BANK ENTERPRISE AWARD PROGRAM

BEA PROGRAM

CIMS USER INSTRUCTIONS

WWW.CDFIFUND.GOV/BEA

NOTE: These instructions are intended to serve as additional guidance for BEA Program Applicants and prior Award Recipients to determine whether a transaction occurred at an address or in a census tract that meets the definition of a BEA Distressed Community. The Bank Enterprise Award Program Notice of Funding Availability (NOFA) provides BEA Program Applicants with information on designating a Distressed Community.

For general instructions on using the CDFI Fund Information Mapping System (CIMS4), please see the most recent version of the CIMS User Instruction Manual on the CDFI Fund's website at: https://www.cdfifund.gov/Documents/CIMS%20USER%20FINAL%20Aug%2025%202017.pdf

Section 1 - How to Determine if an Individual Address or Census Tract Qualifies for BEA

1. Users can access the CIMS4 mapping system via AMIS or the CDFI Fund's public website.

2. To login via AMIS:
   a. Go to the AMIS website: amis.cdfifund.gov and log into AMIS
   b. Click the "App Launcher" tab within AMIS
   c. Click on the myCDFI Fund app
   d. Go to the CIMS4 mapping system
   e. Select BEA Maps.

3. To login via the CDFI Fund's public website:
   a. Go to the CDFI Fund's website: www.cdfifund.gov
   b. Go to "Tools & Resources"
   c. Click on "CIMS Mapping Tool"
   d. Click the "Public" button
   e. Select "BEA"

4. Users may determine whether a transaction has occurred in a BEA Distressed Community by searching in CIMS by either: (1) address, or (2) census tract number.

5. To search by address:

   a. Enter street address, city, and zip code into the search bar in the top left.
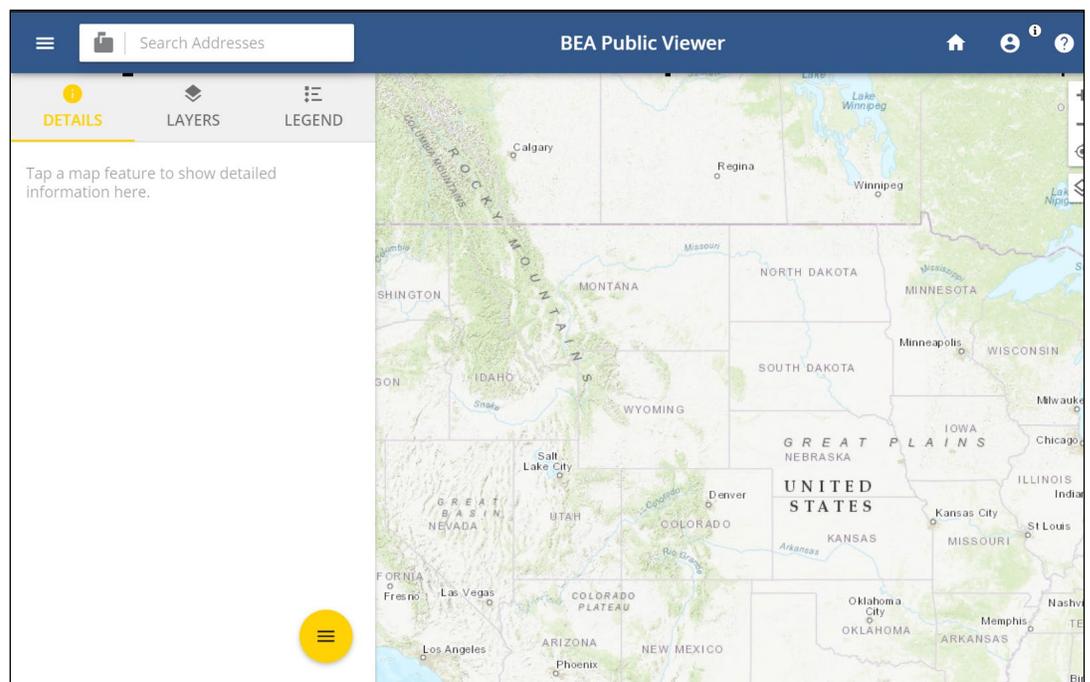
   b. Click the magnifying glass to begin the search. Then select the location identified by CIMS4 directly below the search box. (For detailed instructions

on how to conduct a search for a census tract or address, go to the **Help** menu and select **Help** to follow the CIMS4 instructions.)

c. An InfoWindow will pop open, displaying information about the address search result. More information can be found in the Details Tab.
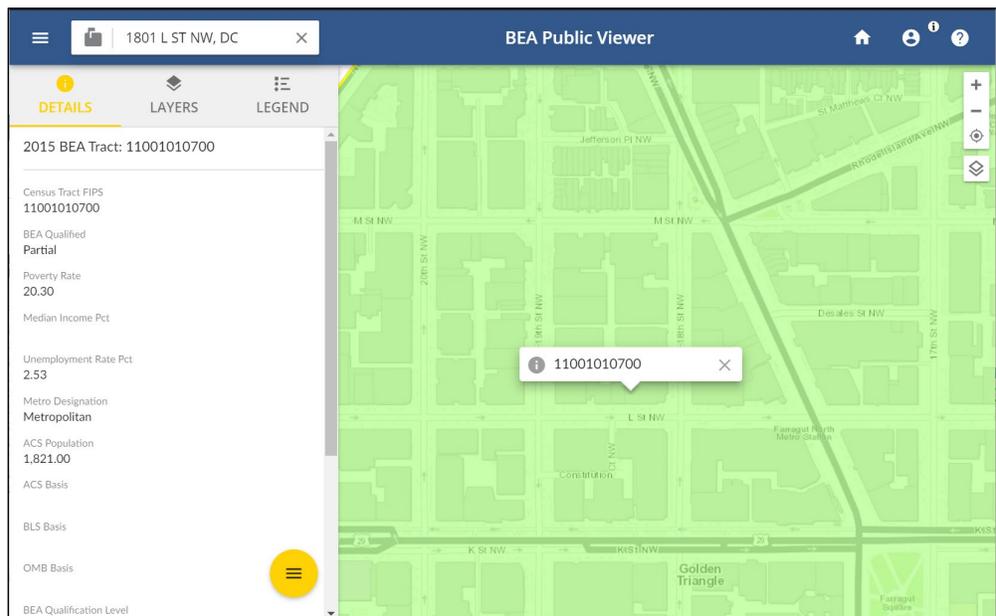
d. See instructions displayed at item # 7 on how to determine BEA qualification status.

6. To search by census tract:

a. Click on the mailbox icon in the Search Bar to the left of the page.

b. Select **2015 BEA Eligible Tract** and enter the census tract number of the transaction[1] to see if it qualifies. (For detailed instructions on how to conduct a search for a census tract, go to the **Help** menu and select **Help** to follow the CIMS4 instructions.)

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[1] All transactions submitted by BEA Program Applicants or prior Award Recipients must meet the definition of a BEA Qualified Activity, as defined in the NOFA, in order to be considered for an award. For the FY 2021 funding round, Applicants must use the 2015 BEA Eligible Tracts.

Determining if a Transaction Occurred in a BEA Distressed Community

NOTE:

The Consolidated Appropriations Act of 2020 expanded the definition of PPCs to include territories and possessions of the United States (US) based on the Island Areas Decennial Censuses or equivalent data of the Bureau of the Census. BEA Program applicants should note that only Qualified Activity transactions that occur in areas determined by the CDFI Fund to be BEA qualified Distressed Communities will count towards a BEA Award PPC Commitment. The CDFI Fund has updated the BEA Program Eligibility Data spreadsheet to reflect the BEA Qualified Distressed Community Determination for census tracts located in the US territories and possessions, and the overall PPC designation of these areas.

For the FY 2021 funding round, Applicants should only use the **2015 BEA Eligible Tracts**.

When searching by address, results displayed will automatically reflect the **2015 BEA Eligible Tract** layer. Examples provided in this document will display the **2015 BEA Eligible Tract** layer.
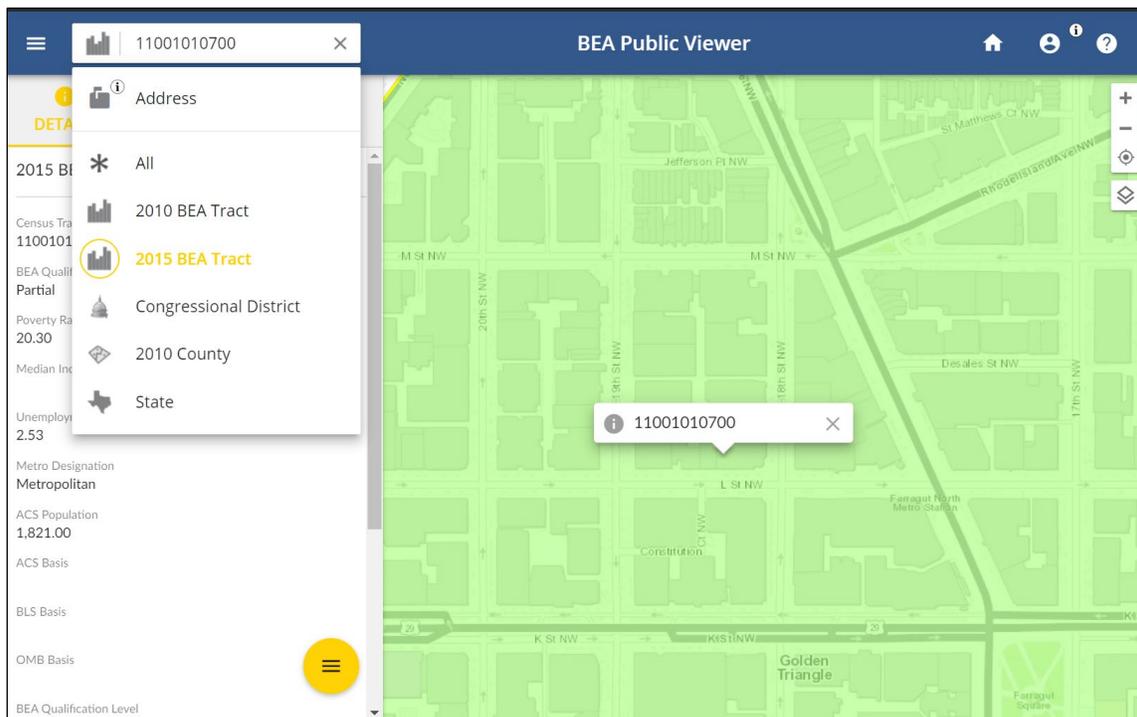
    c.   Click the magnifying glass to begin the search. Then select the location identified by CIMS4 directly below the search box.

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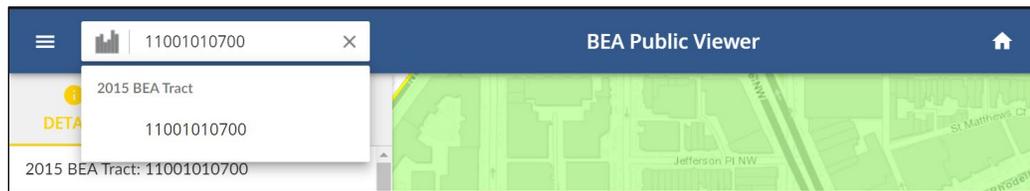
d. An InfoWindow will pop open, displaying information about the census tract. Click the Details Tab to view more information.
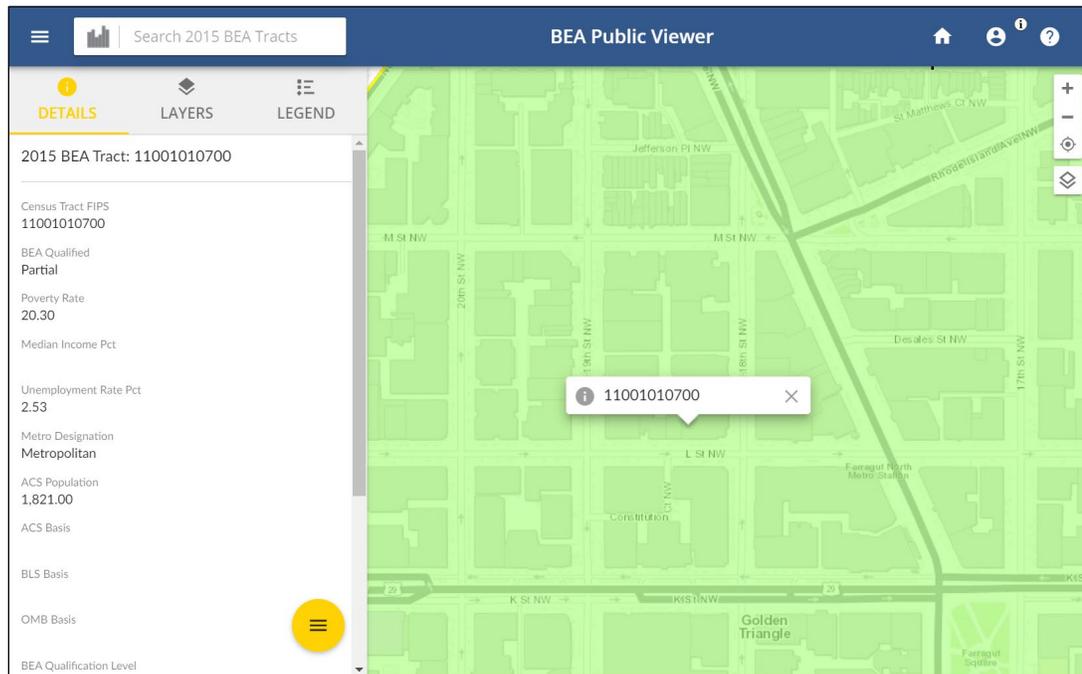

7. BEA Qualification status is indicated in the Details Tab:

a. If the census tract is a BEA Qualified Distressed Community, the Details Tab will indicate "BEA Qualified: Yes". No further action is necessary to determine qualification status and the transaction can be included in the BEA Program Application.

b. If the census tract is not a BEA Qualified Distressed Community, the Details Tab will indicate "BEA Qualified: No". No further action is necessary to determine qualification status and the transaction should not be included in the BEA Program Application.

c. If the census tract partially qualifies, the Details Tab will indicate "BEA Qualified: Partial". To determine if the census tract ultimately meets the BEA definition of a Distressed Community, based on contiguous census tracts, the Info-Window will indicate either "Qualified Based on Contiguity: Yes" or "Qualified Based on Contiguity: No".

d. If the census tract is located in a Persistent Poverty County (PPC), the Info-Window will indicate "Yes" (see above screenshot). No further action is necessary and the transaction can be considered in meeting the PPCs commitment.

e. If the Census tract is not located in a Persistent Poverty County, the Info-Window will indicate "No." [2]

Users can also review the BEA Program Eligibility tabular data at: https://www.cdfifund.gov/research-data/Pages/default.aspx and scroll down to the "Program Eligibility Guidance" section, in order to view the qualification status.
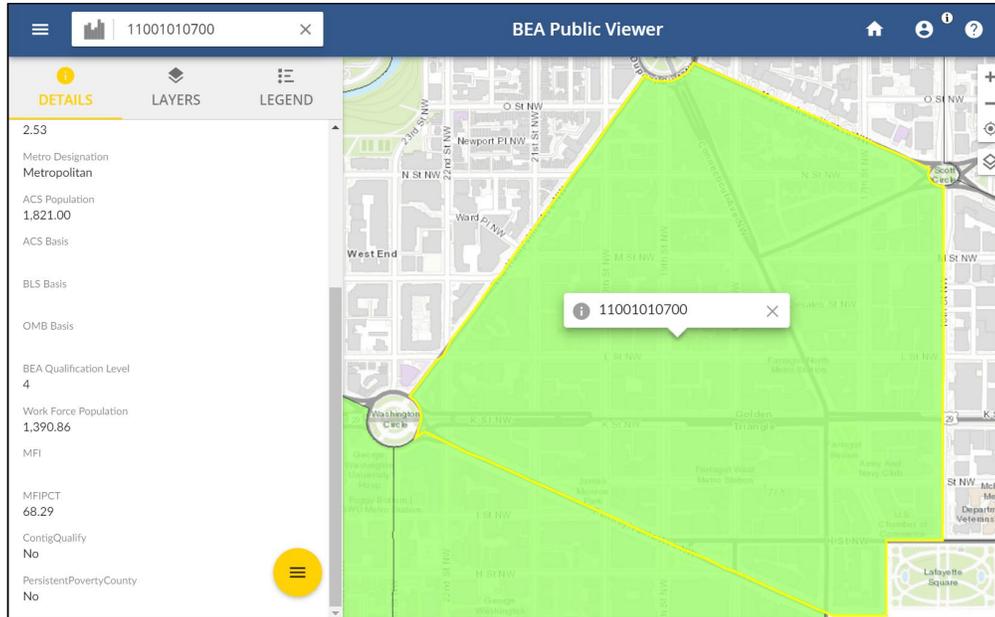

NOTE: Census tracts are color coded, based on BEA qualification status. Color legends may reflect different colors when logged in via AMIS vs. the CDFI Fund's website. Please refer to the Legend icon below the search bar to identify the appropriate color coding.
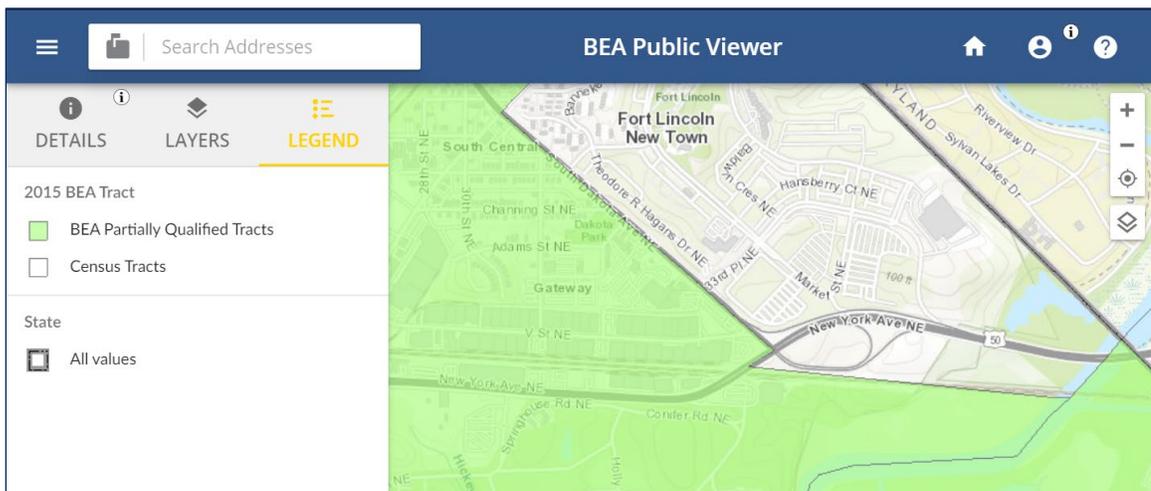
8. Prior BEA Award Recipients reporting on their use of FY 2019 and FY 2020 awards may determine if a census tract qualifies based on 2015 eligibility criteria. Users can either:

    a. follow the same steps above and select **2015 BEA Eligible Tract**.; or

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[2] Prior Award Recipients are required to meet the PPC commitment noted in their Award Agreement, when applicable.

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b. Click the arrow below the search bar and select the Layers icon.
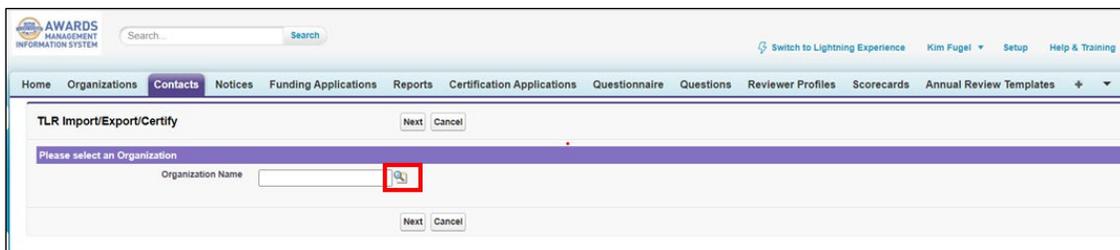
c. Select **2015 BEA Eligible Tract – all.**
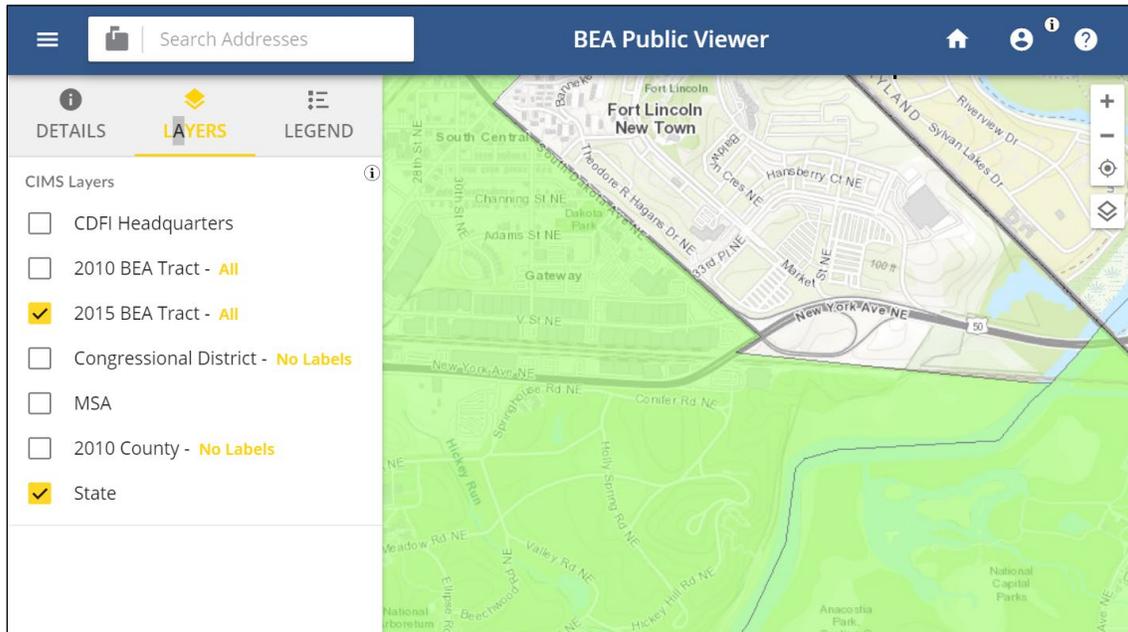
## Section 2 - Bulk Address Management Tool

1. In AMIS, open the dropdown on the right-hand side of the page. Select TLR Import/Export Certify Page.
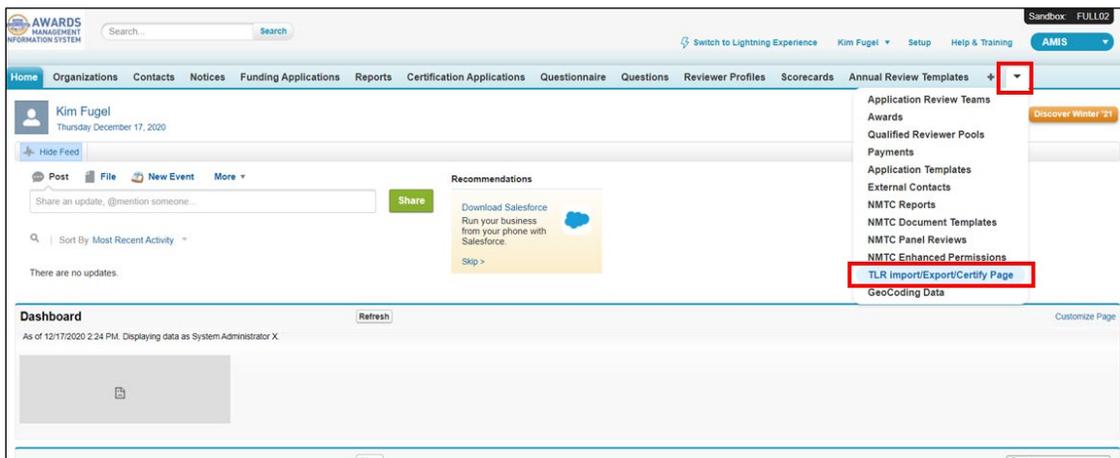

2. On the TLR Import/Export Certify page, search for the organization by clicking on the magnifying glass icon.


3. A Lookup page will open. You can enter the full or partial organization name in the search box and click the Go! button to see search results. Remember to use the "*" wildcard for partial searches.

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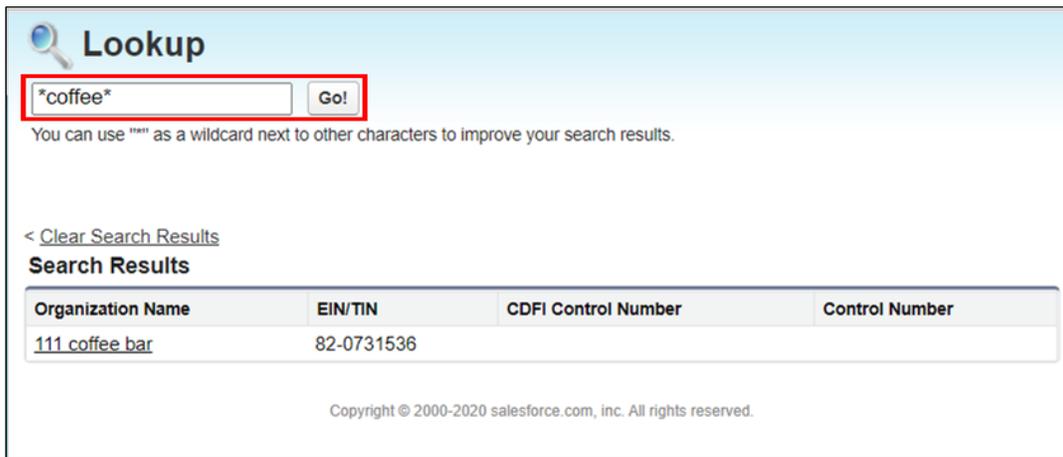
4. If you have recently viewed an organization, it will appear in the Recently Viewed Organizations section of the page. Click the organization name to select the organization for bulk address import.
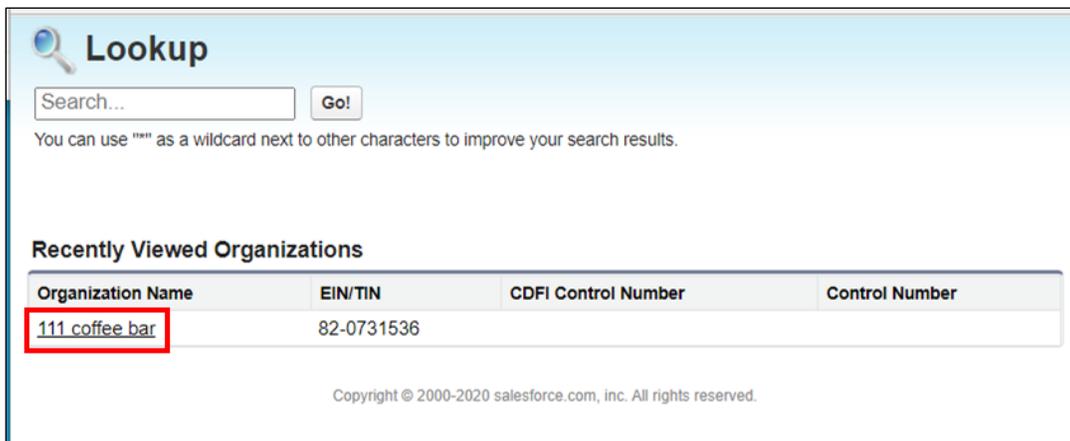
5. The organization name will be selected. Click Next.
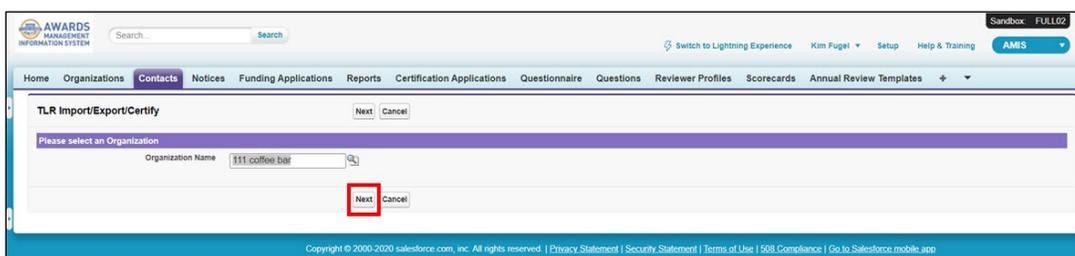
6. The import/export page for the selected organization will be displayed. Click the **New_GEOCODING_Address.csv** link under the CDFI CSV section of the page.

Determining if a Transaction Occurred in a BEA Distressed Community
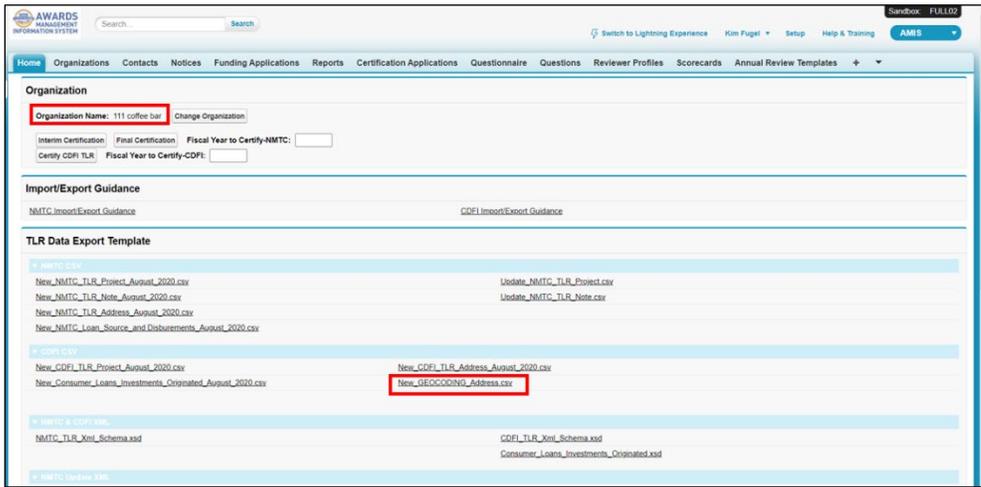
7. Excel will open a bulk address import file. This is the file that will need to be updated with the address entries for each import. The file includes the following text fields:

- Label
- Project Street Address Line
- Project City
- Project State
- Project Zip Code
- Generic Field 1
- Generic Field 2
- Generic Field 3
- Generic Field 4
- Generic Field 5

8. The five generic fields may contain any data the user wants included in the geocoding output results for that address entry. Start to enter the addresses to be geocoded on line five of the template.
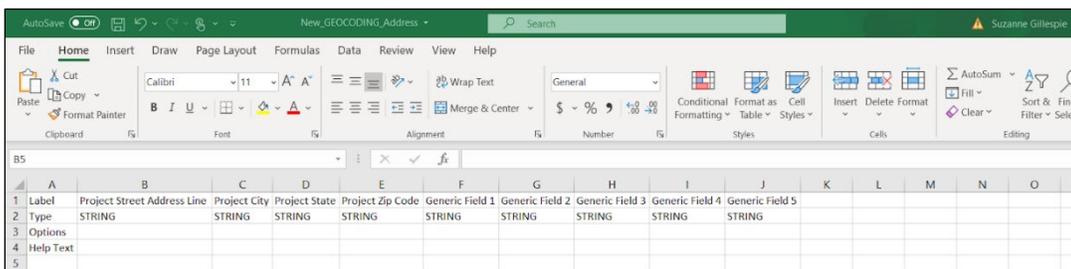
9. Once all the entries have been made, save the Excel file and return to the organization import/export page. Click the **Import New GEOCODE Address Data** link in the TLR Data Import Links section.
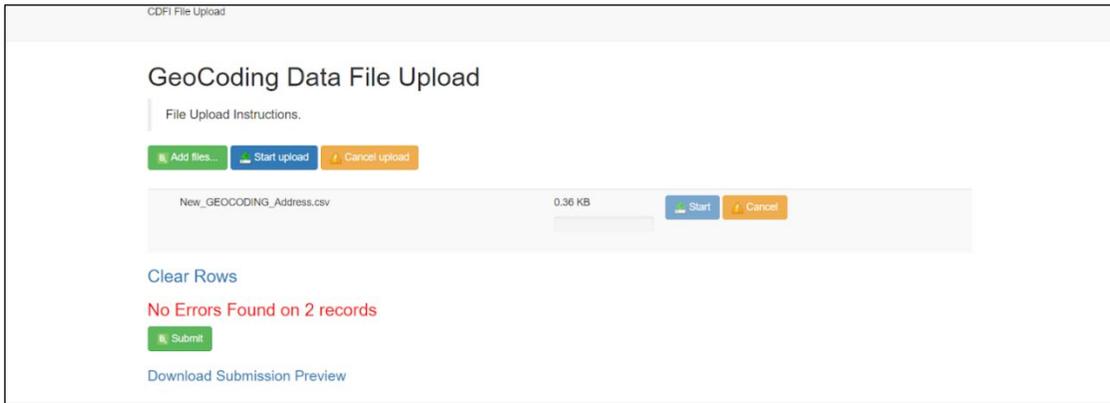
Determining if a Transaction Occurred in a BEA Distressed Community
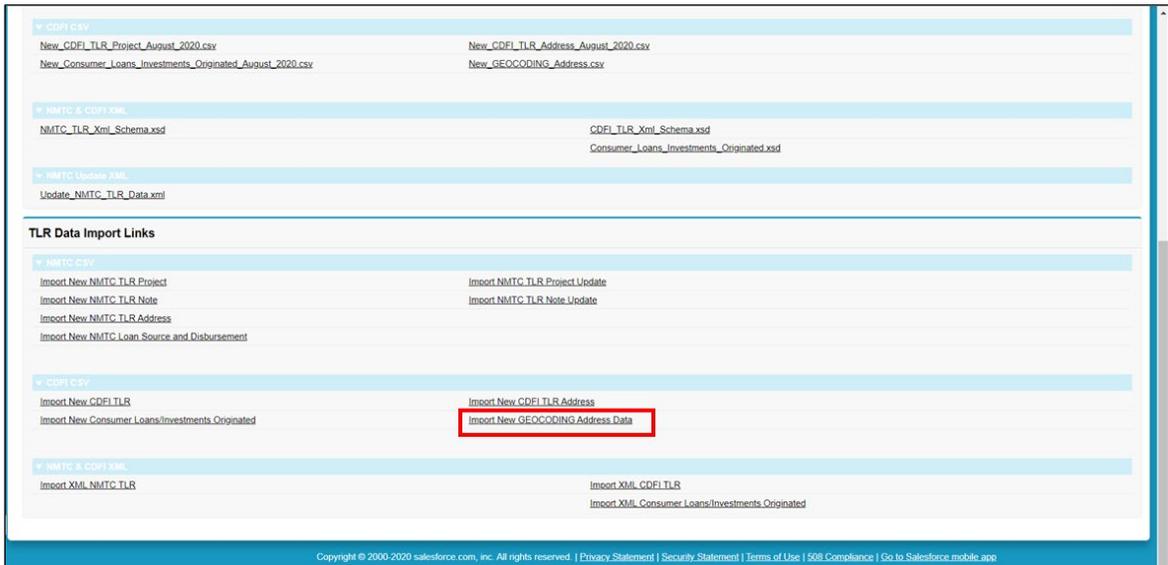
10. The GeoCoding Data File Upload page will display. Click the "Add Files…" button.
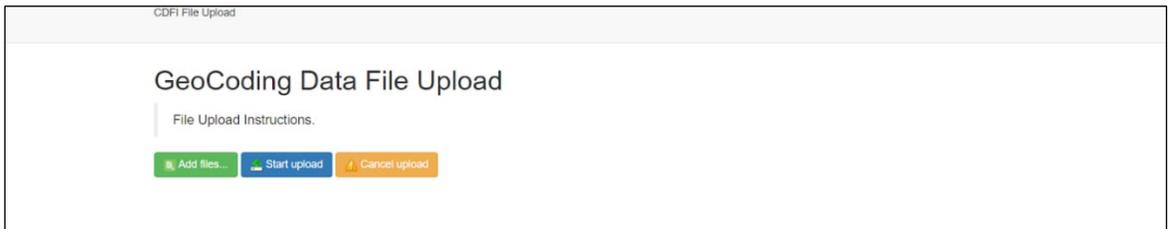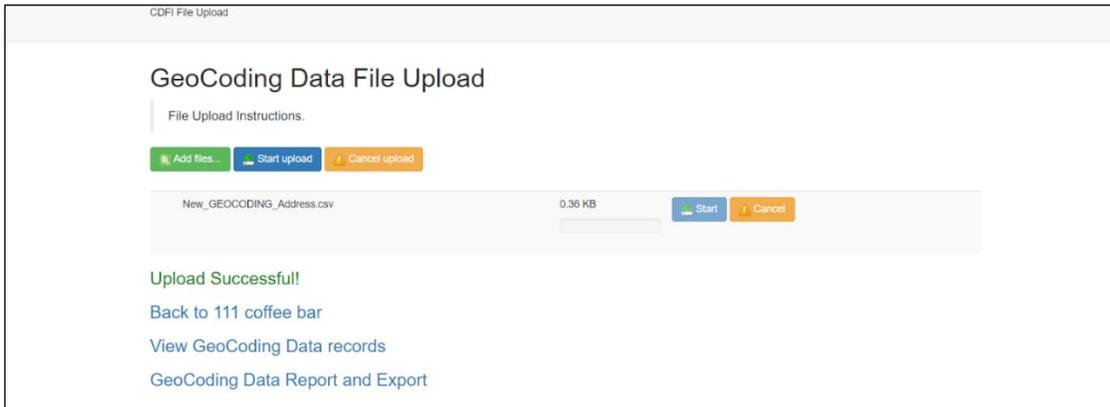


11. Browse for the import file and select it.
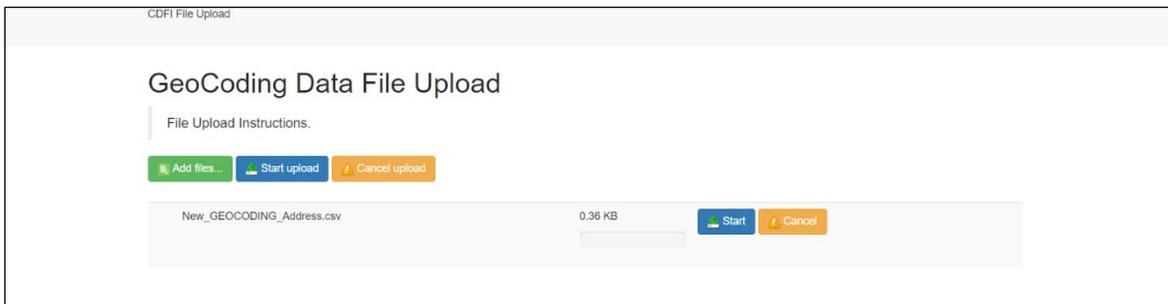
12. The file will display on the Upload page. Click the Start upload button. The system will validate the address entries and notify you if there are any errors in your data.

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13. Click the Submit button to begin the upload process.


14. Select the **View GeoCoding Data records** link to view your results. An entry will exist for each entry successfully geocoded. Click on a data result.
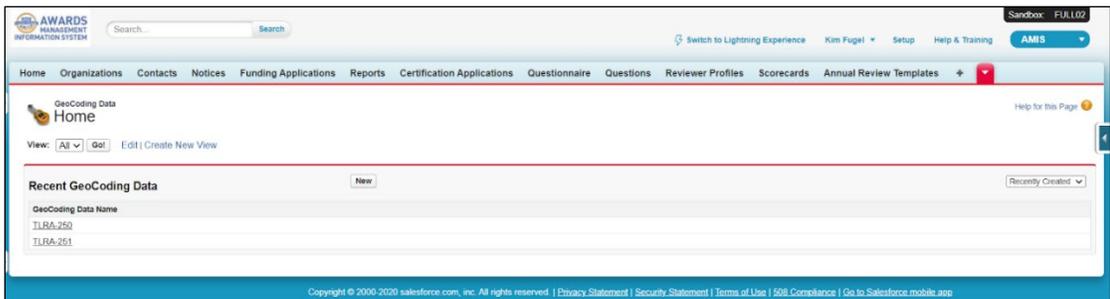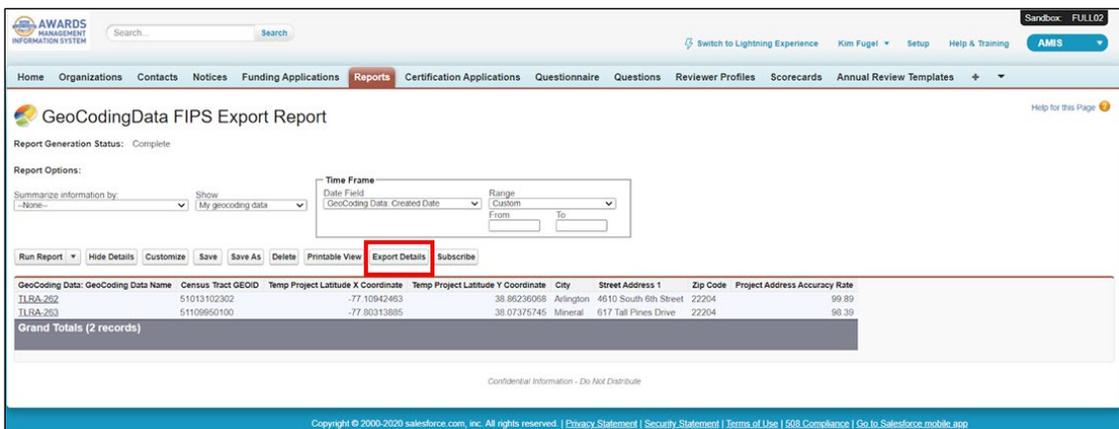

15. The detailed results for that address entry will display.

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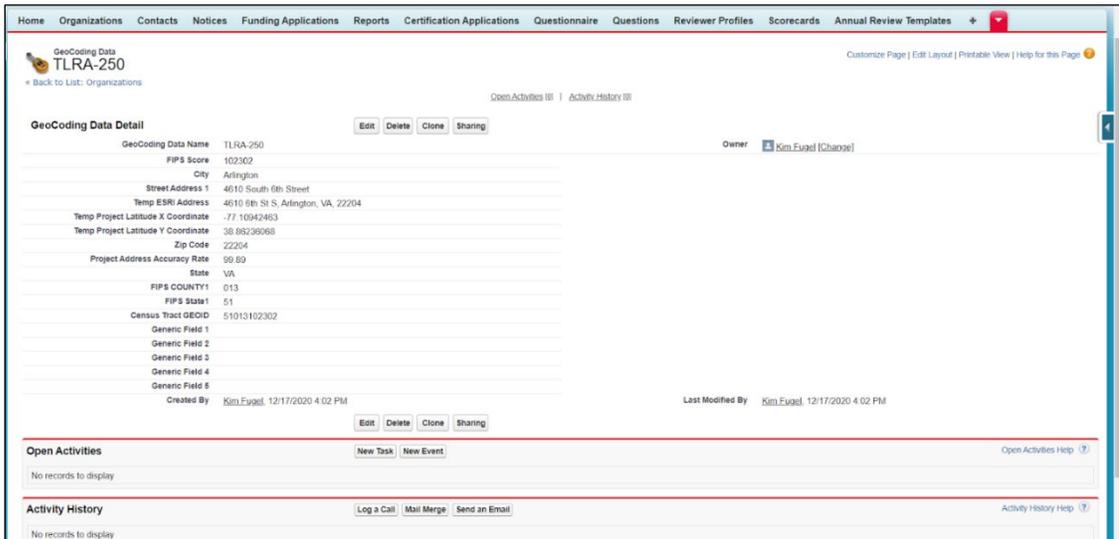
16. Select the **GeoCoding Data Report and Export** link. User access to object data will be via report only.
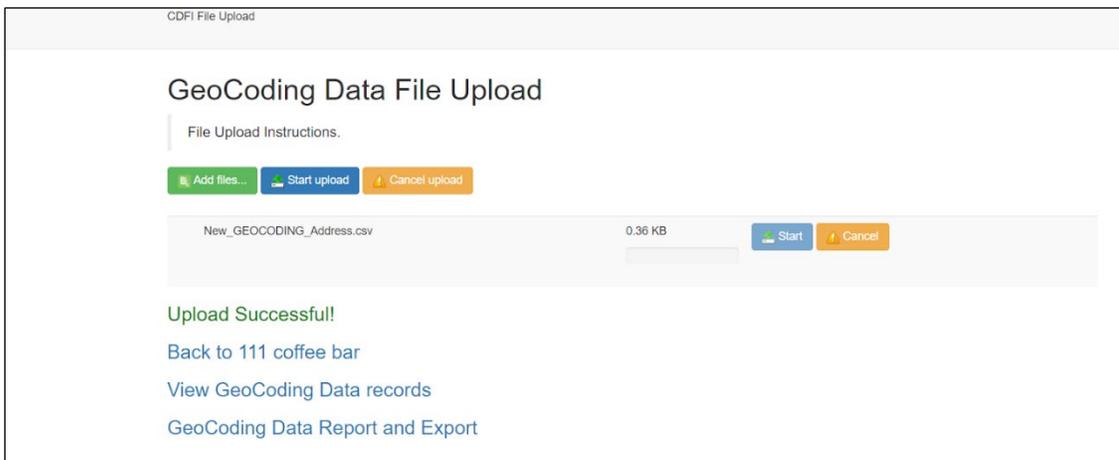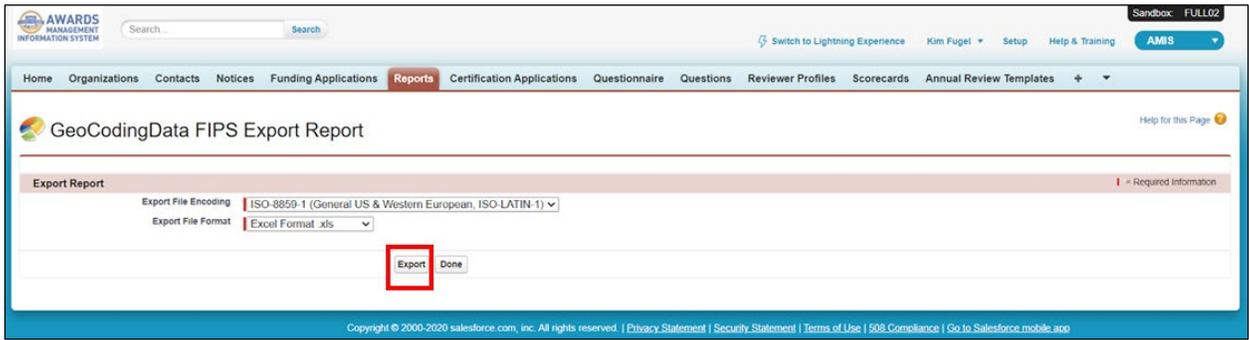

17. The GeoCodingData FIPS Export Report page will display. Click the Export Details button.

18. Click the Export button.

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19. The geocoding output will be exported to Excel. The output will include the following fields:

- GeoCoding Data: GeoCoding Data Name
- Census Tract GEOID
- Temp Project Latitude X Coordinate (up to 8 decimal places)
- Temp Project Latitude Y Coordinate (up to 8 decimal places)
- City
- Street Address 1
- Zip Code
- Project Address Accuracy Rate
- Generic Field 1
- Generic Field 2
- Generic Field 3
- Generic Field 4
- Generic Field 5

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