



## **AMIS Training Manual**

Community Development Financial Institutions Program and Native  
American CDFI Assistance Program

Financial Assistance and Technical Assistance Awards Compliance  
Report Completion Guidance

(For CDFI/NACA FA, RRP and TA Recipients)

September 2021

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***Disclaimer:*** *The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## 1. INTRODUCTION

A Recipient that has received a Community Development Financial Institutions Program (CDFI Program) or Native American CDFI Assistance Program (NACA Program) Technical Assistance (TA) Financial Assistance (FA) and/or Rapid Response Program (RRP) award (an “Award”) from the Community Development Financial Institution Fund (CDFI Fund) must submit compliance reports as required by the Assistance Agreement. If you have any questions regarding the reporting requirement in your Assistance Agreement, or require technical assistance, please submit a Service Request via your organization’s AMIS account.

The objective of this training manual is to provide CDFI Program and NACA Program Recipients with instructions on how to complete and submit compliance reports online within the Awards Management Information System (AMIS).

To make the best use of this guidance, Recipients should have a copy of the Assistance Agreement available for reference for each CDFI Program or NACA Program Award.

## 2. TYPES OF REPORT

### 2.1 Organization vs. Award Specific Reports

Throughout the Period of Performance covered by the Assistance Agreement, the Recipient must provide to the CDFI Fund an Annual Report, which comprises two parts: Financial Condition Report and Performance Report. Each of these reports may be comprised of multiple components. Please note you will only need to submit Organizational Level Reports once per fiscal year (FY), even if your organization has multiple Awards.

---

#### Organizational Level Reports

Reports that may be required at the organization level include:

- Financial Statement Audit Report
- Single Audit Report
- Transaction Level Report<sup>1</sup>
- Shareholder Report

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#### Award Level Reports

Reports that may be required at the Award level include:

- Performance Progress Report (PPR) (Applicable to FY 2015 Awards and later)
- Uses of Award Report (Applicable to FY 2015 Awards and later)
- SF-425 Report (Applicable to FY 2018 TA Awards and earlier)

<sup>1</sup> Transaction Level Report instructional documents can be accessed by visiting:  
<https://www.cdfifund.gov/amis-reporting>

### 3. REPORTING SCHEDULE

The **Reporting Schedule**<sup>2</sup> is a central location in AMIS that allows you to track and monitor compliance reports that are due to the CDFI Fund for all Awards. It allows you to track the compliance reports due dates, and to monitor if the compliance reports have been submitted. Please note that the CDFI Fund will be sending the Authorized Representatives on the **Award Detail** page reporting reminders 30 days and 15 days prior to the report deadline. To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization's AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as "junk" or "spam."

To access the Reporting Schedule:

1. Log into AMIS.
2. Click on the **Reporting Schedule** tab and select a list view from the dropdown menu. Note that if your organization has active awards for more than one CDFI Fund program, your list of reports will include more than just reports associated with your CDFI Program award.

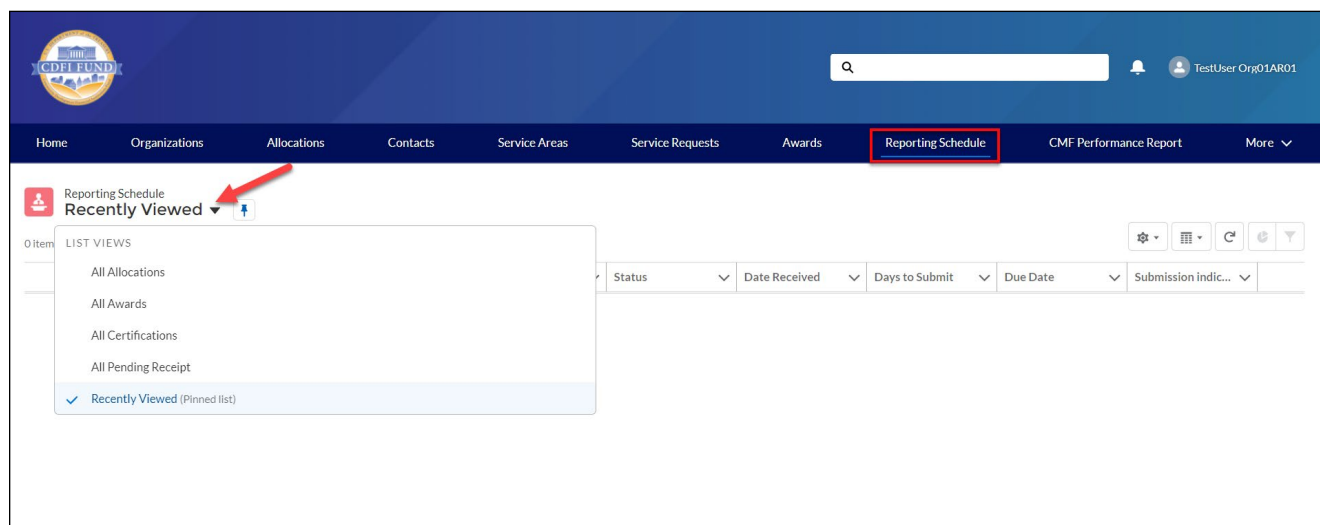


Figure 1. Retrieve Reporting Schedule

Rep...	Organization	Compliance Rep...	FI...	Po...	Status	Due...	D...	D...	D...	Su...	A...	Award	Allocation	Ce...
RS-115601	Test Applicant Org...	ILR	2022	5	Pending Recei...	6/29/20...					NMTC		NMTCAward-0000...	
RS-115602	Test Applicant Org...	TLR	2022	5	Pending Recei...	6/29/20...					NMTC		NMTCAward-0000...	
RS-115603	Test Applicant Org...	Financial Statement ...	2022	5	Pending Recei...	6/29/20...					NMTC		NMTCAward-0000...	
RS-115604	Test Applicant Org...	ILR	2023	6	Pending Recei...	6/29/20...					NMTC		NMTCAward-0000...	
RS-115605	Test Applicant Org...	TLR	2023	6	Pending Recei...	6/29/20...					NMTC		NMTCAward-0000...	
RS-115606	Test Applicant Org...	Financial Statement ...	2023	6	Pending Recei...	6/29/20...					NMTC		NMTCAward-0000...	
RS-115607	Test Applicant Org...	ILR	2024	7	Pending Recei...	6/29/20...					NMTC		NMTCAward-0000...	
RS-115608	Test Applicant Org...	TLR	2024	7	Pending Recei...	6/29/20...					NMTC		NMTCAward-0000...	

Figure 2. Reporting Schedule

## 4. FINANCIAL STATEMENTS AND RELATED AUDITORS AND ACCOUNTANTS REVIEW REPORTS

The Financial Statements will be reviewed by the CDFI Fund to determine the Recipient's financial and managerial soundness.

### 4.1 Financial Statement Audit Report (if applicable)

1. Click on the **Organizations** tab or use the **Global Search** to locate the Organization.

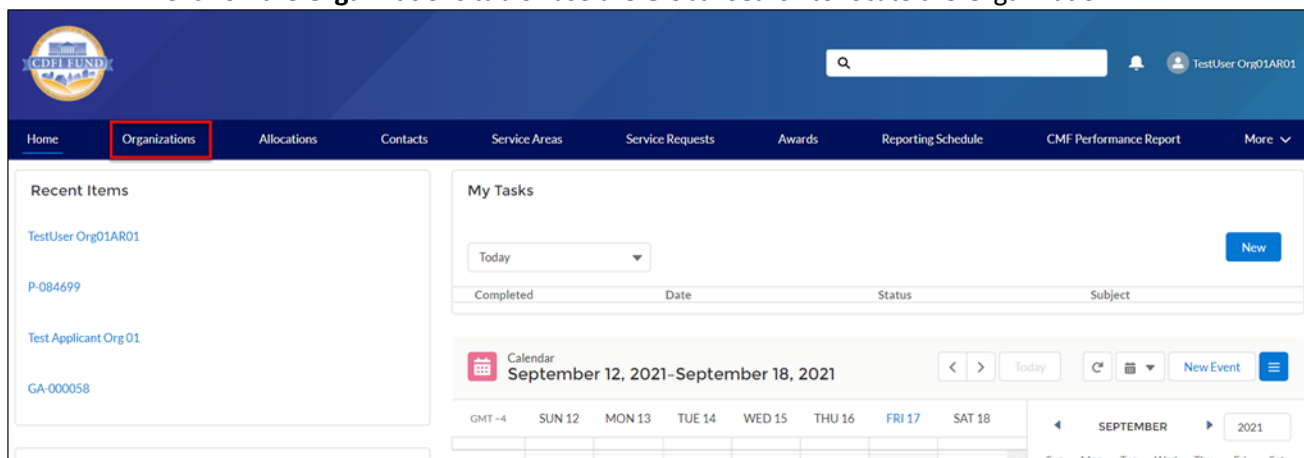


Figure 3. Home Page

2. Click on the **Organization Name** link for the reporting organization.

HomeOrganizationsAllocationsContactsService AreasService RequestsAwardsReporting ScheduleCMF Performance ReportMore

Organizations

Recently Viewed

1 Item • Updated a few seconds ago

Search this list...

	Organization Name	Phone	Organization Owner Alias	
1	Test Applicant Org 01	5		

Figure 4. Organizations Tab

Page | 8



3. From the **Organization Detail** page, click the Related tab.

Organization  
Test Applicant Org 01

Edit Refresh SAM Printable View

Type Phone Website Organization Owner Industry Mailing Address

5 System Administra... Rolling Road  
test city, AK 55555  
USA

Details Related

Organization Name Phone  
Test Applicant Org01 5

Parent Relationship Website

EIN/TIN  
22-2223322

Figure 5. Related Tab

Financial Statement Audits (3) New

FS Audit Report ID	Fiscal Year trigger	Upload Financial Statement (FS) Audit?	Does the FS Audit include A-133 Audit?
FSA-04272	2019	No	N/A
FSA-03045	2018	Yes	No
FSA-03116	2020	No	N/A

View All

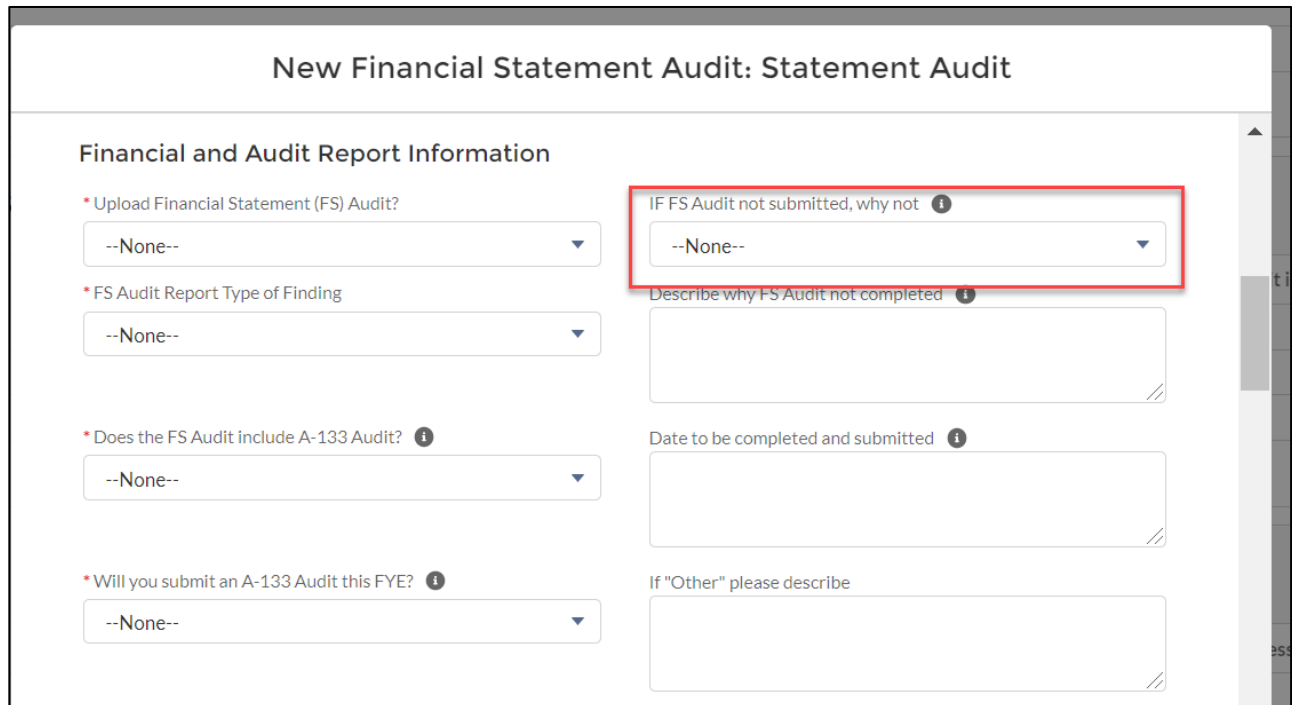
Figure 6. Financial Statement Audit Secetion - New

5. Enter all applicable information. Please note that fields with red bars next to them are required fields. Once completed, select the **Save** button.

- When selecting the fiscal year, please select the corresponding fiscal year to be reported on. For example, if the Performance Period End Date is 6/30/2019, then you would select 2019.
- The following questions (circled in red) under the Financial and Audit Report Information Sections must be completed with either Yes, No or N/A:
  - Material Weaknesses Resolved by FYE?
  - If FS Audit not submitted, why not?
  - Upload Auditor Correction Confirmation

**TIP:** The questions (highlighted in yellow) under the Audit Opinion and Corrective Actions section must also be completed. You may put N/A for the textboxes, however, the Audit

Opinion Corrected by FYE date must be either **Yes** or **No**- this box cannot be left with the default selection of **None**.



New Financial Statement Audit: Statement Audit

Financial and Audit Report Information

\* Upload Financial Statement (FS) Audit?

--None--

\* FS Audit Report Type of Finding

--None--

\* Does the FS Audit include A-133 Audit?

--None--

\* Will you submit an A-133 Audit this FYE?

--None--

IF FS Audit not submitted, why not

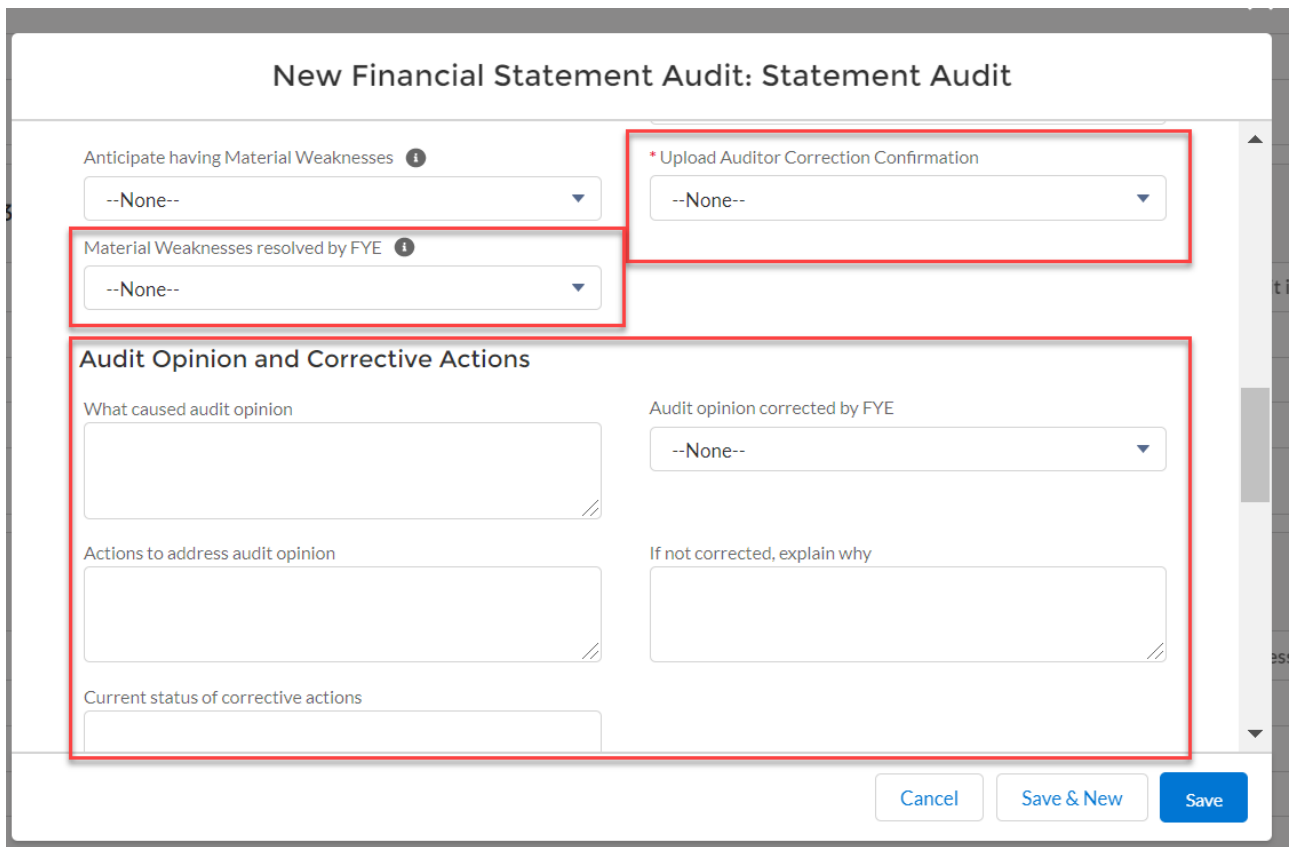
--None--

Describe why FS Audit not completed

Date to be completed and submitted

If "Other" please describe

Figure 7. New Financial Statement Audit #1



New Financial Statement Audit: Statement Audit

Anticipate having Material Weaknesses

--None--

Material Weaknesses resolved by FYE

--None--

\* Upload Auditor Correction Confirmation

--None--

Audit Opinion and Corrective Actions

What caused audit opinion

Audit opinion corrected by FYE

--None--

Actions to address audit opinion

If not corrected, explain why

Current status of corrective actions

Cancel Save & New Save

Figure 8. New Financial Statement Audit #2

6. After saving, you will be forwarded to the “Financial Statement Audit” Detail page with a message stating the “Financial Statement Audit has been saved.”

If you answered “Yes” to “Upload Financial Statement FS Audit?” a Financial Statement Audit Report attachment will be required to submit the report.

7. Navigate to the **Notes & Attachments** section on the **Related** tab of the **Financial Statement Detail** page and select the **Upload Files** button to attach any Financial Statement Audit Report documents.

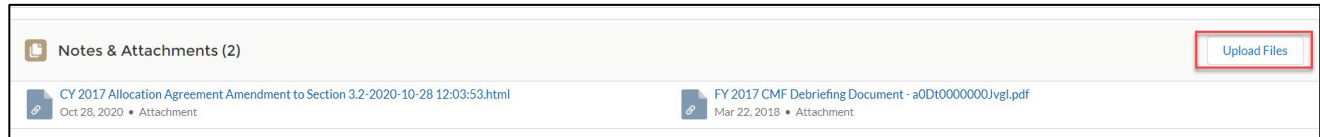


Figure 9. Upload Files

8. Select a file from your computer and click the Done button.

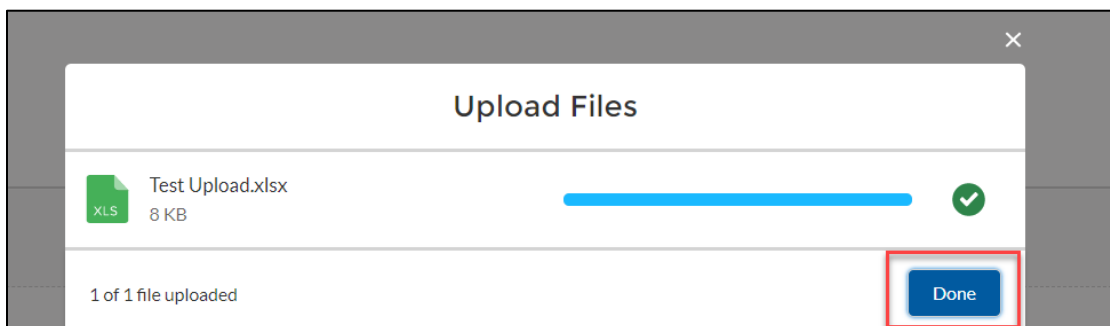
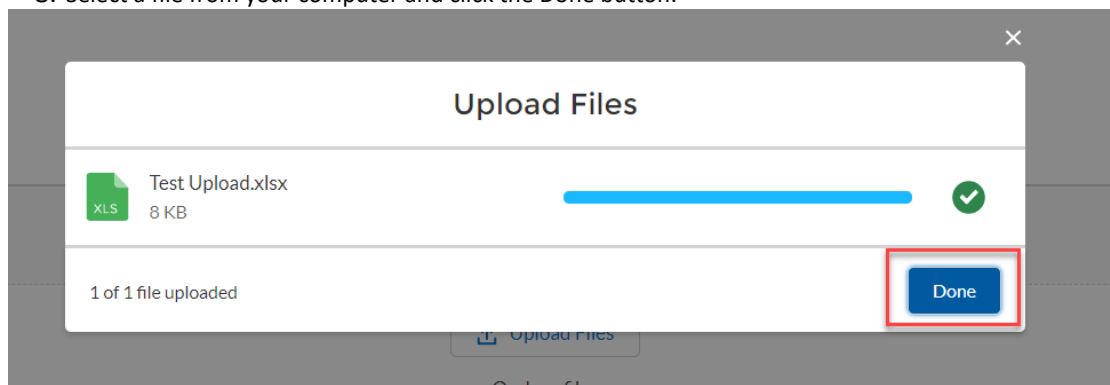


Figure 11. Upload Success Message

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance Report More ▾

Financial Statement Audit  
FSA-03116

Edit Submit Report

Detail Related

Organization Name <a href="#">Test Applicant Org 01</a>	Performance Period End Date 12/31/2020
FS Audit Report ID FSA-03116	Performance Period Start Date 1/1/2020
Fiscal Year ⓘ 2020	Date Submitted
	Is Doc Attached <input type="checkbox"/>

Figure 12. Submit Report

10. A “Do you want to Submit?” pop-up confirmation box will appear, select the **OK** button to submit the Financial Statement Audit Report.

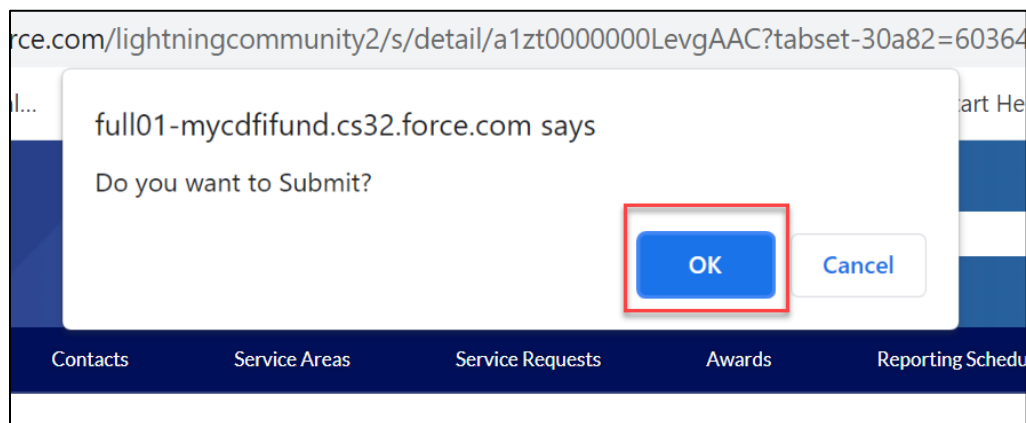


Figure 13. Submittal Confirmation

## 4.2 Audit Opinion and Corrective Actions (if applicable)

Once the Financial Statement Audit Report has been reviewed by the CDFI Fund, a compliance determination will be made. If the Financial Statement Audit Report is found to be noncompliant, the Authorized Representative of the Award will receive an email from the CDFI Fund. The Recipient will need to explain the noncompliance and describe the corrective action(s) taken.

**TIP:** To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization's AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as "junk" or "spam."

To Access the Financial Statement Audit Report and complete the corrective action section:

1. Login to AMIS and click on the **Organizations** tab.

The screenshot shows the AMIS Home Page. The top navigation bar includes the CDFI Fund logo, a search bar, and a user profile for 'TestUser Org01AR01'. The main navigation menu has tabs for Home, Organizations (highlighted with a red box), Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The left sidebar contains 'Recent Items' (TestUser Org01AR01, Test Applicant Org 01, P-084699) and 'Custom Links' (Access to Additional Organizations). The main content area features 'My Tasks' with a 'Today' dropdown and a 'New' button, and a 'Calendar' for September 19, 2021 to September 25, 2021.

Figure 14. Home Page - Organizations Tab

2. Click on the **Organization Name** link.

The screenshot shows the AMIS Organizations page. The top navigation bar is the same as the previous screenshot. The main navigation menu has the 'Organizations' tab selected. The left sidebar shows 'Organizations' and 'Recently Viewed' with a dropdown arrow. The main content area displays a table with the following data:

	Organization Name	Phone	Organization Owner Alias
1	Test Applicant Org 01	5	

3. Click on the **Related** tab.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More ▾

Organization  
Test Applicant Org 01

Edit Refresh SAM Printable View ▾

Type Phone Website Organization Owner Industry Mailing Address

5 System Administrator II Rolling Road  
test city, AK 55555  
USA

Details **Related**

Organization Name Phone

Test Applicant Org 01 5

Recent Relationships

Figure 16. Details Page - Related Tab

4. From the **Organization Related** page, click on the **Financial Statements Audits** section and click on the **FS Audit ID** link to access the report.

Financial Statement Audits (3) New

FS Audit Report ID	Fiscal Year trigger	Upload Financial Statement (FS) Audit?	Does the FS Audit include A-133 Audit?
<a href="#">FSA-04272</a>	2019	No	N/A ▾
<a href="#">FSA-03045</a>	2018	Yes	No ▾
<b><a href="#">FSA-03116</a></b>	2020	No	N/A ▾

View All

Figure 17. FS Audit ID Link

**Edit FSA-03116**

**Audit Opinion and Corrective Actions**

What caused audit opinion

Audit opinion corrected by FYE

Actions to address audit opinion

If not corrected, explain why

Current status of corrective actions

**Attestation**

Figure 18. Audit Opinion and Corrective Actions

6. Complete the required information in the “Explain Audit Opinion and Corrective Actions” section and select the **Save** button.

**Edit FSA-03116**

**Audit Opinion and Corrective Actions**

What caused audit opinion

Audit opinion corrected by FYE

Actions to address audit opinion

If not corrected, explain why

Current status of corrective actions

**Attestation**

Figure 19. Recipient -Explain Audit Opinion and Corrective Actions

7. Submit your report to the CDFI Fund, by clicking the **Submit for Approval** button displayed on the **Financial Statement Detail** page. A “Confirm to Submit” pop-up box will appear, click **OK**.

Figure 20. Financial Statement Audit Detail Page

### 4.3 Complete the Single Audit Report (if applicable)

A Nonprofit Recipient must complete an annual Single Audit Report pursuant to the Uniform Administrative Requirement (UAR) if it expends \$750,000 or more in Federal Awards in its FY (2 C.F.R. 200.501(b)), or such other dollar threshold established by OMB pursuant to Subpart F of the UAR. If a Single Audit Report is required, it must be submitted electronically to the Federal Audit Clearinghouse (FAC).

A Nonprofit Recipient has the ability to upload the Single Audit Report when uploading the Financial Statement Audit Report and is encouraged to do so. Please see the Financial Statement Audit Report Section 4.0 for instructions on how to upload this report.

### 4.4 Complete Noncompliance Section for Single Audit

Once the Single Audit Report (formerly the A-133) has been reviewed by the CDFI Fund, a compliance determination will be made. If the Single Audit Report is found to be noncompliant, the Authorized Representative of the Award will receive an email from the CDFI Fund. The Recipient will need to explain the noncompliance, complete the Significant Deficiency section for each of the significant deficiencies cited in the Single Audit and describe corrective action taken.

**TIP:** To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization’s AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as “junk” or “spam.”

1. To submit the Single Audit Report in AMIS, navigate to the “Organization Related” page, click the **A-133 Audit Reports** section link.
2. Select the **A-133 Audit Report Record ID** link.






A-133 Audit Reports (3)			
A-133 Report Record ID	Fiscal Year Trigger	Significant Deficiencies	Material Weaknesses
<a href="#">A133-01592</a>	2021		
<a href="#">A133-01593</a>	2020		
<a href="#">A133-01315</a>	2019		
<a href="#">View All</a>			

Figure 21. A-133 Audit Reports Section

**TIP:** You will be required to complete the Material Weaknesses section for each of the material weaknesses cited in the Single Audit Report

**Edit A133-01593**

**Responses**

\* Material Weaknesses  
--None--

\* Significant Deficiencies  
--None--

A-133 Single Audit Report Finding Type  
--None--

If "Other" Audit Type please describe

A-133 Single Audit Report uploaded?  
--None--  
[View all dependencies](#)

Reason A-133 Single Audit not completed  
--None--  
[View all dependencies](#)

Date to be completed and submitted ⓘ

[Cancel](#)
[Save & New](#)
[Save](#)

Figure 22. A-133 Audit Report Detail Page

4. If you selected "Yes" within the Material Weaknesses dropdown, you will need to complete the additional steps below following completion of the remaining questions on the Audit Report Detail page.
5. Click on the **Related** tab of the A133-Audit Report record.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More ▾

A-133 Audit Report  
**A133-01593**

[Edit](#) [Printable View](#) [Submit A133](#)

**Detail** **Related**

Organization Name  
[Test Applicant Org 01](#)

A-133 Report Record ID  
A133-01593

Performance Period Start Date  
10/1/2019

Performance Period End Date  
9/30/2020

Figure 23. Related Tab

6. Scroll to the **Material Weaknesses** Section and click **New**.



Figure 24. Material Weaknesses Section

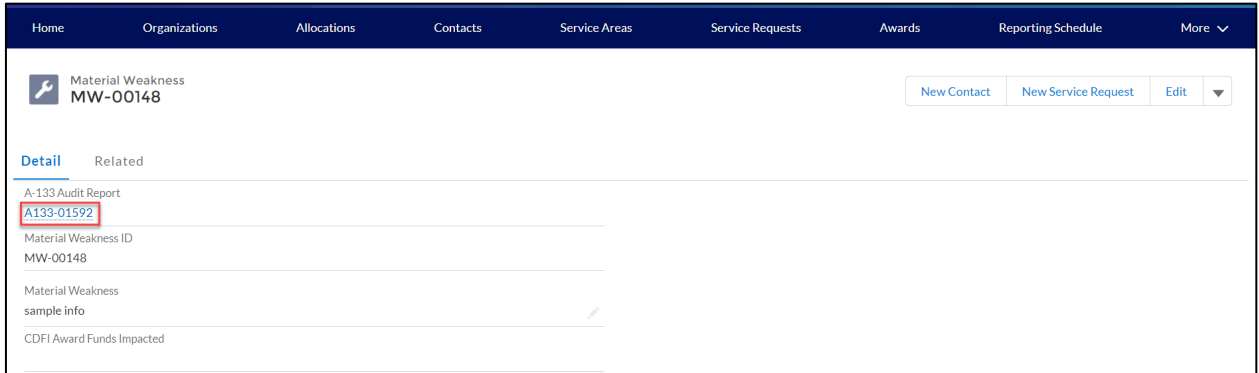
7. Complete the following information displayed on the page:
  - a. "What caused Material Weakness"
  - b. "Actions to address Material Weakness"
  - c. "Current status of Material Weakness"
  - d. "Why Material Weakness will not be corrected"

8. Click the **Save** button once you are done.

Figure 25. New Material Weakness

9. Repeat steps #4-7 to explain all the material weaknesses in the report.

Once the record is saved, click the **A-133 Audit Report** link to return back to the "A-133 Audit Report Detail" page.

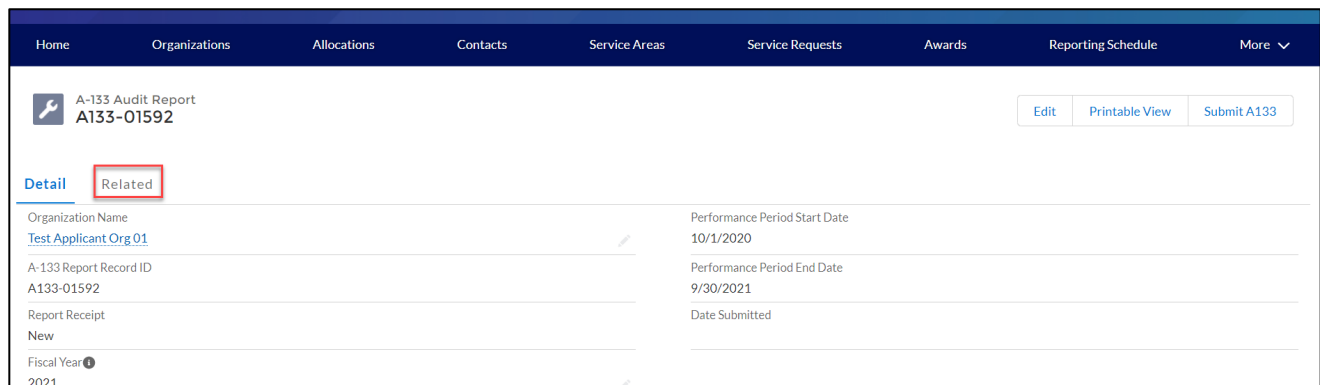


The screenshot shows the 'Material Weakness' detail page for ID MW-00148. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. Below the navigation bar, the page title is 'Material Weakness MW-00148'. To the right of the title are buttons for 'New Contact', 'New Service Request', and 'Edit'. The main content area has two tabs: 'Detail' (selected) and 'Related'. Under the 'Detail' tab, there is a section for 'A-133 Audit Report' with the ID 'A133-01592' highlighted by a red box. Below this, there are fields for 'Material Weakness ID' (MW-00148), 'Material Weakness sample info', and 'CDFI Award Funds Impacted'.

Figure 26. Material Weakness Detail Page

10. You will be forwarded to the “A-133 Audit Report Detail” page

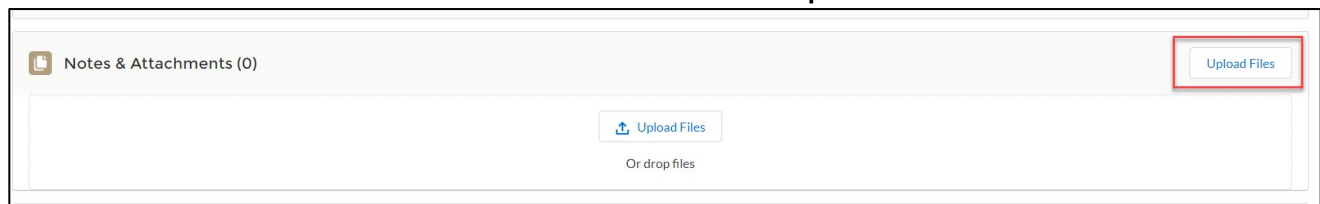
11. To attach a document, click on the **Related** tab.



The screenshot shows the 'A-133 Audit Report' detail page for ID A133-01592. The top navigation bar is the same as in Figure 26. Below the navigation bar, the page title is 'A-133 Audit Report A133-01592'. To the right of the title are buttons for 'Edit', 'Printable View', and 'Submit A133'. The main content area has two tabs: 'Detail' and 'Related' (selected and highlighted with a red box). Under the 'Related' tab, there are two columns of information. The left column includes 'Organization Name' (Test Applicant Org 01), 'A-133 Report Record ID' (A133-01592), 'Report Receipt' (New), and 'Fiscal Year' (2021). The right column includes 'Performance Period Start Date' (10/1/2020), 'Performance Period End Date' (9/30/2021), and 'Date Submitted'.

Figure 27. A-133 Audit Report Detail Page

12. Scroll to the **Notes & Attachments** section and select **Upload Files**.



The screenshot shows the 'Notes & Attachments' section. The title is 'Notes & Attachments (0)'. To the right of the title is a button labeled 'Upload Files' highlighted with a red box. Below the title, there is a large text area for notes. At the bottom of this area is a button labeled 'Upload Files' and the text 'Or drop files'.

Figure 28. Notes & Attachments Section

13. Select the desired file from your computer and click **Done** once the file is uploaded.

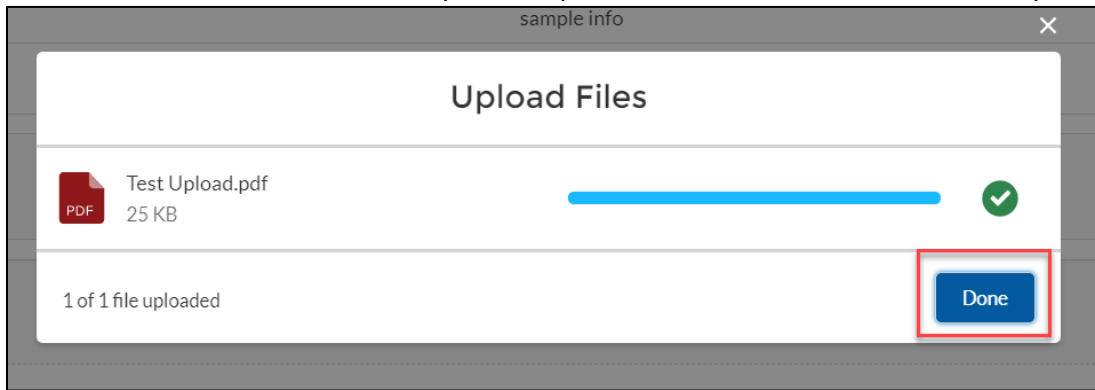


Figure 29. Attach File Page

14. The attached file should be displayed under **Notes & Attachments** section.
15. Once you are satisfied with the responses provided, click the **Submit for Approval** button, on the "A-133 Audit Report Detail" page, to submit the report to the CDFI Fund.

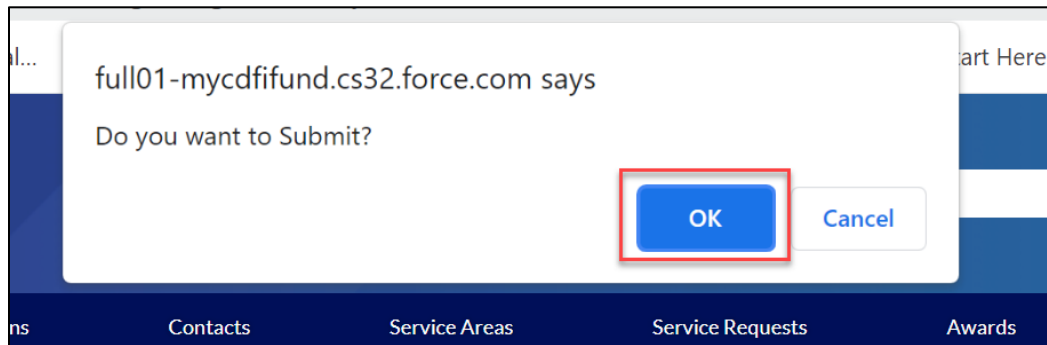


Figure 30. Submit Confirmation

## 5. COMPLETING THE SHAREHOLDERS REPORT (IF APPLICABLE)

The Shareholders Report is completed when the Award is in the form of an Equity Investment.

1. To complete a **Shareholders Report**, navigate to the Organization Home page.
2. Click on the **Organizations tab**.
3. Click on the Organization Name link to open the Organization Detail page.

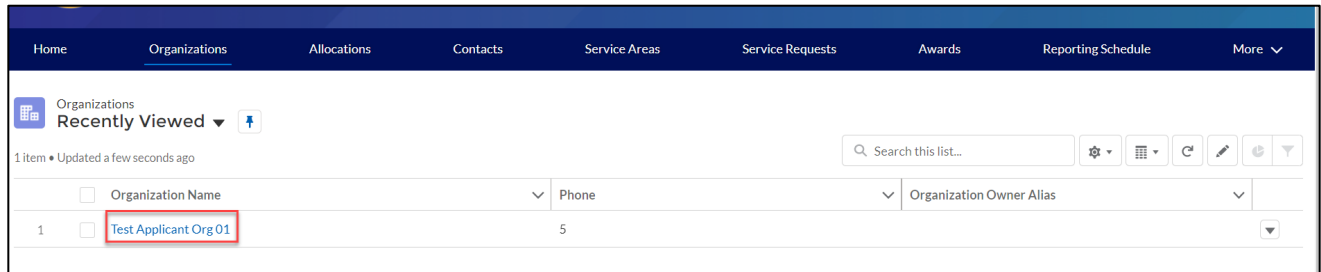


Figure 31. Home Page - Organization Tab

4. From the **Organization Detail page**, click the **Related** tab.

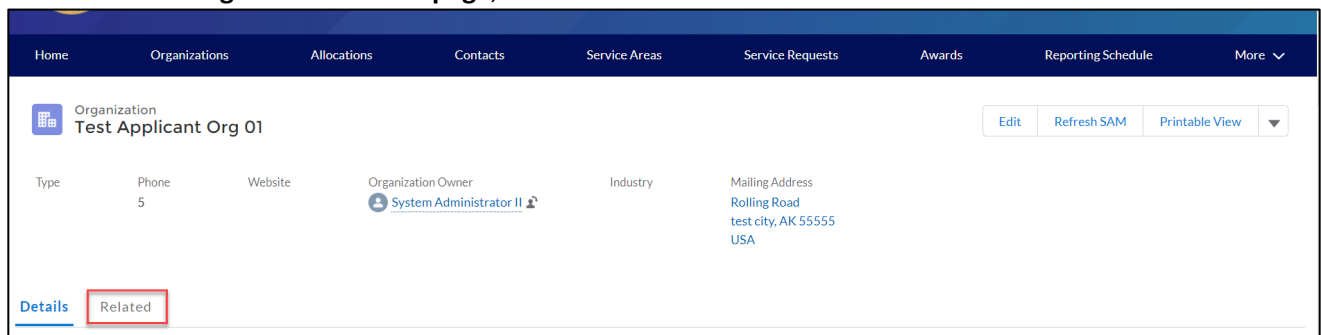


Figure 32. Related Tab

5. Scroll to the **Shareholder Report** section and click the **New** button.



Figure 33. New Shareholder Report

6. Select the appropriate **Record Type** and click **Next**.

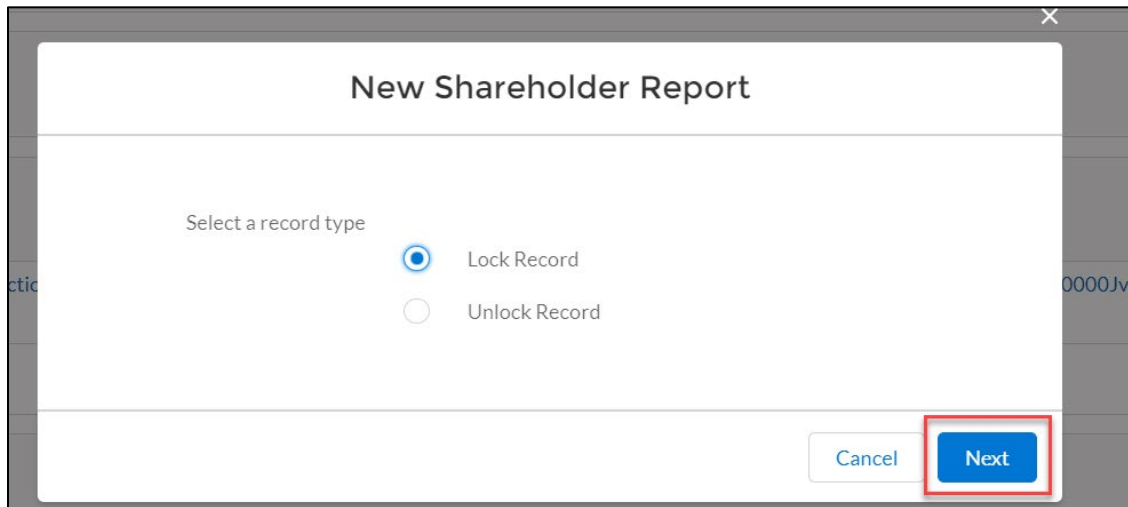
A screenshot of a 'New Shareholder Report' dialog box. The title bar says 'New Shareholder Report'. Inside, there's a section 'Select a record type' with two radio buttons: 'Lock Record' (selected) and 'Unlock Record'. At the bottom right, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red rectangle.

Figure 34. Record Type

7. Select the **Fiscal Year** and click the **Save** button.

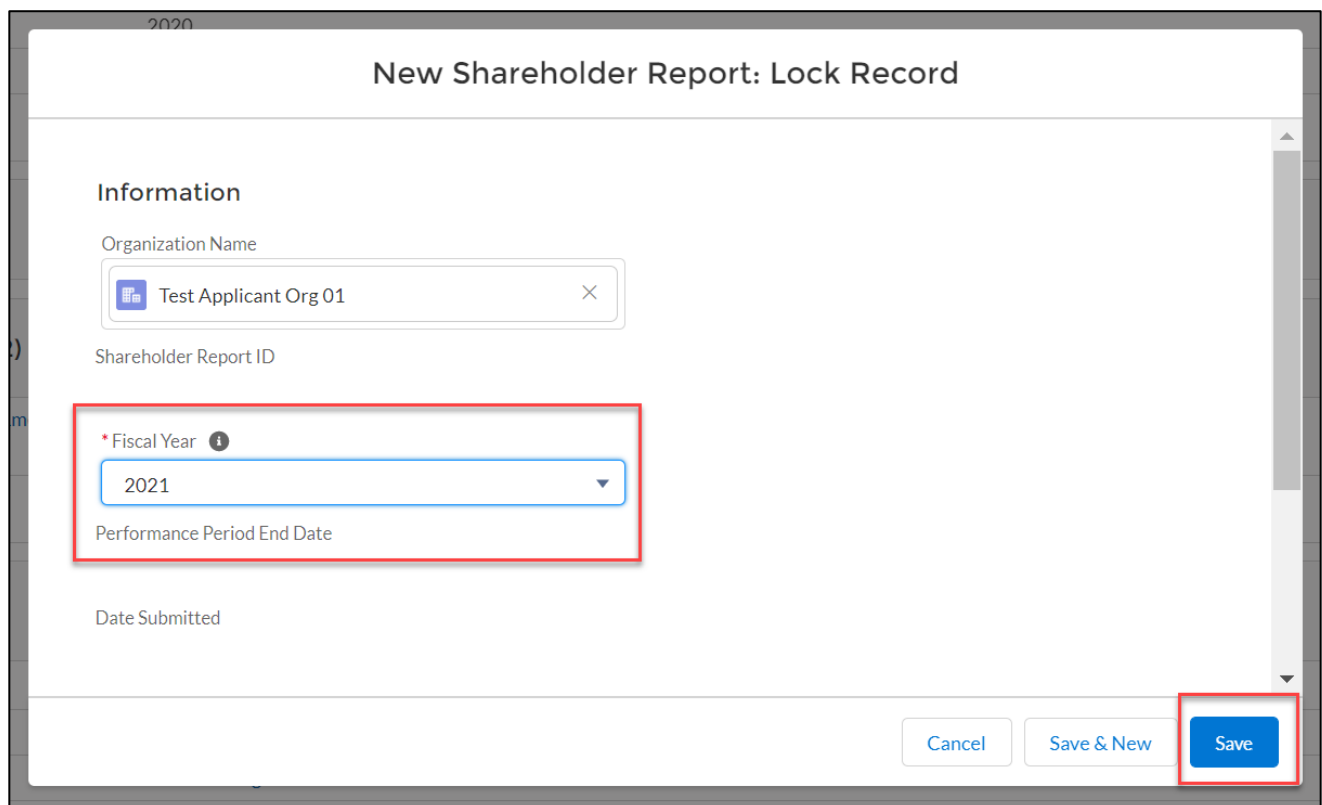
A screenshot of the 'New Shareholder Report: Lock Record' form. The title bar says 'New Shareholder Report: Lock Record'. The form has a section 'Information' with several fields: 'Organization Name' (with a dropdown showing 'Test Applicant Org 01'), 'Shareholder Report ID' (empty), '\* Fiscal Year' (with a dropdown showing '2021'), 'Performance Period End Date' (empty), and 'Date Submitted' (empty). The 'Fiscal Year' dropdown is highlighted with a red rectangle. At the bottom right, there are three buttons: 'Cancel', 'Save & New', and 'Save'. The 'Save' button is highlighted with a red rectangle.

Figure 35. New Shareholder Report

8. You will receive a Shareholder Report confirmation popup.

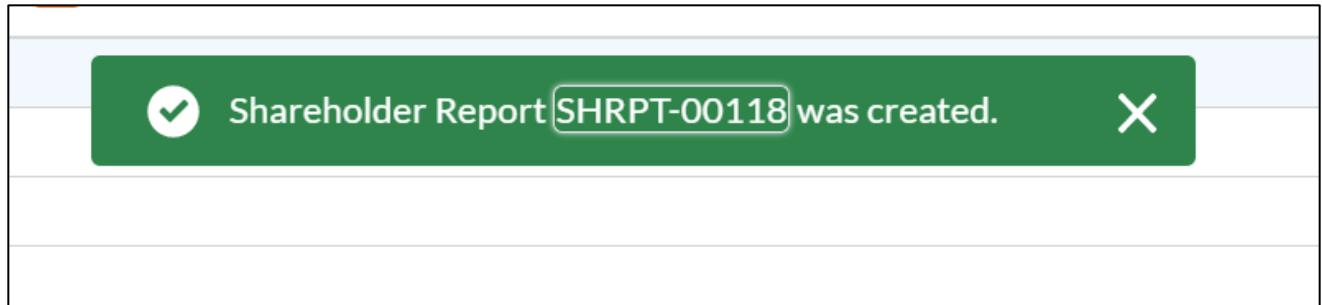


Figure 36. Shareholder Report Confirmation

9. From the Shareholder Report Detail page, select the **Related** tab.

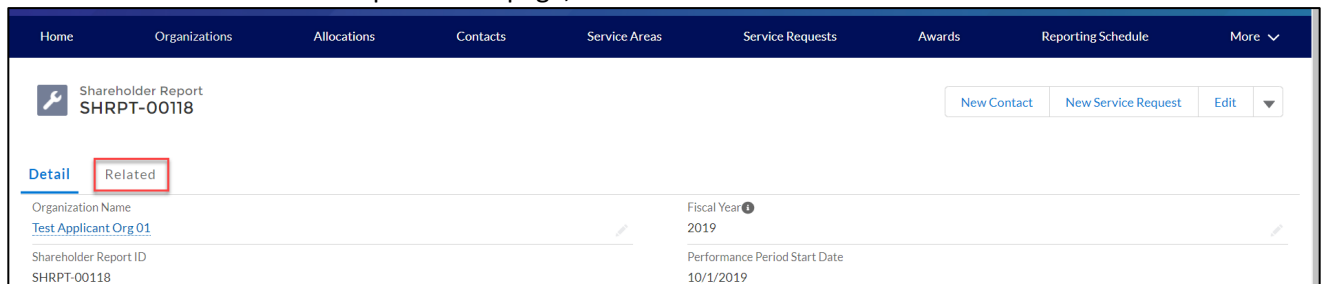


Figure 37. Related Tab

10. Navigate to the **Shareholders** section and click the **New** button.

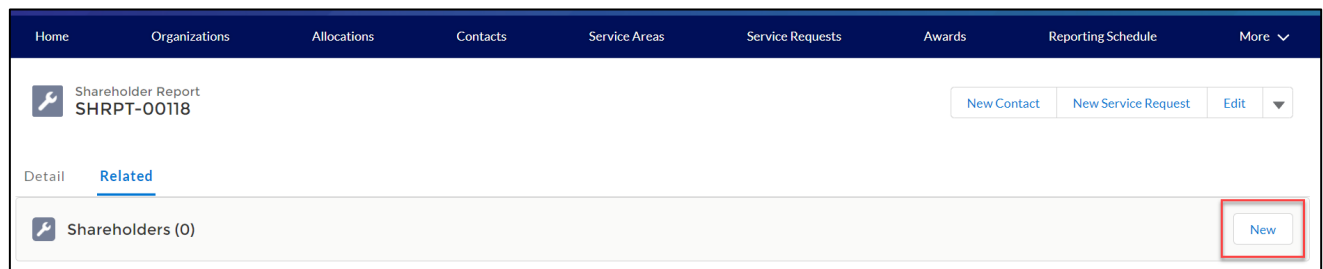


Figure 38. Shareholders Section - New Button



New Shareholders

Information

\* Shareholder Report

SHRPT-00118

×

Shareholder Record ID

\* Shareholder Number

\* Shareholder Name ⓘ

\* Outstanding Shares ⓘ

Cancel

Save & New

Save

Figure 39. New Shareholders Edit Page

Complete all the required information on the page:

\* Shareholder Report

SHRPT-00118

Shareholder Record ID

\* Shareholder Number

\* Shareholder Name ⓘ

\* Outstanding Shares ⓘ

\* Valuation of Shares ⓘ

Figure 40. New Shareholders - Required

- Shareholder Number
- Shareholder Name
- Outstanding Share
- Valuation of Shares

Once you are done, click on the **Save** button to be sent to the Shareholders Detail page.

If you have more than one Shareholder that needs to be entered, click on the **Save & New** button to save the current entry and create another Shareholder.

Click on the Shareholder Report link to return to the Shareholder Report Detail page.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More ▾

Shareholders SHAR-00451

New Contact New Service Request Edit ▾

Detail Related

Shareholder Report

SHRPT-00118

Shareholder Record ID

SHAR-00451

Shareholder Number

Figure 41. Shareholder Report Link

12. To add supporting documentation, click on the **Related** tab.

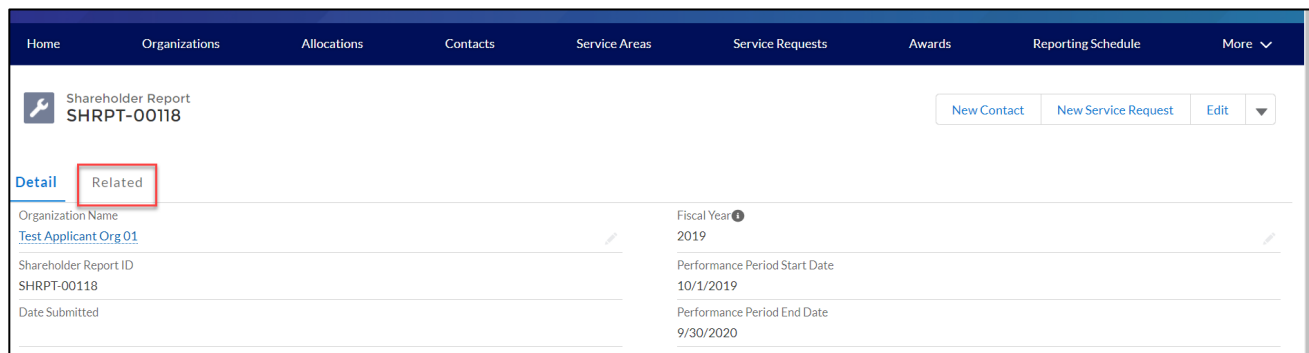
The screenshot shows the 'Shareholder Report Detail Page - Related Tab'. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. The main header displays 'Shareholder Report SHRPT-00118' with buttons for 'New Contact', 'New Service Request', and 'Edit'. Below the header, there are two tabs: 'Detail' and 'Related', with 'Related' being the active tab. The main content area is divided into two columns. The left column contains fields for 'Organization Name' (Test Applicant Org 01), 'Shareholder Report ID' (SHRPT-00118), and 'Date Submitted'. The right column contains fields for 'Fiscal Year' (2019), 'Performance Period Start Date' (10/1/2019), and 'Performance Period End Date' (9/30/2020).

Figure 42. Shareholder Report Detail Page - Related Tab

13. Scroll to the **Notes & Attachments** section and click the **Upload Files** button.

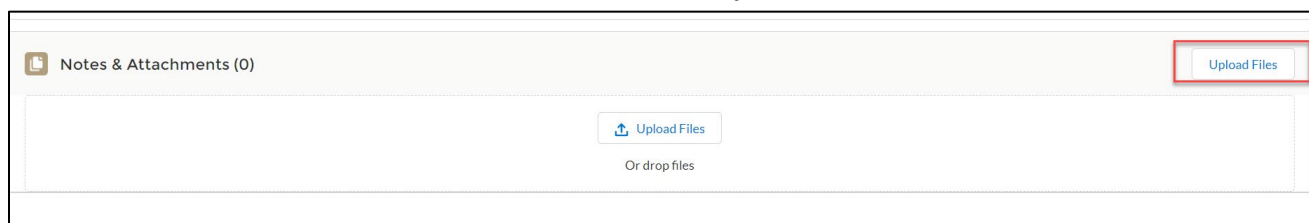
The screenshot shows the 'Notes & Attachments (0)' section. At the top right, there is a button labeled 'Upload Files'. Below this, there is a large rectangular area with a dashed border. Inside this area, there is a button labeled 'Upload Files' with an upward arrow icon, and the text 'Or drop files' below it.

Figure 43. Notes & Attachments - Upload Files

14. Select the desired file from your computer and click **Done**.

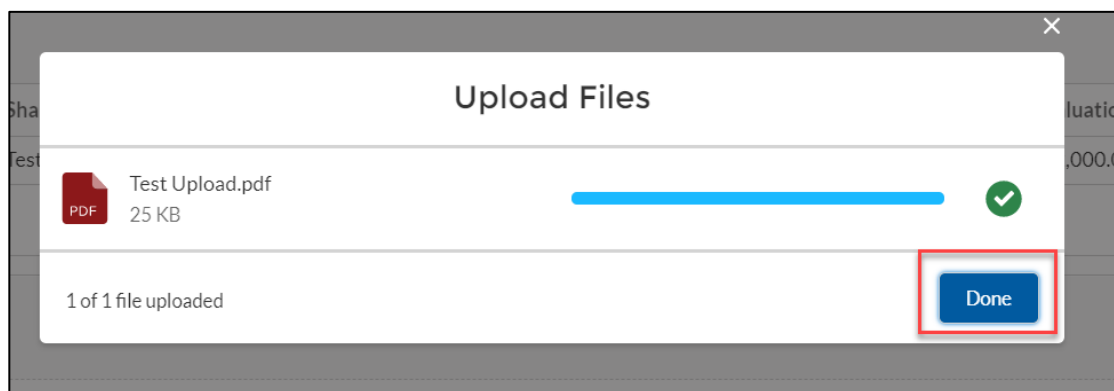
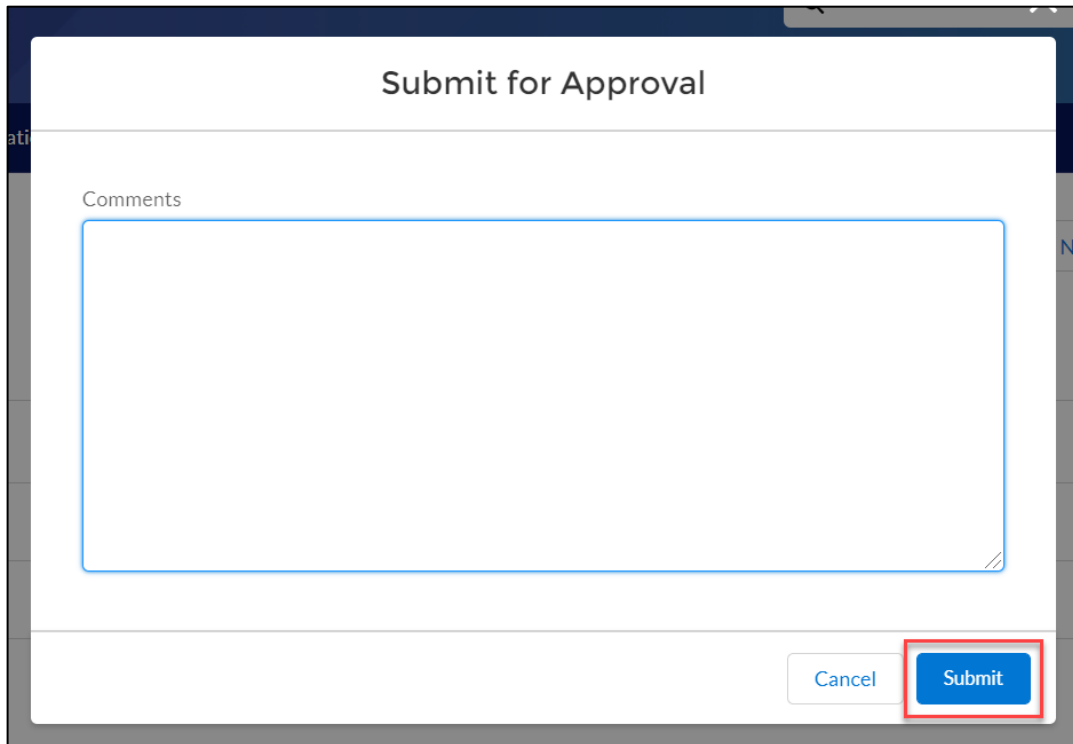
The screenshot shows the 'Upload Files' dialog box. It has a title bar with a close button (X). The main content area shows a file named 'Test Upload.pdf' with a PDF icon and a size of '25 KB'. A blue progress bar is shown next to the file name, and a green checkmark is visible to the right of the progress bar. At the bottom left, it says '1 of 1 file uploaded'. At the bottom right, there is a blue button labeled 'Done'.

Figure 44. Attach File Page

8. Once you are satisfied with the responses you have provided, click the Submit for Approval button on the Shareholder Report Detail page to submit your report to the CDFI Fund.

9. Complete the Comments section and click **Submit**.



The image shows a 'Submit for Approval' dialog box. It has a title bar at the top. Below the title, there is a label 'Comments' followed by a large, empty rectangular text area. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular border.

Figure 45. Submit for Approval

10. You will receive a confirmation pop-up.

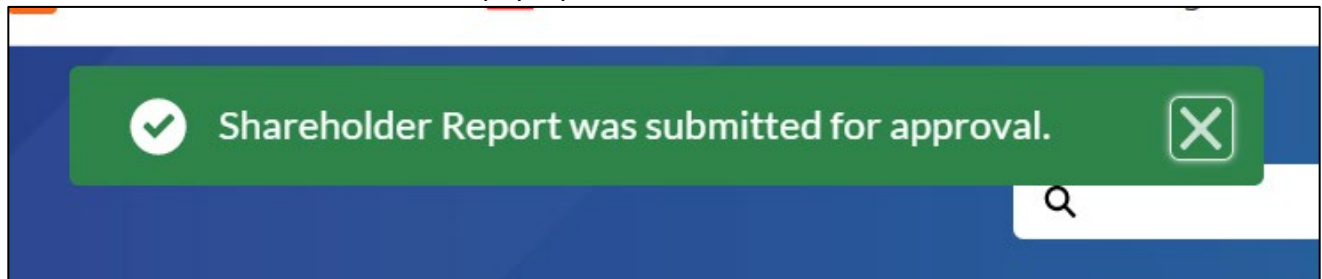


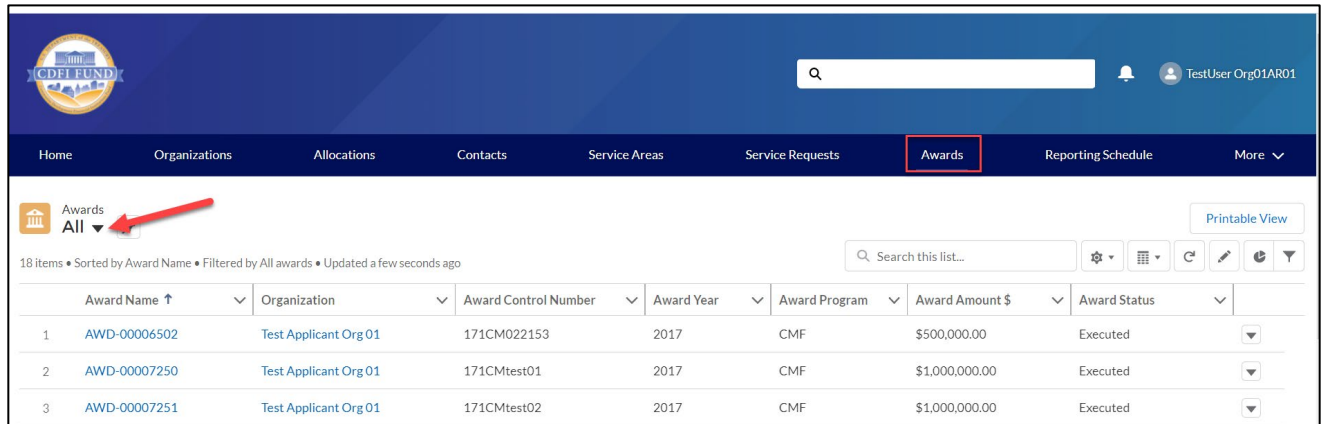
Figure 46. Shareholder Report Submittal Confirmation

## 6. COMPLETING THE PERFORMANCE PROGRESS REPORT (PPR)

The Performance Goals and Measures (PG&M) Report has been replaced by the Performance Progress Report in AMIS. The PPR Report allows the Recipient to report whether it has met the benchmarks specified in the CDFI Program Assistance Agreement.

### 6.1 Creating a new PPR

To create a new PPR, click on the **Awards** tab on the main page, select **All** from the drop down.

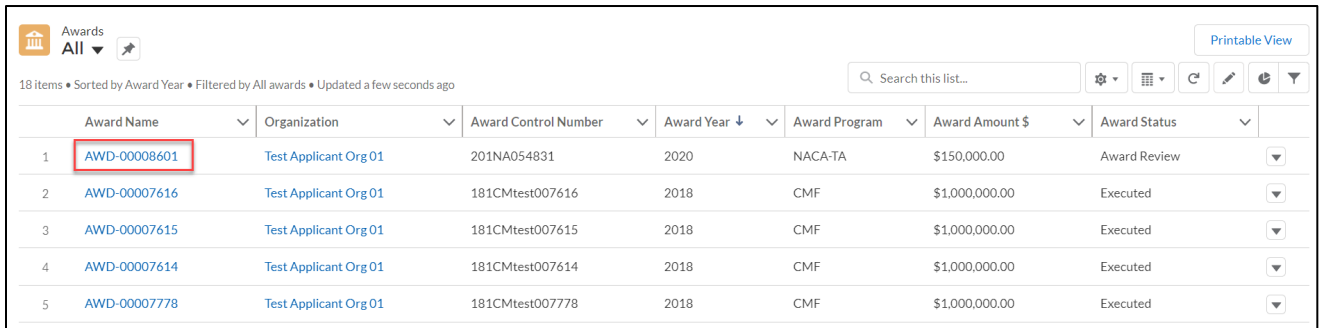


The screenshot shows the AMIS Home Page with the 'Awards' tab selected in the top navigation bar. A red box highlights the 'Awards' tab, and a red arrow points to the 'All' dropdown menu. The page displays a list of 18 items, sorted by Award Name. The table below shows the first three items.

	Award Name ↑	Organization	Award Control Number	Award Year	Award Program	Award Amount \$	Award Status
1	AWD-00006502	Test Applicant Org 01	171CM022153	2017	CMF	\$500,000.00	Executed
2	AWD-00007250	Test Applicant Org 01	171CMtest01	2017	CMF	\$1,000,000.00	Executed
3	AWD-00007251	Test Applicant Org 01	171CMtest02	2017	CMF	\$1,000,000.00	Executed

Figure 47. Home Page - Awards Tab

Locate the Award for which you would like to complete the PPR, and click on the **Award Name** link.



The screenshot shows the AMIS Award Name Link page. The 'Awards' tab is selected, and the 'All' dropdown menu is open. The table below shows the first five items, with the first item highlighted by a red box.

	Award Name	Organization	Award Control Number	Award Year ↓	Award Program	Award Amount \$	Award Status
1	AWD-00008601	Test Applicant Org 01	201NA054831	2020	NACA-TA	\$150,000.00	Award Review
2	AWD-00007616	Test Applicant Org 01	181CMtest007616	2018	CMF	\$1,000,000.00	Executed
3	AWD-00007615	Test Applicant Org 01	181CMtest007615	2018	CMF	\$1,000,000.00	Executed
4	AWD-00007614	Test Applicant Org 01	181CMtest007614	2018	CMF	\$1,000,000.00	Executed
5	AWD-00007778	Test Applicant Org 01	181CMtest007778	2018	CMF	\$1,000,000.00	Executed

Figure 48. Award Name Link

You will be sent to the **Award Detail** page. Click on the **Related** tab.

**CDF FUND**

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More ▾

**Award**  
**AWD-00007265** Printable View Edit

**Detail** **Related**

Award Name AWD-00007265	Organization <a href="#">Test Applicant Org 01</a>
Award Program: BEA	Program Contact / Portfolio Manager
Award Year 2018	
Award Control Number 181BE023479	
Award Amount \$	

Figure 49. Award Detail Page

Navigate to the **Performance Progress Report** section and select **New**.

**Performance Progress Reports (0)** New Performance Report

Figure 50. Performance Progress Report - New

## 6.2 Performance Progress Report Layout

The header on the Performance Progress Report displays important Award and report details. The Organization, Award, Performance Report, Authorized Rep fields are all hyperlinks. The Date Submitted will be populated once the report has been submitted.

Performance Progress Report		
Organization: <a href="#">Test Credit Union</a>	Award: <a href="#">AWD-00009906</a>	Performance Report: <a href="#">PPR-00001465</a>
Authorized Rep: <a href="#">Jamie Dixon</a>	Award Control Number: 161FA099999	Performance Period Year: 1
Report Fiscal Year: 2018	Award Year: 2016	Status: Submitted
Period of Performance End Date: 8/31/2018	Award Amount: \$2,000,000.00	Date Submitted: 3/29/2019 10:41 AM

Figure 51. Performance Progress Report

The menu on the right-hand side of the page lists the applicable Goals, Attestation, and Legend for the Goals listed above. The Attestation must be selected before the report can be submitted. The Legend shows the different images that will show next to the Goal once it's filled out.

Choose a Goal to Update	
1-1:	PCA Net Worth
2-1:	Target Market Percentage
<b>Attestation</b> <input type="checkbox"/> By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following: 1. The person entering the data and making these certifications is an Authorized Representative. 2. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient. 3. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.	
<b>Attestation must be signed to submit report.</b>	
Legend	
	Not Completed
*	Additional Information Required
✓	Passed
✗	Failed

Figure 52. Performance Report Attestation

## 6.3 Performance Progress Report Navigation

Click on the Goal. This will bring up the details of the Goal in the middle of the page. It will also have any fields that need to be filled out for the particular Goal. If entering data for any RRP related goals, make sure that the data is not being double-counted, i.e. closed financial products are not being entered for both RRP and being entered under any other CDFI Fund Program.

Performance Progress Report		
Organization: <u>Test Applicant Org 29</u>	Award: <u>AWD-00006171</u>	Performance Report: <u>PPR-00003648</u>
Authorized Rep: <u>TestUser Org29AR01</u>	Award Control Number: 21RRP056212	Performance Period Year: 1
Report Fiscal Year: 2021	Award Year: 2021	Status: New
Period of Performance End Date: 5/30/2022	Award Amount: \$1,000,000.00	Date Submitted:

**Choose a Goal to Update**

**1-1: Financial Products**

2-1: First Payment Expended

**Attestation**

☐ By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

- The person entering the data and making these certifications is an Authorized Representative.
- Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
- The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

**Attestation must be signed to submit report.**

**1-1: Financial Products**

Program Goal: PGM-032129

Rule Description: Financial Products

Total Benchmark	\$1,000,000
Period Benchmark	\$500,000

Total dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during period of performance

Cumulative dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during periods of performance

Figure 53. Performance Progress Report

Enter the details for the input fields and hit Save Changes button. If the Goal passed then the Goal on the left- hand side will have a green checkmark showing it passed. Also, it will show that it passed under the “Explanation of Non-Compliance” section.

Performance Progress Report		
Organization: <u>Test Credit Union</u>	Award: <u>AWD-00005900</u>	Performance Report: <u>PPR-00001460</u>
Authorized Rep: <u>Jamie Dixon</u>	Award Control Number: 101FA09999	Performance Period Year: 1
Report Fiscal Year: 2018	Award Year: 2018	Status: Submitted
Period of Performance End Date: 8/31/2018	Award Amount: \$2,000,000.00	Date Submitted: 3/29/2019 10:41 AM

**Choose a Goal to Update**

**1-1: PCA Net Worth**

2-1: Target Market Percentage

**Attestation**

☐ By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

- The person entering the data and making these certifications is an Authorized Representative.
- Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
- The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

**Attestation must be signed to submit report.**

**Legend**

☐ Not Completed

☒ Additional Information Required

☒ Passed

☒ Failed

**1-1: PCA Net Worth**

Program Goal: PGM-009514

Rule Description: PCA Net Worth Ratio is greater than or equal to 6%

PCA Net Worth Ratio	50.00%
Benchmark	6
Benchmark Percentage	0.060000
Total Assets	66,000.00
Total Net Worth	30,000.00

**Explanation of Non-Compliance**

Target Field API Name	PCA_Net_Worth_Ratio__c
Field Type	Percentage
Operator	Greater Than or Equal
Goal Compliance Status	PASS

Figure 54. Goal Compliance Status



If the Goal failed and needs additional information, then the Goal on the left will have a red star to indicate it needs additional information. It will also show that it failed under the “Explanation of Non-Compliance” section. You must complete the “Explanation of Non-compliance” questions prior to submitting the report.

**2-1: Target Market Percentage**

**Attestation**

☐ By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

1. The person entering the data and making these certifications is an Authorized Representative.
2. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
3. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

**Attestation must be signed to submit report.**

**Legend**

- ☐ Not Completed
- ☒ Additional Information Required
- ☒ Passed
- ☒ Failed

**Program Goal: PGM-009617**

**Rule Description:** % Deployed to Target Market in FY are equal to or greater than 25%

Cumulative % Deployed to Target Market: 0.05%

Benchmark Percentage: 0.250000

Benchmark: 25

Cumulative \$ Deployed to Target Market: 1,000.00

Current % Deployed to Target Market: 0.05

\$ Deployed to Target Market in curr PoP: 1,000.00

**Explanation of Non-Compliance**

Field Type: Percentage

Operator: Greater Than or Equal

Goal Compliance Status: **FAIL**

Target Field API Name: Deployed\_to\_Target\_Market\_in\_FY\_prcnt\_c

What is the current status for this performance goal? current status

Why will you not meet PG&M by FYE? reason for not meeting

Will you meet this PG&M next FYE? Yes

What actions will you take to meet PG&M? actions to take

Why did you fail to meet this PG&M? why i failed

Figure 55. Explanation of Noncompliance

Once the “Explanation of Non-compliance” questions have been filled out then the Goal on the left-hand side will have a red checkmark indicating the performance goal failed to meet the required benchmark.

Once all the Goals have been completed, check the Attestation and the Save Changes button. Once all of these steps have been completed, click on the Submit Report button.

**Performance Progress Report**

Organization: Self-Care Union

Authorized Rep: Jessie Davis

Report Fiscal Year: 2018

Period of Performance End Date: 8/31/2018

Award: AMIS-00000000

Award Control Number: 1017409999

Award Year: 2016

Award Amount: \$2,000,000.00

Performance Report: PR-00001400

Performance Period Year: 1

Status: Submitted

Date Submitted: 3/29/2019 10:41 AM

**Choose a Goal to Update**

- ☒ 1-1: PCA Net Worth
- ☒ 2-1: Target Market Percentage

**2-1: Target Market Percentage**

**Program Goal: PGM-009617**

**Rule Description:** % Deployed to Target Market in FY are equal to or greater than 25%

Cumulative % Deployed to Target Market: 0.05%

Benchmark Percentage: 0.250000

Benchmark: 25

Cumulative \$ Deployed to Target Market: 1,000.00

Current % Deployed to Target Market: 0.05

\$ Deployed to Target Market in curr PoP: 1,000.00

**Attestation**

☒ By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

1. The person entering the data and making these certifications is an Authorized Representative.
2. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
3. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Signature: Jessie Davis

Date: 3/28/2019 3:21 PM

Please click the "Submit Report" button below when you are finished with all edits.

**Submit Report**

**Save Changes**

Figure 56. Submit Report

If there are Goals that require additional information and you try to select the Submit Report button, you will receive a warning message requiring you to update the necessary fields before you can submit the report.

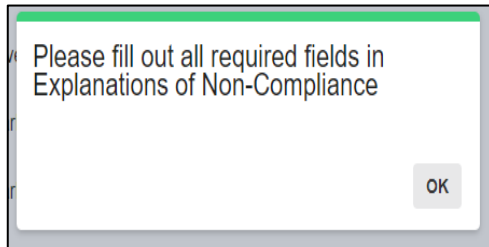


Figure 57. Error Message- Noncompliance Explanations Required

Fill out all the “Explanation of Non Compliance” questions and save the Goal again. When the Goal shows the red checkmark then all required information has been provided and the Goal page is “Marked Complete”, and a message will appear at the top of the display window.

A screenshot of a web application interface for submitting a report. At the top, a dark blue header bar contains the text "Choose a Goal to Update". Below this, there are two goal selection options. The first is "1-1: PCA Net Worth" with a green checkmark icon. The second is "2-1: Target Market Percentage" with a red checkmark icon inside a red circle. Below the goal selection is an "Attestation" section with a dark blue header. It contains a checkbox that is checked, followed by the text: "By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:". Below this are three numbered points: 1. The person entering the data and making these certifications is an Authorized Representative. 2. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient. 3. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification. Below the points, it says "Signature: Jamie Dixon" and "Date: 3/28/2019 3:21 PM". At the bottom of the form, there is a red text prompt: "Please click the 'Submit Report' button below when you are finished with all edits." and a grey button labeled "Submit Report".

Figure 58. Submit Report

When you are ready to submit the report, select the Submit Report button. Before the system will allow you to submit the report, it will ask you to confirm. Please make sure to review the report before submitting because once it has been submitted, the report will be locked for editing and your responses may not be altered.

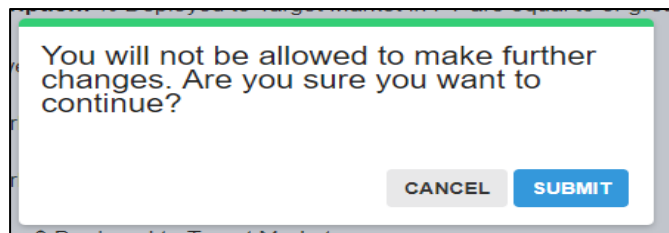


Figure 59. Submission Confirmation

After submitting the report, the “Status” field will update to “Submitted” and the “Date Submitted” date will be updated with the current date/time.

Performance Progress Report		
Organization: <a href="#">Test Credit Union</a>	Award: <a href="#">AWD-00008601</a>	Performance Report: <a href="#">PPR-00001465</a>
Authorized Rep: <a href="#">Jamie Olson</a>	Award Control Number: 161FA269999	Performance Period Year: 1
Report Fiscal Year: 2019	Award Year: 2016	Status: Submitted
Period of Performance End Date: 8/31/2019	Award Amount: \$2,000,000.00	Date Submitted: 3/29/2019 10:41 AM

Figure 60. Report Status

## 7. COMPLETING THE SF-425 REPORT (TA ONLY)

The SF-425 report allows the Recipient to report to the CDFI Fund the cumulative amount of award funds expended. This report is only required for FY 2018 and earlier TA Recipients.

1. To complete a SF-425 report, click on the **Awards** tab in the navigation bar to locate the proper report.

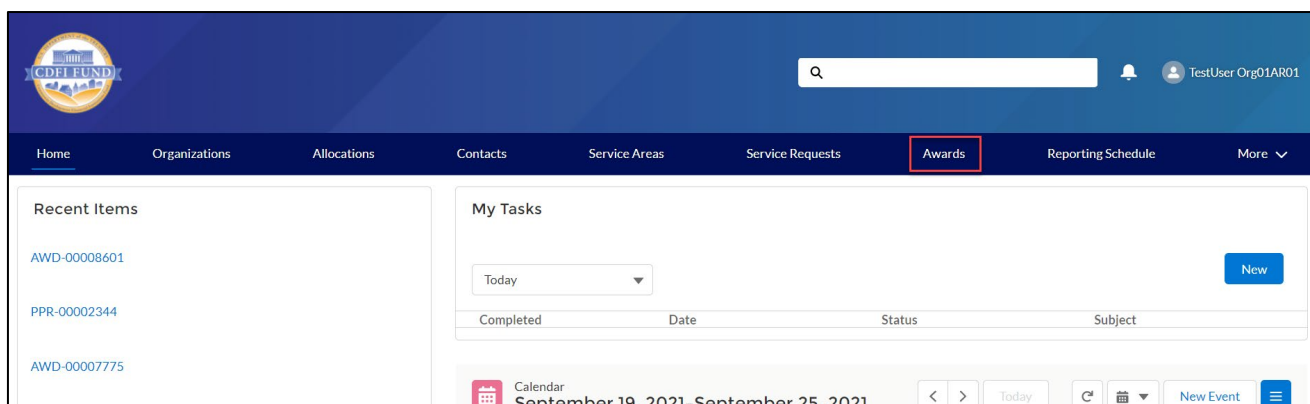




Figure 61. Home Page - Awards

2. From the **Award Detail** page, click the Related tab.



Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More ▾

 Award  
AWD-00007777

[Printable View](#) [Edit](#) [Submit for Approval](#)

**Detail** **Related**

Organization  
[Test Applicant Org 01](#)

Award Name  
AWD-00007777

Award Year  
2018

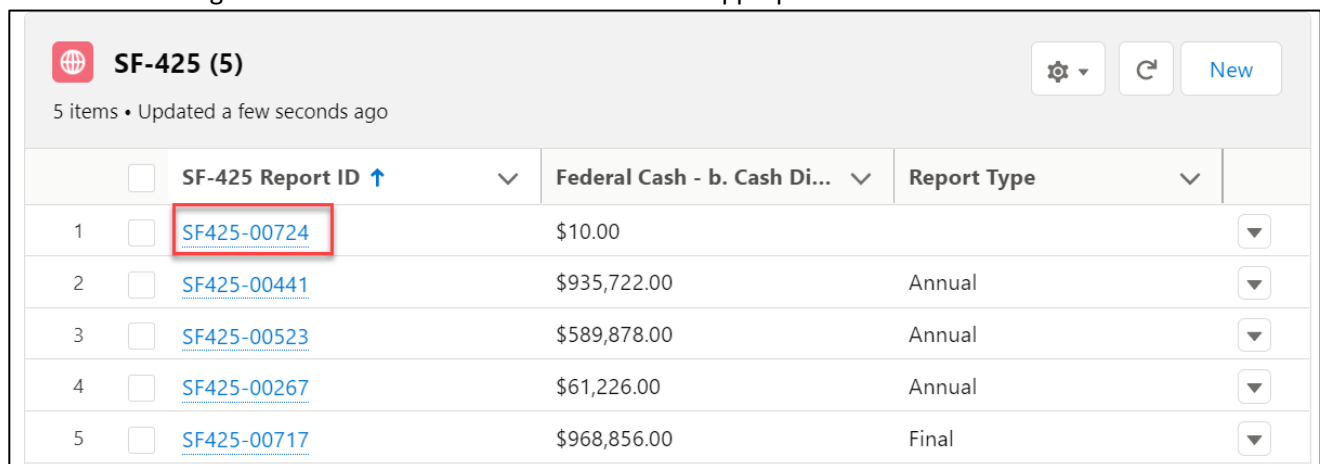
Award Program  
CMF




Entity Type  
Financing Entity

CDFI Certification Status  
Certified

Figure 62. Award Detail - Related Tab

3. Navigate to the **SF-425** section and click on the appropriate record.



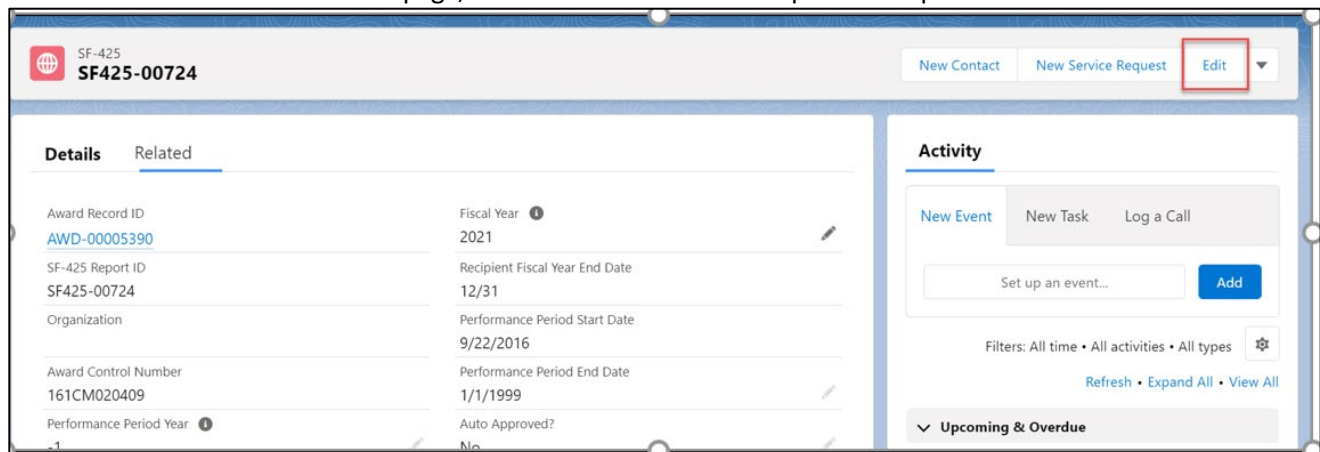
 **SF-425 (5)**   [New](#)


5 items • Updated a few seconds ago

	<input type="checkbox"/> SF-425 Report ID ↑	Federal Cash - b. Cash Di...	Report Type
1	<a href="#">SF425-00724</a>	\$10.00	
2	<a href="#">SF425-00441</a>	\$935,722.00	Annual
3	<a href="#">SF425-00523</a>	\$589,878.00	Annual
4	<a href="#">SF425-00267</a>	\$61,226.00	Annual
5	<a href="#">SF425-00717</a>	\$968,856.00	Final

Figure 63. SF-425 Report Link

4. On the **SF-425 Detail** page, click the **Edit** button to complete the report.



 SF-425  
**SF425-00724** [New Contact](#) [New Service Request](#) [Edit](#)

**Details** **Related**

Award Record ID  
[AWD-00005390](#)

SF-425 Report ID  
SF425-00724

Organization

Award Control Number  
161CM020409

Performance Period Year  
2021

Fiscal Year  
2021

Recipient Fiscal Year End Date  
12/31

Performance Period Start Date  
9/22/2016

Performance Period End Date  
1/1/1999

Auto Approved?  
No

**Activity**

[New Event](#) [New Task](#) [Log a Call](#)

Set up an event... [Add](#)

Filters: All time • All activities • All types

[Refresh](#) [Expand All](#) [View All](#)

Upcoming & Overdue

Figure 64. SF-425 Edit

5. On the edit screen, you will need to supply the amount of “Federal Cash Disbursements.” If you are uncertain what information to enter, please refer to the help icon for more information.

Report Completed Status: Completed Incorrectly

Report Receipt: New

CCME Staff Report Completed Status: Completed Incorrectly

Internal Review Comments

Review Comments

Program Contact / Portfolio Manager

Transactions

Report Type: --None--

Federal Cash - a. Cash Receipts: \$1,800,000.00

Federal Cash minus Cash On Hand: \$1,799,990.00

Buttons: Cancel, Save & New, Save

Figure 65. SF-425 Save

Once the information has been entered, select the **Save** button. You will be sent to the **SF-425 Detail** page.

6. Click on the **Related** tab.

SF-425 SF425-00724

Buttons: New Contact, New Service Request, Edit

Tabs: Details, Related

Related Tab Content:

Award Record ID	Fiscal Year
<a href="#">AWD-00005390</a>	2021
SF-425 Report ID	Recipient Fiscal Year End Date
SF425-00724	12/31
Organization	Performance Period Start Date
	9/22/2016
Award Control Number	Performance Period End Date
161CM020409	1/1/1999
Performance Period Year	Auto Approved?
2017	No

Activity Section:

Buttons: New Event, New Task, Log a Call

Set up an event... Add

Filters: All time • All activities • All types

Buttons: Refresh, Expand All, View All

Upcoming & Overdue

Figure 66. SF-425 Details Page - Related Tab

7. Use the **Notes and Attachments** section to attach any supporting information you would like to include in your SF-425 report. To attach a document, navigate to the **Notes and Attachments** section and select **Upload Files**.

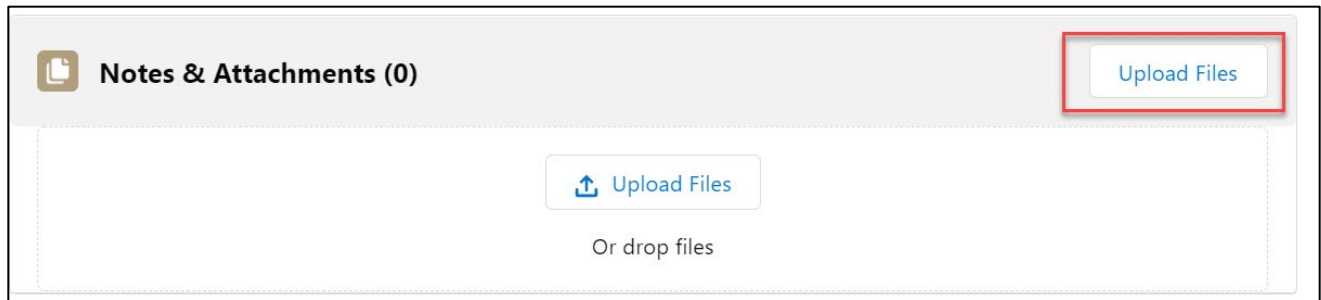


Figure 67. Attach File

8. Select the desired file from your computer and click **Done**.

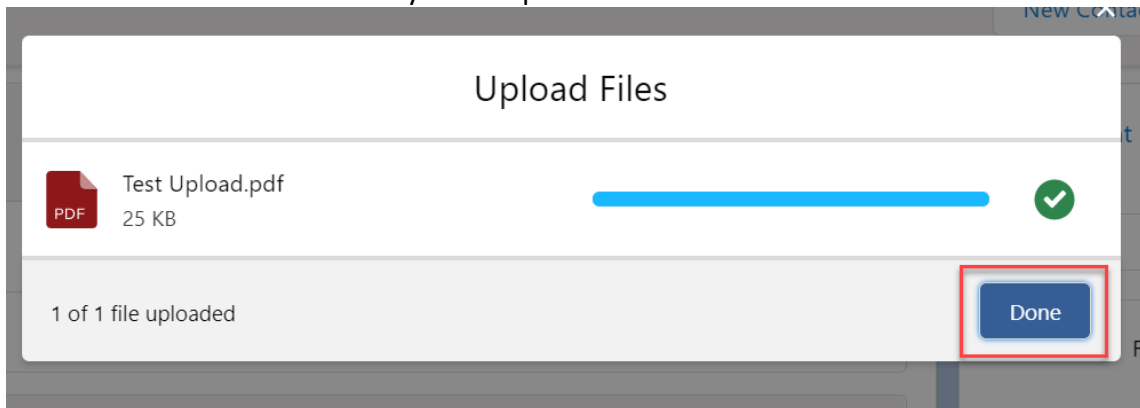
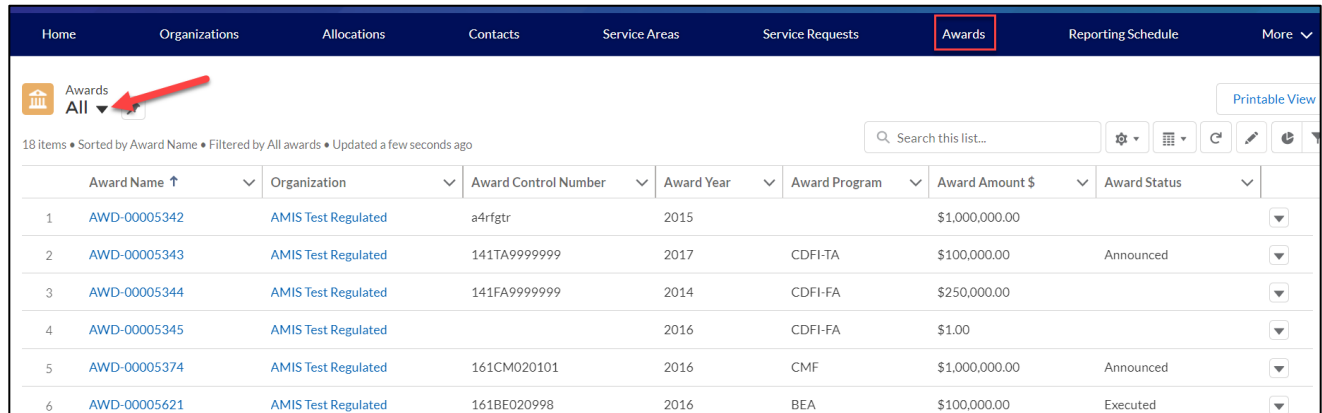


Figure 68. File Attachment

## 8. USES OF AWARD REPORT

This compliance report is only to be completed by FY 2015 Award and newer Award Recipients. This replaces the Uses of TA and Uses of FA compliance reports that were previously required for FY 2014 Awards and older. To submit the Uses of Award Report:

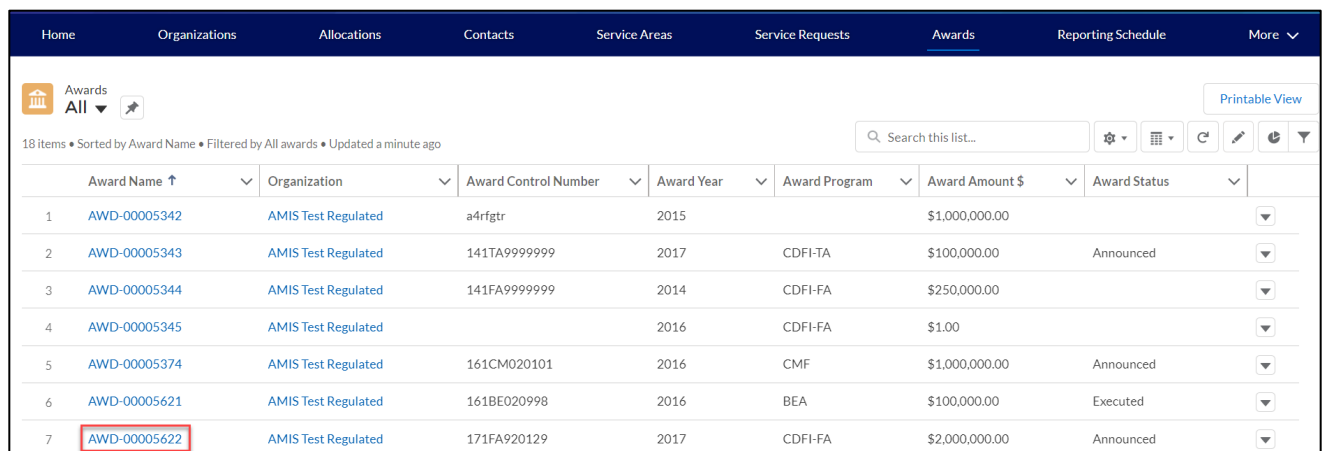
1. Log in to AMIS and navigate to the **Award**stab.
2. Select the **All Awards** list view.



	Award Name ↑	Organization	Award Control Number	Award Year	Award Program	Award Amount \$	Award Status
1	AWD-00005342	AMIS Test Regulated	a4rfgtr	2015		\$1,000,000.00	
2	AWD-00005343	AMIS Test Regulated	141TA9999999	2017	CDFI-TA	\$100,000.00	Announced
3	AWD-00005344	AMIS Test Regulated	141FA9999999	2014	CDFI-FA	\$250,000.00	
4	AWD-00005345	AMIS Test Regulated		2016	CDFI-FA	\$1.00	
5	AWD-00005374	AMIS Test Regulated	161CM020101	2016	CMF	\$1,000,000.00	Announced
6	AWD-00005621	AMIS Test Regulated	161BE020998	2016	BEA	\$100,000.00	Executed

Figure 69. Awards List

3. Click the **Award Name** link for the Award.



	Award Name ↑	Organization	Award Control Number	Award Year	Award Program	Award Amount \$	Award Status
1	AWD-00005342	AMIS Test Regulated	a4rfgtr	2015		\$1,000,000.00	
2	AWD-00005343	AMIS Test Regulated	141TA9999999	2017	CDFI-TA	\$100,000.00	Announced
3	AWD-00005344	AMIS Test Regulated	141FA9999999	2014	CDFI-FA	\$250,000.00	
4	AWD-00005345	AMIS Test Regulated		2016	CDFI-FA	\$1.00	
5	AWD-00005374	AMIS Test Regulated	161CM020101	2016	CMF	\$1,000,000.00	Announced
6	AWD-00005621	AMIS Test Regulated	161BE020998	2016	BEA	\$100,000.00	Executed
7	AWD-00005622	AMIS Test Regulated	171FA920129	2017	CDFI-FA	\$2,000,000.00	Announced

Figure 70. Award Link

4. You will be sent to the **Award Detail** page. Click the **Related** tab.

Figure 71. Award Detail - Related Tab

5. Navigate to the **Uses of Award** section and click **New**.

Figure 72. Uses of Award - New

6. You will be sent to the **Use of Award Edit** page. Certain information will be auto populated. Start by selecting the **Fiscal Year** from the dropdown menu. Please remember that the FY you are selecting should be for the Period of Performance you are reporting on. For example, if the Period of Performance you are reporting on ended on 12/31/2017, you would select 2017 from the dropdown menu.
7. If there were no funds expended during the Period of Performance for which you are reporting on, select the **No Activities During Performance Period** box.
8. The four questions below regarding interest earned are only applicable to FA Award Recipients. If you received a TA Award, please do not answer these questions.
  - a. "\$ earned > 500 in interest bearing acct"
  - b. "If yes, how much"
  - c. "If yes, have you remitted to HHS"
  - d. "Eligible Market Attestation"



**New Use of Award**

\$ earned > 500 in interest-bearing acct ⓘ  
 --None--

If yes, how much ⓘ

If yes, have you remitted to HHS ⓘ  
 --None--

Eligible Market Attestation ⓘ ☐ Performance Period End

**System Information**

Figure 73. New Use of Award - Save

9. Once you are done answering all the questions, click the **Save** button.

You will be sent to the **Use of Award Detail** page with a message stating the “Use of Award has been saved”. If you selected the **No Activities During Performance Period** box in step 7 above, select the **Submit Report** button to complete the reporting requirement.

**Use of Award**  
 UOA-02962

Add Categories New Contact New Service Request

Clone  
 Edit  
 Submit for Approval  
 Printable View  
 Submit Report

**Detail** Related

Award AWD-0005344	Report Status New
Use of Award Name UOA-02962	Date Submitted
Award Control Number 141FA9999999	Recipient Name
Fiscal Year ⓘ 2017	AMIS Test Regulated

Figure 74. Submit Report

10. If you need to report on how Award funds were expended, select the **Add Categories** button.

The screenshot shows the CDFI Fund portal interface. At the top, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. Below this, the main content area displays the 'Use of Award' page for UOA-02962. A red box highlights the 'Add Categories' button. Other buttons visible are 'New Contact' and 'New Service Request'. The page also shows a 'Detail' tab and a 'Related' section with various award details.

Award	Report Status
AWD-00005344	New
Use of Award Name	Date Submitted
UOA-02962	
Award Control Number	Recipient Name
141FA9999999	AMIS Test Regulated
Fiscal Year	Ttl \$ Activities Reported This Period
2017	
Report Due Date	

Figure 75. Add Categories

11. Complete the required fields on the page:

a. Select **Fund Type**.

The screenshot shows a modal window titled 'New Category of Activity: FA'. It contains a 'Category of Activity Name' field with the value 'FA'. Below this, there is a 'Fund Type' dropdown menu. The dropdown is open, showing a list of options: '--None--', 'FA' (which is selected with a checkmark), 'DF-FA', 'PPC-FA', 'HFFI-FA', and 'RRP'. At the bottom of the modal, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

Figure 76. Category of Activity- Fund Type Dropdown

- b. Select **Category of Activity**. Please note, the categories have been pre-populated based on the type of Award for which you are reporting. If you are reporting on a FA Award, only approved FA categories will appear. If you are reporting on a TA Award, only approved TA categories will appear.

New Category of Activity: FA

UOA-02962 X FA

Category of Activity Name

\* Fund Type

- ✓ --None--
- Capital Reserve
- Development Services
- Direct Administrative Expenses
- Financial Products
- Financial Services
- Loan Loss Reserve

Cancel Save & New Save

Figure 77. Category of Activity

- c. Enter the **Description of Activity**.
- d. Enter the **Total Dollar Amount**.
- e. Select the **Save** button when complete or select the **Save & New** button to add additional Category Activities.

**New Category of Activity: FA**

UOA-02962 ×

Category of Activity Name

\* Fund Type

\* Category of Activity

\* Description of Activity

\* Total Dollar Amount

Cancel
Save & New
Save

*Figure 78. Save Category of Activity*

You will be sent to the **Category of Activity Detail** page with a message saying “Category of Activity has been saved.” Click the **Use of Award** link to navigate back to the **Use of Award Detail** page.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More ▾

**Category of Activity**  
COA-04972

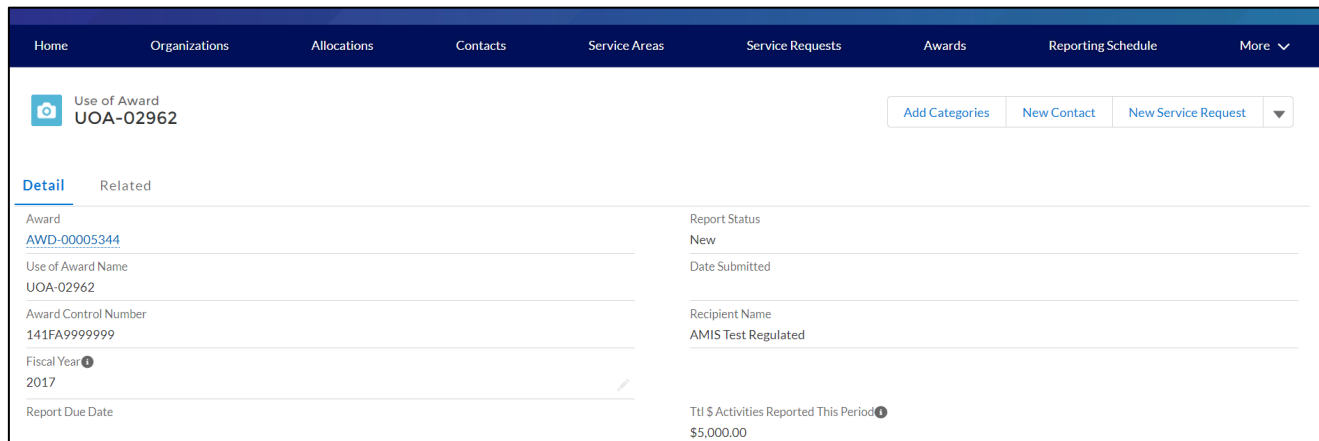
New Contact New Service Request Edit ▾

**Detail**

Related

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Use of Award</div> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;">UOA-02962</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Category of Activity Name</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">COA-04972</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Fund Type</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">FA</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Category of Activity</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Direct Administrative Expenses</div> <div style="border: 1px solid #ccc; padding: 2px;">Description of Activity</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Record Type</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">FA</div>
---	--

*Figure 79. Category of Activity – Detail Page*

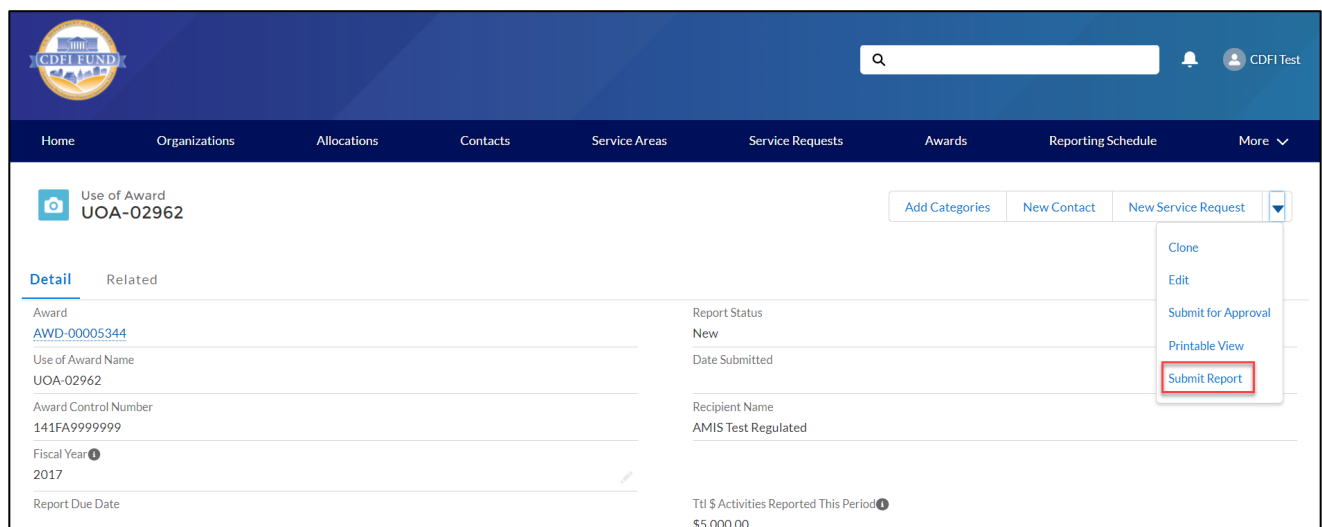


Use of Award UOA-02962	
<b>Detail</b>	Related
Award <a href="#">AWD-00005344</a>	Report Status New
Use of Award Name UOA-02962	Date Submitted
Award Control Number 141FA9999999	Recipient Name AMIS Test Regulated
Fiscal Year 2017	Ttl \$ Activities Reported This Period \$5,000.00
Report Due Date	

Figure 80. Use of Award Detail Page

To Submit the Use of Award Report:

1. From the **Use of Award Detail** page, select the **Submit Report** button.



Use of Award UOA-02962	
<b>Detail</b>	Related
Award <a href="#">AWD-00005344</a>	Report Status New
Use of Award Name UOA-02962	Date Submitted
Award Control Number 141FA9999999	Recipient Name AMIS Test Regulated
Fiscal Year 2017	Ttl \$ Activities Reported This Period \$5,000.00
Report Due Date	

Figure 81. Submit Report