FY 2022 AMIS Training Manual for CDFI Program and NACA Program: **Technical Assistance (TA) Applicants**

FY 2022 CDFI Program & Native American CDFI Assistance Program (NACA Program) Application

OMB Control Number: 1559-0021

February 2022

CDFI FUND

U.S. Department of the Treasury

Contents

Table of Figures

1.0 Summary

This AMIS Training Manual for CDFI Program and NACA Program: TA Applicants (AMIS Training Manual) is intended to help Applicants complete the CDFI Program and NACA Program Funding Application in AMIS. This is a technical guide and is not intended to replace the Technical Assistance (TA) Application Guidance and other Application materials which are available on the CDFI Fund website for CDFI Applicants and NACA Applicants.

Launching a TA Application (Section 2) describes how to create your application in AMIS.

User Interface (UI) Appearance and Navigation (Section 3) and **UI Form Features** (Section 4) provide guidance on navigating the application's UI and explain how to use the application's form features to complete your application.

Application Specific Guidance (Section 5) contains additional instructions for completing specific sections/subsections of the CDFI-TA and NACA-TA Application.

Finally, **Completing and Submitting the Application** (Section 6) explains how to attest and successfully submit your CDFI Program and NACA Program Application.

2.0 Launching a TA Application

This section includes guidance for updating your organization's Program Profile and launching a Technical Assistance (TA) Application. There are different requirements for launching CDFI-TA (Section 2.1) and NACA-TA (Section 2.2) Applications. Please follow the steps for the application type you are attempting to launch.

2.1 Setting Fields on the CDFI-NACA Program Profile and Launching Application (CDFI Applicants)

Before you can begin entering your application in the UI, you may need to set fields on the CDFI-NACA Program Profile.

To update fields on the CDFI-NACA Program Profile:

1. Log in to AMIS and click on the Organizations tab. Select your Organization name.

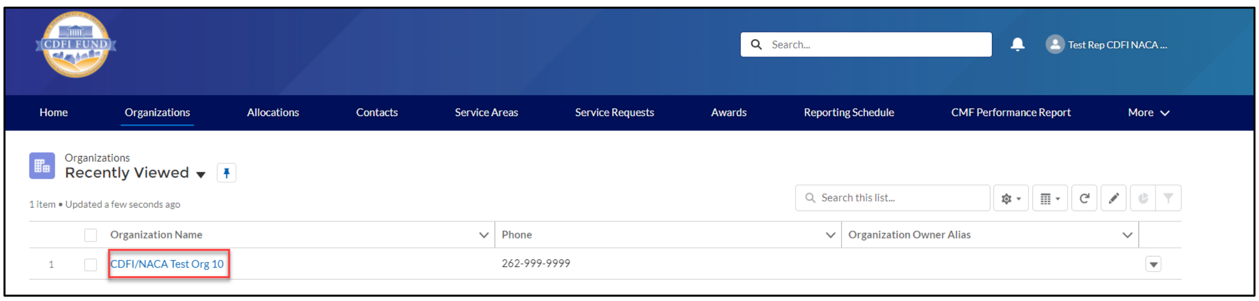


Figure 1. Organizations Home Page

2. On your organization's detail page, make sure the "Congressional District" and "Minority Depository Institution" fields are completed.

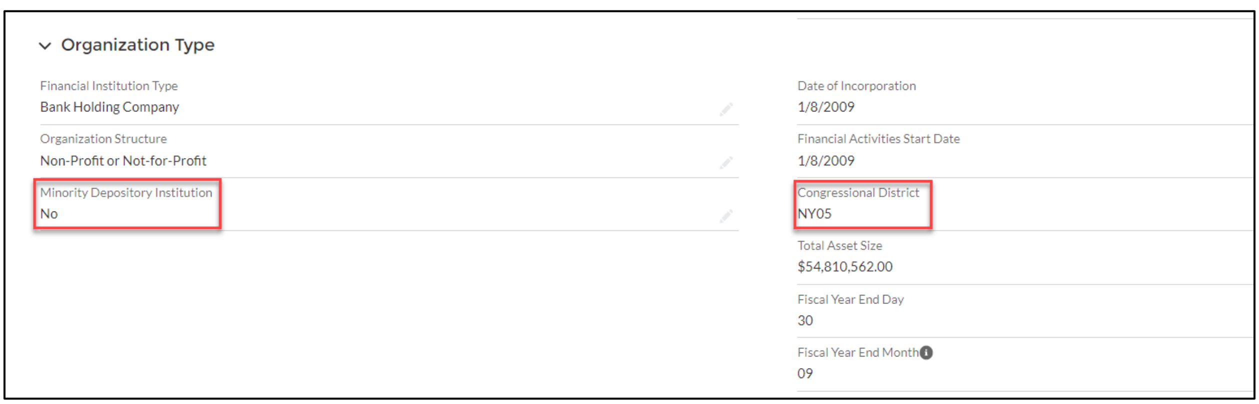


Figure 2. Organization Detail Page

3. From your Organization's related page, scroll down to the Active Program Profiles related list. Click on the CDFI-NACA Program Profile name.

Figure 3. Program Profiles Related List

4. On the Program Profile detail page, there are three fields an applicant should make note of, the fields "Program", "Audit or Final Call Reports?" and "Primary Geographic Market" under the section "Organization Data".

Figure 4. CDFI-NACA Program Profile - Fields

5. Click the **Edit** button at the top of the page to enable the CDFI-NACA edit page.

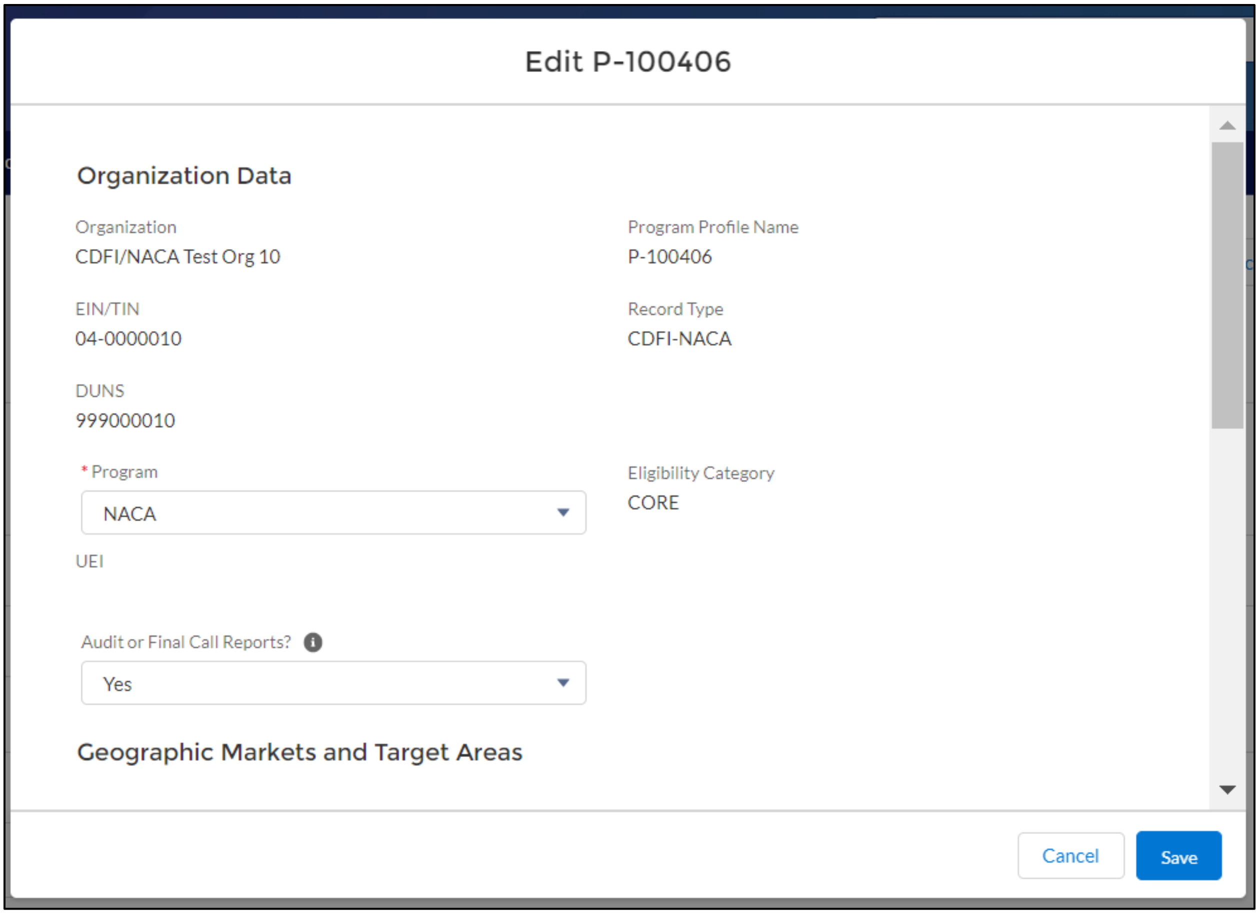


Figure 5. CDFI-NACA Program Profile - Edit Pop-Up

The Program field has the following selections: CDFI and NACA. Update the Program field, if necessary.

The Audit or Final Call Reports field is optional and **ONLY needs to be answered if your organization fiscal year end is 09/30.** Select **Yes** if your organization has completed its Audit or Final call reports for the Fiscal Year ending 9/30/2021. Select **No** if your organization has not completed its Audit or Final call reports for the Fiscal Year ending 9/30/2021.

The Primary Geographic Market field has the following selections: Major Urban Area, Minor Urban Area, Micropolitan Area, and Rural Area.

Primary Geographic Market definitions:

- “Major Urban Areas” are Metropolitan Statistical Areas with a population of at least 1 million people.
- “Minor Urban Areas” are Metropolitan Statistical Areas with a population of at least 50,000, but fewer than 1 million people.
- “Micropolitan Areas” are Non-Metropolitan Statistical Areas with an urbanized population cluster of at least 10,000, but fewer than 50,000 people.

- "Rural Areas" are Non-Core-based Statistical Areas with a population of less than 10,000.

6. Click **Save.**
7. Verify the fields edited have been updated on the Program Profile.
8. Once the required fields are updated, you will be able to launch the application from the New FA or TA Application button in the upper right of the screen.

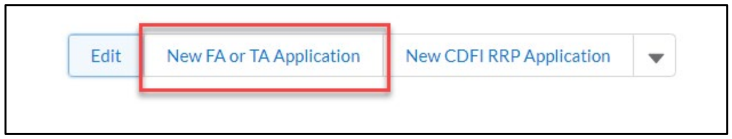


Figure 6. New FA or TA Application Button

After Pressing this button, the applicant will get a 'Pre-Application Check' pop-up. This will display the Applicant's Org Total Assets from the Organization Profile, as well as the DUNS number from the Organization Profile. The Applicant will be prompted to confirm these prior to launching an application and to fix them if necessary.

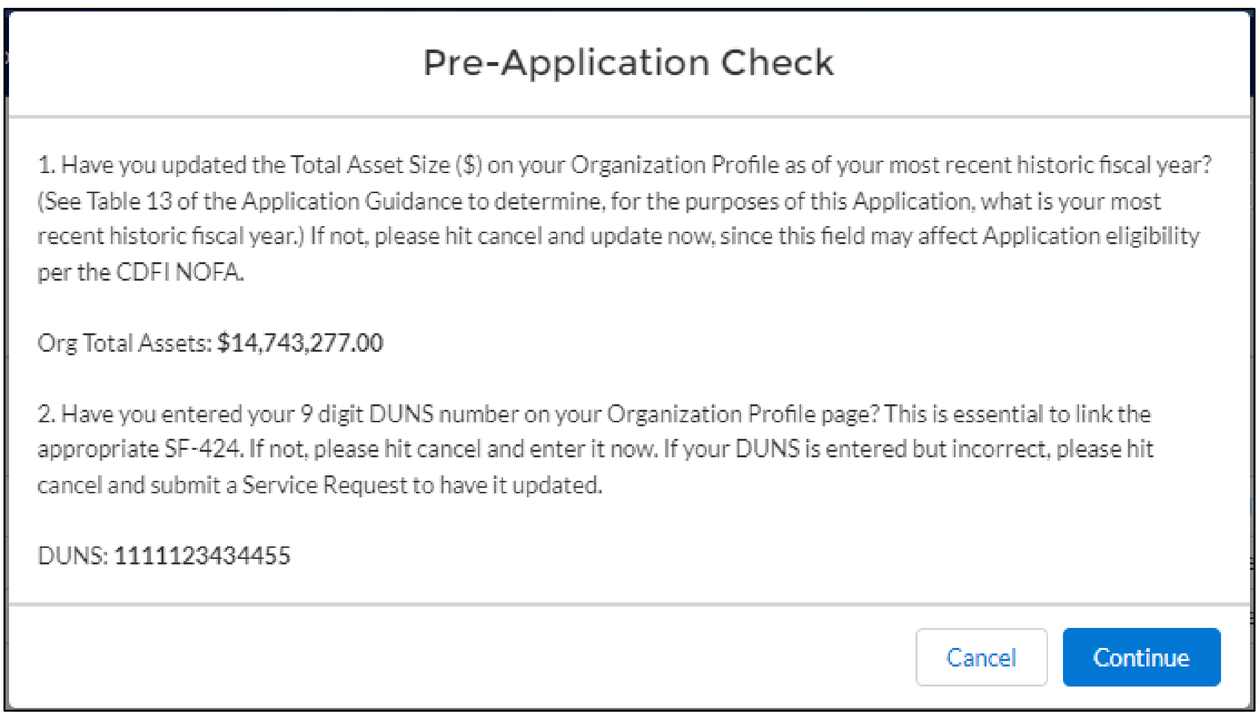


Figure 7. Pre Application Check

Please Note: An applicant will see different application types to apply for depending on the criteria the organization meets: CDFI-TA, NACA-TA, CDFI-FA, and/or NACA-FA.

Once CDFI-TA or NACA-TA is selected and you click Continue, you will see a screen that displays a message “We will be starting the batch process in five seconds…” Several messages will be displayed on this screen while your application is built, including a percentage complete status:

Figure 8. Processing Percentage Complete Status

When the application is finished rendering, a “completed” message will display, and the Application UI will automatically open.

Figure 9. Application Creation Completion Message

2.2 Setting Fields on the CDFI-NACA Program Profile and Launching Application (NACA Applicants)

Before you can begin entering your application in the UI, you may need to set fields on the CDFI-NACA Program Profile.

To update fields on the CDFI-NACA Program Profile:

1. Log in to AMIS and click on the Organizations tab. Select your Organization name.

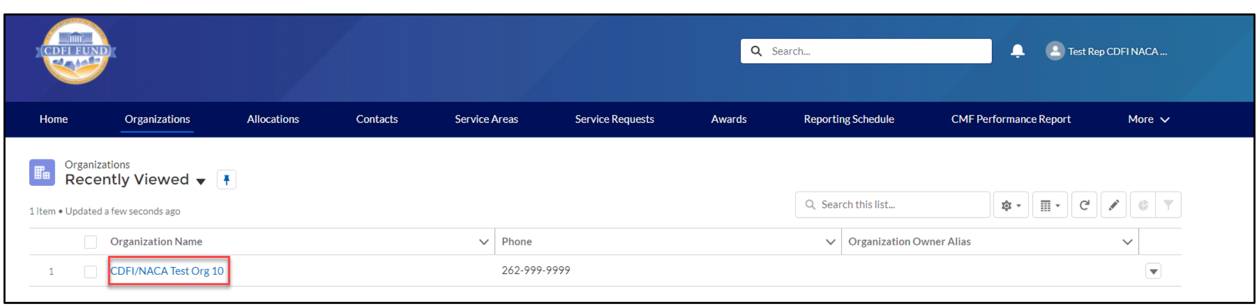


Figure 10. Organizations Home Page

2. On your organization's detail page, make sure the "Congressional District" and "Minority Depository Institution" fields are completed.

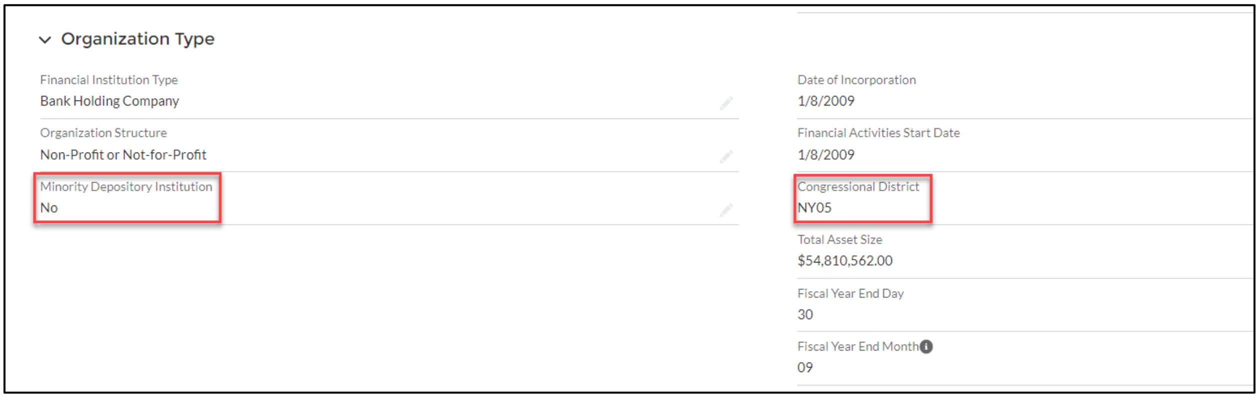


Figure 11. Organization Detail Page

3. From your Organization's related page, scroll down to the Active Program Profiles related list. Click on the CDFI-NACA Program Profile name.

Figure 12. Program Profiles Related List

4. On the Program Profile detail page, there are three fields an applicant should make note of, the fields "Program", "Audit or Final Call Reports?" and "Primary Geographic Market" under the section "Organization Data".

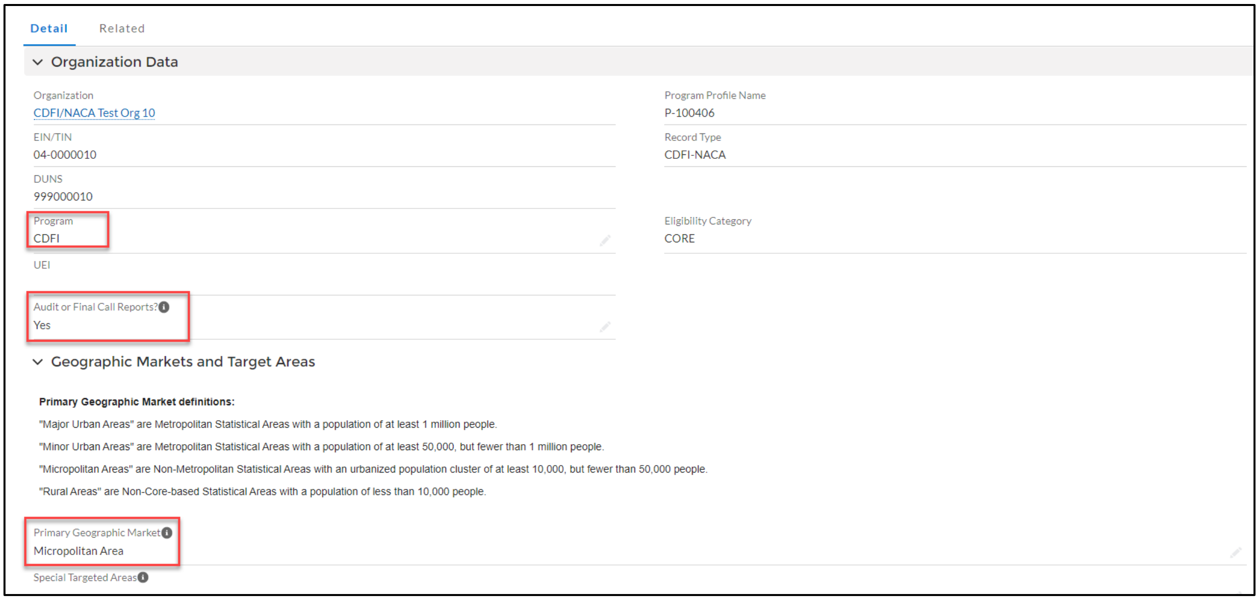


Figure 13. CDFI-NACA Program Profile - Fields

4. Click the **Edit** button at the top of the page to enable the CDFI-NACA edit page.

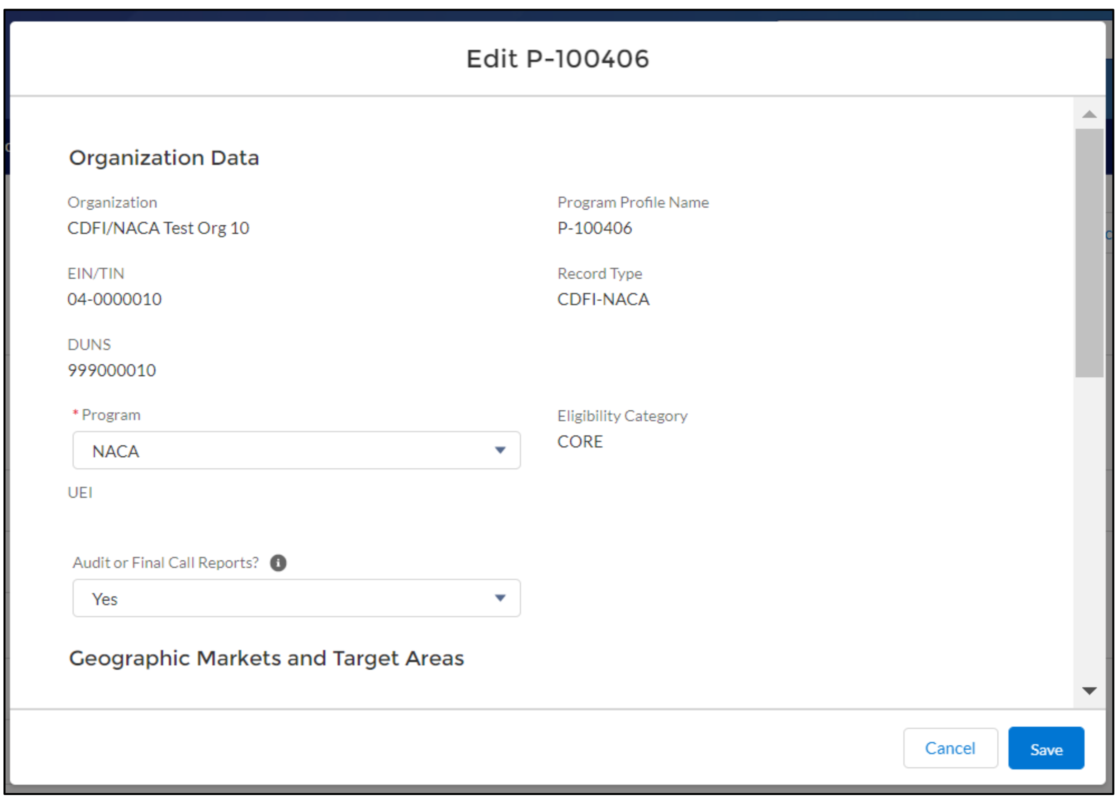


Figure 14. CDFI-NACA Program Profile - Edit Pop-Up

The Program field has the following selections: CDFI and NACA.

The Audit or Final Call Reports field is optional and **ONLY needs to be answered if your organization fiscal year end is 09/30.** Select **Yes** if your organization has completed its Audit or Final call reports for the Fiscal Year ending 9/30/2021. Select **No** if your organization has not completed its Audit or Final call reports for the Fiscal Year ending 9/30/2021.

The Primary Geographic Market field has the following selections: Major Urban Area, Minor Urban Area, Micropolitan, Area and Rural Area.

Primary Geographic Market definitions:

- “Major Urban Areas” are Metropolitan Statistical Areas with a population of at least 1 million people.
- “Minor Urban Areas” are Metropolitan Statistical Areas with a population of at least 50,000, but fewer than 1 million people.
- “Micropolitan Areas” are Non-Metropolitan Statistical Areas with an urbanized population cluster of at least 10,000, but fewer than 50,000 people.
- “Rural Areas” are Non-Core-based Statistical Areas with a population of less than 10,000.

5. Click **Save.**
6. Verify the fields edited have been updated on the Program Profile.
7. **Refer to the “Setting up Your AMIS Profile and Application” section of the FA or TA Application Guidance for this year, for information on completing your NACA eligibility, if you have not already done so.**
8. Once the required fields are updated, you will be able to launch the application from the New FA or TA Application button in the upper right of the screen.

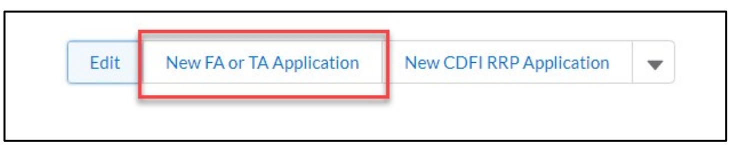


Figure 15. New FA or TA Application Button

Please Note: An applicant will see different application types to apply for depending on the criteria the organization meets: CDFI-TA, NACA-TA, CDFI-FA, and/or NACA-FA.

After Pressing this button, the applicant will get a ‘Pre-Application Check’ pop-up. This will display the Applicant’s Org Total Assets from the Organization Profile, as well as the DUNS number from the Organization Profile. The Applicant will be prompted to confirm these prior to launching an application and to fix them if necessary.

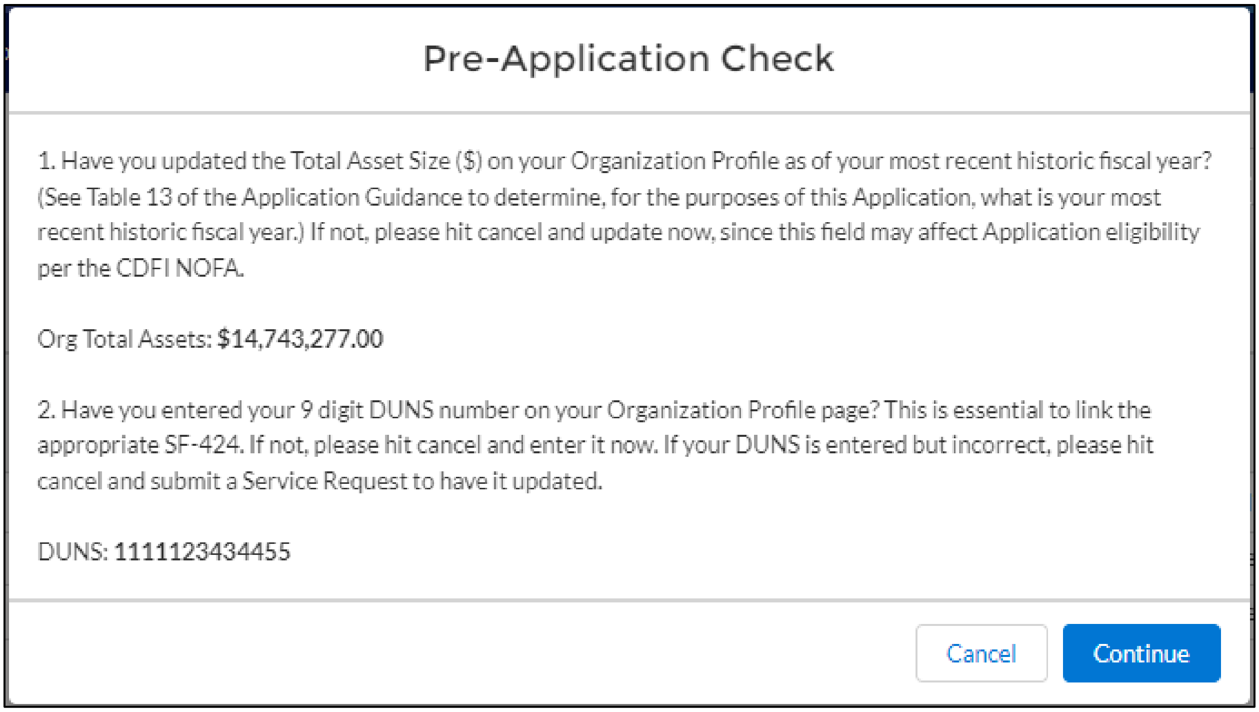


Figure 16. Pre Application Check

Once CDFI-TA or NACA-TA is selected, you will see a Pre-Application Check page. Verify the information, then click Continue, you will see a screen that displays a message “We will be starting the batch process in five seconds…” Several messages will be displayed on this screen while your application is built, including a percentage complete status:

Figure 16. Processing Percentage Complete Status

When the application is finished rendering, a “completed” message will display, and the Application UI will automatically open.

Figure 17. Application Creation Completion Message

3.0 User Interface (UI) Appearance and Navigation

3.1 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.

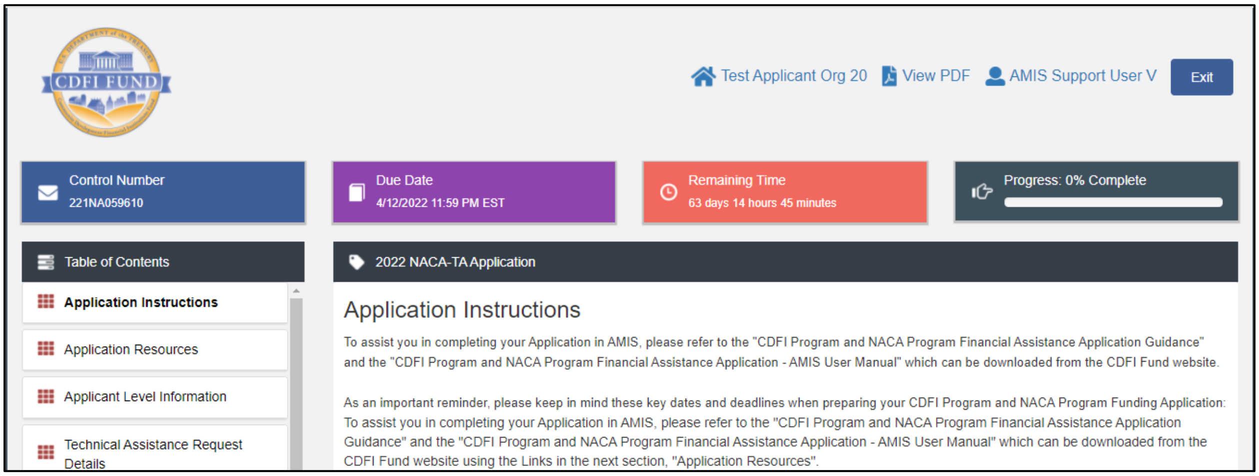


Figure 18. Application UI Home Page (CDFI NACA)

The header will include:

1. **Control Number:** The system-generated number assigned to your application.

Figure 19. Application Control Number

2. **Due Date:** The date and time when the application must be submitted.

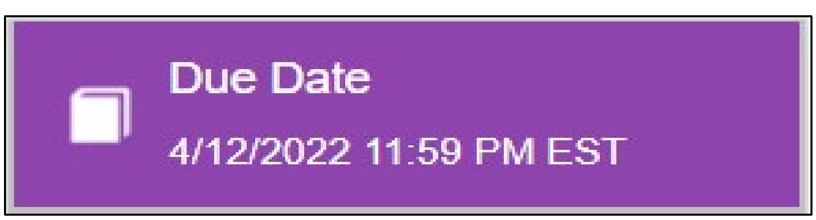


Figure 20. Application Due Date

3. **Remaining Time:** A countdown feature that displays how much time is left to submit the application before the due date.

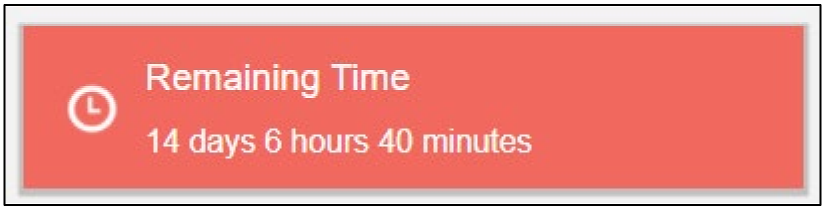


Figure 21. Remaining Time

4. **Progress Bar:** Keeps track of your progress as you complete portions of the application.

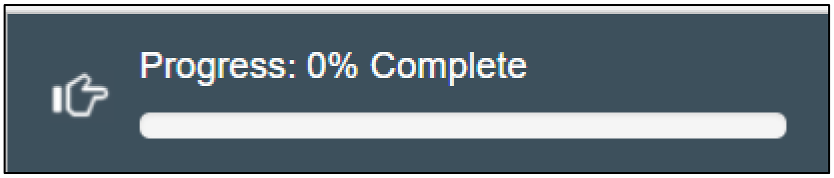


Figure 22. Application Progress Bar

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.

Figure 23. Quick Links Menu

3.2 Using the Collapsible Menu

The menu on the left-hand side of the page will allow you to navigate to different sections of the application.

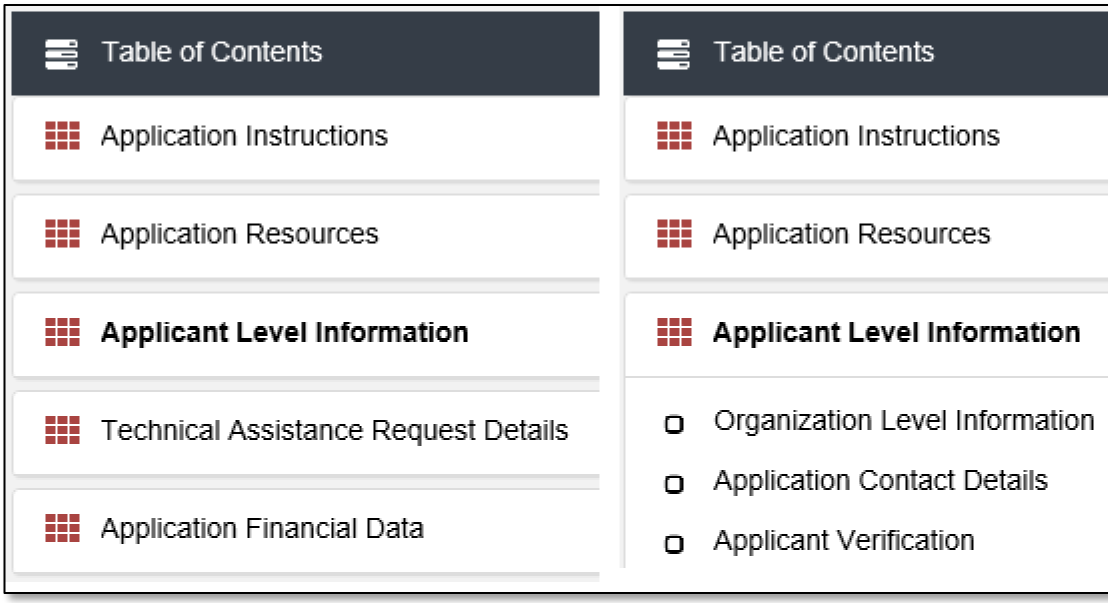


Figure 24. Collapsible Menu - Collapsed and Expanded

Click on the section title in the menu to expand and view subsections. This will display links to subsections below the section title in the menu bar.

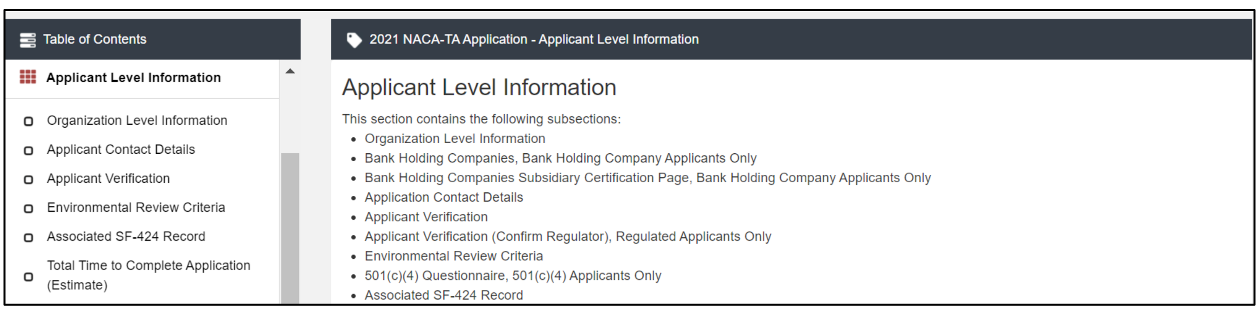


Figure 25. Expanded Section and Section Introduction Page

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, and 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.

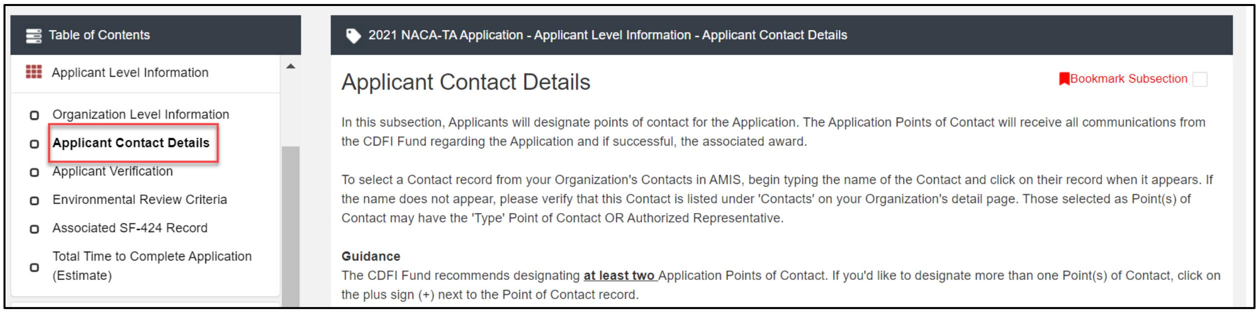


Figure 26. Subsection Page View

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 application, section, and subsection currently displayed.

To navigate to another subsection, click on that subsection's 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. Be sure to always **Save** any entries you have entered for a subsection before navigating away from the page.

NOTE: If you do not **Save** your work before navigating away from a subsection, you will lose your work. Always use the **Save** button before navigating away from a subsection to ensure your work is saved.

3.3 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. You will receive an on-screen error message and guidance based on the validation rules. After clicking **Save**, you can navigate away from the subsection and your answers will be saved.

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

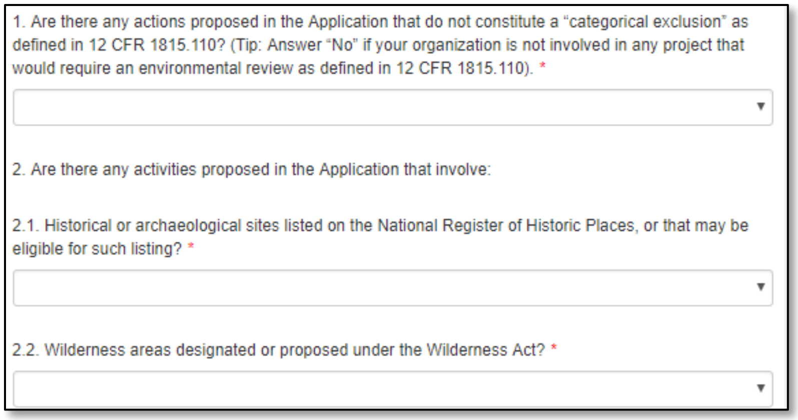


Figure 27. Sample Required Questions

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

Figure 28. Save Button

The application will save all responses. If any of your responses fail the validation rules, the subsection will not be marked complete. Any validation errors or guidance will be displayed in red. For example, a field left empty will display "This response is required."

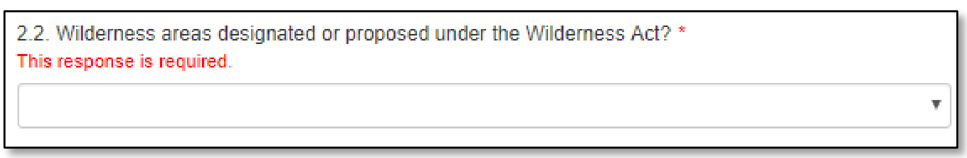


Figure 29. Validation Error Message

Correct any errors and try to save again. When the subsection page is successfully marked complete, this message will appear at the top of the display in green, just below the gray bar with the name of the section and subsection you are viewing.

Figure 30. Subsection Saved and Completed Message

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

Figure 31. Completed Subsection Checkmark

3.4 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 have entered and did not save.**

3.5 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.

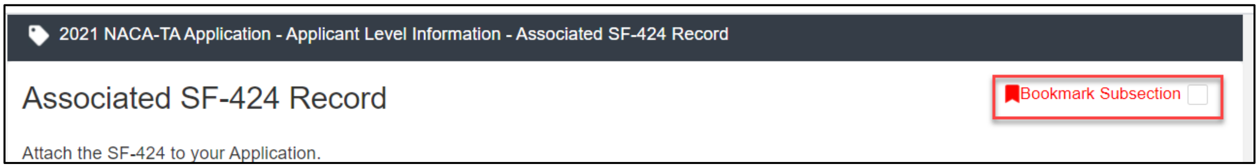


Figure 32. Bookmark Subsection Checkbox

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

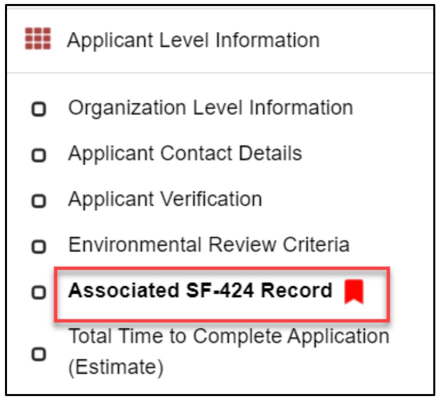


Figure 33. Bookmarked Subsection

To remove a bookmark, uncheck the checkbox.

3.6 Help Text

Some questions will have Help Text that will provide additional online guidance. A question that has Help Text available will have a small circle with a question mark in it following the question text.

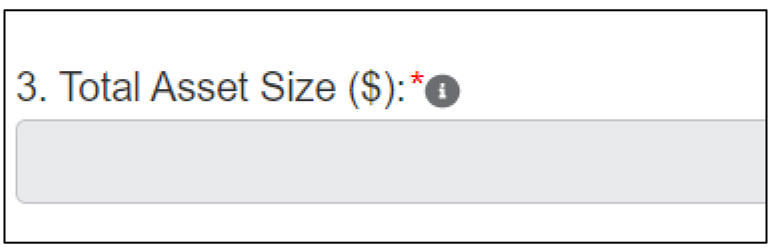


Figure 34. Question with Help Text

Hover your cursor over the Help Text button to view guidance.

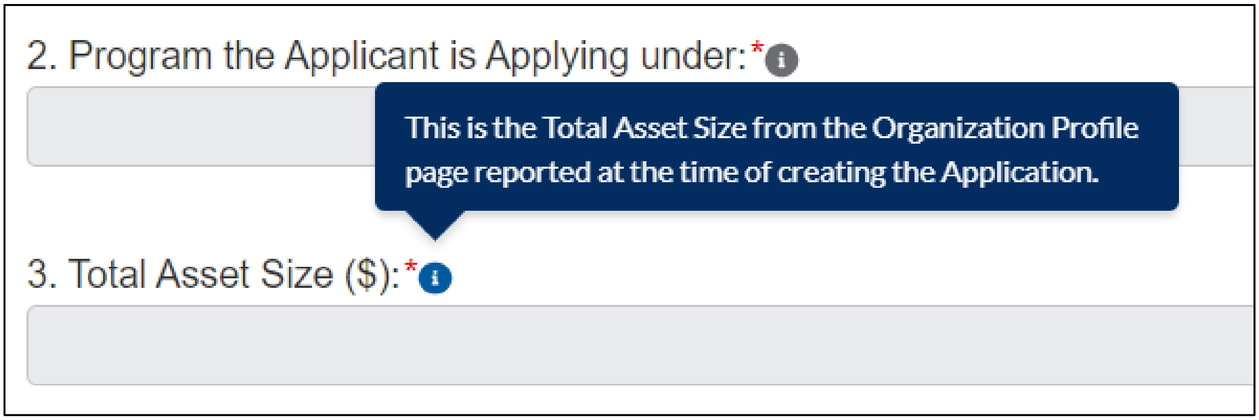


Figure 35. Help Text Displayed

If Help Text is not provided for that question or if you need additional guidance, please see the Application Resources section of the Application for links to application guidance materials.

4.0 User Interface Form Features

4.1 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 errors are detected, you will see error messages displayed by the field that needs to be adjusted. Please follow all error message guidance accordingly.

Errors may range from entering an invalid value to omitting a required field. For example, in the Technical Assistance Request subsection below, both fields are required.

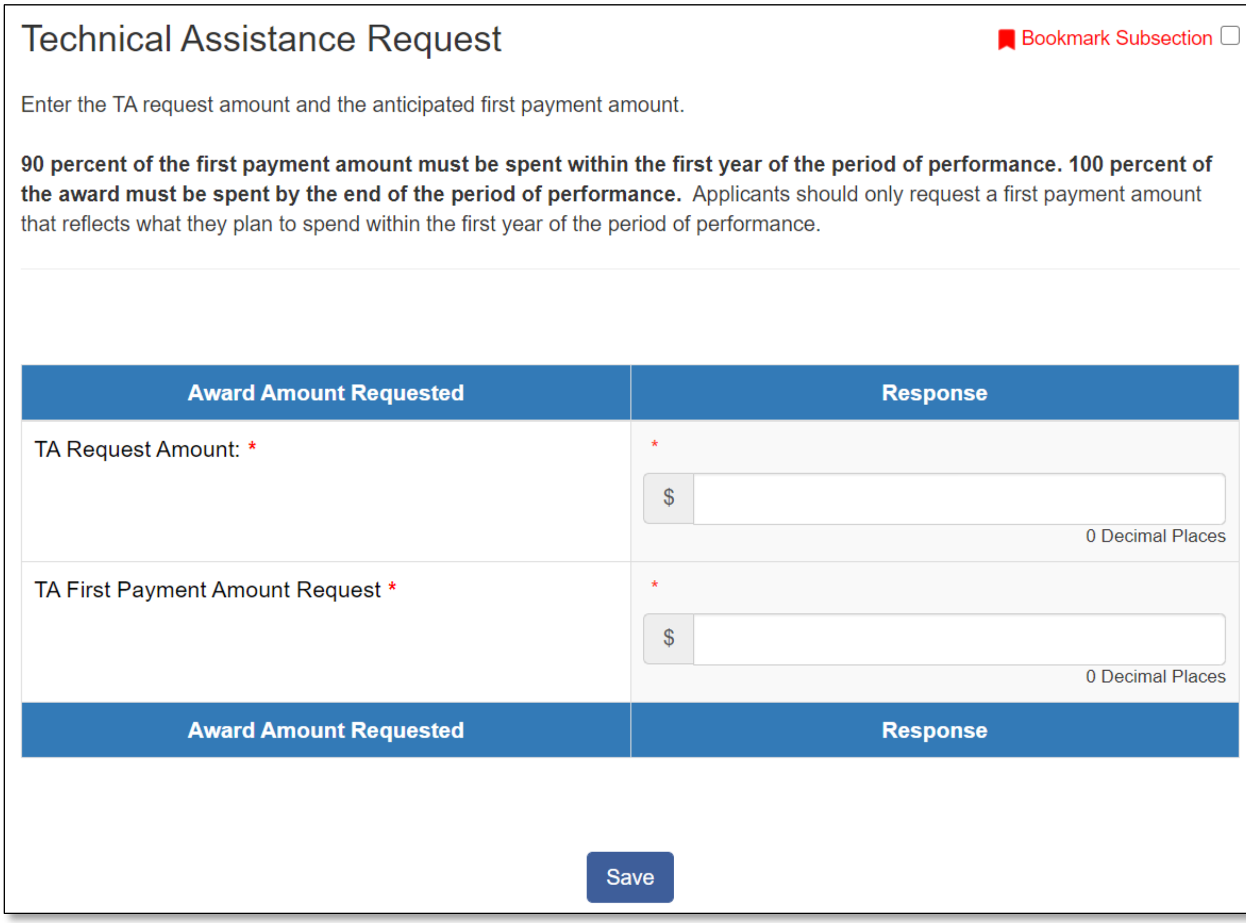


Figure 36. Required Fields

If you click “Save” before you enter a response to these questions, you will receive a validation error for the omitted required field(s).

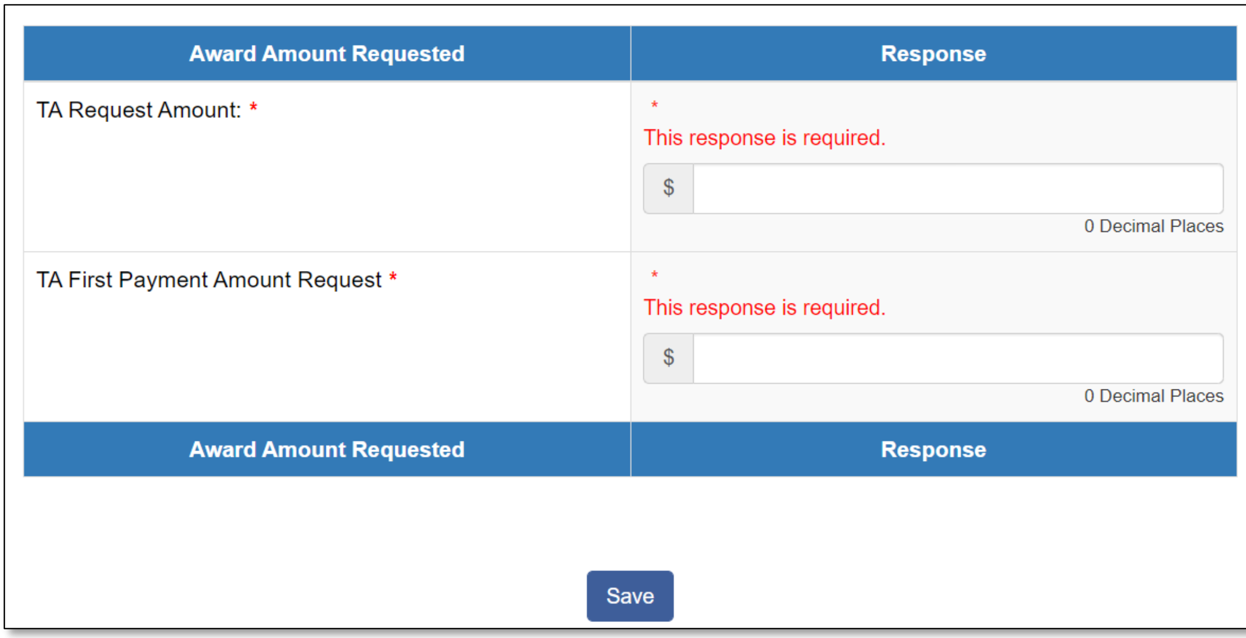


Figure 37. Response Required Validation Error Message

Required fields are easy to identify, but other fields that have validations are not always so obviously marked. Make sure to read the subsection guidance and use help text to understand question response requirements to avoid validation errors.

To return to the example of the Technical Assistance Request above, this field also has an additional validation that you can identify through reading the guidance provided in this subsection. In the subsection guidance at the top of the page, the instructions explain the required response.

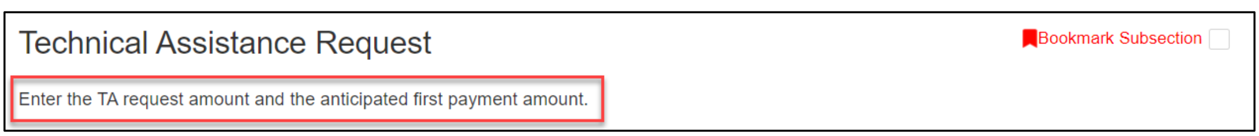


Figure 38. Subsection Guidance

The amounts you enter in these fields are validated against the amounts published in the NOFA and the “Technical Assistance Request Amount” field will display a validation error when you **Save** if you input an invalid amount.

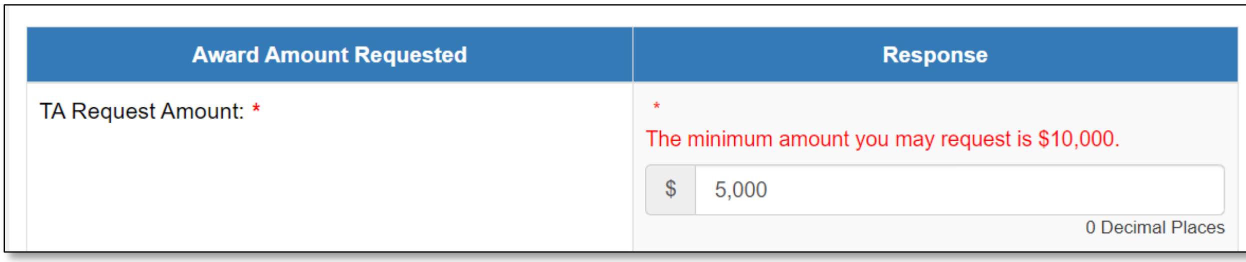


Figure 39. Technical Assistance Request Amount Field Minimum Validation Error

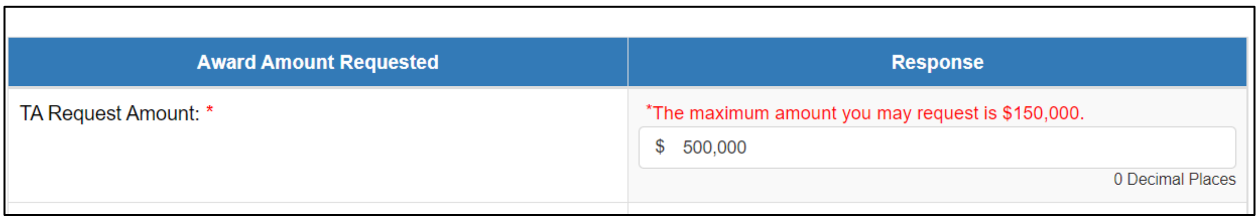


Figure 40. Technical Assistance Request Amount Field Maximum Validation Error for NACA-TA

Even if you are unaware that a question has specific instructions like those in the examples above, validations are designed to catch any mistakes or discrepancies. The guidance provided in these error messages will give you a clear idea of how to correct the validation error.

4.2 Dependent Questions and Subsections

Responses to some questions will trigger the applicability of other dependent questions or subsections. Be careful when changing responses to questions, since the answers you input in earlier subsections may affect dependent subsections that you will have to complete later in the application.

Dependent Questions

A **Dependent Question** is triggered when your response to another question requires additional responses or explanation. Dependent Questions will appear on the same subsection page you are viewing once the dependent question is triggered.

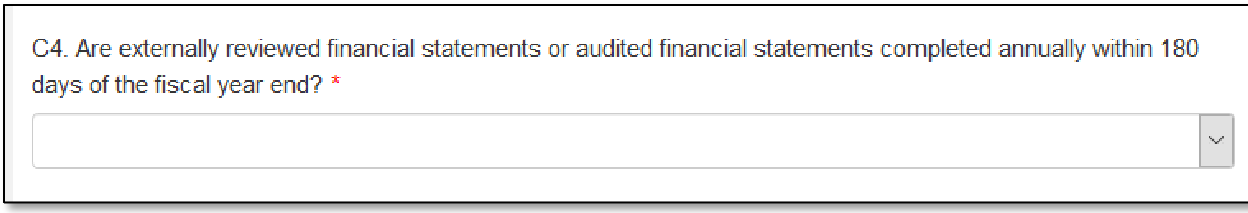


Figure 41. Sample Question that Can Trigger a Dependent Question

For example, if you select “No” from the picklist in response to Question C4 on the Compliance Evaluation Questions subsection, a dependent question to provide an explanation appears below Question C4.

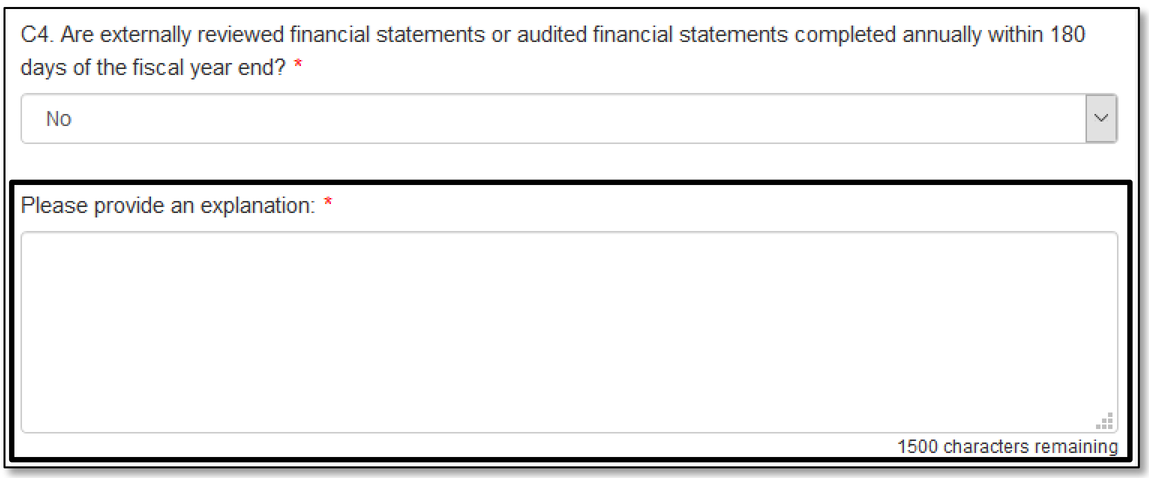


Figure 42. Enabled Dependent Question

Many dependent questions require a <u>narrative response</u>. Please note that each narrative response field has an identified maximum character length. These character maximums include spaces, punctuation, line breaks, and special characters. Please also note that word processing programs typically do **not** count line breaks as characters, but the template application in AMIS <u>will include line breaks in your total character count</u>**.**

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 ***<u>text box may truncate your response.</u>***

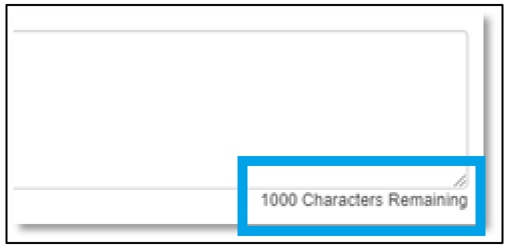


Figure 43. Character Maximums for Text Responses

TIP: 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 simple narrative text box.

Dependent Subsections

A **Dependent Subsection** is a subsection that is enabled for you to complete based on your response to one or more questions in a different subsection. This feature is designed to make it easier for you to navigate the application by hiding/disabling sections that do not apply to your Organization.

For example, your responses to the subsection "Select Key Personnel Types" will potentially enable a dependent subsection(s), Board Members and/or Committees, if you indicate that you have these personnel types to provide.

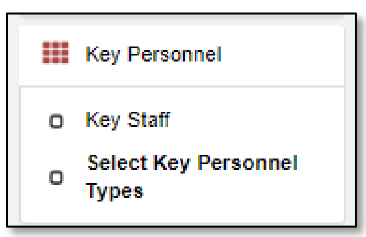


Figure 44. List of Subsections - Board Members and Committees are by Default Disabled/Not Visible

If you answer Yes to the "Select Key Personnel Types" questions, the appropriate subsection(s) will be enabled after you click **Save**.

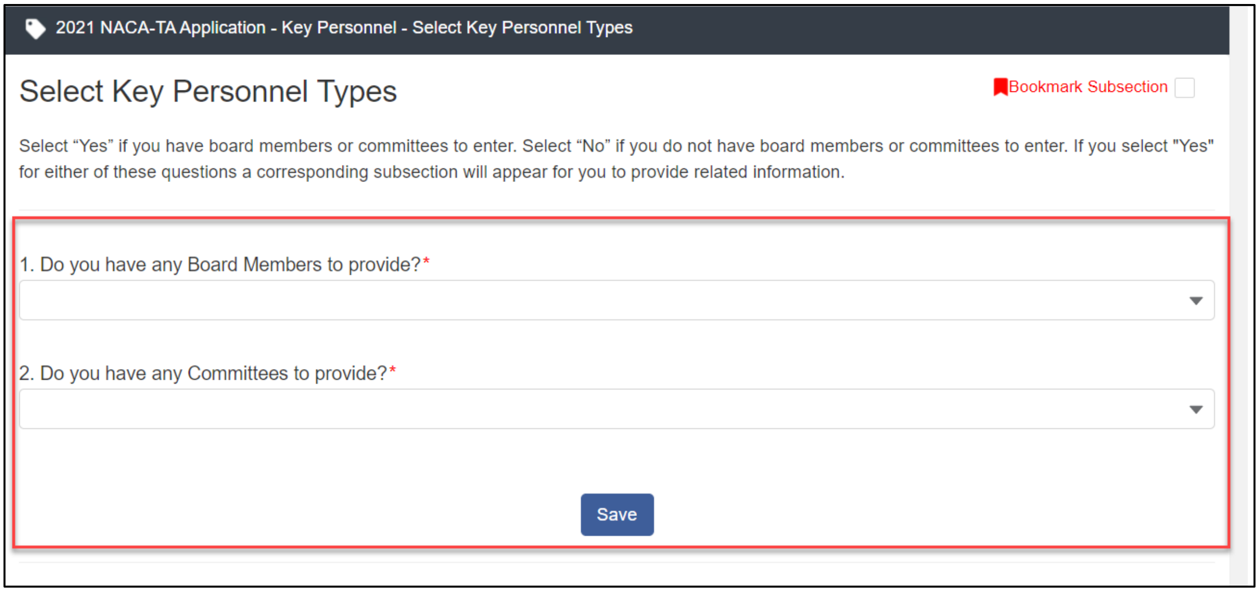


Figure 45. Subsection Questions "Select Key Personnel Types"

When the subsection "Select Key Personnel Types" is saved and marked complete, the response to either "Do you have any Board Members to provide?" or "Do you have any Committees to provide?" will enable the corresponding dependent subsection "Board Members" and/or "Committees" to display and become visible in the menu.

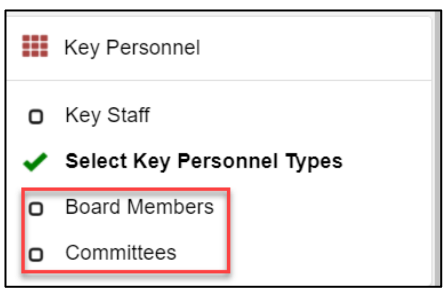


Figure 46. Enabled Dependent Subsection Visible in Menu

If your response to either "Do you have any Board Members to provide?" or "Do you have any Committees to provide?" is No, the corresponding subsection(s) "Board Members" and/or "Committees" will remain disabled and hidden in the menu.

It is important to complete the application as ordered in the Table of Contents because questions like these that appear in earlier sections may enable dependent subsections to appear that you will need to complete in order to submit your application.

4.3 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, as well as the associated SF-424 record for your application.

To select related records:

1. Related record fields display a list of relevant related records for your organization that are available for this question when you click on the field. Select the name of the contact, county/state, or other record type.

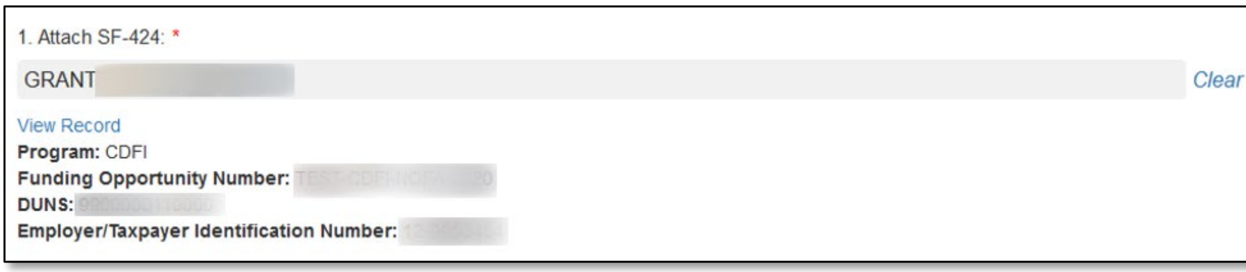


Figure 47. A Selected SF-424 Related Record

2. You can view the selected record's detail page by clicking the **View Record** link. This will direct you to the record detail page, where you can see more detailed information about the selected record (this is useful for viewing records specific to your organization, like your organization contacts and related SF-424 records).

3. Some related record fields will have a +/- sign next to them to allow you to add multiple related records. Click on the green plus sign to add another related record selection field.

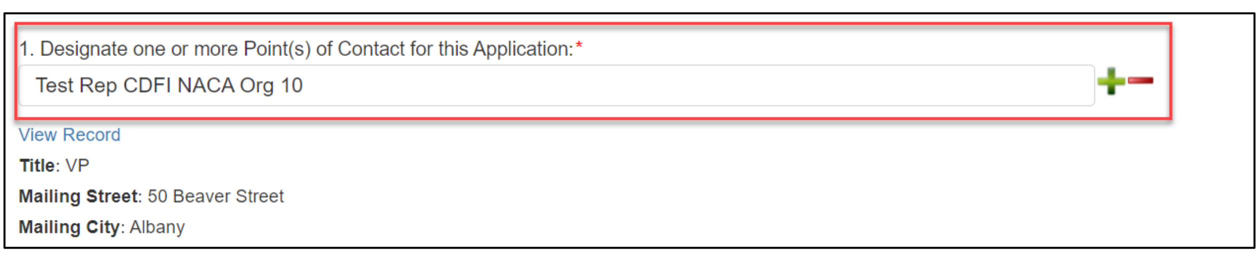


Figure 48. Additional Related Record Field Row

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

4.4 Adding Attachments

Attachments can be uploaded using the Drag & Drop. You will see the Drag & Drop box below any question that requires an attachment.

Figure 49. Drag & Drop Upload Box

To upload using the Drag & Drop:

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

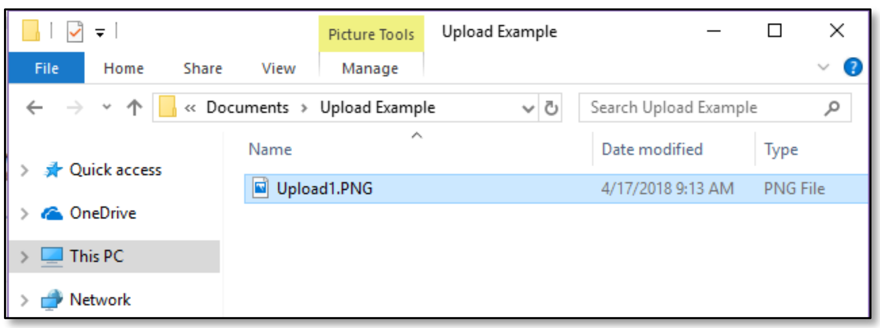


Figure 50. Attachment to Upload in File Explorer

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.
   Note: Use caution to ensure you drag and drop the file directly over the Drag & Drop upload box area to prevent your web browser from inadvertently trying to open the file.

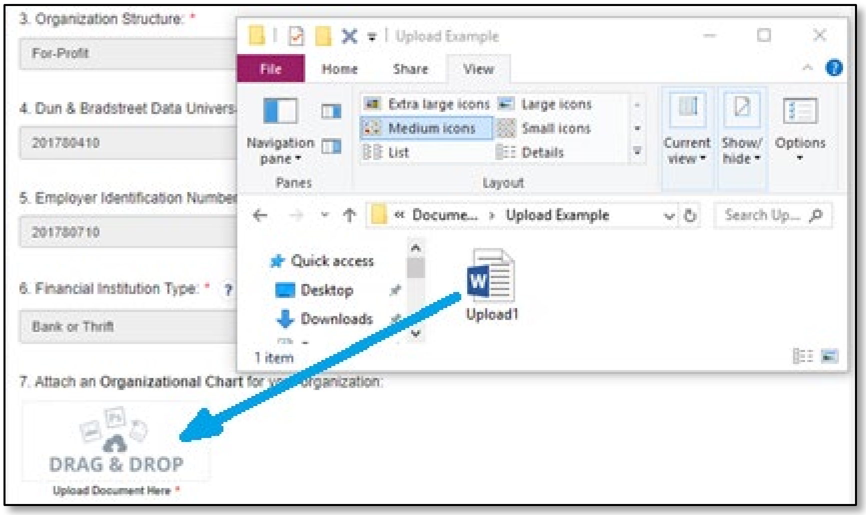


Figure 51. Upload File Using Drag & Drop

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

Figure 52. Successful File Upload

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

4.5 Dynamic Record Tables

Applicants are required to enter a list of records, Current Development Services, and/or Key Personnel 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 a single record or multiple records, depending on the application question.

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

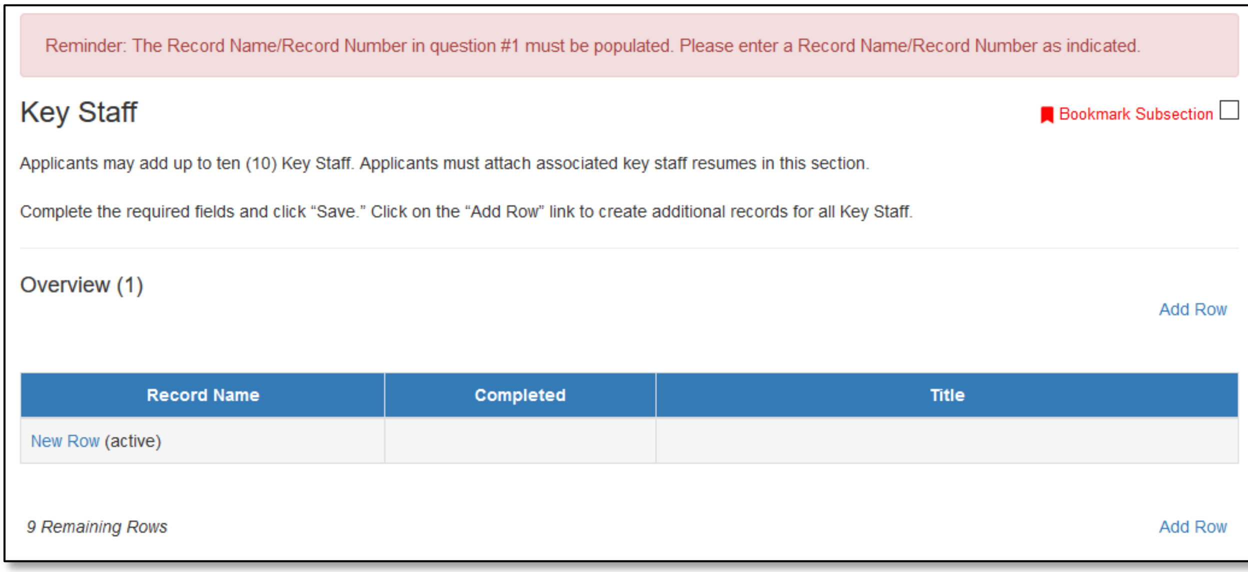


Figure 53. Reminder Message and Overview Table

Directly 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.

Please note that a unique Record Name or Record Number must be entered for Question #1 in order to successfully save the record.

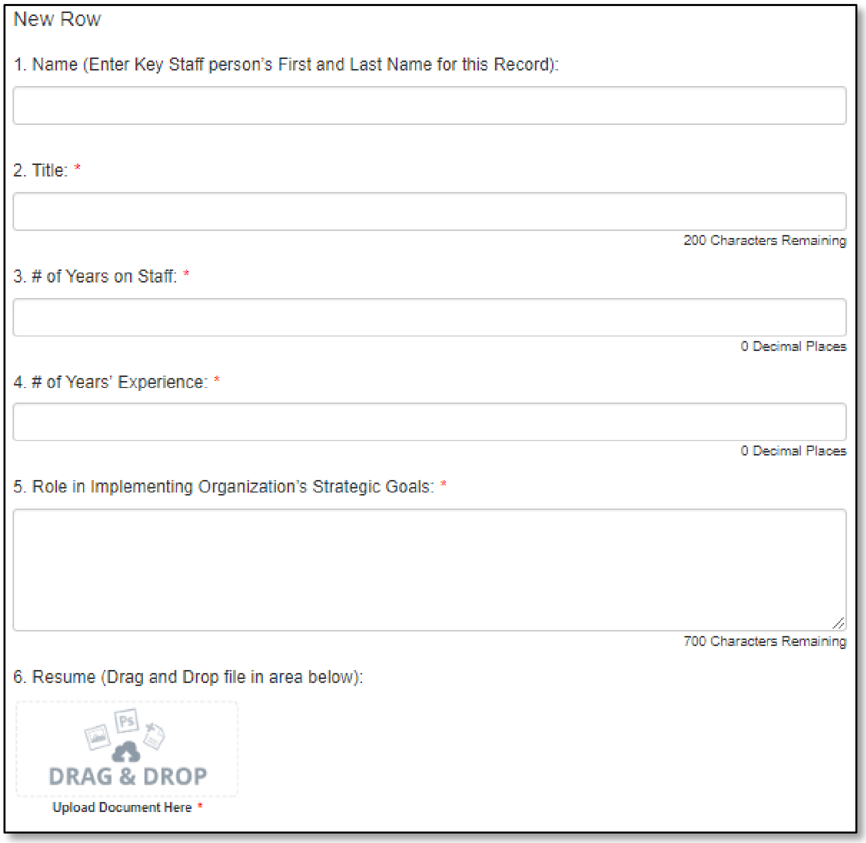


Figure 54. New Row Entry Fields

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

Figure 55. Dynamic Table Buttons

To add or edit dynamic table records:

1. Answer all questions on the field entry form for your first record.
2. When you have entered all data for a new record, click the **Save** button. This will create a new row in the table overview.

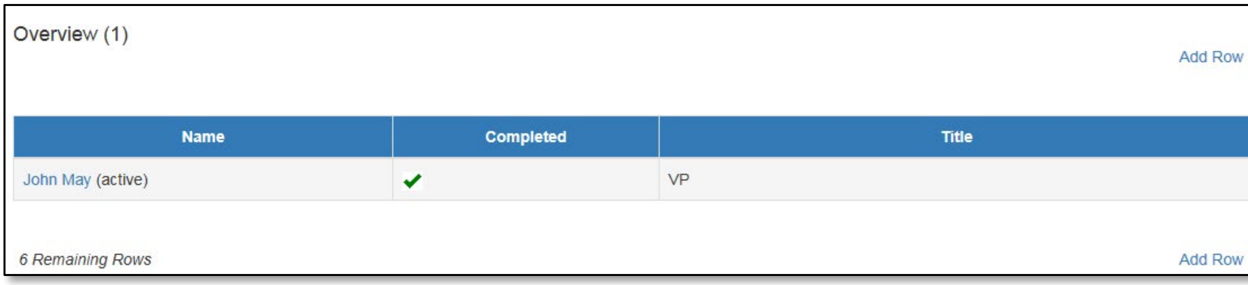


Figure 56. New Record Row in Table Overview

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** to the right of the table overview.

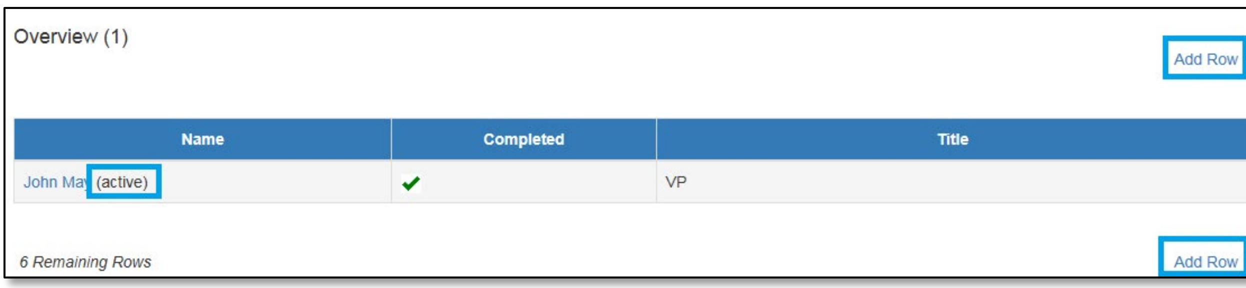


Figure 57. Active Record Indicator and Add Row Links

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 question response data.

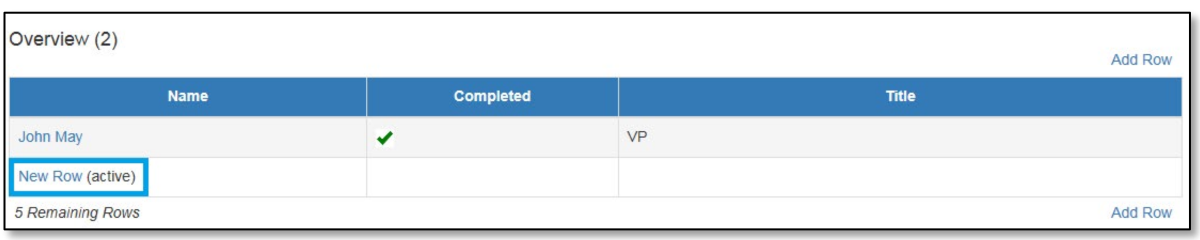


Figure 58. New Active Record Row

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. This will pull up the record's field form/make it the active record. 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 red colored **Delete Record** _____ button at the bottom of the page.

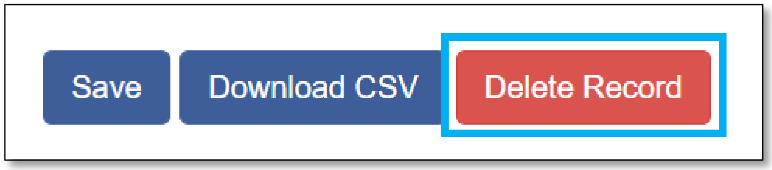


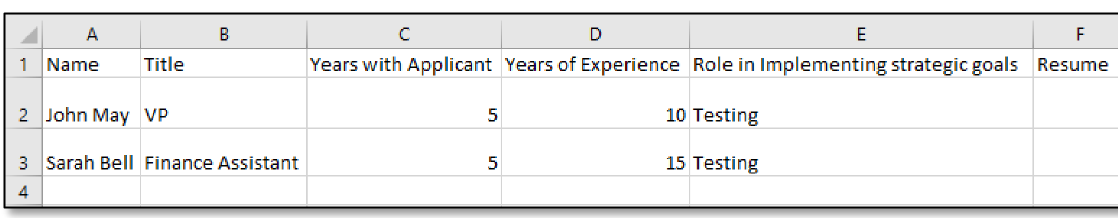
Figure 59. Delete Record

To Download CSV:

1. The application will allow you to download a Comma Separated Values 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.

Figure 60. 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.



	A	B	C	D	E	F
1	Name	Title	Years with Applicant	Years of Experience	Role in Implementing strategic goals	Resume
2	John May	VP	5	10	Testing	
3	Sarah Bell	Finance Assistant	5	15	Testing	
4						

Figure 61. Sample CSV of Dynamic Record Table

4.6 Direct-Entry Tables

Direct-entry tables are configured to collect specific data directly from users. Unlike dynamic record tables, direct-entry tables allow you to input your data directly into the table.

	Historic 3	Historic 2	Historic 1	Current
Fiscal Year Selection *	* 2017	* 2018	* 2019	* 2020
Assets				
Unrestricted Cash & Cash Equivalents ($) *	* $ 123,797,000 0 Decimal Places	* $ 109,993,000 0 Decimal Places	* $ 170,662,000 0 Decimal Places	* $ 342,664,000 0 Decimal Plac
Allowance for Loan and Lease Losses ($) *	* $ 27,422,000 0 Decimal Places	* $ 28,709,000 0 Decimal Places	* $ 33,117,000 0 Decimal Places	* $ 29,387,000 0 Decimal Plac
Average Assets ($) *	* $ 3,685,922,000 0 Decimal Places	* $ 3,810,143,000 0 Decimal Places	* $ 3,859,111,000 0 Decimal Places	* $ 4,063,275,000 0 Decimal Plac

Figure 62. Sample Direct-Entry Table

In the sample table above, you can see that a direct-entry table simply allows you to enter multiple responses (in columns) to multiple questions (in rows) at the same time.

If the number of columns exceeds the standard screen format, the slide bar at the ***bottom of the table itself*** (not the bottom of the browser window) will allow you to access the columns to the right.

If using the Tab key during data entry, please note the Tab key moves the cursor to the field in the column to the right.

If you are unable to see the full table in the screen and need to scroll down the table, the table header will cascade down the table with you.

Note: *The large tables in the application are designed with cascading column and row headers to aid data entry. Due to the size of this table, you may experience a lag in header movement. If the moving headers are moving slowly or not at all, please try the following troubleshooting tactics:*

- Scroll to the bottom of the subsection and click ***Save*** *to record any data you have already entered. Then, refresh the application page.*

-Try scrolling more slowly down or across the page.

-After saving the subsection, the ***Exit*** *button in the upper right-hand corner of the page to exit the application. Then, re-open the application and re-load this subsection.*

- If possible, try opening the application in a different web browser or with a different internet connection.

- *Try zooming out within your browser window so that more of the table is visible.*

Some tables have formula fields that auto-calculate a sum based on the formula configured and the table data entered. These fields will begin to populate as you enter your data into the table.

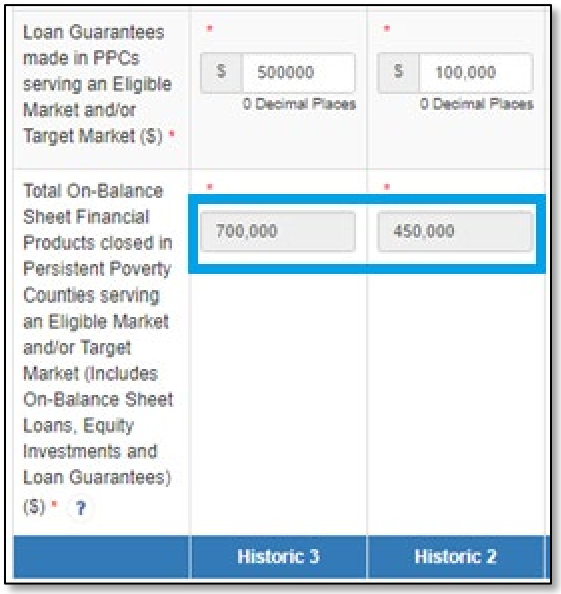


Figure 63. Formula Field Calculated Totals

4.7 Exporting your Application as a 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.

To generate a PDF version of the application:

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

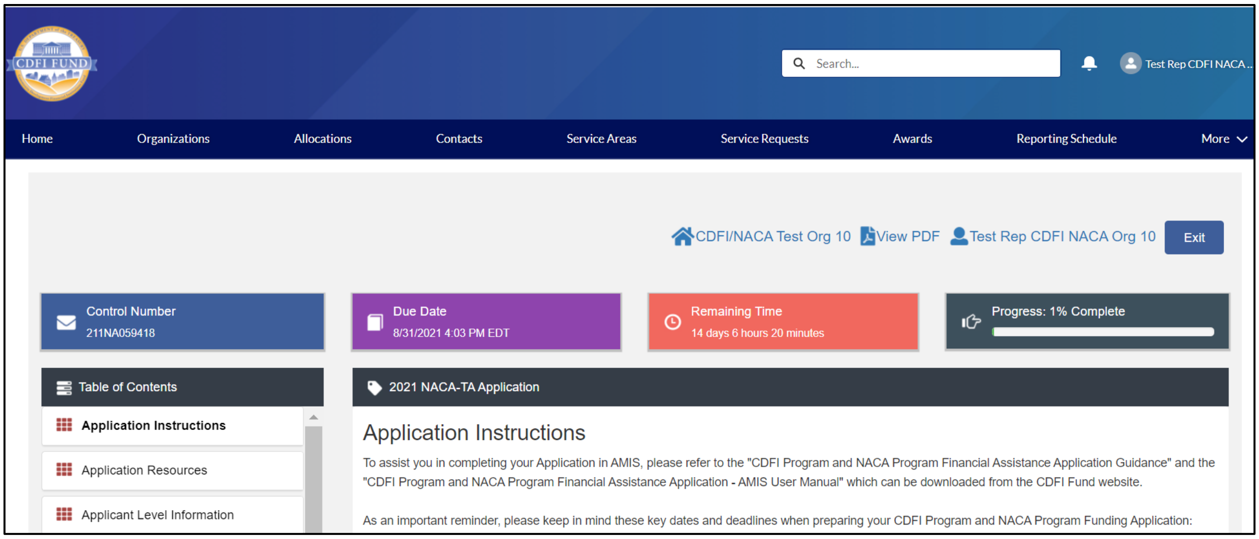


Figure 64. UI Menu Bar

2. Select **View PDF**.

Figure 65. View PDF

3. This will open a PDF of the application and your responses in a new window. Your browser's PDF viewer will have a button (usually an arrow as highlighted in the example below) that will allow you to download and save the PDF.

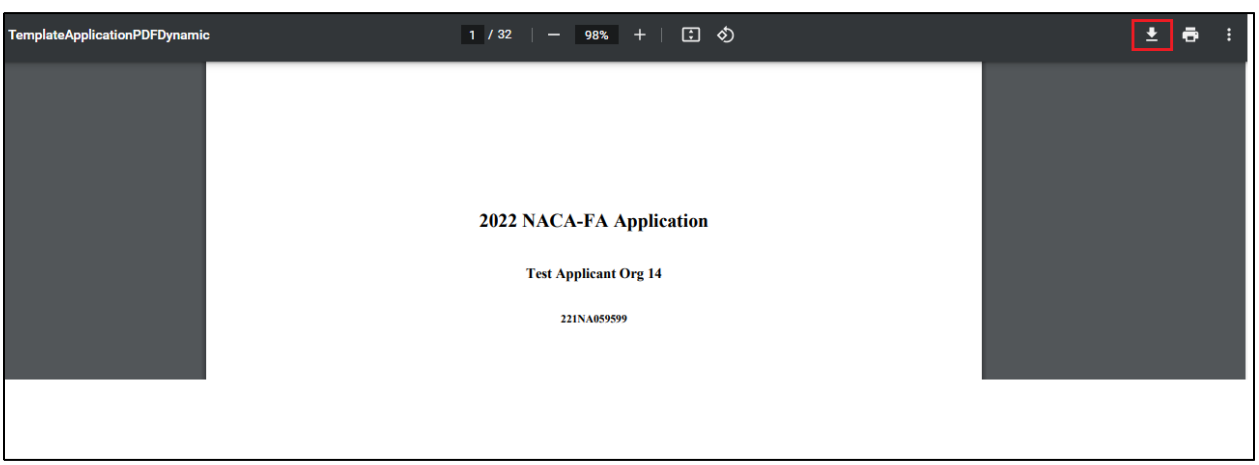


Figure 66. Application PDF Open in a New Browser Window (in Chrome)

5.0 TA Application Specific Guidance

This section includes additional guidance for navigating select TA Application sections/subsections in the Application Template UI, including:

- 5.1 Entering Bank Holding Company subsidiary information, if applicable.
- 5.2 Uploading a Bank Holding Companies Subsidiary Certification Page, if applicable.
- 5.3 Attaching your SF-424 form to your application.
- 5.4 Indicating your "Technical Assistance Request Amount".
- 5.5 Inputting your Application Financial Data.
- 5.6 Answering Compliance Evaluation Questions.

> ***Note:*** *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the applicant specific subsection entitled: Bank Holding Companies.*

5.1 Bank Holding Companies: Applicant Specific Subsection

This subsection is only visible/applicable to Applicants that are Bank Holding Companies.

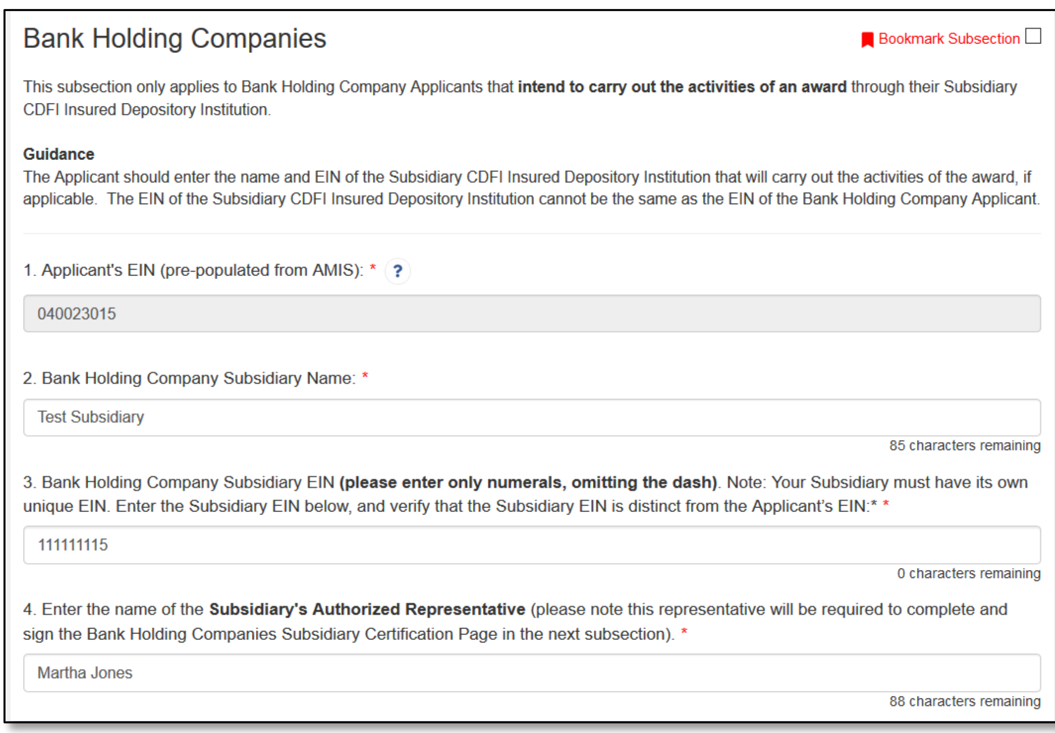


Figure 67. Bank Holding Companies Subsection

Bank Holding Companies are required to provide information on their subsidiaries in this subsection.

<u>Question 1:</u> Applicant's EIN

The Applicant's EIN is pre-populated from the Applicant's organization record in AMIS.

<u>Question 2:</u> Bank Holding Company Subsidiary Name

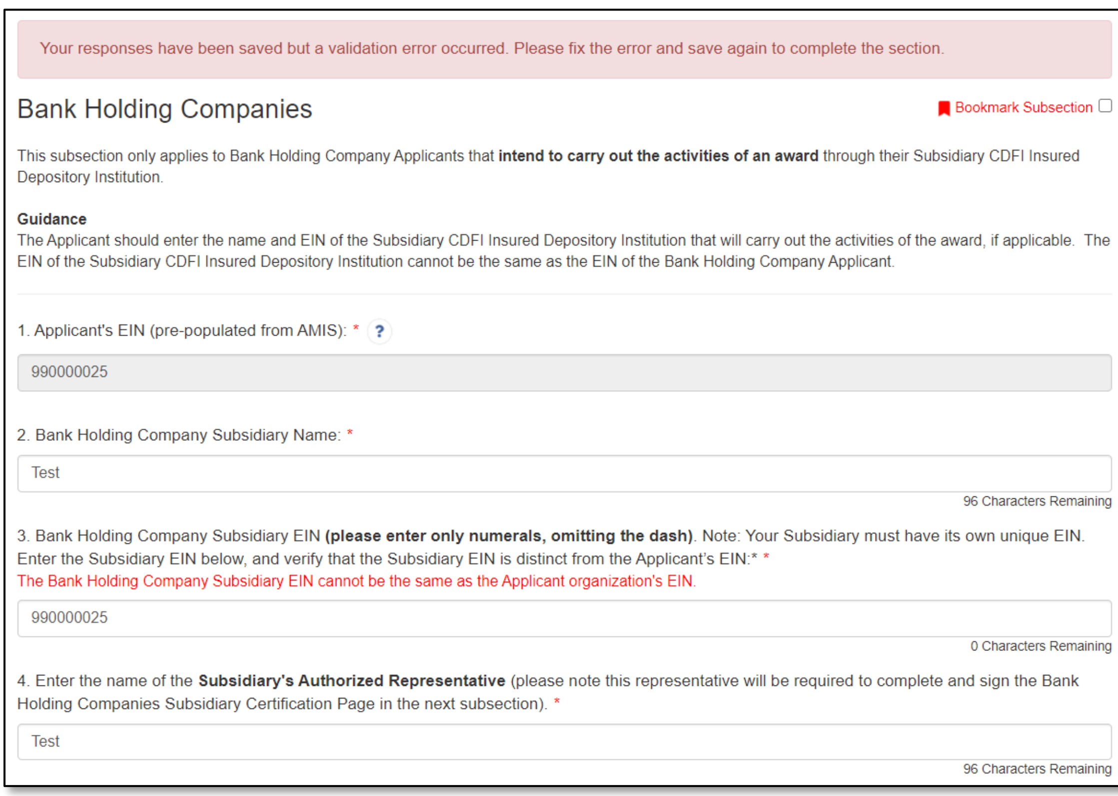
Enter the name of the Applicant's subsidiary.

<u>Question 3:</u> Bank Holding Company Subsidiary EIN

Enter the Subsidiary EIN. **Please enter numerals only,** omitting the dash typically used in EIN formatting.

The Subsidiary EIN <u>must</u> be distinct from the Applicant organization's EIN. Ensure that the EIN entered in this field does not match the Applicant EIN displayed in Question 1.

If you enter the same EIN, you will receive the following validation error that will need to be corrected before you are able to save this subsection:



Your responses have been saved but a validation error occurred. Please fix the error and save again to complete the section.

Bank Holding Companies

Bookmark Subsection

This subsection only applies to Bank Holding Company Applicants that **intend to carry out the activities of an award** through their Subsidiary CDFI Insured Depository Institution.

Guidance

The Applicant should enter the name and EIN of the Subsidiary CDFI Insured Depository Institution that will carry out the activities of the award, if applicable. The EIN of the Subsidiary CDFI Insured Depository Institution cannot be the same as the EIN of the Bank Holding Company Applicant.

1. Applicant's EIN (pre-populated from AMIS): * ?

990000025

2. Bank Holding Company Subsidiary Name: *

Test

96 Characters Remaining

3. Bank Holding Company Subsidiary EIN **(please enter only numerals, omitting the dash)**. Note: Your Subsidiary must have its own unique EIN. Enter the Subsidiary EIN below, and verify that the Subsidiary EIN is distinct from the Applicant's EIN:* *

The Bank Holding Company Subsidiary EIN cannot be the same as the Applicant organization's EIN.

990000025

0 Characters Remaining

4. Enter the name of the **Subsidiary's Authorized Representative** (please note this representative will be required to complete and sign the Bank Holding Companies Subsidiary Certification Page in the next subsection). *

Test

96 Characters Remaining

Figure 68. Validation Error for Matching Subsidiary and Applicant EINs

Question 4: Subsidiary Authorized Representative
Enter the name of an Authorized Representative for the subsidiary. This representative will be required to complete and sign the Bank Holding Companies Subsidiary Certification Page in the next subsection. Please consult this year's CDFI & NACA Program TA Application Guidance for more information about Authorized Representative eligibility.

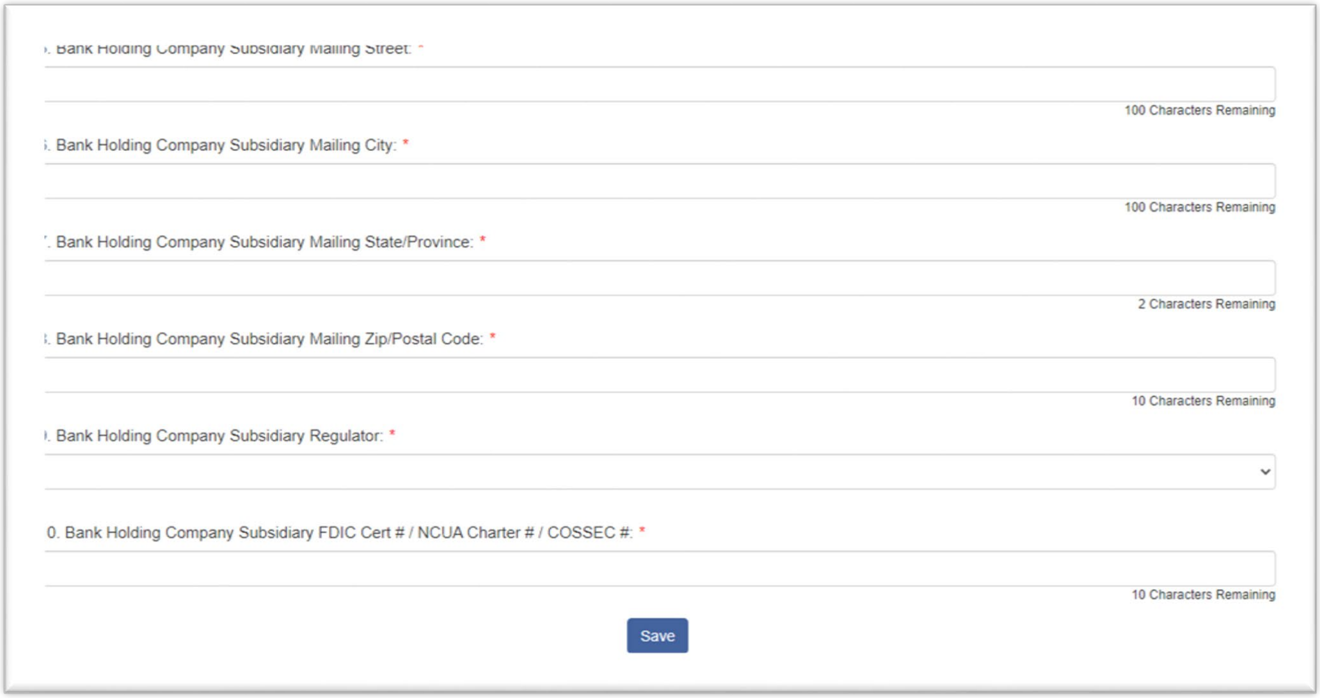


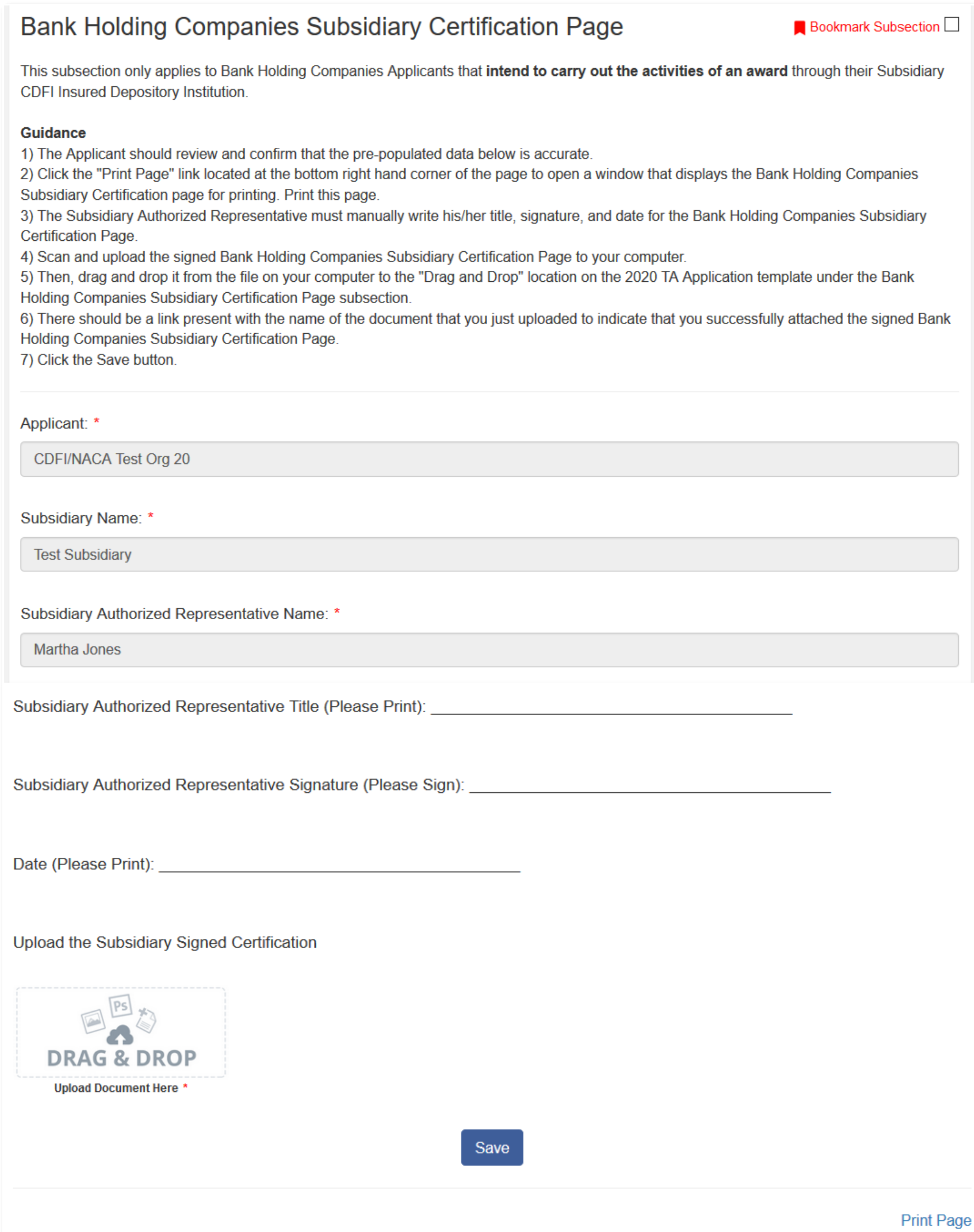
Figure 69. Bank Holding Companies Subsection Continued

Questions 5 - 10:
Enter the mailing street, mailing city, mailing state/province, mailing zip/postal code, as well as the regulator name of your DIHC Subsidiary Regulator.

Question 11: FDIC Cert # / NCUA Charter # / COSSEC #
Enter the FDIC certification number, the NCUA charter number or the COSSEC number of your DIHC Subsidiary Regulator.

5.2 Bank Holding Companies Subsidiary Certification Page: Applicant Specific Subsection

This subsection is only visible/applicable to Applicants that are Bank Holding Companies.



Bank Holding Companies Subsidiary Certification Page

Bookmark Subsection ☐

This subsection only applies to Bank Holding Companies Applicants that **intend to carry out the activities of an award** through their Subsidiary CDFI Insured Depository Institution.

Guidance

1) The Applicant should review and confirm that the pre-populated data below is accurate.
2) Click the "Print Page" link located at the bottom right hand corner of the page to open a window that displays the Bank Holding Companies Subsidiary Certification page for printing. Print this page.
3) The Subsidiary Authorized Representative must manually write his/her title, signature, and date for the Bank Holding Companies Subsidiary Certification Page.
4) Scan and upload the signed Bank Holding Companies Subsidiary Certification Page to your computer.
5) Then, drag and drop it from the file on your computer to the "Drag and Drop" location on the 2020 TA Application template under the Bank Holding Companies Subsidiary Certification Page subsection.
6) There should be a link present with the name of the document that you just uploaded to indicate that you successfully attached the signed Bank Holding Companies Subsidiary Certification Page.
7) Click the Save button.

Applicant: *

CDFI/NACA Test Org 20

Subsidiary Name: *

Test Subsidiary

Subsidiary Authorized Representative Name: *

Martha Jones

Subsidiary Authorized Representative Title (Please Print): ______________________________

Subsidiary Authorized Representative Signature (Please Sign): ______________________________

Date (Please Print): ______________________________

Upload the Subsidiary Signed Certification

DRAG & DROP

Upload Document Here *

Save

Print Page

Figure 70. Bank Holding Companies Subsidiary Certification Page

The Subsidiary Authorized Representative (identified in the previous subsection) is required to review, print and sign this page.

1. The Applicant should review and confirm that the pre-populated data is accurate.
2. Click the "Print Page" link located at the bottom right-hand corner of the page to open a window that displays the Bank Holding Companies Subsidiary Certification page for printing. Print this page.
3. The Subsidiary Authorized Representative must manually write his/her title, signature, and date for the Bank Holding Companies Subsidiary Certification Page.
4. Scan and upload the signed Bank Holding Companies Subsidiary Certification Page to your computer.
5. Then, drag and drop it from the file on your computer to the "Drag and Drop" location on the 2022 TA Application template under the Bank Holding Companies Subsidiary Certification Page subsection.
6. There should be a link present with the name of the document that you just uploaded to indicate that you successfully attached the signed Bank Holding Companies Subsidiary Certification Page.
7. Click the Save button.

Note: *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: Associated SF-424 Record.*

5.3 Associated SF-424 Record: Attaching your SF-424 to your Application

All Applicants are required to submit the initial component of their FY 2022 CDFI-NACA Program Application using the Grants.gov portal, the official website for federal grant information and applications. The only component of the CDFI-NACA Application submitted via Grants.gov is the Standard Form (SF-424) Mandatory Form. The SF-424 is required for all Applicants.

The registration for Grants.gov and the processing time needed to review your SF-424 submission will take several days so it is recommended that Applicants begin this process before they start their Application in AMIS.

Once your SF-424 is validated by Grants.gov, a record for your SF-424 will be generated in AMIS. You will need to link your SF-424 record to your CDFI-NACA Funding Application in the Application UI.

To attach your SF-424:

1. Within the 2022 CDFI/NACA application, expand the “Applicant Level Information” section in the menu bar. Click on the “Associated SF-424 Record” subsection.

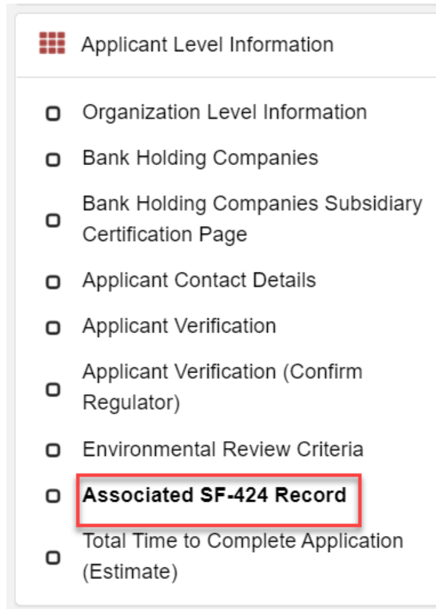


Figure 71. Associated SF-424 Record Subsection in Menu

2. The subsection will display a single related record question. Click in the gray “Search Records” box and begin typing the word “Grant”.

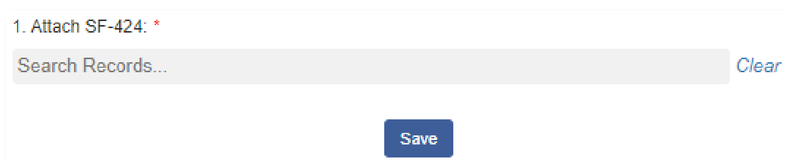


Figure 72. Attach SF-424 Related Record Field

3. SF-424 records associated with your organization will appear in the related record list. If you have submitted multiple SF-424s in Grants.gov, please select the correct SF-424 by referencing the SF-424 ID (the record number starting with “GRANT xxxxxxxx”). If your SF-424 does not appear, but you have received confirmation from Grants.gov that your SF-424 has been successfully submitted **and validated,** please contact the CDFI-NACA Program Team by submitting a Service Request in AMIS with the Subject: “Missing SF-424 in Current Year Funding Application Template”.

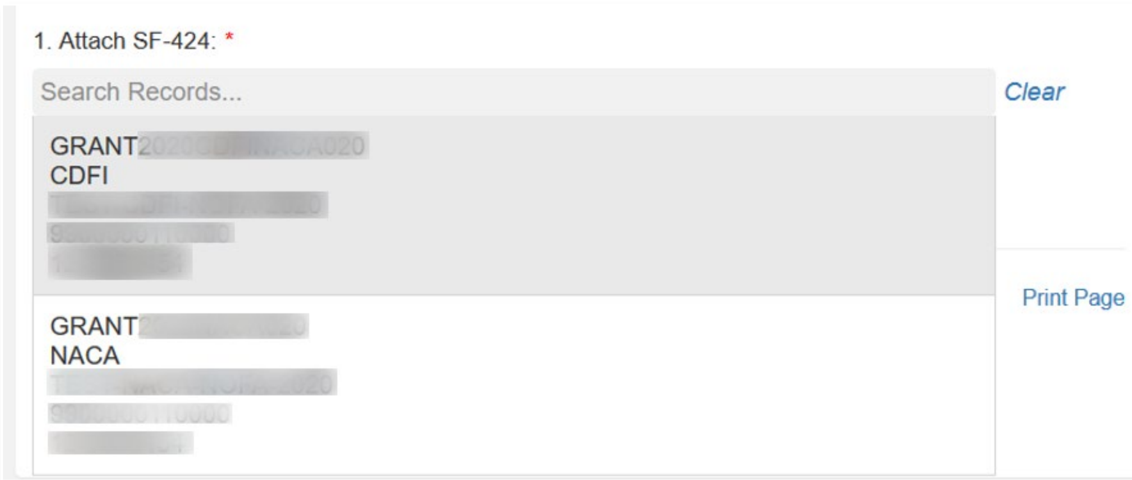


Figure 73. SF-424 Record for Your Organization in Related Record List

4. Verify that it is the correct record by confirming that the correct Program (CDFI or NACA) is listed below the grant name, and the Funding Opportunity Number listed is “CDFI-2022-FATA”, or “CDFI-2022-NACA” if applying under NACA. The SF-424 ID corresponds to your SF-424’s Grants.gov Tracking Number (GRANTxxxxxxxx).

   NOTE: Applicants’ AMIS records and Grants.gov records are linked by the Applicant’s DUNS Number. If the DUNS field does not match the DUNS field in your AMIS account, the SF-424 will not populate in your AMIS account, and you will not be able to submit the Application in AMIS. Check your Organization detail page in AMIS to ensure your DUNS Number matches the DUNS Number on your SF-424.

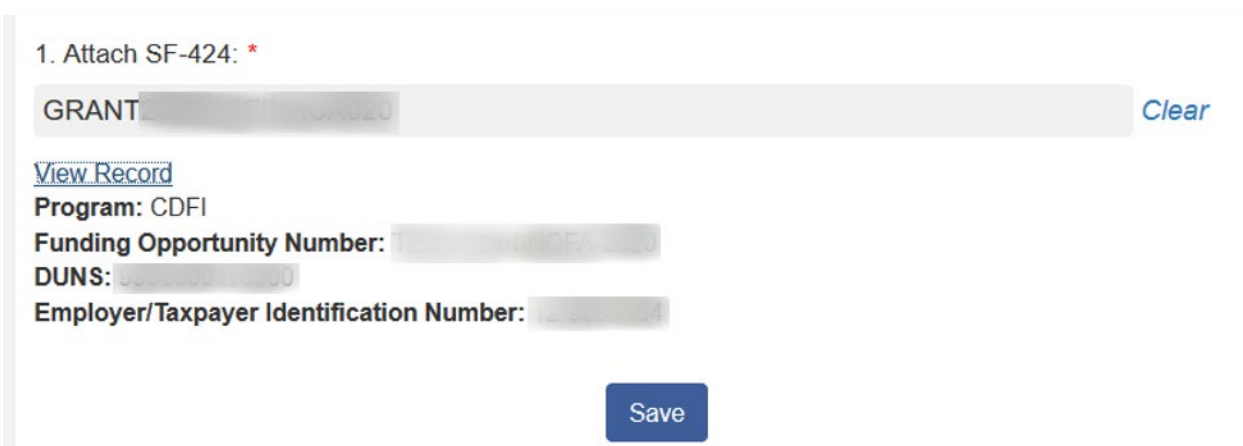


Figure 74. Selected SF-424 Record

5. If you have selected the incorrect record and need to choose another, select the “Clear” button to the right of the gray box and re-select the correct record.

6. Once you select an SF-424 record and click **Save**, you will see additional information listed below the related record field.

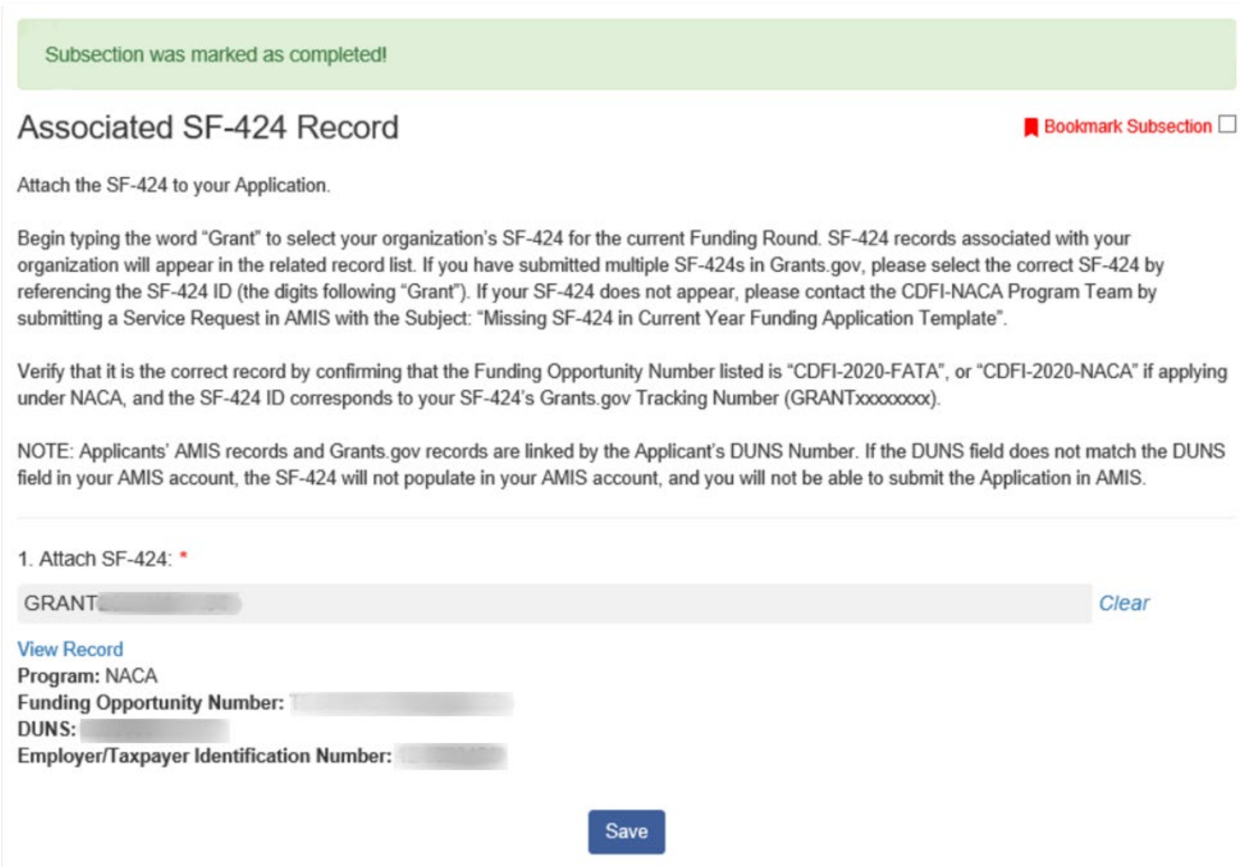


Figure 75. Successfully Attached SF-424 Record

7. Your SF-424 record has successfully been attached if you receive the positive validation “Subsection was marked as completed!” and a green checkmark next to the Associated SF-424 Record subsection in the menu.

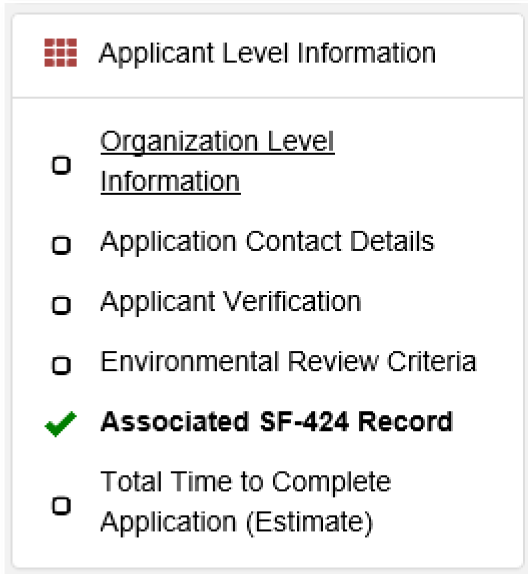


Figure 76. Subsection SF-424 Marked Complete in Menu

> ***Note:*** *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: Technical Assistance Request.*

5.4 Technical Assistance Request Details

This section collects data necessary for analyzing your organization's request for Technical Assistance funding.

Technical Assistance Request

Within the Technical Assistance Request subsection, applicants should enter the amount of Technical Assistance you are requesting and the anticipated first payment amount.

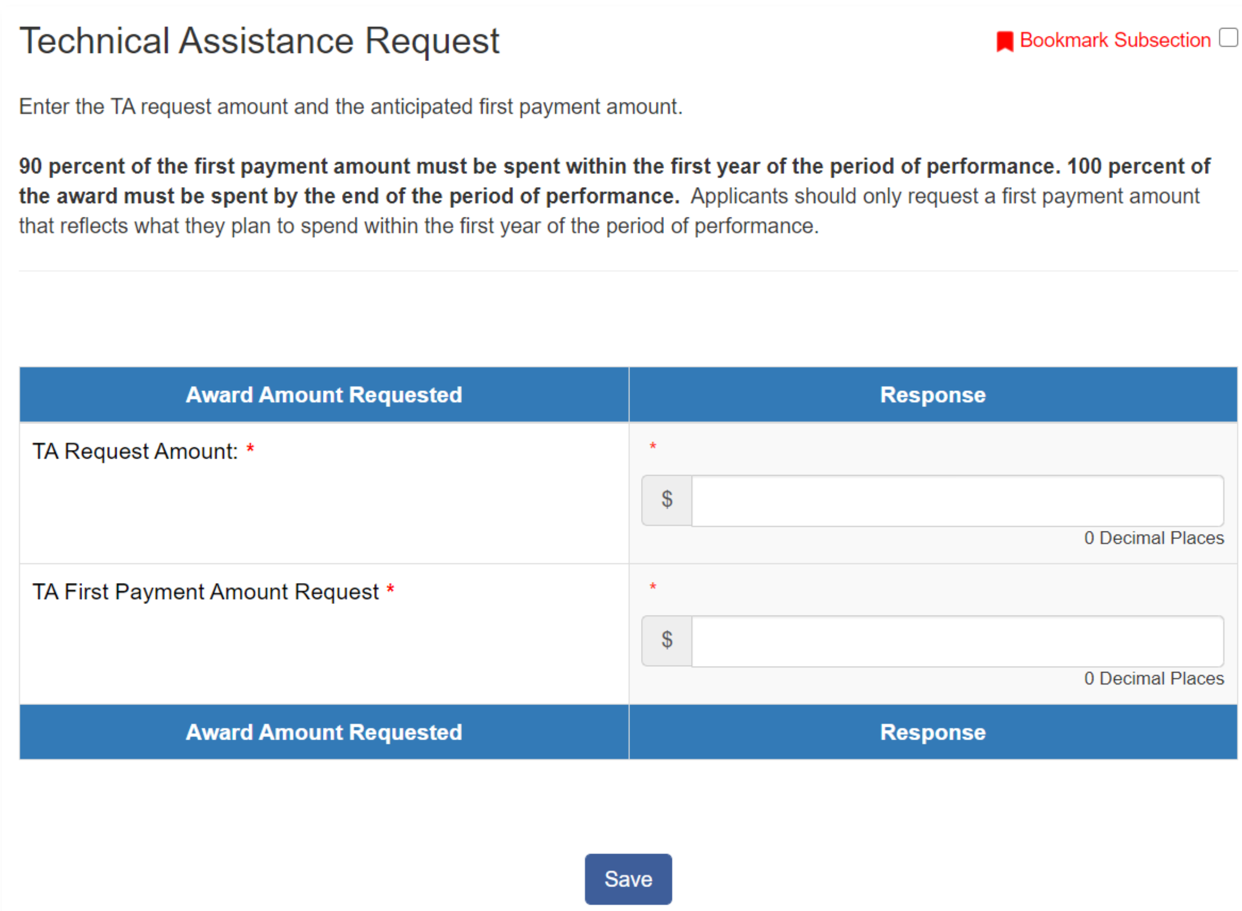


Figure 77. Technical Assistance Request Subsection

<u>Question 1:</u> TA Request Amount

The total amount of Technical Assistance you are requesting must be within the minimum and maximum award amounts as defined in the corresponding NOFA. You will receive a validation error if your requested amount is less than the minimum or greater than the maximum.

Enter the amount you are requesting for Technical Assistance.

<u>Question 2:</u> TA First Payment Amount Request

Enter your first payment amount request. The **TA First Payment Amount Request** cannot exceed the **TA Request Amount.**

> ***Note:*** *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: Verify Financial Institution Type.*

5.5 Application Financial Data

This section is designed to collect financial data from your organization. Some data in this section will be auto-populated by AMIS.

Verify Financial Institution Category

Your Organization's financial institution category is displayed in the Verify Financial Institution Category subsection. Verify your institution category is correct and continue to the next subsection. If this information is not correct, you must edit/update the information directly on your Organization profile page in AMIS before continuing with your Application.

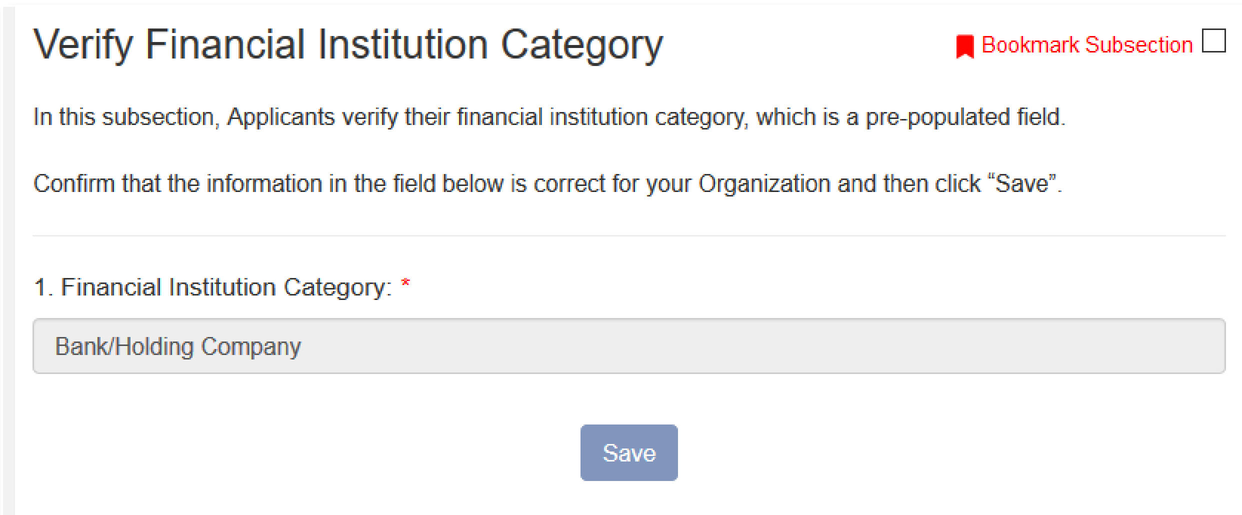


Figure 78. Verify Financial Institution Category Subsection

Financial Attachments (Unregulated Applicants Only)

This subsection is only applicable to Unregulated Applicants. Regulated Institutions will not see this subsection and should proceed to the Application Financial Data instructions.

Please refer to the Technical Assistance (TA) Application Guidance document for additional guidance on required financial attachments, located on the Step 2: Application Process webpage under Technical Assistance Application Materials.

Financial Attachments

Bookmark Subsection

Unregulated Applicants (loan funds, venture capital funds, and other non-Insured Depository Institutions) must attach the required attachments.

1. **Audited Financial Statements** for your organization's three Most Recent Historical Fiscal Years.
   - **This question requires 3 attachments.**

DRAG & DROP

Upload Document Here *

2. **Interim Financial Statements:** Current Year-to-Date Unaudited Internally Prepared Financial Statements as of December 31.
   - **This question requires 1 attachment.**

DRAG & DROP

Upload Document Here *

3. A **Management Letter** for the Most Recent Historical Year OR a **Statement in Lieu of Management Letter** for the Most Recent Historic Fiscal Year is required from Applicants. If your organization did not receive a Management Letter, as defined in the applicable Notice of Funds Availability (NOFA), a template is provided in AMIS to be completed in this subsection. The Statement in Lieu of a Management Letter is attested to for accuracy and completeness by an Authorized Representative of your organization as part of the overall Attestation when you submit the Application.
Click to view a sample Management Letter. Note: this is not your auditor's opinion letter.
Management Letters: please read the three options below and select a corresponding choice that describes your organization from the drop-down box at the bottom of the section. All Applicants must select one of the three available Management Letter options for Question 3.1.

Figure 79. Financial Attachments Subsection

Applicants use the drag and drop upload field to provide all required Attachments.

3. A **Management Letter** for the Most Recent Historical Year OR a **Statement in Lieu of Management Letter** for the Most Recent Historic Fiscal Year is required from Applicants. If your organization did not receive a Management Letter, as defined in the applicable Notice of Funds Availablity (NOFA), a template is provided in AMIS to be completed in this subsection. The Statement in Lieu of a Management Letter is attested to for accuracy and completeness by an Authorized Representative of your organization as part of the overall Attestation when you submit the Application.
Click to view a sample Management Letter. Note: this is not your auditor's opinion letter.

Management Letters: please read the three options below and select a corresponding choice that describes your organization from the drop-down box at the bottom of the section. All Applicants must select one of the three available Management Letter options for Question 3.1.

3.1.a. **Applicant is a new CDFI with no Application Financial Data Attachments to provide:** As a newly formed CDFI (that has not yet been audited), we do not have any Application Financial Data Attachments, including Audited Financial Statements or Management Letters/Statements in Lieu of Management Letters to provide.
- **This selection requires no attachments.**

3.1.b. **Applicant with a Management Letter to attach:** My CDFI has a management letter meeting the requirements as defined in the NOFA for Financial Assistance (FA) awards or Technical Assistance (TA) grants under the Community Development Financial Institutions Program (CDFI Program), or the NOFA for FA awards and TA grants under the Native American CDFI Assistance Program (NACA Program), or my CDFI's A-133 (Single Audit) is included in the attached audited financial statements. **Note: If you have questions about whether a document meets the requirements set forth in the FA Application guidance, reach out to CDFI Fund staff via a service request.**
- **This selection requires 1 attachment.**

3.1.c. **Applicant needing to Attest to a Statement in Lieu of Management Letter in AMIS:** I do hereby certify and attest that the audit firm that conducted our CDFI's most recent historic fiscal year audit did not provide a Management Letter, as defined in the NOFA for Financial Assistance (FA) awards or Technical Assistance (TA) grants under the Community Development Financial Institutions Program (CDFI Program), or the NOFA for FA awards and TA grants under the Native American CDFI Assistance Program (NACA Program). *

Use the drop-down box to select one of the three options above.

Figure 80. Financial Attachments Question 3

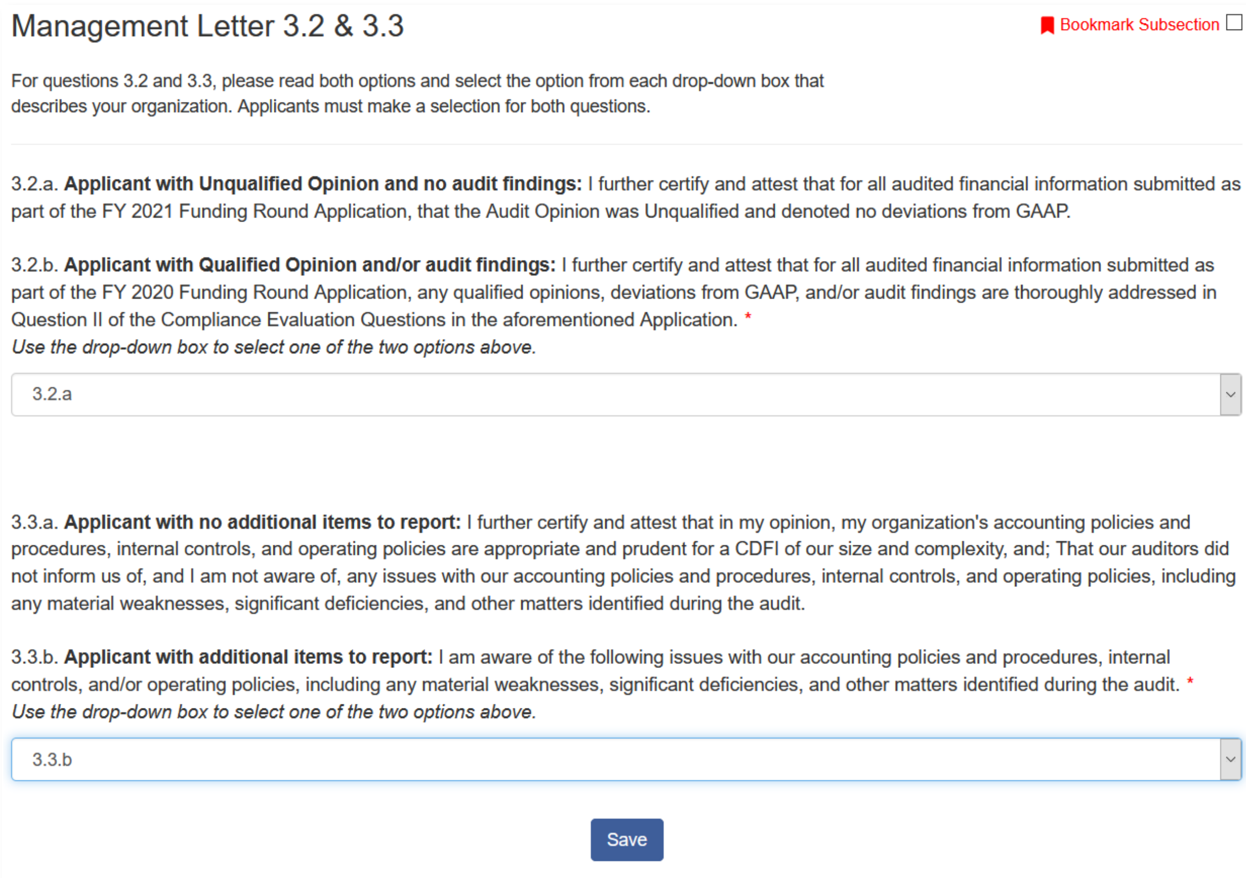
Question 3 requires that an applicant select one of the following options from a dropdown:

3.1.a. Applicant is a new CDFI with no Application Financial Data Attachments to provide

3.1.b. Applicant with a Management Letter to attach

3.1.c. Applicant needing to Attest to a Statement in Lieu of Management Letter in AMIS

If 3.1.c. is selected, the Management Letter 3.2 & 3.3 subsection will appear (shown below) and applicants will have to complete two more dropdowns.



Management Letter 3.2 & 3.3

Bookmark Subsection

For questions 3.2 and 3.3, please read both options and select the option from each drop-down box that describes your organization. Applicants must make a selection for both questions.

3.2.a. **Applicant with Unqualified Opinion and no audit findings:** I further certify and attest that for all audited financial information submitted as part of the FY 2021 Funding Round Application, that the Audit Opinion was Unqualified and denoted no deviations from GAAP.

3.2.b. **Applicant with Qualified Opinion and/or audit findings:** I further certify and attest that for all audited financial information submitted as part of the FY 2020 Funding Round Application, any qualified opinions, deviations from GAAP, and/or audit findings are thoroughly addressed in Question II of the Compliance Evaluation Questions in the aforementioned Application. *

Use the drop-down box to select one of the two options above.

3.2.a

3.3.a. **Applicant with no additional items to report:** I further certify and attest that in my opinion, my organization's accounting policies and procedures, internal controls, and operating policies are appropriate and prudent for a CDFI of our size and complexity, and; That our auditors did not inform us of, and I am not aware of, any issues with our accounting policies and procedures, internal controls, and operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit.

3.3.b. **Applicant with additional items to report:** I am aware of the following issues with our accounting policies and procedures, internal controls, and/or operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit. *

Use the drop-down box to select one of the two options above.

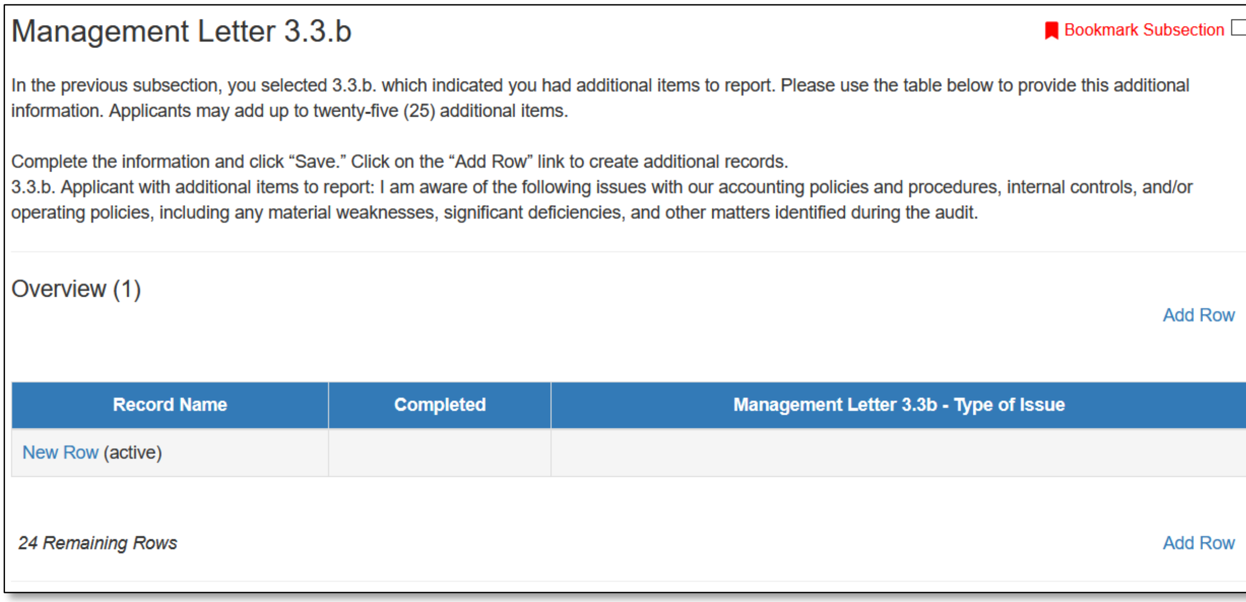
3.3.b

Save

Figure 81. Management Letter 3.2 & 3.3 Subsection

The first dropdown asks the applicant to choose between two options based on whether or not the applicant has a qualified opinion and/or audit findings. The second asks applicants to choose between **3.3.a. Applicant with no additional items to report** and **3.3.b. Applicant with additional items to report**.

If the Applicant has additional items to report, then select 3.3.b and the Management Letter 3.3.b subsection will appear.



Management Letter 3.3.b

Bookmark Subsection

In the previous subsection, you selected 3.3.b. which indicated you had additional items to report. Please use the table below to provide this additional information. Applicants may add up to twenty-five (25) additional items.

Complete the information and click “Save.” Click on the “Add Row” link to create additional records.
3.3.b. Applicant with additional items to report: I am aware of the following issues with our accounting policies and procedures, internal controls, and/or operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit.

Overview (1)

Add Row

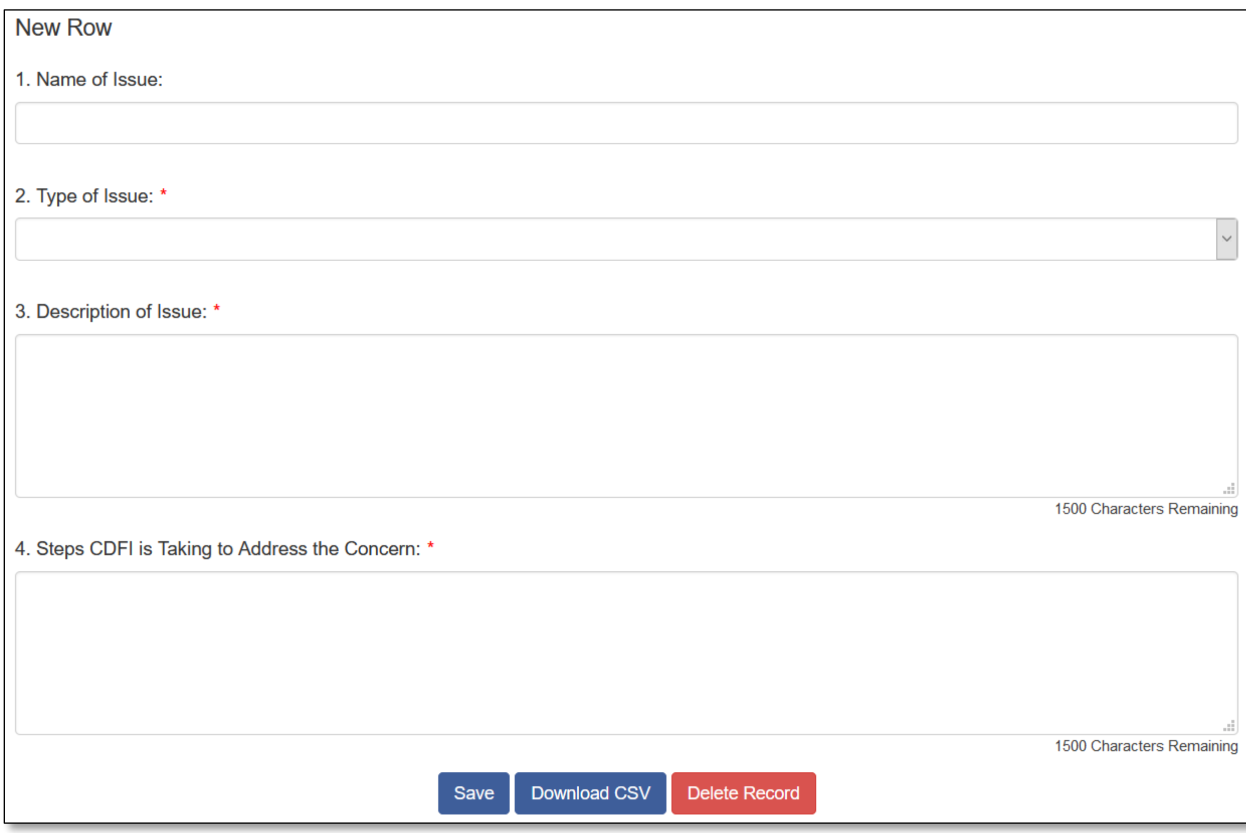
Record Name	Completed	Management Letter 3.3b - Type of Issue
New Row (active)		

24 Remaining Rows

Add Row

Figure 82. Management Letter 3.3.b Subsection

Click **New Row** and fill in the following fields. It is recommended but not required to give the issue a name (question 1).



New Row

1. Name of Issue:

2. Type of Issue: *

3. Description of Issue: *

1500 Characters Remaining

4. Steps CDFI is Taking to Address the Concern: *

1500 Characters Remaining

Save | Download CSV | Delete Record

Figure 83. New Row Fields

Once you are done, click **Save**. You also have the option to download the Comma Separated Values File (CSV File) or to delete the record at the bottom of the page.

Application Financial Data

Applicants are required to enter financial data for the three most recent historic fiscal years, the current fiscal year, and three projected fiscal years. For additional guidance on required Application Financial Data, please refer to the Technical Assistance (TA) Application Guidance document located on the [Step 2: Application Process webpage under Technical Assistance Application Materials](). Applicants can also use the "Application Financial Data Inputs Workbook - FOR REFERENCE ONLY" workbook found on the webpage linked above to collect the required Application Financial Data offline before entering it into AMIS.

Important: A response (even if zero "0") is required in all data input fields in order to submit your Application. Only fields required of your Organization, based on your Organization's Financial Institution Type as defined in AMIS ((a) Unregulated, (b) Credit Union, or (c) Bank) are visible as you complete this section.

	Historic 3	Historic 2	Historic 1	Current
Fiscal Year Selection *	* 2017	* 2018	* 2019	* 2020
Assets				
Unrestricted Cash & Cash Equivalents ($) *	* $ 123,797,000 0 Decimal Places	* $ 109,993,000 0 Decimal Places	* $ 170,662,000 0 Decimal Places	* $ 342,664,000 0 Decimal Plac
Allowance for Loan and Lease Losses ($) *	* $ 27,422,000 0 Decimal Places	* $ 28,709,000 0 Decimal Places	* $ 33,117,000 0 Decimal Places	* $ 29,387,000 0 Decimal Plac
Average Assets ($) *	* $ 3,685,922,000 0 Decimal Places	* $ 3,810,143,000 0 Decimal Places	* $ 3,859,111,000 0 Decimal Places	* $ 4,063,275,000 0 Decimal Plac
Earning Assets ($) *	* $ 3,330,925,000 0 Decimal Places	* $ 3,447,738,000 0 Decimal Places	* $ 3,586,220,000 0 Decimal Places	* $ 3,740,011,000 0 Decimal Plac
Total Assets ($) *	* $ 3,731,435,000 0 Decimal Places	* $ 3,821,277,000 0 Decimal Places	* $ 3,940,018,000 0 Decimal Places	* $ 4,122,133,000 0 Decimal Plac
Liabilities				
Total Liabilities ($) *	* $ 3,370,625,000 0 Decimal Places	* $ 3,443,870,000 0 Decimal Places	* $ 3,550,538,000 0 Decimal Places	* $ 3,702,840,000 0 Decimal Plac
Net Assets				
Tier 1 Capital ($) *	* $ 331,949,000 0 Decimal Places	* $ 348,491,000 0 Decimal Places	* $ 360,829,000 0 Decimal Places	* $ 389,117,000 0 Decimal Plac

Figure 84. Application Financial Data Subsection

Table:

The Fiscal Year Selection row is automatically populated based on the Fiscal Year End field on your Organization Record in AMIS.

Enter the amount/number in the fields within the Application Financial Data subsection. Each field in this subsection has an error check in place to ensure data quality.

> ***Note:*** *This table is designed with a cascading column and row header to aid data entry. Due to the size of this table, you may experience a lag in header movement. If the moving headers are moving slowly or not at all, please try the following troubleshooting tactics:*
> *- Scroll to the bottom of the subsection and click **Save** to record any data you have already entered. Then, refresh the application page.*
> *-Try scrolling more slowly down or across the page.*
> *-After saving the subsection, the **Exit** button in the upper right-hand corner of the page to exit the application. Then, re-open the application and re-load this subsection.*
> *- If possible, try opening the application in a different web browser or with a different internet connection.*
> *- Try zooming out within your browser window so that more of the table is visible.*

On-Balance Sheet Financial Products Closed in Designated Qualified Opportunity Zones

In this subsection, Applicants provide three historic fiscal years, the current fiscal year, and three projected fiscal years of on-balance sheet Financial Products projected to close in designated Qualified Opportunity Zones.

On-Balance Sheet Financial Products Closed in Opportunity Zones	Historic 3	Historic 2	Historic 1	Current
Fiscal Year Selection	2018	2019	2020	2021
On-Balance Sheet Loans closed in Opportunity Zones serving an Eligible Market and/or Target Market ($) *	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places
Total Equity Investments closed in Opportunity Zones serving an Eligible Market and/or Target Market ($) *	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places
Loan Guarantees made in Opportunity Zones serving an Eligible Market and/or Target Market ($) *	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places
Total On-Balance Sheet Financial Products closed in Opportunity Zones serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) ($) *	* 0.00	* 0.00	* 0.00	* 0.00

Figure 85. On-Balance Sheet Financial Products Closed in Opportunity Zones Subsection

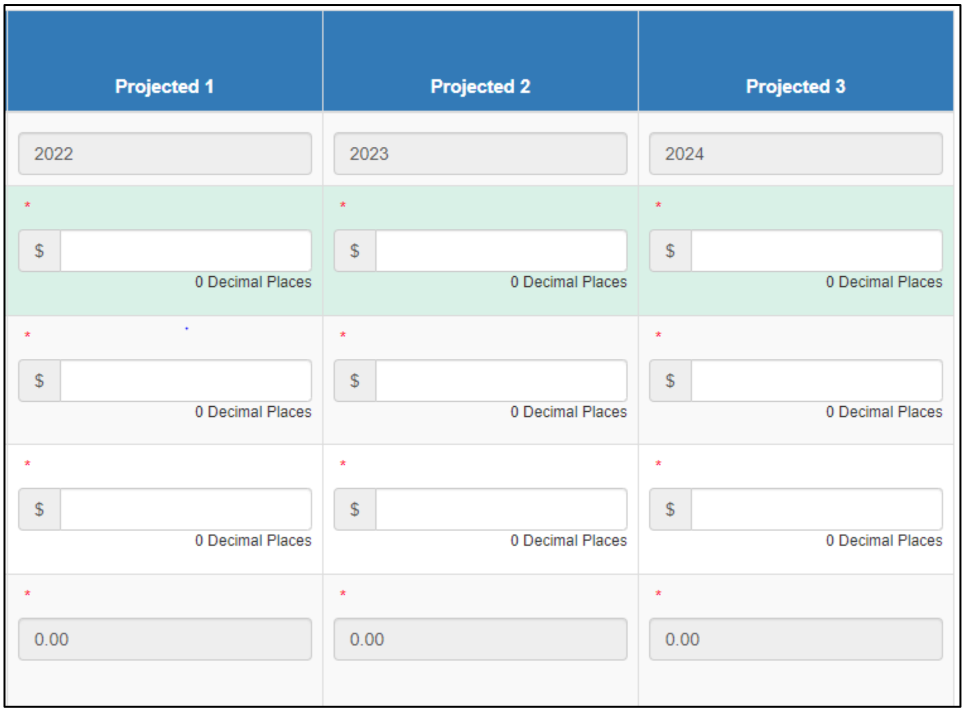


Figure 86. On-Balance Sheet Financial Products Closed in Opportunity Zones Subsection Continued

Table:
The Fiscal Year Selection row is automatically populated based on the Fiscal Year End field on your Organization Record in AMIS.

The Total On-Balance Sheet Financial Products closed in Opportunity Zones serving an Eligible Market and/or Target Market field calculates automatically.

Eligible Market and/or Target Market 60 Percent Validation

This subsection displays the percentage of the Applicant's on-balance sheet loans closed in an Eligible Market and/or approved Target Market. These calculations are derived from the financial inputs entered in the Application Financial Data subsection.

In this subsection Applicants verify that the percent of On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market is 60% or above.

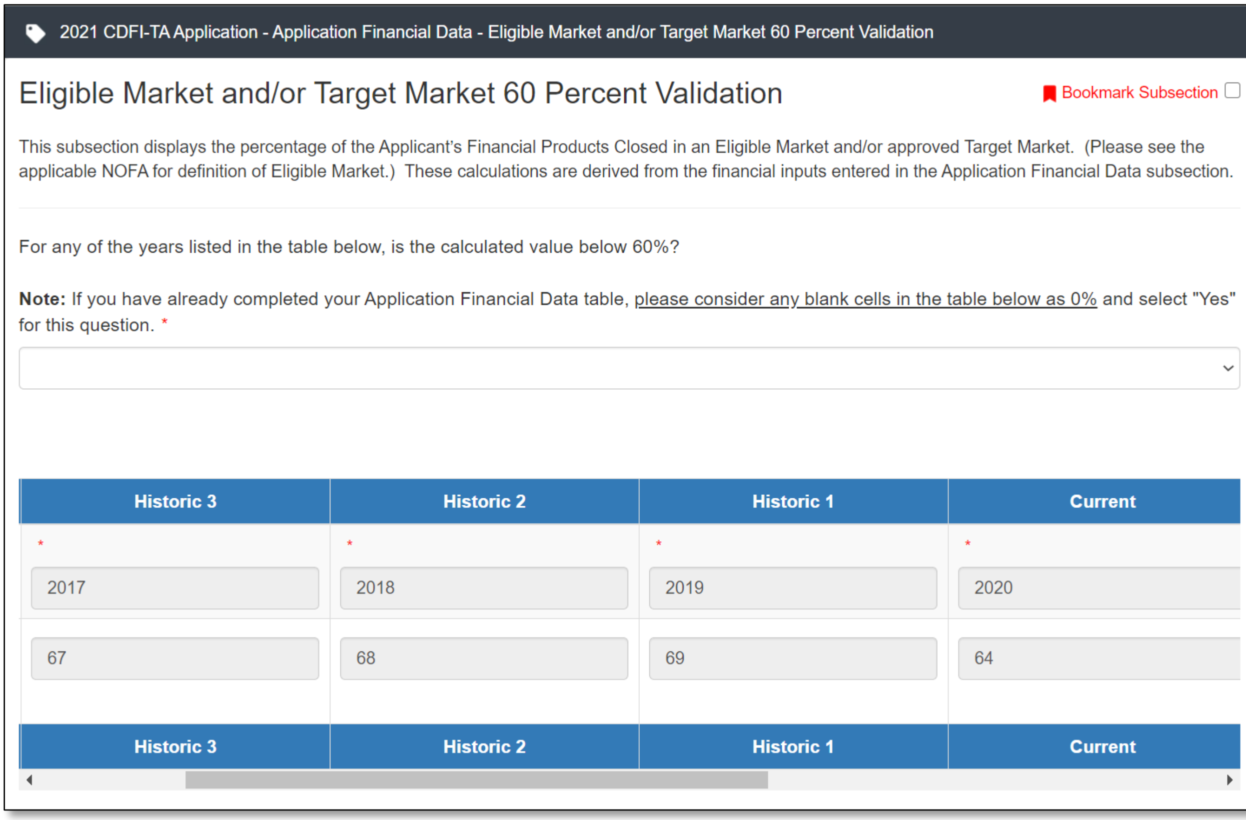


Figure 87. Eligible Market and/or Target Market 60% Validation Subsection

Question 1: For any of the years listed in the table below, is the calculated value below 60%?

Note: If you have already completed your Application Financial Data table, please consider any blank cells in the table below as 0% and select "Yes" for this question.
After verifying the data in the table, provide an answer to the stated question.

If any of the calculated values are below 60% or are blank (and your Application Financial Data table is complete) respond **Yes.** You will be prompted to provide a written justification.

If none of the calculated values are below 60% or blank respond **No.** You will not be prompted to provide a written justification.

Table:
Data in this table is being pulled from information entered in the Application Financial Data subsection.

Verify the information displayed in the table is correct. If changes are needed, values must be changed on the Application Financial Data subsection.

Note: *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the applicant specific subsection entitled: NACA Investment Activities.*

NACA Investment Activities: NACA Applicant Specific Subsection

This subsection is only visible/applicable to NACA Applicants. NACA Applicants must enter on-balance sheet loans closed in Native Communities for the three historic fiscal years, current fiscal year, and three projected fiscal years of financial data.

Important: A response (even if zero "0") is required in all data input fields in order to submit your Application.

Note: *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the Compliance Questions subsection.*

5.6 Compliance Evaluation Questions

Responses are required to all Compliance Evaluation Questions.

Some question responses may trigger a justification to provide more context for your response. In such instances, a new mandatory * text entry box will appear directly beneath the question asking you to "Please provide an explanation:"

Note: C5.1, C5.2, C6.1, C7.1, and/or C.16.1 are conditionally required. These questions are only applicable and triggered to be viewable in AMIS based on an applicant's response to a preceding question, and thus not all questions apply, or are visible, to all applicants. If "No" is selected in response to these questions, you will NOT be prompted with an explanation textbox directly below the question. **You will be instructed to "(Provide explanation in the "Conditionally Required Responses" text box at the bottom of this page.)" and you will need to provide your explanation to these questions at the end of the subsection (at the very bottom of the page) in a large 5,000 character limit textbox entitled, "If your answers to Compliance Questions C5.1, C5.2, C6.1, C7.1 and/or C16.1 above require additional explanation or context, please provide response(s) below.".**

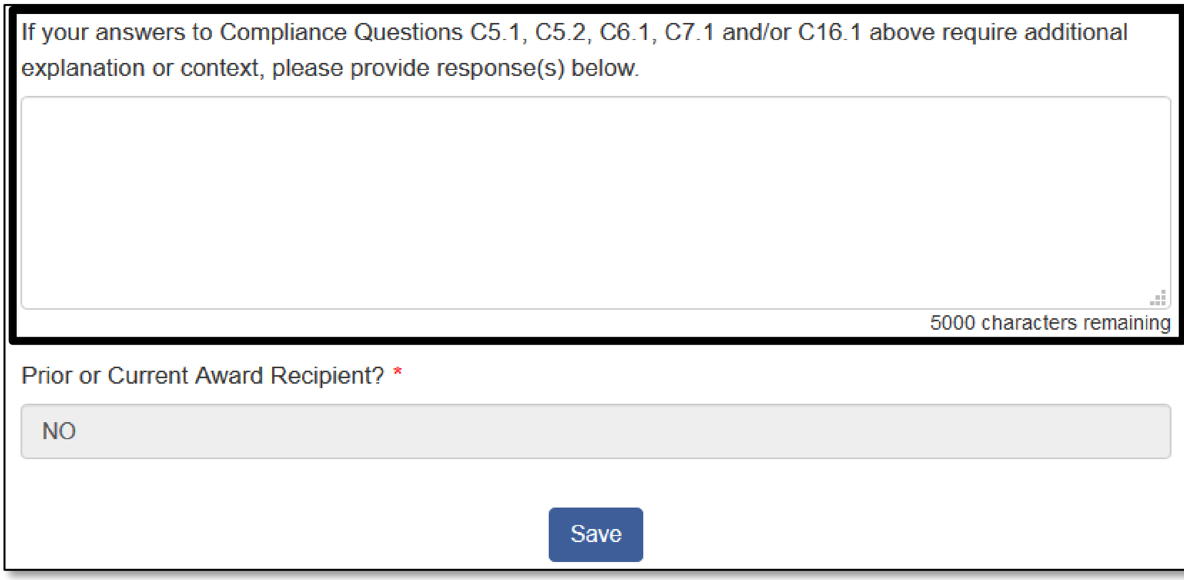


Figure 88. Compliance Questions Subsection – Large textbox at bottom of page showing where to provide additional explanation or context for Questions C5.1, C5.2, C6.1, C7.1 and/or C16.1, if necessary.

To view the complete list of Compliance Evaluation Questions and answer options, see the Appendix in this year's CDFI & NACA Program TA Application Guidance.

6.0 Completing and Submitting your Application

6.1 Printing your Application

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

Figure 89. View PDF Button

This will generate a PDF of your application that you can download using your browser's download function that enables you to save the application to your computer and print. For more information on how to generate a PDF in this application, please see section 4.7 of this document.

6.2 Submitting your Application

All subsections must be marked complete in order for you to submit your application. To check which subsections have been marked complete, look for a green checkmark next to that subsection on the menu bar. Subsections that are incomplete will <u>not have a checkmark</u> and will prevent you from successfully submitting the application.

<u>You will not be able to submit an application until all items are marked complete.</u> If you attempt to submit your application before all subsections are complete, you will receive error messages identifying which subsections remain incomplete or contain validation errors. Correct these subsections before trying to re-submit your application.

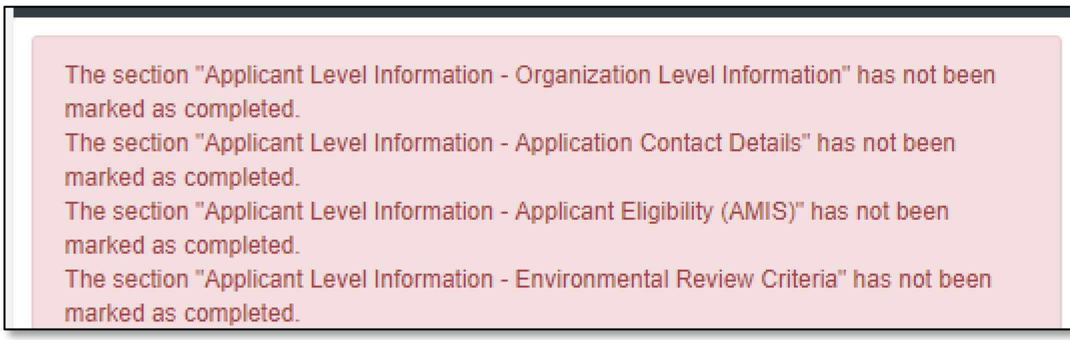


Figure 90. Example of Error Message for Incomplete Subsections

Before you submit your application, the CDFI Fund recommends you closely review your application.

<u>ONCE SUBMITTED, YOUR APPLICATION WILL BE LOCKED, AND RESPONSES CANNOT BE ALTERED.</u>

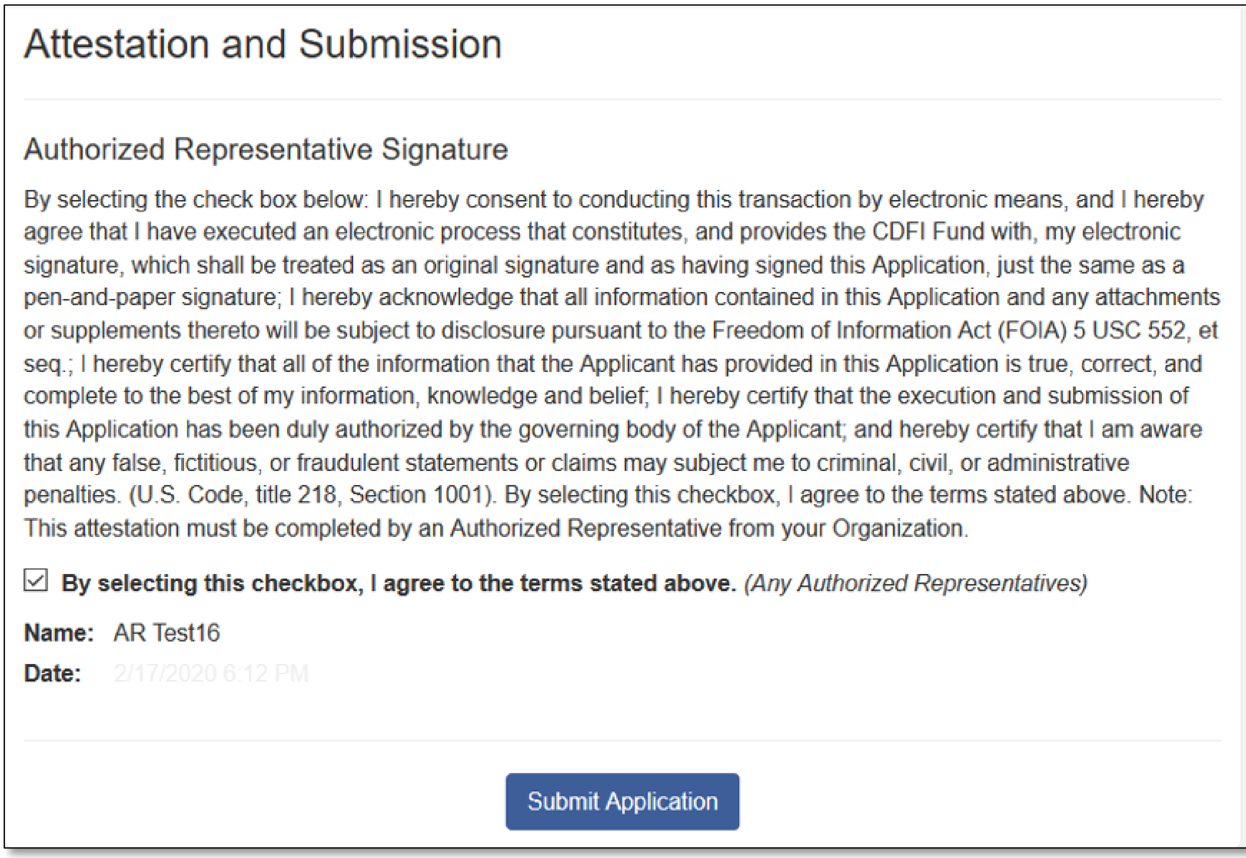
An Authorized Representative will need to attest that the information provided in the application is accurate and complete to the best of your organization's knowledge. Before proceeding to this section, make **SURE** your application is complete, including the upload of all required attachments and table information.

To Attest and Submit an application:

1. Log in to the Application as an Authorized Representative. <u>Only Authorized Representatives will be able to Attest to the application.</u>

2. Select the **Attestation and Submission** tab from the very bottom of the menu bar.

3. Read the attestation and signify agreement with the statement by selecting the checkbox. Once the checkbox is selected, the Designated Authorized Representative's name and the time and date of attestation will appear on this page.



Attestation and Submission

Authorized Representative Signature

By selecting the check box below: 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. Note: This attestation must be completed by an Authorized Representative from your Organization.

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

Name: AR Test16

Date: 2/17/2020 6:12 PM

Submit Application

Figure 91. Attestation and Submission Page

4. Once the statement is attested to, either an Authorized Representative, or a Point of Contact, may submit the application. 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.

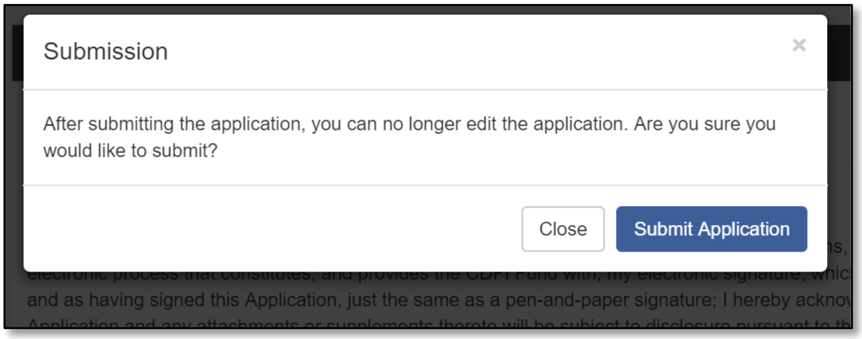


Figure 92. Submission Dialog Box

5. If any of your subsections are incomplete, your submission attempt will be unsuccessful. An error message will identify which subsection(s) is incomplete.

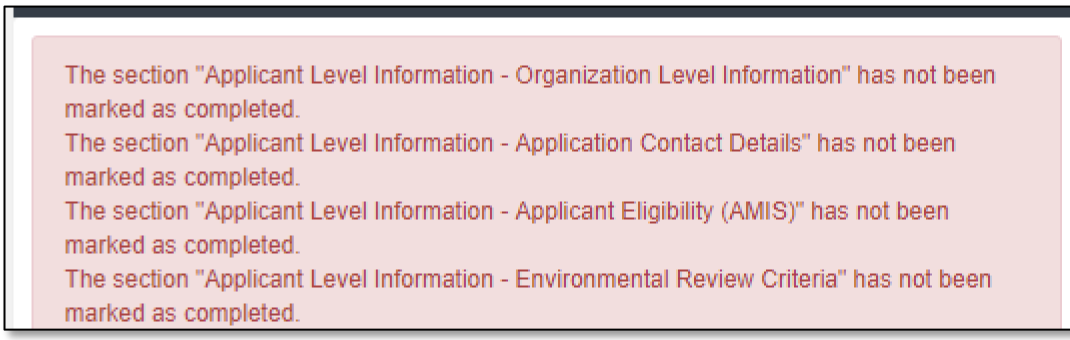


Figure 93. Application Submission- Failed Attempt Error Message

6. If your submission is successful, the application will return this message:

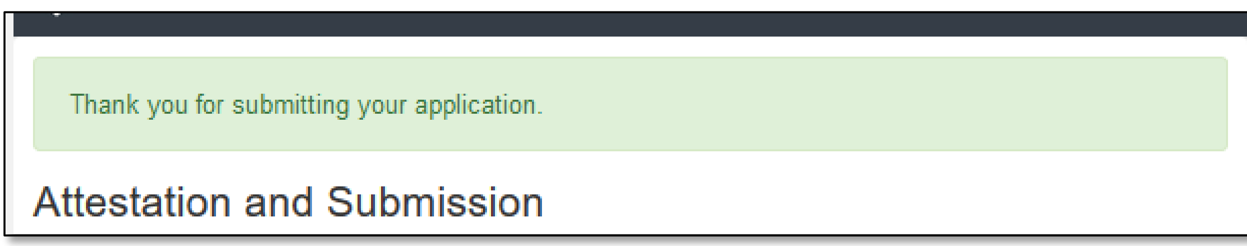


Figure 94. Application Submission- Successful Attempt Message