User Guide for Applications to the CDFI Bond Guarantee Program

(For External Users)

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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.


3.1. How to Log in as an External User/External Admin User
Enter your username and password then click Sign In.

**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.
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.

![AMIS Application Interface](image.png)

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**.
2. Select your **Organization Name**.

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

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name Link**.
5. On the BGP Profile page for your Organization, click on the Related link.

6. Scroll down to the QI Applications section and click on the ‘New’ button.

7. Select Application from the New QI Application popup menu and click ‘Next’.
8. On the **New QI Application** edit screen, complete the **Application Contacts** section.
   **Tip:** Do not edit the Program Profile field.

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

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.
2. Click the ‘Submit’ button.

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.
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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.

2. Select your Organization Name.

3. Once on your Organization page, click on the Related link.
4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name Link**.

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

6. Scroll down the **Guarantee Applications** section and click on the ‘**New**’ button.
7. On the New Guarantee Application popup, select the QI Guarantee record type (NOT the ECDFI Guarantee type) and click ‘Next’.

8. 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.
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.
2. Select your **Organization Name**.

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

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

5. On the BGP Program Profile page for your **Organization**, click on the ‘Add CDFIs’ button.
6. 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.

7. 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.
8. Click the ‘Process Selected’ button to add the CDFI(s) to your Program Profile.

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.
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.

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.

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.
5.5. How to submit your QI Guarantee Application

1. 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.

2. Click the Submit button.
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 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.

2. Select your Organization Name.
6. Scroll down the **Guarantee Applications** section and click on the ‘**New**’ button.

8. On the New Guarantee Application edit screen, complete the required fields and click ‘**Save**’.  
   **Tip:** Do not edit the Program Profile field.
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.
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.

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.

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.

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