



U.S. DEPARTMENT OF THE TREASURY
COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

User Guide for Applications to the CDFI Bond Guarantee Program

(For External Users)

Updated February 2022

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1. Overview

The **CDFI Bond Guarantee Program (BG Program)**, initiated by the Secretary of the Treasury, makes debt available to Community Development Financial Institutions (CDFIs) from the Federal Financing Bank (FFB). Enacted through the Small Business Jobs Act of 2010, the CDFI Bond Guarantee Program provides long-term, low-cost capital that can be used to spur economic growth and jumpstart community revitalization. Through the BG Program, Qualified Issuers (CDFIs or their designees) apply to the CDFI Fund for authorization to issue bonds worth a minimum of \$100 million in total. The bonds provide CDFIs with access to substantial capital that is then used to reignite the economies of some of our nation's most distressed communities. Unlike other CDFI Fund programs, the BG Program does not offer grants, but is instead a federal credit subsidy program, designed to function at no cost to taxpayers.

This user guide should help External Users and External Admin Users to easily navigate through the CDFI Fund's Awards Management Information System (AMIS) BG Program application and perform the following:

- Users registering and creating profiles.
- External Users/Admin Users to create, review, and provide documents for the Applications.
- External Users/Admin Users to submit/resubmit Qualified Issuer Applications and Bond Guarantee Applications (GA).

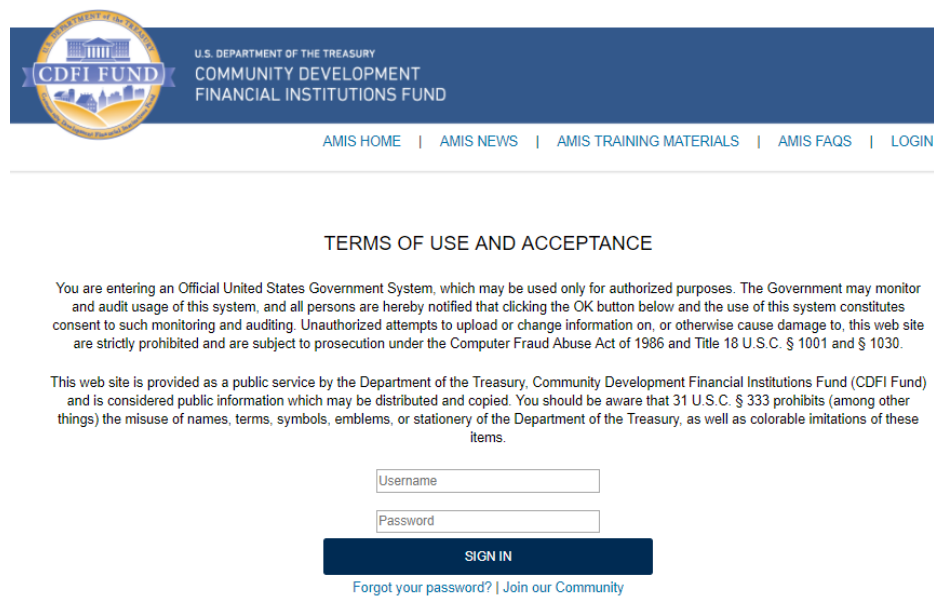
2. Getting Started

Open a browser and enter the URL <https://amis.cdfifund.gov/s/AMISHome> to login to the AMIS portal.

3. External User/External Admin User Navigation

3.1. How to Log in as an External User/External Admin User

Enter your username and password then click **Sign In**.



U.S. DEPARTMENT OF THE TREASURY
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[AMIS HOME](#) | [AMIS NEWS](#) | [AMIS TRAINING MATERIALS](#) | [AMIS FAQs](#) | [LOGIN](#)

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Username

Password

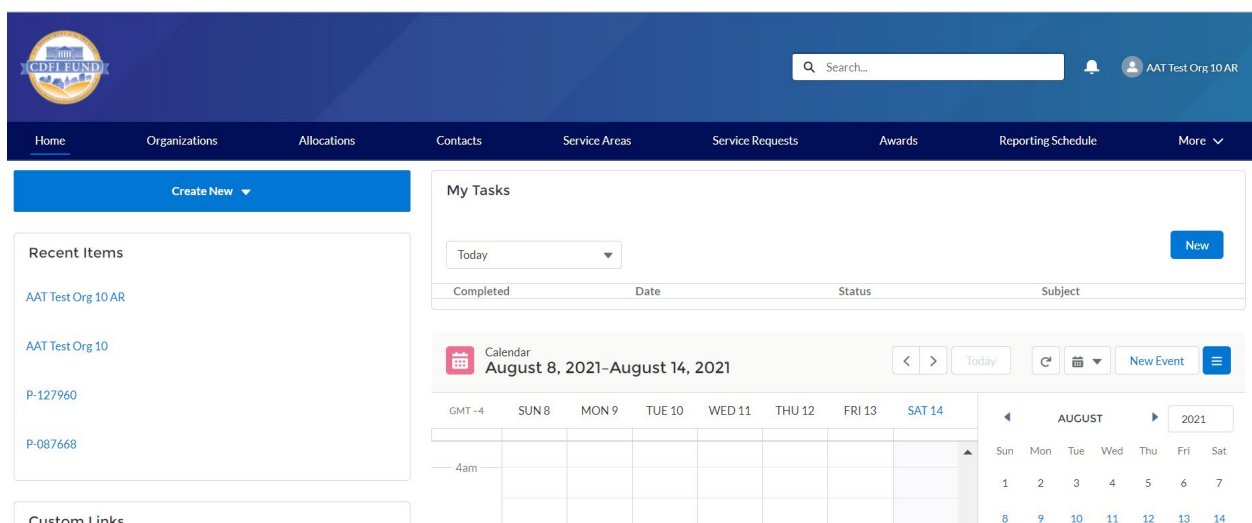
SIGN IN

[Forgot your password?](#) | [Join our Community](#)

Recommendation: Please use strong passwords that include numbers, special characters and alphabets with a length of at least 10 characters.

3.2. Portal Overview

Once you log in the following screen will be presented.



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

Create New

Recent Items

- [AAT Test Org 10 AR](#)
- [AAT Test Org 10](#)
- [P-127960](#)
- [P-087668](#)

Custom Links

My Tasks

Today

Completed Date Status Subject

Calendar

August 8, 2021-August 14, 2021

GMT -4 SUN 8 MON 9 TUE 10 WED 11 THU 12 FRI 13 SAT 14

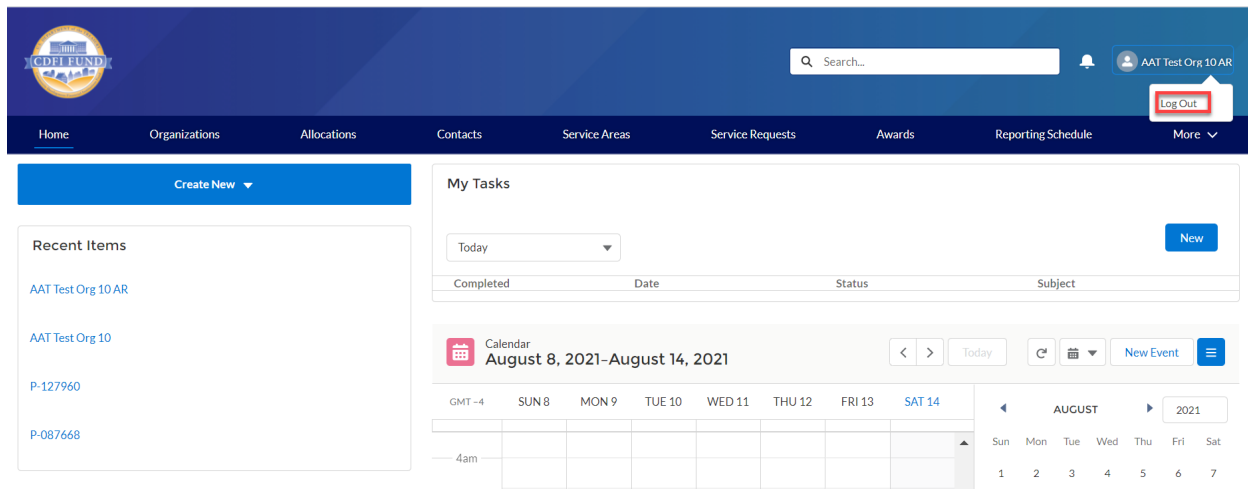
4am

AUGUST 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14

3.3. How to Log out as an External User/External Admin User

To log out of the AMIS application, simply click on your username on the right-side top corner and select the **Log Out** option.



4. Qualified Issuer (QI) Application

For your organization to become a Qualified Issuer (QI) for the purposes of the CDFI BG Program, there are separate eligibility criteria for an applicant. Please ensure that the applicant meets the necessary criteria prior to applying to become a QI. Eligibility requirements are contained in the Notice of Guarantee Availability (NOGA) that is published each year at the beginning of an application round. If approved as a QI, this is a permanent designation, and a QI does not need to re-apply each time a QI submits a new Guarantee Application, although a QI will provide certain documents with each Guarantee Application, as described later in this document.

Existing Qualified Issuers approved in prior years, before the BG Program adopted the AMIS application for the 2020 application round, will already be set up as Approved QIs and do not need to resubmit a new QI Application. They may move on to the QI Portion of the Guarantee Application, which begins in section 5.

4.1. How to create a new QI Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations** dropdown menu.

The screenshot shows the CDFI Fund portal with the 'Organizations' menu item highlighted. Below the navigation bar, the 'Organizations' section is active, displaying a 'Recently Viewed' dropdown menu. The dropdown menu lists several options: 'All Organizations', 'Bond Program Organizations', 'New This Week', 'Recently Viewed (Pinned list)', 'Recently Viewed Organizations', and 'Test organizations'. The 'All Organizations' option is highlighted with a red box.

2. Select your **Organization Name**.

The screenshot shows the CDFI Fund portal with the 'All Organizations' list displayed. The list is sorted by 'Organization Name' and filtered by 'All organizations'. The first item in the list is 'AAT Test Org 10', which is highlighted with a red box. The table columns include: Organization Name, EIN/TIN, Mail, Financial L..., Phone, Type, DUNS, Organization Type, CDFI Cert..., Non..., CDE Cer..., and a dropdown menu.

	Organization Name	EIN/TIN	Mail	Financial L...	Phone	Type	DUNS	Organization Type	CDFI Cert...	Non...	CDE Cer...
1	AAT Test Org 10	00-0000072	CO	Loan Fund	(555) 280-6565		001234567	Unregulated Institution	Certified	Yes	Inactive

3. Once on your **Organization** page, click on the **Related** link.

The screenshot shows the CDFI Fund portal with the 'AAT Test Org 10' organization page displayed. The page includes a header with the organization name and a 'Related' link highlighted with a red box. Below the header, there is a section for 'Details' and a table with organization information.

Type	Phone	Website	Organization Owner	Industry	Mailing Address
	(555) 280-6565		System Administra...		1450 S. Havana St., Suite 504 Aurora, CO 80012-5079 USA

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name Link**.

Active Program Profiles (6+)		
Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

[View All](#)

5. On the BGP Profile page for your **Organization**, click on the **Related** link.

The screenshot shows the CDFI Fund portal with the BGP profile page for P-087668. The 'Related' link is highlighted in the navigation tabs. The 'Organization Data' section is visible, showing details for AAT Test Org 10.

Organization Data	
Organization	AAT Test Org 10
EIN/TIN	00-0000072
DUNS	001234567
UEI	
Record Type	BGP
Program Profile Name	P-087668

6. Scroll down to the **QI Applications** section and click on the **'New'** button.

The screenshot shows the CDFI Fund portal with the BGP profile page for P-087668. The 'New' button in the QI Applications section is highlighted. The 'Associated CDFIs' and 'Guarantee Applications' sections are also visible.

Associated CDFIs (0)	

QI Applications (0)	
	New

Guarantee Applications (0)	
	New

7. Select **Application** from the **New QI Application popup menu** and click **'Next'**.

Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance

New QI Application

Select a record type

☒ Application

☐ Bond Issuance

Cancel **Next**

Submit for Approval

8. On the **New QI Application** edit screen, complete the **Application Contacts** section.

Tip: Do not edit the Program Profile field.

Application Status
In Progress

Program Profile
P-087668

Notice Template
BGP 2021

Application Contacts

Authorized Representative Name

AAT Test Org 10 AR

Application Point of Contact Name

AAT Test Org 10 POC

9. Scroll to the **Authorized Representative Signature** section, check the box, and click **'Save'**.

Authorized Representative Signature

Signature Attestation

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

Signature ☒

Cancel Save & New **Save**

4.2. How to provide Application Documents

1. On the newly created **QI Application**, once saved initially, you can review and edit the **Application Contacts**. Begin providing application documents by clicking on the **‘View Application’** button.

2. On the Document portion of the **QI Application**, the left pane displays the required documents for the QI Application. Documents required as part of the QI Application are listed in the CDFI Bond Guarantee Program – Qualified Issuer Application (Reference Copy) published each year on the CDFI Fund’s website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2> . On the right side of the page is the drag and drop area;

select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI Bond Guarantee Program – Qualified Issuer Application (Reference Copy) . Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If a file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.

The screenshot displays the 'QI Application' web interface. At the top, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. A search bar and user profile 'AAT Test Org 10 AR' are also present.

The main content area is titled 'QI Application' and includes the following information:

- APPLICANT: AAT Test Org 10
- CONTROL NUMBER: [Link]
- APPLICATION NUMBER: QIA-000038
- FISCAL YEAR: 2021
- STATUS: In Progress

Below this, there is a 'Document Requirements' section. On the left, a sidebar lists 'Required Documents' with a search bar and a list of items:

- QI-1-Checklist
- QI-2A-SF-424 signed by Qualified Issuer Applicant
- QI-2B-SF-424 signed by proposed Program Administrator, if third-party
- QI-2C-SF-424 signed by proposed Servicer, if third-party
- QI-2D-SF-424 signed by Certified CDFI(s), as applicable

The main table under 'Document Requirements' has the following columns: Document Name, Upload, Files Provided, Date/Time Submitted, and Document Comments. The 'Upload' column contains three rows, each with a 'DRAG & DROP Upload Document Here' button and 'Accepted File Types: pdf'. The first row is for 'QI-1-Checklist', the second for 'QI-2A-SF-424 signed by Qualified Issuer Applicant', and the third for 'QI-2B-SF-424 signed by proposed Program Administrator, if third-party'. The third row's upload area is highlighted with a red box.

4.3. How to submit your QI Application

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and, if prepared to submit, **check the box**.

The screenshot shows the 'QI Application' screen. At the top, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below the navigation bar, the application details are displayed: APPLICANT: AAT Test Org 10, CONTROL NUMBER: [link], APPLICATION NUMBER: QIA-000038, FISCAL YEAR: 2021, and STATUS: In Progress. The main content area is divided into two sections. The left section, titled 'QI APPLICATION REQUIREMENTS', contains a search bar and a list of required documents: 'QI-1-Checklist', 'QI-2A-SF-424 signed by Qualified Issuer Applicant', and 'QI-2B-SF-424 signed by proposed Program'. The right section, titled 'Agreement', contains a paragraph of text and a checkbox. The checkbox is currently unchecked, and the text next to it says 'Please check the box to agree and submit the application.' Below the checkbox, there is a text input field for 'Name' (containing 'AAT Test Org 10 AR') and a text input field for 'Date' (containing '14 August 2021'). At the bottom of the 'Agreement' section, there are two buttons: 'CONTINUE APPLICATION' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

2. Click the **'Submit'** button.

This screenshot shows the same 'QI Application' screen as the previous one, but with an 'Agreement' dialog box overlaid in the center. The dialog box contains the text: 'By agreeing, you are indicating that you are ready to submit your application. Please confirm to continue.' Below this text are two buttons: 'CONTINUE APPLICATION' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box. The background application screen is slightly dimmed, but the 'Required Documents' section and the 'Agreement' section are still visible.

3. Once you **Submit** your application, the status of the application will be 'submitted', and you will not be able to provide additional documents. The Control Number will now be visible on your QI Application screen.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

5. Guarantee Application, QI Portion

The BG Program Guarantee Application consists of two portions, the QI Portion and the Eligible CDFI (ECDFI) Portion. Both parts of the application may be worked on concurrently.

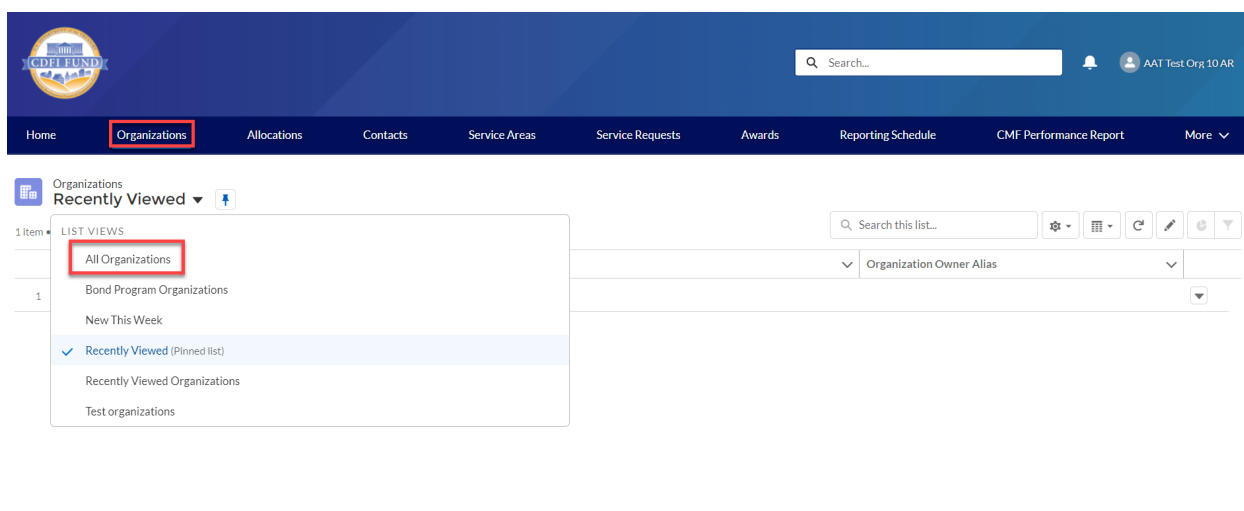
Only eligible Qualified Issuers or Organizations who have submitted the QI Application can create and submit a QI Portion of a Guarantee Application. The original QI Application does not need to be approved prior to submitting a QI Guarantee Application, but the QI Application will need to be approved before a Guarantee Application is approved.

ECDFIs that apply to the CDFI BG Program are associated with a QI Guarantee Application on the QI Guarantee Application screen. The following sub-sections will describe how to create the QI Guarantee Application record, associate ECDFIs to the QI Guarantee Application through the Program Profile

record, add the appropriate documents to the QI Guarantee Application, and submit the completed QI Guarantee Application

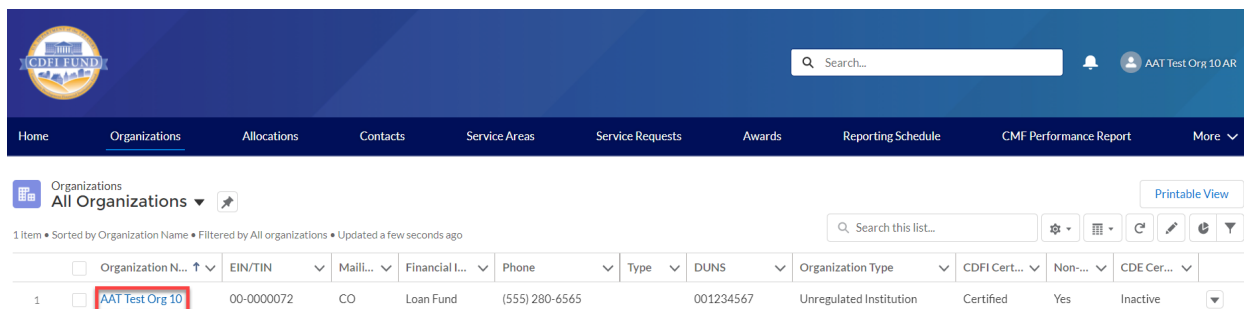
5.1. How to create a new QI Guarantee Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations dropdown menu**.




The screenshot shows the CDFI Fund portal interface. The top navigation bar includes the CDFI Fund logo, a search bar, and a user profile for 'AAT Test Org 10 AR'. 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. Below the navigation bar, the 'Organizations' section is active, showing a 'Recently Viewed' dropdown menu. The dropdown menu lists several options: 'All Organizations' (highlighted with a red box), 'Bond Program Organizations', 'New This Week', 'Recently Viewed (Pinned list)', 'Recently Viewed Organizations', and 'Test organizations'. The main content area displays a table of organizations, with the first row showing 'AAT Test Org 10'.

2. Select your **Organization Name**.




The screenshot shows the CDFI Fund portal interface. The top navigation bar includes the CDFI Fund logo, a search bar, and a user profile for 'AAT Test Org 10 AR'. 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. Below the navigation bar, the 'Organizations' section is active, showing a 'All Organizations' dropdown menu. The dropdown menu lists several options: 'All Organizations' (highlighted with a red box), 'Bond Program Organizations', 'New This Week', 'Recently Viewed (Pinned list)', 'Recently Viewed Organizations', and 'Test organizations'. The main content area displays a table of organizations, with the first row showing 'AAT Test Org 10'.

3. Once on your **Organization** page, click on the **Related** link.



🔔 👤 AAT Test Org 10 AR

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




Organization
AAT Test Org 10

Edit
Refresh SAM
Printable View
▾

Type
 Phone
 (555) 280-6565

Website

Organization Owner
 System Administra...

Industry

Mailing Address
 1450 S. Havana St., Suite 504
 Aurora, CO 80012-5079
 USA

Details
Related

Organization Name
 AAT Test Org 10

Phone
 (555) 280-6565

Parent Relationship

Website


EIN/TIN
 00-0000072

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name Link**.

Active Program Profiles (6+)		
Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	▾
BGP	P-087668	▾
CDE-CERT	P-087662	▾
CDFI-CERT	P-087666	▾
CDFI-NACA	P-087663	▾
CMF	P-087664	▾


[View All](#)

5. On the BGP Profile page for your **Organization**, click on the **Related** link.



🔔 👤 AAT Test Org 10 AR

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



Program Profile
P-087668

Submit for Approval
Edit
Add CDFIs
▾

Detail
Related

▼ Organization Data

Organization
[AAT Test Org 10](#)

Record Type
 BGP

EIN/TIN
 00-0000072

Program Profile Name
 P-087668

DUNS
 001234567

UEI

External Reaminder

6. Scroll down the **Guarantee Applications** section and click on the **'New'** button.

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail **Related**

Associated CDFIs (0)

QI Applications (1) New

QI_Application	Record Type	Application Status
QA-000038	Application	Submitted

[View All](#)

Guarantee Applications (0) New

- On the New Guarantee Application popup, select the QI Guarantee record type (NOT the ECDFI Guarantee type) and click **'Next'**.

New Guarantee Application

Select a record type

☒ QI Guarantee
For Applicants who are approved as a Qualified Issuer

☐ ECDFI Guarantee
For CDFI Applicants who are not a Qualified Issuer

Cancel **Next**

- On the New Guarantee Application edit screen, complete the required fields and click **'Save'**. The new QI Guarantee Application number will be listed under the Guarantee Application related list view of the organization's BG Program Profile record. Note that you will need this number to associate CDFIs to this specific QI-GA number in step 7 of section 5.2 below
Tip: Do not edit the Program Profile field.

New Guarantee Application: QI Guarantee

Information

Guarantee Application Number	Record Type QI Guarantee
Control Number	* Program Profile <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">P-087668</div>
Application Status Pending	Notice QI Application
* Amount \$ <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	QI Guarantee Application
Date Received	

Organization Information

Applicants Total Assets

Minority Depository Institution

--None--

Community Bank

--None--

Application Contacts

* Authorized Representative Name

Search Contacts...

5.2. How to associate ECDFIs to your Program Profile

1. A QI should link the one, or more, ECDFIs that are part of its Guarantee Application in AMIS. To associate ECDFIs to your QI's Program Profile, log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations** dropdown menu.

AAT Test Org, 10 AR

[Home](#)
[Organizations](#)
[Allocations](#)
[Contacts](#)
[Service Areas](#)
[Service Requests](#)
[Awards](#)
[Reporting Schedule](#)
[CMF Performance Report](#)
[More ▾](#)

Organizations

Recently Viewed ▾

LIST VIEWS

1 item

All Organizations

Bond Program Organizations

New This Week

✓ Recently Viewed (Pinned list)

Recently Viewed Organizations

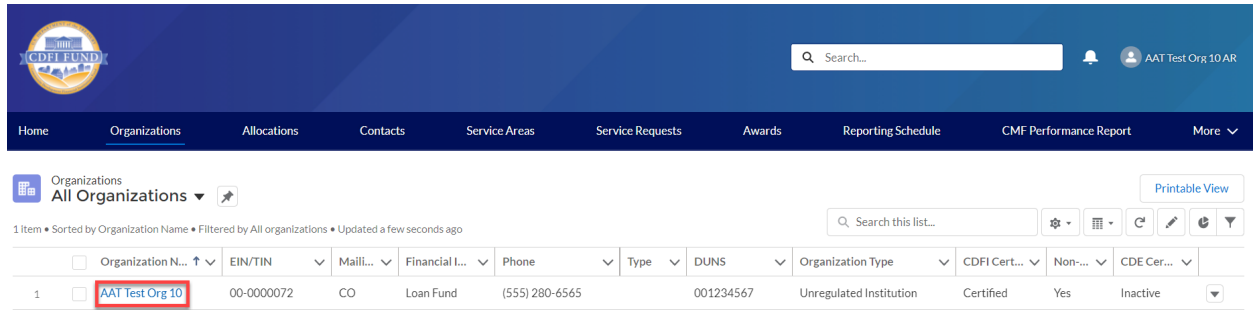
Test organizations

Organization Owner Alias

▾

▾

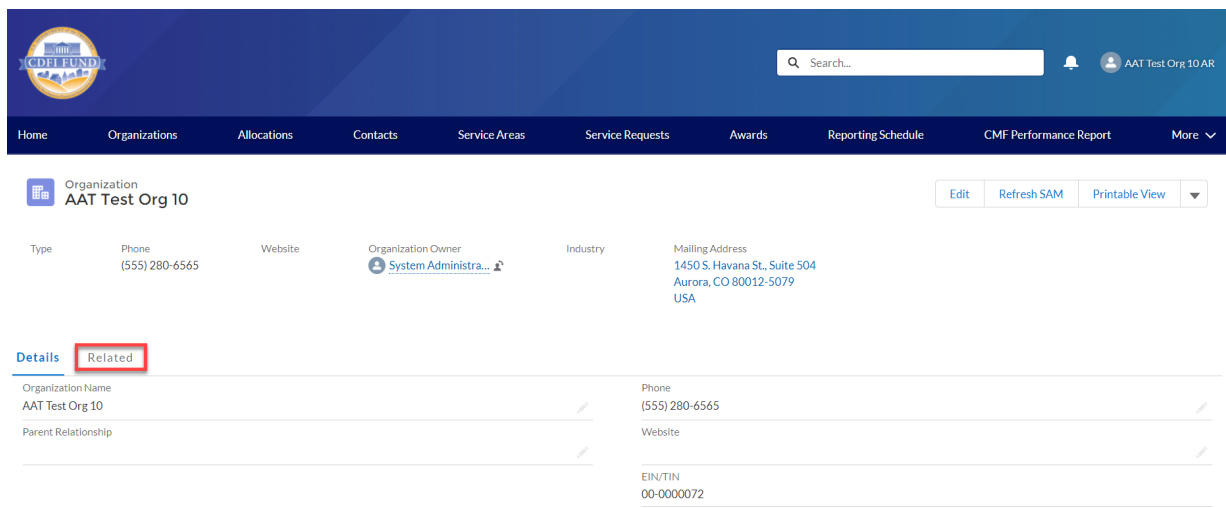
2. Select your **Organization Name**.



The screenshot shows the CDFI Fund's 'All Organizations' page. The header includes the CDFI Fund logo, a search bar, and a user profile for 'AAT Test Org 10 AR'. The navigation bar contains links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below the navigation bar, there's a section for 'Organizations' with a sub-header 'All Organizations'. A search bar and a 'Printable View' button are present. A table lists organizations with columns for Organization Name, EIN/TIN, Mail, Financial, Phone, Type, DUNS, Organization Type, CDFI Cert, Non-..., and CDE Cer. The first row, 'AAT Test Org 10', is highlighted with a red box.

	Organization N...	EIN/TIN	Mail...	Financial I...	Phone	Type	DUNS	Organization Type	CDFI Cert...	Non-...	CDE Cer...
1	AAT Test Org 10	00-0000072	CO	Loan Fund	(555) 280-6565		001234567	Unregulated Institution	Certified	Yes	Inactive

3. Once on your **Organization** page, click on the **Related** Link.



The screenshot shows the 'Organization' page for 'AAT Test Org 10'. The header includes the CDFI Fund logo, a search bar, and a user profile for 'AAT Test Org 10 AR'. The navigation bar contains links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below the navigation bar, there's a section for 'Organization' with a sub-header 'AAT Test Org 10'. A search bar and buttons for 'Edit', 'Refresh SAM', and 'Printable View' are present. The page displays various fields for the organization, including Type, Phone, Website, Organization Owner, Industry, and Mailing Address. Below these fields, there's a 'Details' section with a 'Related' link highlighted with a red box.

Details: **Related**

Organization Name: AAT Test Org 10

Parent Relationship:

Phone: (555) 280-6565

Website:

EIN/TIN: 00-0000072

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name** Link.



The screenshot shows the 'Active Program Profiles' section. It contains a table with columns for Record Type, Program Profile Name, and CIMS Mapping Tool. The 'BGP' row is highlighted with a red box.

Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

View All

5. On the BGP Program Profile page for your **Organization**, click on the **'Add CDFIs'** button.

Program Profile
P-087668

Submit for Approval Edit **Add CDFIs**

Detail Related

▼ Organization Data

Organization AAT Test Org 10	Record Type BGP
EIN/TIN 00-0000072	Program Profile Name P-087668
DUNS 001234567	
UEI	

- On the Add CDFIs popup, select the CDFI Organization(s) that will be applicants to the CDFI BG Program by using the check boxes to the left.

Add CDFIs

EIN/TIN #

Specified Guarantee Application --None--

<input type="checkbox"/>	Name	TIN	Street	City
<input checked="" type="checkbox"/>	The Electric Cooperatives of South Carol...	57-0308664	1 Main St	Rockville
<input checked="" type="checkbox"/>	Harborstone Credit Union	91-0659059	9611 Gravelly Lake Drive SW	Lakewood
<input type="checkbox"/>	Mission Community Loan Fund LLC	47-3607289	2301 Mission Street Suite 301	San Francisco
<input type="checkbox"/>	Colorado Cleanup Coalition	47-1711305	4701 E. Mississippi Ave. Apt 318	Glendale
<input type="checkbox"/>	Community 1st Credit Union	42-0686459	235 Richmond Ave.	Ottumwa

Process Selected

Close

Applications (2)

- Click the picklist field 'Specified Guarantee Application' to select the Guarantee Application you would like to associate to a specific CDFI. If the QI has multiple applications already in AMIS, it must ensure that it is linking the ECDFIs to the most current application. **Tip:** The picklist may display multiple GA numbers. To select the correct number, reference the Guarantee Application related list view found on the organization's BG Program Profile record.

Add CDFIs

EIN/TIN #

Specified Guarantee Application
 --None--
 ✓ --None--
 GA-000060
 GA-000061

<input type="checkbox"/> Name	TIN	City
<input checked="" type="checkbox"/> The Electric Cooperatives of South Carol...	57-0308664	Rockville
<input checked="" type="checkbox"/> Harborstone Credit Union	91-0659059	Lakewood
<input type="checkbox"/> Mission Community Loan Fund LLC	47-3607289	San Francisco
<input type="checkbox"/> Colorado Cleanup Coalition	47-1711305	Glendale
<input type="checkbox"/> Community 1st Credit Union	42-0686459	Ottumwa

Process Selected

8. Click the **'Process Selected'** button to add the CDFI(s) to your Program Profile.

Add CDFIs

EIN/TIN #

Specified Guarantee Application
 GA-000060

<input type="checkbox"/> Name	TIN	Street	City
<input checked="" type="checkbox"/> The Electric Cooperatives of South Carol...	57-0308664	1 Main St	Rockville
<input checked="" type="checkbox"/> Harborstone Credit Union	91-0659059	9611 Gravelly Lake Drive SW	Lakewood
<input type="checkbox"/> Mission Community Loan Fund LLC	47-3607289	2301 Mission Street Suite 301	San Francisco
<input type="checkbox"/> Colorado Cleanup Coalition	47-1711305	4701 E. Mississippi Ave. Apt 318	Glendale
<input type="checkbox"/> Community 1st Credit Union	42-0686459	235 Richmond Ave.	Ottumwa

Process Selected

[Close](#)

9. Associated CDFIs will be displayed within the Organization's Program Profile. These are the ECDFIs that will be part of a Guarantee Application under the same QI.

The initial application page for the QI Portion of the Guarantee Application with associated CDFIs should be saved prior to an ECDFI beginning the ECDFI Portion of the Application in the section that follows, so that the ECDFI Guarantee Application will be linked to the QI Portion once it has started.

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail Related

Associated CDFIs (2)

Associated CDFI Id	Organization
ACDFI-000028	The Electric Cooperatives of South Carolina
ACDFI-000029	Harborstone Credit Union

[View All](#)

Important: Please note that if you associate incorrect ECDFIs to your Program Profile, before submitting your application, you will need to contact the Help Desk to correct that error.

5.3. How to edit Application Contacts on the QI Guarantee Application

1. On the newly created QI Guarantee Application, you can review and edit the Application Contacts.
2. Scroll down to the Application Contacts section of the QI Guarantee Application Detail page.
3. Click on the edit icon to the right of the Authorized Representative Name. This opens a lookup search window that allows you to search for the contact you want to use.

Application Contacts

Authorized Representative Name

Test

Authorized Representative Email
test201801252357@example.com.disabled

Save

Test in Contacts

- TestUser Org18AR01
Test Applicant Org 18
- TestUser Org18POC01
Test Applicant Org 18
- John Henry Irons
Test Applicant Org 18
- + New Contact

4. Select the appropriate contact from the dropdown list.
5. Click save on the Guarantee Application edit form.

5.4. How to provide Application Documents

1. Documents required as part of the QI Portion of the Guarantee Application are listed in the CDFI BG Program - Guarantee Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2>. Begin providing application documents by clicking the 'View Application' button.

Guarantee Application
GA-000060

New Contact New Service Request Edit Printable View View Application

Detail Related

Guarantee Application Number GA-000060	Record Type QI Guarantee
Organization Name AAT Test Org 10	Program Profile P-087668
Control Number 21-BGA-00060	Notice BGP 2021
Application Status Pending	QI Application
Amount \$ \$10,000,000.00	QI Guarantee Application
Date Received	QI Applicant Name

Organization Information

2. On the Document portion of the **QI Guarantee Application**, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area, select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI BG Program - Guarantee Application (Reference Copy), Section 1.0. Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.

Guarantee Application

APPLICANT: Test Applicant Org 01
CONTROL NUMBER: 21-BGA-00058

APPLICATION NUMBER: GA-000058
FISCAL YEAR: 2021

STATUS: Additional Information Needed
QI APPLICANT NAME: Community Reinvestment Fund, Inc.

Document Name	Upload	Files Provided	Date/Time Submitted	Document Comments
B-ID-1-Checklist	DRAG & DROP Upload Document Here Accepted File Types: pdf	B-ID-1-Checklist TEST PDF.pdf	08/17/21 03:19 PM	
B-ID-2A-GF-424	DRAG & DROP Upload Document Here Accepted File Types: pdf			
B-ID-2B-Federal assurances and certifications	DRAG & DROP Upload Document Here Accepted File Types: pdf			
B-ID-2C-EN/TIN letter	DRAG & DROP Upload Document Here Accepted File Types: pdf			
B-ID-2D-Affiliate/Subsidiary Organizational Structure	DRAG & DROP Upload Document Here Accepted File Types: pdf			

5.5. How to submit your QI Guarantee Application

- Once you drag and drop the document, it is automatically saved. After all required documents are uploaded, scroll to the bottom of the page to read the **Attestation** and if prepared to submit, **check the box**.

Guarantee Application

APPLICANT: AAT Test Org 10
CONTROL NUMBER: 21-BGA-00058

APPLICATION NUMBER: GA-000060
FISCAL YEAR: 2021

STATUS: Pending

Attestation

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

☒ Please check the box to agree and submit the application.

Name: AAT Test Org 10 AR
Date: 14 August 2021

- Click the **Submit** button.

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

<- Exit Application

Guarantee Application

APPLICANT: AAT Test Org 10
CONTROL NUMBER: [Search Requirements](#)

APPLICATION NUMBER: GA-000060
FISCAL YEAR: 2021
STATUS: Pending

GUARANTEE APPLICATION REQUIREMENTS
Search Requirements...

Required Documents
Attestation

Attestation

By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides 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 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 agreeing, you are indicating that you are ready to submit your application. Please confirm to continue.

Agreement

CONTINUE APPLICATION **SUBMIT**

☒ Please check the box to agree and submit the application.

Name: AAT Test Org 10 AR
Date: 14 August 2021

- Once you **Submit** your application, the status of the application will be submitted, and you will not be able to provide additional documents. The Control Number will now be visible on your QI Guarantee Application.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

Note: After reviewing your application the Authorized Representative may be advised by the BG Program that some documents need to be re-uploaded which will unlock the Application. You will then receive an email notification asking you to re-upload the requested document(s). Follow steps 5.4 and 5.5 to upload and submit the revised document(s). Only those items that the BG Program has requested to be revised will be unlocked. The other submitted documents that do not need revisions will remain locked.

6. Guarantee Application, ECDFI Portion

Only Eligible Community Development Financial Institutions (ECDFI) create and submit a ECDFI Portion of the Guarantee Application.

6.1. How to create a new ECDFI Guarantee Application


1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations dropdown menu**.



The screenshot shows the CDPL FUND application interface. The top navigation bar includes a search bar and a user profile icon labeled 'AAT Test Org 10 AR'. The main navigation menu has tabs for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The 'Organizations' tab is selected. Below the navigation bar, the 'Organizations' section is displayed with a 'Recently Viewed' dropdown menu open. The dropdown menu lists several options: 'All Organizations' (highlighted with a red box), 'Bond Program Organizations', 'New This Week', 'Recently Viewed (Pinned list)', 'Recently Viewed Organizations', and 'Test organizations'. The 'All Organizations' option is the first item in the list.

2. Select your **Organization Name**.


The screenshot shows the CDPL FUND application interface. The top navigation bar includes a search bar and a user profile icon labeled 'AAT Test Org 10 AR'. The main navigation menu has tabs for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The 'Organizations' tab is selected. Below the navigation bar, the 'Organizations' section is displayed with a 'All Organizations' dropdown menu open. The dropdown menu lists several options: 'All Organizations' (highlighted with a red box), 'Bond Program Organizations', 'New This Week', 'Recently Viewed (Pinned list)', 'Recently Viewed Organizations', and 'Test organizations'. The 'All Organizations' option is the first item in the list.

Organization N...	EIN/TIN	Mai...	Financial I...	Phone	Type	DUNS	Organization Type	CDFI Cert...	Non...	CDE Cer...
1	AAT Test Org 10	00-0000072	CO	Loan Fund	(555) 280-6565	001234567	Unregulated Institution	Certified	Yes	Inactive



  AAT Test Org 10 AR

HomeOrganizationsAllocationsContactsService AreasService RequestsAwardsReporting ScheduleCMF Performance ReportMore

 Organization


AAT Test Org 10

EditRefresh SAMPrintable View

Type

Phone
(555) 280-6565

Website

Organization Owner
 System Administra...

Industry

Mailing Address
1450 S. Havana St., Suite 504
Aurora, CO 80012-5079
USA

Details

Related

Organization Name
AAT Test Org 10

Phone
(555) 280-6565


Parent Relationship



Website

EIN/TIN
00-0000072


Active Program Profiles (6+)		
Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

View All



  AAT Test Org 10 AR

HomeOrganizationsAllocationsContactsService AreasService RequestsAwardsReporting ScheduleCMF Performance ReportMore

 Program Profile

P-087668

Submit for ApprovalEditAdd CDFIs

Detail

Related

Organization Data

Organization
AAT Test Org 10

EIN/TIN
00-0000072

DUNS
001234567

UEI

External Regulator

Record Type
BGP

Program Profile Name
P-087668

6. Scroll down the **Guarantee Applications** section and click on the 'New' button.

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail Related

Associated CDFIs (0)

QI Applications (1) New

QI_Application	Record Type	Application Status
QIA-000038	Application	Submitted

View All

Guarantee Applications (0) New

New Guarantee Application

Select a record type

☐ QI Guarantee
For Applicants who are approved as a Qualified Issuer

☒ ECDFI Guarantee
For CDFI Applicants who are not a Qualified Issuer

Cancel Next

8. On the New Guarantee Application edit screen, complete the required fields and click 'Save'.

Tip: Do not edit the Program Profile field.

New Guarantee Application: ECDFI Guarantee

Information

Guarantee Application Number

Record Type
ECDFI Guarantee

Application Status
Pending

Program Profile
P-087668

* Amount \$

Date Received

Notice

QI Guarantee Application

Control Number

Associated CDFI

Organization Information

Applicants Total Assets

Minority Depository Institution
--None--

Community Bank
--None--

Application Contacts

* Authorized Representative Name
Search Contacts...

Cancel Save & New Save

6.2. How to edit Application Contacts on the ECDFI Guarantee Application

1. On the newly created **ECDFI Guarantee Application**, once saved, the applicant can review and edit the **Application Contacts**.
2. Scroll down to the Application Contacts section of the ECDFI Guarantee Application Detail page.
3. Click on the edit icon to the right of the Authorized Representative Name. This opens a lookup search window that allows you to search for the contact you want to use.

Application Contacts

* Authorized Representative Name

Test

Authorized Representative Email
test201801260003@example.com.disabled

Save

Q "Test" in Contacts

TestUser Org21AR01
Test Applicant Org 21

TestUser Org21POC01
Test Applicant Org 21

+ New Contact

5. Click save on the Guarantee Application edit form.

6.3. How to provide Application Documents

1. Begin providing application documents by clicking on the **'View Application'** button.

Note that the QI that is managing the Bond Guarantee Application should show up as linked in the right portion of the screen.

Important: Note that if this field shows a QI name different from the one intended, before submitting the application, you will need to contact the Help Desk to have the correct QI name placed in the field.

The screenshot shows the 'Guarantee Application GA-000061' form. The top navigation bar includes a search bar and tabs for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The form itself has a 'Detail' tab selected. On the right side of the form, there is a dropdown menu with options: 'New Contact', 'New Service Request', 'Edit', 'Printable View', and 'View Application'. The 'View Application' option is highlighted with a red box. The form content includes fields for Guarantee Application Number (GA-000061), Organization Name (AAT Test Org 10), Application Status (Pending), Amount (\$10,000,000.00), Date Received, Control Number (21-BGA-00061), and Organization Information (Mailing Address). The right side of the form displays record details: Record Type (ECDFI Guarantee), Program Profile (P-087668), Notice (BGP 2021), QI Guarantee Application, QI Applicant Name, and Associated CDFI.

2. Documents required as part of the ECDFI Portion of the Guarantee Application are listed in the CDFI Bond Guarantee Program - Guarantee Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2>.

On the Document portion of the **ECDFI Guarantee Application**, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area; select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable.' The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI Bond Guarantee Program - Guarantee Application (Reference Copy), Section 2.0. Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary

The screenshot shows the 'Guarantee Application' page in the AMIS system. The left sidebar lists 'Required Documents' including B-ID-1-Checklist, B-ID-10A-Current grant funding, B-ID-10B-Projected grant funding, B-ID-10C-Credit Enhancements, B-ID-10D-Historical investor renewal rate, B-ID-10E-Covenant compliance, B-ID-10F-Off balance sheet contingencies, B-ID-10G-Earned revenues, B-ID-10H-Debt capital statistics, B-ID-10I-Restricted Funds, B-ID-11-Other, and B-ID-2A-SF-424. The main table displays the upload status for these documents. A red box highlights the 'Upload' column, which shows a 'DRAG & DROP' interface for uploading documents. The table also shows the 'Files Provided' and 'Date/Time Submitted' for each document.

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and if prepared to submit, **check box**.

The screenshot shows the 'Attestation' section of the 'Guarantee Application' page. The page includes a search bar, navigation menu, and a detailed attestation text. A red box highlights the 'Please check the box to agree and submit the application.' checkbox. The attestation text states: 'By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just the same as a pen-and-paper signature; I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge and belief; I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, title 218, Section 1001). By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just the same as a pen-and-paper signature; I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge and belief; I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, title 218, Section 1001).' Below the attestation text, there is a checkbox labeled 'Please check the box to agree and submit the application.' and a signature line with the name 'AAT Test Org 10 AR' and date '14 August 2021'.

2. Click the **Submit** button.

The screenshot shows a web application for 'Guarantee Application'. The top navigation bar includes links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area is titled 'Guarantee Application' and displays application details: APPLICANT (AAT Test Org 10), APPLICATION NUMBER (GA-000061), STATUS (Pending), and FISCAL YEAR (2021). On the left, a sidebar lists 'GUARANTEE APPLICATION REQUIREMENTS' with options for 'Search Requirements...', 'Required Documents', and 'Attestation'. The main section is titled 'Attestation' and contains a large text area for an 'Agreement'. The agreement text states that by selecting the checked box, the user consents to conducting the transaction by electronic means and agrees to the terms of the application. At the bottom of the agreement, there are two buttons: 'CONTINUE APPLICATION' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box. Below the agreement text, there is a checkbox labeled 'Please check the box to agree and submit the application' which is currently checked.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

Note: After reviewing your application the Authorized Representative may be advised that some documents need to be re-uploaded which will unlock the Application. You will then receive an email notification asking you to re-upload the requested document(s). Follow step 6.3 and 6.4 to upload and submit the revised document(s). Only those items that the BG Program has requested to be revised will be unlocked. The other submitted documents that do not need revisions will remain locked.