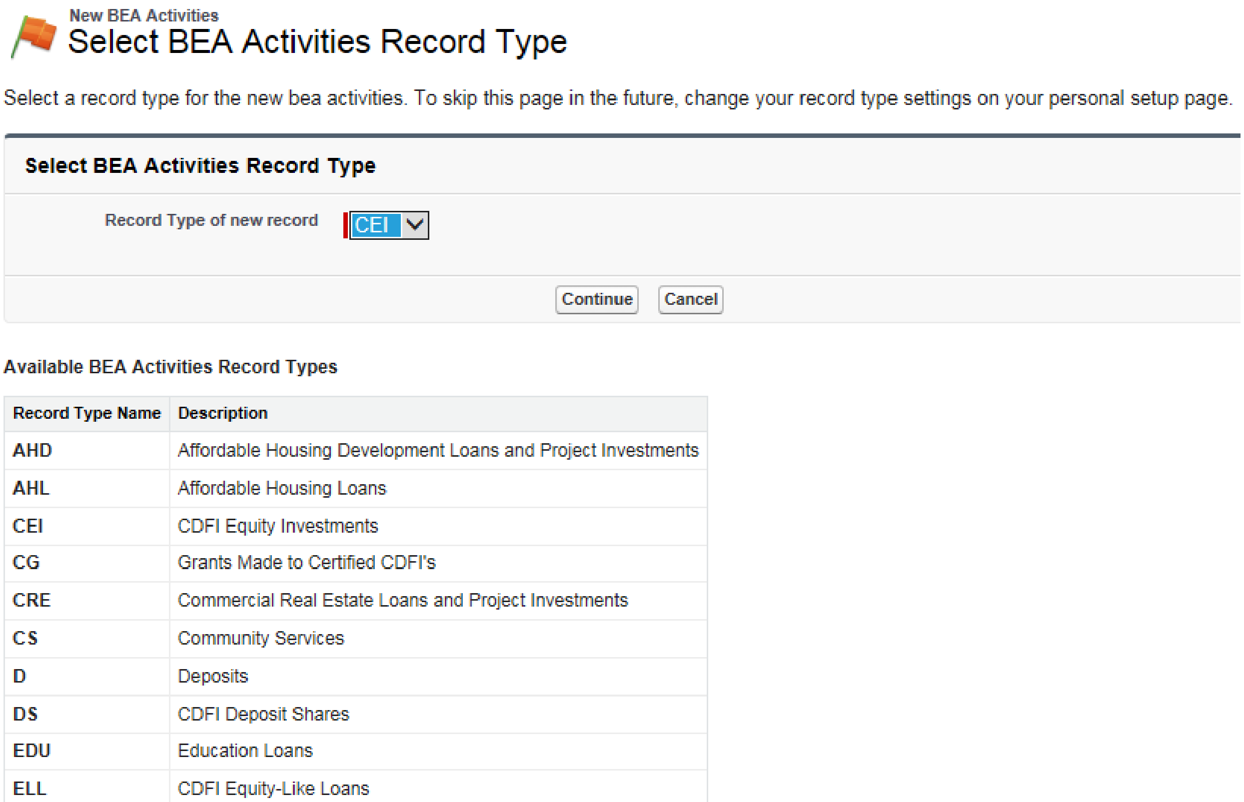


Figure 38. Select BEA Qualified Activity Record Type – CEI (Equity Investments) Example

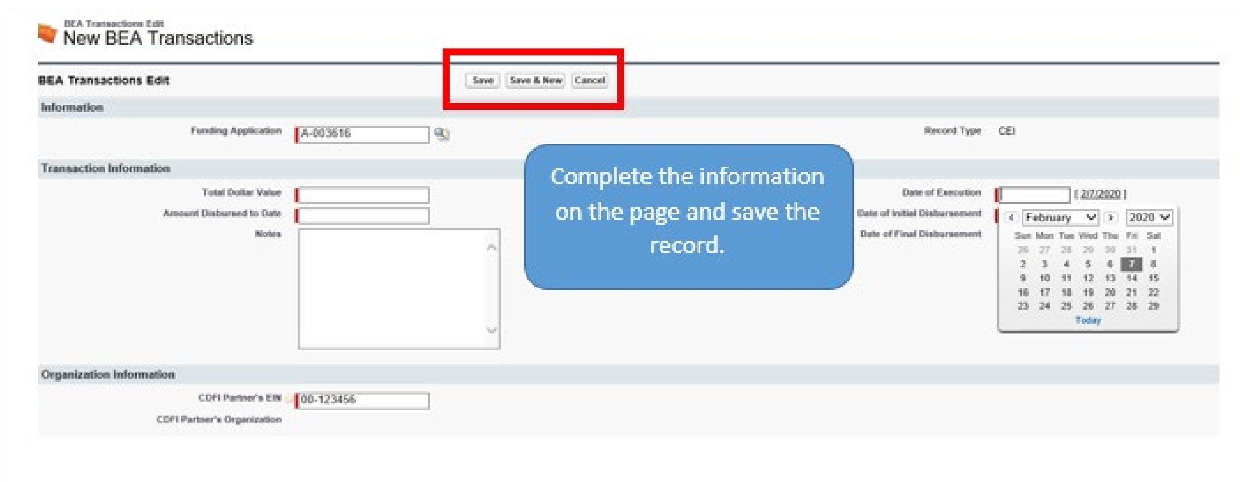


Figure 39. CEI-Equity Investments BEA Activity Record Example Edit Page

4.5.2 Attach Required Documentation

In addition to submitting transactions for activity types which demonstrated an increase, the Applicant will also have to attach required documentation to support those transactions. Attach documentation proof of transactions by clicking the ***Notes & Attachments*** related link within the individual BEA Transaction record. See the Reporting Qualified Activities and Supporting Documentation" section of the BEA Application Instructions for further guidance on documentation requirements for BEA categories and activity types.

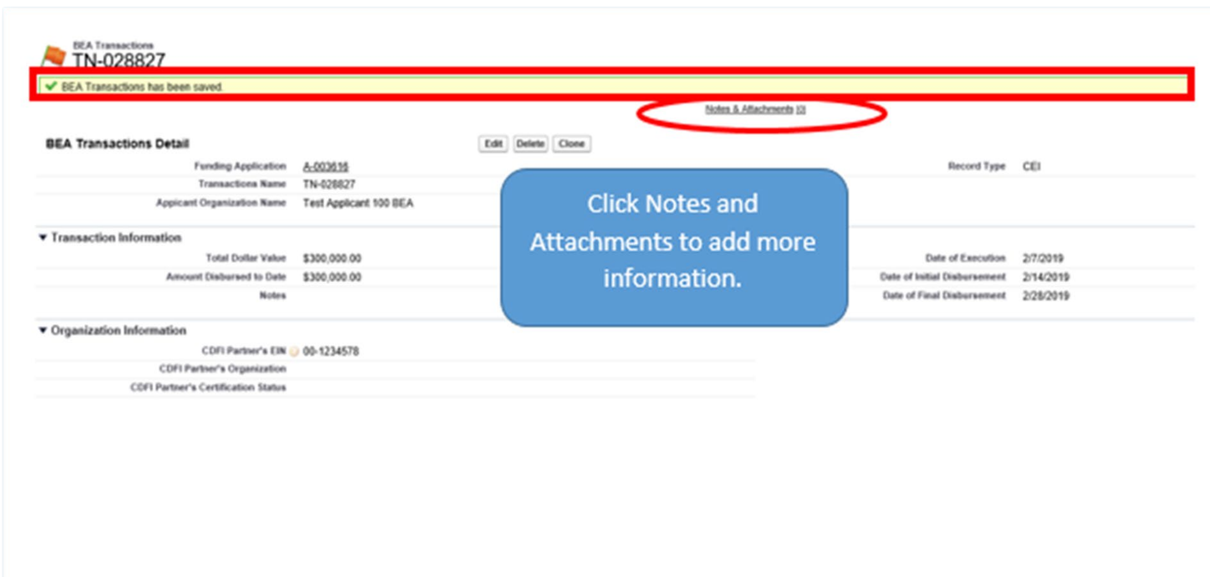


Figure 40. CEI-Equity Investments BEA Activity Record Example Saved Detail Page

4.6 Displayed Category Summaries

1. The total of all BEA qualified transactions entered, reported increases, and weighted values will automatically be summarized and calculated (based on the individual transactions entered and amounts entered in the ***Table 5: Reporting BEA Qualified Activities*** section) and will be displayed in the applicable ***CDFI Related Activities Summary***, ***Distressed Community Financing Activities Summary***, and ***Service Activities Summary*** sections.

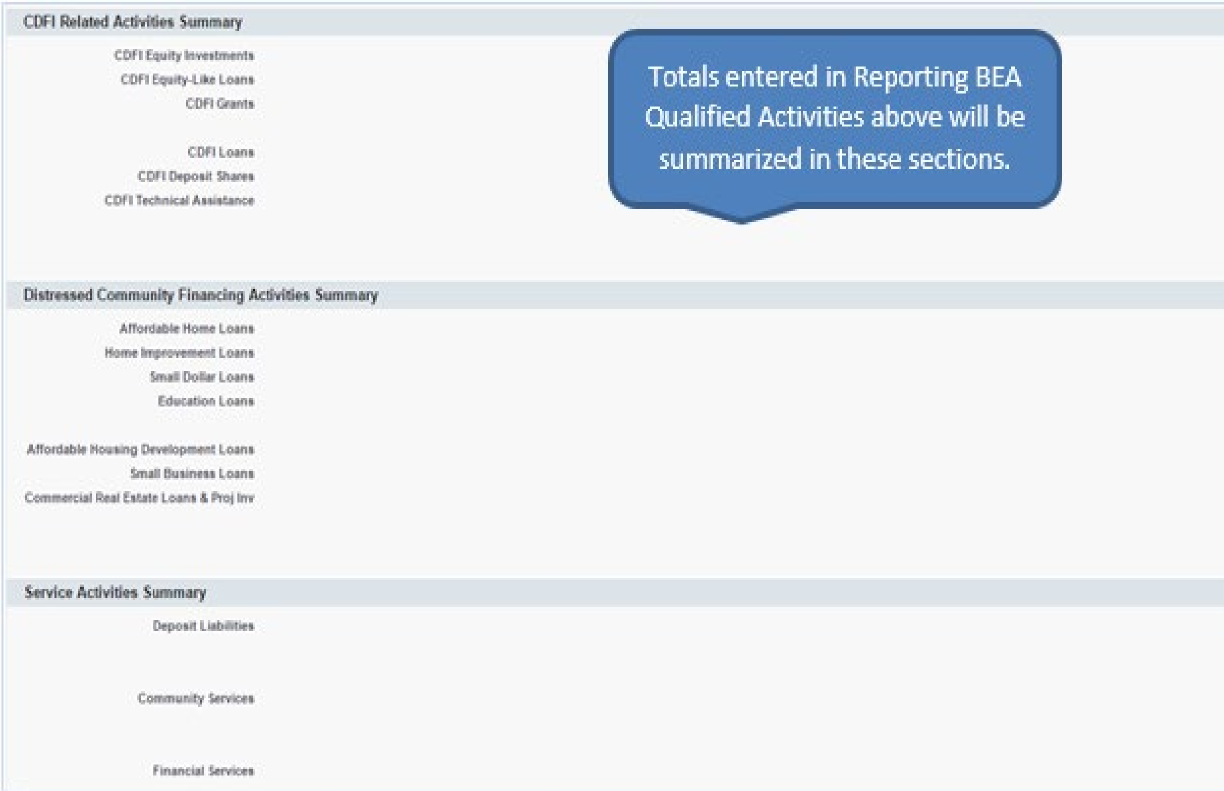


Figure 41. BEA Application Detail Page - Reporting BEA Qualified Activities

2. The estimated BEA Program award amount can be viewed in the funding application in the ***Estimated Award Amount*** section of the Funding Application.

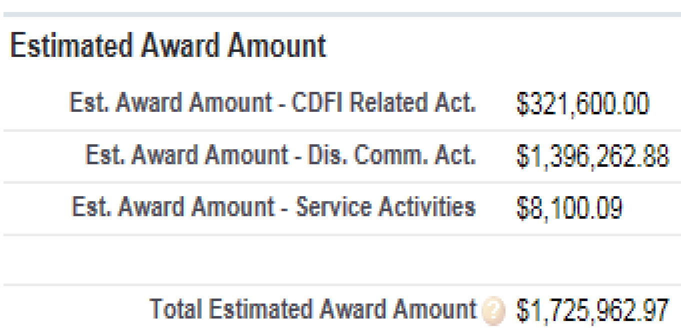


Figure 42. BEA Application Detail Page – Estimated Award Amount

3. A detailed Estimated BEA Program Award report can be viewed in the funding application in the ***Table 7 – Estimated BEA Program Award Calculation*** section of the Funding Application.

Table 7 - Estimated BEA Program Award Calculation

Table 7 - Estimated BEA Program Award Calculation									
Bank Of Chantilly[TEST]									
CDFI RELATED ACTIVITIES									
Equity Investments/Equity Like Loans		Demonstrated Overall Increase?	Baseline Period 2015	Assessment Period 2016	Change in Activity	Award Percent (18% for all Applicants)			Estimated Award Amount
1	Equity Investments (CEI)	Yes	$0.00	$20,000.00	$20,000.00	18%	[redacted]		$3,600
2	Equity Like Loans (ELL)	Yes	$0.00	$20,000.00	$20,000.00	18%	[redacted]		$3,600
3	Grants (CG)	Yes	$10,000.00	$20,000.00	$10,000.00	18%	[redacted]		$1,800
4	Estimated Award Amount for Equity Investments/Equity-Like Loans								**$9,000**

Figure 43. BEA Application Detail Page – Table 7-Estimated BEA Program Award Calculation

4.7 Total Estimated Hours to Complete the Application

1. Once all the data requested has been entered into the application, enter the **Total Estimated Hours** to Complete the Application.
2. When complete, click **Save**.

Total Estimated Hours to Complete the Application

Total Estd Hours to Complete Application

4.8 Applicant Signature

1. Complete the ***Applicant Signature*** section once all applicable application data and attachments have been added. (Refer to section 5 **Submit BEA Application** for information regarding signing and submitting the application).
    a. The Authorized Representative identified must read the Signature Attestation and check the signature check box. Note: Only the Application designated Authorized Representative is allowed to sign and submit the Funding Application.

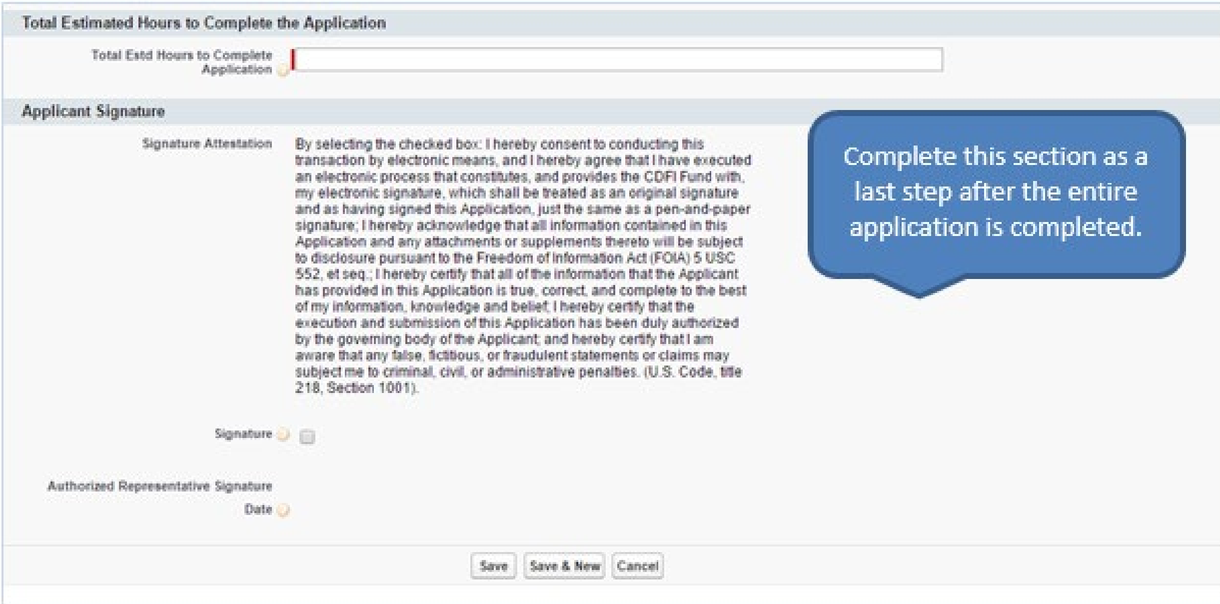


Figure 44. BEA Application Detail Page – Applicant Signature

2. Select the **Save** button to save the Funding Application. You will receive a confirmation message stating the Funding Application has saved successfully.

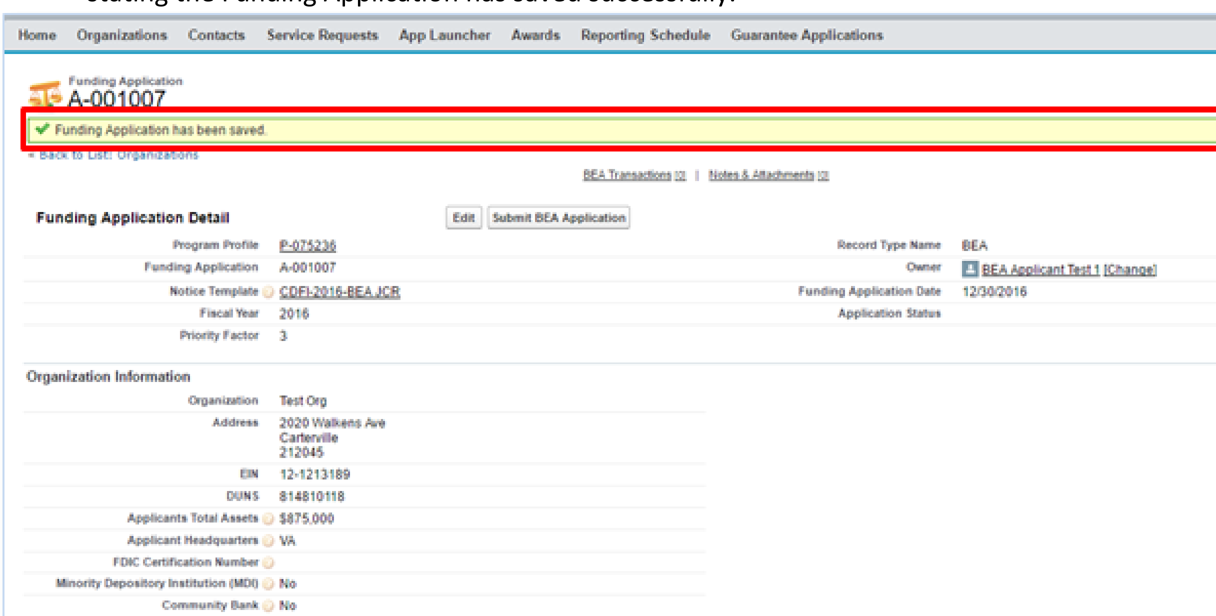


Figure 45. New Funding Application Detail Page – BEA

4.9 Insert the SF-424 Mandatory to the Funding Application

Once the Funding Application has been saved, the Applicant can edit the record and insert the Organization's SF-424 Mandatory to the Funding Application.

NOTE: The SF-424 Mandatory can only be associated to the Funding Application if the SF-424 Mandatory Form has been submitted in Grants.gov.

To insert the SF424 Mandatory to the Funding Application:

1. From the **Funding Application Detail** page, select the **Edit** button to complete the **SF-424** section.
    d. **Important Note:** For the ***SF-424*** section, you will not be able to look up and select the SF-424 Mandatory until after you have saved the BEA application.
2. Enter "grant*" in the search bar and click the SF-424 look up magnifying glass to locate the Organization's SF-424.
3. Select the **Go!** button to search.
4. Associate the SF-424 Mandatory to the **Funding Application** by selecting the **SF-424 ID** link to insert the SF424 into the **SF424** field on the **Funding Application** detail page.

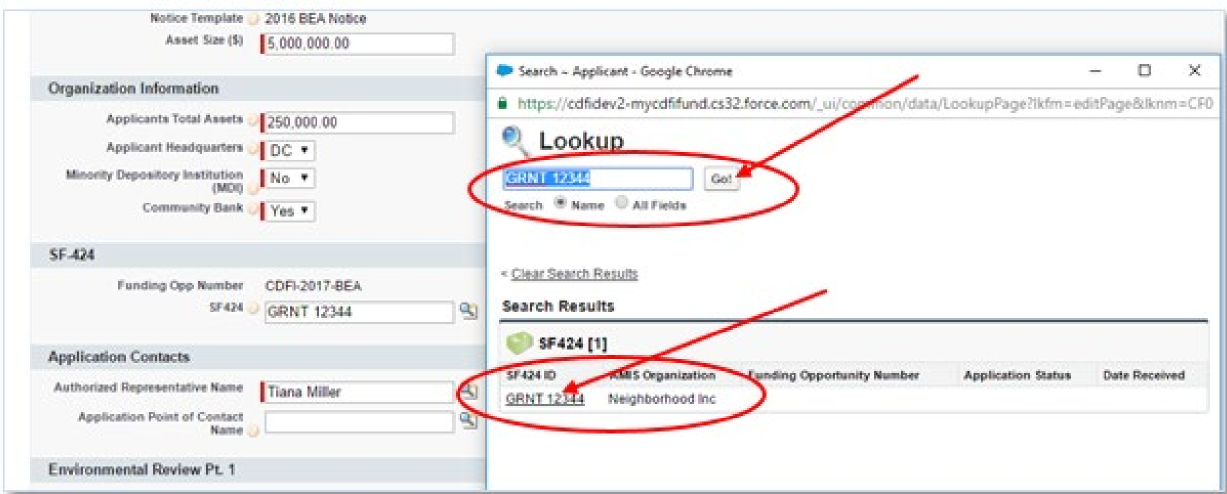


Figure 46. New Funding Application Edit Page – SF424 Lookup Pop Up Box

3. Select the **Save** button to save the SF-424 to the BEA Application record.

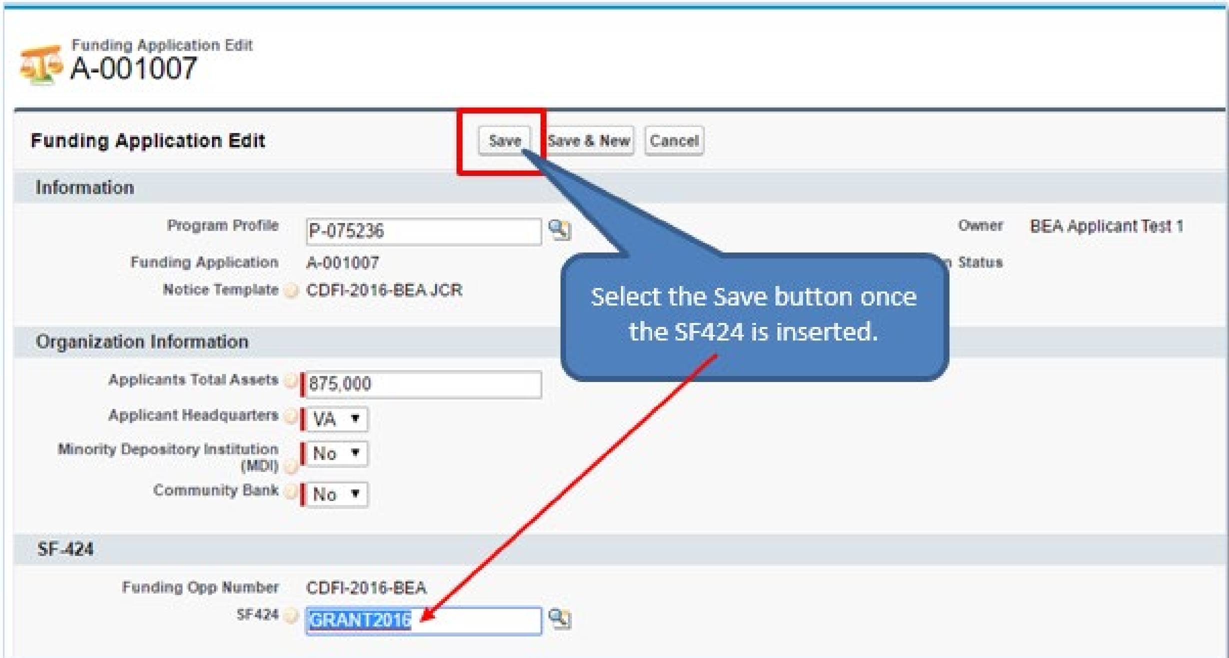


Figure 47. Funding Application Edit Page

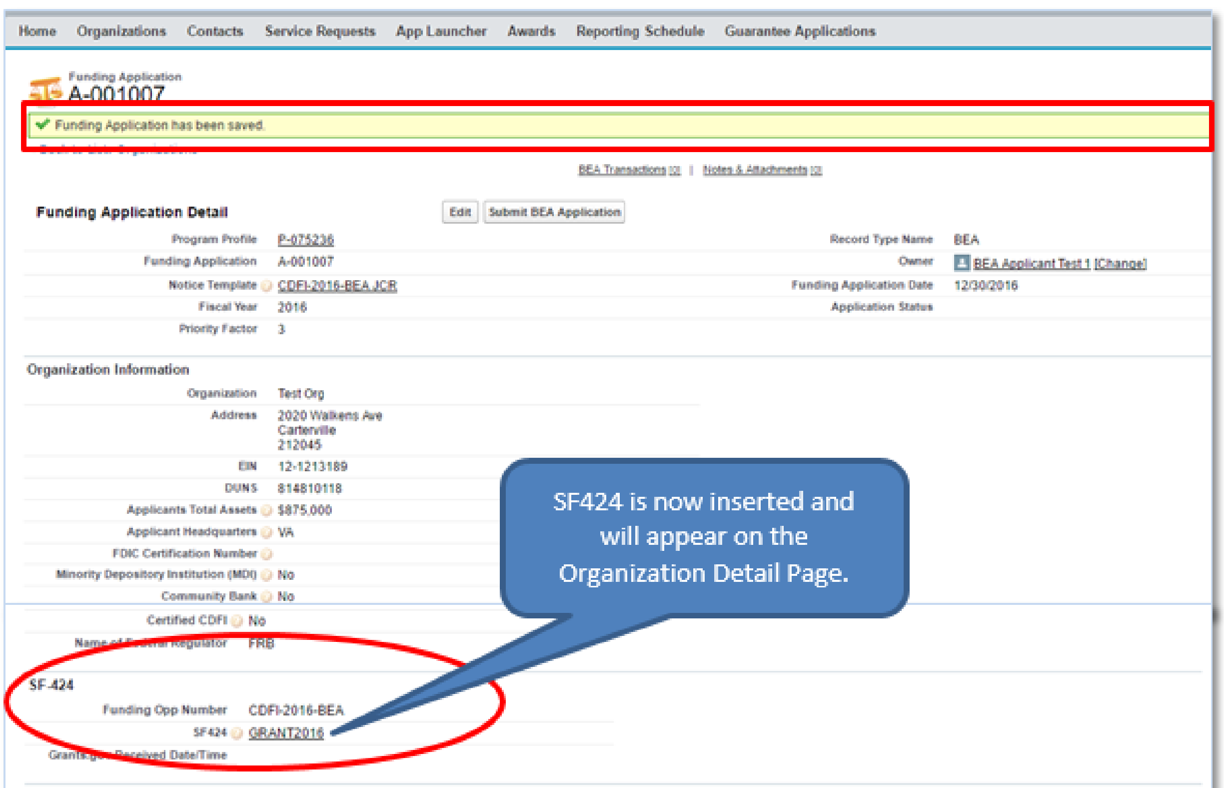


Figure 48. Funding Application Detail Page – SF-424 Inserted

5 Submit BEA Application

Once the BEA Application has been completed with all required data, BEA transactions, and required documentation, the application can be signed by the Authorized Representative and submitted to CDFI Fund Staff for review. Only the Authorized Representative can sign and submit the application.

To submit the BEA Application:

1. Click the **Funding Application** link and return to the **Funding Application** detail page to submit the application once all data requested has been entered.

NOTE: The deadline to sign and submit the application is **April 27, 2021**, at 5:00 pm ET, therefore please allow enough time for the Authorized Representative to sign and submit the application.

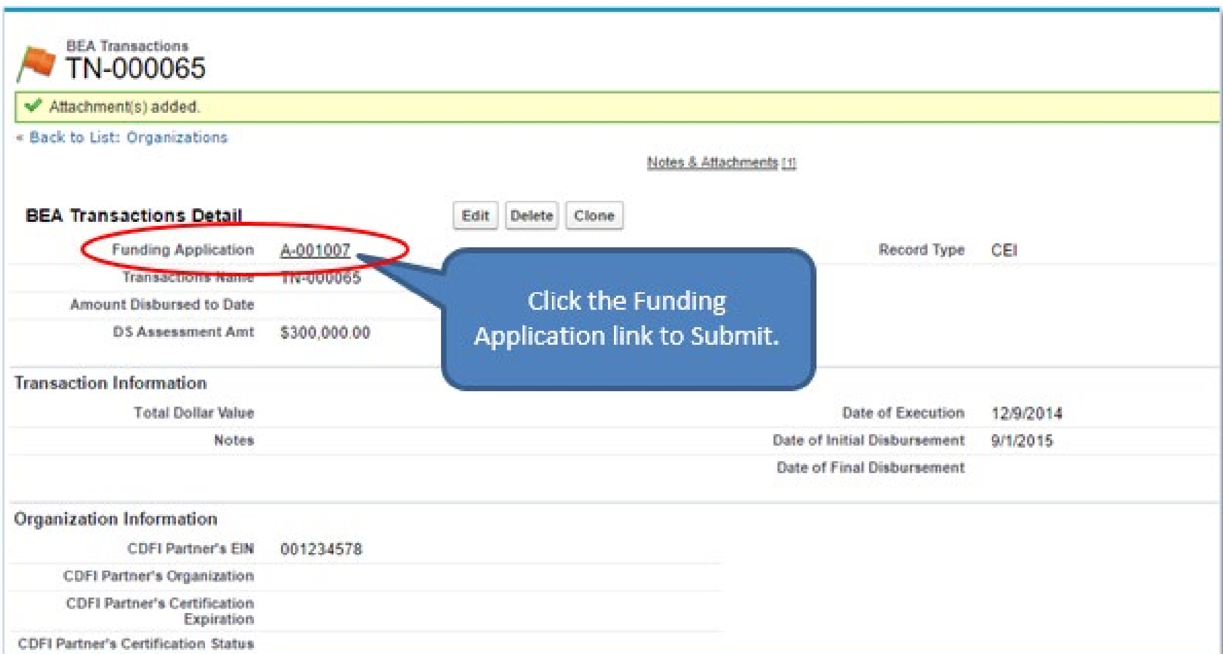


Figure 49. BEA Transaction Detail Page – Funding Application

2. From the **Funding Application Detail** page as the Authorized Representative, select the **Edit** button.

Figure 50. Funding Application Detail Page - Edit

3. Scroll down to the Applicant Signature section. Complete the signature section by checking the **Signature** checkbox.
4. Select the **Save** button and the Authorized Representative Name and date will appear once the record is saved.

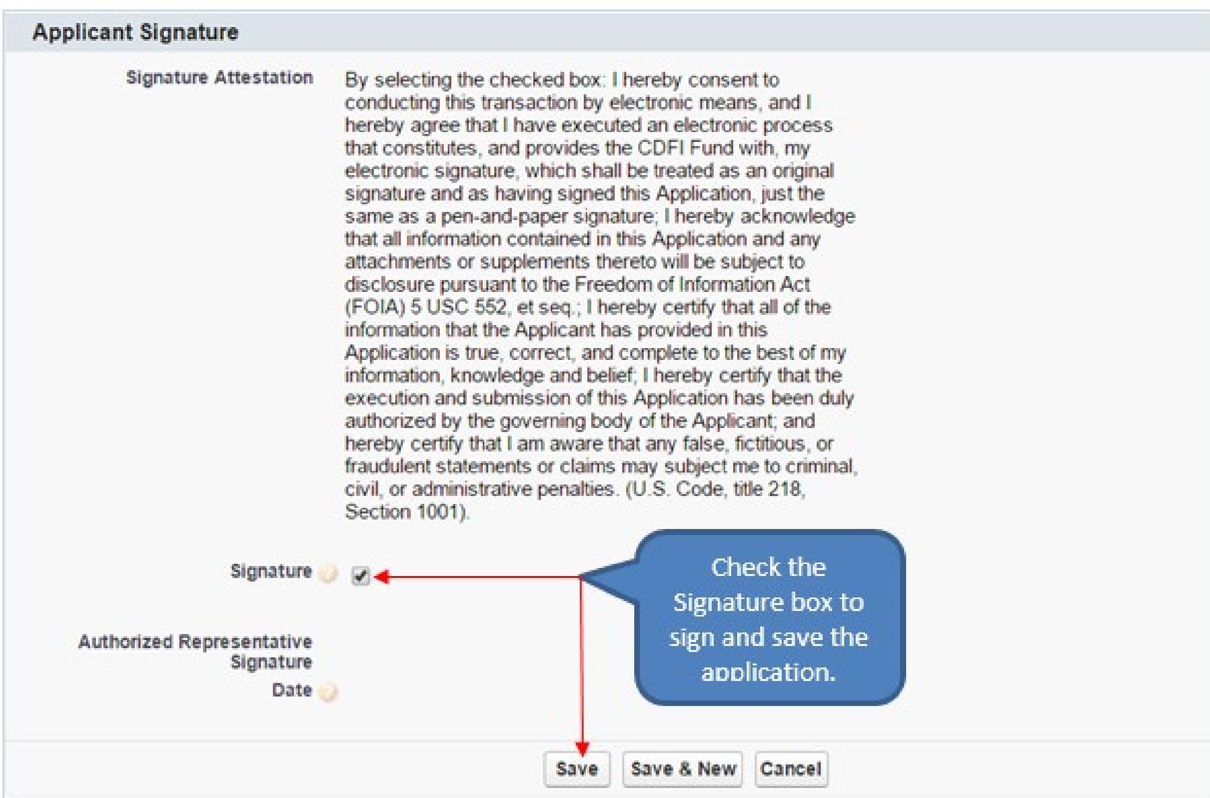


Figure 51. Funding Application Signature Box

5. You will be forwarded to the Funding Application Detail page. Select the **Submit BEA Application** button to submit the application to CDFI Fund Staff.

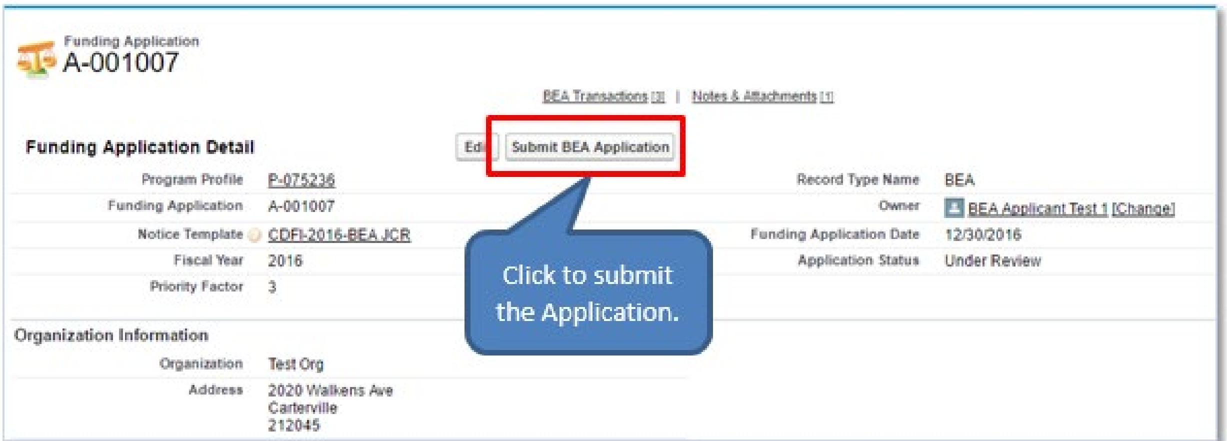


Figure 52. Funding Application Detail Page – Submit BEA Application

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

7. Click the **Ok** button to confirm you are submitting the BEA Application to the CDFI Fund Staff.

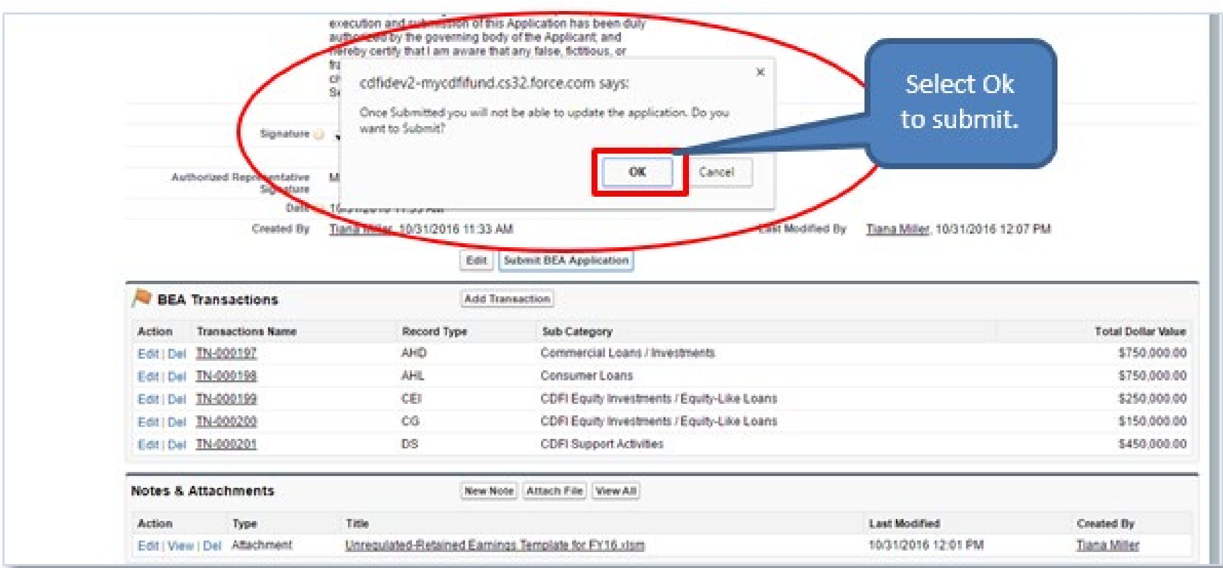


Figure 53. Funding Application Submission Message

a. If more data is required for the application, you will receive an error message when trying to submit the application.
b. If an error message is received, read the error message carefully, correct the issue and then try to submit the BEA Application once again.

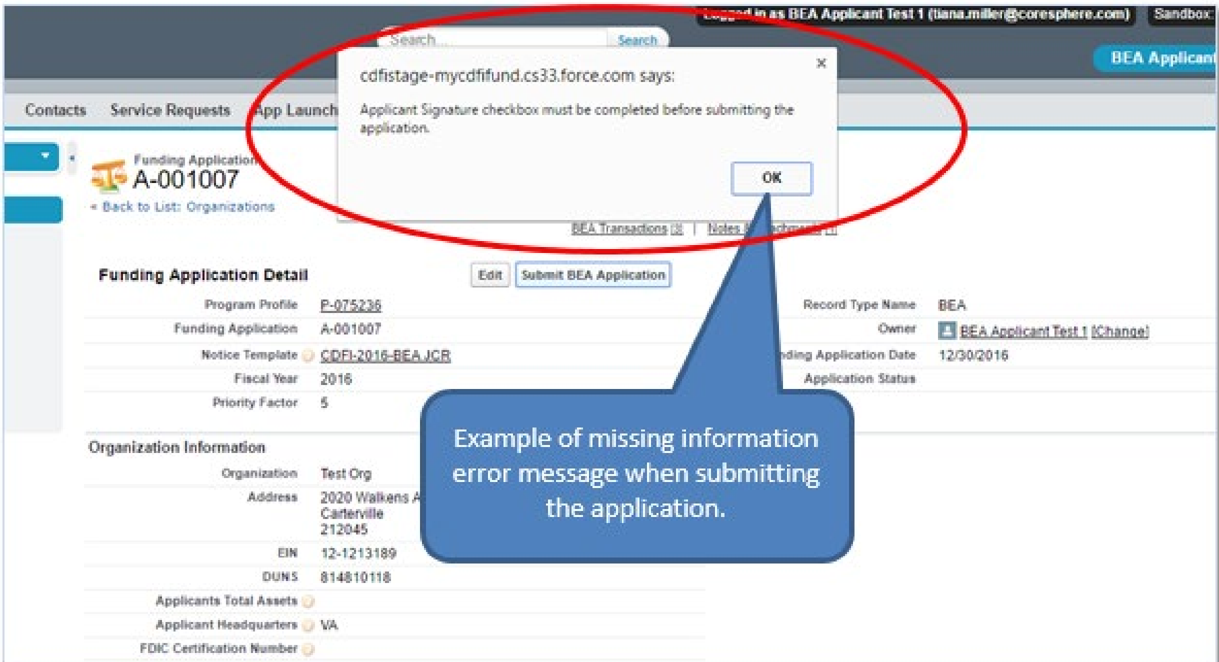


Figure 54. Example of an Error Message for Incomplete Application

8. The record will be locked once submitted. Review the **Application Status** field for updates.

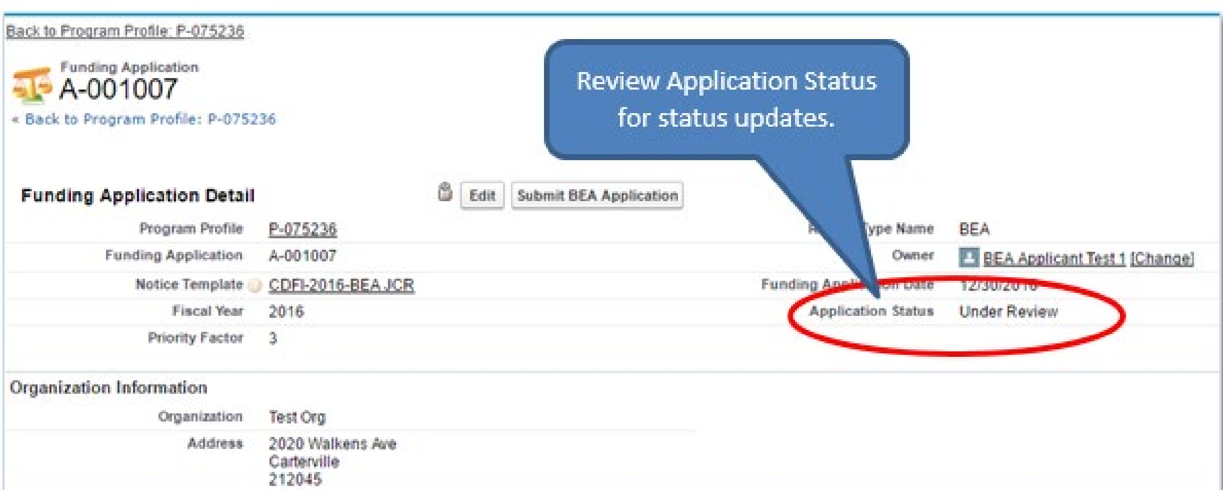


Figure 55. Funding Application Detail Page – Application Status

9. **Application Status** updates can also be seen from the Program Profile Detail Page in the Funding Application Related List.

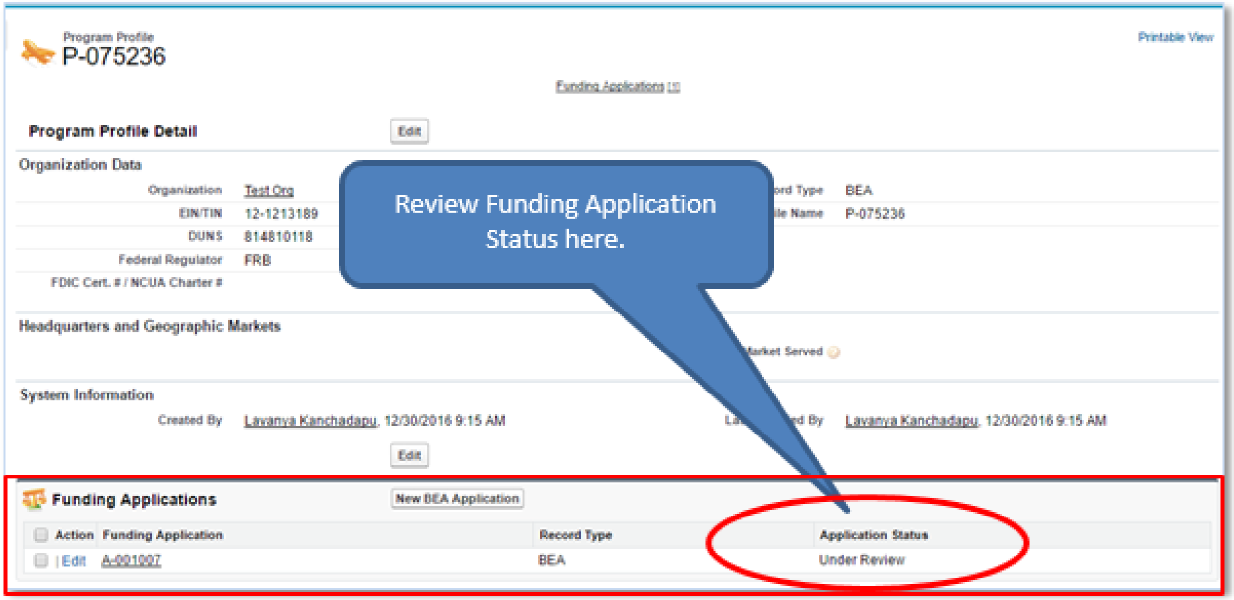


Figure 56. Program Profile Detail Page - Review Application Status