COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

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# AMIS Training Manual

## AE104: CDFI/NACA Program Subsequent Payment RequestSubmission (CDFI/NACA Award Recipients)

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# Introduction

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

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

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

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

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

# 1. Create and Submit a Payment Request

To request a subsequent payment:

   1. Log in to the AMIS Portal.
   2. Select an organization.
   - Ensure you are an Authorized Representative of the organization.
     To designate a Contact as an Authorized Representative within the Organization Profile, navigate to the Organization Detail page, Select the Related tab, scroll down to the Contact list, select the Contact Name, select the Edit link at the top of the screen then set the Type to Authorized Representative (shown below). To be an Authorized Representative of a CDFI you must be authorized to sign legal agreements onbehalf of your organization.

3. Click the **Awards** tab to access the **Awards Home Page**.

4.  The award should be listed under the **Recently Viewed Awards** section.



5.  If the award is not listed under **Recently Viewed,** select **All** from the dropdown menu.



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



7.  From the Award Detail page, click on the **Payment Request** button located in the dropdown to generate a new subsequent payment request.

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

8. A new **Payment Request** will automatically generate, and you will be redirected to the new **Payment Request** detail page. From this page, click on the **Edit** button.



9. Complete the Required Information on the page.
    **i.** Enter the **Requested Amount for New Payment Request.**
    **ii.** Enter the **Justification**.
    **iii.** Enter the **Cumulative Uses of Award $. The amount entered must be at least 90% of previous payment paid.**

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

10. As the Authorized Representative, read the Payment Request Attestation and check the signature box. If the record has been saved without checking the box place your cursor over the signature box to sign the Payment Request as the Authorized Representative. A pencil icon is displayed. Select this icon and the signature box is available to check. Check the signature box.

11. Select the **Save** button to save the record. Do not click the **Save & New** button.



12. You will receive a confirmation stating the Payment Request has been updated.

13. Select the **Submit Payment Request** button. Payment Request must be submitted for approval to CDFI Fund and go through an approval process to determine if funds are disbursed.



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

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

15. Once submitted, the **Payment Request Status** field will update to "Program review in progress" on the Payment Request Detail page.

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



16. If you receive an email from CDFI Program Staff that the Payment Request has been rejected, correct the issue outlined in the rejection comments and repeat steps 8-14 to edit the Paymentrequest record and resubmit.