NEW MARKETS TAX CREDIT PROGRAM

NMTC PROGRAM

2021 AMIS NAVIGATION GUIDE

WWW.CDFIFUND.GOV/NMTC

U.S. DEPARTMENT of the TREASURY

CDFI FUND

Community Development Financial Institutions Fund

Table of Contents

SECTION 1.0 - REQUIRED SOFT/HARDWARE AND GETTING STARTED

1.1   Required Software and Hardware

To use the electronic *Allocation Application*, you will need a computer system that can run the software listed below:

- The AMIS electronic application can run on any computer with an Internet connection and we recommend the browsers Google Chrome or Microsoft Internet Explorer.
    - Chrome applies updates automatically. We make every effort to test and support the most recent version. There are no configuration recommendations for Chrome.
    - If you use Internet Explorer, we recommend using Microsoft Internet Explorer 11 or higher. Apply all Microsoft software updates.

> **TIP**: Start completing the electronic application early. The CDFI Fund **will not** grant extensions to individual organizations experiencing technology problems or to organizations unable to submit due to system slowdowns near the application submission deadline. Discovering technology issues early will allow the CDFI Fund to assist organizations in completing the application process by the deadline.

1.2   Getting Started

Access the pdf format *Allocation Application* found on the CDFI Fund's website at http://www.cdfifund.gov/nmtc. Scroll down to "How to Apply Step 2," use the document as a guide for the information needed to complete the electronic application. Gather appropriate application documents and data prior to starting the electronic *Allocation Application*.

SECTION 2.0 - GETTING HELP

For ***programmatic questions*** about the contents of the *Allocation Application*, an AMIS Service Request is the preferred method. In the Service Request form, select "General Inquiry" as the Record Type and "NMTC-Application" for the Type. Additionally, you may contact the CDFI Fund at:

Mail: Email: cdfihelp@cdfi.treas.gov
Program Manager   (with the subject line "NMTC
NMTC Program   Allocation Application")
U.S. Department of the Treasury
Community Development Financial   Phone: (202) 653-0421 (choose option 3)
Institutions Fund   Fax: (202) 508-0084
1500 Pennsylvania Avenue
Washington, D.C. 20220

If you require **information technology assistance** in using the electronic *Allocation Application*, please submit an AMIS Service Request (set the Record Type to "General Inquiry" and the Type to "NMTC – AMIS technical Problem"). Use of AMIS Service Requests is the best method to submit and track your request. You may also call (202) 653-0422 or e-mail AMIS@cdfi.treas.gov.

The CDFI Fund will provide programmatic and information technology support related to the Allocation Application between 9:00 am and 5:00 pm, Eastern Daylight Time, through November 05, 2020. **The CDFI Fund will <u>not</u> respond to phone calls or emails concerning the *Allocation Application* that are received after 5:00 pm, Eastern Daylight Time, on Thursday, November 05, 2020, until after the *Allocation Application* deadline specified in the NMTC FAQ document.**

> **TIP**: The CDFI Fund recommends that you prepare as if the application due date is November 02, 2020. Thus, if you have any questions (technological or otherwise) regarding the submission of your application, the CDFI Fund can help you resolve outstanding issues prior to the application deadline.

SECTION 3.0 - LOGGING ON

3.1   Accessing CDFI Fund's Awards Management Information System

The *Allocation Application* must be submitted electronically through the CDFI Fund's Awards Management Information Systems (AMIS). Therefore, your organization must be registered in AMIS to complete and submit the application. You can register a new organization by visiting amis.cdfifund.gov, selecting the LOGIN tab, then selecting "Join our Community". For more information, please visit https://amis.cdfifund.gov/s/Training and click on "Training Manual: Getting Started - Navigating AMIS." Refer to Section *2.2 Logging into AMIS – First Visit (for Users without an AMIS Account).* For AMIS IT support, you may contact AMIS@cdfi.treas.gov or (202) 653-0422.

If you have an active myCDFIFund account, the data from the account was migrated to AMIS. To learn how to log into AMIS, refer to Section 2.*1 Logging into AMIS – First Visit (for Users with Active AMIS Accounts)* in "Training Manual: Getting Started – Navigating AMIS."

To access myCDFIFund in AMIS, refer to Section *2.3 Logging into AMIS – Subsequent Visits* in "Training Manual: Getting Started - Navigating AMIS."

PLEASE NOTE: *Applicants* **that are newly registered in AMIS may experience a delay of up to one business day in accessing the electronic NMTC *Allocation Application*. All *Applicants* are strongly encouraged to register in AMIS well before the 2020 NMTC Allocation Application due date (specified in the NOAA).**

3.2 Starting an NMTC Allocation Application in AMIS

To start an electronic *NMTC Allocation Application* in AMIS:

1. Visit amis.cdfifund.gov and select the **Login** tab at the top of the page to log on to the system with your AMIS username and password.

AMIS Login

2. On the AMIS home page, select the Organizations tab.

AMIS Home Page

3. On the Organizations home page, select your organization.

Organizations Home Page

4. On your organization's detail page, scroll down to the Program Profiles related list. Select the program profile for the NMTC application.

Program Profiles Related List

5. On the NMTC program profile detail page, scroll down to the Applications related list. Click on **Apply for NMTC Allocation** to start a new NMTC application.

Applications Related List- Create New NMTC Allocation Application

6. This will launch the NMTC application.

NMTC Application Home Page

7. Once you create an application, it will be listed in the Applications related list.

Applications Related List- Launch Existing Application

8. You can exit the application at any time and return to it as needed. Regain access by navigating back to the NMTC program profile detail page as described in steps 1-5, and click on the Application name.

3.3   Granting Multiple Users Access to your Allocation Application

All users that have access to AMIS and are a valid contact within your organization will have the ability to edit your NMTC application.

> **TIP**: Each user with access to your NMTC application will be able to edit the same subsections of your application concurrently; however, the last user to click **Save** will overwrite all the data previously entered by other users.

3.4   Updating the Contact Type

In order to attest to the application, the user needs to be an *Authorized Representative*. The steps and screenshots below show you how to update the Contact Type for a Contact.

1. On the Contact tab, select the contact you would like to update the Contact Type.
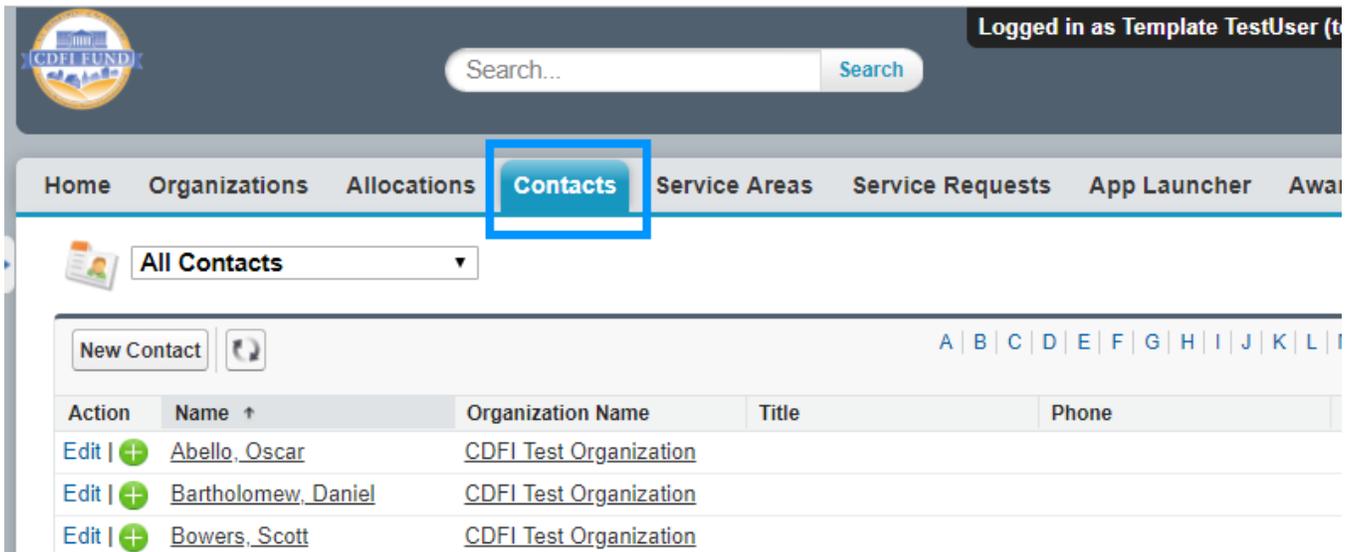
2. Choose your own Name or another Contact to update.
    Note: Only Users with "Admin User" or "User" Profile can update the Contact list.

Contact Detail Edit Clone Manage External User ▾

Contact Owner	👤 AMIS Support User [Change]	Contact Record Type
Name	Template TestUser	
Organization Name	CDFI Test Organization	
Title		
Type		
Profile	Admin User	

▼ **Address Information**

Mailing Address	601 Thirteenth St, N.W. Suite 200, North Washington, DC 20005 USA	Other Address	USA
Phone			
Mobile			
Email	test123@cdfi.treas.gov.disabled		
Fax			

3. Edit the Contact record and update the Type to either "*Authorized Representative*" or "Point of Contact"

Contact Edit

Template TestUser

Contacts not associated with organizations are private and cannot be viewed by other users or in

Contact Edit   Save Save & New Cancel

Contact Information

Contact Owner	AMIS Support User
Salutation	--None-- ▾
First Name	Template
Last Name	TestUser
Organization Name	CDFI Test Organization 🔍
Title	
Type	--None-- ▾
	--None--
	Authorized Representative
Profile	Point of Contact
	Other

Address Information

Mailing

4. Hit the save button to update the record.

3.5 Accessing Your Previously Submitted Allocation Applications

If your organization applied under a prior round, you may access these applications via myCDFIFund:

1. Visit amis.cdfifund.gov, select the tab to log into AMIS, then select "myCDFIFund" from the AMIS App Loader page to access myCDFIFund.
2. Using the drop-down menu on the right side of the screen (under the text "Choose an organization"), select the organization you wish to access, and click on **Access Organization**.
3. Enter your organization's EIN. Click **Access Organization**, and you will be sent to your myCDFIFund Organization Account Home Page.

4. Click on the **Applications** link in the left navigation bar, and then click on **Submitted Applications**.

5. Click on the previously submitted *Allocation Application* you would like to access.

SECTION 4.0 – UNDERSTANDING THE USER INTERFACE

4.1 Application Layout

Upon logging in to the application, you will land on the Application User Interface (UI) home page. The UI has a stationary header at the top of the page that displays important application details.
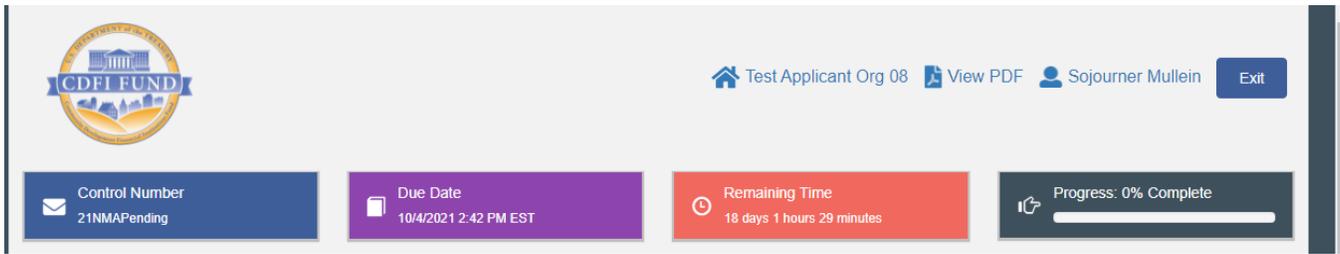
NMTC Application UI Home Page

The header includes:

1. Control Number: The system-generated number assigned to your application.
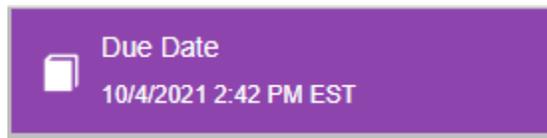
2. Due Date: The date and time when the application must be submitted.

3. Remaining Time: A countdown feature that displays how much time is left to work on the application before the due date.
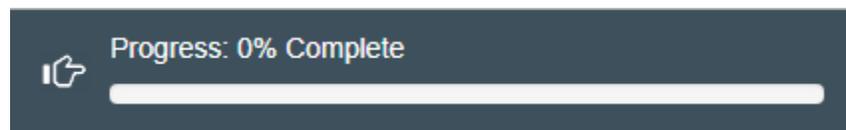
4. Progress Bar: Keeps track of your progress as you complete portions of the application.

5. Organization: A hyperlink to your Organization's detail page. When you click this link, it will return you to your organization record in a new window.

6. View PDF: An option to export and view the application as a PDF file. The PDF prints the current state of the application. If blank, it will show application guidance, questions, and tables. Once responses are entered into the application, the PDF will also include responses.

7. User: Name of user profile currently editing the application.

8. Exit: Use this button to Exit the application **after** saving your work.

4.2 Using the Collapsible Menu

The table of contents on the left-hand side of the page will allow you to navigate to different sections of the application.
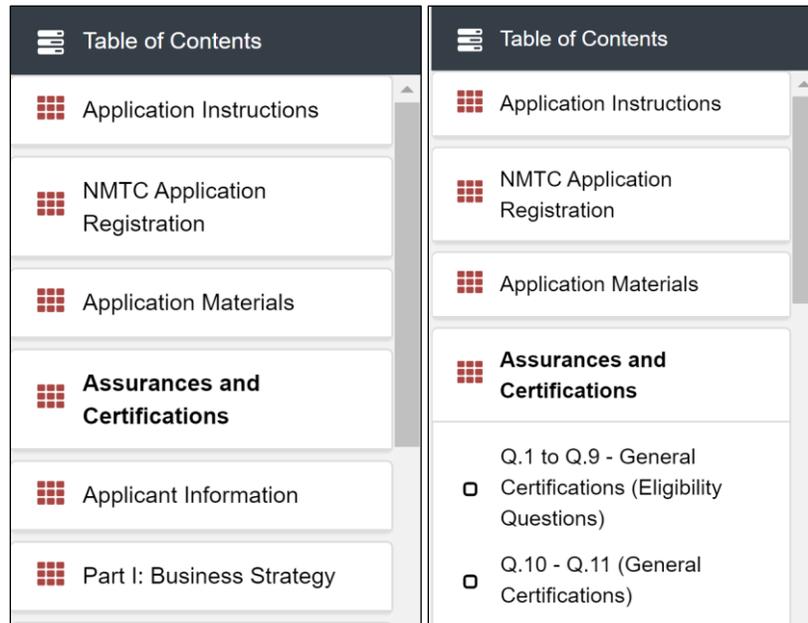
Collapsible Table of Contents - Collapsed and Expanded

Click on the section title in the table of contents to expand and view subsections. This will display links to subsections below the section title in the menu bar.
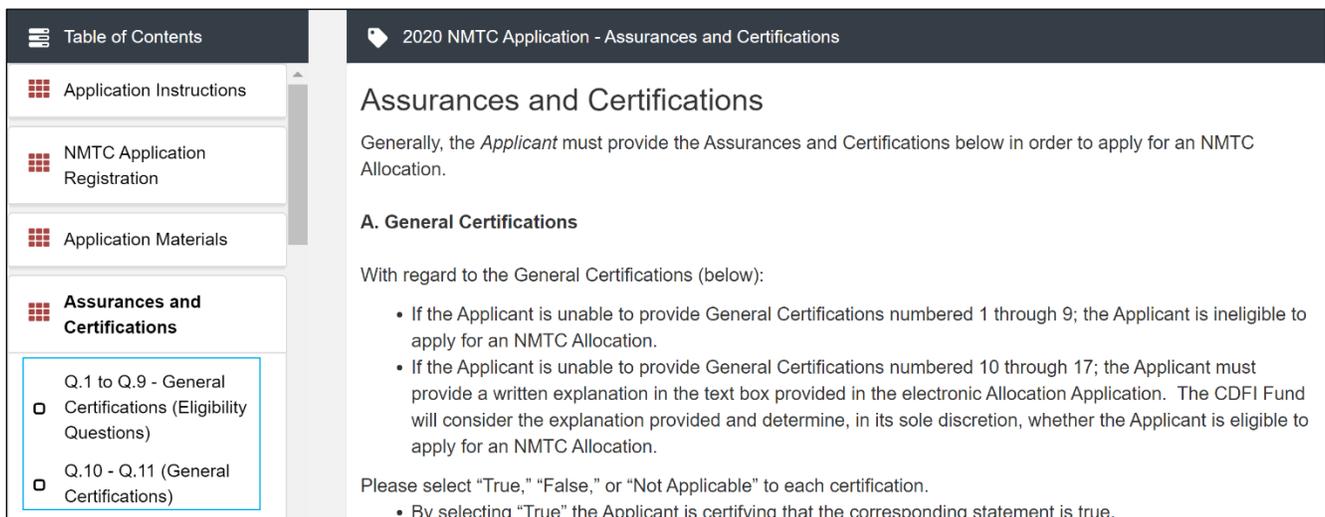
Expanded Section and Viewing Interface

Clicking on a section title will also bring up a section introduction page in the interface to the right of the menu. This page will describe the section and include any important details, tips, instructions the user may need before proceeding to the subsections.

To view a subsection, click on the hyperlink to the subsection title in the menu bar.
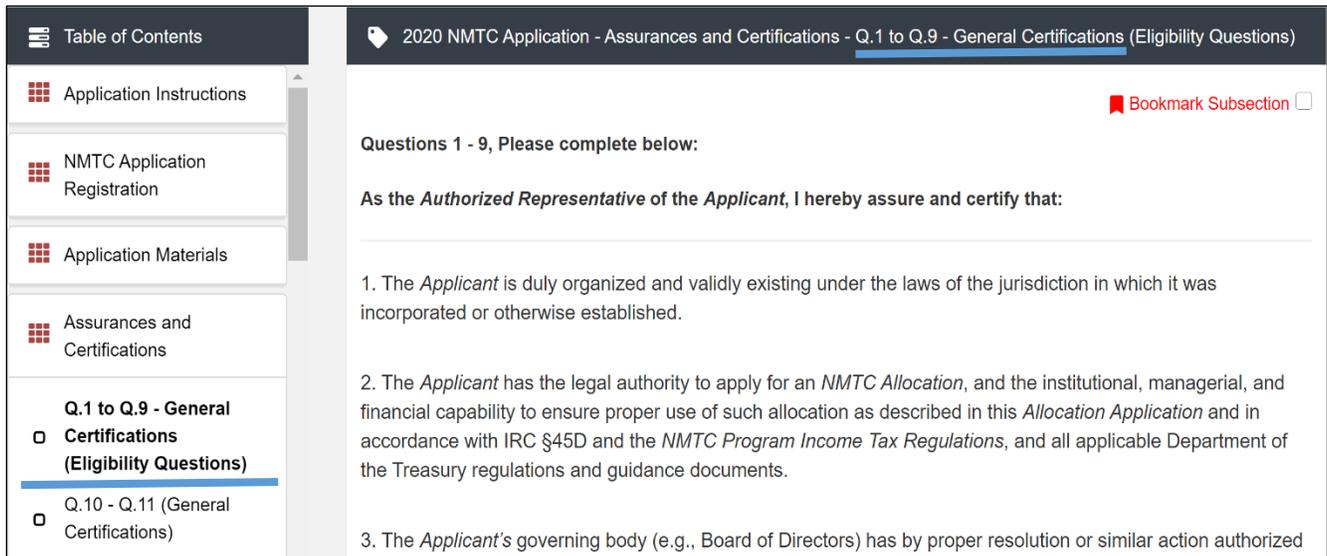
Subsection Page View

The page for the subsection, including application question and response fields, will be visible in the UI display to the right of the menu. Note that the gray bar at the top of the display lists the name of the section and subsection currently displayed.

To navigate to another subsection, click on the subsection title.

If you are finished viewing an application section and would like to minimize its list of subsections, simply click on the section title link in the menu again.

The menu allows you to move from section to section as needed within the application. Just be sure to always **Save** any entries you have entered for a subsection before navigating away from that page.

NOTE: If you do not Save before navigating away from a subsection, you will lose your work.

4.3   Time Management

You may save data, log out, and return to your application at a later date. The electronic application will automatically log you off after **2 hours of inactivity** (i.e., no movement

between screens). **If this happens, you will lose any data that you entered and did not save.**

4.4   Glossary of Terms

Words that are *italicized* are defined glossary terms. The Glossary of Terms is available in the NMTC application. Select "Glossary of Terms" from the bottom of the left-hand menu bar.
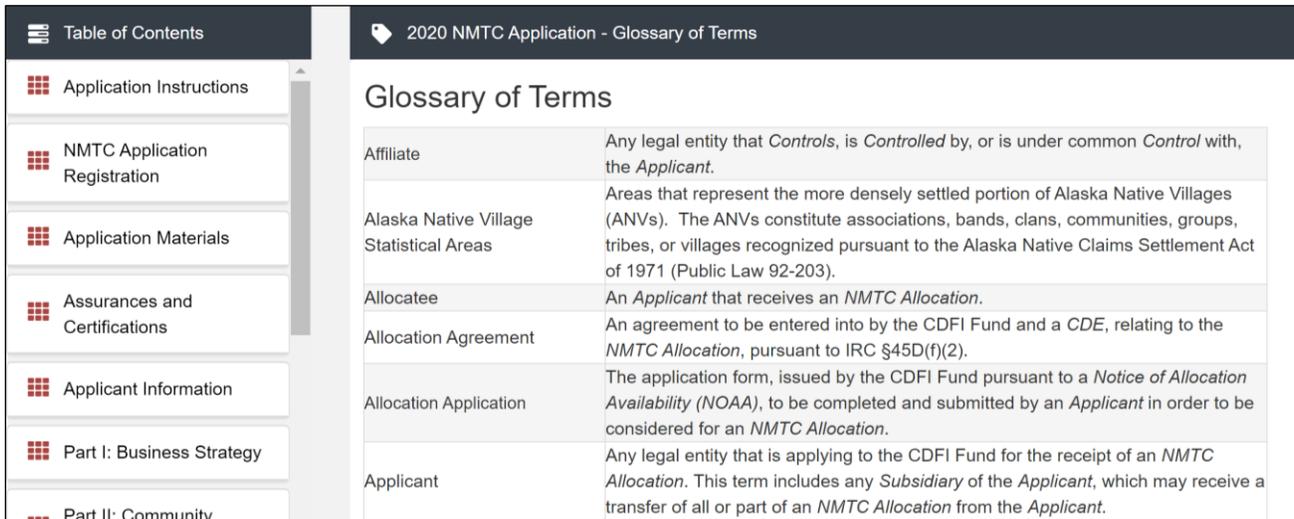
Glossary of Terms

SECTION 5.0 – USER INTERFACE NAVIGATION AND FORM FEATURES

5.1   Saving and Completing a Section

When you click **Save** at the bottom of a subsection page, the application will SAVE your answers and run any validations configured for that subsection and questions. You will receive on-screen error messages and guidance based on the validation rules. After clicking **Save**, you can navigate away from the subsection and your answer will be saved. **Please Note: If you navigate away before you click save you will lose your responses/answers**. **REMEMBER TO ALWAYS CLICK SAVE.**

To complete a subsection, fill in all necessary fields. All required fields are marked with a red *.

Question	Response (%)
(b) Please indicate the types of Qualified Low-Income Community Investments (QLICIs) in which the Applicant intends to engage (check all that apply), and what percentage of allocations (by dollar amount) will be used for each activity. (Percentages for (i) to (iv) should add up to 100 percent):	
Loans/investments will be used to finance: (these three percentages should add up to 100 percent by dollar amount)	
(1) Enter Percent (%) of Non-Real Estate Activities *	%

Sample Required Field

At the bottom of the page click the **Save** button.

Save

Save Button

The application will save all responses. If any of your responses fail validation, the subsection cannot be Marked Complete. Any validation errors or guidance will be displayed. For example, a field left empty will display "this response is required."

Question	Response (%)
(b) Please indicate the types of Qualified Low-Income Community Investments (QLICIs) in which the Applicant intends to engage (check all that apply), and what percentage of allocations (by dollar amount) will be used for each activity. (Percentages for (i) to (iv) should add up to 100 percent):	
Loans/investments will be used to finance: (these three percentages should add up to 100 percent by dollar amount)	
(1) Enter Percent (%) of Non-Real Estate Activities *	This response is required. %

Validation Error Message

Correct any failed responses and try to save again. When the subsection page is successfully Marked Complete, this message will appear at the top of the display, just below the gray bar with the name of the section and subsection you are viewing.
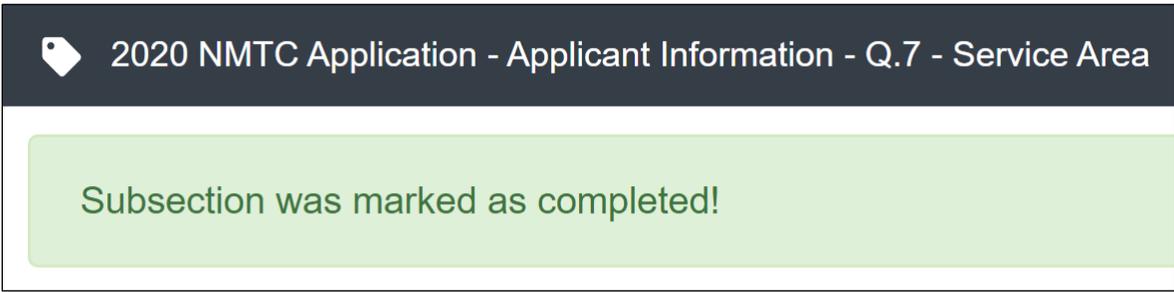
Subsection Saved and Completed Message

In the menu bar, a green checkmark will appear next to the saved and completed subsection.
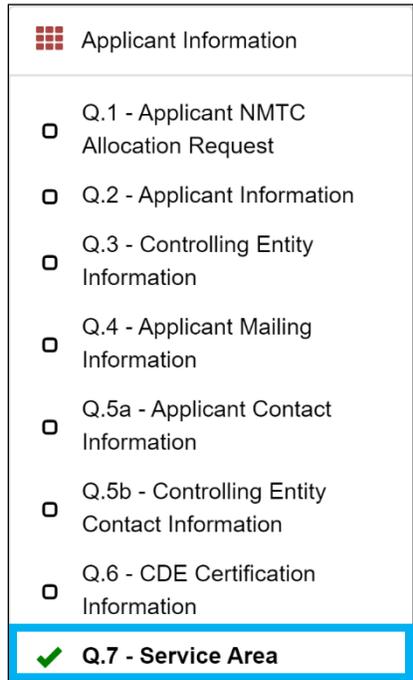
Completed Subsection Checkmark

5.2   Bookmarks

If you need to flag a subsection to return to later, use the bookmark feature. When you click on any subsection, you will see the **Bookmark Subsection** checkbox visible in the upper-right of the display.

Bookmark Subsection Checkbox

Click the checkbox to bookmark the subsection. A bookmark symbol will appear next to that subsection in the application menu.

Bookmarked Subsection

To remove a bookmark, simply uncheck the checkbox.

5.3   Validation Rules, Error Messages, and Guidance

There are validation rules associated with required fields and other information in the application. When you **Save** a subsection, all validations will be executed. If there are errors detected, you will see error messages displayed by the field that needs to be adjusted. Please follow all error message guidance accordingly.

These errors may range from inputting an invalid value to omitting a required field.
For example, you may be asked to upload documents using the Drag & Drop feature.
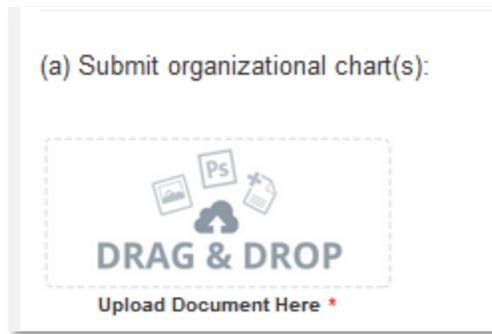
Upload Attachment Required Field

If you skipped over this required document upload feature, you would receive the following error message when you try to save:
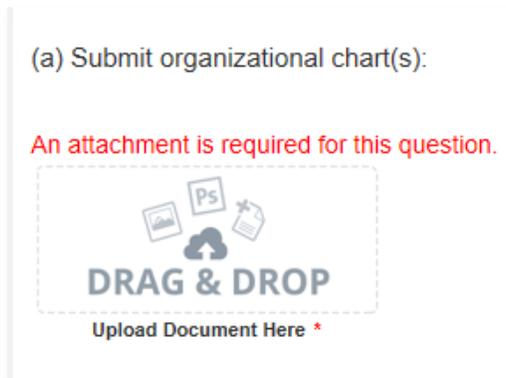
Missing Attachment Error Message

You will receive a similar error message if you omit a response in any other required field, like the picklist field below.
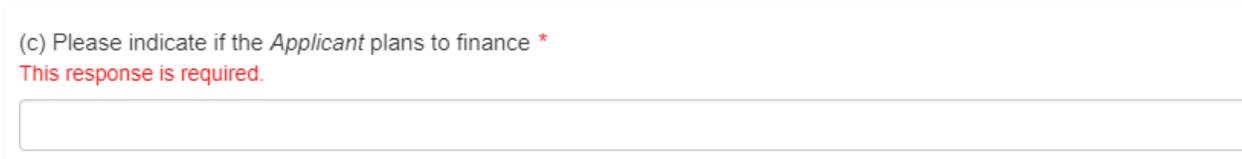
Missing Required Field Error Message

If left blank, you will receive an error message "This response is required."

In numerical entry fields, there are often specific guidelines the applicant must follow. For example, in the field below the percentage value entered must be more than 50%.

10.1 If "Yes", indicate the percentage of activities provided to Native American communities during the most recent fiscal year
Percentage of activities provided to Native American communities during the most recent fiscal year must be greater than 50%

10

Numerical Entry Error Message and Guidance

If less than 50% is entered, you will receive guidance that activities must be greater than 50%.

The guidance provided in these error messages will give you a clear idea of how to correct the validation error.

5.4   Application Registration

The Application Registration is the first step of the NMTC Application, and it must be completed by 5PM (EST) on the date specified by in the 2021 NOAA. After the Application Registration deadline passes, any application that has not completed the NMTC Application Registration will have their Application Status changed to "Abandoned". Abandoned Applications cannot be edited or submitted. Additionally, no new Allocation Applications can be started once the Application Registration deadline has passed.

Most of the questions in the Application Registration are pre-populated with your organization's data in AMIS. Changing your organization's data in AMIS will also change these pre-populated responses.

2021 NMTC Application - NMTC Application Registration

NMTC Application Registration

All Applicants must **complete and save all responses to the Application Registration section of the NMTC *Allocation Application* in AMIS by 5pm ET on the Application Registration deadline specified in the NOAA in order to submit the remaining sections of the *Allocation Application.*** To complete the Application Registration, Applicants must provide a response to each question in this section, select "Yes" to lock its responses, and press the save button. AMIS will not allow additional edits to the Application Registration once it has been completed and saved.

Once the Application Registration deadline passes, AMIS will not allow the creation of any new CY 2021 NMTC Allocation Applications. Additionally, Applicants will not be permitted to submit CY 2021 NMTC Allocation Applications if the Application Registration section of those Applications remains incomplete and unsaved after the Application Registration deadline. Please see the CY2021 NMTC Program Allocation Application Frequently Asked Questions document (Q. 14 and 15) and the AMIS User instructions (Section 6.2) for more details on completing the Application Registration section.

NMTC Application Registration

Section **6.2 Application Registration Details** contains more information for completing this part of the NMTC Application.

5.5   Dependent Questions and Subsections

Responses to some questions will trigger the applicability of other dependent questions or subsections/tables later in the application. Be careful when changing the responses to these types of questions because the answers you input in earlier sections may affect the required fields and dependent subsections you will have to complete later in the application.

Sample Questions with Possible Dependent Questions

A **Dependent Question** will appear on the question page you are editing when your response requires additional responses or explanations. For example, if you select False from the picklist in response to Q10, a text box requiring an explanation of your answer will appear.

Dependent Question

Dependent questions typically are required fields.

For all questions requiring a <u>narrative response</u>, please note that each text response field has an identified maximum character length (which, depending on font size, will range from about a third of one page to about two pages.)

These character maximums include spaces, punctuation, and special characters. The text box will not allow you to exceed the maximum character limit. If you are copying a response from another source, please make sure you are within the character limit or the ***text box may truncate your response.***
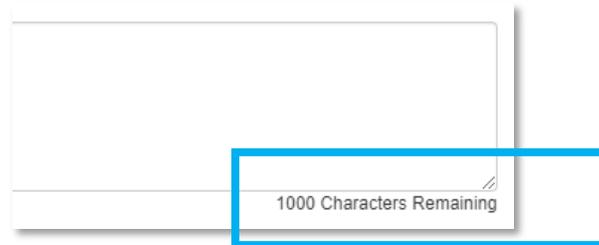
Character Maximums for Text Responses

TIP: Before using the electronic *Allocation Application*, type your narrative answers into a separate word processing program (e.g., Microsoft Word). Then copy and paste the answers into the appropriate sections of the electronic application. This will prevent the loss of information if you encounter problems saving your application or connection problems. It will also cut down on the time you spend directly filling out the application online. When copying and pasting the narrative responses from a word processing program into the narrative text box, any special indentations or spacing will not carry over. Formatting, such as bold, italicized, or underlined text, will not display in the narrative.

To copy and paste information in a Windows platform from a MS Word file or other word processing file:

1. Go to the document with the appropriate text.
2. Highlight the information you wish to paste. ***Press and hold down the Ctrl button, then press C***. Alternatively, you can press the right button on your mouse and then select **Copy**.
3. Go to the electronic application. Click in the applicable text box. ***Press and hold down the Ctrl button, then press V.*** This will paste the information into the text box. Alternatively, you can press the right button on your mouse and then select **Paste**.
4. The text boxes only allow basic text. Any formatting (e.g., italics, bold, bullets) will be simplified to a basic font. <u>Charts and tables cannot be pasted or created in the text boxes.</u> Additionally, you will not be able to check for spelling or grammatical errors within the electronic application.

A **Dependent Subsection** is a subsection that is enabled or disabled for the applicant to complete based on input the applicant has entered in the application. This feature is designed to make it easier for you to navigate the application by disabling sections that do not apply to your application.

In the example below, applicants are asked if they have a track record of providing loans/equity investments to certain groups. If an applicant had such a track record, they would be required to complete several tables later in the application detailing this record.

Enabled Dependent Subsections

If you have not yet selected an answer or do not select "Yes", the corresponding tables (B1-B3) will not be visible in the navigation bar. Only after selecting "Yes" will the tables appear for you to complete.

If you select "No", you will not be required to complete these tables. Once you click **Save**, those tables will disappear from the navigation bar.

Disabled Dependent Subsections

It is important to complete the application in numerical order because questions in earlier sections may trigger or disable dependent subsections later in the application.

<u>List of Dependent Questions and Subsections:</u>

1. Q. 3 - Is the *Applicant* Designating a *Controlling Entity*?
    a. A "No" response hides the *Controlling Entity* Certification page and Q. 5b

2. Q.13(b) (i-iv) Table - QLICI Uses and Activities
    a. Q. 13b(i) – Investments in, or loans to, Qualified Active Low-Income Businesses (QALICB)
        i. A "0" value hides Table A1

    b. Q. 13b(ii) - Investments in, or loans to, other *CDEs*
        i. A "0" value hides Q. 14(c) and Table A2

    c. Q. 13b(iii) - Purchases of loans from other *CDEs*
        i. A "0" value hides Table A3

    d. Q. 13b(iv) – *Financial Counseling and Other Services*
        i. A "0" value hides Table A4

3. Q. 14 – Products, rates and terms that the Applicant intends to offer
    a. (a) Indicate the number of financial products the Applicant intends to offer with capital raised from an NMTC Allocation. A financial product may consist of one or more financial notes. Applicants may describe up to three separate financial products
        i. Selecting "1" will open a text box for the Financial Product supporting narrative and TABLE D2 - FEE STRUCTURE (Financial Product 1)
        ii. Selecting "2" will open two text boxes, one for each Financial Product supporting narrative and two separate Fee Structure tables (TABLE D2 - FEE STRUCTURE (Financial Product 1) and TABLE D2 - FEE STRUCTURE (Financial Product 2)).
        iii. Selecting "3" will open three text boxes, one for each Financial Product supporting narrative and three separate Fee Structure tables (TABLE D2 - FEE STRUCTURE (Financial Product 1), TABLE D2 - FEE STRUCTURE (Financial Product 2), and TABLE D2 - FEE STRUCTURE (Financial Product 3)).

4. Q. 20 – Track Record
    a. Does the *Applicant*, or its *Controlling Entity*, have a track record of directly providing or otherwise facilitating loans or Equity investments to Real Estate and Operating Businesses?
        i. A "No" response hides Table B1

b. Does the *Applicant*, or its *Controlling Entity*, have a track record of providing or otherwise facilitating loans or Equity investments to *CDEs*?
   i. A "No" response hides Table B2

c. Does the *Applicant*, or its *Controlling Entity*, have a track record of providing or otherwise facilitating loan purchases from *CDE*s which correspond to the activities in Question #13 and described in Question #17?
   i. A "No" response hides Table B3

d. Does the *Applicant*, or *Controlling Entity*, have a track record of successfully providing loans, *Equity Investments*, and/or financial counseling that do not directly correspond to the selections in Question 13 (e.g. Restricted NMTC Activities, loans and/or investments in NMTC investment funds or non-CDE financial institutions, personal or consumer loans, and residential mortgages) but are relevant to the proposed NMTC activities?
   i. A "No" response hides Table B4

5. Q. 22d - What is the maximum percentage of *QLICIs* that the *Applicant* is willing to commit to deploy in *Non-Metropolitan Counties*?
   a. A "0" value response hides Q. 21d and Q. 21e.

6. Q. 25a – Will the *Applicant* commit to providing at least 75 percent of its QLICIs (in terms of aggregate dollar amounts) in areas that are either: (1) characterized by at least one of items 1-3 on the above list for each QLICI; or (2) characterized by at least two of items 4-14 on the above list for each QLICI?
   a. A "No" response hides Q. 25b

7. Q. 32b - Is the *Applicant*, Controlling Entity, or any Affiliate a federally-regulated thrift, bank, bank holding company, or credit union?
   a. A "No" or "Not Applicable" response hides Q. 32(c)

8. Q. 35a - Investment Partnerships
   a. A "No" response hides Q. 35(b)

9. Q. 37a - Investment Strategy
   a. A "No" response hides table E2

10. Q. 37b - Investment Strategy
    a. A "No" response hides table E3

11. Q. 44 - Allocatee Justification for Additional Allocation
    a. A "No" response hides Q. 44a-d

5.6   Selecting Related Records

The application uses records associated with your organization in AMIS to help you populate information in certain fields, such as information about Contacts you would like to associate with the application.

To select related records:

1. Related record fields open a list of possible related records when you click on them. Select the name of the organization, contact, or other record you would like to use.
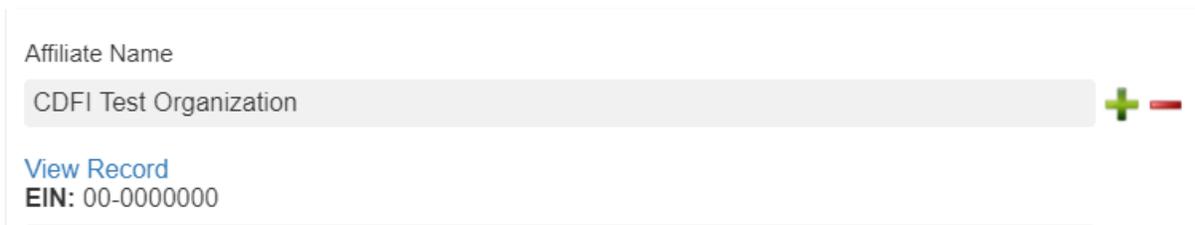
Selected Related Record

2. You can view the detail page of the record you select by clicking the **View Record** link. This will direct you to the actual record related to your organization.

3. Related record fields that have a +/- sign next to them allow you to add multiple related records. Simply click on the green plus sign to add another related record selection field.
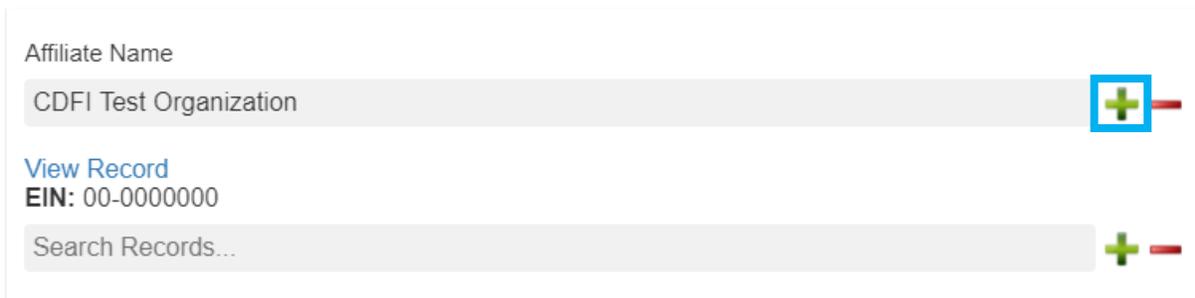
Add an Additional Related Record Field

4. If you need to delete a related record, click on the red minus sign next to the record you wish to delete.

5.7   Adding Attachments

Required attachments must be uploaded using the Drag & Drop feature in the AMIS Application. External attachments will not be allowed.

You will see the Drag & Drop box below any question that requires an attachment.

Drag & Drop Upload Box

In the 2020 Application, the "Drag and Drop" box appears in the following questions and sections:
- Q. 28a – Submit organizational chart(s)
- Q. 36e – Commitment Letters, Letters of Interest/Intent
- Controlling Entity's Certification – *Controlling entity* Signed Certification

To upload using the Drag & Drop:

1. Locate the file you wish to upload on your computer. Open the folder the where the file is saved in File Explorer.
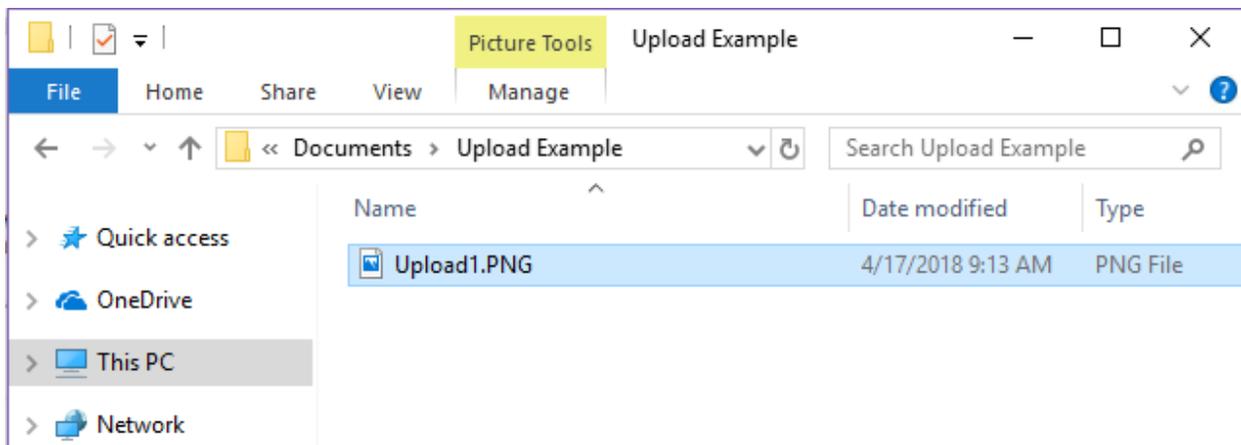
Attachment to Upload in File Explorer

2. Return to the Application page. Using your cursor, drag the file you want to upload from File Explorer to the Drag & Drop upload box on the Application.
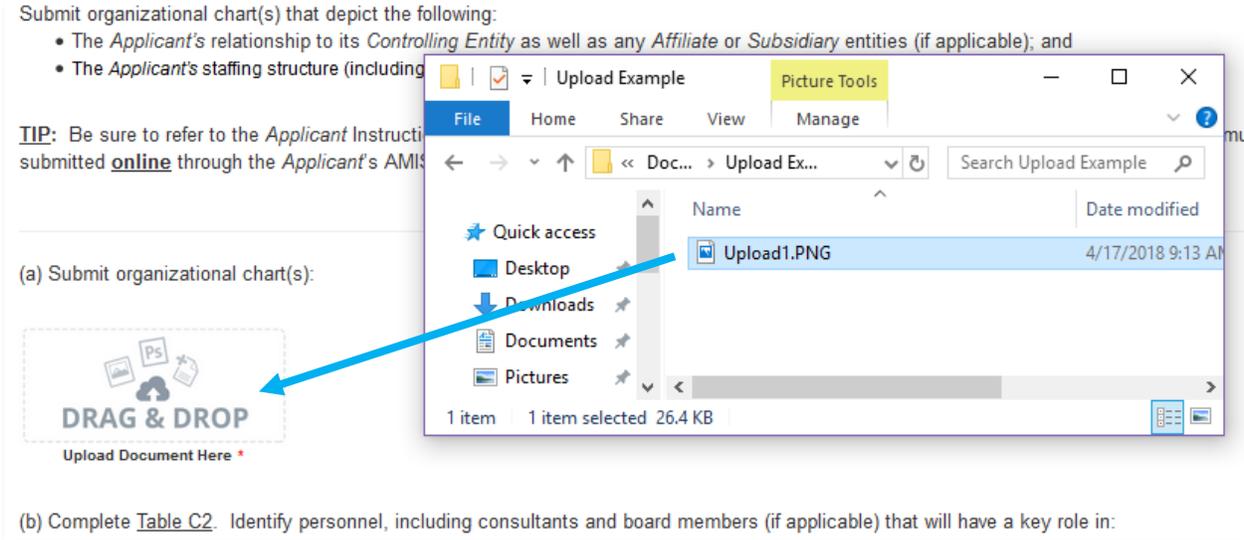
Upload File Using Drag & Drop

3. Once your file is successfully uploaded, the file name will be displayed below the Drag & Drop box.
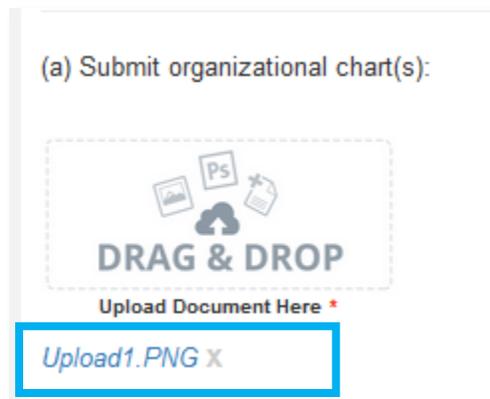
Successful File Upload

4. Upload any additional files using the same process. If you need to remove an uploaded file, simply click the gray "x" next to the file name.

5.8   Dynamic Record Tables

The NMTC application may require the applicant to enter a list of records, like Projects or Transactions as part of the application. These records are a series of questions that are repeated to the applicant and are collected dynamically through the application. An applicant may need to add 2 records or 20 records depending on the application question.

The application features both dynamic record entry tables and direct-entry tables. (For instruction on entering data into direct-entry tables, please see section 5.8.)

You will recognize dynamic record tables by the page setup. When you open a new subsection with one of these tables, an empty table field will be displayed below the table instructions at the top of the page. As you add records to the table, they will appear in this table overview section.

Empty Dynamic Entry Table

Below the table overview is the field entry form. Data is entered into this form and saved to create a single record row in the table. Additional rows are created by populating the fields with new data and saving the form again.

New Row Entry Fields

At the bottom of the page there are buttons to **Save**, **Download CSV**, and **Delete Record**.

Dynamic Table Buttons and Footnotes

To add or edit dynamic table records:

1. Complete the field entry form for your first record. On the form you will see:

    a. Record Number – Example "1,2,3,4". This is your record number. Once you save, this will become the number of the row in the table overview where it will be hyperlinked, allowing you to return to the record at any time. This field allows up to one decimal place.

    b. Totals or Roll-Ups – You will not enter any information into these fields, rather, they will display results of calculations based on the data you input into the rest of the form. When one or more fields are totaled across all records it will be displayed as shown and labeled accordingly. Sums are updated with each save.

    c. Record Questions and Responses – Enter your responses to the questions for this record collection. When all fields are complete, click **Save.**

Record Number (Enter a number to identify the Entry - Example 1,2,3,4 etc.)

a

Total (Roll-up) of **ALL** Funding Provided from 2013-2018 (if previous investor)

Total (Roll-up) of **ALL** Dollar Amounts Sought

b

Question	Response
Name of Investor *	* 40 Characters Remaining
Type of Investment[1] *	* ▼
Using Leverage Structure? *	* ▼
Affiliate of the *Applicant*? *	* ▼
Previous Investor?[2] *	* ▼
Total Funding Provided from 2013-2018 (if previous investor) *	* $ 0 Decimal Places
Dollar Amount Sought *	* $ 0 Decimal Places
Status of Request[3] *	* 40 Characters Remaining
Estimated or Actual Date for Receipt of Funds *	*

c

Fields Entry for New Record

2. When you have finished entering data for a new record, click the **Save** button. This will create a new row in the table overview at the top of the page and display any calculated sums in the rollup fields.

Record Number	Completed	Name of Investor	Type of Investment	Using Leverage Structure?	Affiliate of the Applicant?	Previous Investor?	Total Funding Provided from 2013-2018	
1.0 (active)	✔	ABC Investor	Debt	Yes	Yes	Yes	300,000	50,0

Add Row

1.0

Record Number (Enter a number to identify the Entry - Example 1,2,3,4 etc.)

1.0

Total (Roll-up) of **ALL** Funding Provided from 2013-2018 (if previous investor)

300,000

Total (Roll-up) of **ALL** Dollar Amounts Sought

50,000

New Record Row in Table Overview and Updated Rollup Fields

3. The record you just created will still be active, with its field data still visible on the screen. To create a new record, click **Add Row** at the lower right of the table overview.

Record Number	Completed	Name of Investor	Type of Investment	Using Leverage Structure?	Affiliate of the Applicant?	Previous Investor?	Total Funding Provided from 2013-2018	
1.0 (active)	✔	ABC Investor	Debt	Yes	Yes	Yes	300,000	50,0(

Add Row

Active Record Indicator and Add Row Link

4. This will create a new active record row in the overview table. Fill in the empty fields in the New Row section below just as you did for the first record. Click **Save** to populate the table overview with your second record's data and to update calculated fields.

Overview (2)

Add Row

Record Number	Completed	Name of Investor	Type of Investment	Using Leverage Structure?	Affiliate of the Applicant?	Prev
New Row (active)						
1.0	✔	ABC Investor	Debt	Yes	Yes	Yes

Add Row

New Active Record Row

5. Repeat this process to add additional records as needed.

6. To edit any record, click on the hyperlink of the record name in the overview table.

Record Number	Completed	Name of Investor	Type of Investment	Using Leverage Structu
1.0	✔	ABC Investor	Debt	Yes
2.0 (active)	✔	DAC Investor	Equity	No

Selected Active Record

7. This will pull up the record's field form. Update any information as needed and **Save**.

To delete dynamic table records:

1. If you need to delete a record, make sure that record is active in the overview table and select the **Delete Record _____** button at the bottom of the page.

Save	Download CSV	Delete Record 2.0

Delete Record

To Download CSV:
1. The application will allow you to download a Comma Separated File (CSV File) for the records you enter into the dynamic table that you can open in Excel. After all desired records are entered and saved, click the **Download CSV** button at the bottom of the page.

Save	Download CSV	Delete Record 2.0

Download CSV Button

2. Download using your browser's download feature. When you open the document in Excel it will display all the data you have entered for each record.

Name	Name of Investor	Type of Investment	Using Leverage Structure?	Affiliate of the Applicant?	Previous Investor?	Total Funding Provided from 2013-2018	Dollar Amount Sought	Status of Request	Est or Actual Date for Receipt of Funds	Table E3 - Question 10	Table E3 - Question 11
1	ABC Inves	Debt	Yes	Yes	Yes	300,000	50,000	Pending	6/27/2019	4,300,000	70,000
2	DAC Inves	Equity	No	No	No	4,000,000	20,000	Pending	6/27/2019	4,300,000	70,000

Sample CSV of Dynamic Record Table

5.9   Direct-Entry Tables

The NMTC Application will require the applicant to enter table data. These direct-entry tables are configured to collect specific data and are easy to navigate. Unlike dynamic record tables, direct-entry tables allow you to input your data directly into the table.

Calendar Year(s)	2013	2014	2015	2016	2017
1 Total # CDEs financed	1	1	1	1	1
2 Total $ amount of financing	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
3 $ Amount of financing (debt)	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
4 $ Amount of financing (equity)	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000

Sample Direct-Entry Table

In the sample table above, you can see that a direct-entry table simply allows you to enter responses to multiple question rows for a number of different columns at the same time.

To navigate the table, simply use the "left to right" slide bar. If the number of columns exceeds the standard screen format, the slide bar will allow you to access the columns to the right. If using the Tab key during data entry, please note Tab moves the cursor to the field in the column to the right.

Some tables have formula fields that auto-calculate a sum based on the formula configured and the table data entered. These fields will populate as you are updating the table once all table fields included in the embedded formula are entered. Sum calculations only display after clicking SAVE.

Formula Field Calculated Totals

5.10 Export to PDF

The Application can generate an Adobe PDF version of your application for your organization's records. You can use this feature to view your current progress on the application at any point in the application process. There are two ways to view your PDF.

To generate a PDF version of the application:

1. Navigate to the stationary menu bar at the top of the application.
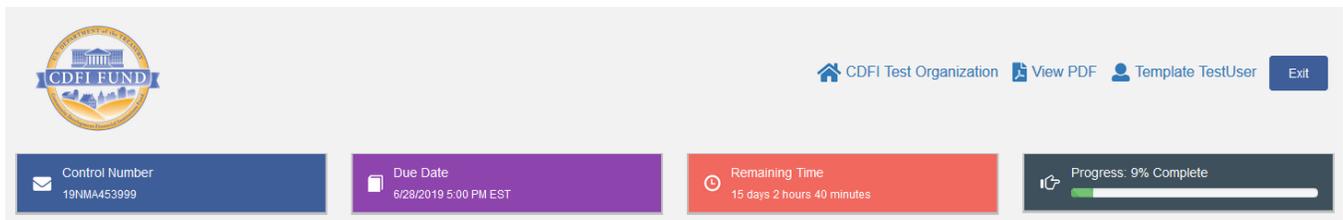
UI Menu Bar

2. Select **View PDF**.
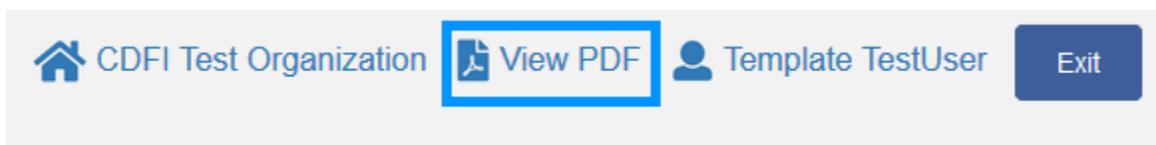
View PDF

3. This will open a PDF of the application and your organization's responses in a new window. Download and save the PDF using your browser's download function.

To view the PDF from the Program Profile page:

1. Log in to AMIS.
2. Click on the Organizations tab and select your organization. On your organization's detail page, navigate to the Program Profiles related list.
3. Select the NMTC Program Profile.
4. On the Program Profile detail page, navigate to the Applications related list.

	Applications		Apply for NMTC Allocation			
Action	Application	Application Type		Status	PDF Link	Last Modified By
Edit	App-055366	2020 NMTC Application		In Progress	View PDF	Test User, 7/22/2020 8:28 PM

Applications Related List

5. Select the **View PDF** link to generate a PDF of the application.

Note: Once the application is submitted, you will no longer be able to launch the application and generate a PDF in the UI. However, you will still have access to a PDF of your application from the Program Profile detail page.

SECTION 6.0 - INSTRUCTIONS FOR SELECTED SPECIFIC QUESTIONS

> **TIP:** The best strategy for filling out an application questions must be completed in numerical order to ensure accurate saved responses in the electronic application. Answers to certain questions may affect other parts of the electronic application. You may be required to fill out additional questions/exhibits or prevented from filling out questions/exhibits based on your responses to previous questions.

6.1   Allocation Application Homepage

1) When you first enter the electronic application, you will be required to certify that you have read all the resources provided by the CDFI Fund.

2) You will also be notified with an alert message if the organization through which you are applying is certified as a *Subsidiary CDE* in the CDFI Fund's IT systems and, as such, is not able to apply for an *NMTC Allocation*. You will not be able to continue to the *Allocation Application* if you receive this alert. If you require information technology assistance in using the electronic *Allocation Application*, please submit an AMIS Service Request (set the Record Type to "General Inquiry" and the Type to "NMTC – AMIS technical Problem"). Use of AMIS Service Requests is the best method to submit and track your request. The *Allocation Application* must be submitted by the parent *Applicant* CDE by logging into the parent *Applicant* CDE's AMIS account and using that account to access the electronic application.

6.2   Application Registration Details

The questions labeled "Q. 2(a) Applicant Name" and "Q. 4 *Address for overnight deliveries"* in the Application Registration will be pre-populated based on your organization's data in AMIS.

The questions in the Application Registration (pre-populated or not) exist in other sections of the NMTC application. Once the Application Registration is completed, the corresponding questions in the NMTC application will be pre-populated with the same data. The pre-populated answers of these corresponding questions will be read-only. See the example screenshots below for more details.

Example of Questions in Application Registration

Example of Corresponding Questions in Applicant Information

To modify the pre-populated data:

1. Log in to AMIS.

2. Click on the Organizations tab and select your organization.
3. On your organization's detail page, find the information you want to edit and double click the field.
4. Edit the field and click **Save**.

Once you have completed the Application Registration questions, you can lock your responses using the dropdown shown below. Select "Yes" from the dropdown, and click Save.

After the Application Registration has been completed and saved, it is locked and you will no longer be able to make changes to it.

Select "Yes" to lock and save your NMTC Application Registration responses. To successfully submit your application, you must complete all of the fields within the section and select "Yes" in the field below.
Note: After selecting "Yes" and clicking the "Save" button, no further edits will be allowed to your Application Registration. *

[dropdown ⌄]

[Save]

Lock Responses Dropdown

TIP: You will no longer be able to edit your Application Registration after locking and saving your responses.

After completing the Application Registration, you will receive an email with the following message:

Hello,

This message is a confirmation that you have successfully completed the NMTC Application Registration Section of the CY2021 NMTC Allocation Application.
You must complete the remaining sections of the CY 2021 NMTC Allocation Application by the deadline in the NOAA.

Note: Your organization's designated Authorized Representative will need to validate the required certifications/attestations and press the "Submit the Application" button on the "Attestation and Submission" page to successfully submit the completed Allocation Application.

-The CDFI Fund

6.3   Assurances and Certifications

You will be asked to complete the Assurances and Certifications section. The Assurances and Certifications section is divided into nine subsection pages in the electronic application (Questions 1-17 and additional certifications).

Assurances and Certifications Section in Application Menu

Please select "True", "False", or "Not Applicable" (where available as an option) to each certification in these sections. By selecting "True" the *Applicant* is certifying that the corresponding statement is true. By selecting "False" the *Applicant* is certifying that the corresponding statement is not true. By selecting "Not Applicable" the *Applicant* is certifying that the corresponding statement is not applicable to their application.

1) General Certifications 1-9 (Eligibility Questions): To proceed and complete other sections of the electronic application, the *Applicant* must respond "True" to certify to these General Certification questions. If the *Applicant* responds "False" in this section, an error message will appear stating that the *Applicant* is **ineligible to apply** if they are unable to provide General Certifications 1-9.

As the *Authorized Representative* of the *Applicant*, I hereby assure and certify to the General Certification Questions 1 through 9 above: *

The Applicant is not eligible to apply if the Applicant is unable to provide General Certifications numbered 1 through 9.

False	▾

General Certifications Error Message

2) <u>General Certifications 10-17</u>: **If the *Applicant* answers "False" to any of the statements in this section, then the *Applicant* is required to provide an explanation stating the reasons the *Applicant* is unable to make that certification.**

10. The Applicant and its Affiliates have never filed for bankruptcy.

For Applicants *

True	⌄

For Affiliates *

	⌄

General Certification Question- "True" Response

When the *Applicant* selects "False", a text box will appear on the form where the *Applicant* will be required to provide an explanation.

10. The Applicant and its Affiliates have never filed for bankruptcy.

For Applicants *

False	⌄

Question 10 Applicant Explanation - If you answered 'false' to Question 10, you are required to provide an explanation.

1000 Characters Remaining

General Certification Question- "False" Response and Text Box

3) Certification Regarding Disbarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions: **If the *Applicant* answer "False" to any of the statements in this section, then the *Applicant* is required to submit a written explanation stating the reasons the *Applicant* is unable to make that certification.** When the *Applicant* selects "False", a textbox will appear on the form where the *Applicant* will be required to provide an

explanation. Please refer to the Supplemental Certification for Assurances and Certifications in the pdf application.

6.4   *Applicant* Information

PLEASE NOTE: Some application questions do not have corresponding guidance below. For questions without guidance below, *Applicants* should refer to the prompts within the electronic application and any other published application materials.

Questions 2 &3:   You will be asked to provide general information about the *Applicant* and *Controlling Entity* (if applicable).

a) The *Applicant's* name will be populated automatically by the data in your AMIS account. You will not be able to alter this data point in the electronic application.

b) The *Applicant's* EIN will be populated automatically by the data in your AMIS account. You will not be able to alter this data point in the electronic application. **If you need to modify your EIN, you will have to file a service request through AMIS.**

c) The *Applicant* will indicate if their organization is a For-Profit or Non-Profit entity by selecting from the picklist. In the Multi-picklist below, select all that apply to your organization. To select multiple entries, hold down the Ctrl key as you click on each descriptor. If none of these descriptors apply, please select "None of the Above" at the bottom of the list.

d) You will be asked in Questions 2(d) and 3(e) if the *Applicant* and *Controlling Entity* (if applicable) is Minority-owned or Minority-controlled. Minority-owned or Minority-controlled refers to an entity that has at least 51 percent of either its equity ownership interest owned by, or Board of Directors comprised of individuals who identify themselves as, Black American, Asian American, Hispanic American, or Native American.

e) You will be asked in Question 2(e) if the *Applicant* is a domestic corporation or partnership for federal tax purposes. **If the *Applicant* is not a domestic corporation or partnership for federal tax purposes, it is not eligible to apply for a NMTC Allocation**.

f) The *Applicant's* date of incorporation will be populated automatically by the data in your AMIS account. You will not be able to alter this data point in the electronic application.

g) The *Applicant* will enter their total assets as of the date of this Allocation Application.

h) The *Applicant's* fiscal year end (month/day) will be populated automatically by the data in your AMIS account. You will not be able to alter this data point in the electronic application. If this information is incorrect you may return to your Organization record by clicking the Organization hyperlink on the top of the application page. This will open you Organization record and the Fiscal Year end, (month/day) can be changed in the "Organization Type Section".

i) You will be asked in Question 2(i) if *Affiliates* of the *Applicant* are also applying for a NMTC allocation in the 2020 NMTC Round. **If you select "Yes", then the *Applicant* is not eligible to apply for a NMTC Allocation.**

In Question 3, you will be asked to select the track record of either the *Applicant* or *Controlling Entity* to complete all tables in Exhibit B, as well as Table D1 and Table E1. Your selection will be pre-populated into the tables.

Questions 5:   You will be asked to select, from a drop-down menu, the individual(s) from your organization that you would like identified as the *Applicant Authorized Representative*, *Controlling Entity Representative* (if applicable), *Application Contact Person* (for this application), and *Public Contact Person.* Once you select their name from the drop-down search, their information will be auto-populated. If any of this contact information needs to be edited, the contact must log in to their AMIS account and edit their own information. If you would like to identify an individual that does not appear on this list, you will need to add this person to the list of users for the *Applicant* organization in your AMIS account.

Question 6:   If the *Applicant's* selects "Yes" to indicate they have already been certified as a *CDE* by the CDFI fund or they have submitted a *CDE* Certification Application, a field will appear on the page auto-populated with the *CDE* Control Number by data in the CDFI Fund's *CDE* certification database. If a *CDE* certification Control Number is not automatically populating in Question 6, this means that the CDFI Fund may not have received a *CDE Certification Application* from the *Applicant* at this time. **The *Applicant* will not be able to submit an electronic 2020 *NMTC Allocation Application* until a *CDE* Certification Control Number automatically populates in Question 6.**

If you believe the *Applicant* has submitted a *CDE Certification Application*, and thus a Control Number should appear in Question 6, please submit an AMIS Service Request, set the Record Type to "General Inquiry" and the

Type to "*CDE* Cert – General Question."

In the meantime, you may continue to complete and save information in other parts of the application. However, you cannot submit an electronic *Allocation Application* until such time as a <u>*CDE Certification Control Number*</u> automatically populates in Question 6.

<u>Questions 7-8:</u>	You will be asked to select your service area, which **must be the same as the service area designated by the CDFI Fund in its official letter of _CDE_ Certification** for your organization. If your organization has not yet been certified as a *CDE*, then it should be the same service area designated in your *CDE Certification Application*. If your organization has indicated in 6(b) that you are requesting a service area amendment, you should describe your service area including the requested amendment.

a) Select a service area in Question 7 (i.e., national, multi-state, statewide or local). Click **Save** and navigate to Question 8.

b) In Question 8, Select Yes if a National Service area then identify the state(s) you intend to serve. Select states by using the multi-select dropdown list of states. Use the Ctl key while clicking to select multiple states. Click **Save.**

<u>Question 12:</u>	You will be asked to estimate how long the *Allocation Application* took to complete. Enter the number of hours used to complete the application. **You must answer this question in order to complete and submit the electronic application.** No extensions will be given for failure to complete this question and submit the electronic *Allocation Application* by 5:00pm ET on the application deadline (specified in the NOAA).

6.5   Part I: Business Strategy

<u>Question 13:</u>	You will be asked to indicate the types of *QLICI* activities in which you intend to engage.

a) If you answer "No" for Question 13(a) **you will be deemed ineligible** and cannot submit an Allocation Application.

b) In question 13(b) – Table, you will be prompted to answer a question about whether or not you will have values (Greater than zero) for each of four categories and you will be asked to provide the percentages of

your allocation that will be used for each of the four categories of *QLICI* activities. If ZERO, please enter "0". The percentages apportioned to each activity (i-iv) must total 100 percent for (i) through (iv) The table at the bottom of the page will sum (i) through (iv) once values are entered and saved.

    i.   For (i), if the percentage is zero, then Table A1 and Table A5 are not required and will no longer be visible.

    ii.   For (ii), if the percentage is zero, then Table A2 is not required and will no longer be visible.

    iii.   For (iii), if the percentage is zero, then Table A3 is not required and will no longer be visible.

    iv.   For (iv), if the percentage is zero, then Table A4 is not required and will no longer be visible.

c)   In question 13(b) – Dependent Questions, upon clicking **Yes**, a second level of sub-questions may be required for additional data for applicable *QLICI*s (e.g., if you indicated a percentage greater than 0 for "Investment, or loans to, other *CDEs*", then you will be asked to indicate if you plan to originate loans or capital/equity, and you will also be asked to quantify the activities in which the recipient *CDEs* will engage).

(i) Will the *Applicant* make investments in, or loans to, *Qualified Active Low-Income Businesses (QALICBs)*? If yes, the responses below are required. *

| Yes | ▼ |

Loans/investments *in QALICBs* will be used to finance: (these three percentages should add up to 100 percent by dollar amount)

---------- **(1)** Enter percent of Non-*Real Estate Activities* *

| | % |
0 Decimal Places

---------- **(2)** Enter percent of *Real Estate Activities* where the real estate will be owned (either directly or through an *Affiliate*) and principally occupied by an *Operating Business.* *

| | % |
0 Decimal Places

---------- **(3)** Enter percent of *Real Estate Activities* where the real estate will be principally leased to third party tenants or sold to a third party. *

| | % |
0 Decimal Places

Total of **(1)**, **(2)** and **(3)** Must Equal *100%*

| |

(ii) Will the *Applicant* make investments in, or loans to, other *CDEs*? If yes, the responses below are required. *

| | ▼ |

(iii) Will the *Applicant* purchase loans from other *CDEs*? If yes, Table A3 is required. If no, Table A3 is not required and will no longer be visible in this application. *

| | ▼ |

(iv) Will the *Applicant* provide *Financial Counseling and Other Services*? If yes, the response below is required. If yes, Table A4 is required. If no, Table A4 is not required and will no longer be visible in this application. *

| | ▼ |

Example of Second Level Questions

d) Once you have entered the additional data required, click **Save.**

Question 14:   Indicate the number of financial products the Applicant intends to offer with capital raised from an NMTC Allocation. A financial product may consist of one or more financial notes. Applicants may describe up to three separate financial products.

Use the picklist to select "1", "2" or "3" to indicate how many Financial Products you will offer.

The number of Financial Products you select (1-3) will determine the number of supporting narrative text boxes appear. If you select "1", a single Financial Product supporting narrative text box will appear. If you select "2", two Financial Product supporting narrative text boxes will appear. If you select "3", three Financial Product supporting narrative text boxes will appear. Use the narrative text box(es) to describe the Financial Product. Please note that the number of Financial Products selected in the picklist will also determine the number of Fee Structure tables. Applicants are required to complete a Table D2 – Fee Structure for each financial product that it expects to offer.

c) For an *Applicant* that indicated under Question #13(b) that it intends to finance other *CDEs*, describe the strategy by which the *Applicant* will ensure that those *CDEs* will pass along the NMTC benefits to their *QALICB* borrowers in the form of more favorable rates or terms.

Click **Save** when complete to save your work and mark this section complete.

Question 15:   This is a picklist question. The *Applicant* will select the statement that best completes this statement.

"The Applicant will commit that 100 percent of its QLICIs will:" Please read each statement carefully and select the corresponding option, a, b, c, d, e, or f, from the drop down list.

a) ***Click Save when finished to save your response.***

Question 16:   For an *Applicant* that indicated under Question #13(b)(iii) above that it plans to purchase qualifying loans from other CDEs:

Provide a Yes/No response to Question 16(a). Will the *Applicant* require the CDE from which it purchases loans to reinvest all or a portion of the proceeds from the loan sales in QLICIs?

Provide a narrative response for Question 16(b). Describe the extent to which the *Applicant* intends to purchase loans that include rates, terms and/or with conditions that would not be possible without the benefit of an NMTC Allocation. ***Click Save when finished to save your responses.***

Questions 20 & 21 **Questions 20 & 21 will appear in the same subsection and on the same page.**

    a) For, Question 20 (a), based on which Yes/No response it selected, it will enable Tables B1-B3. ***Click "Save" when finished to save your responses.***

    b) For, Question 20 (b) provide a narrative discussion of the organization's track record relevant to each type of activity selected (including *FCOS*) in Question.13, referencing data included in Tables B1-B3, as appropriate.

    c) Next, Question 21 (a) you will be instructed to complete Table B4, as applicable.

    d) For Question, 21 (b) provide a narrative discussion of the organization's track record referencing Table B4 as appropriate. ***Click "Save" when finished to save your responses.***

Question 22: You will be asked to indicate if at least 50 percent of the *Applicant's* total financing activities over the past five years, <u>as shown in Exhibit B</u>, have been directed to *Non-Metropolitan Counties.*

    a) First, provide a YES/NO response to Question 21(a).

    b) Enter a number for the minimum percentage of *QLICIs* you are willing to commit to providing in *Non-Metropolitan Counties.*

    c) Enter a number for the maximum percentage of *QLICI*s you are willing to commit to providing in *Non-Metropolitan Counties.*

    d) If the response to Question 21(c) is greater than zero, subsection Question 21 (d-e) will be enabled when you save your responses for 21 (a, b, c). If the response to 21(c) is less than or equal to zero you will not have to complete these additional questions and they will not be visible on the application.

e) If the 21 (d-e) subsection is enabled, you will be required to complete a narrative for Questions 21 d and e. ***Click "Save" when finished to save your responses.***

Questions 23 & 24: In Question 23, you will be asked if you intend to use substantially all of the proceeds of the *QEI*s to make investments in *Unrelated Entities*. In Question 24 you will be asked to describe any potential situations in which you or your *Affiliates* will receive financial benefits from the *QALICBs* financed with the *QLICI*s.

a) First, provide a Yes or No answer to Question 23. Click ***Save***.

b) In Question 24, provide a Yes or No response to 23(a) – 23(e). If you select YES you will need to provide the required narrative for Questions 24(a) – 24(e). For Question 24(f), enter a text response if YES is selected in 24(a) – 24(f). Otherwise, enter "Not Applicable."

c) Once you have provided all required data and narratives, click ***Save.***

6.6   Part II: Community Outcomes

Question 25: In Question 25, you will be asked if you intend to use your *QEI* proceeds to finance *QLICI*s made in one or more geographic areas characterized by higher distress.

First, indicate the areas of higher distress you intend to serve by selecting a YES/NO response for each area of higher distress indicated.

a) In Question 25(a), you will be asked if you commit to providing at least 75% of your total *QLICI*s (in terms of aggregate dollar amount) in areas that are either (1) characterized by at least one of items 1-3 on the list provided in the electronic application for each *QLICI*; or (2) characterized by at least two of items 4-14 on the list provided in the electronic application for each *QLICI*.

b) In Question 25(b), you will be asked to discuss how you will target investments in the areas of higher distress selected in Question 24. Use the text box to enter your narrative statement. ***Click "Save" when finished to save your responses.***

Question 26: You will be asked to indicate the community development outcomes you expect to achieve as a result of the projected *QLICI*s described in the Business Strategy section.

a) In Question 26(a), indicate which outcomes you expect to achieve, by selecting a YES/NO response for each impact. For each outcome

where you provide a "Yes" response, a text box will appear for you to provide a narrative.

b) In Question 26(a) 5, selecting a NO response for the impact hides the subsection Q.25c – Healthy Food Financing Data.

c) In Question 26(b) you will be asked to describe how the *Applicant* will track and document the community development outcomes it expects to achieve as a result of receiving an *NMTC Allocation*. Enter narrative in the text box provided. ***Click "Save" when finished to save your responses.***

6.7   Part III: Management Capacity

Question 32:   If the *Applicant or* it's *Controlling Entity* is a federally-regulated financial institution, in Question 32c you must provide the name of that entity's federal regulator and certification number. If the *Applicant* has an Affiliate (other than the *Controlling Entity*) that is a federally-regulated bank, then the Applicant must provide the Affiliate's name, the name of its primary federal regulator and its certification number.

a) Selecting "Yes" to Q. 32b will display subsection Q. 32c on a separate page – the 'Regulated Entity' Table. Users are required Only one entry is allowed for "*Applicant"* and   *"Controlling Entity"* types. Users can provide multiple entries for "*Affiliates*".

b) Within the "FDIC/NCUA/FRB Certification #" Column, only integers are allowed. Credit unions should provide their NCUA number in this field. Holding companies should provide their Federal Reserve Board number.

Question 33:   You will be asked to describe the financial health of the *Applicant* (or *Controlling Entity*):

First, indicate if your response is: (1) for the *Applicant*; (2) for the *Controlling Entity*; or (3) not applicable.

a) If you indicated "not applicable", your responses for Question 33(a) – 33(d) should be "N/A."

b) If you indicated *Applicant* or *Controlling Entity*, you will need to provide YES/NO responses in Questions 33(a)-(d). Where applicable, the form will provide text boxes for the *Applicant* to provide narrative

explanations of their responses. ***Click "Save" when finished to save your responses.***

6.8   Part IV: Capitalization Strategy

Question 36:   Question 36 includes multiple sub-questions. Based on the *Applicant*'s responses it will be prompted to complete additional sub-questions and/or tables in Exhibit E. In Question 36(a), you must indicate whether the *Applicant* (or its Subsidiary CDEs) has received *QEI*s that meet the criteria outlined in the question.

     i.   If the *Applicant* responds "Yes", then it should complete Table E2 and Question 36(c).

     ii.   If the response is "No", then it should complete Question 36(b).

b) In Question 36(b), you must indicate whether the *Applicant* has provided investor *Commitments* or *Letters of Intent/Interest*.

     i.   If the *Applicant* is required to complete Question 36(b) and responds "YES", then they must complete Table E3 and answer Question.36(c).

     ii.   If the *Applicant* is required to complete Question 36(b) and responds "No", then they must complete Question 36(d).

     iii.   ***Click "Save" when finished to save your responses.***

c) In Question 36(e), the *Applicant* can submit any supporting documentation required to support their responses in parts a-d, such as documents that demonstrate investor *Commitments* or *Letters of Intent/Interest* for investors listed in Table E3.

Question 37:   In Part (a) of this question, you will be asked to indicate if your current or prospective investors will originate or otherwise identify transactions in which the *Applicant* will invest. In Part (b), you will be asked to indicate if the *Applicant* will receive *QEIs* from *Affiliates*. If you answer "YES" to either part, you will be asked to complete Part (c). If you answer "NO" to both parts, you should enter "N/A" in response to Part (c). ***Click "Save" when finished to save your responses.***

Questions 40 & 41: In Question 40, you will be asked to indicate if more than 85 percent of QEI proceeds will be invested/re-invested in *QLICI*s. If you select "YES,"

please indicate the percentage in the data entry box that appears on the form.

In Question 41, you will be asked to indicate if there is an absolute minimum below which you would not accept a *NMTC Allocation.* Provide a YES/NO response. If "yes", provide the minimum allocation amount you will accept in the data entry box that appears. If you respond "Yes" the *Applicant* must provide a narrative response in the text box. ***Click "Save" when finished to save your responses.***

6.9   Part V: Information Regarding Previous Awards

Questions 42-44: You will be asked if you are a previous CDFI Fund awardee – under any of the CDFI Fund's programs. If you are a previous *NMTC Allocatee*, *QEI* investor, or have Control of an *Allocatee*, you will be asked to discuss those previous *NMTC Allocation*s. Your previous awards and allocations and the awards and allocations of any Affiliates will be viewable in Questions 42 and 43, to the extent that your *Affiliates* have been recorded in your AMIS account prior to beginning the *Allocation Application*. Please review your AMIS account and update any Affiliates.

If all previous awards and allocations are not pre-populated, the CDFI Fund strongly encourages you to update the *Applicant*'s *Affiliates on your AMIS account.* This will ensure that past award and allocation information will be viewable in future electronic applications.

a) Log in to AMIS using your e-mail address and password.

b) Select your Organization.

c) You will see your AMIS Organization Record.

d) Scroll down to the *Affiliates* section.

e) Click "New *Affiliate*".

f) Enter the *Affiliate* Name and 9-digit EIN, click "Save".

For Question 42 and Question 43 the *Applicant* can view their existing Awards and Allocations. If you are missing *Affiliates* you need to follow the instructions above to add your *Affiliates*.

In Question 44, you will be asked if the *Applicant* has received any previous allocations. If YES, answer narrative questions a-b.

Question 45: You will be asked if the *Applicant* and/or any of its *Affiliates* assumed Control of a *CDE* that received a *NMTC Allocation* in a prior round.

a) First, indicate a YES/NO response to Question 45. This question is a picklist field below the Overview table and Allocatee field.

b) If you indicated NO to Question 45, you are not required to complete the remainder of Question 45. Proceed to the next section of the application.

c) If you indicated YES to Question 45, answer the new questions that appear about your investments that assumed Control of another *CDE*. Add all the relevant information for an individual investment, then click **Save.** Locate the "Add Row" link on the overview table at the top of the page to add each additional investment. When you have finished entering data for all of these awards, review that all the information in the table is correct, then click **Save.**

SECTION 7.0 – INSTRUCTIONS FOR EXHIBITS AND TABLES

1) Read the tips on each exhibit homepage and follow the instructions at the top of the page for each table.

2) The application features both dynamic record tables and direct-entry tables.
   a. Dynamic record tables- Table rows are generated by creating individual records using the form below the overview table. The user will utilize the form fields to create as many records as needed for the table.
   b. Direct-entry tables- The table is already laid out on the page and the user can directly enter data into each table field.

3) For an extended explanation on how to recognize and enter data into both types of tables, refer to Sections 5.7 (dynamic record tables) and 5.8 (direct-entry tables).

7.1   Exhibit A - Projected Activities

1) The system will only require you to complete those tables in Exhibit A that correspond to the *QLICI* activities you indicated you would engage in per Question 13.

2) Tables A1-A4 are direct-entry tables. Fill in responses for each table field. Gray formula fields will auto-calculate sums once all fields included in the formula calculation are entered. For further detail on how to enter records into a direct-entry table, please see section 5.8.

3) Table A5 is a dynamic record entry table. Add as many records as needed to list all proposed transactions. For further detail on how to enter records for a dynamic record table, please see section 5.7.

7.2 Exhibit B - Track Record of Activities

1) If you answered YES to any of the Questions under 19(a) to indicate that you have a track record of providing the types of *QLICI* activities that you intend to offer, you will be required to complete the charts in Exhibit B1-B3 as applicable.

2) For those tables that are applicable and you complete, either *Applicant* or *Controlling Entity* will be displayed based on your selection made in Question 3. If you wish to change this response you must change it in Question 3. You must select one entity or the other.

3) If you do not have a track record in a particular type of *QLICI* activity, you should check "Table is Not Applicable."

4) Each table in this section is a direct-entry table. Fill in responses for each table field. Gray formula fields will auto-calculate sums once all fields included in the formula calculation are entered. For further detail on how to enter records into a direct-entry table, please see section 5.8.

4) If you answered YES to Question 20, you will be required to complete Table B4. Follow the instructions on the table to provide accurate data.

7.3 Exhibit C – Staff and Board Qualifications

1) Follow the instructions provided on the subsection page for each table.

2) Both tables are dynamic record tables, for further detail on how to enter records for a dynamic record table, please see section 5.7.

7.4 Exhibit D – Asset Management

1) In each applicable table, follow the instructions provided on the screens for each table.

2) Table D1 is a direct-entry table. Fill in responses for each table field. For further detail on how to enter records into a direct-entry table, please see section 5.8.

3) For Table D1, your choice of using the track record of the *Applicant* or *Controlling Entity* will need to match the response you provided in Question 3. If you need to change this, you must edit your response in Question 3. You must select only one entity, either the Applicant or the Controlling Entity.

4) For Table D1 you may check "Not Applicable" if the *Applicant* does not have a portfolio of *Operating Business* Loans & *Equity Investments*. You can also select "Not Applicable" if the *Applicant* does not have a portfolio of Real Estate Loans & *Equity Investments*.

5) For Table D1, follow the instructions on the table subsection page to provide accurate data.

6) For Table D2, data must be provided for the *Applicant*. Do **not** provide data for the *Controlling Entity*.

7) Table D2 must be completed by all *Applicants*.

8) Table D2, is a dynamic record table, for further detail on how to enter records for a dynamic record table, please see section 5.7.

9) Table D3 is a direct-entry table. Fill in responses for each table field. Gray formula fields will auto-calculate sums once all fields included in the formula calculation are entered. For further detail on how to enter records into a direct-entry table, please see section 5.7.

7.5   Exhibit E – Investor Strategy

1) Table E1 is a direct-entry table. Fill in responses for each table field. For further detail on how to enter records into a direct-entry table, please see section 5.8.

2) For Table E1:

    a) Your choice of using the track record of the *Applicant* or *Controlling Entity* must match the response you provided on Question 3. If you wish to change this response you must change it in Question 3. You must select one entity or the other.

    b) The sum of rows 3, 5, 7, and 9 must be equal to or a subset of (i.e., less than) row 1.

    c) The sum of rows 4, 6, 8, and 10 must be equal to or a subset of (i.e., less than) row 2.

3) Tables E2 and E3 are dynamic record entry tables, for further detail on how to enter records for a dynamic record table, please see section 5.7.

4) If you answer "Yes" to Question 36(a), you must complete Table E2 and should not complete Table E3.

5) You should only complete Table E3 if you answer "No" to Question 36(a) and "Yes" to Question 36(b). If you complete Table E3, you are required to submit copies of your investor letters with your application. If you fail to submit such, your application will still be accepted, but your Capitalization Strategy evaluation will reflect this lack of information.

    a) The required investor letters that accompany Table E3 cannot be uploaded on the table subsection page. <u>Investor letters or any other necessary documentation can be uploaded in the table's corresponding subsection, **Question 36(e)**</u>.

Please note that only one table (either Table E2 or Table E3) will be evaluated by the CDFI Fund. The *Applicant* should complete only the appropriate table based on its response to Question 36(a). If the *Applicant* submits an Application with both tables completed, the CDFI Fund will only consider the appropriate table (and investor letters, if applicable) that correctly corresponds to its response in Question 36(a). Any other information will be disregarded.

SECTION 8.0 – PRINTING, SUBMITTING YOUR APPLICATION, UPLOADING ATTACHMENTS, AUTHORIZED REPRESENTATIVE SIGNATURE

8.1 Printing your Application

To print your application, click the *View PDF* link in the navigation menu at the top of the User Interface.
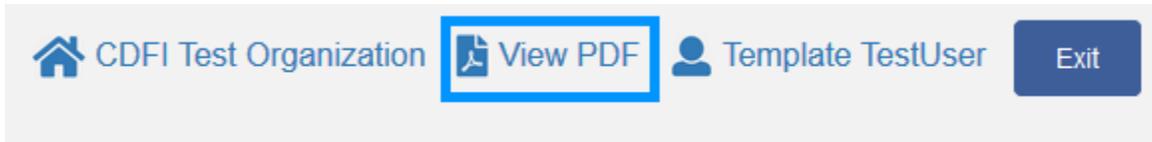
View PDF Button

This will generate a PDF of your application you can download using your browser's download function that you will be able to save to your computer and print. For more information on how to generate a PDF in this application, please see section 5.9 of this document.

8.2 Controlling Entity Certification

If you designate a *Controlling Entity* in response to *Allocation Application* question number 3, you will be required to complete a Controlling Entity Certification. Navigate to the Controlling Entity Certification page towards the bottom of the navigation menu. If not, this page will not be required and will be hidden from the *Applicant*'s view because it is not applicable.
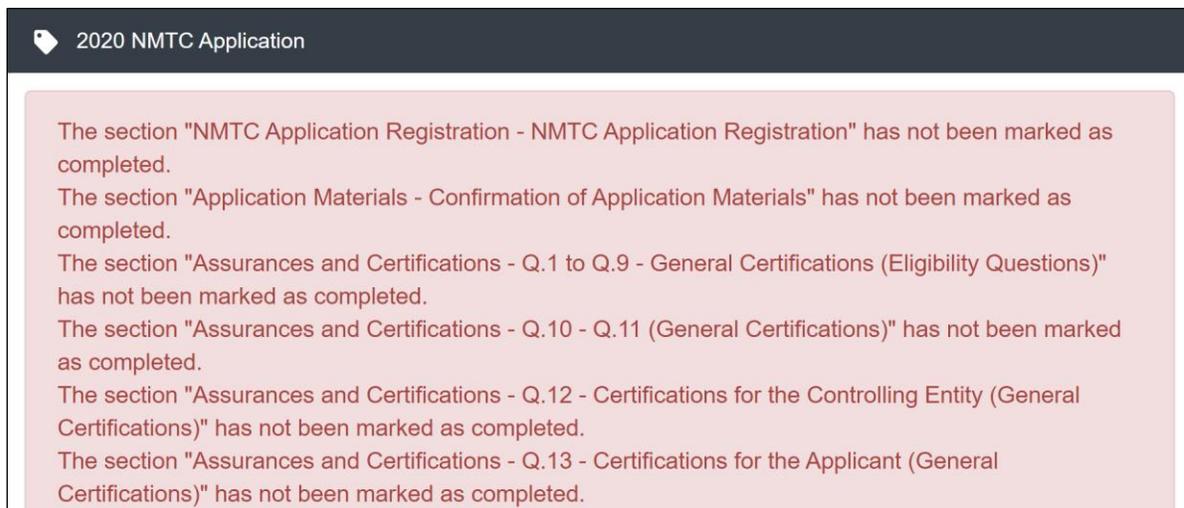

Controlling Entity Certification Page

To complete this certification page:

1) Review and confirm that the pre-populated data below for the *Controlling Entity* Name is accurate. If this information is not correct, please return to Application Question 3, enter in the correct *Controlling Entity* Name, and save the entry.
2) Review and confirm that the pre-populated data for the *Controlling Entity* Representative Name is accurate. If this information is not correct, please return to Application Question 5b and select the correct *Controlling Entity* Representative.
3) Click the Print Page link located at the bottom right hand corner of the page to open a window that displays the *Controlling Entity* Signature Page for printing. Print this page.
4) The *Controlling Entity* Representative must manually write his/her title, signature, and date for the printed *Controlling Entity* Signature Page.
5) Scan and upload the signed *Controlling Entity* Signature Page to your computer.
6) Access the signed *Controlling Entity* Certification Page that you have uploaded to your computer. Then, drag and drop it from the file on your computer to the 'Drag and Drop' location on the 2020 NMTC Application template under the *Controlling Entity* Signature Page sub section.
7) There should be a link present with the name of the document that you just uploaded to indicate that you successfully attached the signed *Controlling Entity* Signature Page.
8) Click the **Save** button.

8.3   Submitting your Application

1) To check which subsections have been marked complete, look for a green checkmark next to that section on the menu bar. Sections that are incomplete will not have a checkmark, and will prevent you from successfully submitting the application. **You will not be able to submit an application until all items are marked complete. If you attempt to submit your application before all subsections are complete, you will receive error explaining which subsections remain incomplete. Go back and correct those subsections.**

If you believe that items that are complete are incorrectly showing up as incomplete, please submit an AMIS Service Request, set the Record Type to "General Inquiry" and the Type to "NMTC – AMIS technical Problem."

2) The last question you must complete is Question 12 (Time to complete). Return to this section and answer. **You must answer this question to successfully submit your application.**

3) Before you submit your application, the CDFI Fund recommends that you print and review your application (see section 8.1). **ONCE SUBMITTED, YOUR APPLICATION RESPONSES MAY NOT BE ALTERED.**

4) The *Authorized Representative* will need to attest that the information provided in the application is accurate and complete to the best of your organization's knowledge. Before proceeding to this section, make **SURE** your application is complete, including the upload of all required supplementary documents and table information that may be required in the question or exhibit pages.

5) If you designate a *Controlling Entity* in response to *Allocation Application* question number 3, from the Post-Submission and Signature Instructions page, you must click the *Controlling Entity* Signature Page link to generate and print a *Controlling Entity* signature page. After the *Controlling Entity* signature page is signed by the *Controlling Entity Representative,* it will need to be uploaded in the *Controlling Entity* sub-section.

To Attest and Submit an application:

1) Log in as an *Authorized Representative.*
2) Select the **Attestation and Submission** tab from the very bottom of the menu bar.

Attestation and Submission

Authorized Representative Signature

By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just the same as a pen-and-paper signature; I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge and belief; I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, title 218, Section 1001).

☑ **By selecting this checkbox, I agree to the terms stated above.** *(Designated Authorized Representatives)*

Name: Test AR

Date: 7/24/2020 10:37 AM

[Submit Application]

Attestation and Submission Page

3) Read the **Electronic Signature Attestation** sections and signify agreement with the statement by selecting the checkbox.

4) Once the statement is attested to, click **Submit Application**. A dialog box will appear. Confirm that you would like to submit the application and understand the application cannot be edited after this point.

Submission ✕

After submitting the application, you can no longer edit the application. Are you sure you would like to submit?

[Close] [Submit Application]

...ns, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just the same as a pen-and-paper signature; I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge and belief; I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, title 218, Section 1001).

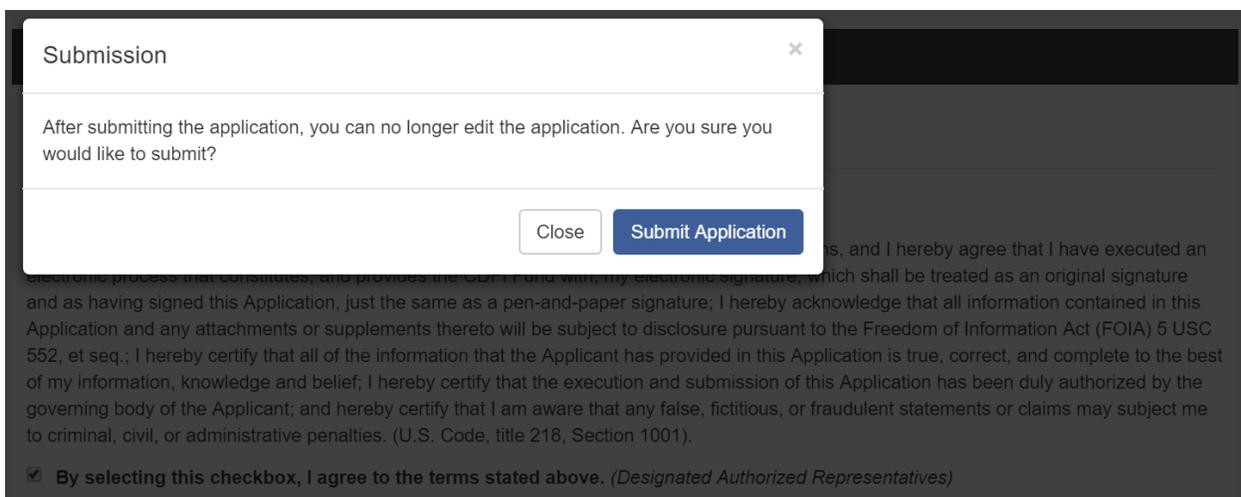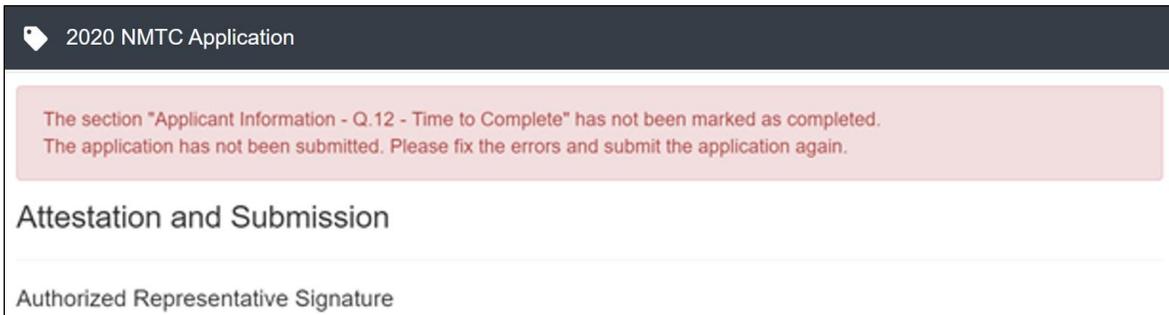☑ **By selecting this checkbox, I agree to the terms stated above.** *(Designated Authorized Representatives)*

Submission Dialog Box

5) If any of your sections/subsections are incomplete, your submission attempt will be unsuccessful. An error message will identify which section is incomplete.

2020 NMTC Application

The section "Applicant Information - Q.12 - Time to Complete" has not been marked as completed.
The application has not been submitted. Please fix the errors and submit the application again.

Attestation and Submission

Authorized Representative Signature

Application Submission- Failed Attempt Error Message

6) If your submission is successful, the application will return this message:
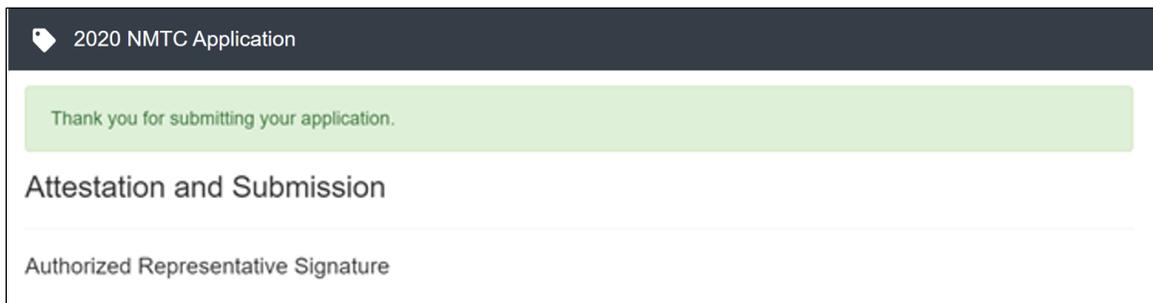
2020 NMTC Application

Thank you for submitting your application.

Attestation and Submission

Authorized Representative Signature

Application Submission- Successful Attempt Message

7) You will receive an email confirming that your application has been submitted:

Our records indicate that your application, App-059509 (21NMA009380), has been submitted at 2021-08-23 14:35:24 EST.

No further action is required at this time for your CY 2021 New Markets Tax Credit (NMTC) Program Allocation Application.

If you require assistance, please submit a service request in AMIS using "General Inquiry" as the Record Type and "NMTC-General Question" as the Type. Please refer to Section 8 of the AMIS Training Manual, AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users) for a detailed guide on submitting a Service Request available here.

Thank you for your interest in the NMTC Program.

Christopher Allison
NMTC Program Manager
CDFI Fund
1500 Pennsylvania Ave., NW
Washington, DC 20220

TIP: You will be prevented from submitting an electronic application in AMIS after **5:00 pm ET on the day of the Application Deadline (specified in the NOAA)**. The system prevents submission of an electronic application if it is incomplete, on behalf of an ineligible entity, or past the date/time of the application deadline. **Once an application is submitted in AMIS, it may not be altered.**