

COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

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AMIS Training Manual

**AE104: CDFI/NACA Program Subsequent Payment Request
Submission
(for CDFI/NACA Award Recipients)**

July 2019

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1 Introduction



AE101: Getting Started – Navigating AMIS (for External Users) is a pre-requisite for the training manual you are currently viewing, AE104: CDFI/NACA Program Payment Request Submission (for CDFI/NACA Award Recipients).

The objective of this training manual is to provide CDFI/NACA award Recipients with instructions and steps on how to create and submit subsequent payment requests from AMIS. Payment requests are approved in multiple steps by different CDFI Fund business units through AMIS.

After the initial payment is made, award Recipients must initiate subsequent payment requests through AMIS.



Note: A user is prevented from submitting a subsequent payment request unless all of the following conditions are satisfied:

- At least 90% of the previous payment has been expended.
- No previous payment request is pending payment.
- The total number of all subsequent submitted payment requests is less than four.
- The sum of all payments is less than or equal to the Award Amount.
- The Requested Amount is greater than zero.
- The person signing and submitting a payment request is an Authorized Representative.

2 Create and Submit a Payment Request

To request a subsequent payment:

1. Log in to the AMIS Portal.
2. Select an organization.
3. Ensure you are an Authorized Representative of the organization.

To designate a Contact as an Authorize Representative within the Organization Profile, navigate to the Organization Detail page, select the Edit link to the left of the Contact Name then set the Type to Authorized Representative (shown below). To be an Authorized Representative of a CDFI you must be authorized to sign legal agreements on behalf of your organization.

Contact Edit Save Save & New Cancel

Contact Information

Contact Owner System Administrator

First Name --None--

Last Name

Organization Name

Title

Type **Authorized Representative**

Profile User

Figure 1. Editing Contacts in AMIS

4. Click the **Awards** tab to reach the Awards Home page.
The award should be listed under the Recent Awards section. If the award is not listed click the **Go!** Button on the Awards Home page, next to the View drop-down menu.

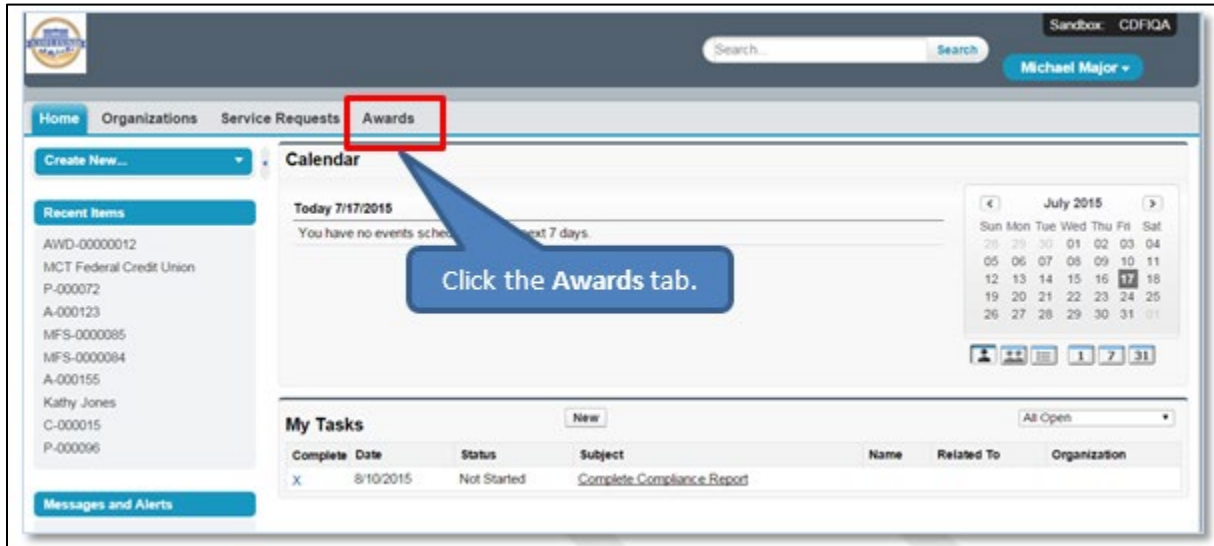


Figure 2. AMIS Portal Home Page

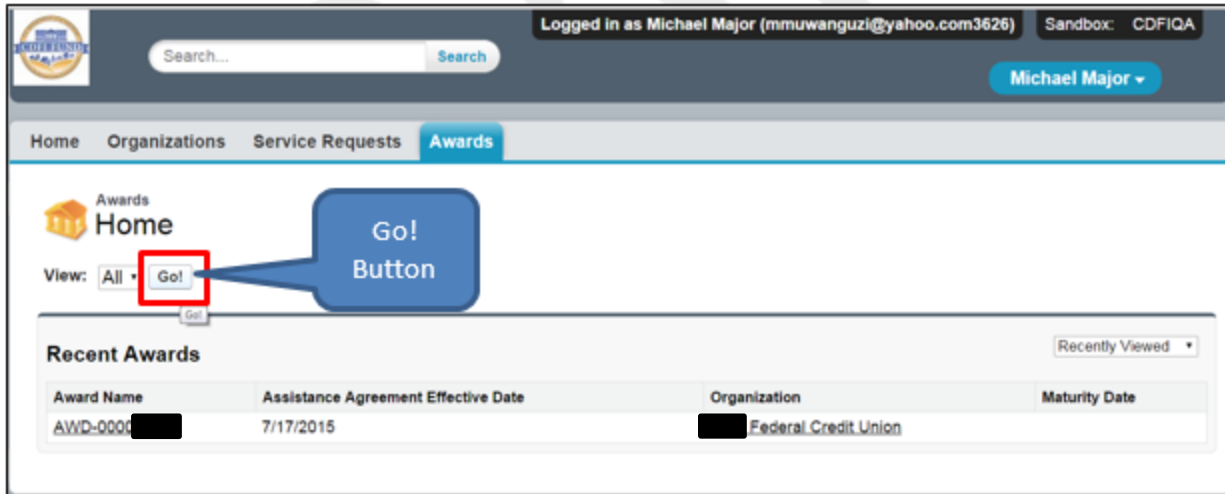


Figure 3. Award Home Go! Button

5. Click on the appropriate **Award Name** to access the Award Detail page.

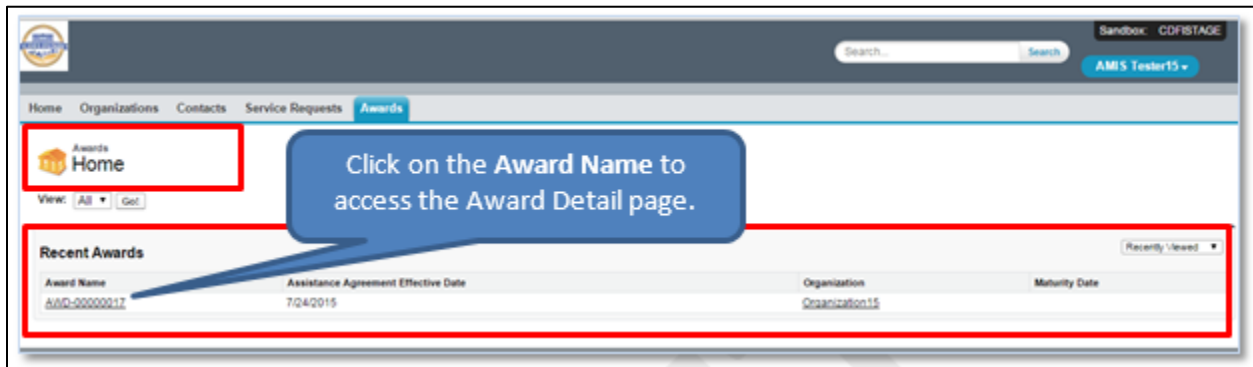


Figure 4. Awards Home Page

6. From the Award Detail page, click on the **Payment Requests** link at the top of the Award Detail page, or scroll down to the Payment Requests related list.

Award Detail

Award Program	CDFI-FA	Award Name	AWD-0000
Award Year	2015	Organization	
Award Control Number	151FA0		
Award Amount \$	\$2,000,000.00		
Announcement Date	9/10/2015		
Closeout Date			

Award Contacts

CCME Portfolio Manager	Alex Mendoza	Authorized Representative
Program Portfolio Mgr	Dave Scherler	

Figure 5. Award Detail Page

- Click the **Payment Request** button in the Payment Requests Related List section, to initiate a subsequent payment request. You will be forwarded to the Payment Request View page.

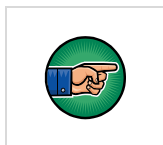
Action	Payment Request Name	Payment Request Number	Requested Amount	Request Status	Request Date
<input type="checkbox"/> Edit	PYRQT-00000		\$500.00	Paid	5/24/2018 11:52 AM
<input type="checkbox"/> Edit	PYRQT-00000		\$1,000.00	Paid	5/22/2018 12:08 PM

Figure 6. Payment Requests Related List

- AMIS will automatically create a new Payment Request Record that will appear in the Payments Related List section with a Payment Request Status of New. Select the **Edit** button


Action	Payment Request Name	Payment Request Number	Requested Amount	Payment Request Status	Request Date
<input type="checkbox"/> Edit	PYRQT-00000	Third	\$0.00	New	
<input type="checkbox"/> Edit	PYRQT-00000	Second	\$500.00	Paid	5/24/2018 11:52 AM
<input type="checkbox"/> Edit	PYRQT-00000	First	\$1,000.00	Paid	5/22/2018 12:08 PM

Figure 7. Payment Requests Related List New Payment Request



Note: The award recipient is allowed to make up to three subsequent payment requests per award. The example above shows that two subsequent payment requests have been disbursed and paid.

9. You will be forwarded to the Payment Request Edit Page. Complete the Required Information on the page. (See the chart below)
 - a. Enter the **Requested Amount for New Payment Request**.
 - b. Enter the **Justification**.
 - c. Enter the **Cumulative Uses of Award \$**.



Note: The Justification must explain the recipient’s plans to expend the funds within a twelve (12) month period, or how the recipient has spent the funds if the award amount has already been expended. If the Recipient requests the final subsequent payment less than six (6) months prior to the Performance Period End Date, the Justification must demonstrate that the Recipient will be able to expend the funds into an authorized use of Financial Assistance/Technical Assistance funds.

Figure 8. Payment Request Edit Page

10. As the Authorized Representative, read the Payment Request Attestation.
Check the signature box to sign the Payment Request as the Authorized Representative.
11. Select the **Save** button to save the record.
Do **not** click the **Save & New** button.

Figure 9. Payment Request Edit Page - Attestation Signature

12. You will receive a confirmation stating the Payment Request has been updated. Select the **Submit Payment Request** button.

Payment Request must be submitted for approval to CDFI Fund and go through an approval process to determine if funds are disbursed.

Payment Request Number	Request	Award	AWD-0000
Payment Request Status	New	Award Program	CDFI-FA
		Award Control Number	SP3_UDIP11111
		Available Award Amount	\$4,000.00
		Period of Performance End Date	12/31/2019

Figure 10. Payment Request Detail Page - Payment Request Updated

14. Once you click the Submit Payment Request button, AMIS will display a message to confirm your intent to submit the payment request. Click the **OK** button to confirm.

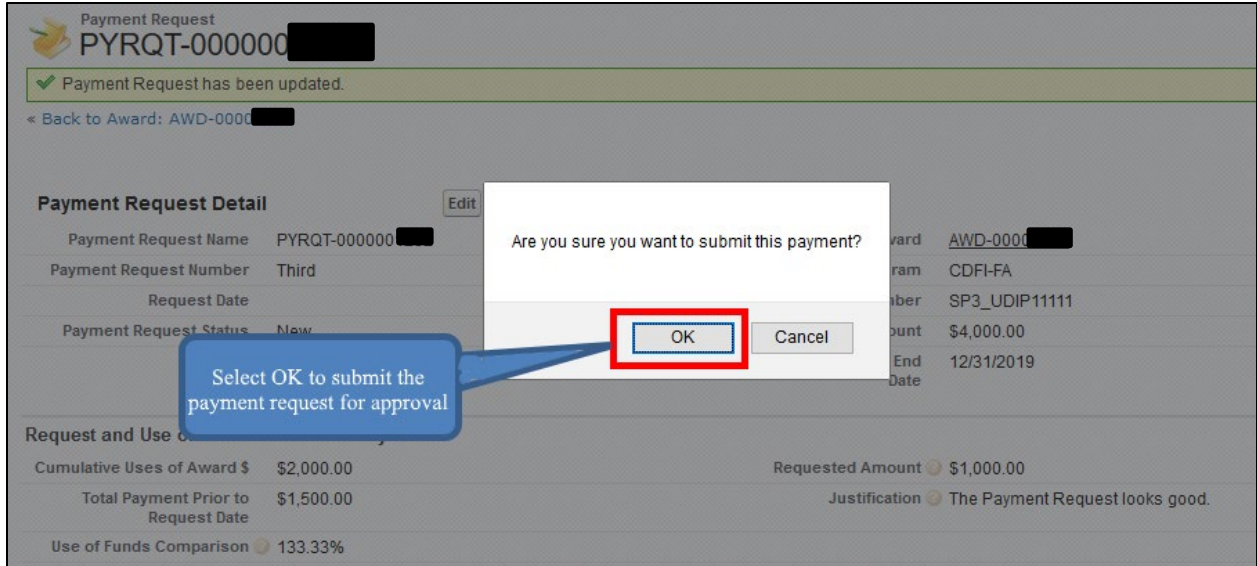



Figure 11. Payment Request Detail Page - Submit for Approval Confirmation

 **Note:** AMIS creates a Payment Request Review Pending Task and assigns it to the appropriate CDFI Fund staff for approval. You will not be able to edit the Payment Request while it is undergoing CDFI Fund staff review. If the submitted Payment Request is rejected by the CDFI Fund, you will be able to edit the Payment Request and provide the appropriate information.

15. Once submitted, the payment request record will be locked while going through the CDFI Fund approval process.

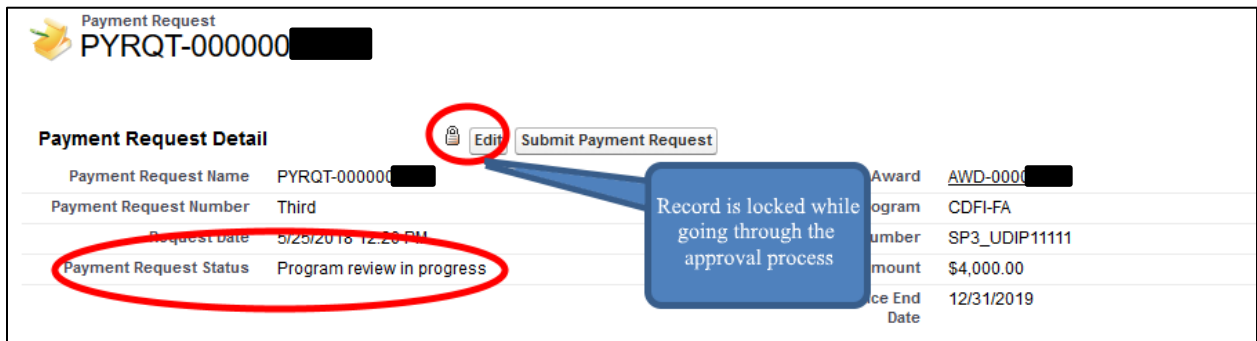


Figure 12. Payment Request Detail Page - Locked Record



Note: You will receive email notification from CDFI Program Staff if the Payment Request is rejected. If the Payment Request is rejected, CDFI Program Staff will provide detailed comments regarding what has to be corrected in order to gain approval. The award recipient will then have the opportunity to correct the issue and resubmit the Payment Request by editing the rejected Payment Request to make the necessary corrections and resubmit for approval.

16. If you receive an email from CDFI Program Staff that the Payment Request has been rejected, correct the issue outlined in the rejection comments and repeat steps 6-9 to edit the Payment request record and resubmit.