BANK ENTERPRISE AWARD PROGRAM

OPEN

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 transaction¹ 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.)

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.



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:

<u>https://www.cdfifund.gov/research-data/Pages/default.aspx</u> 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 <u>2019 and FY 2020</u> 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

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

Determining if a Transaction Occurred in a BEA Distressed Community

- b. Click the arrow below the search bar and select the Layers icon.
- e ° ? **BEA Public Viewer** G. Search Addresses A ≡ 0 三 Bar ۲ ÷ Fort Lincoln New Town NO Sylvan Lakes LAYERS DETAILS LEGEND _ ٢ Hansberry Ct NE i CIMS Layers \Diamond CDFI Headquarters 2010 BEA Tract - All 2015 BEA Tract - All York Ava ~ Congressional District - No Labels MSA 2010 County - No Labels ✓ State
- 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.

AWARDS NANAGEMENT ORMATION SYSTEM Search Search	${\cal G}$ Switch to Lightning Experience Kim	n Fugel 🔻 Setup Help & Training AMIS 💌
Organizations Contacts Notices Funding Applications Image: Transmission of the second of	Reports Certification Applications Questionnaire Questions Reviewer Profiles Scorecards A Share Download Salesfore Run your business Salesforce. Skip > Image: Constraint of the score of the scor	Annual Review Templates + Application Review Teams Awards Qualified Reviewer Pools Payments Application Templates External Contacts NMTC Reports NMTC Document Templates NMTC Panel Reviews NMTC Chanaced Permissions TLR ImportExport/Cartify Page GeoCoding Data
Dashboard As of 121772020 2:24 PM. Displaying data as System Administrator X.	Refresh	Customze Pi

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

AWARDS MANAGEMENT INFORMATION SYSTEM	earch	Search					🖗 Switch to Lightni	ing Experience	Kim Fugel 🔹	Setup He	elp & Training
Home Organizations	Contacts Notices	Funding Applications	Reports	Certification Applications	Questionnaire	Questions	Reviewer Profiles	Scorecards	Annual Review	Templates	+ •
TLR Import/Export	t/Certify		Next	Cancel							
Please select an Orm	anization										
	Organization Name		9								
			Next	Cancel							

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.

coffee*	Go!
can use "*" as a wildcard	next to other characters to improve your search results.
Clear Search Results	
Clear Search Results earch Results	
Clear Search Results earch Results rganization Name	EIN/TIN CDFI Control Number Control Number

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.

Search	Go!	to improve your coarch reculte	
Tou call use as a wholard	THEXT TO OTHER CHaracters	to improve your search results.	
Recently Viewed Org	anizations		
Recently Viewed Org	anizations		
Recently Viewed Org	anizations EIN/TIN	CDFI Control Number	Control Number
Recently Viewed Org Organization Name	anizations EIN/TIN 82-0731536	CDFI Control Number	Control Number

5. The organization name will be selected. Click Next.

AWARDS AWAARDEN INFORMATION SYSTEM		Sandbox FULL02
Home Organizations Contacts Notices Funding Applications	Reports Certification Applications Questionnaire Questions	Reviewer Profiles Scorecards Annual Review Templates + -
TLR Import/Export/Certify	Next Cancel	
Please select an Organization		
Organization Name 111 coffee bar	<i>€</i>	
	Next Cancel	
Соругі		ity Statement Terms of Use 508 Compliance Go to Salesforce mobile app

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.

AWARDS MANAGENENT RMATION SYSTEM	Search			Ģ	Switch to Lightning	Experience	(im Fugel + S	ntup Help 8	Training	AMIS
Organizations Contacts Notices	Funding Applications Report	s Certification Applications	Questionnaire	Questions R	eviewer Profiles	Scorecards	Annual Review	r Templates	+ •	
Organization										
Organization Name: 111 coffee bar Change C	organization									
Interim Certification Final Certification Fisca Certify CDFI TLR Fiscal Year to Certify-CDFI:	Il Year to Certify-NMTC:									
mport/Export Guidance										
NMTC Import/Export Guidance			CDFI Import/Export G	uidance						
TLR Data Export Template										
New_NMTC_TLR_Project_August_2020.csv			Update_N	MTC_TLR_Project	CSV					
New_NMTC_TLR_Note_August_2020.csv			Update_N	MTC_TLR_Note.cs	EX.					
New_NMTC_TLR_Address_August_2020.csv										
New_NMTC_Loan_Source_and Disburements_A	ugust_2020.csv									
New_CDFI_TLR_Project_August_2020.csv		New_CDFI_TLR_	Address_August_2020	.csv						
New_Consumer_Loans_Investments_Originated_	August_2020.csv	New_GEOCODIN	G_Address.csv							
NMTC_TLR_Xml_Schema.xsd			CDFI_TLE	Xml_Schema.xsd	1					
			Consumer	Loans Investmen	ts_Originated_xsd					

- 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.

	AutoSave 🤇	• • •	? • ° • 8	* -	New_	GEOCODING_Address	•	₽ Searc	h					<u>Cha</u> l	🛕 Su	zanne Gillespie
F	le Ho	me Insert	Draw Pa	ge Layout	Formulas	Data Review ≡ = = ≫ -	View Help 한 Wrap Text		General	J 🔳			A	F	∑ AutoSum	· 47 (
P	ste √ ∛ Fo	opy ermat Painter	B I <u>U</u> ∽	1 🖽 🗸 🛛 🖄	~ <u>A</u> ~	533 53	Merge & C	enter ~	\$ ~ % 9 58 -	00 Conditiona 00 Formatting	I Format as Table ~ Si	Cell yles ¥	Insert	Delete Forma	t Fill ∽ ¢ Clear ∽	Sort & Find Filter * Selec
B	Clipboa	ard Fail		Font	Γ _N	Alig	nment fx	Fa	Number	5	Styles			Cells		Editing
1	A		В	C	D	E	F	G	н	1	J	K		L	M N	0
1	Label	Project Stree	t Address Line	Project City	Project Sta	ite Project Zip Code	Generic Field 1	Generic Fie	eld 2 Generic Field 3	Generic Field 4	Generic Field	5				
2	Туре	STRING		STRING	STRING	STRING	STRING	STRING	STRING	STRING	STRING					
3	Options															
45	Help Text															

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.

Inne CDEL TLR Project August 2020 cau	New CDELTLP Address August 2020 cou	
and over the rest of the second	New CEOCODING Address and	
ew Consumer Loans invesiments Originated Adgust 2020 CSV	New GELLODING Address(Sy	
NMTC_TLR_Xml_Schema.xsd	CDFI_TLR_Xml_Schema.xsd	
	Consumer_Loans_Investments_Originated.xsd	
Update_NMTC_TLR_Data.xml		
R Data Import Links		
Import New NMTC TLB Project	Import NMTC TI R Project Lindate	
Import New NMTC TLR Note	Import NMTC TLR Note Update	
Import New NMTC TLR Address		
Import New NMTC Loan Source and Disbursement		
Import New CDFI TLR	Import New CDFI TLR Address	
Import New Consumer Loans/Investments Originated	Import New GEOCODING Address Data	
Import XML NMTC TLR	Import XML CDFI TLR	
	Import XML Consumer Loans/Investments Originated	

10. The GeoCoding Data File Upload page will display. Click the "Add Files..." button.

CDFI File Upload
GeoCoding Data File Upload
🗮 Add files 🔔 Start upload 🕜 Cancel upload

11. Browse for the import file and select it.

CDFI File Upload	
GeoCoding Data File Upl	oad
Add files La Start upload	
New_GEOCODING_Address.csv	0.36 KB

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.

CDFI File Upload		
GeoCoding Data File Uploa File Upload Instructions.	d	
New_GEOCODING_Address.csv	0.36 KB	Start Canoel
Clear Rows No Errors Found on 2 records		
Download Submission Preview		

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

CDFI File Upload		
GeoCoding Data File Upload File Upload Instructions.		
New_GEOCODING_Address.csv	0.36 KB	
Upload Successful!		
Back to 111 coffee bar		
View GeoCoding Data records		
GeoCoding Data Report and Export		

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.

AWARDS MARAGEMENT NFORMATION SYSTEM	Search			🖗 Switch to Lightning	Experience	Kim Fugel 🔻 Setup Hi	elp & Training	Sandbox: FULL02
Home Organizations Contacts Notices	Funding Applications Reports	Certification Applications	Questionnaire Question	s Reviewer Profiles	Scorecards	Annual Review Templates	•	
GeoCoding Data								Help for this Page 🥹
View: All View Got Edit Create New View								
Recent GeoCoding Data	New							Recently Created V
GeoCoding Data Name								
TLRA-250								
TLRA-251								

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

GeoCoding Data									Customize Page Edit Layout Printable View Help for this Pag
Back to List: Organizations				Open Act	vities (0) Activity H	story [0]			
SeoCoding Data Detail		Edit Del	ete Clone	Sharing					
GeoCoding Data Name	TLRA-250						Owner	Kim Fugel IC	hannel
FIPS Score	102302							Number of the state of the stat	1000/961
City	Arlington								
Street Address 1	4610 South 6th Street								
Temp ESRI Address	4610 6th St S Arlington, VA 222	04							
Temp Project Latitude X Coordinate	-77.10942463								
Temp Project Latitude Y Coordinate	38.86236068								
Zip Code	22204								
Project Address Accuracy Rate	99.89								
State	VA								
FIPS COUNTY1	013								
FIPS State1	51								
Census Tract GEOID	51013102302								
Generic Field 1									
Generic Field 2									
Generic Field 3									
Generic Field 4									
Generic Field 5									
Created By	Kim Fugel, 12/17/2020 4:02 PM						Last Modified By	Kim Fugel, 12/17	72020 4:02 PM
		Edit Del	ete Clone	Sharing					
pen Activities		New Task	New Event						Open Activities Help
No records to display									
			-						

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

CDFI File Upload		
GeoCoding Data File Upload File Upload Instructions.		
New_GEOCODING_Address.csv	0.36 KB	
Upload Successful!		
Back to 111 coffee bar		
View GeoCoding Data records		
GeoCoding Data Report and Export		

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

AWARDS MANAGEMENT INFORMATION SYSTEM	Search		🖗 Switch to Lightning Experience Ka	n Fugel 🔻 Setup Help & Training	Sandbox: FULL02 AMI8
Home Organizations Contacts Notice	s Funding Applications Reports Certification App	lications Questionnaire Questions R	Reviewer Profiles Scorecards An	nual Review Templates 🔹 👻	
Report Generation Status: Complete Report Options: Status: Status: Summarce information by Show My get Remore: V My get	Export Report	Parge Contom v From To			Help for this Page <table-cell></table-cell>
GeoCoding Data: GeoCoding Data Name Census Tra	act GEOID Temp Project Latitude X Coordinate Temp Project Latit	ude Y Coordinate City Street Address 1	Zip Code Project Address Accuracy Rat	•	
ILRA-262 51013102. TLRA-263 511099501	302 -77.10942463 100 -77.80313885	38.86236068 Arlington 4610 South 6th Street 38.07375745 Mineral 617 Tall Pines Drive	22204 99.8	9	
Grand Totais (2 records)		Confidential Information - Do Not Distribute			
	Copyright © 2000-2020 salesforce.com, inc	All rights reserved. Privacy Statement Security S	Statement Terms of Use 508 Compliance	Go to Salesforce mobile app	

18. Click the Export button.

Determining if a Transaction Occurred in a BEA Distressed Community

AWARDS MANAGEMENT IFORMATION SYSTEM	Search		Search							Switch to Light	ning Experience	Kim Fugel 🔻	Setup H	Help & Train	Sandbo	x FULL02
Home Organizati	ons Contacts	Notices	Funding App	lications	Reports	Certifica	ation Application	s Questionnaire	Questions	Reviewer Profiles	Scorecards	Annual Revi	iew Templates	s +	•	
Cooled	ingData E		waart Day	art											Help f	or this Page 🔞
Seocod	ingData F	IPS E	xport Rep	DOIL												
Export Report															I = Require	d Information
Export Report	Export File Enco	oding 15	iO-8859-1 (Gen	eral US &	Western Eu	iropean, IS	50-LATIN-1) 🗸								I = Require	d Information
Export Report	Export File Enco	oding IS	iO-8859-1 (Gen iccel Format .xls	eral US & '	Western Eu	iropean, IS	60-LATIN-1) 🗸								I = Require	d Information
Export Report	Export File Enco Export File Fo	oding 15 ormat E	iO-8859-1 (Gen kcel Format .xls	eral US & T	Western Eu	iropean, IS	so-latin-1) 🕶								I = Require	d Information
Export Report	Export File Enco Export File Fo	oding 18	iO-8859-1 (Gen kcel Format .xls	eral US &	Western Eu	iropean, IS Done	SO-LATIN-1) V								I = Require	d Information
Export Report	Export File Enco	oding 15 ormat E	iO-8859-1 (Gen iccel Format .xls	eral US & '	Western Eu	ropean, IS Done	30-LATIN-1) ♥]								I = Require	d Information

- 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

ŀ	AutoSave 🞯 🗄 🍤 🤆 🤤	டூ v ⇒ report16	508298854252 - Excel	Search			🛕 Suzanne Gillespie 😽	. –	ø ×
Fi	ile <mark>Home</mark> Insert Draw I	Page Layout Formulas	Data Review View Help					🖻 Share 🛛 🖓	Comments
Pa	→ X Cut La Copy → ster ✓ Format Painter Calibri B I U	• 11 • A* A* 3 • ⊞ • 🙆 • <u>A</u> •	= = = ↔ ↔ the Wrap Text = = = = = = = = Merge & Center	General ~	Conditional Format as Cell Formatting ~ Table ~ Styles ~	Insert Delete Format	∑ AutoSum × Ž∑ Fill × Sort & Find & Filler × Select ×	Analyze Data	
	Clipboard Fa	Font Fs	Alignment	Fa Number Fa	Styles	Cells	Editing	Analysis	,
119	9		• 1 × √ fx						,
1	A	В	с	D	E F	G	н	1	ĸ
1	GeoCoding Data: GeoCoding Data	Namo Census Tract GEO	Temp Project Latitude X Coordina*	Temp Project Latitude Y Coor	dina*• City Street Add	ress 1 _ Zip Corlo Proj	ect Address Accuracy Rato	eric Generic d1 Field2	Generic Field3
2	TLRA-266	51013102302	-77.10942463	38.86	236068 Arlington 4610 South 6t	h Street 22204	99.89		
3	TLRA-267	51109950100	-77.80313885	38.07	375745 Mineral 617 Tall Pines	Drive 22204	98.39		
5	GeoCodingData FIPS Export Report								
6	Copyright (c) 2000-2020 salesforce.	com, inc. All rights reserved.							
7	Confidential Information - Do Not D	Distribute							
8	Generated By: Kim Fugel 12/18/2020	0 8:40 AM							
9	Community Development Financial	Institution Fund							
10									