FY 2022 AMIS Training Manual for CDFI Equitable Recovery Program

July 6, 2022

CDFI FUND

U.S. Department of the Treasury

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1.0 Introduction

The Community Development Financial Institutions (CDFI) Fund's Awards Management Information System (AMIS) is an enterprise-wide awards management system that allows the CDFI Fund to manage the certifications and awards life-cycle processes without reliance on manual or paper-based methods. AMIS provides higher accuracy, transparency, and scalability to the CDFI Fund's mission-critical processes across all CDFI Fund programs – CDFI, NACA, BEA, BGP, NMTC, CMF, SDLP, CDFI RRP, CDFI ERP and CDE and CDFI Certifications. AMIS runs on the Salesforce cloud-based Application platform. As an external user (i.e., CDFI Fund Applicant or recipient user), AMIS provides:

- Standardized and common data elements to enable Applicants and award/allocation recipients to use their information across programs
- A consistent flow of information from Applicants and award/allocation recipients to CDFI Fund staff, and vice versa
- A portal where Applicants and award/allocation recipients can: complete and submit Applications online; submit requests for funding, amendments, and payments requests online; and submit compliance reports online
- Interfaces with external systems, including Grants.gov and the CDFI Fund Information and Mapping System (CIMS).

2.0 CDFI Equitable Recovery Program (ERP) Overview

The CDFI Equitable Recovery Program (CDFI ERP) was authorized by Congress through the Consolidated Appropriations Act of 2021 to provide grants to CDFIs to respond to the economic impact of the COVID–19 pandemic. The objectives of the CDFI ERP are: 1) to provide funding to CDFIs to expand lending, grant making and investment activities in Low- or Moderate-Income communities and to borrowers, including minorities, that have significant unmet capital or financial services needs, and

were disproportionately impacted by the COVID-19 pandemic, and 2) to enable CDFIs to build organizational capacity and acquire technology, staff, and other tools necessary to accomplish the activities under a CDFI ERP Award.

The activities funded with a CDFI ERP Award will respond to economic impacts of the COVID-19 pandemic such as job loss; disruptions in health and mental healthcare; disruptions in childcare; increased housing instability; decreased availability of and increased cost of financing for affordable housing and home ownership; exacerbated inaccessibility to broadband internet; increased food insufficiency; disruptions in operations for small businesses, Small Farms and nonprofit organizations; and other negative impacts.

3.0 Intended Audience

This user guide is intended to help the External Users to easily navigate through the CDFI Fund's Awards Management Information System (AMIS) CDFI ERP Application and perform the following:

- Launch an Application
- Complete all subsections for the Application
- Review, edit, download and print the Application
- Complete the Attestation of the Application
- Submit the Application

4.0 Getting Started

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

5.0 External User/External Admin User Navigation

5.1 How to Log in as an External User/External Admin User

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

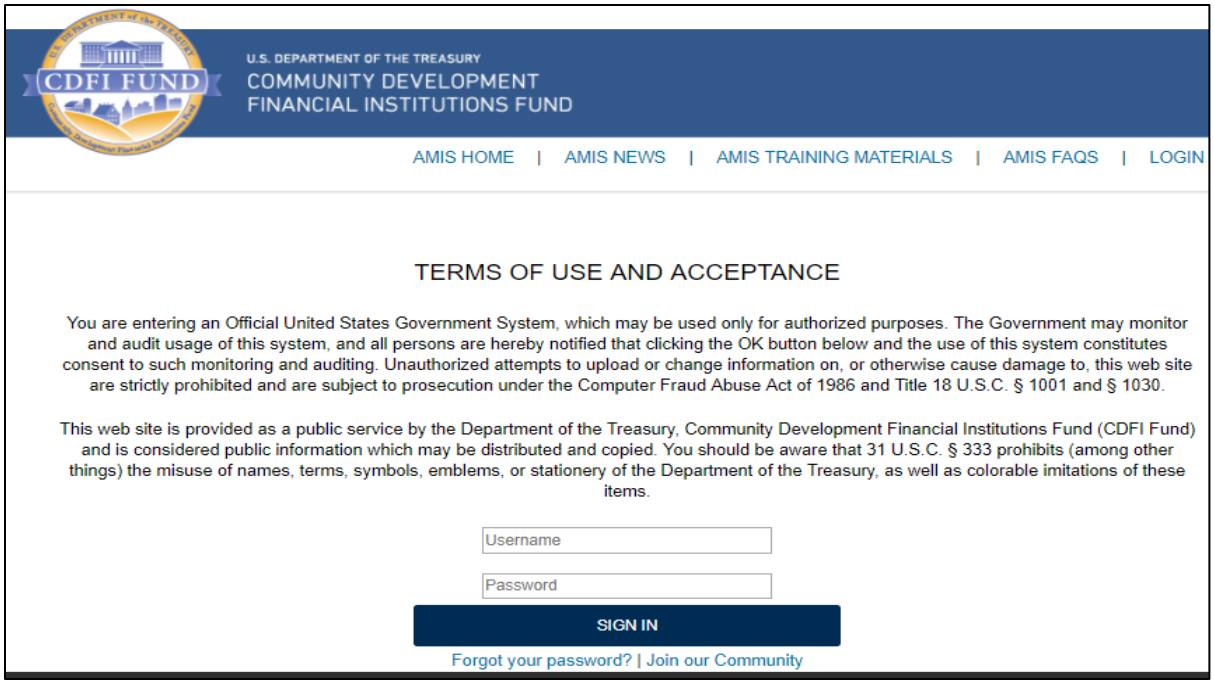


Figure 1 Sign In Page

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

5.2 Portal Overview

Once you log in the following screen will be presented.

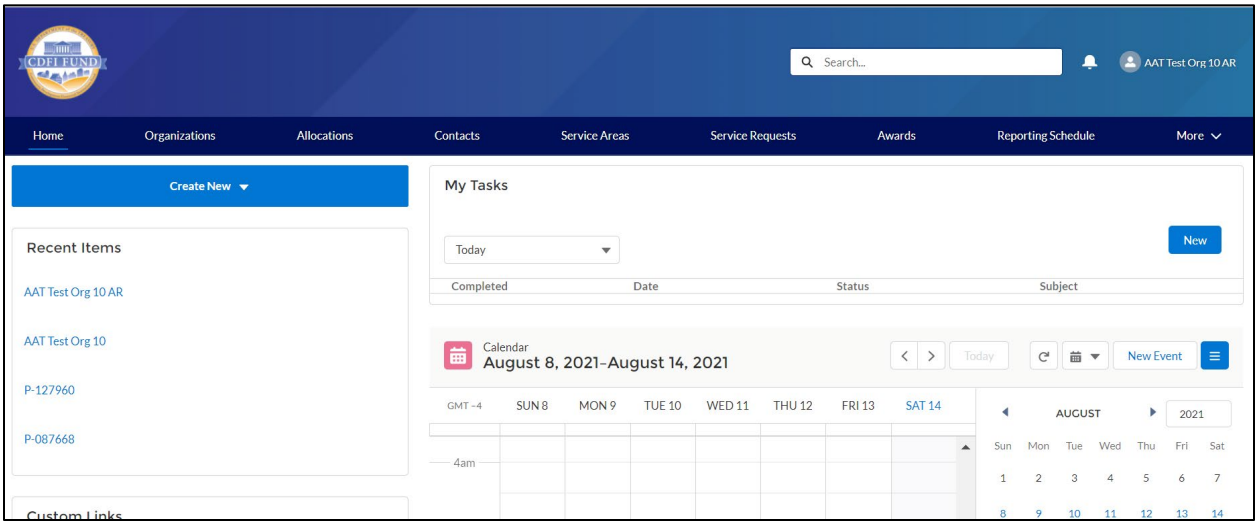


Figure 2 AMIS Homepage

5.3 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 **Logout** option.

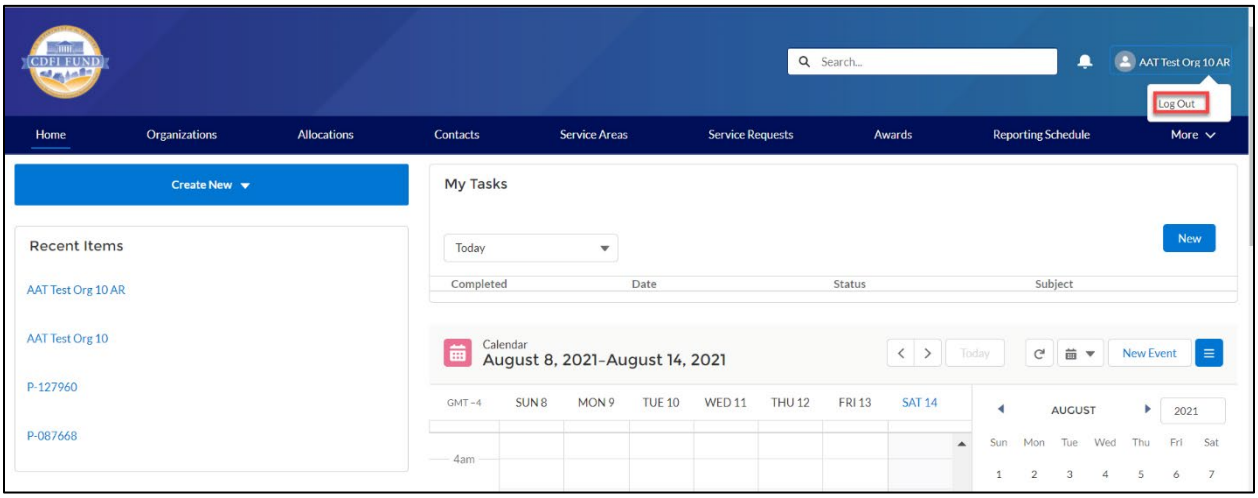


Figure 3 AMIS Homepage - Log Out

6.0 CDFI ERP Pre-Application Eligibility Questionnaire

1. From the Homepage, select the **'Organizations'** tab.

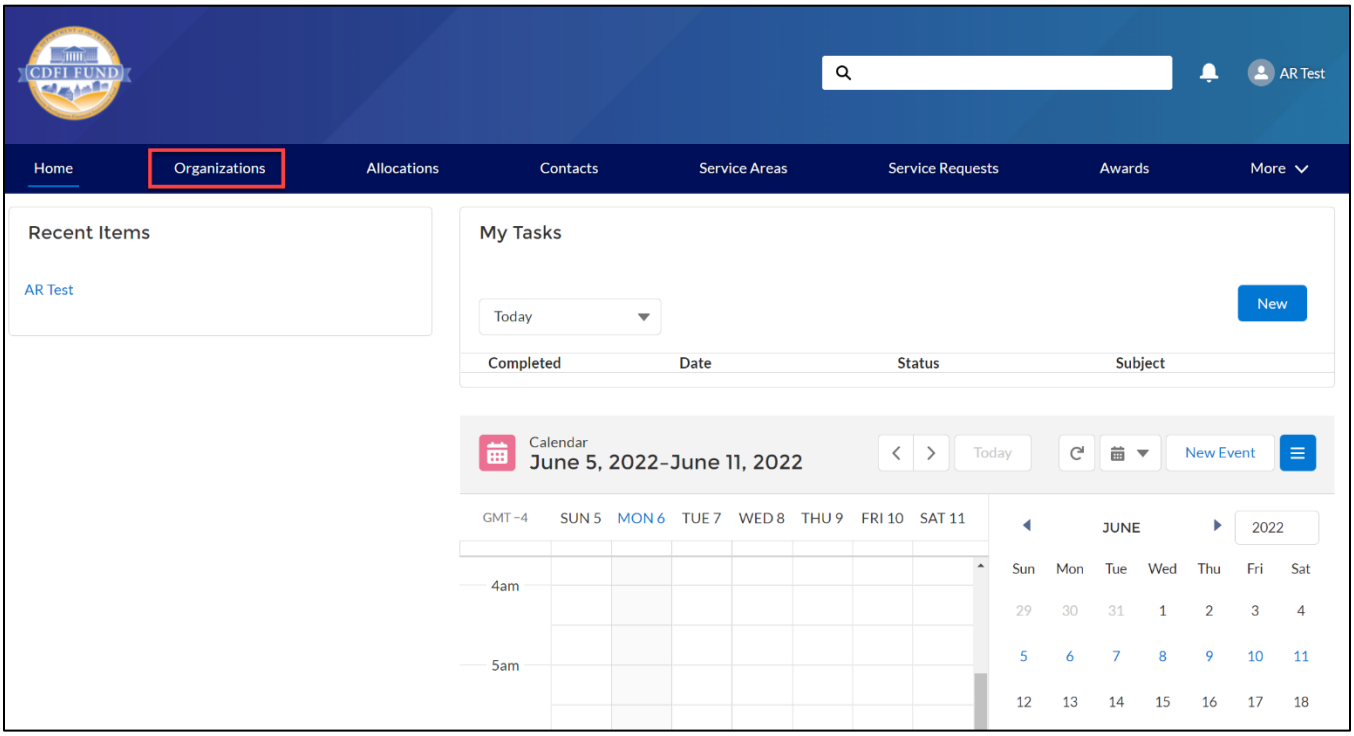


Figure 4 AMIS Homepage - Organizations Tab

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

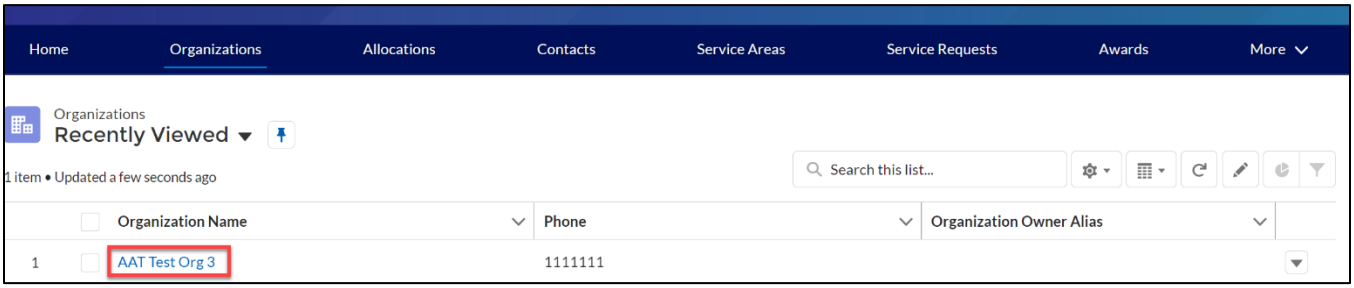


Figure 5 Organization Page - Organization Name

3. If you do not see your Organization Name in the **'Recently Viewed'** list, select **'All'** from the dropdown.

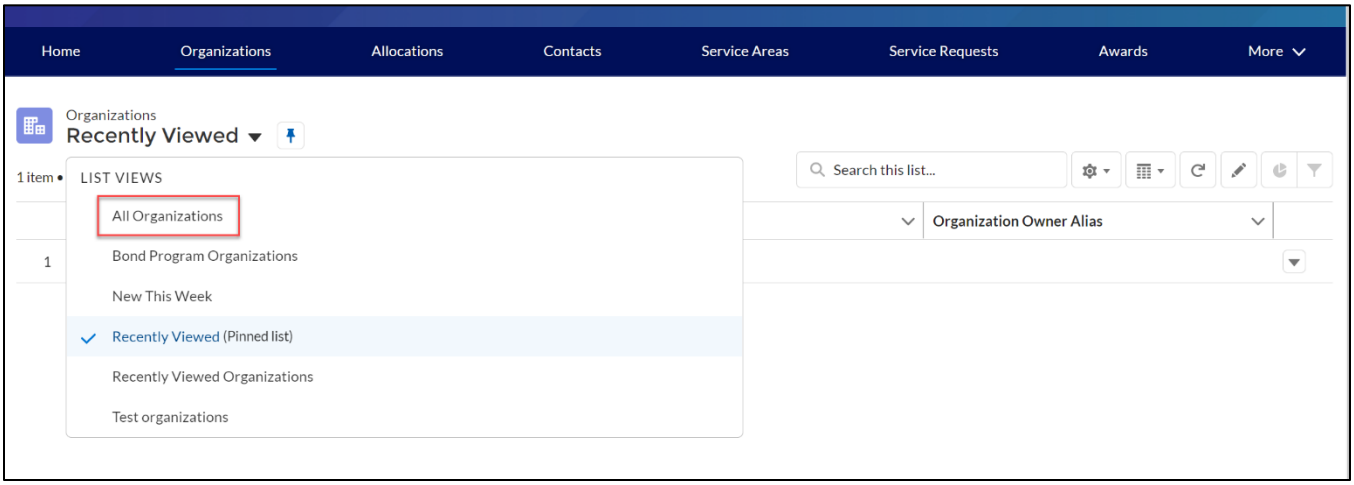


Figure 6 Organization Page - Recently Viewed List

4. Click on the **'Related'** tab.

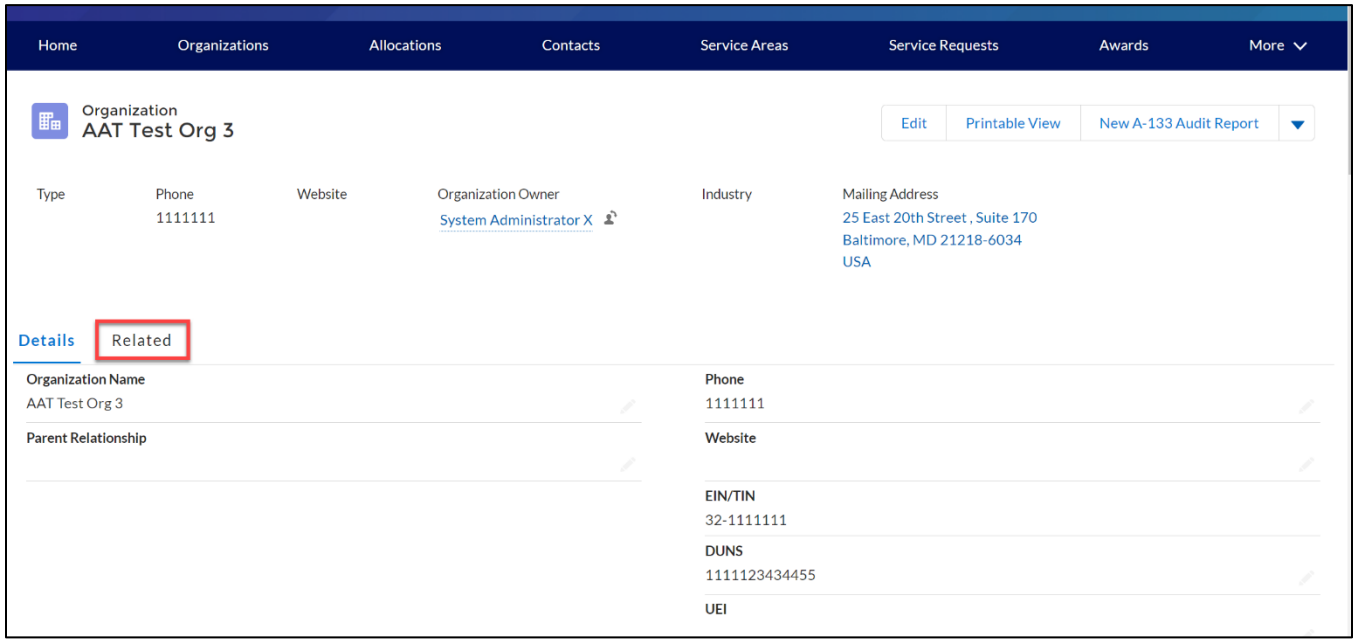


Figure 7 Organization Page - Related Tab

5. Scroll down to the **'Program Profiles'** section and click the **'View All'** button.

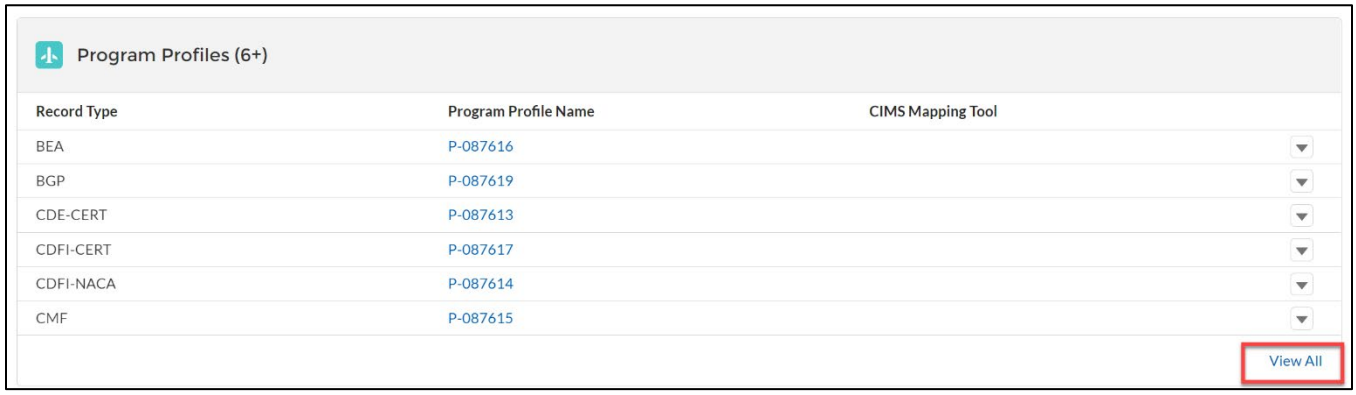


Figure 8 Related Page - Program Profiles

6. Select the **'Program Profile Name'** for the **'CDFI ERP Record Type'**.

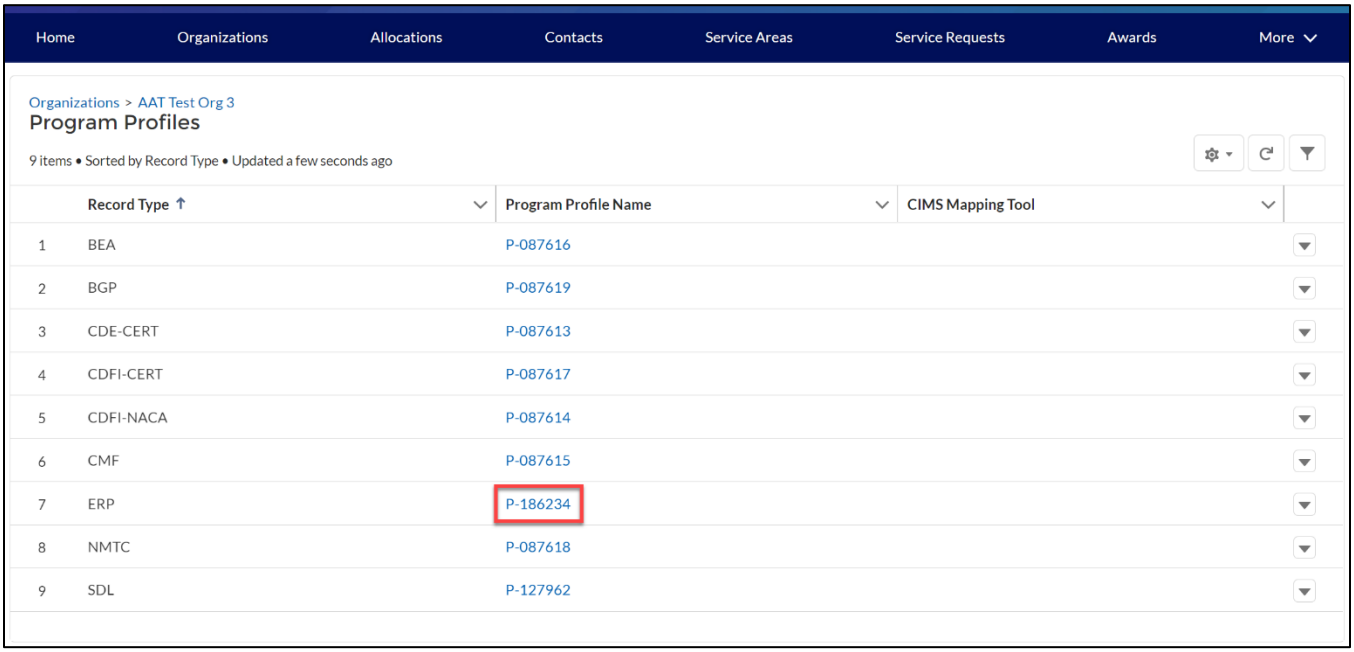


Figure 9 Related Page - Program Profiles Name

7. To apply for eligibility, click the **'ERP Program Eligibility'** button in the upper right-hand corner.

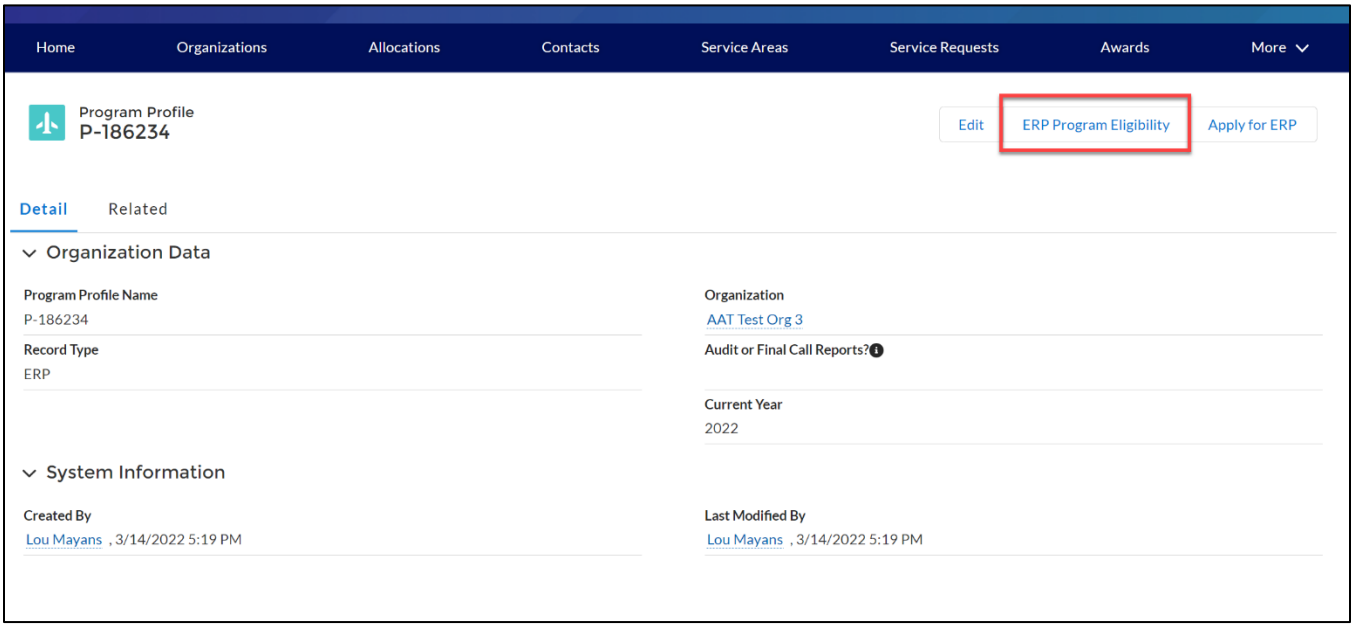


Figure 10 Program Profile Page - ERP Program Eligibility

8. Answer the two questions from the pop-up by choosing a response from the dropdowns and click **'Next'** button.

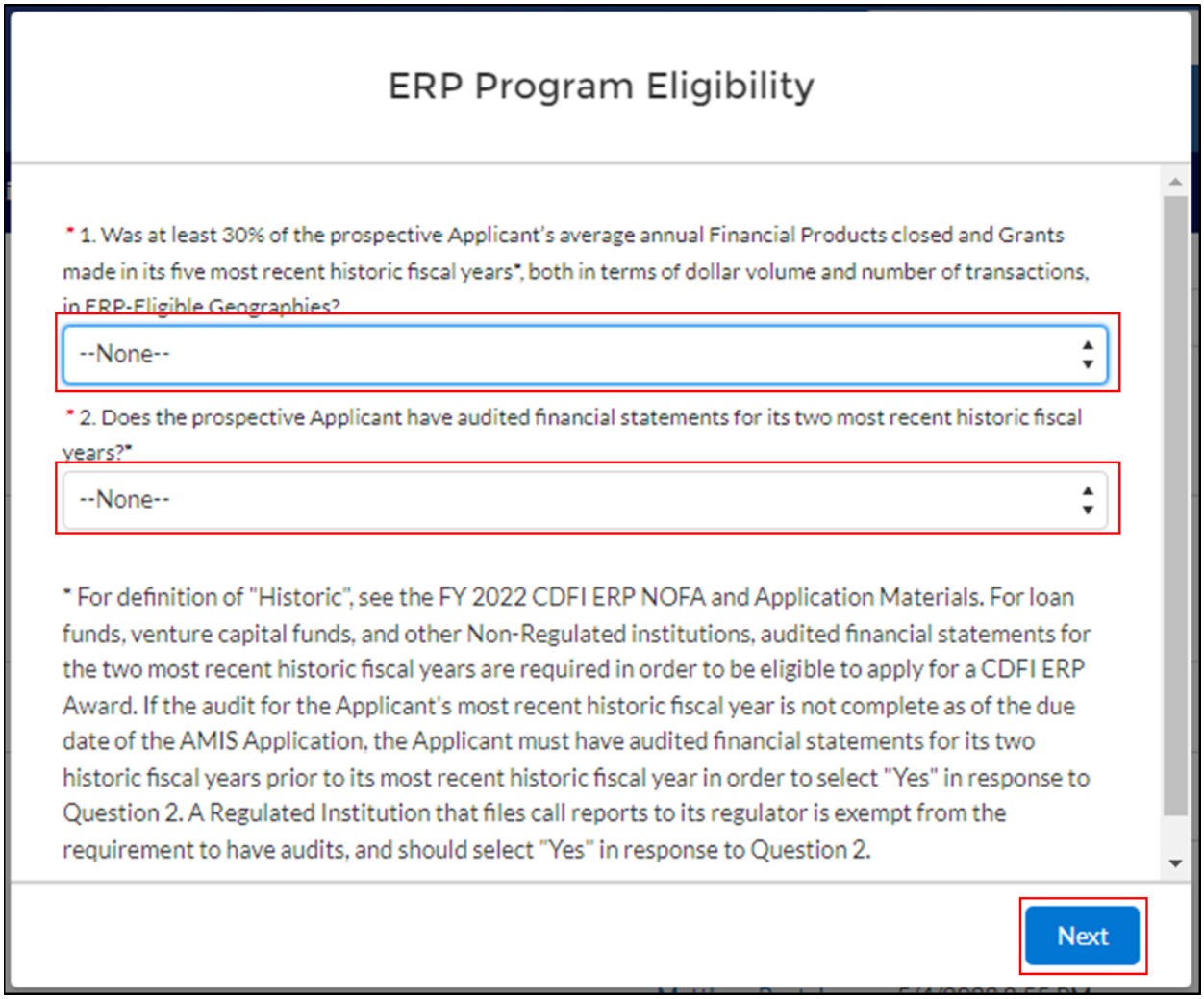


Figure 11 ERP Program Eligibility Popup

9. The following screen will appear only for organizations that have a 3/31 fiscal year end. Answer "Yes" or "No" and click the **'Next'** Button.

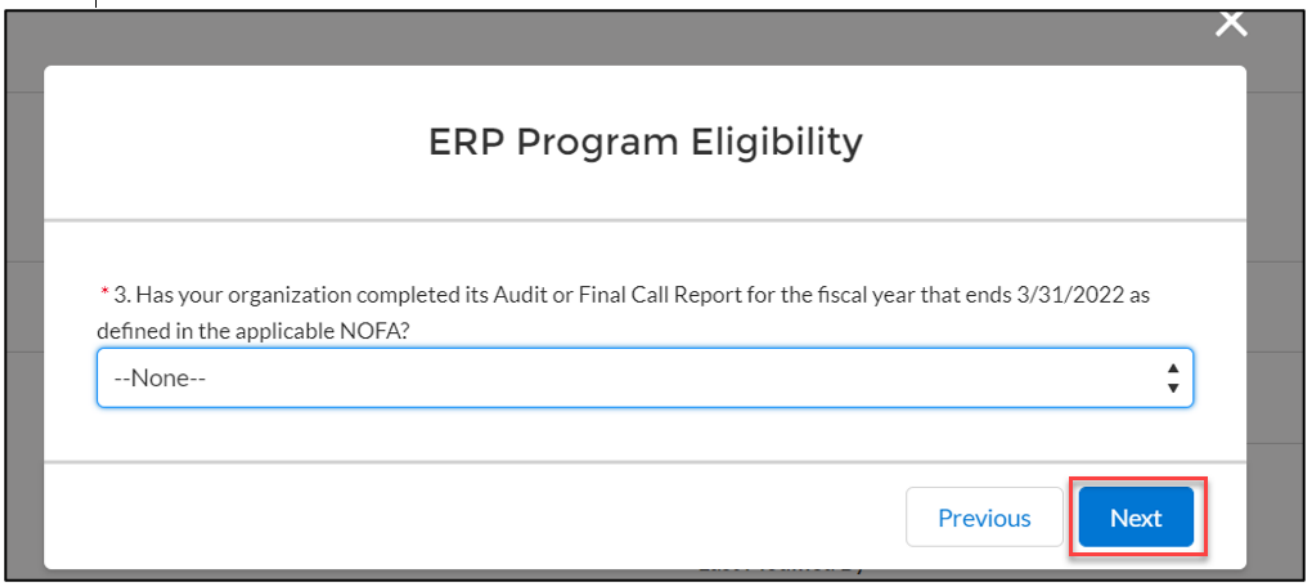


Figure 12 ERP Program Eligibility Popup

10. The ‘ERP Program Eligibility’ pop-up window indicates your Historic, Current and Projected Years for purposes of completing your CDFI ERP Application. Note the years and click the **‘Next’** Button.

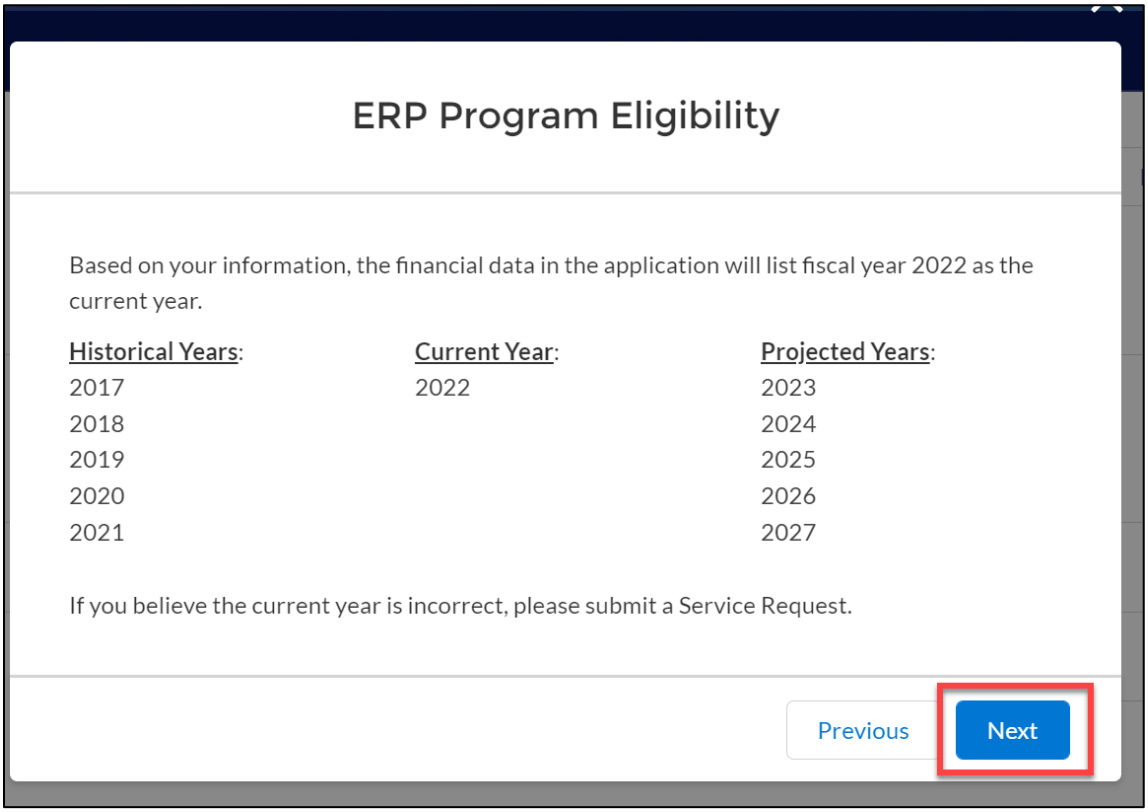


Figure 13 ERP Program Eligibility Historic, Current, and Projected Years

11. A confirmation message will appear at the top of the screen.

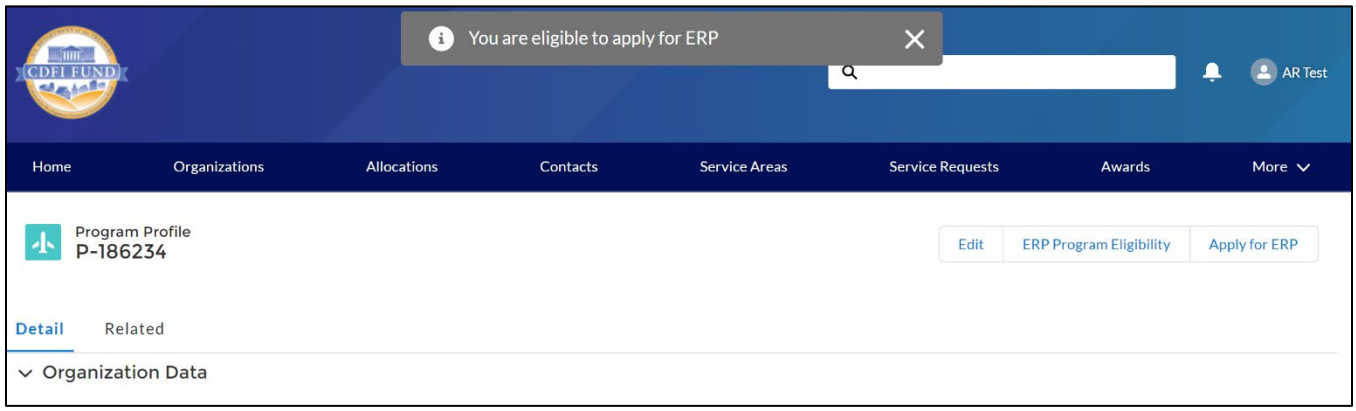


Figure 14 Eligibility Confirmation Message

7.0 Launching a CDFI ERP Application

1. From the Homepage, select the **'Organizations'** tab.

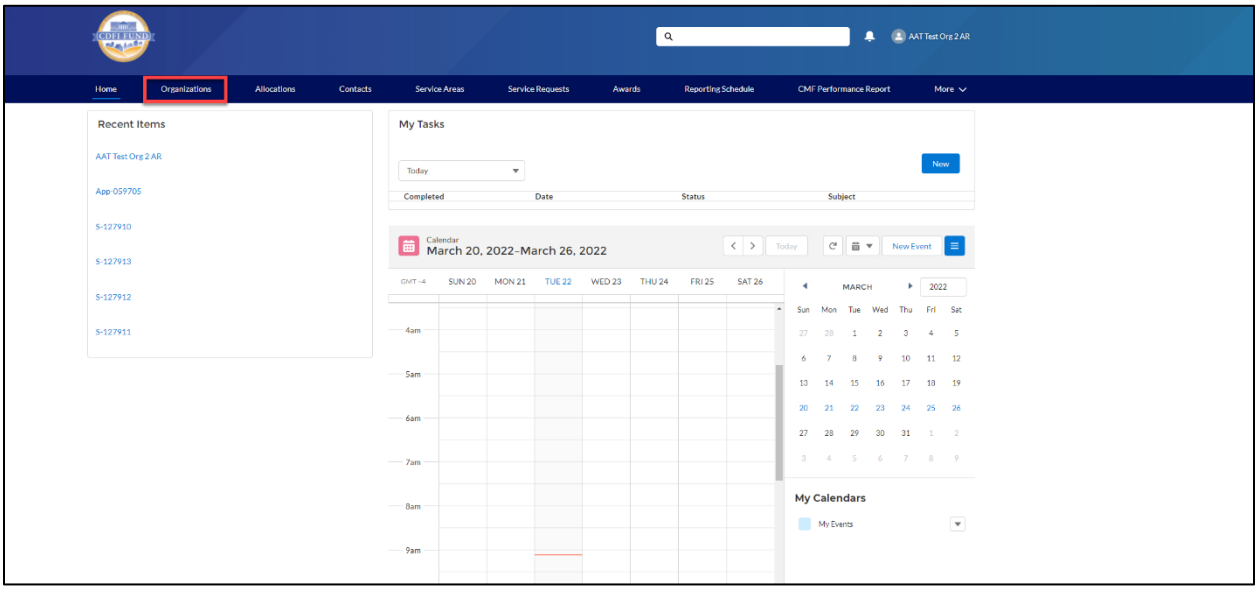


Figure 15 AMIS Homepage - Organization Tab

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

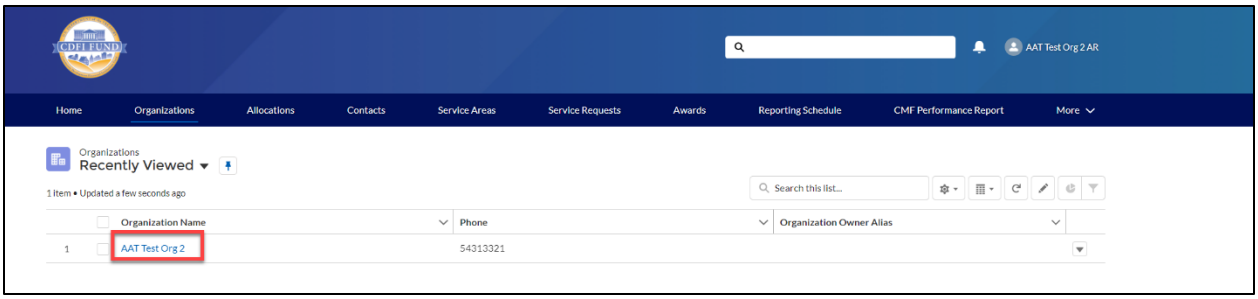


Figure 16 Organization Page - Organization Name

3. If you do not see your Organization Name in the **'Recently Viewed'** list, select **'All'** from the dropdown. Click on your organization's name.

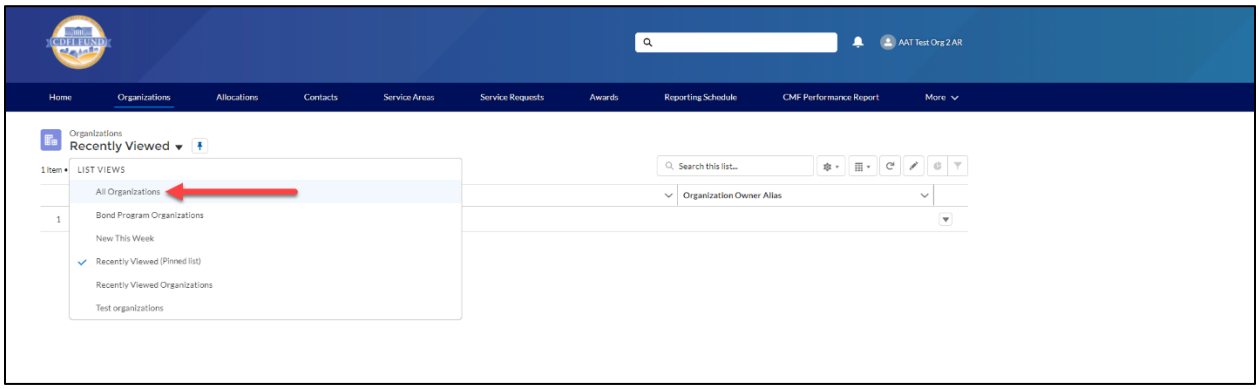


Figure 17 Organization Page - Recently Viewed List

4. Click on the **'Related'** tab.

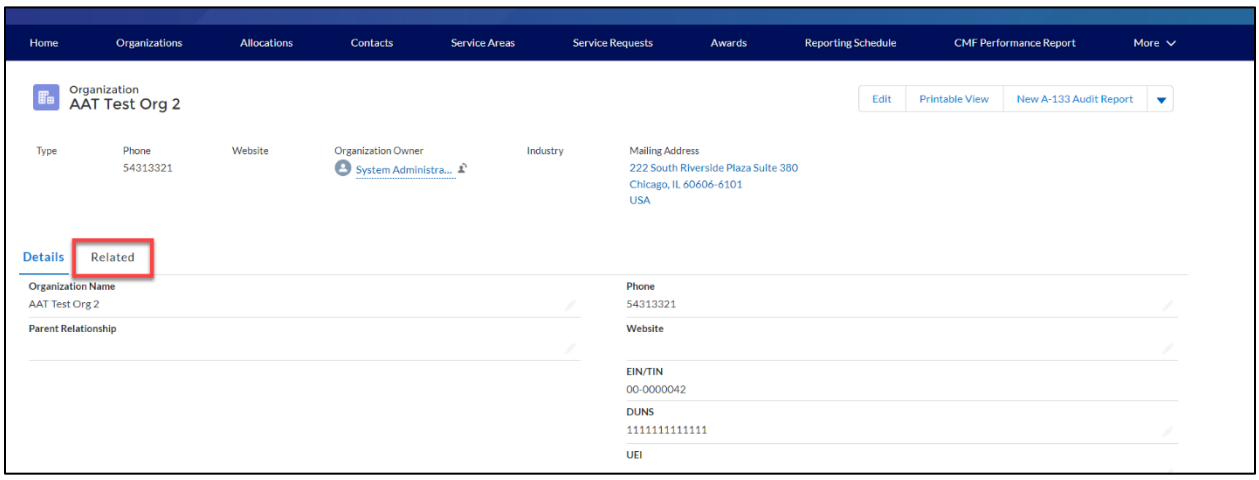


Figure 18 Organization Page - Related Tab

5. Scroll down to the **'Program Profiles'** section and click the **'View All'** button.

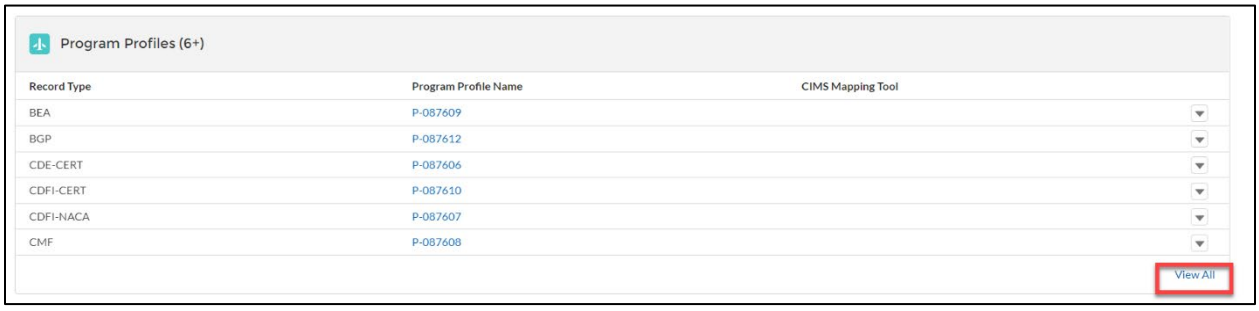


Figure 19 Organization Page - Program Profiles

6. Select the **'Program Profile Name'** for the **'ERP Record Type'**.

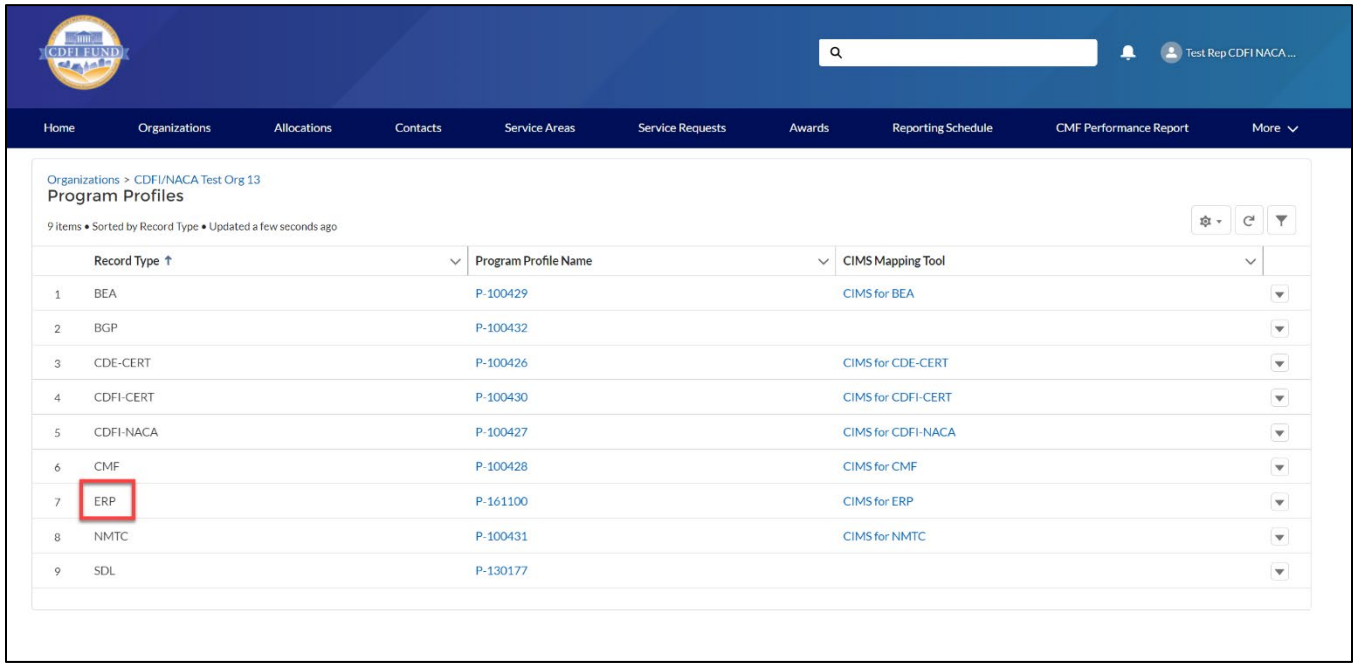


Figure 20 Program Profiles - ERP Record Type

7. To create a new Application, select **'Apply for ERP'** in the upper right on the Program Profiles Detail tab.

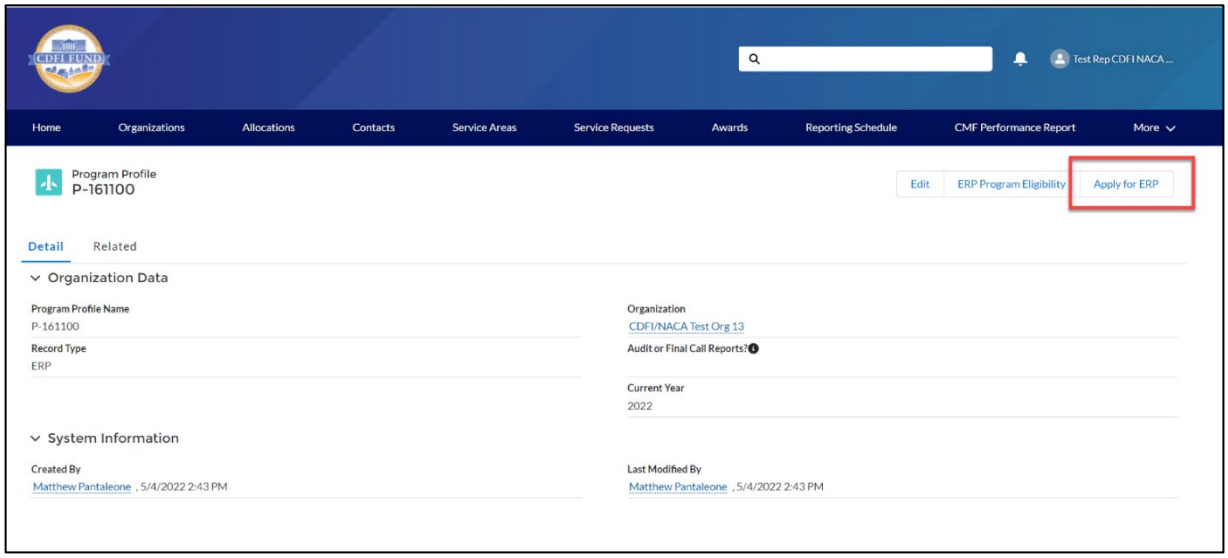


Figure 21 Program Profile Page - Apply for ERP Button

8. Click the **'Next'** button on the popup window.

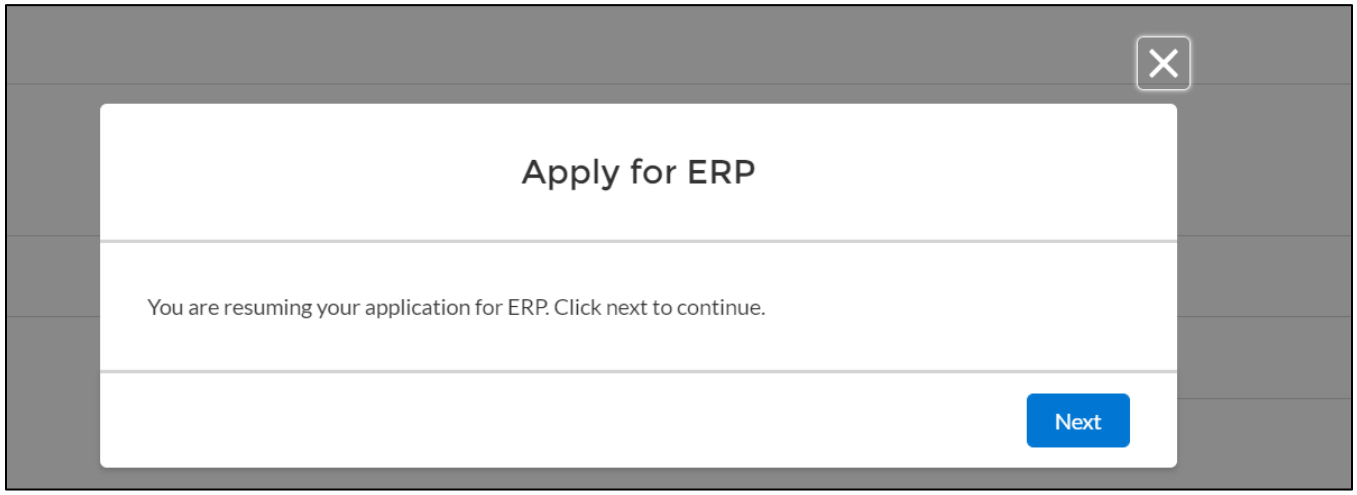


Figure 22 Apply for ERP Popup

9. This will launch the Application.

8.0 User Interface Appearance and Navigation

8.1 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.

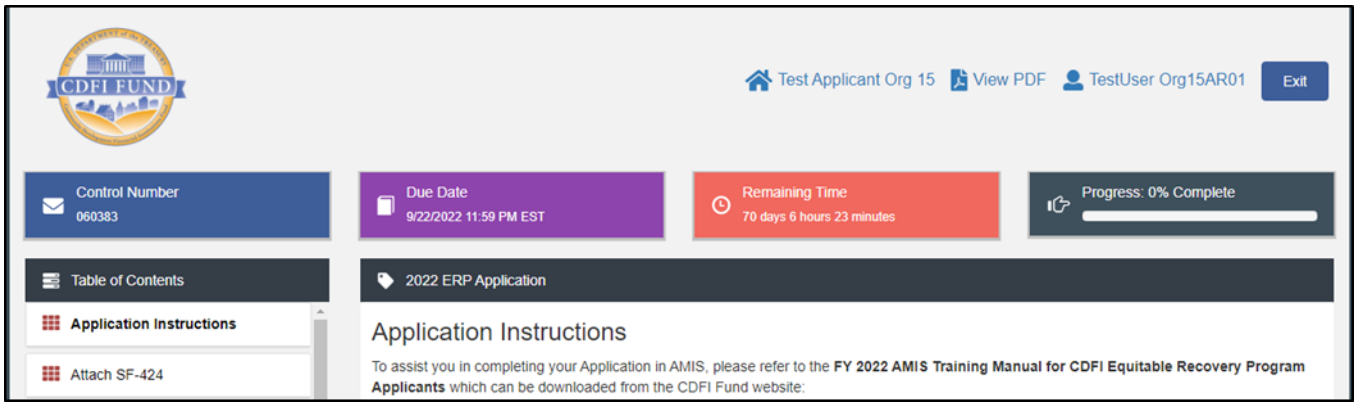


Figure 23 Application Instructions

The header will include:

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

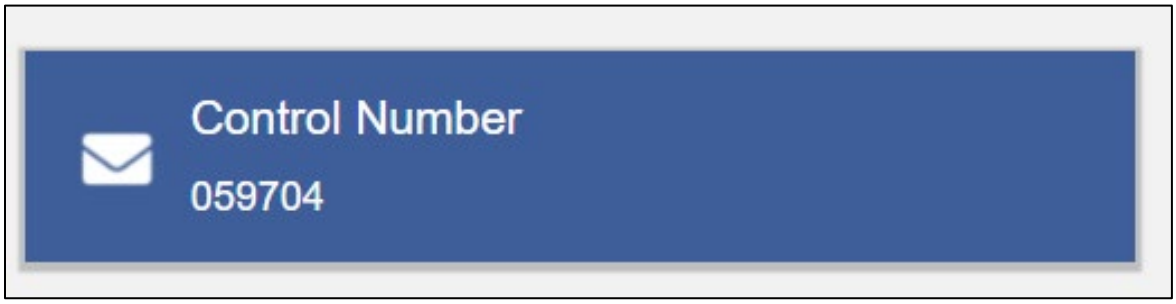


Figure 24 Control Number

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

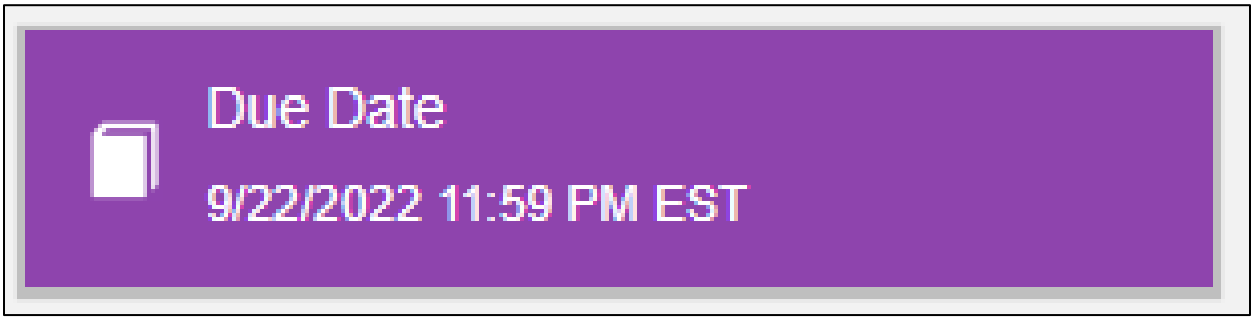


Figure 25 Due Date

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

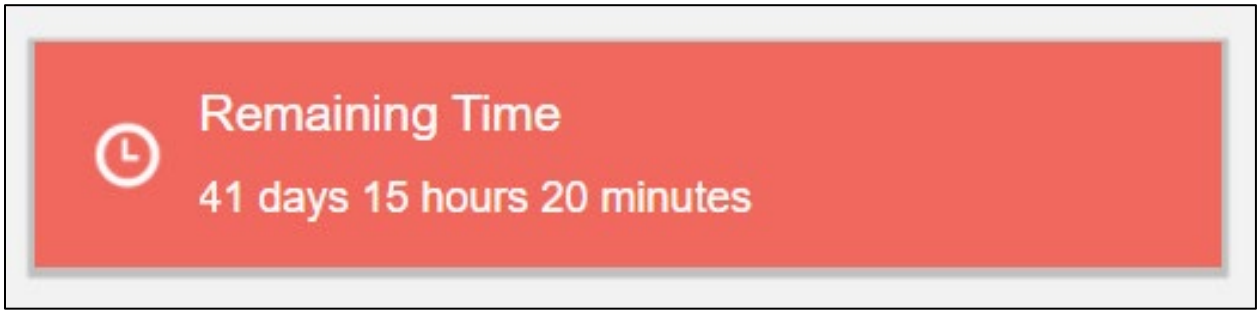


Figure 26 Remaining Time

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

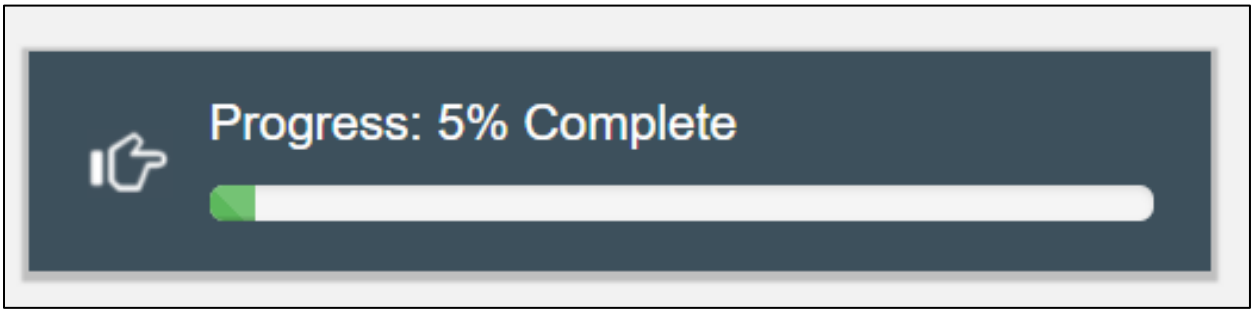


Figure 27 Progress Bar

The Quick Links Menu will include:

1. **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.
2. **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.
3. **User:** Name of user profile currently editing the Application.
4. **Exit:** Use this button to Exit the Application **after** saving your work.

Figure 28 Quick Links Menu

8.2 Using the Collapsible Menu

The menu on the left-hand side of the page displays the Table of Contents and will enable you to navigate to different sections of the Application. Use the vertical scroll bar to navigate within the Table of Contents.

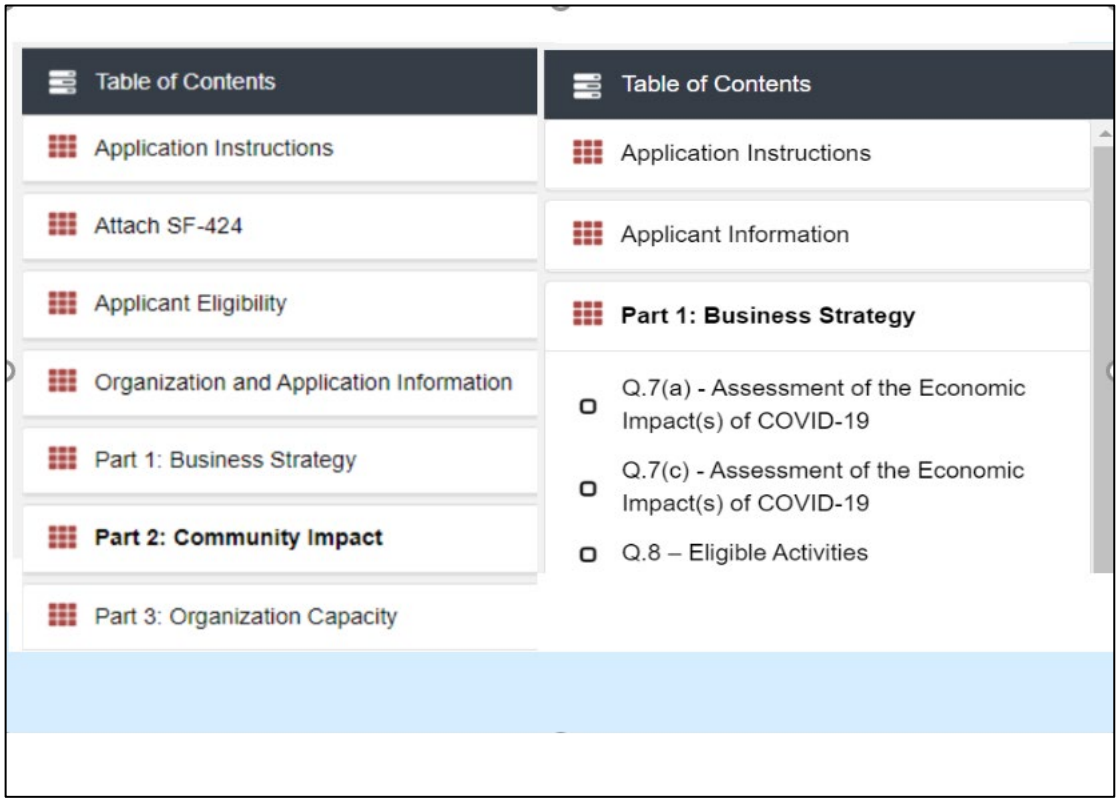


Figure 29 Collapsible Menu

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

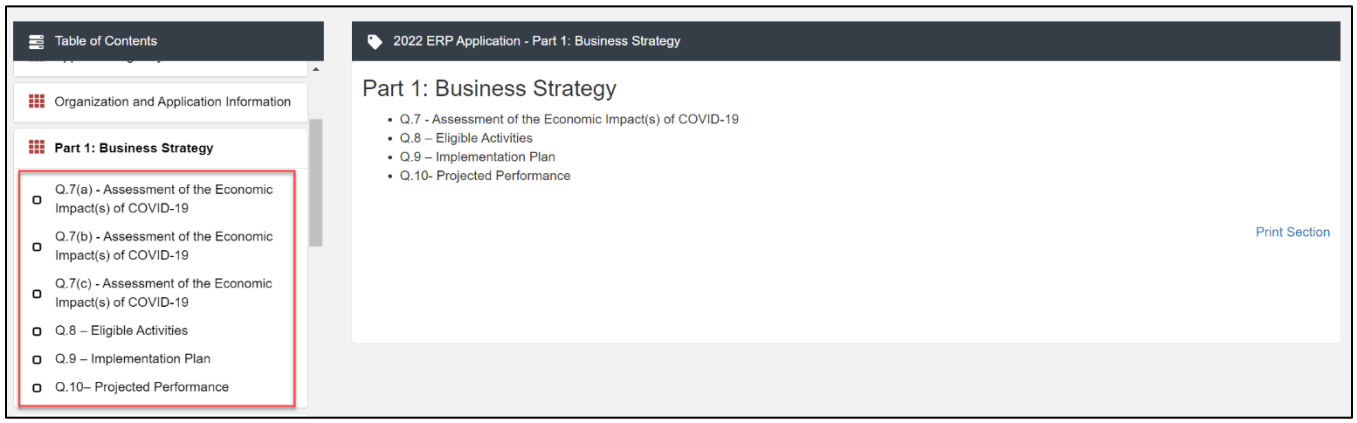


Figure 30 Subsection Links

Clicking on a section title will also bring up a section introduction page in the interface to the right of the Table of Contents. 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 Table of Contents bar.

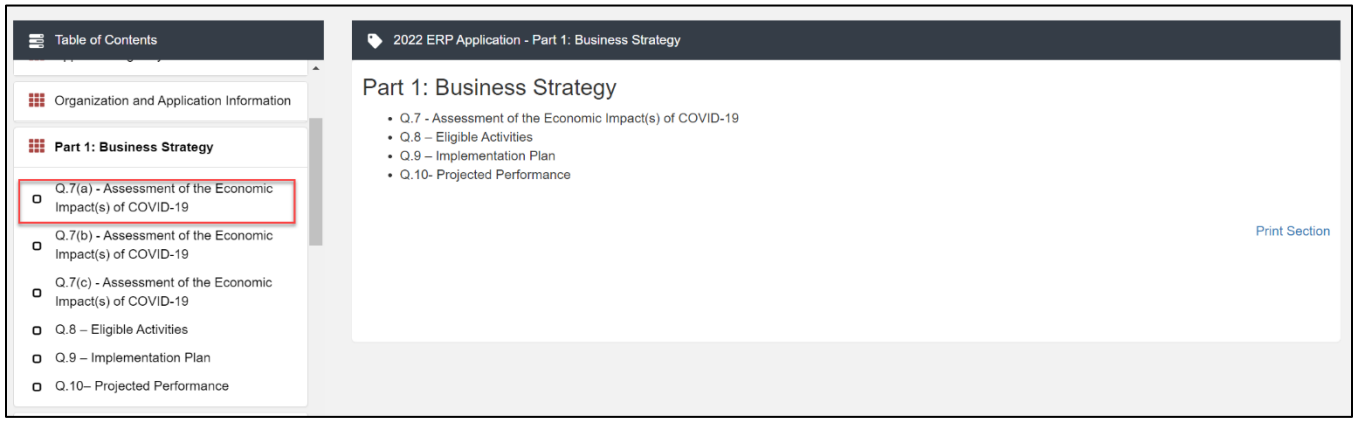


Figure 31 Subsection Hyperlink

The page for the subsection, including Application question and response fields, will be visible in the UI display to the right of the Table of Contents. Note that the gray bar at the top of the display lists the name of the Application, section, and subsection currently displayed.

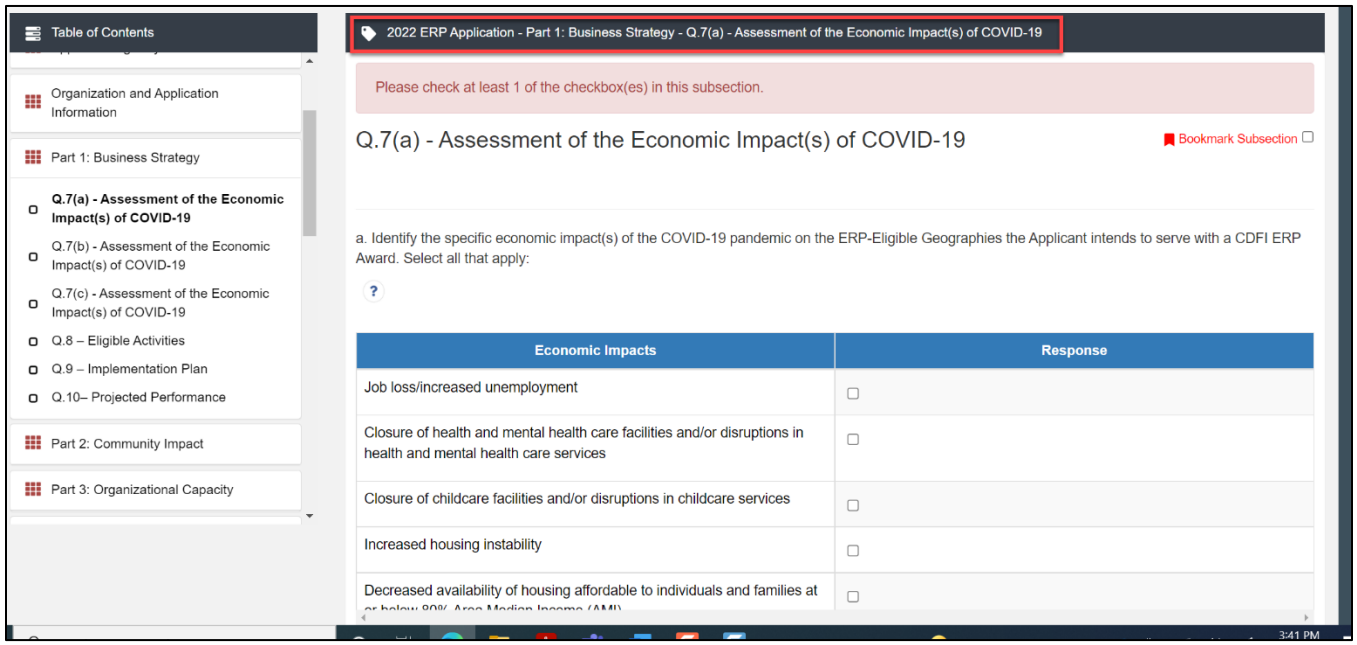


Figure 32 Application Heading Bar

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 Table of Contents again.
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.

8.3 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 to remedy the error if your entries are incomplete or contain errors. 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 *.

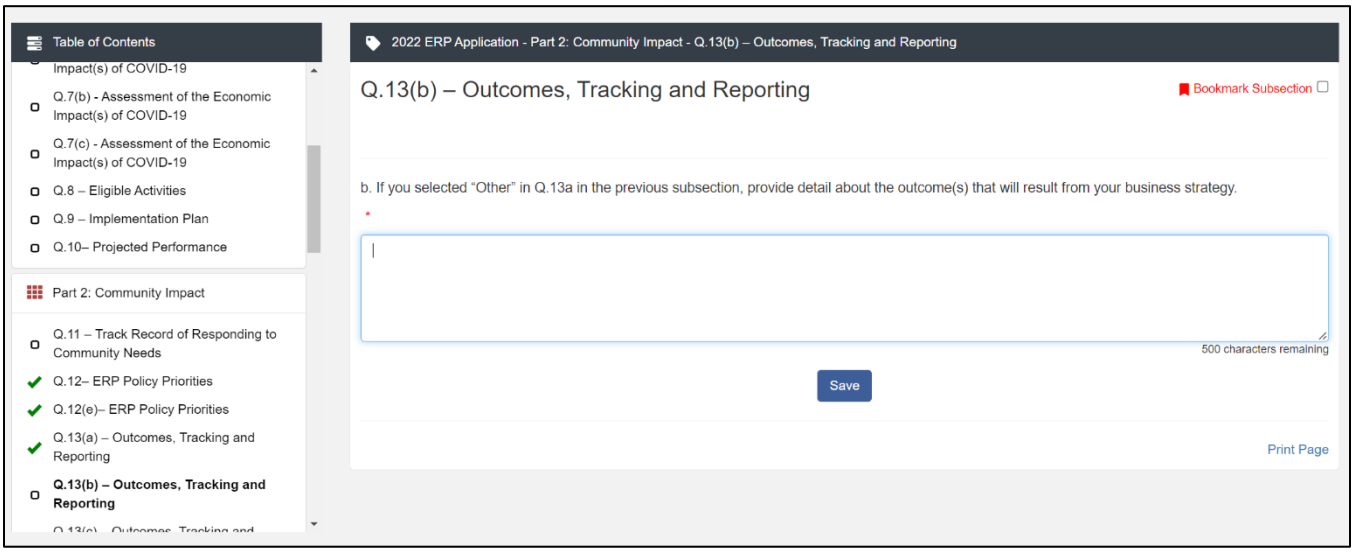


Figure 33 Required Fields Example

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

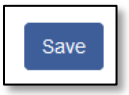


Figure 34 Save Button

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

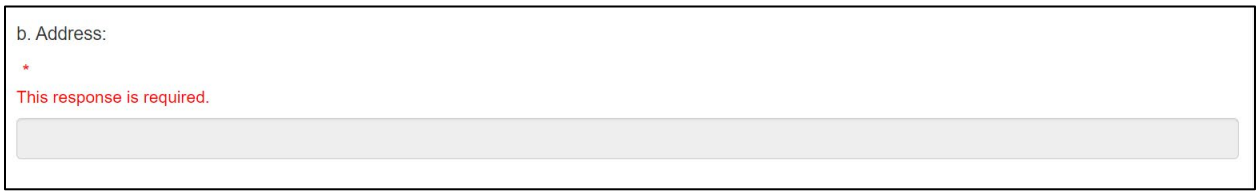


Figure 35 Error from Field Left Blank Example

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 36 Subsection Complete Example Message

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

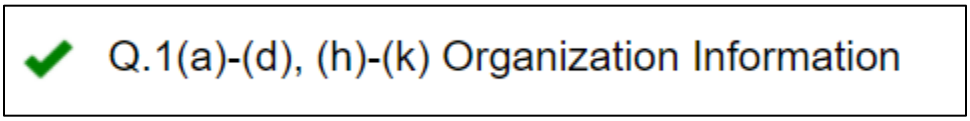


Figure 37 Saved and Completed Subsection Checkmark Example

8.4 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.**

8.5 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.

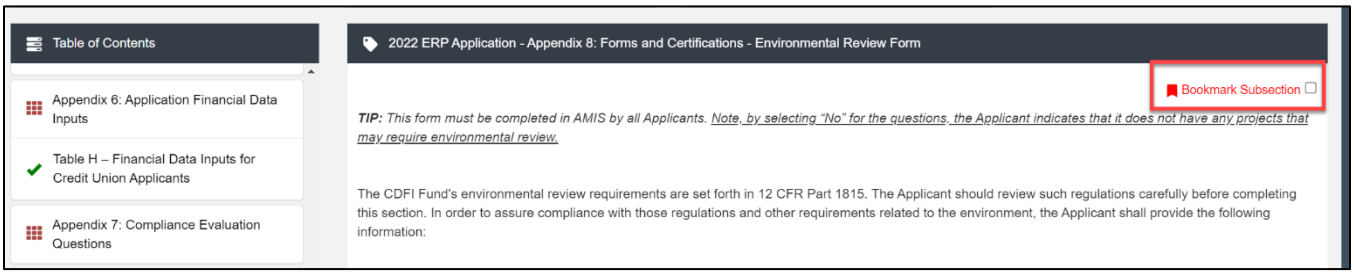


Figure 38 Bookmark Example

Click the checkbox to bookmark the subsection. A bookmark symbol will appear next to that subsection in the Table of Contents menu.

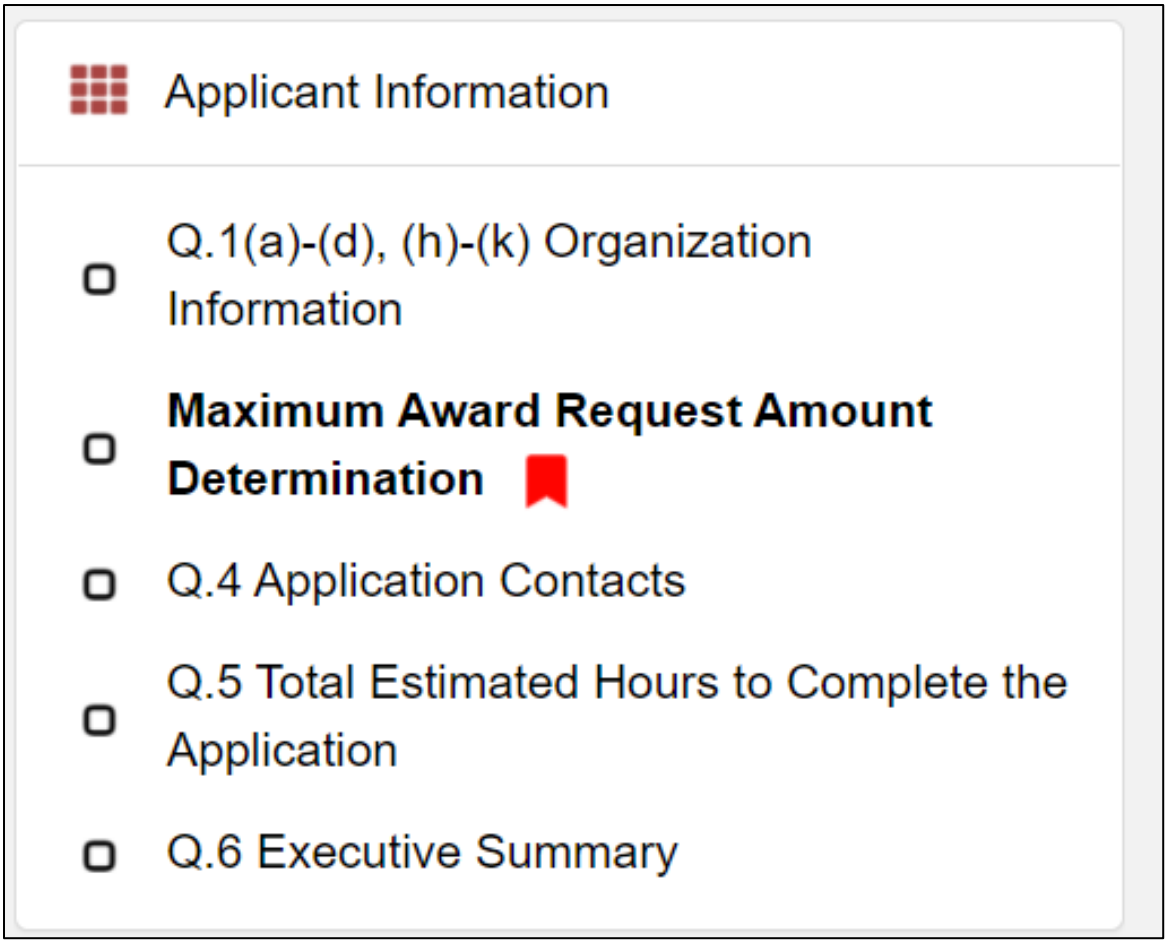


Figure 39 Bookmark Symbol Example

To remove a bookmark, uncheck the checkbox.

8.6 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. It is recommended that Applicants read all Help Text.

Figure 40 Help Text Symbol

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

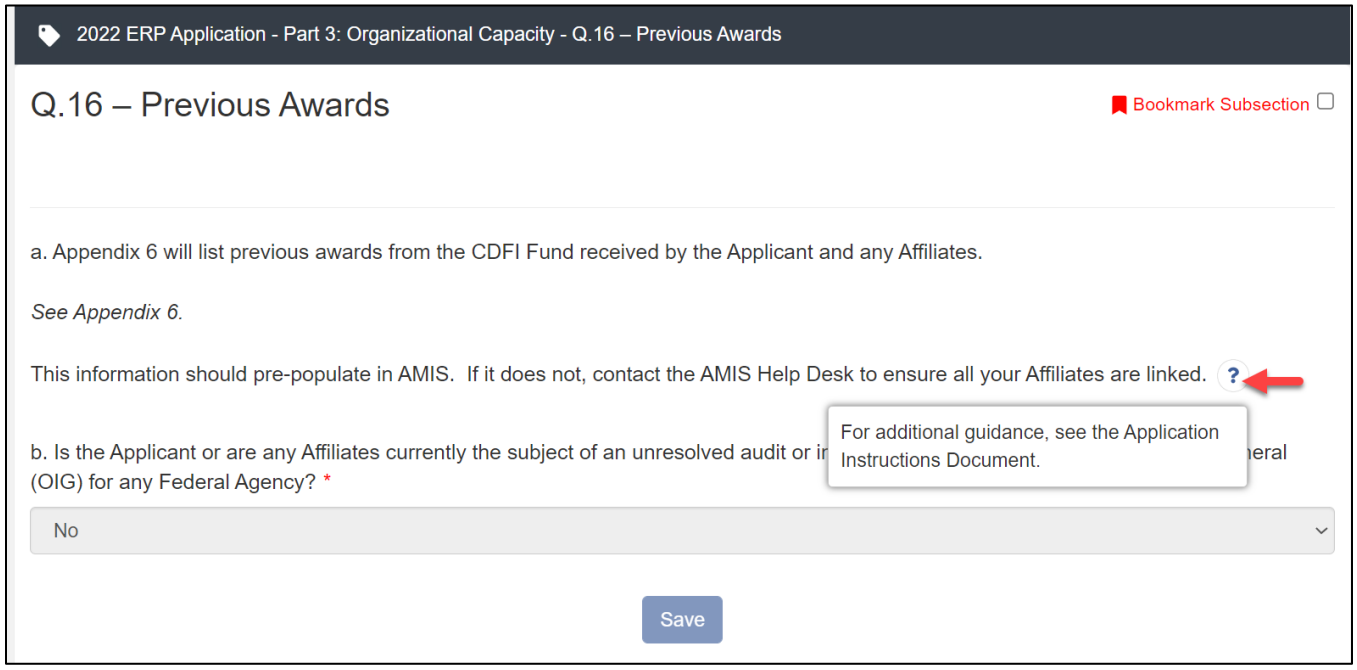


Figure 41 Help Text Expanded Example

If Help Text is not provided for that question or if you need additional guidance, please see the FY 2022 CDFI ERP Application Instructions available on the CDFI Fund's website.

9.0 User Interface Form Features

9.1 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 Application Contacts subsection below, this field is required.

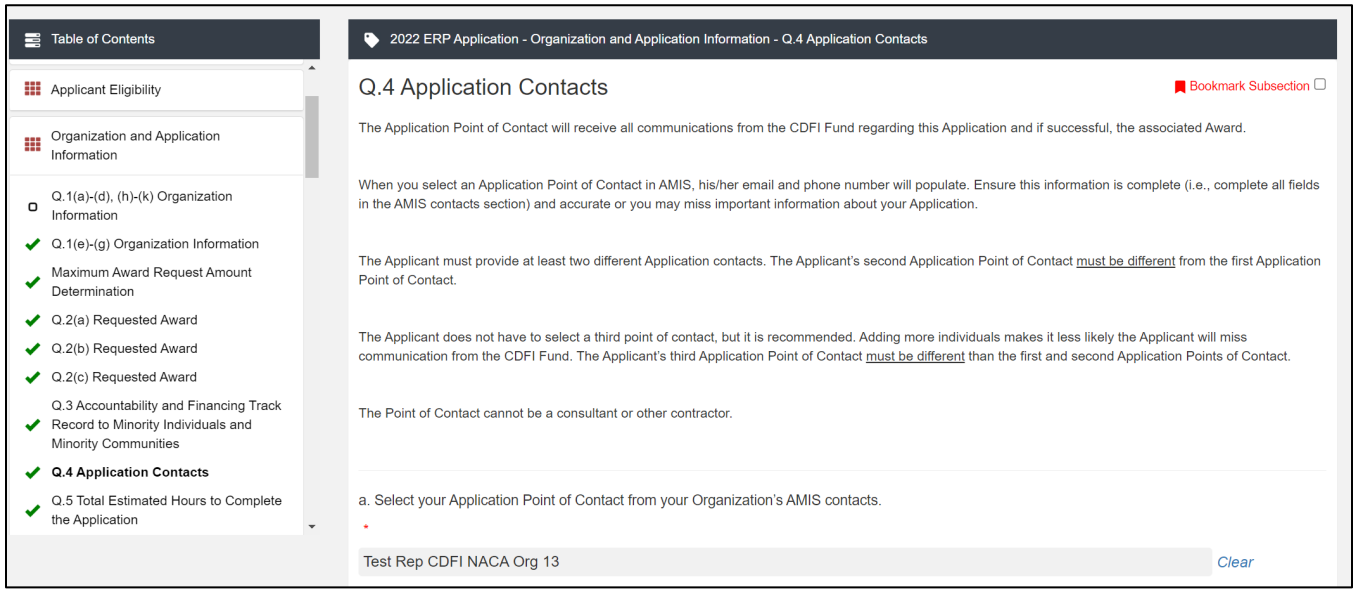


Figure 42 Required Field Example

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

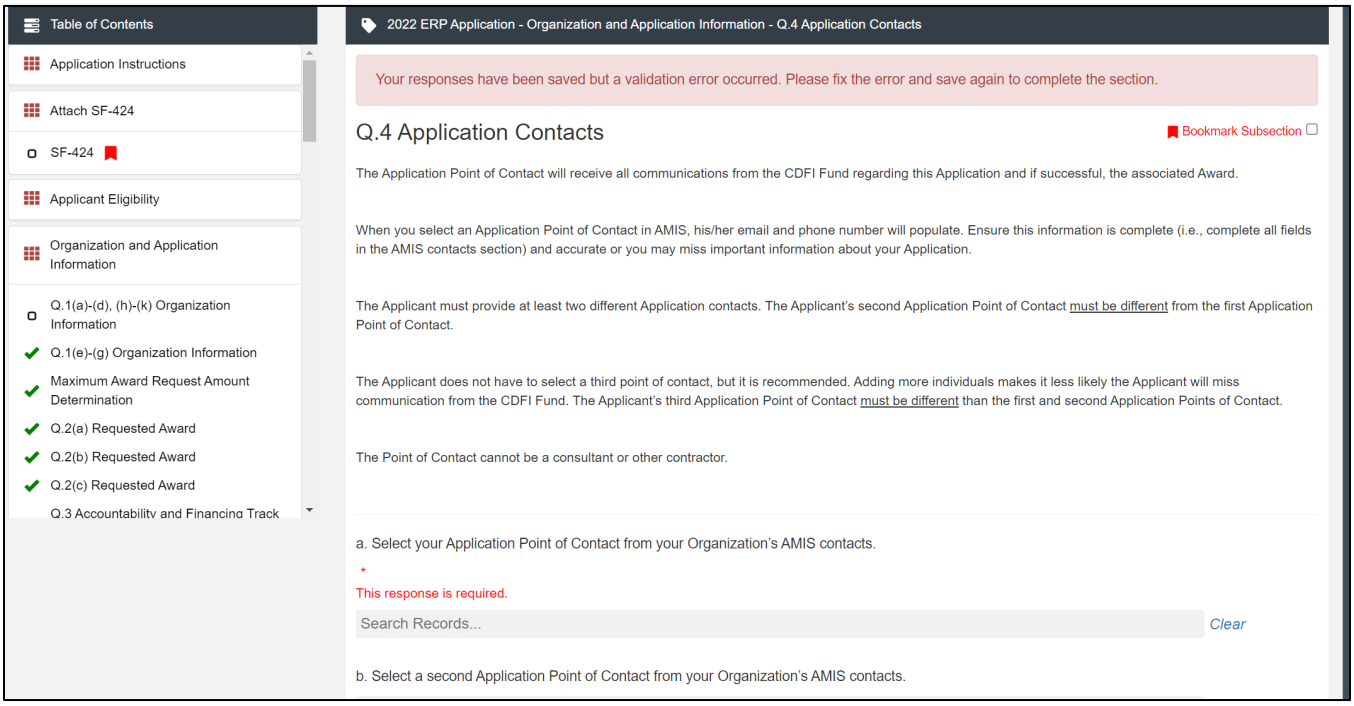


Figure 43 Error Message Example

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.

9.2 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.

For example, if you select “Yes” from the picklist in Q.12a, a dependent Question will appear.

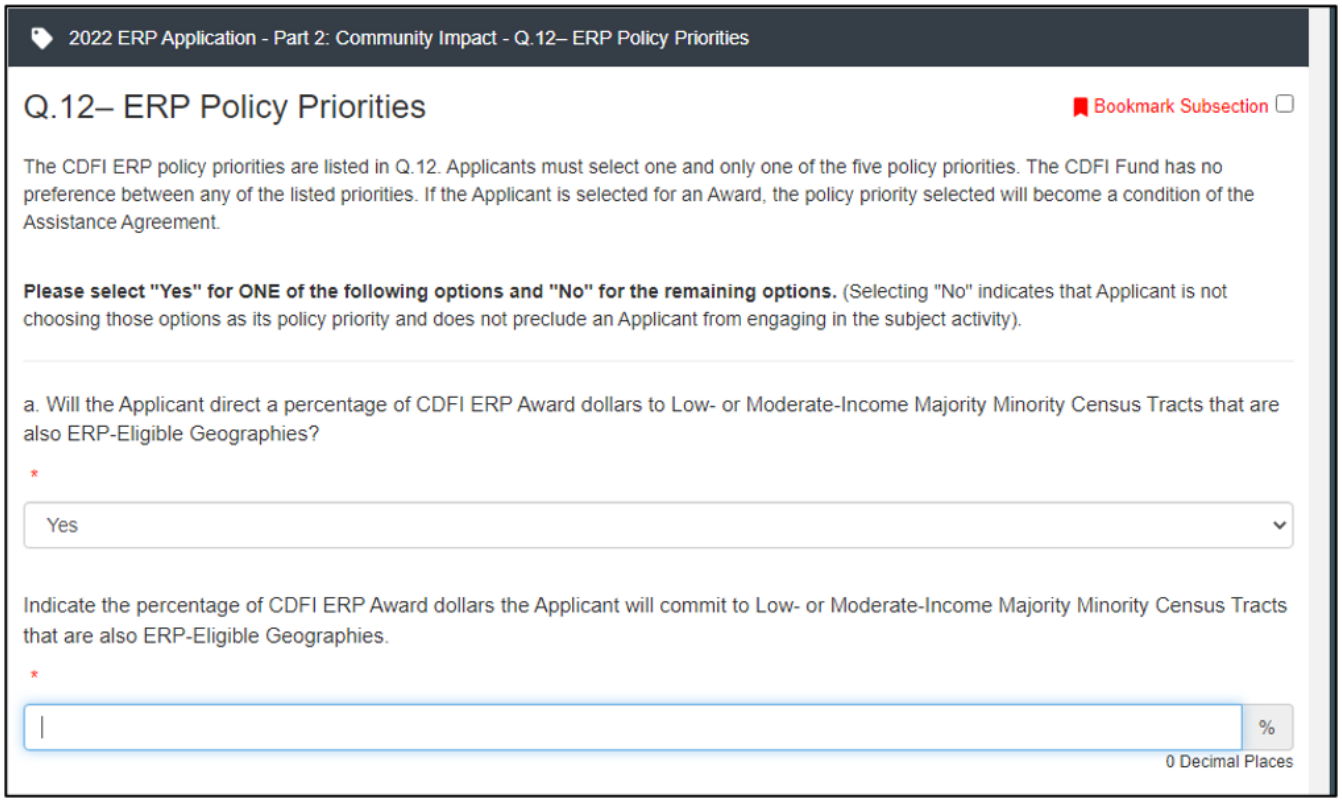


Figure 44 Dependent Question Example

Many dependent questions require a narrative response. 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 note that word processing programs typically do **not** count line breaks as characters, but the template Application in AMIS will include line breaks in your total character count**.**

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 ***text box may truncate your response.***

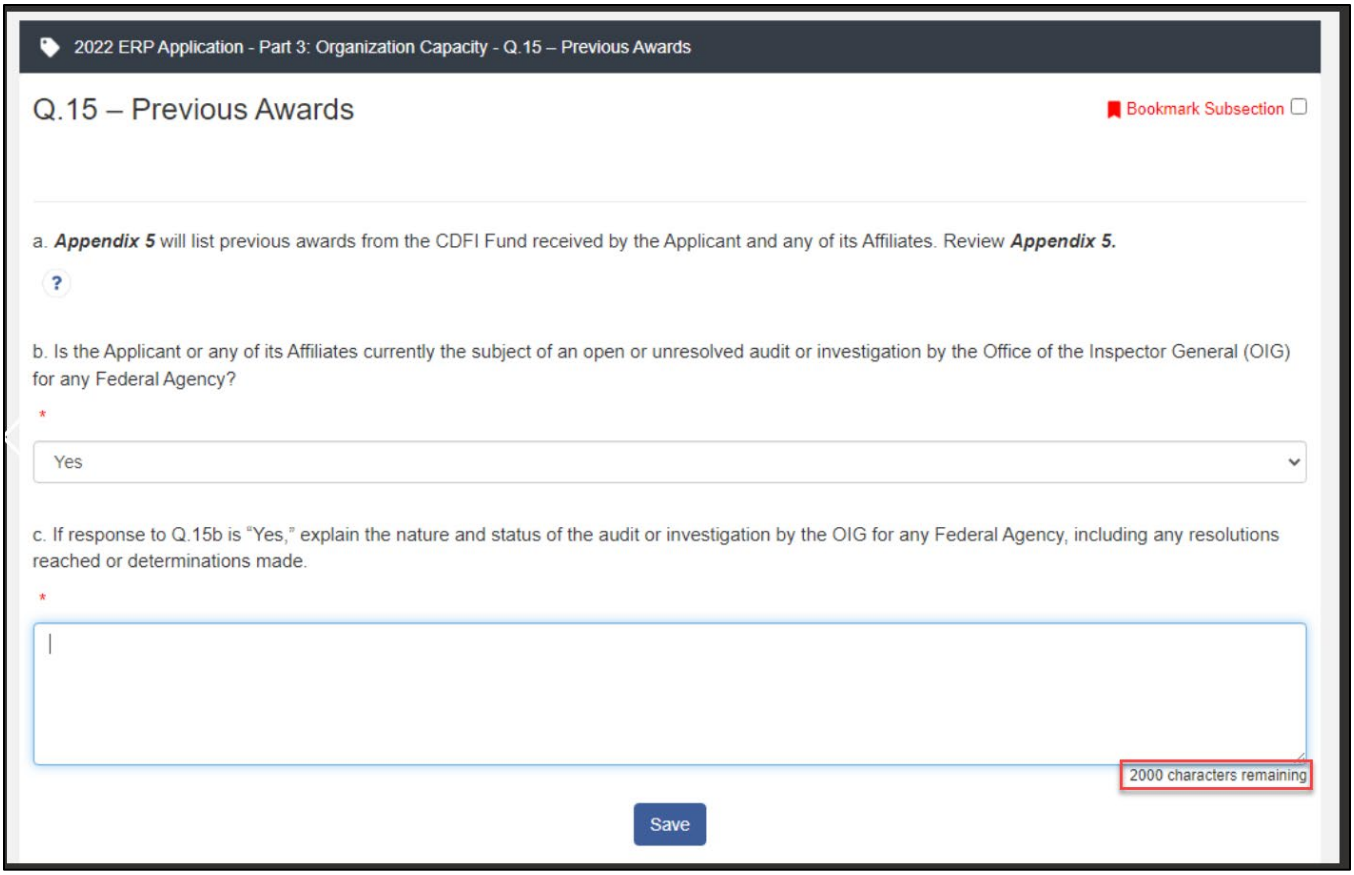


Figure 45 Text Box Character Limit

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 indentions 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. Note: You

may not see all subsections. To confirm that a subsection does not apply to your organization, please see the Application Instructions on the CDFI ERP webpage.

For example, your responses to the subsection 'Q.7(a) - Assessment of the Economic Impact(s) of COVID-19' enable a dependent subsection, Q.7(b), if you indicate 'Other' as your response.

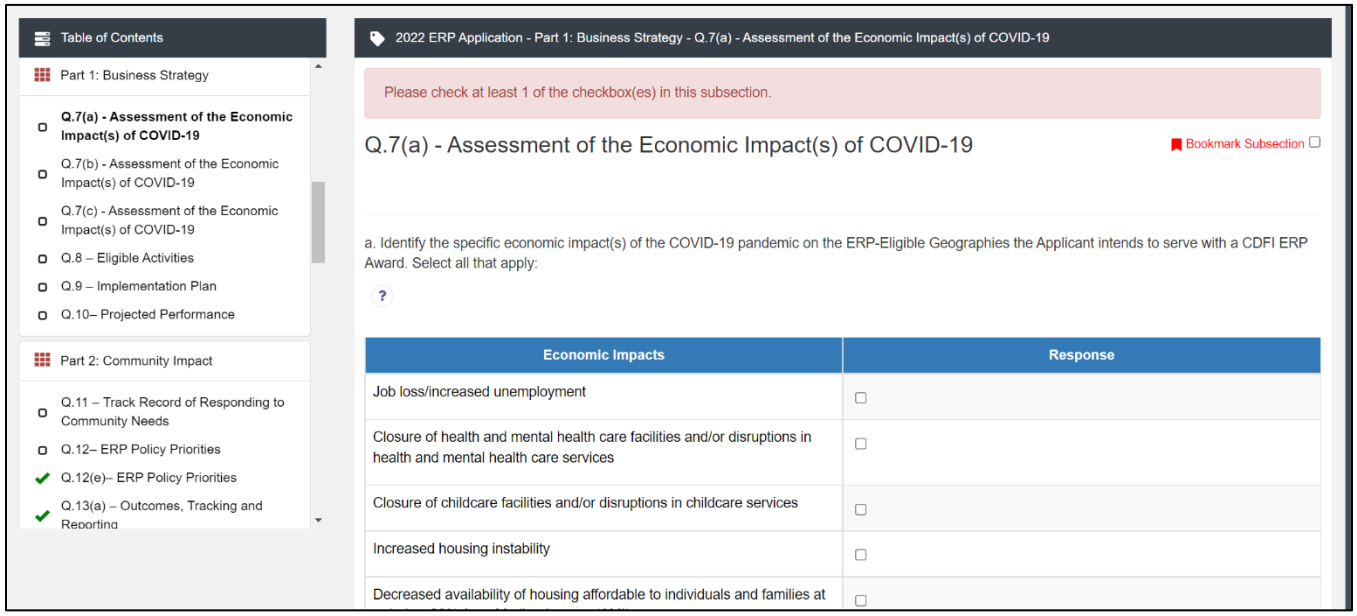


Figure 46 Dependent Subsection Example

When the subsection is saved and marked complete, the response of "other" will enable the corresponding dependent subsection "Q.7(b) - Assessment of the Economic Impact(s) of COVID-19" to display and become visible in the Table of Contents.

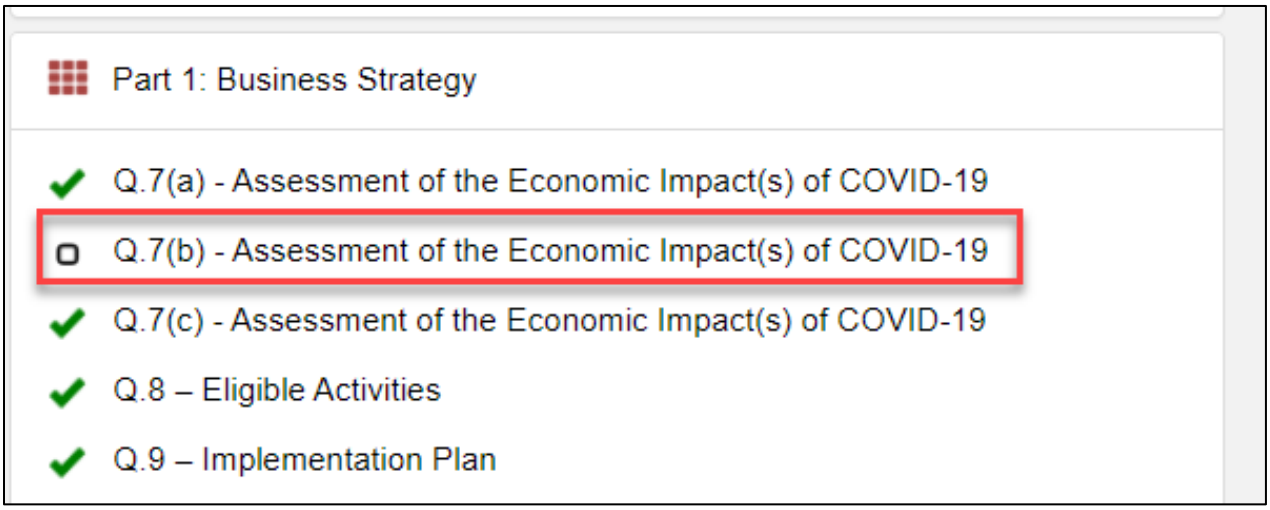


Figure 47 Dependent Subsection in Table of Contents Example

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.

9.3 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 Application Points of Contact.

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.

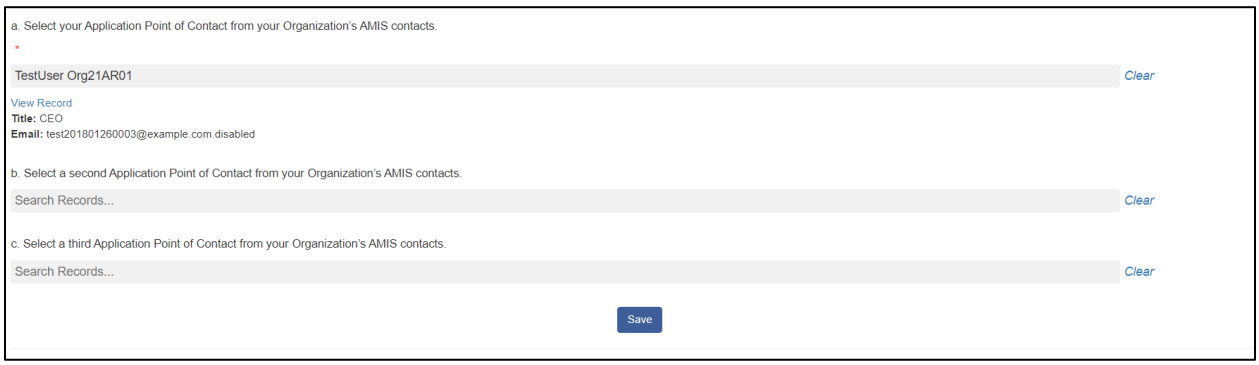


Figure 48 Related Records Example

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.

9.4 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 and Drop Icon

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.

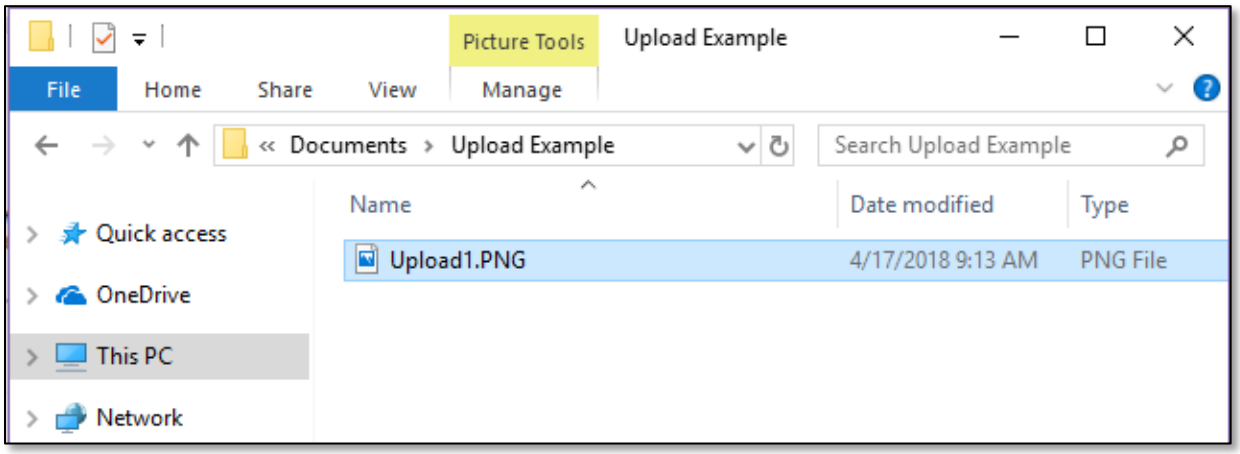


Figure 50 File Explorer

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.

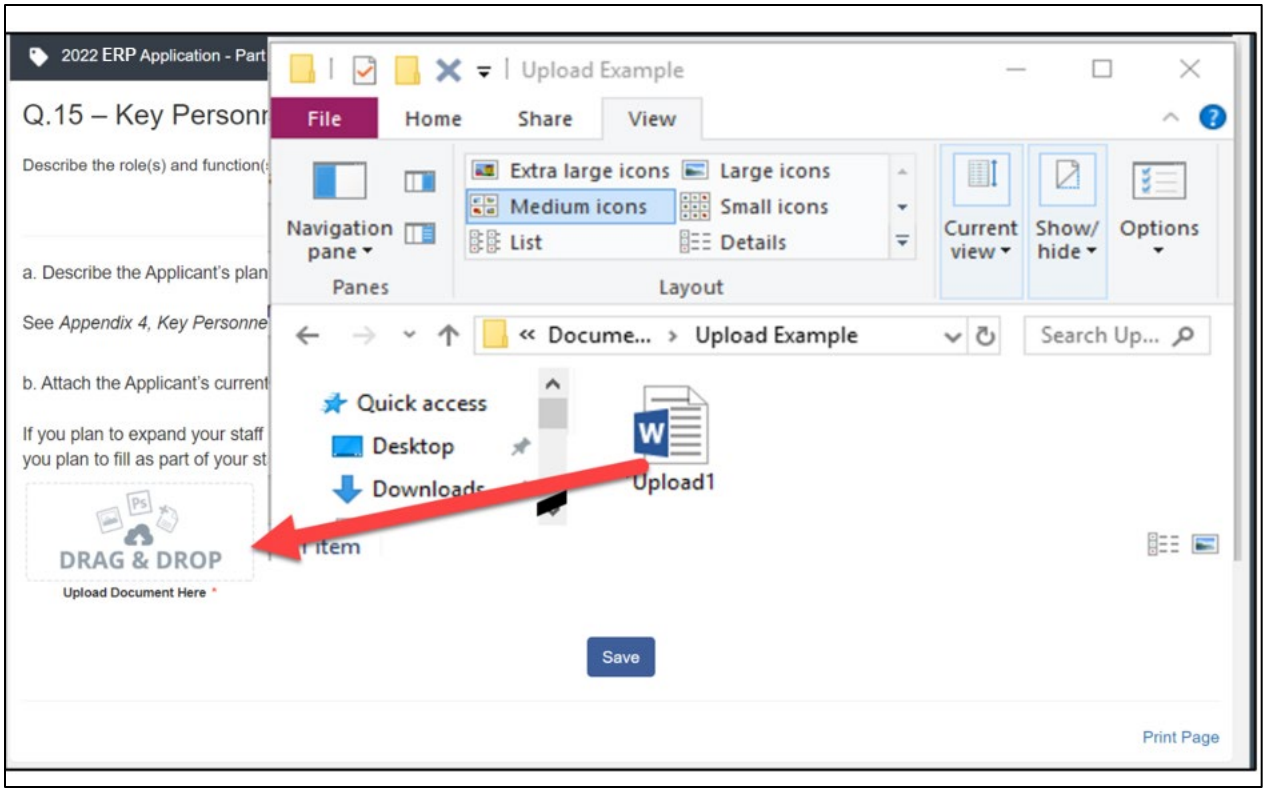


Figure 51 File to Drag and Drop Example

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.

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

Figure 52 Filename Displayed in Drag & Drop

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.

9.5 Dynamic Record Entry Tables

Applicants are required to enter Key Personnel and, if applicable, a list of issues related to a Statement in Lieu of Management Letter 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.

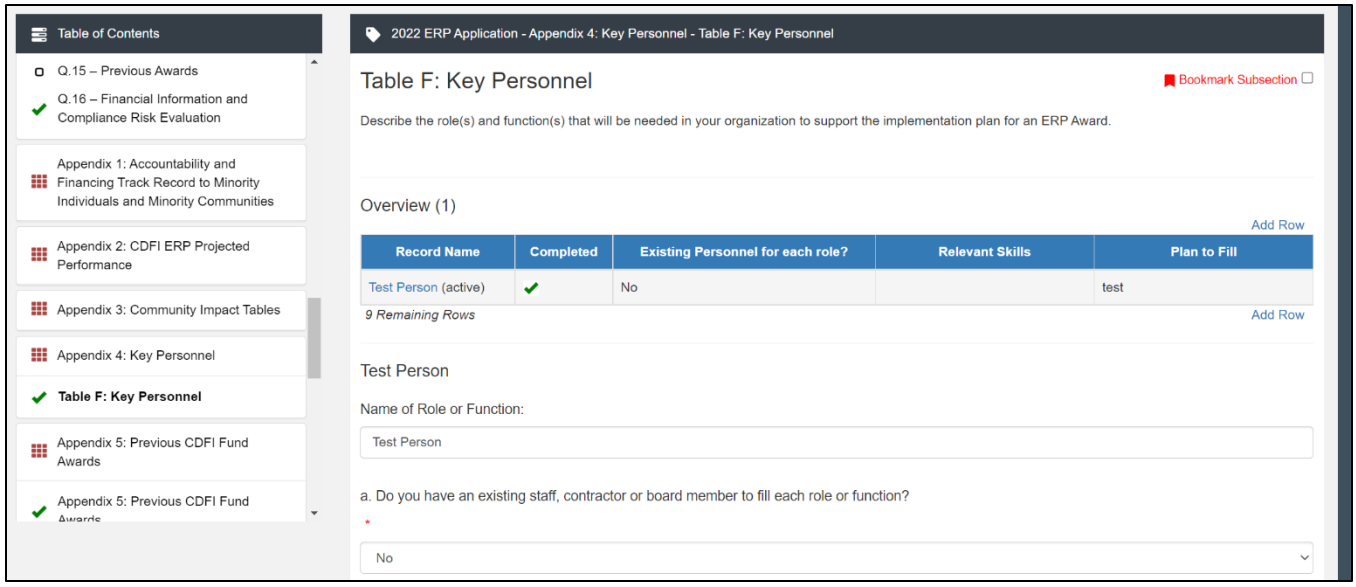


Figure 53 Records in Table Overview

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 selecting the "Add Row" link and populating the fields with new data and saving the form again.

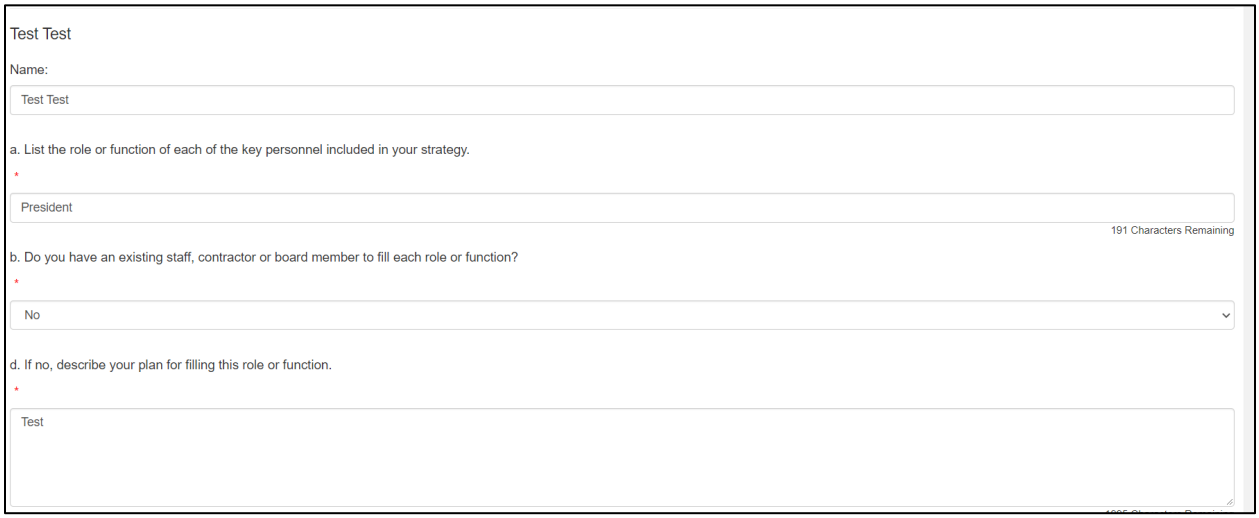


Figure 54 Field Entry Form

9.6 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.

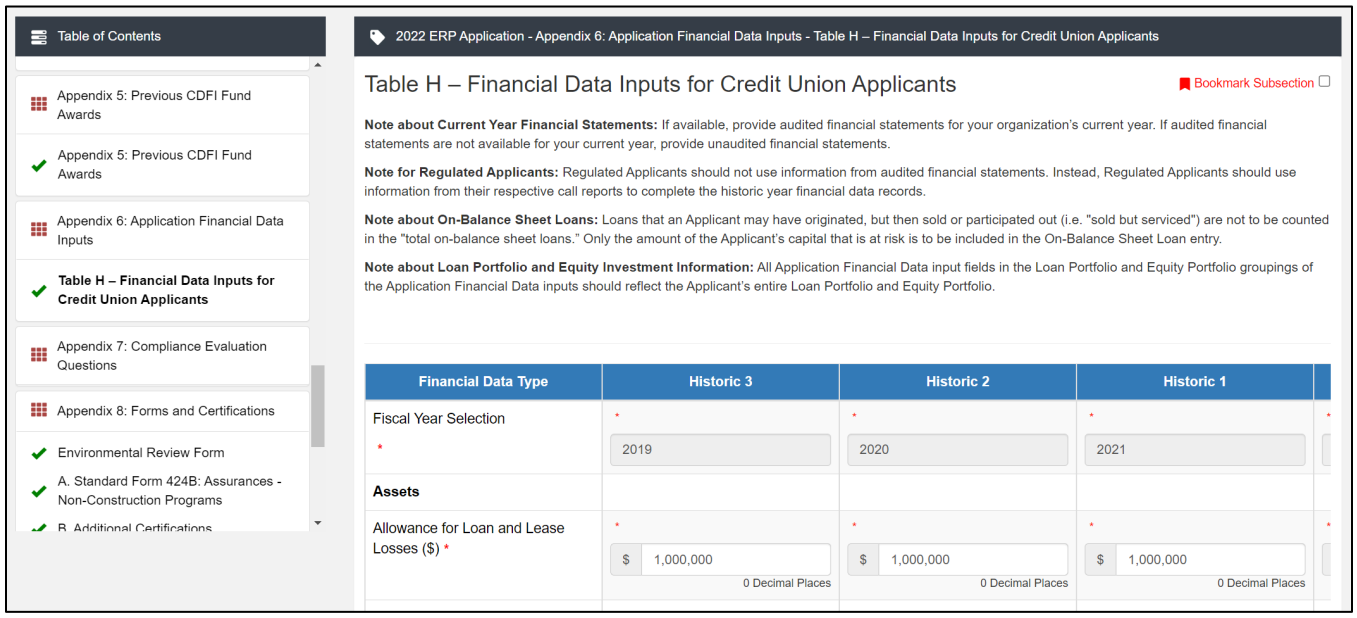


Figure 55 Table H - Financial Data Inputs for Credit Union Applicants

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 with 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.
- After saving the subsection, click 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.

9.7 Exporting your Application as a PDF

The Application can generate an Adobe PDF version of your Application for your organization's records. You can also 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.

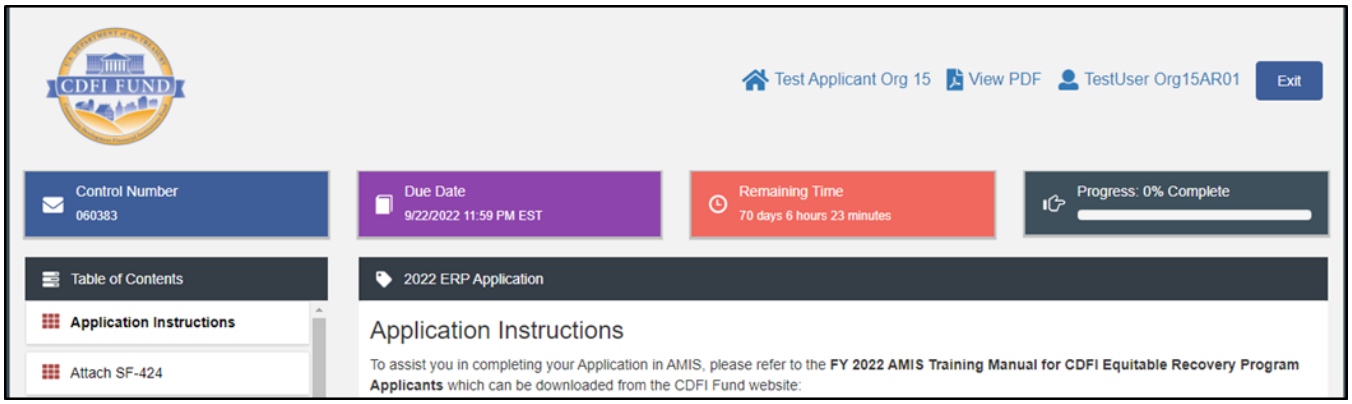


Figure 56 Application Quick Links

2. Select **View PDF**.

Figure 57 Application Quick Links - 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.

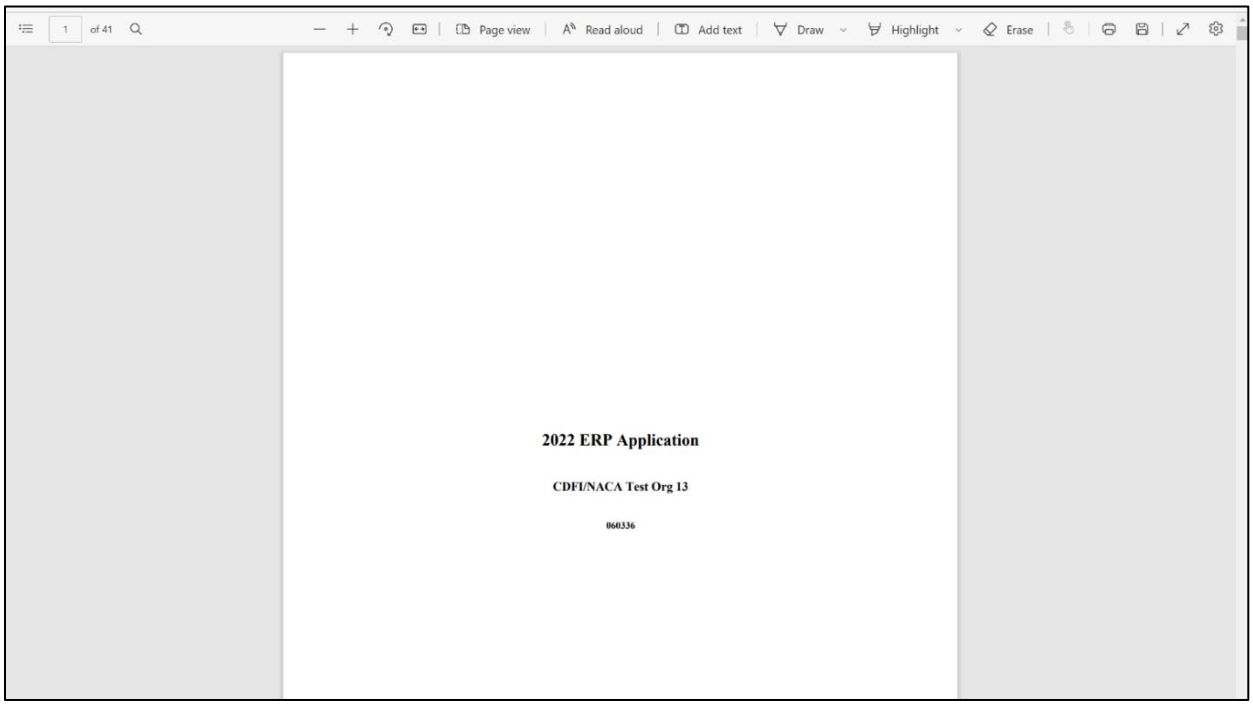


Figure 58 ERP Application PDF

9.8 Saving your Application Progress

You may save your progress at any point during the completion process. Clicking the **'Save'** button located at the end of each subsection will ensure that your most recent changes/inputs have been recorded.

Figure 59 Save Button

NOTE: If you experience elongated wait times during the saving process, it is recommended to refresh the page or re-launch the Application.

10.0 CDFI ERP Application Specific Guidance

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

Attach SF- 424
Applicant Eligibility
Organization and Application Information

- Q.1(a)-(d), (h)-(k) Organization Information
- Q.1(e)-(g) Organization Information
- Q.1(l)-(s) Organization Information
- Maximum Award Request Determination
- Q.3 – Accountability and Financing Track Record to Minority Individuals and Minority Communities
- Q.4 – Application Contacts
- Q.5 – Total Estimated Hours to Complete the Application
- Q.6 – Executive Summary

Part 1: Business Strategy

- Q.7(a) – Assessment of the Economic Impacts of COVID-19
- Q.7(b) – Assessment of the Economic Impacts of COVID-19
- Q.7(c) – Assessment of the Economic Impacts of COVID-19
- Q.8 – Eligible Activities
- Q.9 – Implementation Plan
- Q.10– Projected Performance

Part 2: Community Impact

- Q.11 – Track Record of Responding to Community Needs
- Q.12 – ERP Policy Priorities
- Q.12(d) – ERP Policy Priorities
- Q.12(e) – ERP Policy Priorities
- Q.13(a) – Outcomes, Tracking, and Reporting
- Q.13(b) – Outcomes, Tracking, and Reporting

- Q.13(c) – Outcomes, Tracking, and Reporting
- Q.13(d) – Outcomes, Tracking, and Reporting

Part 3: Organization Capacity

- Q.14 – Key Personnel
- Q.15 – Previous Awards
- Q.16 – Financial Information and Compliance Risk Evaluation

Appendix 1: Accountability and Financing Track Record to Minority Individuals and Minority Communities
Appendix 2: CDFI ERP Projected Performance
Appendix 3: Community Impact Tables
Appendix 4: Key Personnel
Appendix 5: Previous CDFI Fund Awards
Appendix 6: Application Financial Data Inputs
Appendix 7: Compliance Evaluation Questions
Appendix 8: Forms and Certifications
Appendix 9: Financial Attachments
Attestation and Submission

10.1 Attach SF-424

All Applicants are required to submit the initial component of their FY 2022 ERP Application using the Grants.gov portal, the official website for federal grant information and Applications. The only component of the CDFI ERP 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 ERP Application in the Application UI.

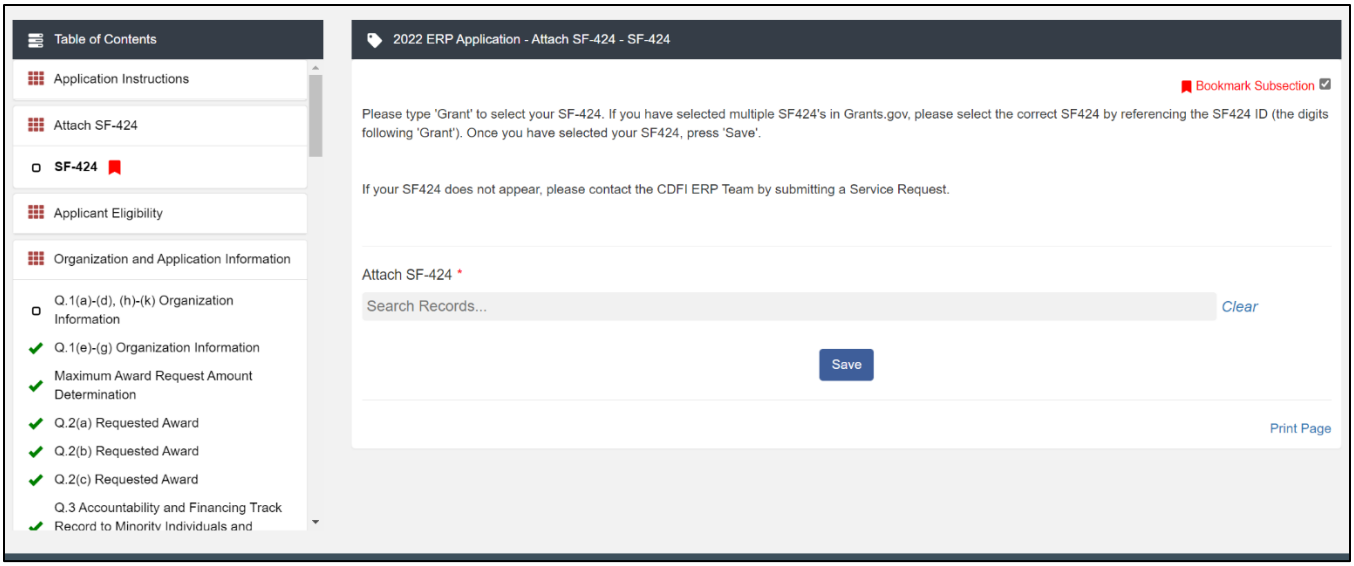


Figure 60 Attach SF-424

Navigate to the "**Attach SF-424"** section header in the Table of Contents and click on the **SF-424"** subsection link. The SF-424 subsection will display a single related record question. Click in the gray "Search Records" box and begin typing the word "Grant". 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 digits following "Grant"). If your SF-424 does not appear, please contact the CMF Team by submitting a Service Request. Once you select an SF-424 record, click Save.

10.2 Applicant Eligibility

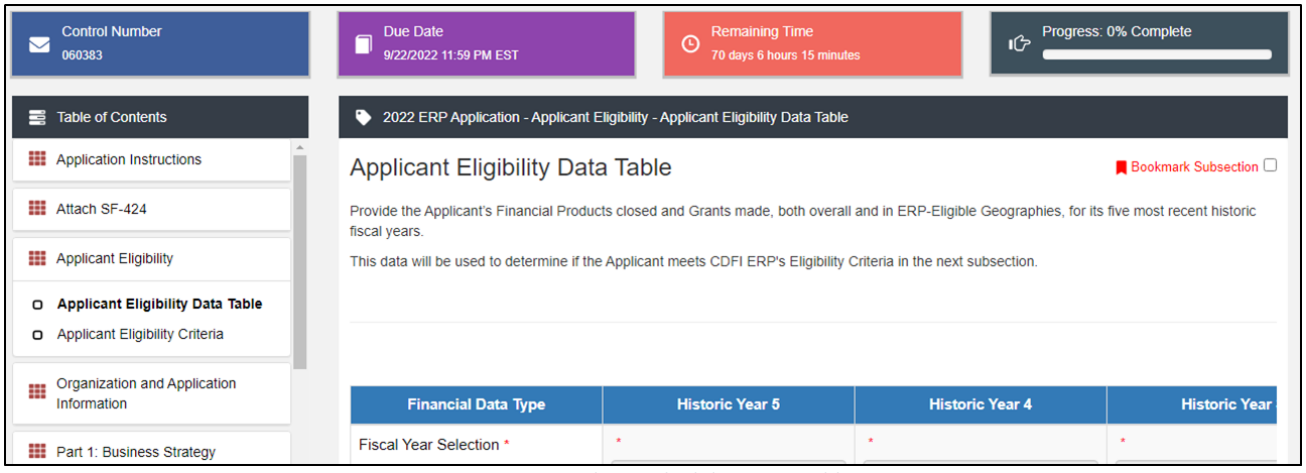


Figure 61 Applicant Eligibility Data Table

Complete all table entries. Each entry must be numeric.

Please note that the amount or number of On-Balance Sheet Financial Products closed or Grants made in ERP Eligible Geographies (rows 3, 4, 7, and 8) cannot exceed the amount or number of On-Balance Sheet Financial Products closed or Grants made overall (rows 1, 2, 5, and 6).

Even if you have no track record of Grants made, rows #5-8 are still required. Enter '0' for these fields.

Click **'Save'** to complete this subsection.

10.3 Organization and Application Information

Question 1(a)-(d), (h)-(k) – Organization Information

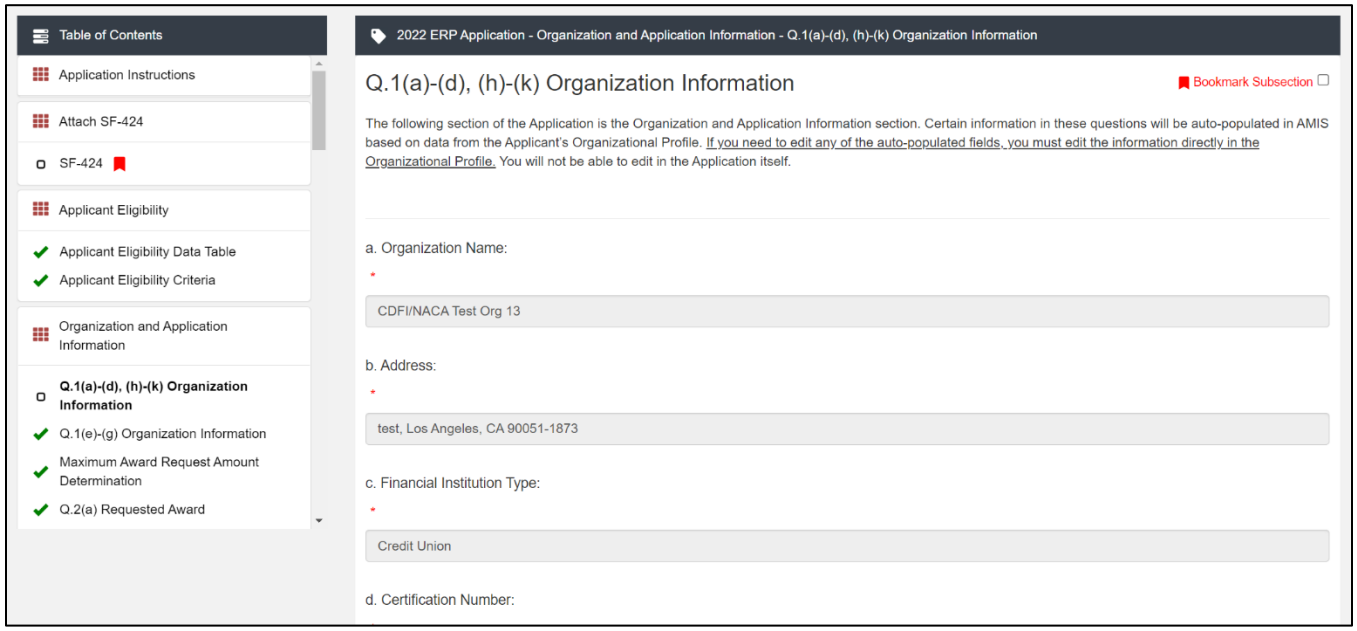


Figure 62 Organization Information - 1(a)-(d), (h)-(k)

a. Organization Name

Auto-populated

This must be the formal name of your organization as it appears on all relevant legal documents such as the Articles of Incorporation. Ensure punctuation, capitalization and spelling are correct. If the name that is currently listed in this field is not your organization's legal name, contact the CDFI Fund through a Service Request for correction.

b. Address

Auto-populated

If the address populating in this field is not correct, you will need to change it on your organizational record in AMIS.

c. Financial Institutional Type

Auto-populated

Entity type of the Certified CDFI will be auto populated (e.g., bank/thrift, bank holding company, cooperative, credit union, loan fund, venture capital.) If the type populating in this field is not correct, you will need to change it on your organizational record in AMIS.

d. Certification Number

Auto-populated

If the Certification number populating in this field is not correct, you will need to change it on your organizational record in AMIS.

h. Minority Depository Institution (MDI)

Yes/No

Click on the appropriate answer.

i. Employer Identification Number (EIN)

Auto-populated

Must match what's on your SF-424 in Grants.gov.

j. Unique Entity Identifier (UEI) Number

Auto-populated

Must match what is on your SF-424 in Grants.gov.

k. Applicant's fiscal year end (month/day)

Auto-populated

Your organization's fiscal year end for purpose of filing financial statements.

If the fiscal year populating this field is not correct, you will need to submit a Material Events form via an AMIS Service Request.

Click **'Save'** to complete this subsection.

Question 1(e)-(g) – Organization Information

This subsection is only visible/applicable to Applicants that are Regulated Institutions (federally insured banks, thrifts or credit unions).

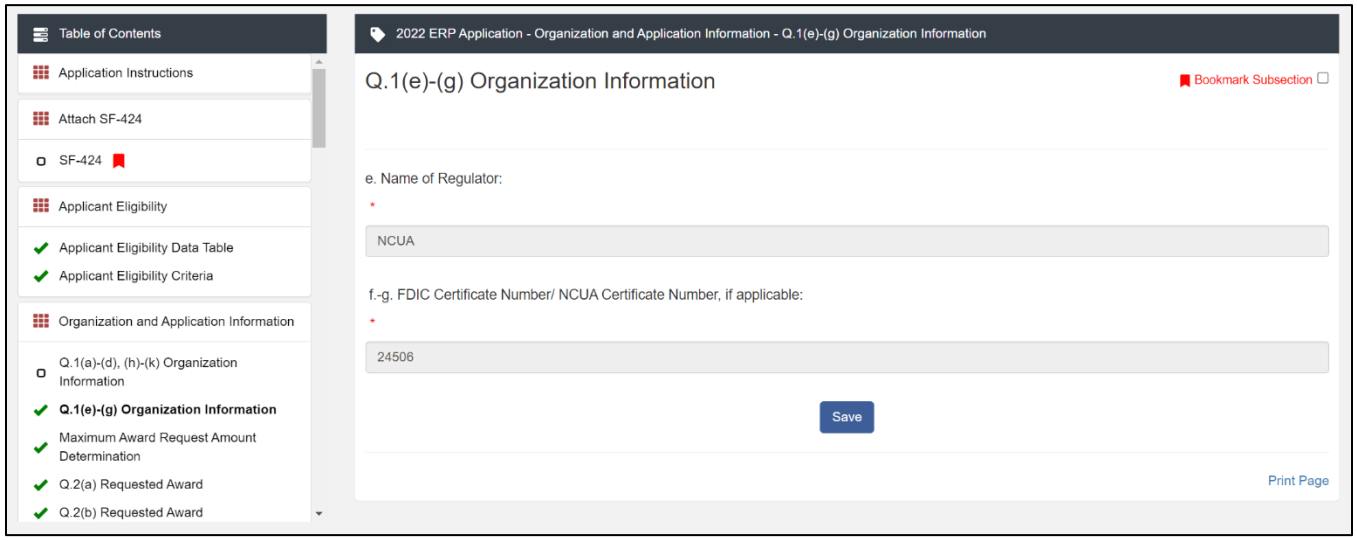


Figure 63 Organization Information 1(e)-(g)

e. Name of Regulator

Auto-populated

Applicable to Applicants that are federally insured banks, thrifts or credit unions.

f. FDIC Certificate Number or
g. NCUA Certificate Number

Auto-populated

Applicable to Applicants that are federally insured depository institutions and NCUA Institutions, respectively.

Click **'Save'** to complete this subsection.

Question 1(l)-(s) – Organization Information

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

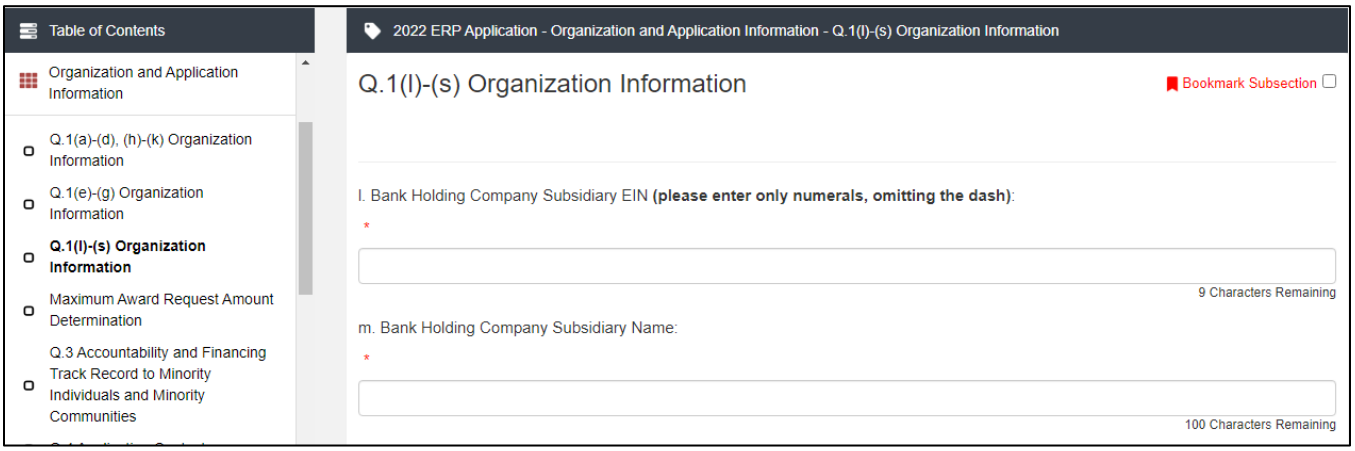


Figure 64 Organization Information 1(l-s)

l. Bank Holding Company Subsidiary EIN

Numeric

Enter only numeric data directly into this field.

This field and subsequent fields (m)-(s) are required only on the condition that the Applicant is a DIHC, and will not appear for all other Applicant types.

m. Bank Holding Company Subsidiary Name

Text

Enter text responses directly into this type of field.

n. Bank Holding Company Subsidiary Mailing Street

Text

o. Bank Holding Company Subsidiary Mailing City

Text

p. Bank Holding Company Subsidiary Mailing State/Province

Picklist

Select the appropriate option from the picklist.

Select your response by clicking on one of the options provided.

q. Bank Holding Company Subsidiary Zip/Postal Code

Numeric

r. Name of Regulator for Bank Holding Company Subsidiary

Picklist

s. Regulator ID # for Bank Holding Company Subsidiary

Numeric

Click **'Save'** to complete this subsection.

Maximum Award Request Determination

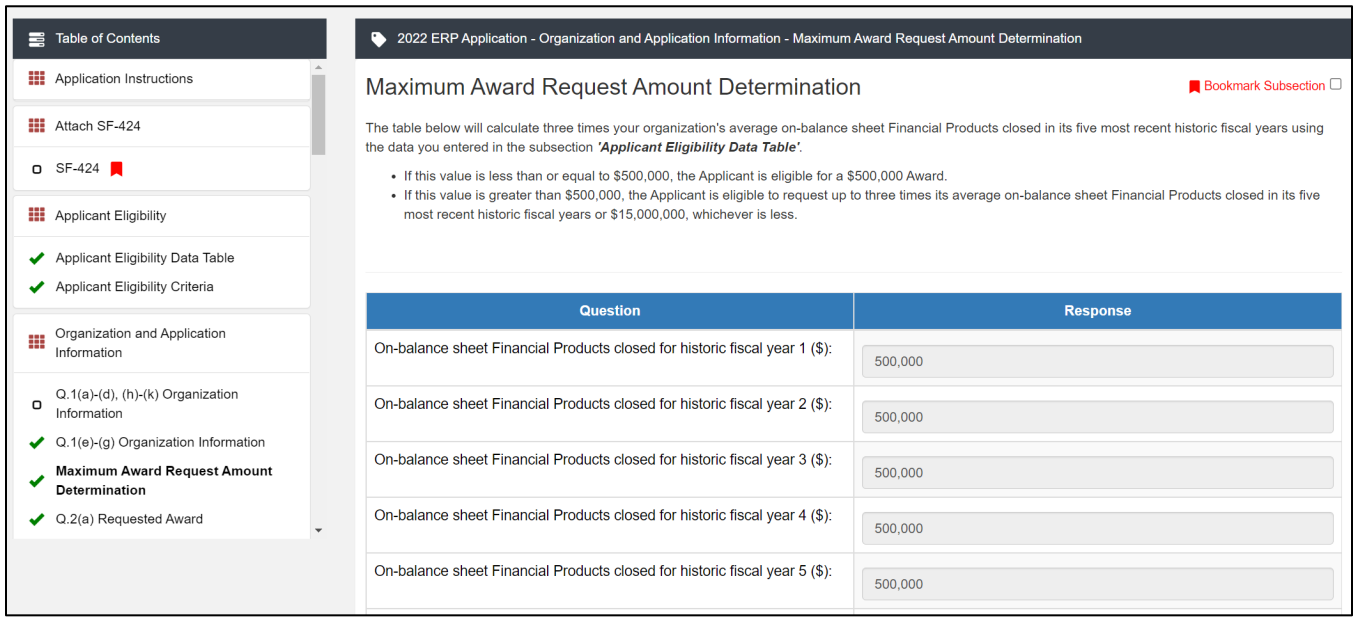


Figure 65 Maximum Award Request Amount Determination

Auto-populated

This Table pulls the annual amounts entered in the 'Applicant Eligibility Data Table' subsection. Confirm these values are correct, as they will help determine the maximum award amount your organization will be able to request.

Click **'Save'** to complete this subsection.

After you **Save** this subsection, a new subsection, Q2(a) Requested Award, will appear in the Table of Contents.

Question 2(a) Requested Award

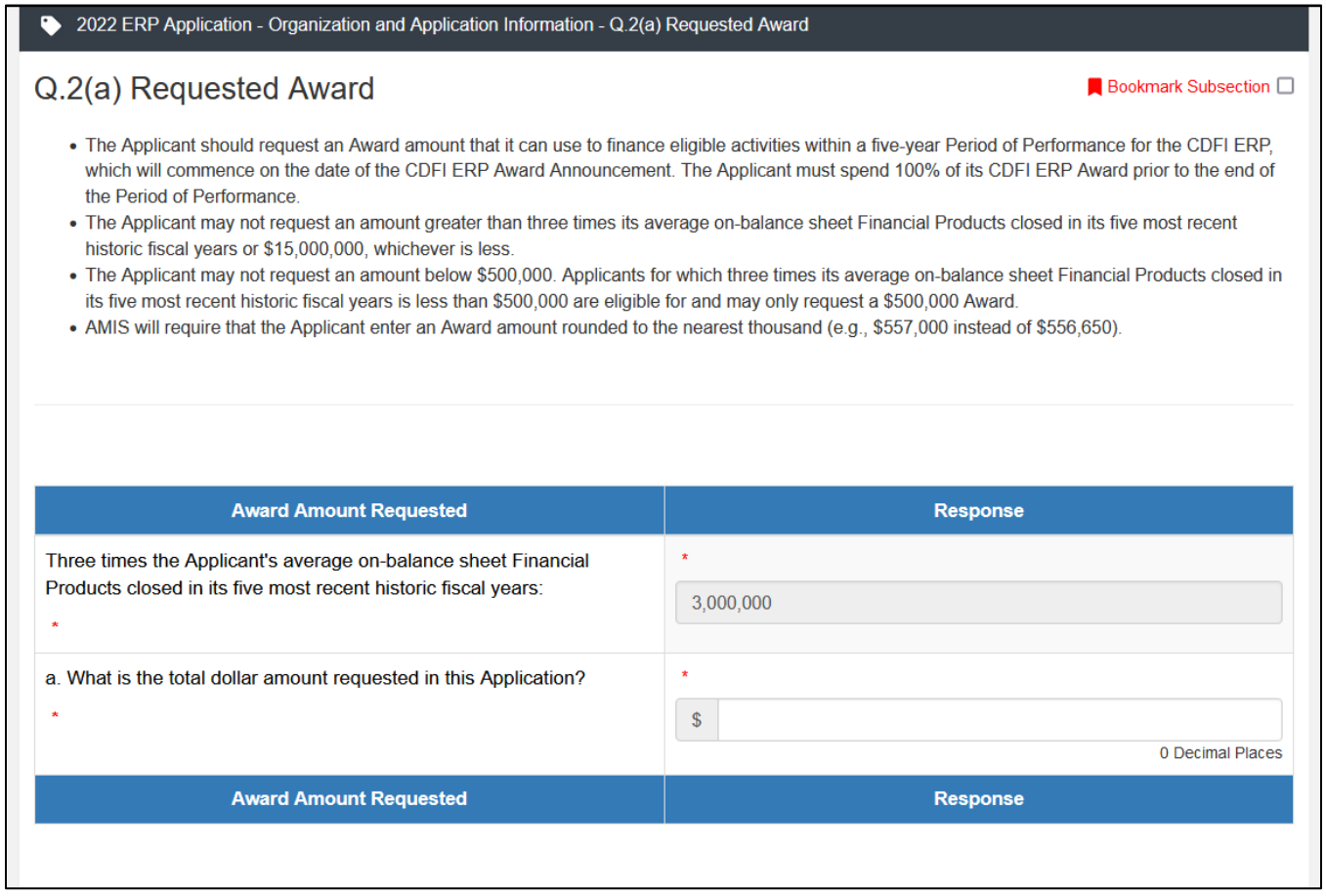


Figure 66. Q.2(a) Requested Award

Auto-populated/Numeric

The first field shows the results of adding the five annual amounts from the previous Table, dividing by five to obtain average annual loan volume of the Applicant and multiplying by three to obtain the Maximum Award amount the Applicant may request. If three times the Applicant's average on-balance sheet Financial Products closed in its five most recent historic fiscal years is less than the minimum award request amount of $500,000, the minimum Award amount will appear here.

Enter the requested Award amount, not to exceed the auto-populated amount, on this page and click **'Save'** to complete this subsection.

Question 2(b) Requested Award

This subsection is only visible/applicable to Applicants for whom three times the Applicant's average on-balance sheet Financial Products closed in its five most recent historic fiscal years is greater than $500,000.

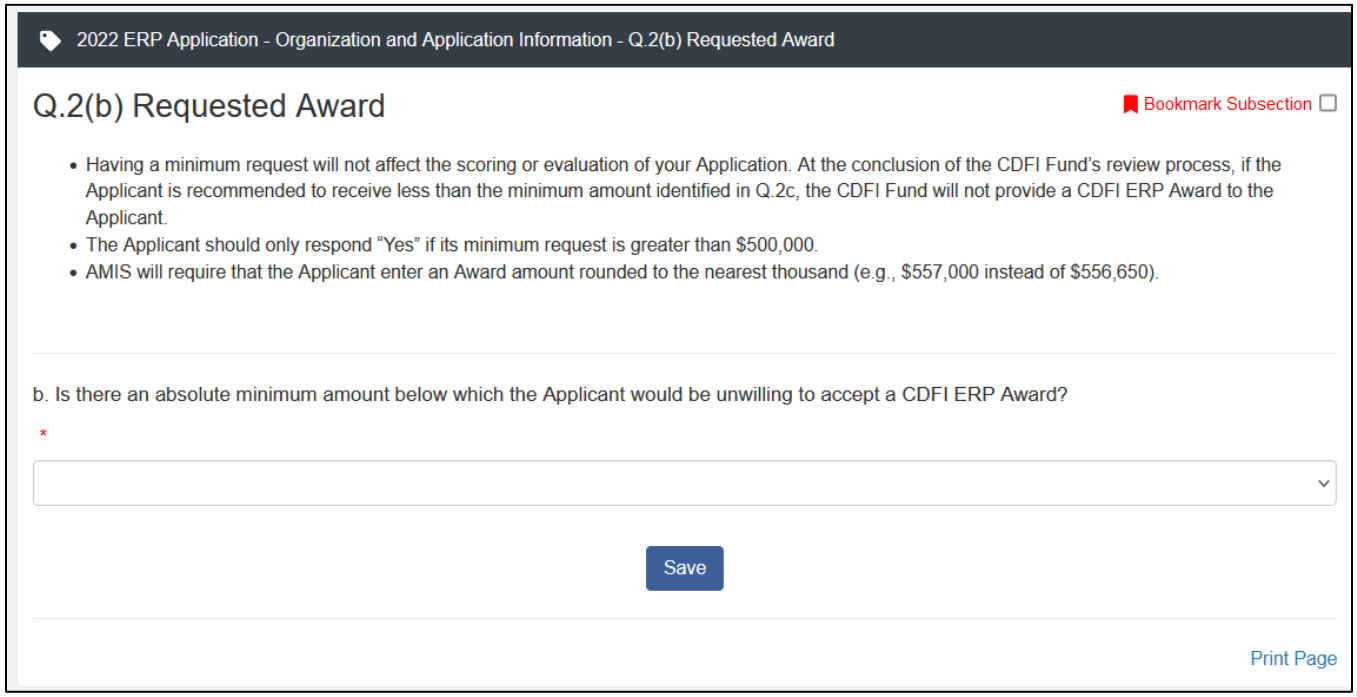


Figure 67 Q.2(b) Requested Award

b. Is there an absolute minimum amount below which the Applicant would be unwilling to accept a CDFI ERP Award?

Picklist

Click **'Save'** to complete this subsection.

Question 2(c) Requested Award

This subsection is only visible/applicable to Applicants that have selected 'Yes' to Question 2(b).

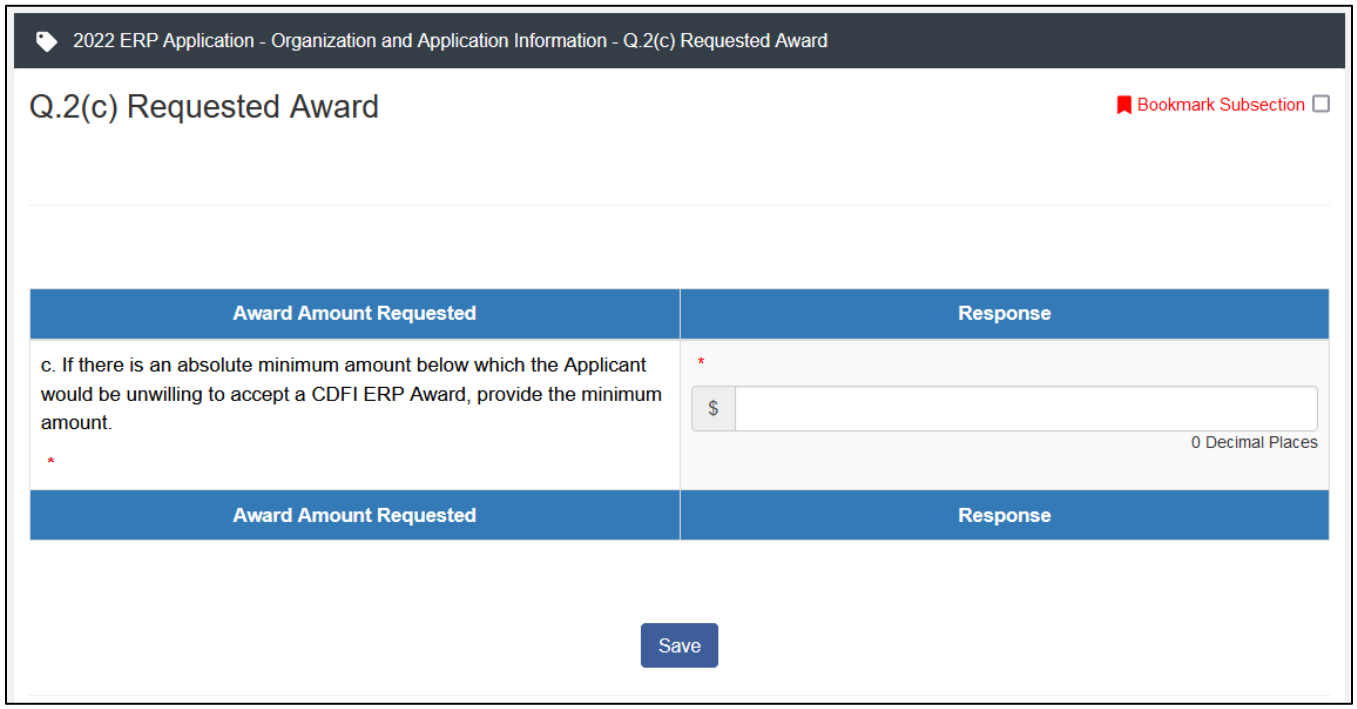


Figure 68 Q.2(c) Requested Award

Numeric

Enter the absolute minimum amount for 2(c).

Click **'Save'** to complete this subsection.

Question 3 – Accountability and Financing Track Record to Minority Individuals and Minority Communities

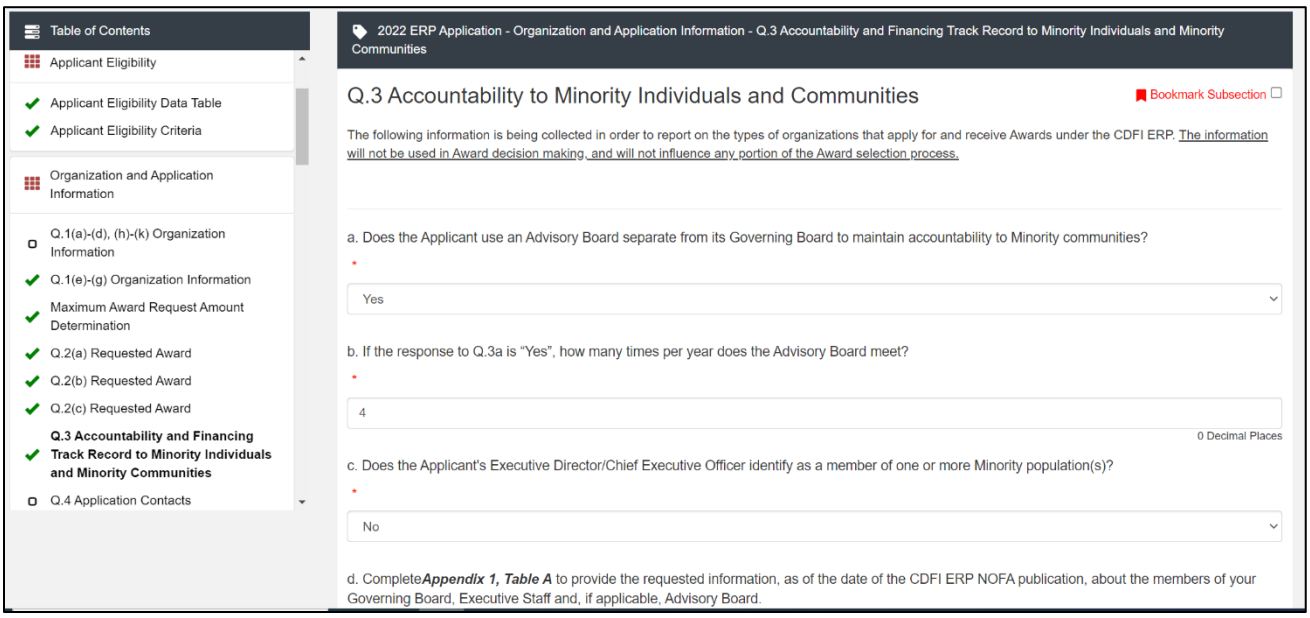


Figure 69 Question 3 – Accountability and Financing Track Record to Minority Individuals and Minority Communities

> The following information is being collected in order to report on the types of organizations that apply for and receive Awards under the CDFI ERP. The information will not be used in Award decision making or scoring and will not influence any portion of the Award selection process.

Users will not be able to enter values for Q.3(e), Q.3(g), and Q.3(h) on this page (they are grayed out). This is because these values are automatically calculated based on information provided in associated Tables A and B. First navigate to Appendix 1: Accountability and Financing Track Record to Minority Individuals and Minority Communities and complete Table A and B in order to populate the values for Q.3(e), Q.3(g), and Q.3(h).

a. Does the Applicant use an Advisory Board separate from its Governing Board to maintain accountability to Minority communities?

Yes/No

b. If the response to Q.3(a) is "Yes", how many times per year does the Advisory Board meet?

Numeric

c. Does the Applicant's Executive Director/Chief Executive Officer identify as a member of one or more Minority population(s)?

Yes/No/No Response

d. Provide the requested information, as of the date of the CDFI ERP NOFA publication, about the members of your Governing Board, Executive Staff and, if applicable, Advisory Board.

See Appendix 1, Table A

e. What percentage of members identify as a member of one or more Minority population(s)?

i. ***Governing Board***
ii. ***Executive Staff***
iii. ***Advisory Board***

Percentage (these fields will auto-populate based on data entered in Table A)

f. Provide the dollar volume ($) and number (#) of the Applicant's arm's-length, on-balance sheet Financial Products closed to individuals, businesses or nonprofits, and in Majority Minority Census Tracts for its most recent historic fiscal year.

See Appendix 1, Table B

g. What percentage of Applicant's arm's-length, on-balance sheet Financial Products Closed ($ volume) for its most recent historic fiscal year were to/in:

i. ***Individuals who identify as a member of one or more Minority population(s)?***
ii. ***Businesses or nonprofits for whom 50% or more of owner(s) or board members identify as a member of one or more Minority population(s)?***
iii. ***Majority Minority Census Tracts?***
iv. ***Non-duplicative Total.***

Percentage (these fields will auto-populate based on data entered in Table B)

h. What percentage of Applicant's arm's-length, on-balance sheet Financial Products closed (# transactions) for the most recent historic fiscal year were to/in:

i. **Individuals who identify as a member of one or more Minority population(s)?**
ii. **Businesses or nonprofits for whom 50% or more of owner(s) or board members identify as a member of one or more Minority population(s)?**
iii. **Majority Minority Census Tracts?**

iv. Non-duplicative total.

Percentage (these fields will auto-populate based on data entered in Table B)

Click **'Save'** to complete this subsection.

Question 4 – Application Contacts

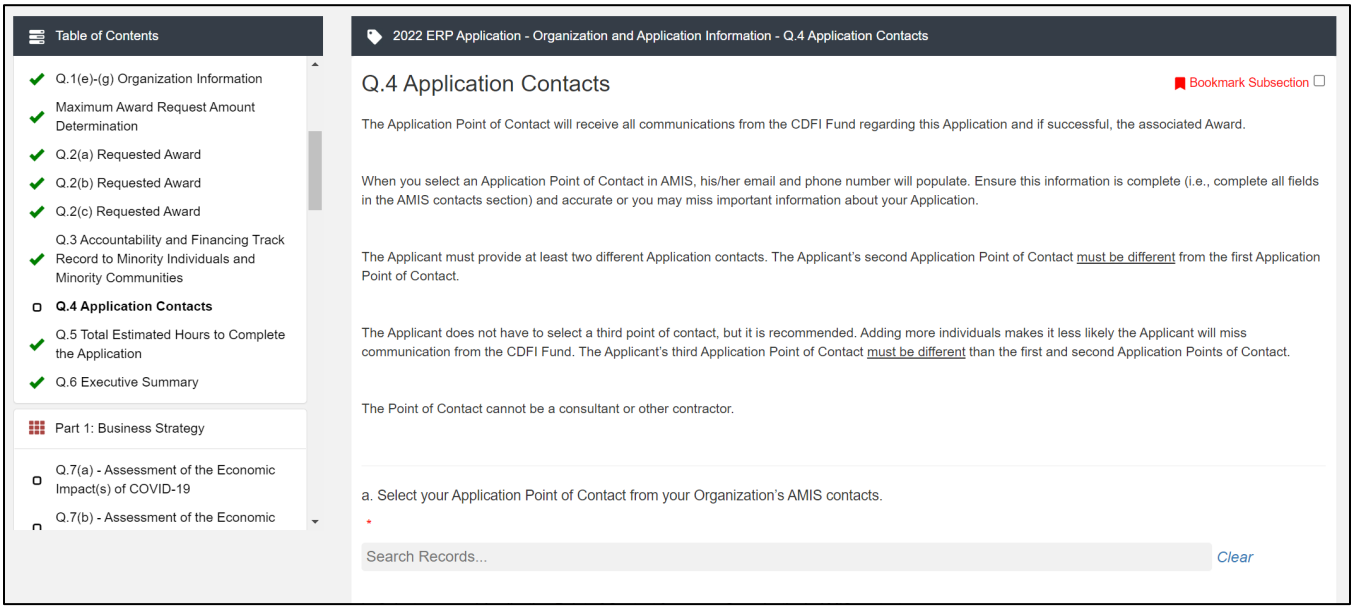


Figure 70 Question 4 – Application Contacts

a. Select your Application Point of Contact from your Organization's AMIS contacts. (Required Field)

The Application Point of Contact will receive all communications from the CDFI Fund regarding this Application and if successful, the associated award.

In order to select a contact, they must be an existing contact entered on Applicant's organization record in AMIS. When you select an Application Point of Contact in AMIS, his/her email and phone number will populate. Ensure this information is complete (i.e., complete all fields in the AMIS contacts section) and accurate or you may miss important information about your Application.

The Point of Contact cannot be consultant or other contractor.

b. Select a second Application Point of Contact from your Organization's AMIS contacts. (Optional Field)

Begin entering the first few letters of the contact's name to initiate the record search and select the appropriate contact from the results provided.

c. Select a third Application Point of Contact from your Organization's AMIS contacts. (Optional Field)

Begin entering the first few letters of the contact's name to initiate the record search and select the appropriate contact from the results provided.

Click **'Save'** to complete this subsection.

Question 5 - Total Estimated Hours to Complete the Application

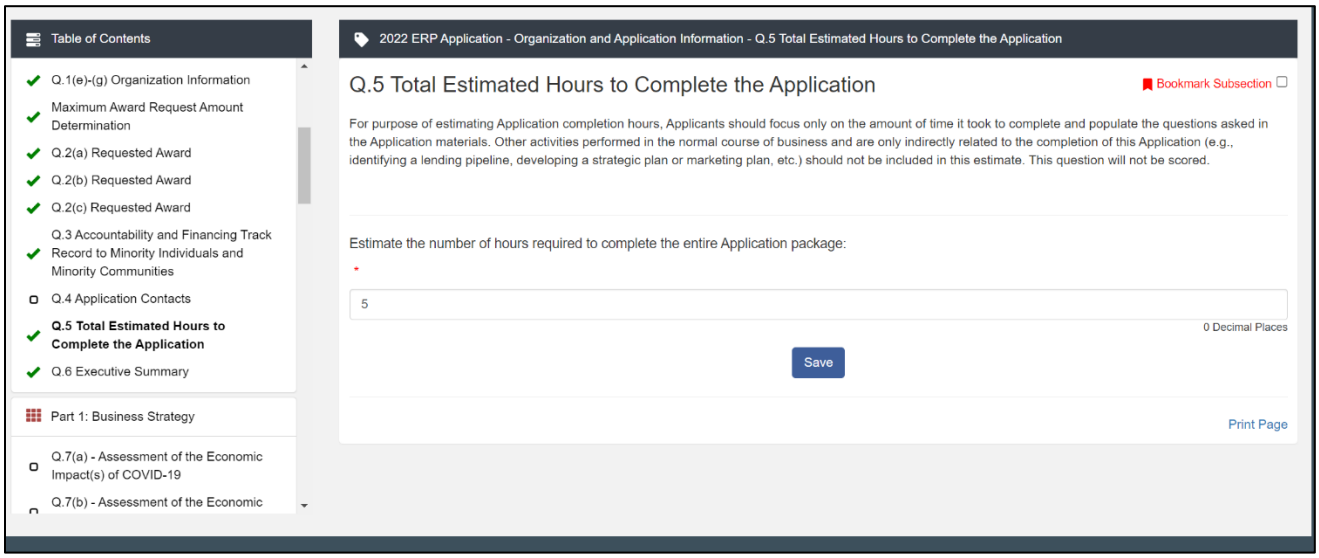
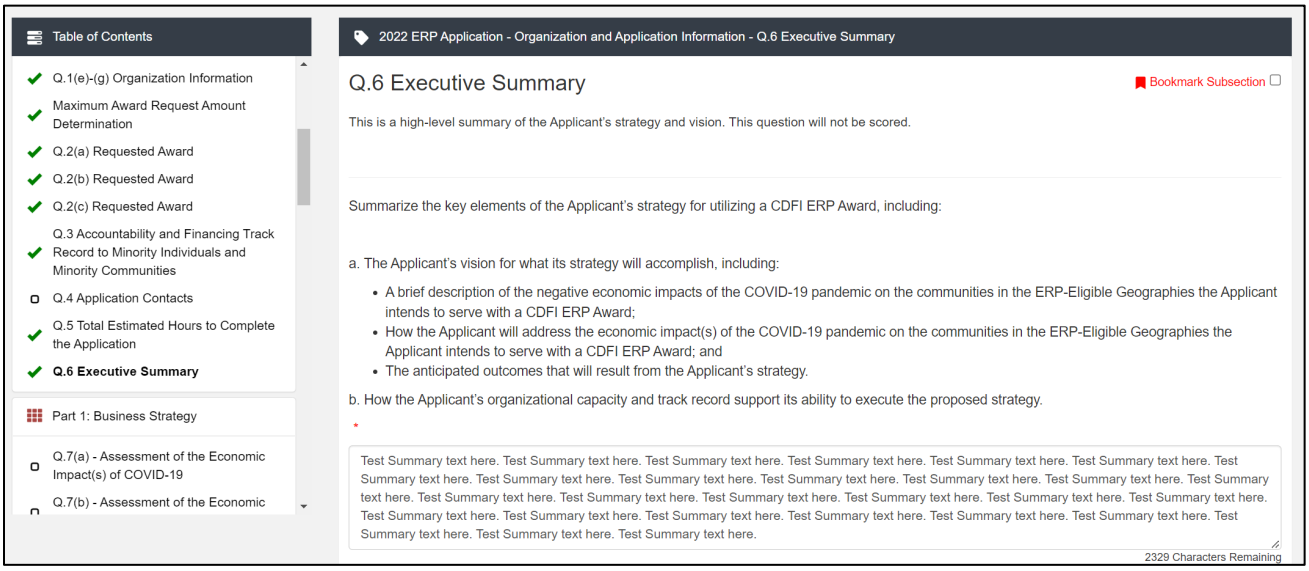


Figure 71 Question 5 - Total Estimated Hours to Complete the Application

Numeric
Estimate the number of hours required to complete the entire Application package. This value must be numeric.

Click **'Save'** to complete this subsection.

Question 6 - Executive Summary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Q.2(a) Requested Award
Q.2(b) Requested Award
Q.2(c) Requested Award
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Q.4 Application Contacts
Q.5 Total Estimated Hours to Complete the Application
Q.6 Executive Summary
Part 1: Business Strategy
Q.7(a) - Assessment of the Economic Impact(s) of COVID-19
Q.7(b) - Assessment of the Economic
2022 ERP Application - Organization and Application Information - Q.6 Executive Summary
Q.6 Executive Summary
Bookmark Subsection
This is a high-level summary of the Applicant's strategy and vision. This question will not be scored.
Summarize the key elements of the Applicant's strategy for utilizing a CDFI ERP Award, including:
a. The Applicant's vision for what its strategy will accomplish, including:
A brief description of the negative economic impacts of the COVID-19 pandemic on the communities in the ERP-Eligible Geographies the Applicant intends to serve with a CDFI ERP Award;
How the Applicant will address the economic impact(s) of the COVID-19 pandemic on the communities in the ERP-Eligible Geographies the Applicant intends to serve with a CDFI ERP Award; and
The anticipated outcomes that will result from the Applicant's strategy.
b. How the Applicant's organizational capacity and track record support its ability to execute the proposed strategy.
*
Test Summary text here. Test Summary text here. Test Summary text here.

Question 7(a) - Assessment of the Economic Impact(s) of the COVID-19 Pandemic

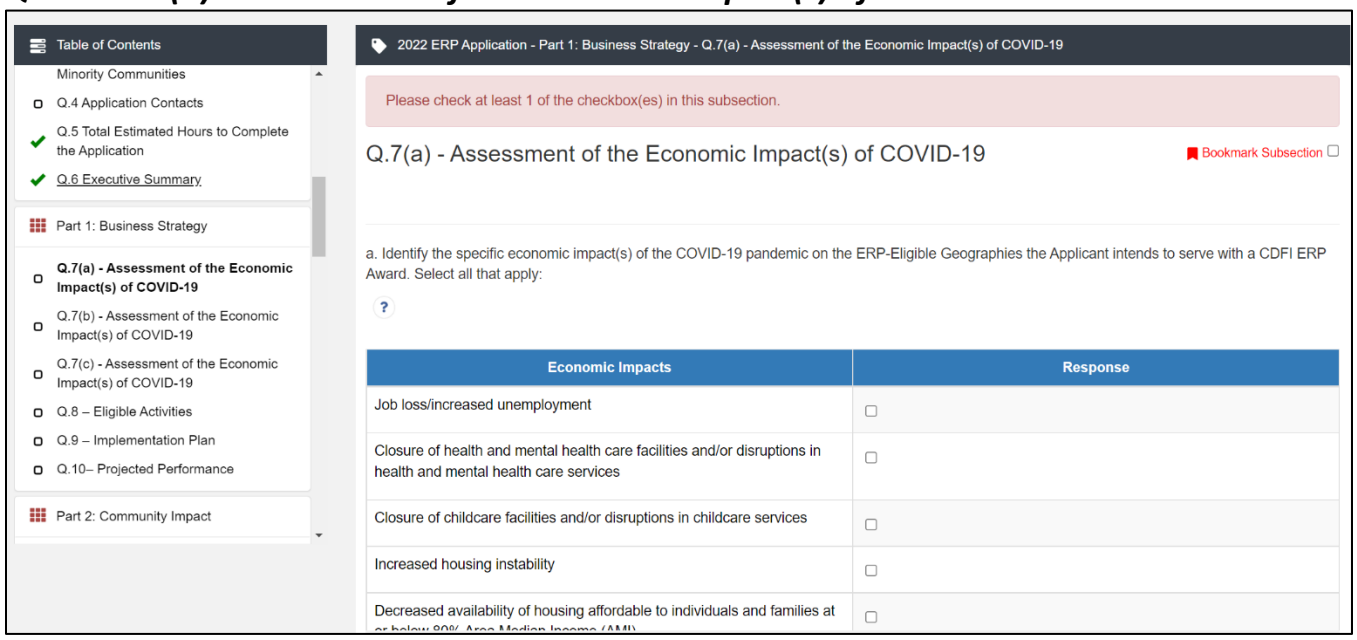

Figure 73 Question 7(a) - Assessment of the Economic Impact(s) of the COVID-19 Pandemic

*a. Identify the **specific economic impact(s) of the COVID-19 pandemic on the ERP-Eligible Geographies the Applicant intends to serve with a CDFI ERP Award. Select all that apply:***

Click the check box for all that apply.

NOTE: If you select "Other", Question Q.7(b) will be triggered and you will need to click **'Save'** to complete subsection Q.7(a). Then select Q.7(b) from the Table of Contents to provide additional information.

Click **'Save'** to complete this subsection.

Question 7(b) - Assessment of the Economic Impact(s) of the COVID-19 Pandemic

This subsection is only visible/applicable to Applicants that selected "Other" in Q. 7a.

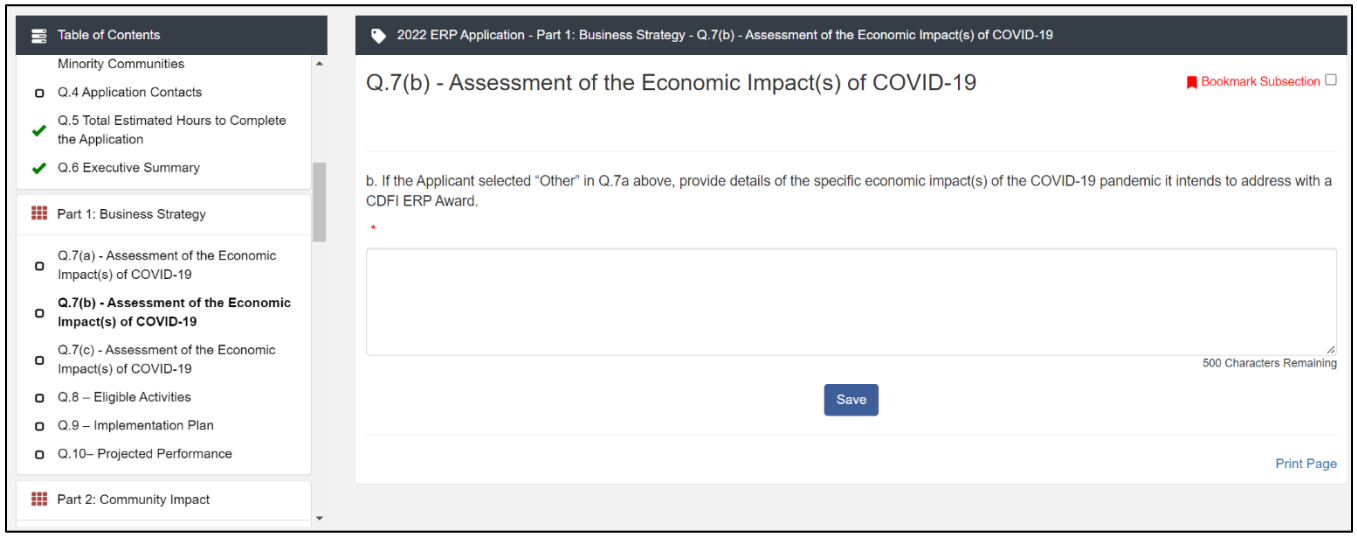

Figure 74 Question 7(b) - Assessment of the Economic Impact(s) of the COVID-19 Pandemic

b. If the Applicant selected "Other" in Q.7a above, provide details of the specific economic impact(s) of the COVID-19 pandemic it intends to address with a CDFI ERP Award.

Enter your response in the text box. Response must not exceed 500 characters.

Click **'Save'** to complete this subsection.

Question 7(c) - Assessment of the Economic Impact(s) of the COVID-19 Pandemic

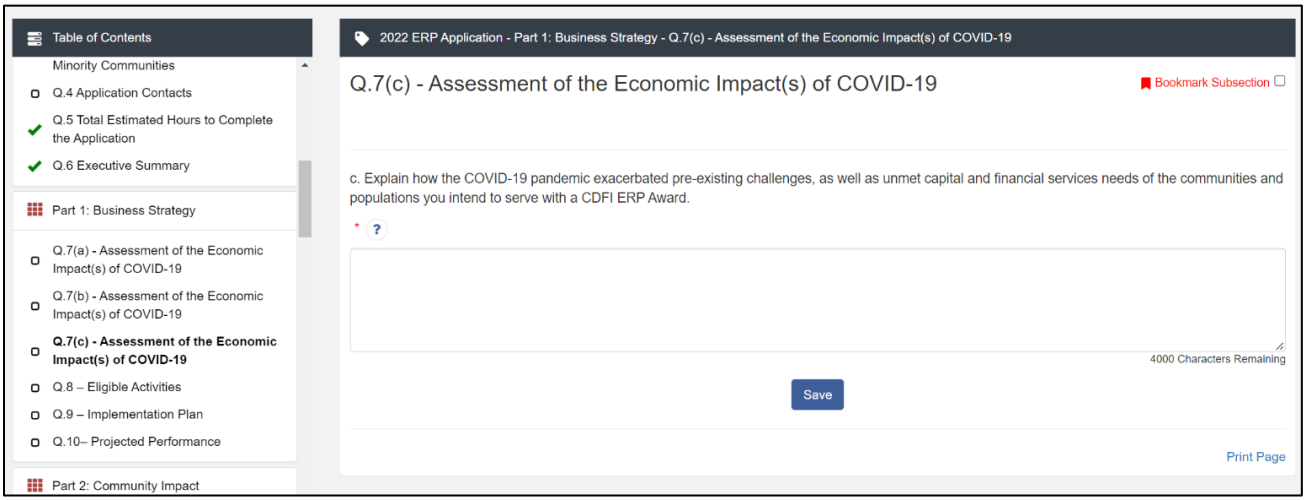

Figure 75 Question 7(c) - Assessment of the Economic Impact(s) of the COVID-19 Pandemic

c. ***Explain how the COVID-19 pandemic exacerbated pre-existing challenges as well as unmet capital and financial services needs of the communities and populations you intend to serve with a CDFI ERP Award.***

Enter your narrative response in the text box. Response must not exceed 4,000 characters.

Click **'Save'** to complete this subsection.

Question 8 – Eligible Activities

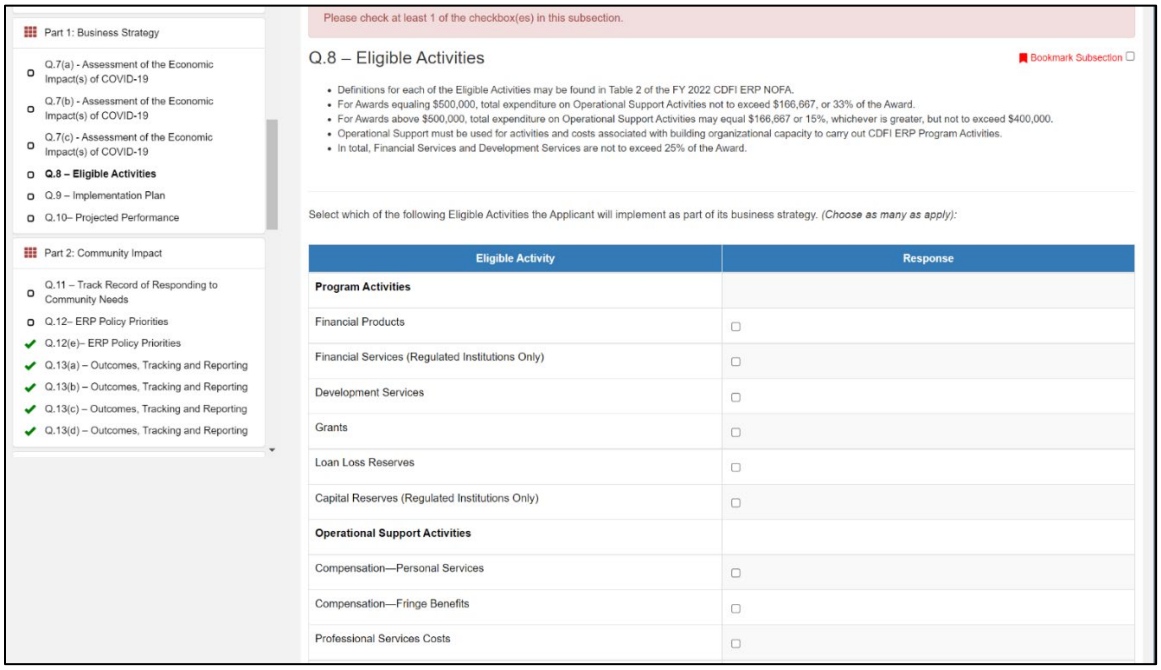

Figure 76 Question 8 - Eligible Activities

Select which of the following Eligible Activities the Applicant will implement as part of its business strategy. (Select all that apply):

Click the check box for all that apply.

Click **'Save'** to complete this subsection.

Question 9 – Implementation Plan

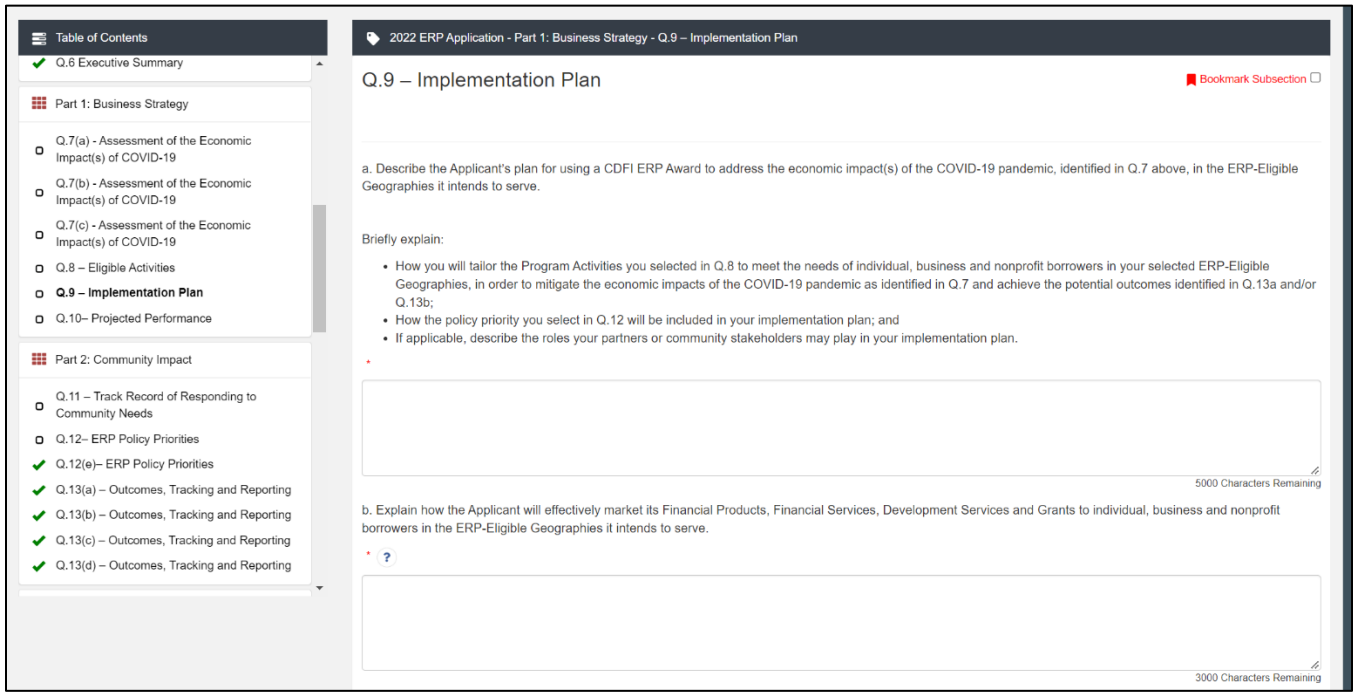

Figure 77 Question 9 – Implementation Plan

a. Describe the Applicant's plan for using a CDFI ERP Award to address the economic impact(s) of the COVID-19 pandemic, identified in Q.7 above, in the ERP-eligible Geographies it intends to serve.

Enter your narrative response into the text box. Response must not exceed 5,000 characters.

b. Explain how the Applicant will effectively market its Financial Products, Financial Services, Development Services and Grants to individual, business and nonprofit borrowers in ERP-Eligible Geographies it intends to serve.

Enter your narrative response into the text box. Response must not exceed 3,000 characters.

c. Explain how the Applicant engaged members of the demographic and geographic market segments to be served with a CDFI ERP Award in formulating the Applicant's business strategy.

Enter your narrative response into the text box. Response must not exceed 3,000 characters.

d. Does the Applicant plan to use CDFI ERP Award Funds to expand its operations into CDFI ERP-Eligible geographies it previously has not served and/or to offer new Financial Product(s),

Financial Service(s), Development Service(s) and/or Grant product(s) in one or more CDFI ERP-Eligible Geographies?

Indicate Yes or No.

e. Describe how the Applicant's track record of activities supports its ability to execute its proposed business strategy. To the extent the Applicant plans to use this award undertake new activities, as outlined in Q. 9c, describe how you will build your capacity to undertake these new lines of business.

Enter your narrative response into the text box. Response must not exceed 5,000 characters.

f. Did the Applicant select any of the following Operational Support Activities in Q.8 above?

Compensation—Personal Services;
Compensation—Fringe Benefits;
Professional Services Costs;
Travel Costs;
Training and Education Costs;
Equipment; or
Supplies

Indicate Yes or No.

g. Describe the Applicant's plan for using a portion of a CDFI ERP Award to build its organizational capacity in order to carry out its implementation plan, as described in Q.9a above, and achieve the objectives of the CDFI ERP.

This is a conditional question. It will only appear in AMIS if the Applicant responds "Yes" to Q.9f.

Enter your narrative response into the text box. Response must not exceed 3,000 characters.

Click **'Save'** to complete this subsection.

Question 10 – Projected Performance

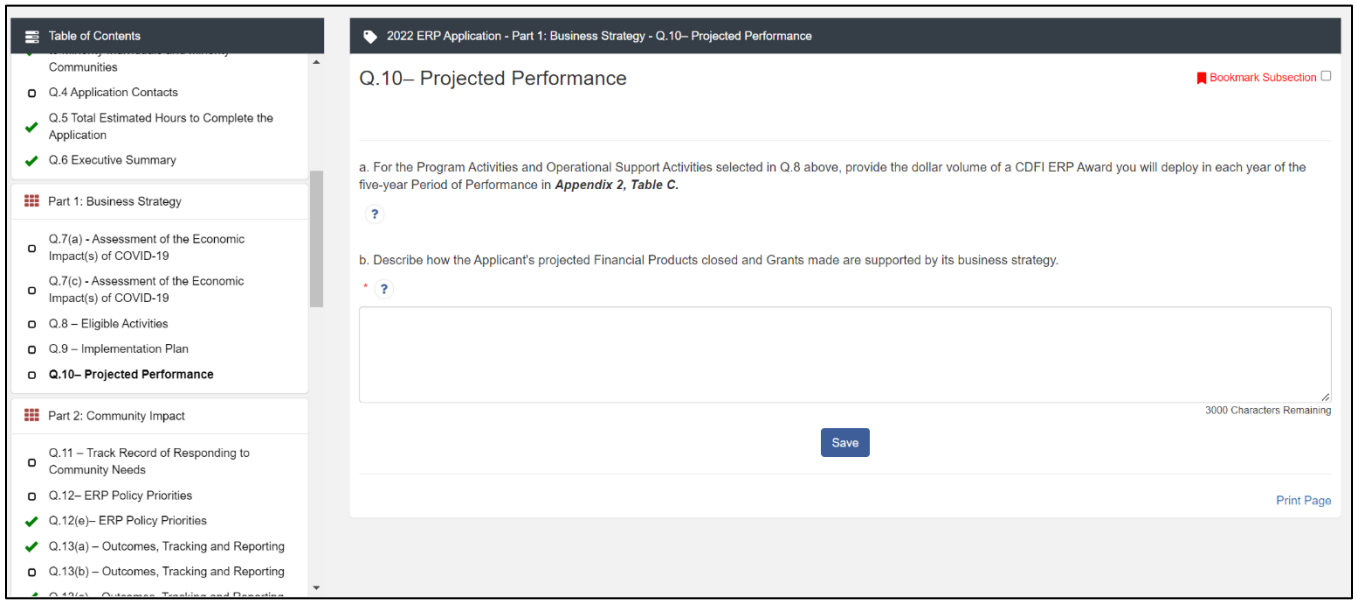

Figure 78 Question 10 – Projected Performance

a. For the Program Activities and Operational Support Activities selected in Q.8 above, provide the dollar volume of a CDFI ERP Award you will deploy in each year over the five-year Period of Performance.

See Appendix 2, Table C

Applicants should refer to Appendix 2 below for further guidance on completing the Projected Performance information requested in Table C.

b. Describe how the Applicant's projected Financial Products closed and Grants made are supported by its business strategy.

Enter your narrative response into the text box. Response must not exceed 3,000 characters.

Click **'Save'** to complete this subsection.

10.5 Part 2: Community Impact

Question 11 – Track Record of Responding to Community Needs

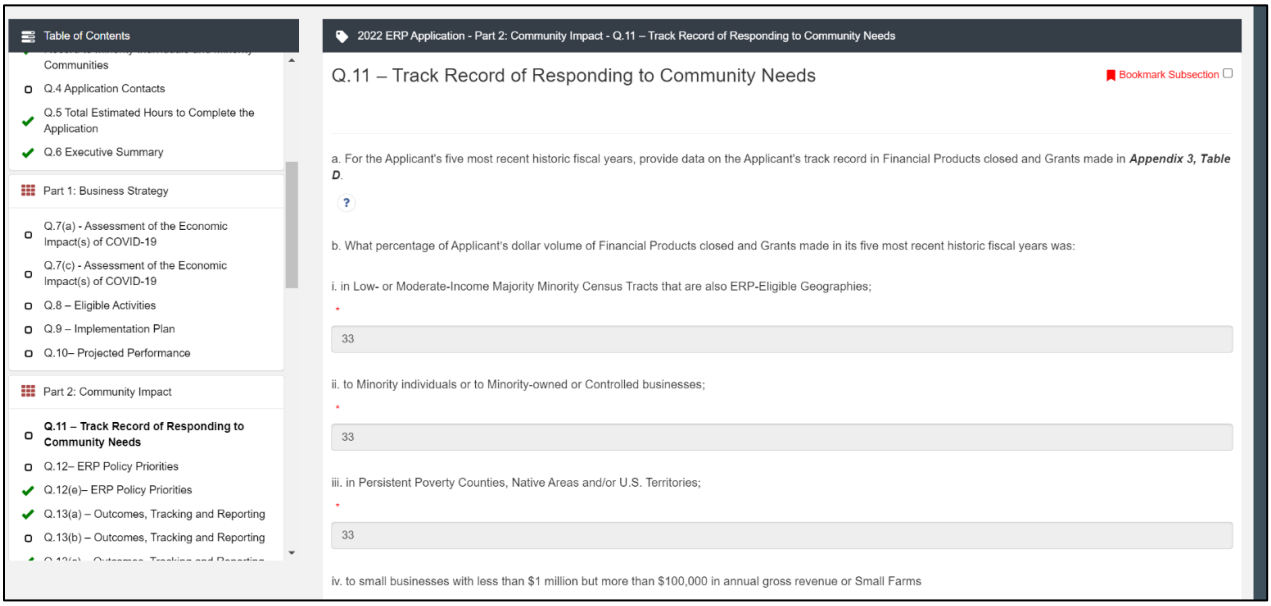

Figure 79 Question 11 – Track Record of Responding to Community Needs

a. For the Applicant's five most recent historic fiscal years, provide data on the Applicant's track record in Financial Products closed and Grants made.

See Appendix 3, Table D

Complete Table D before proceeding to Q.11b.

Applicants should refer to Appendix 3 below for further guidance on completing the Track Record of Responding to Community Needs information requested in Table D.

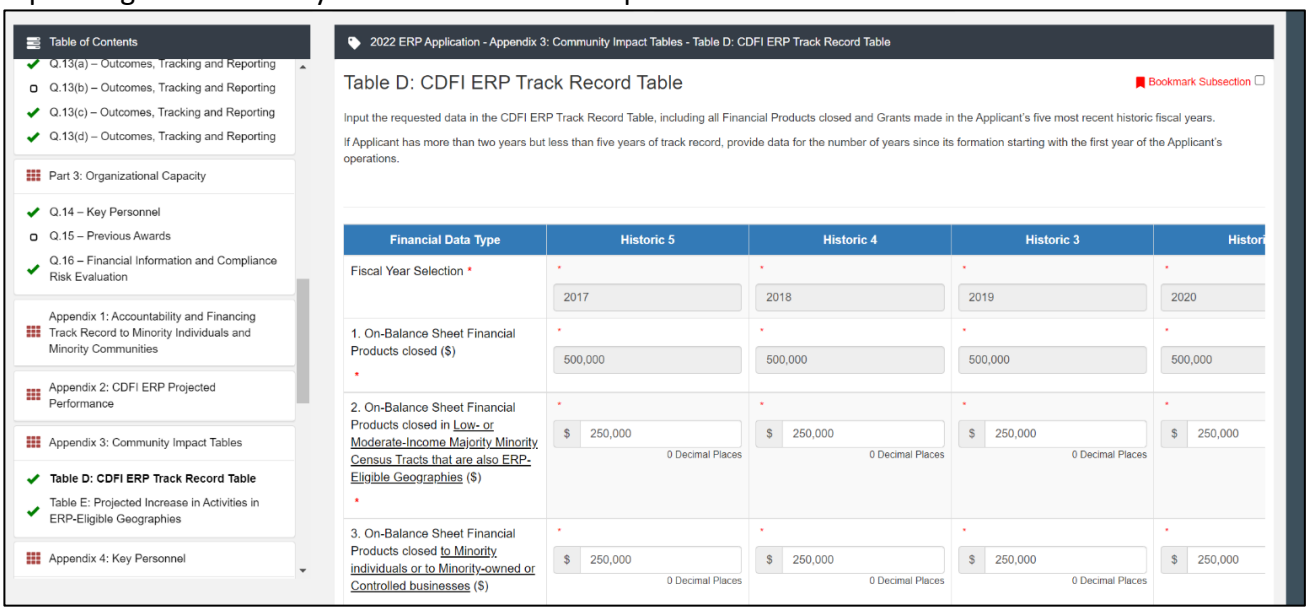

Figure 80 Table D CDFI ERP Record Table

b. What percentage of the Applicant's dollar volume of Financial Products closed and Grants made in its five most recent historic fiscal years was:

i. in Low- or Moderate-income Majority Minority Census Tracts that are also CDFI ERP-Eligible Geographies;
ii. to Minority individuals or to Minority-owned or Controlled businesses;
iii. in Persistent Poverty Counties, Native Areas and/or U.S. Territories;
iv. to small businesses in the following revenue categories:
with less than $1 million but more than $100,000 in annual gross revenue or to Small Farms;
with $100,000 or less in annual gross revenue.

The percentages in these fields will auto-populate based on data entered in Table D

c. What percentage of the Applicant's number of Financial Products closed and Grants made in its five most recent historic years was:

i. in Low- or Moderate-income Majority Minority Census Tracts that are also CDFI ERP-Eligible Geographies;
ii. to Minority individuals or to Minority-owned or Controlled businesses;

iii. in Persistent Poverty Counties, Native Areas and/or U.S. Territories;

iv. to small businesses in the following revenue categories:
with less than $1 million but more than $100,000 in annual gross revenue or to Small Farms;
with $100,000 or less in annual gross revenue.

The percentages in these fields will auto-populate based on data entered in Table D.

d. Did the Applicant increase the dollar volume and/or the number of transactions of its Financial Products closed and Grants made in ERP-Eligible Geographies in the two years that followed March 2020, as compared to the three years that preceded March 2020?

Indicate Yes or No.

e. If the Applicant selected "Yes" in response to Q.11d, briefly describe the specific Financial Products closed and Grants made after March 2020 that contributed to this increase, and how the Applicant was able to support this increase.

This is a conditional question. It will only appear in AMIS if the Applicant responds "Yes" to Q.11d.

Enter your narrative response into the text box. Response must not exceed 2,000 characters.

f. Since March 2020, in response to the COVID-19 pandemic, did the Applicant expand its operations into ERP-Eligible Geographies it previously had not served and/or offer new Financial Product(s), Financial Service(s), Development Service(s) and/or Grant product(s) in one or more ERP-Eligible Geographies?

Indicate Yes or No.

g. If the Applicant selected "Yes" in response to Q.11f, briefly describe at least one example of a geographic expansion the Applicant made or new Financial Product(s), Financial Service(s), Development Service(s) or Grant product(s) the Applicant introduced to the communities it serves, in response to the COVID-19 pandemic.

This is a conditional question. It will only appear in AMIS if the Applicant responds "Yes" to Q.11f.

Enter your narrative response into the text box. Response must not exceed 2,000 characters.

Click **'Save'** to complete this subsection.

Question 12 – ERP Policy Priorities

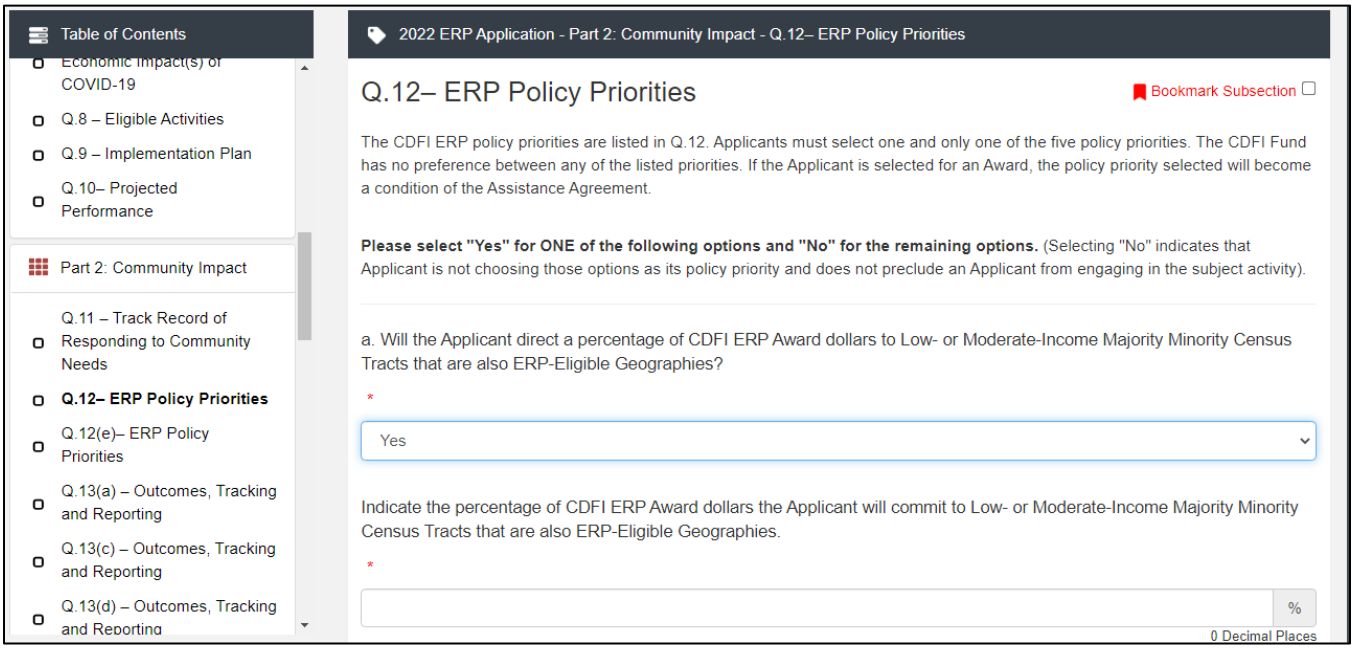

Figure 81 Question 12 – ERP Policy Priorities

The CDFI ERP policy priorities are listed in Q.12. Applicants must select one and only one of the five policy priorities. The CDFI Fund has no preference between any of the listed priorities. If selected for an Award, the policy priority selected will become a condition of the Assistance Agreement.

Please select "Yes" for ONE of the following options and "No" for the remaining options. (Selecting "No" indicates that Applicant is not choosing those options as its policy priority and does not preclude an Applicant from engaging in the subject activity).

a. ***Will the Applicant direct a percentage of CDFI ERP Award dollars to Low- or Moderate-Income Majority Minority Census Tracts that are also ERP-Eligible Geographies?***

   If you select "Yes" to Q.12a, the following question will appear in AMIS:

   Indicate the percentage of CDFI ERP Award dollars the Applicant will commit to Low- or Moderate-Income Majority Minority Census Tracts that are also ERP-Eligible Geographies.

   Enter the percentage in the field.

b. ***Will the applicant direct a percentage of CDFI ERP Award dollars to Minority individuals or to Minority-owned or Controlled businesses?***

   If you select "Yes" to Q.12b, the following question will appear:

Indicate the percentage of CDFI ERP Award dollars the Applicant will commit to Minority individuals or to Minority-owned or Controlled businesses.

Enter the percentage in the field.

c. Will the Applicant direct a percentage of CDFI ERP Award dollars to Persistent Poverty Counties, Native Areas and/or U.S. Territories?

If you select "Yes" to Q.12c, the following question will appear:

Indicate the percentage of CDFI ERP Award dollars the Applicant will commit to Persistent Poverty Counties, Native Areas and/or U.S. Territories.

Enter the percentage in the field.

d. Will the Applicant direct a percentage of CDFI ERP Award dollars to small businesses in the following revenue categories?
i. with less than $1 million but more than $100,000 in annual gross revenue, or Small Farms.
ii. with less than $100,000 in annual gross revenue.

If you select "Yes" to Q.12d, a new subsection will open just for Q.12d that displays fields for the percentages the Applicant will direct to the two revenue categories listed above. See additional instructions for subsection Q.12d below.

e. Will the Applicant increase its dollar volume of Financial Products closed and Grants made in ERP-Eligible Geographies over the five-year Period of Performance by a multiplier (e.g., twice the Award amount)? Complete Appendix 3, Table E for multiplier calculation.

If you select "Yes" to Q.12e, a new subsection will open just for Q.12e that displays a calculated auto-populated field value. See additional instructions for subsection Q.12e below.

Click **'Save'** to complete this subsection.

Question 12(d) – ERP Policy Priorities

This subsection is only visible/applicable to Applicants that select "Yes" to Q12d.

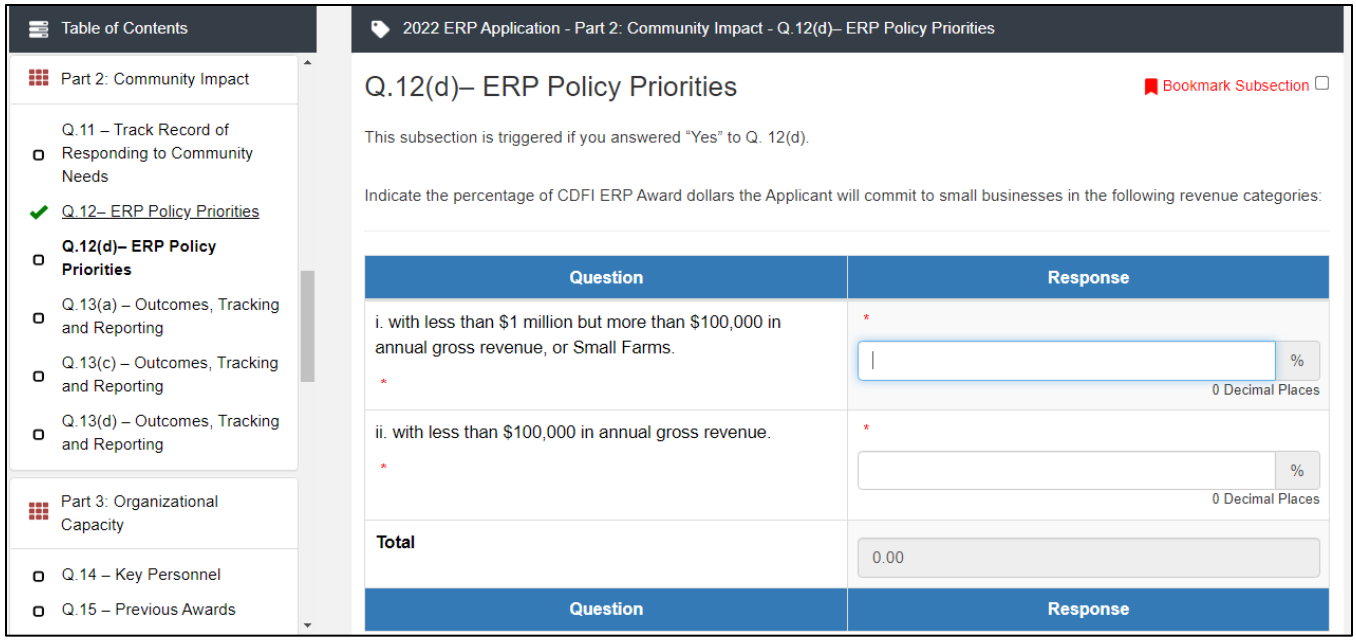

Figure 82 Question 12(d) – ERP Policy Priorities

This subsection will appear only if you select "Yes" to Q.12d. This subsection displays fields for the percentages the Applicant will direct to the two revenue categories listed in the question. *Enter the percentages in the fields.* These two percentages must not exceed 100%; you will get an error message if they exceed 100%.

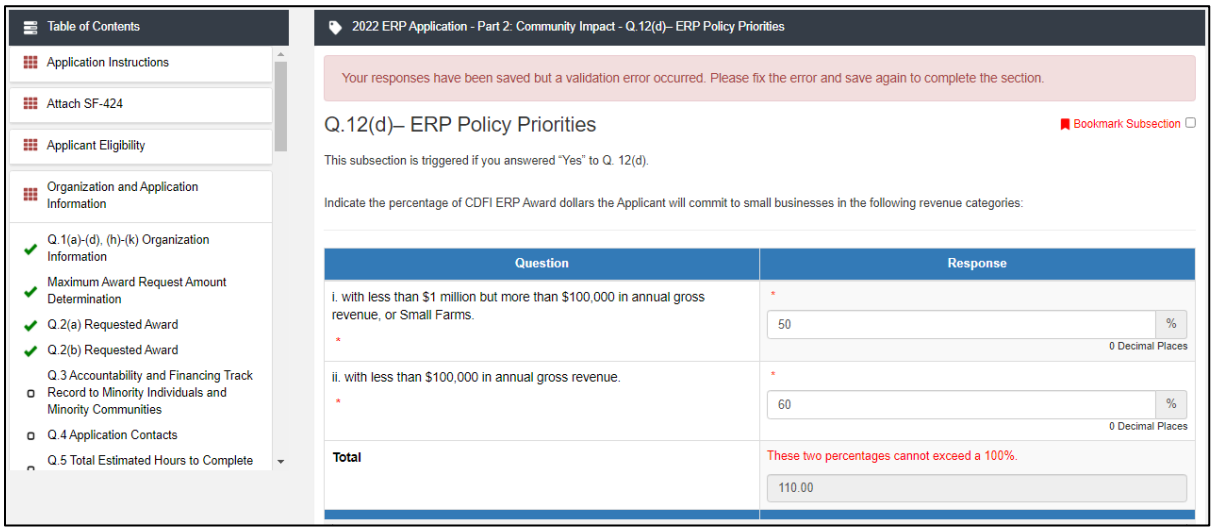

Figure 83 Percentage Error Example

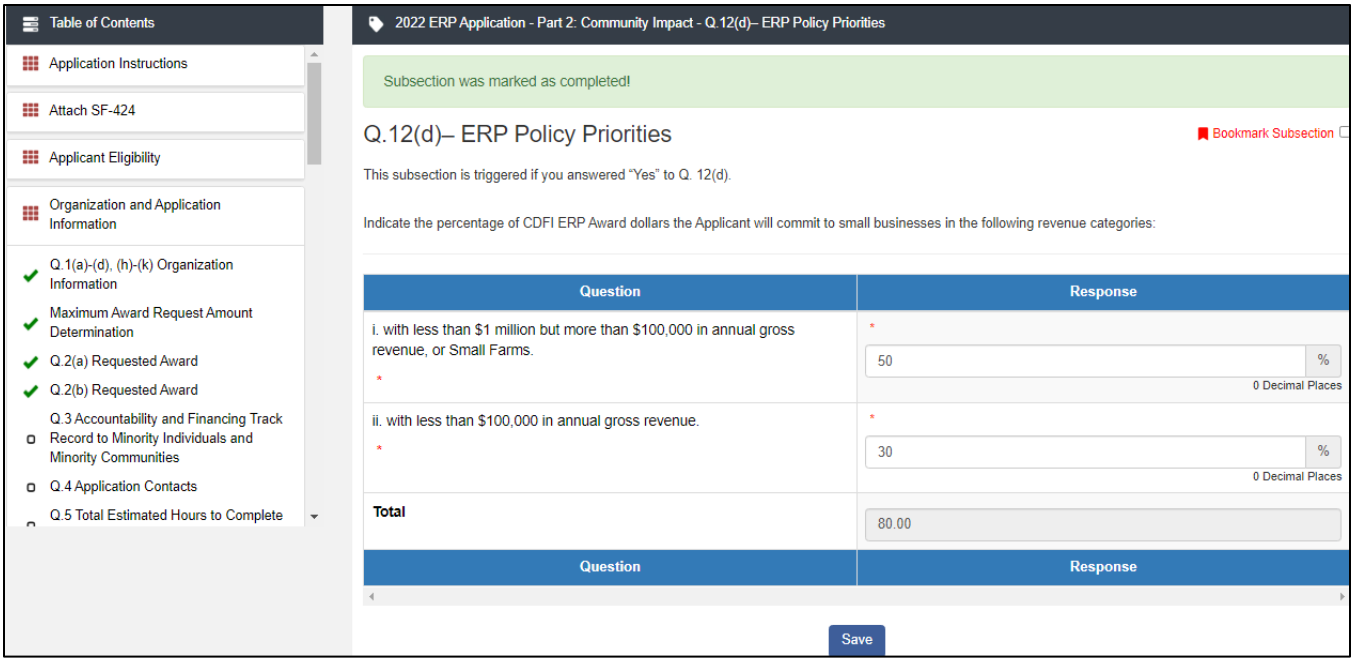

Figure 84 Percentage Fields Totaling 100%

Click **'Save'** to complete this subsection.

Question 12(e) – ERP Policy Priorities

This subsection is only visible/applicable to Applicants that select "Yes" to Q. 12e.

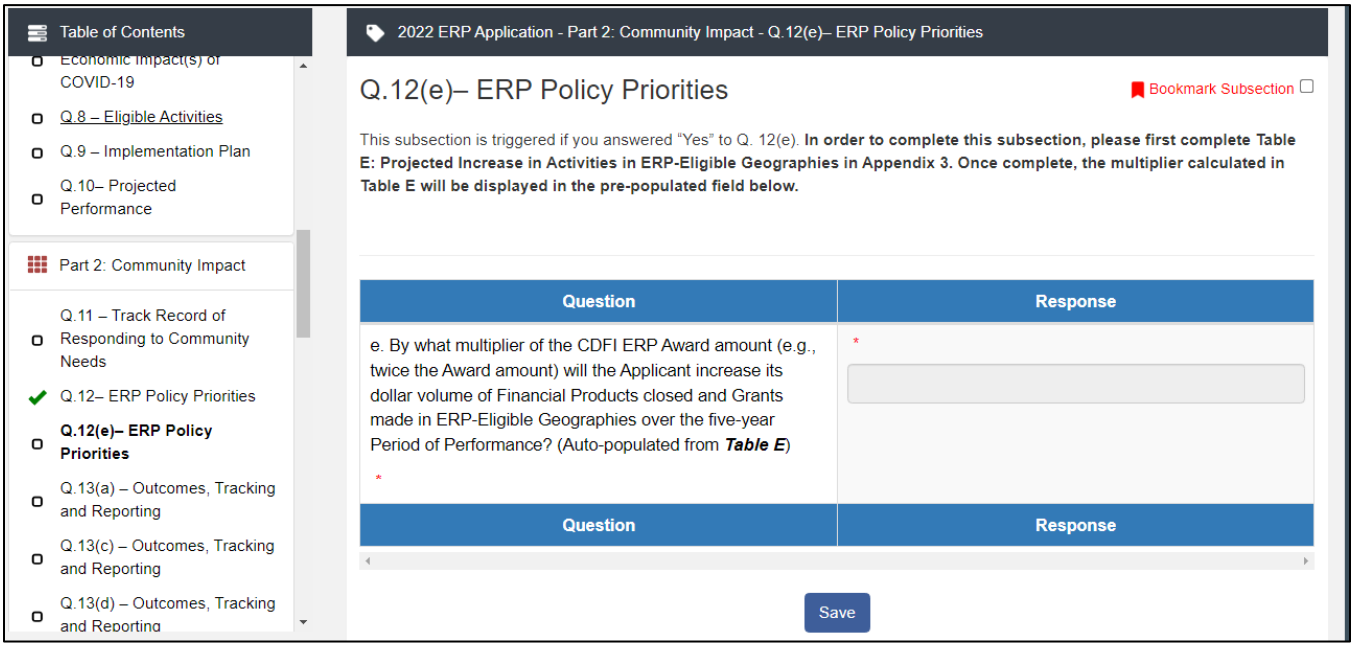

Figure 85 Question 12(e) – ERP Policy Priorities

This subsection will appear only if you select “Yes” to Q.12e. This subsection displays a calculated auto-populated field value. To populate this field (pictured above), navigate to Appendix 3 and complete Table E.

Applicants should refer to Appendix 3 below for further guidance on completing the ERP Policy Priorities information requested in Table E.

After completing Table E, return to subsection Q.12e to see the multiplier field populated properly.

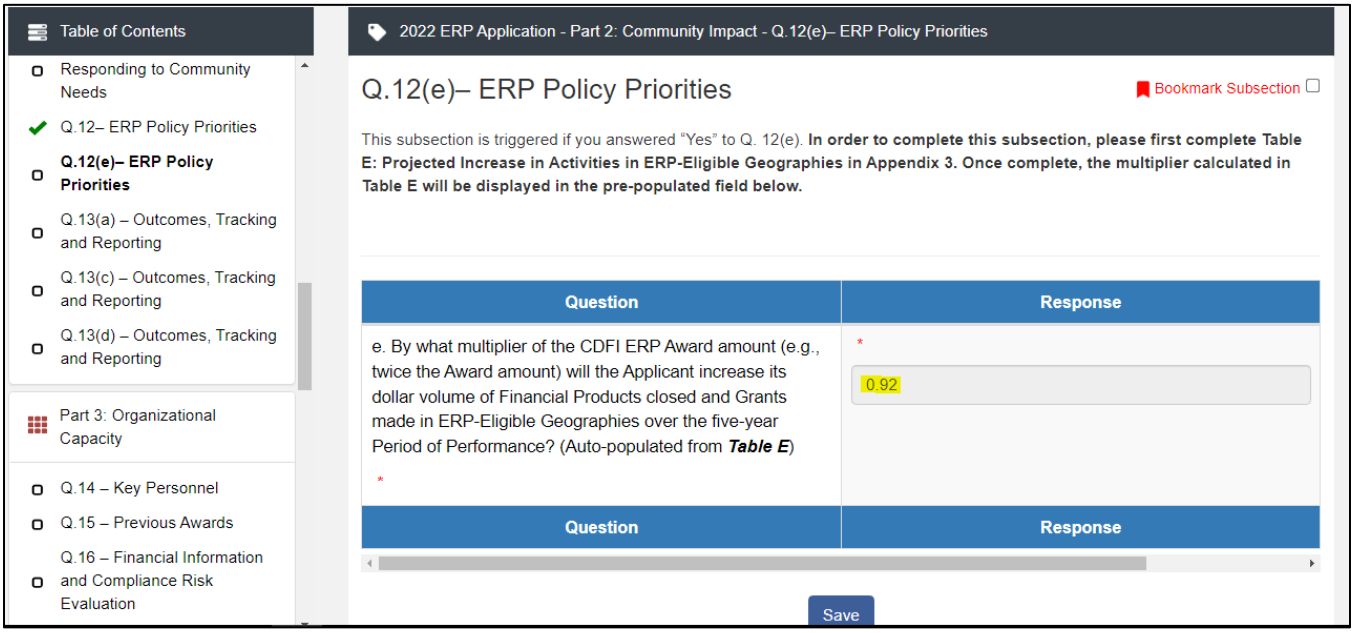

Figure 86 Question 12(e) Multiplier Field

Click **‘Save’** to complete this subsection.

Question 13(a) – Outcomes, Tracking, and Reporting

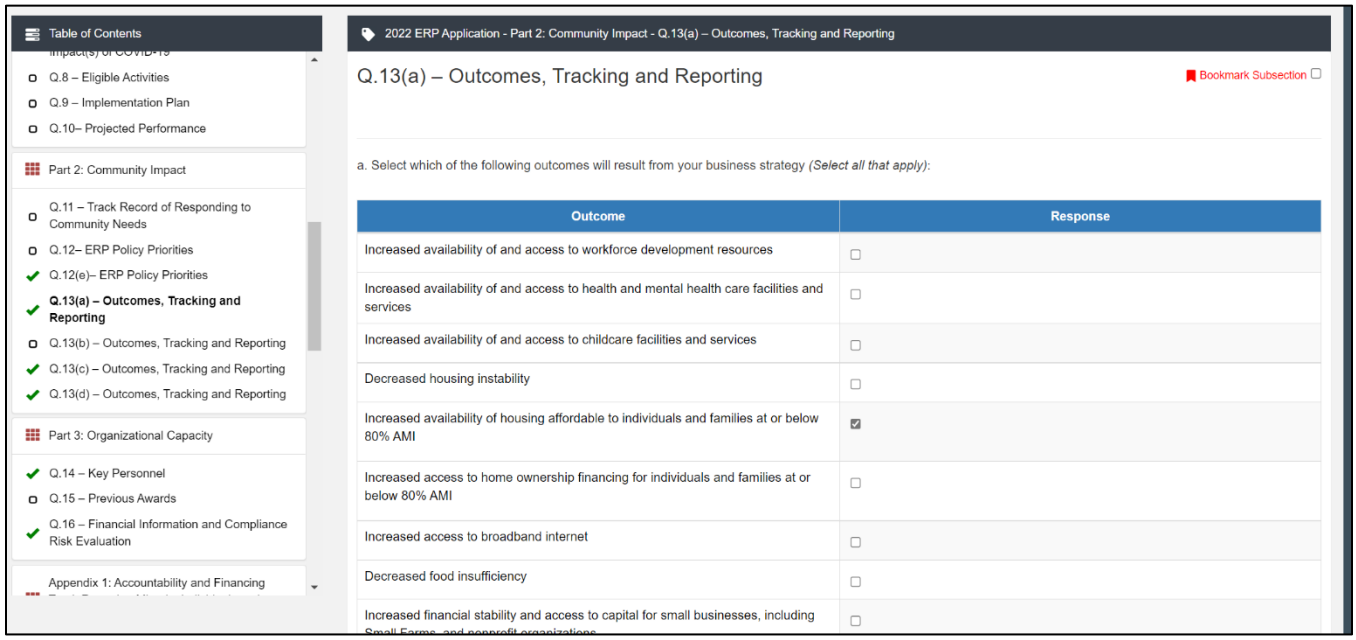

Figure 87 Question 13(a) – Outcomes, Tracking, and Reporting

a. Select which of the following outcomes will result from your business strategy:

Click the check box for all that apply.

NOTE: If you select "Other", Question Q.13(b) will be triggered and you will need to click **'Save'** to complete subsection Q.13(a). Then select Q.13(b) from the Table of Contents to provide additional information.

Click **'Save'** to complete this subsection.

Question 13(b) – Outcomes, Tracking, and Reporting

This subsection is only visible/applicable to Applicants that selected "Other" in Question Q. 13a.

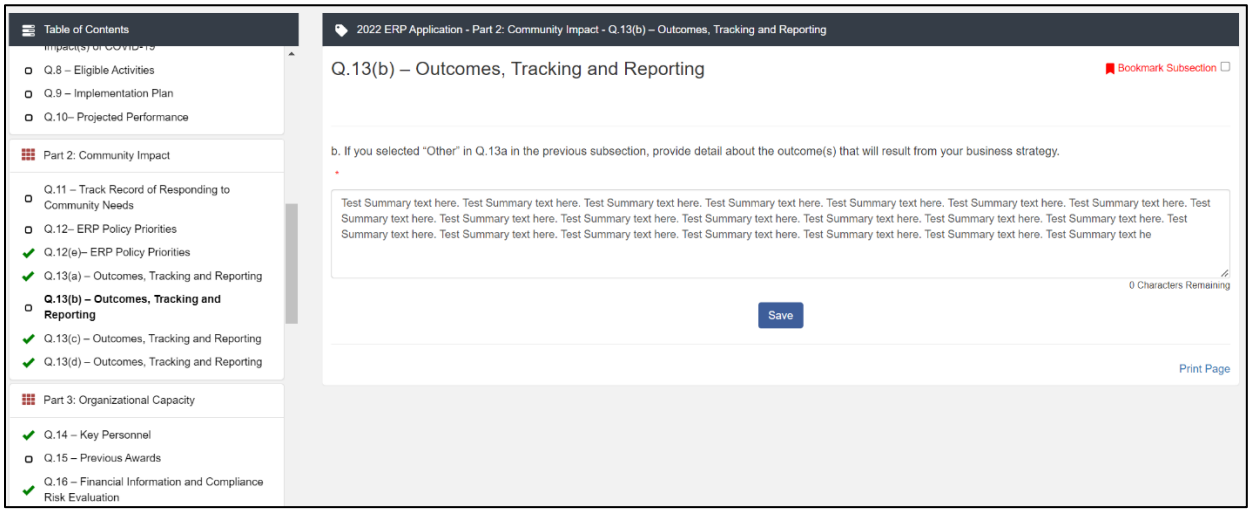
Table of Contents
Q.8 – Eligible Activities
Q.9 – Implementation Plan
Q.10– Projected Performance
Part 2: Community Impact
Q.11 – Track Record of Responding to Community Needs
Q.12– ERP Policy Priorities
Q.12(e)– ERP Policy Priorities
Q.13(a) – Outcomes, Tracking and Reporting
Q.13(b) – Outcomes, Tracking and Reporting
Q.13(c) – Outcomes, Tracking and Reporting
Q.13(d) – Outcomes, Tracking and Reporting
Part 3: Organizational Capacity
Q.14 – Key Personnel
Q.15 – Previous Awards
Q.16 – Financial Information and Compliance Risk Evaluation
2022 ERP Application - Part 2: Community Impact - Q.13(b) – Outcomes, Tracking and Reporting
Q.13(b) – Outcomes, Tracking and Reporting
Bookmark Subsection
b. If you selected "Other" in Q.13a in the previous subsection, provide detail about the outcome(s) that will result from your business strategy.
Test Summary text here. Test Summary text here. Test Summary text here.

c. ***Describe the Applicant's plan for tracking and reporting Performance Goals and Measures (including for the CDFI ERP policy priority selected in Q.12) and data to be included in the Annual Compliance Reports (including the Performance Progress Report, Uses of Award Report, and Transaction Level Report).***

Enter your response into the text box. Response must not exceed 2,000 characters.

Click **'Save'** to complete this subsection.

Question 13(d) – Outcomes, Tracking, and Reporting

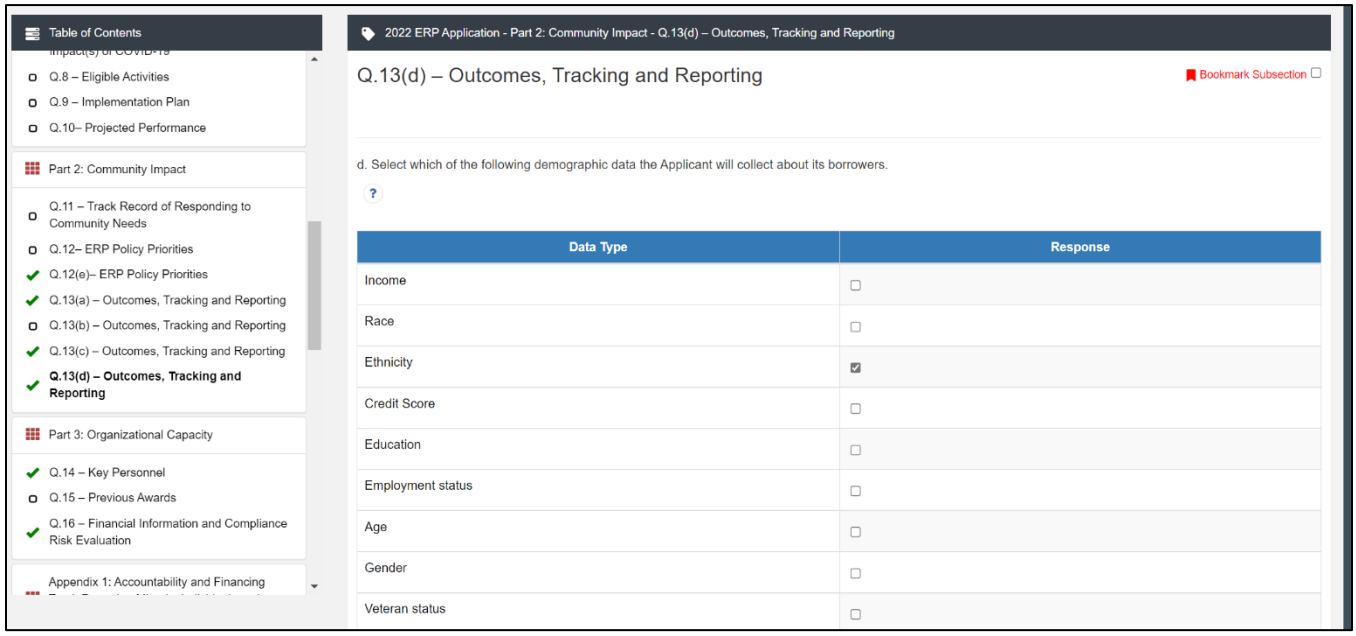

Figure 90 Question 13(d) – Outcomes, Tracking, and Reporting

d. Select which of the following demographic data the Applicant will collect about its borrowers.

Click the check box for all that apply.

Click **'Save'** to complete this subsection.

10.6 Part 3: Organization Capacity

Question 14 – Key Personnel

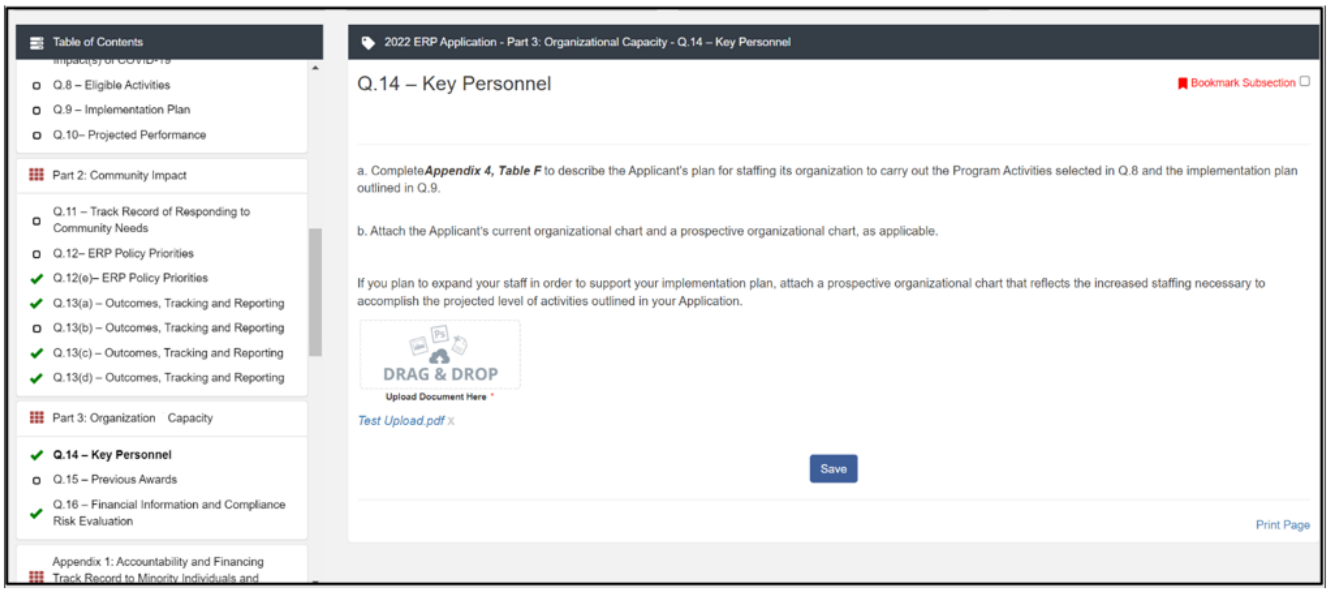

Figure 91 Question 14 – Key Personnel

a. Complete Appendix 4, Table F to describe the Applicant's plan for staffing its organization to carry out the Program Activities selected in Q.8 and the implementation plan outlined in Q.9.

Enter data in Appendix 4, Table F.

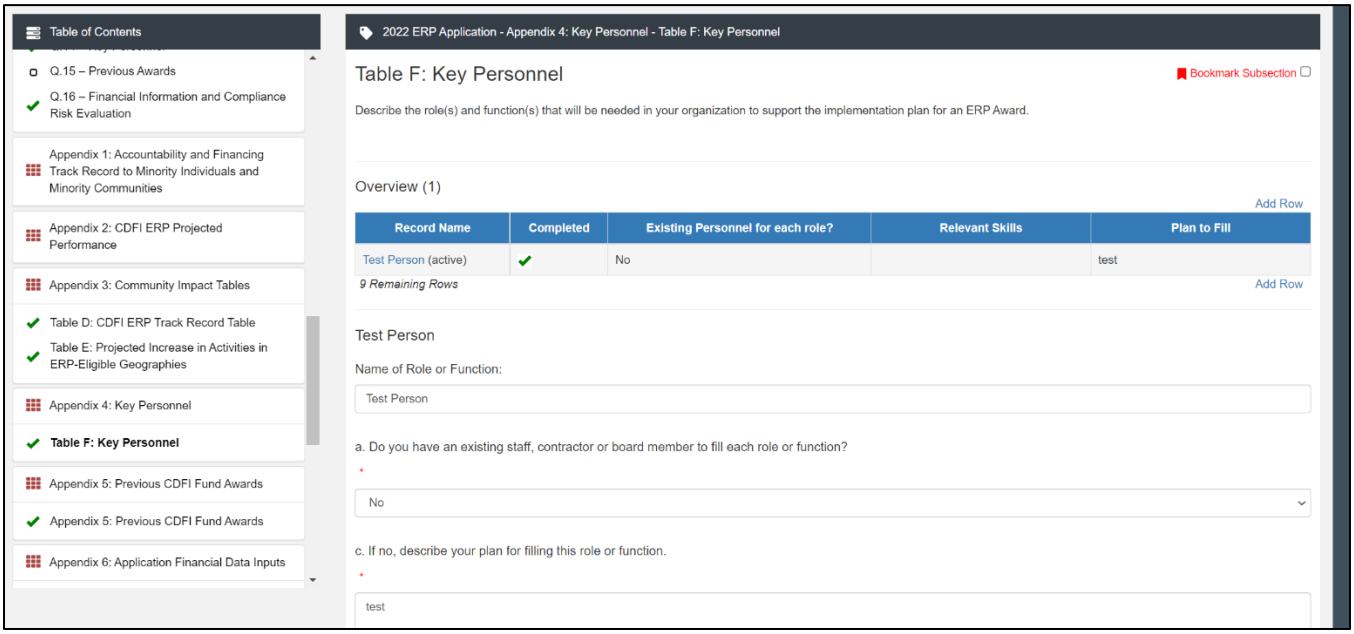

Figure 92 Appendix 4 Table F

Applicants should refer to Appendix 4 below for further guidance on completing the Key Personnel information requested in Table F.

b. Attach the Applicant's current organizational chart and a prospective organizational chart, as applicable.

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

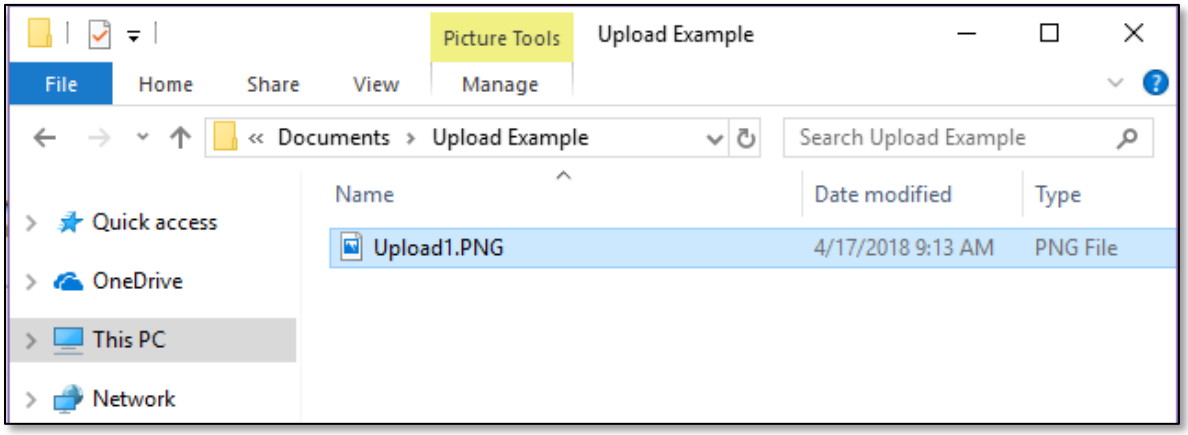

Figure 93 File Explorer

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.

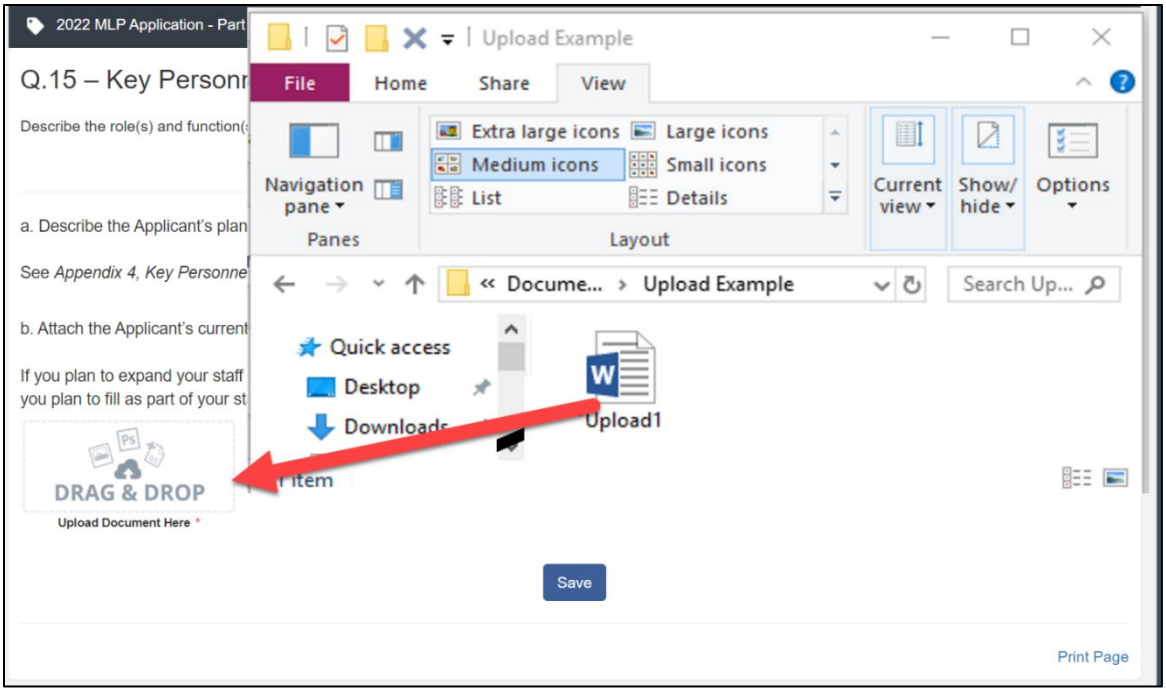

Figure 94 Drag & Drop Example

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.

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

Figure 95 Drag and Drop - Uploaded File

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.
5. Click **‘Save’** to complete this subsection.

Question 15 – Previous Awards

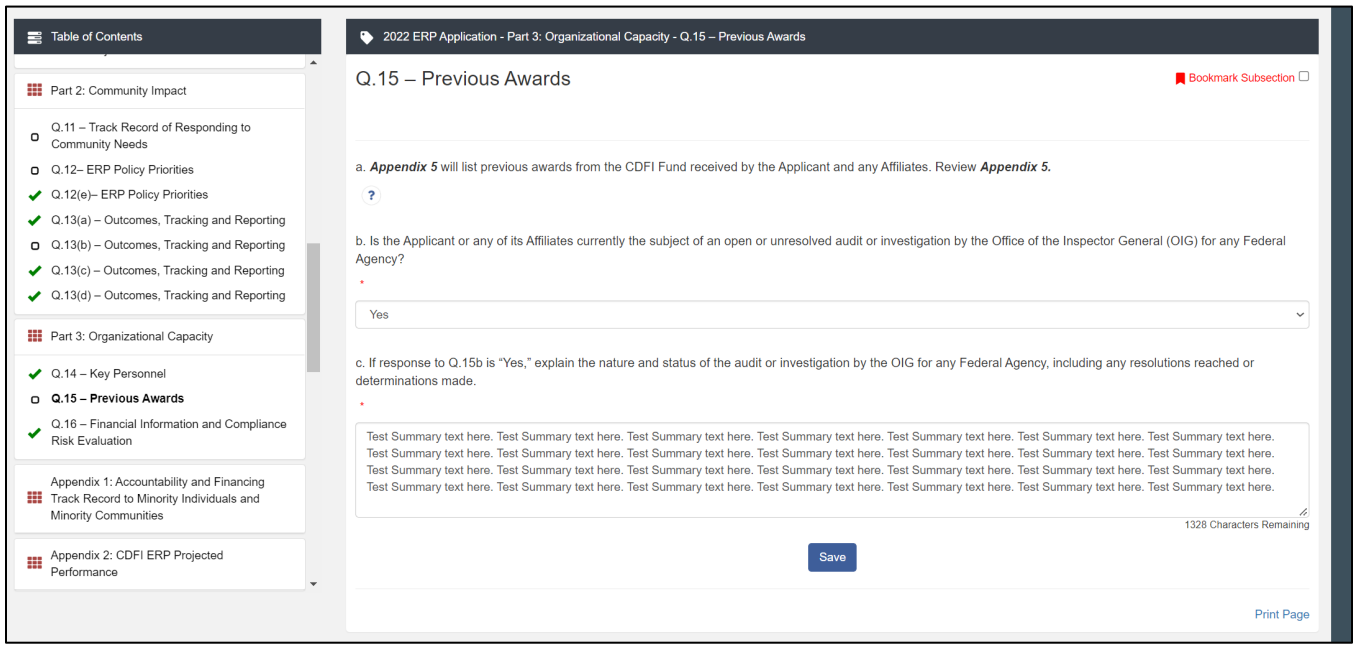

Figure 96 Question 15 – Previous Awards

a. Appendix 5 will list previous awards from the CDFI Fund received by the Applicant and any Affiliates.

Complete Appendix 5.

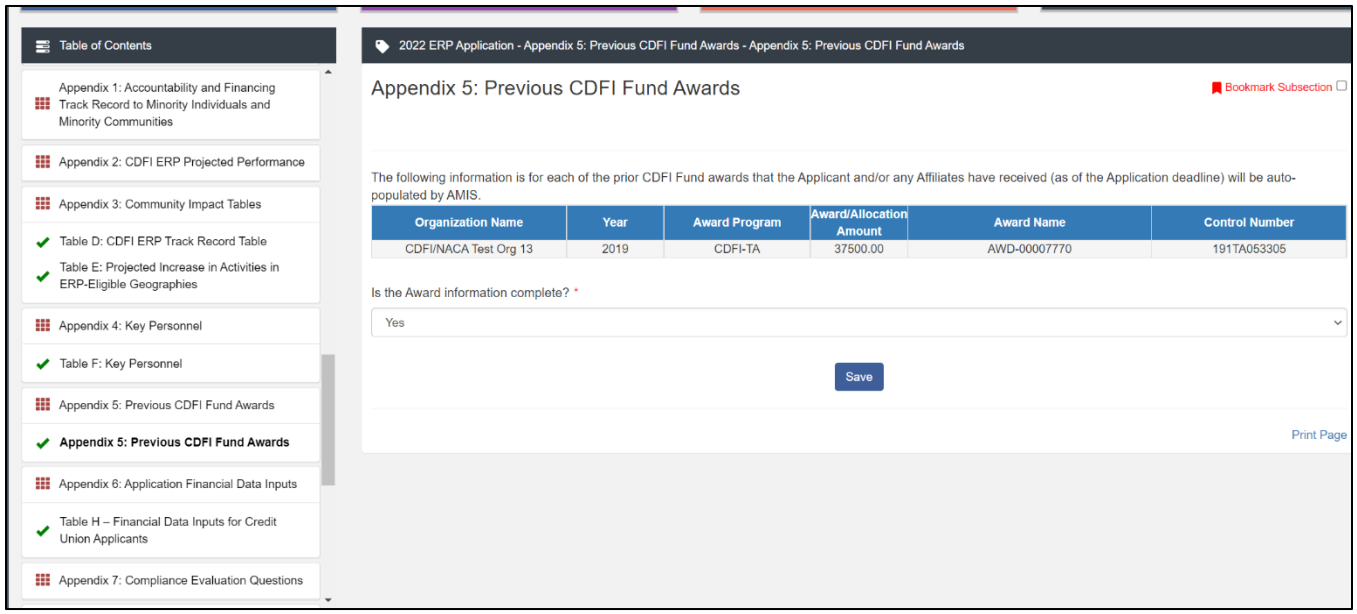

Figure 97 Appendix 5

Applicants should refer to Appendix 5 below for further guidance on completing the Previous CDFI Fund Awards information.

b. Is the Applicant or any of its Affiliates currently the subject of an open or unresolved audit or investigation by the Office of the Inspector General (OIG) for any Federal Agency?

Indicate Yes or No.

NOTE: If you select 'Yes' this will trigger Q.15c.

c. If response to Q.15b is "Yes," explain the nature and status of the audit or investigation by the OIG for any Federal Agency, including any resolutions reached or determinations made.

Enter your narrative response in the text box. Response must not exceed 2,000 characters.

Click **'Save'** to complete this subsection.

Question 16 – Financial Information and Compliance Risk Evaluation

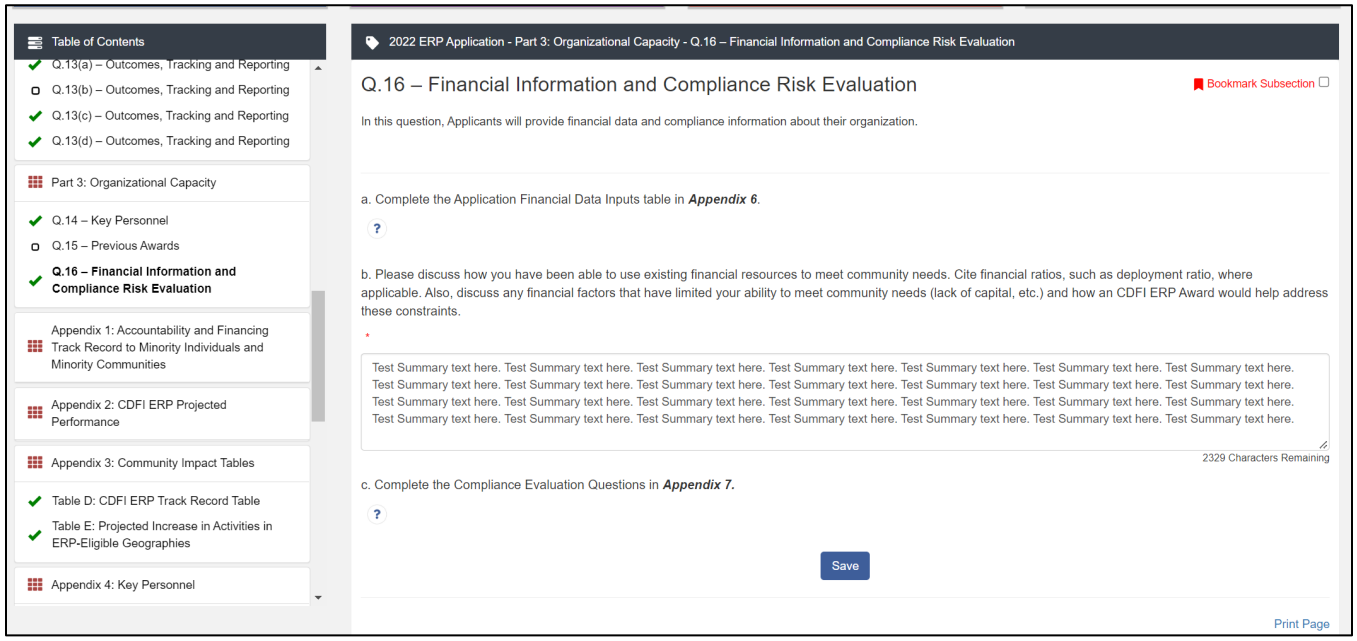

Figure 98 Question 16 – Financial Information and Compliance Risk Evaluation

a. Complete the Application Financial Data Inputs table in Appendix 6.

Complete Appendix 6.

Applicants should refer to Appendix 6 below for further guidance on completing the Application Financial Data Inputs Tables.

b. Please describe how you have been able to use existing financial resources to meet community needs. Cite financial ratios, such as deployment ratio, where applicable. Also, describe any financial factors that have limited your ability to meet community needs (lack of capital, etc.) and how a CDFI ERP Award would help address these constraints.

Enter your narrative response in the text box. Response must not exceed 3,000 characters.

c. Complete the Compliance Evaluation Questions in Appendix 7.

Complete Appendix 7.

Applicants should refer to Appendix 7 for further guidance on completing the Compliance Evaluation Questions.

Click **'Save'** to complete this subsection.

11.0 Appendix 1: Accountability and Financing Track Record to Minority Individuals and Minority Communities

11.1 Table A: Board and Executive Staff Information

	a. #	b. %
Governing Board		
1. Members who identify as a member of one or more Minority population(s) *	* 0 Decimal Places	*
2. Members who identify as Non-Minority *	* 0 Decimal Places	*
3. Total	0.00	
Executive Staff		
4. Individuals who identify as a member of one or more Minority population(s)	*	*

Figure 99 Table A: Board and Executive Staff Information

Complete all table entries. Each entry must be numeric.

Click **'Save'** to complete this subsection.

11.2 Table B: Financing Activity

Question	a. $	b. $ [%]	c. #
Provide the total dollar volume ($) and total number (#) of the Applicant's arm's-length, on-balance sheet Financial Products closed in the Applicant's most recent historic fiscal year:			
1. Total Financial Products Closed:			
Provide the dollar volume ($) and total number (#) of the Applicant's arm's-length, on-balance sheet Financial Products closed to individuals in the Applicant's most recent historic fiscal year:			
2. Individuals who identify as a member of one or more Minority population(s): *	* $ 0 Decimal Places	*	* 0 Decimal Places
3. Individuals who identify as Non-Minority: *	* $ 0 Decimal Places	*	* 0 Decimal Places

Figure 100 Table B: Financing Activity

Complete all table entries. Each entry must be numeric.

Note that row #1 is pre-populated with data that the Applicant entered in the Applicant Eligibility Data Table.

Click **'Save'** to complete the subsection.

12.0 Appendix 2: CDFI ERP Projected Performance

12.1 Table C: CDFI ERP Projected Performance Table

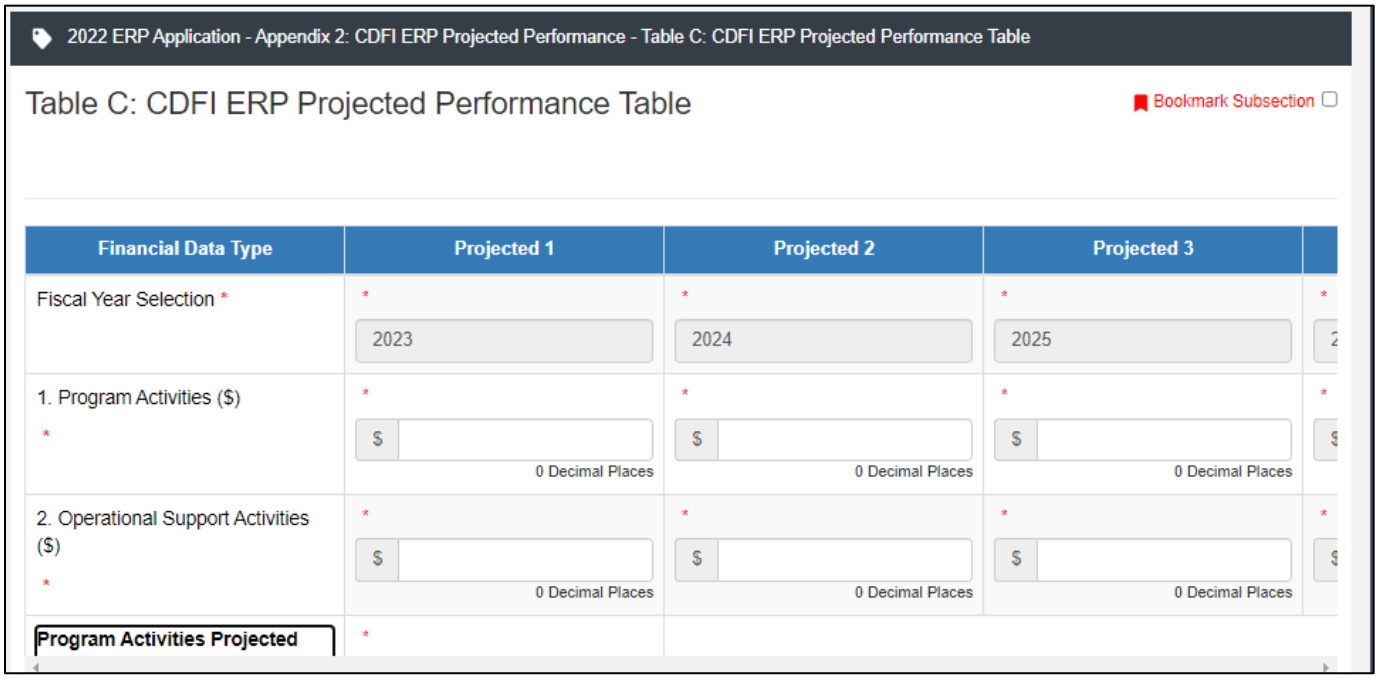

Figure 101 Table C: CDFI ERP Projected Performance Table

Complete all table entries. Each entry must be numeric.

Please be aware of the following validations for which error messages may be generated:

- The total of all projected values entered in rows 1 and 2 must equal your requested award.
- The Total expenditure on Operational Support Activities may not exceed $400,000 or 15% of your Requested Award amount, whichever value is less.

Click **'Save'** to complete this subsection.

13.0 Appendix 3: Community Impact Tables

13.1 Table D: CDFI ERP Track Record Table

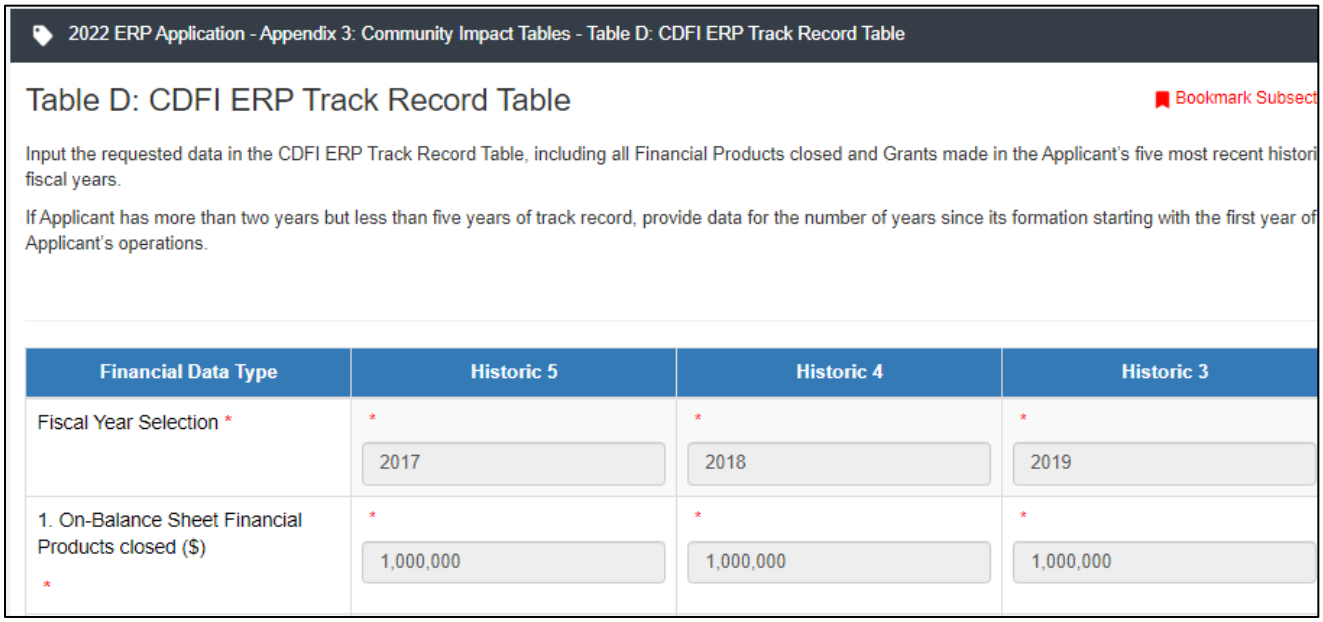

Figure 102 Table D: CDFI ERP Track Record Table

Complete all table entries. Each entry must be numeric.

Note that rows #1, #7, #18 and #24 are pre-populated with data that the Applicant entered in the Applicant Eligibility Data Table.

Please be aware of the following validations for which error messages may be generated:

- On-Balance Sheet Financial Products closed to businesses total ($) [rows 5 and 6] should not exceed your On-Balance Sheet Financial Products closed ($) [row 1] for any Projected year.
- Grants made to businesses total ($) [rows 11 and 12] should not exceed your On-Balance Sheet Grants made [row 7] for any Projected year.
- On-Balance Sheet Financial Products closed to businesses total (#) [rows 22 and 23] should not exceed your On-Balance Sheet Financial Products closed (#) [row 18] for any Projected Year.
- Grants made to businesses total (#) [rows 28 and 29] should not exceed your On-Balance Sheet Grants made [row 24] for any Projected year.

Click **'Save'** to complete this subsection.

13.2 Table E: Projected Increase in Activities in CDFI ERP-Eligible Geographies

Table E will appear only if the Applicant selects the policy priority listed in Q.12e, to increase its dollar volume of Financial Products closed and Grants made in ERP-Eligible Geographies over the five-year Period of Performance by a multiplier.

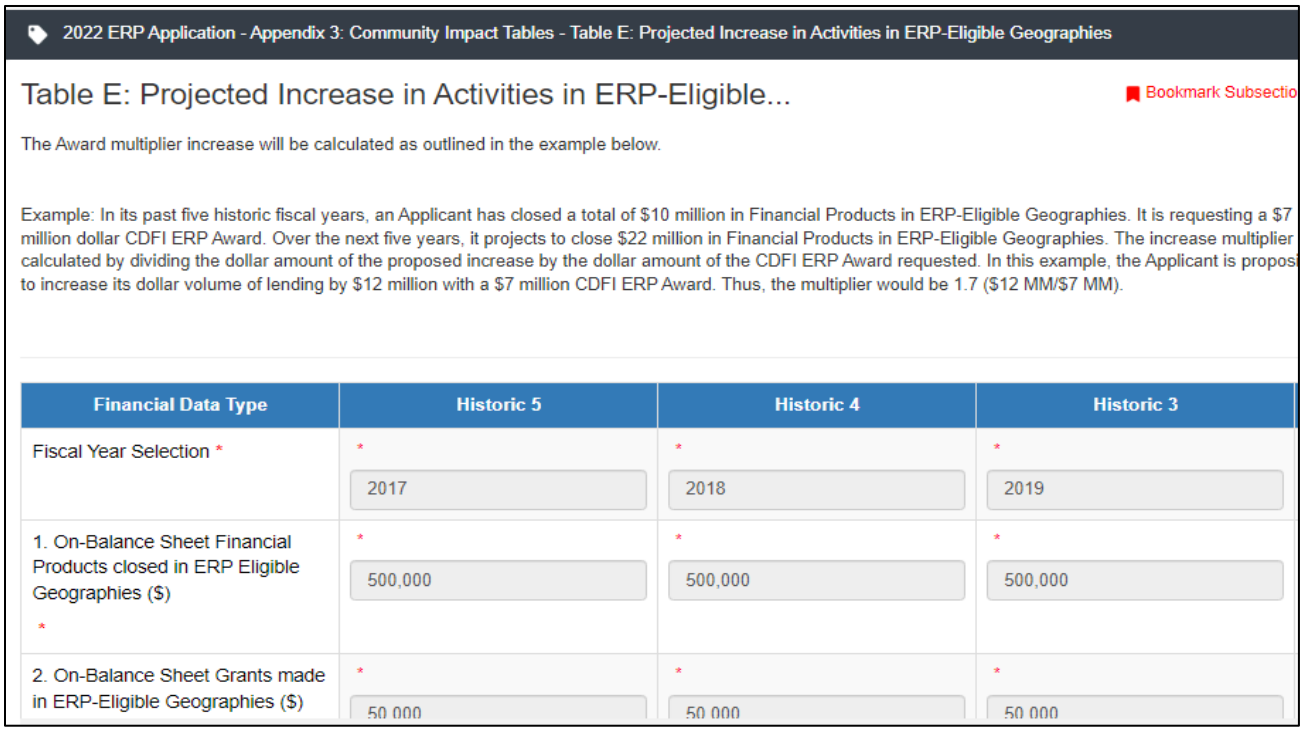

Figure 103 Table E: Projected Increase in Activities in CDFI ERP-Eligible Geographies

Scroll or tab to the far right of the table to populate the fields for Projected years 1 through 5.

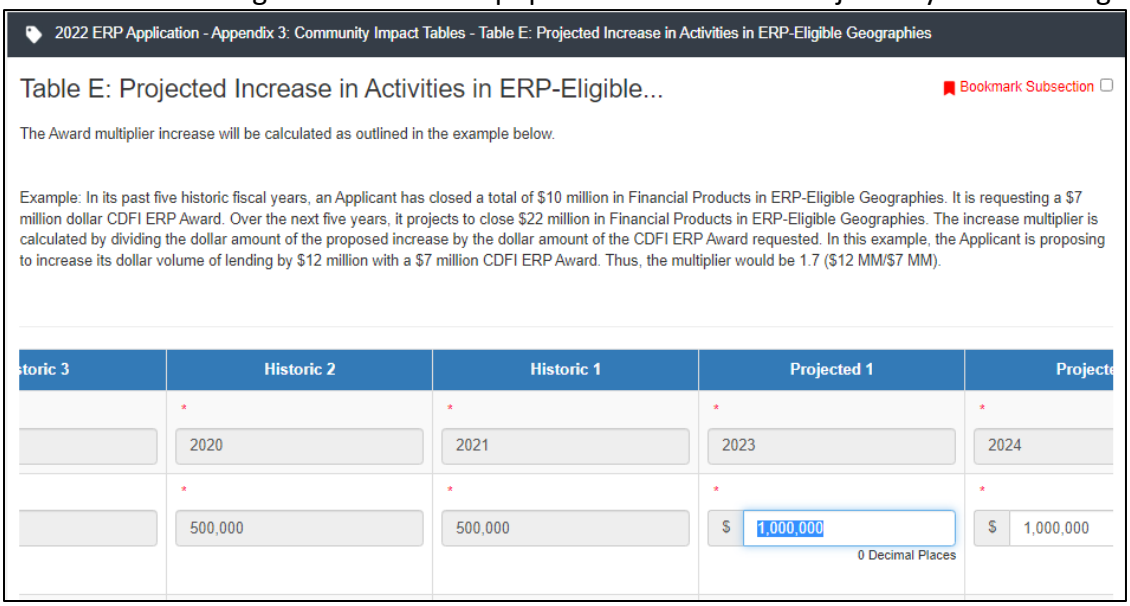

Figure 104 Table E: Projected Increase in Activities in ERP Eligible Geographies

Complete all table entries. Each entry must be numeric.

Once you have populated all of the fields for Projected years 1 through 5, scroll down to the bottom of Table E to view the calculated multiplier.

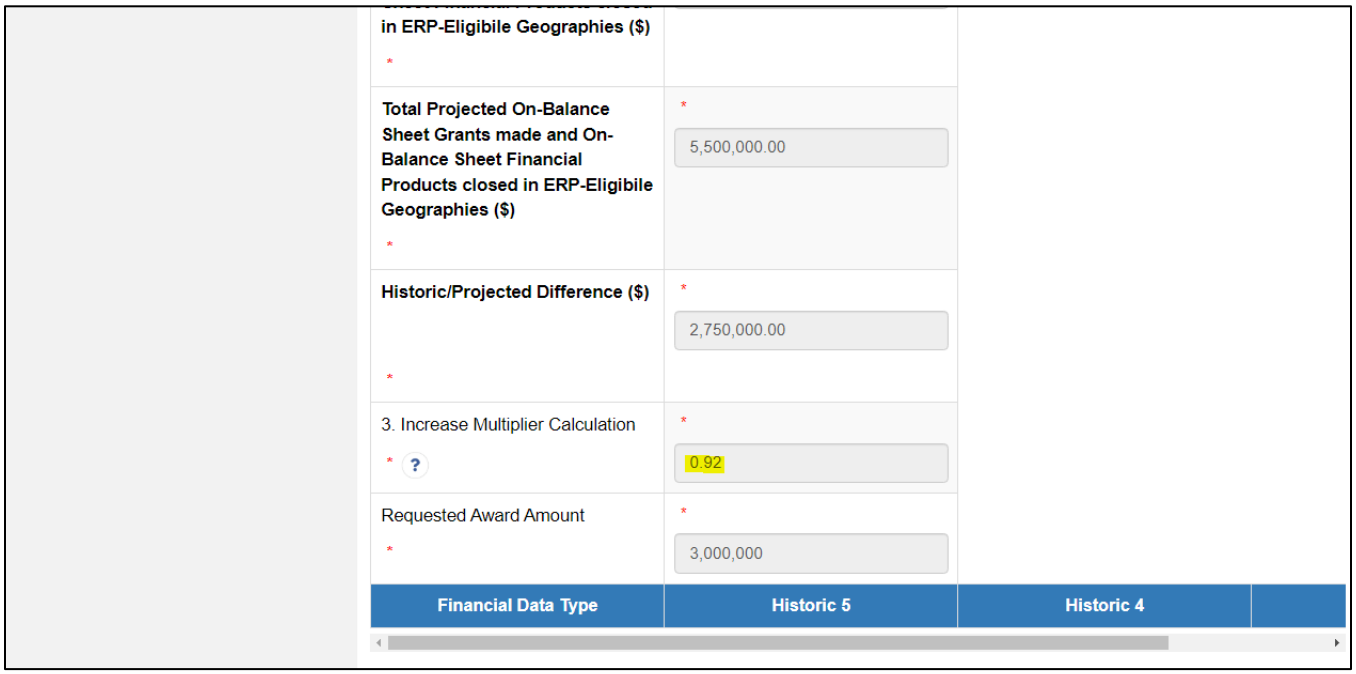

Figure 105 Calculated Multiplier

Click **'Save'** to complete this subsection.

Return to subsection Q.12e to confirm that the multiplier field populated properly and click 'Save' to complete subsection Q.12(e).

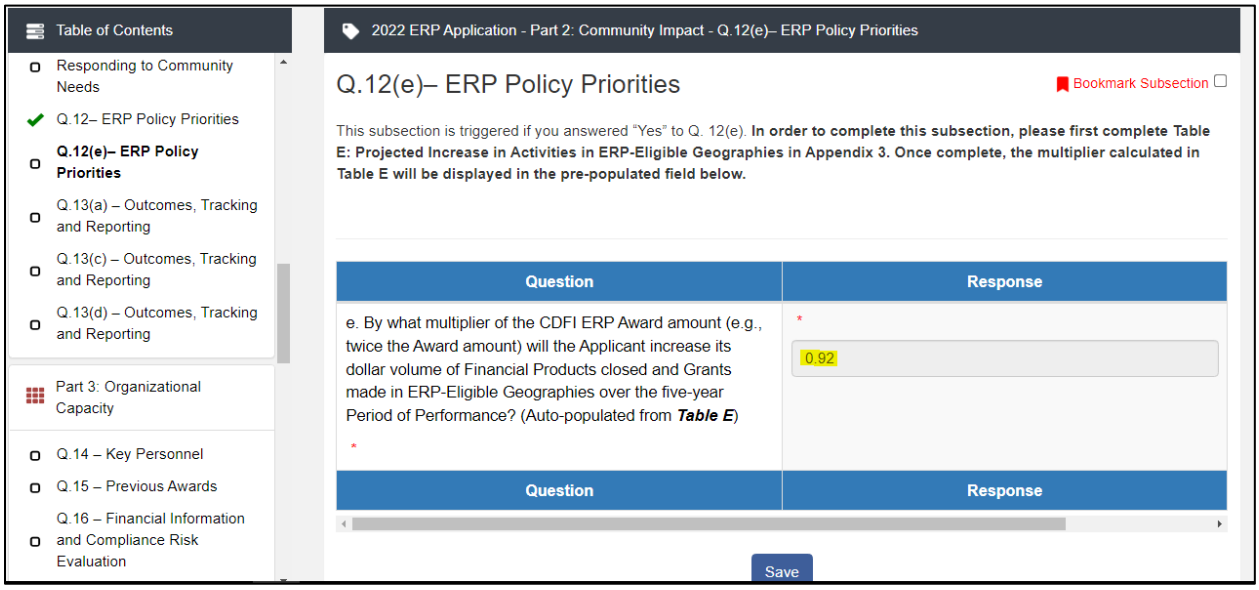

Figure 106 Multiplier Field Confirmation

14.0 Appendix 4: Key Personnel

14.1 Table F: Key Personnel

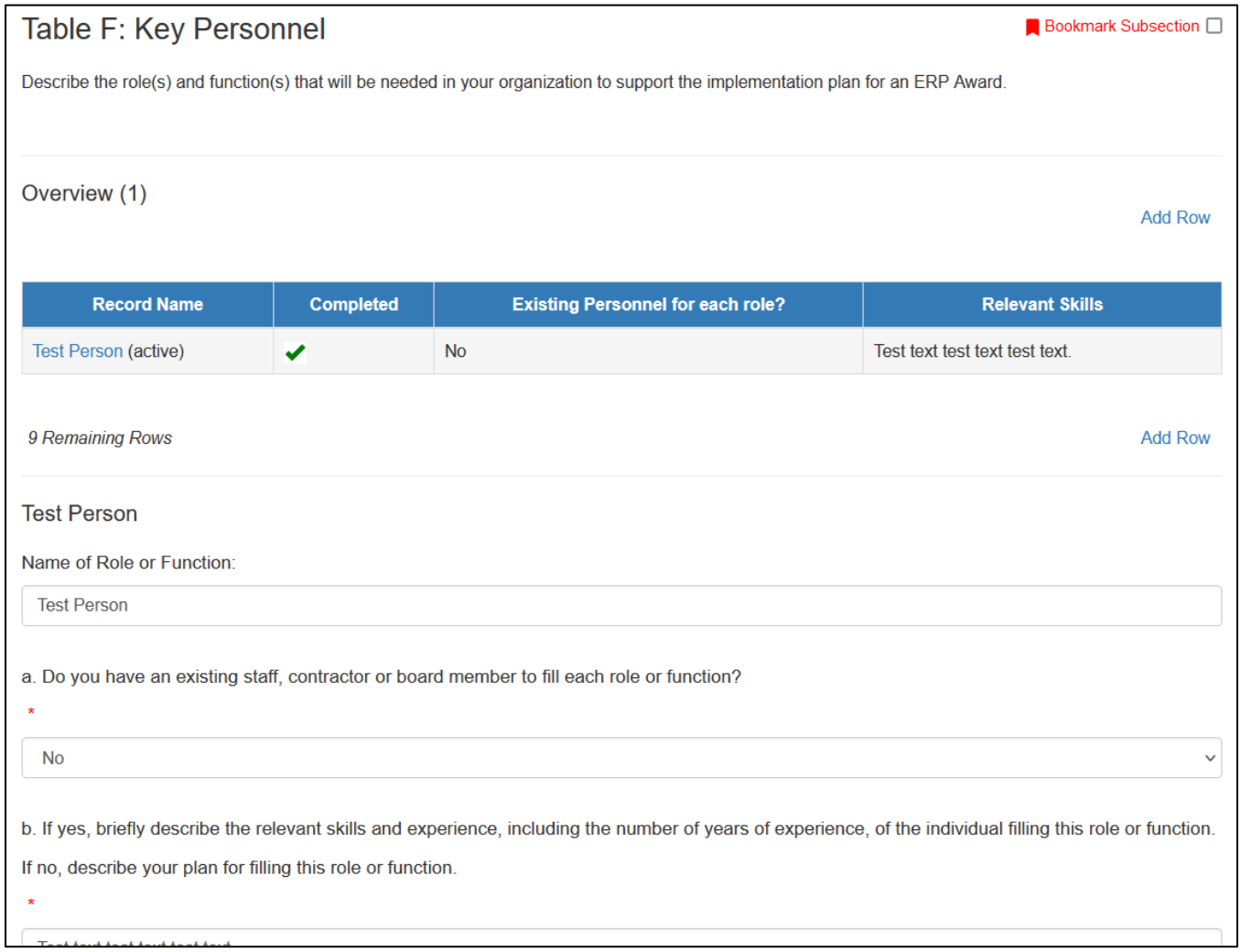

Figure 107 Table F: Key Personnel

Enter into the 'Name of Role or Function' text box the name of the roll or function of each of the key personnel included in your strategy. Response must not exceed 200 characters. This entry will populate in the "Record Name" column of the table above after you hit save. Precede the "Record Name" by the "Record Number" (ex. 1. Underwriter; 2. Community Outreach Director, etc.)

a. Do you have an existing staff, contractor or board member to fill this role or function?

Indicate Yes or No.

b. If yes, briefly describe the relevant skills and experience, including the number of years of experience, of the individual filling this role or function. If no, describe your plan for filling this role or function.

Enter your response in the text box. Response must not exceed 500 characters.

Click the **'Save'** button once all fields have been completed.

To add another Key Personnel entry, click the **'Add Row'** button and repeat steps above.

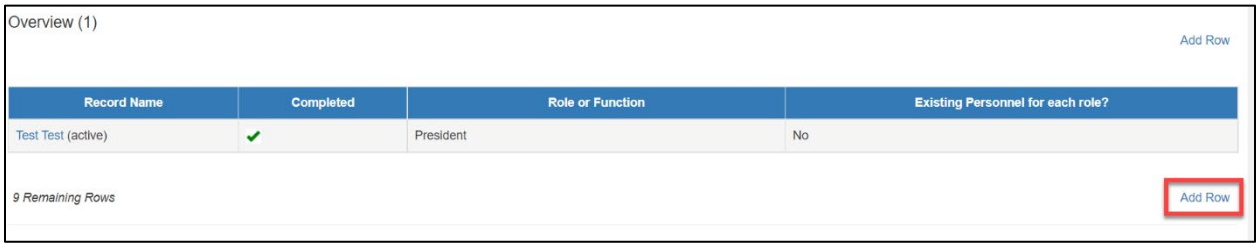

Figure 108 Add Row Button

To remove a Key Personnel entry, click the **'Delete Record'** button at the bottom of the screen.

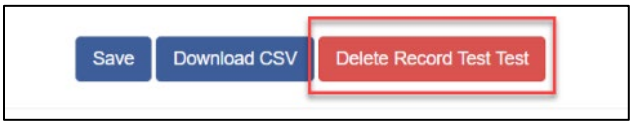

Figure 109 Delete Record Button

Once all Key Personnel have been entered, you may download a CSV file, if you'd like to review the entered data in this format. To do this click the **'Download CSV'** button at the bottom of the screen.

Figure 110 Download CSV Button

This will generate a CSV file.

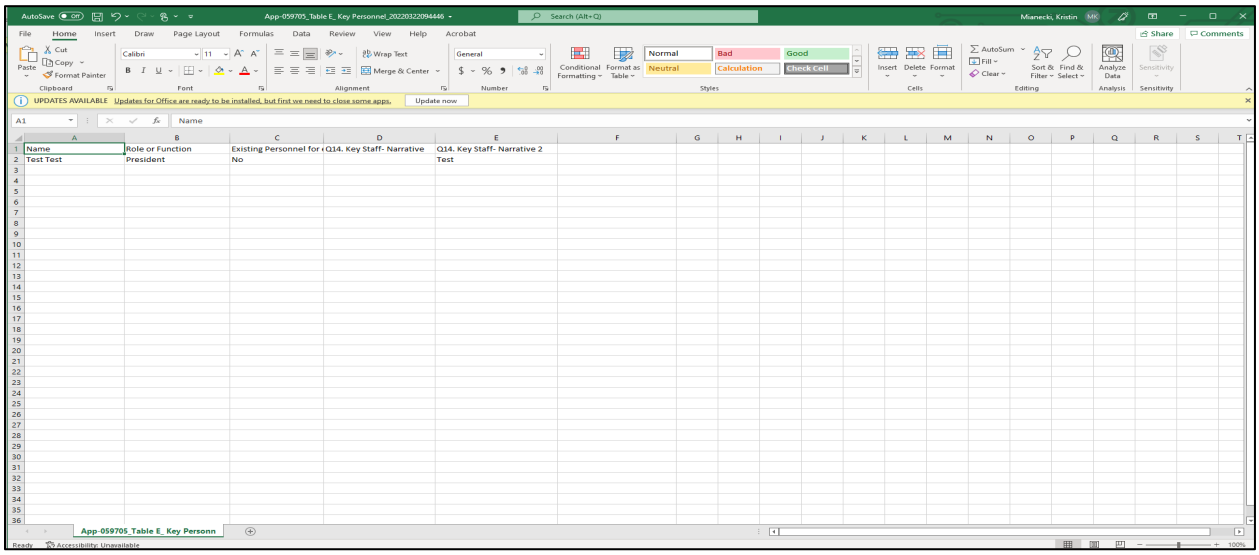

Figure 111 CSV File Example

Once you complete Table F and you have clicked **'Save'** after your final data entry, navigate back to Q.14 in the **'Key Personnel'** subsection.

15.0 Appendix 5: Previous CDFI Fund Awards

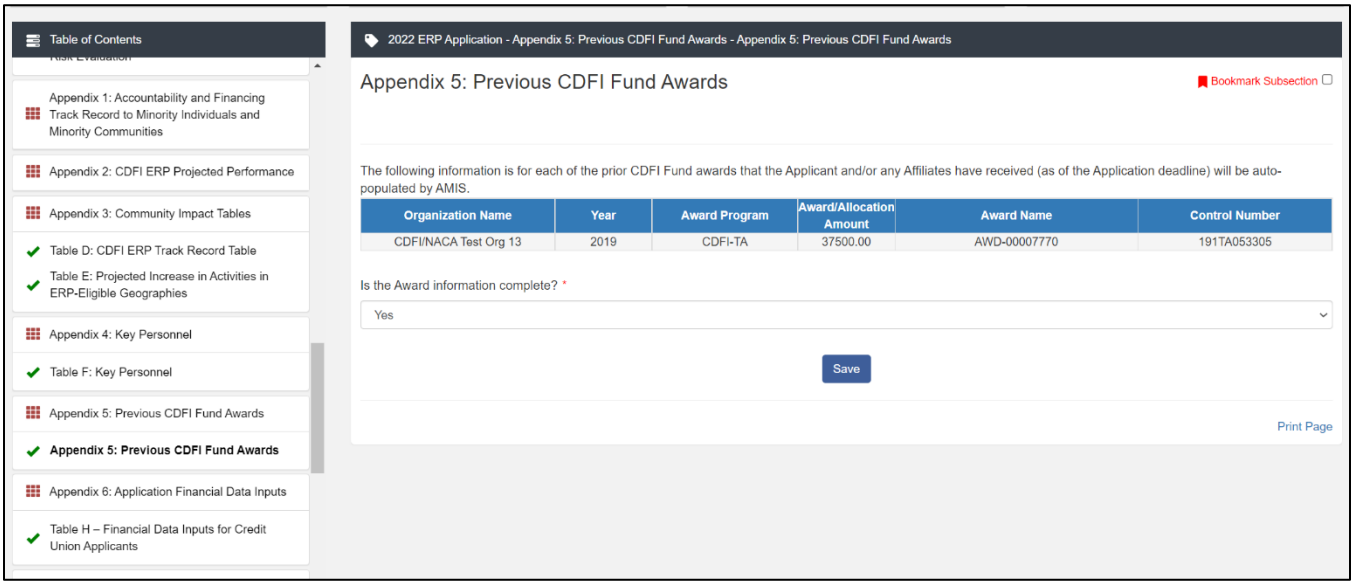

Figure 112 Appendix 5: Previous CDFI Fund Awards

This subsection will be auto-populated with information pulled from AMIS, including each of the prior CDFI Fund awards that the Applicant and/or any Affiliates has received (as of the Application deadline). Review the information. If the Award information displayed in the table is accurate and complete, select **'Yes'** from the drop down menu. If the Award information is wrong or incomplete, **contact the AMIS Help Desk to resolve.**

If no previous awards exist, subsection Appendix 5 will display without a table, as shown below:

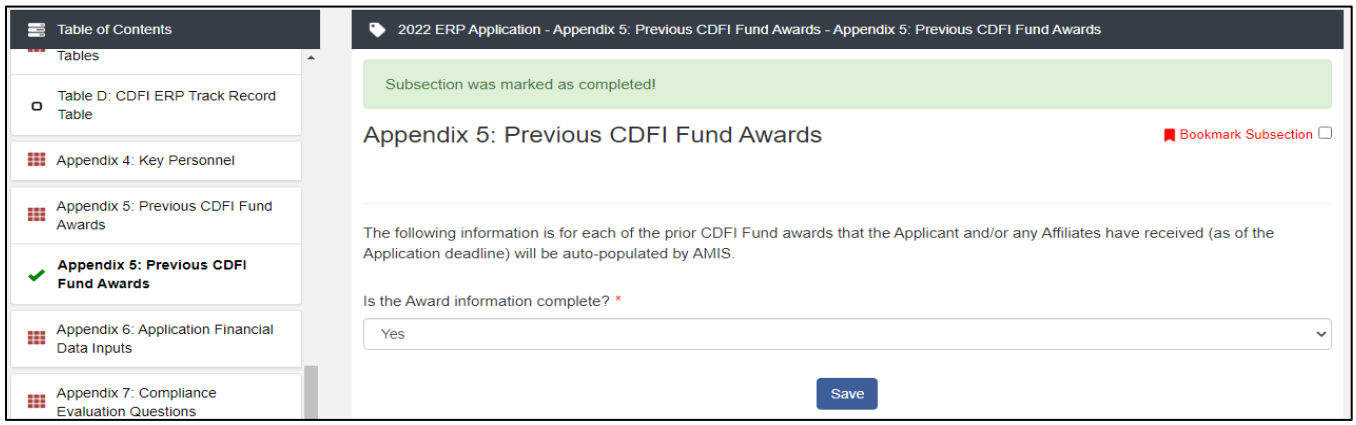

Figure 113 Appendix 5 Without Table

Click **'Save'** to complete the subsection and navigate back to Q.15 in the **'Previous Awards'** subsection.

16.0 Appendix 6: Application Financial Data Inputs

Overview

Appendix 6 includes all required Application Financial Data input fields organized by Institution Type:

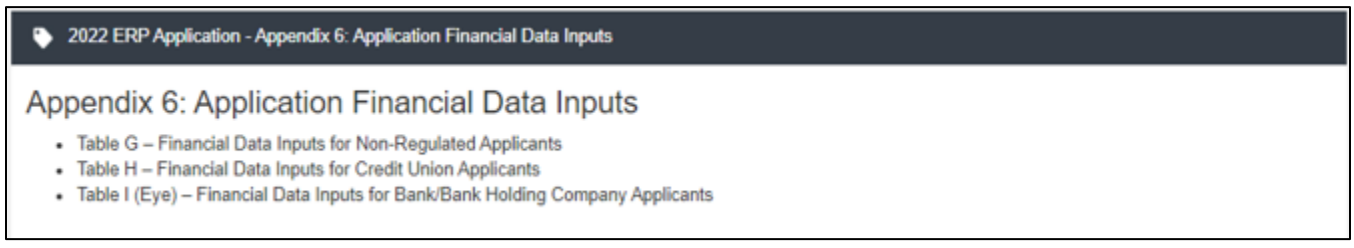

Figure 114 Appendix 6: Financial Data Inputs

Applicants are required to enter financial data for the three most recent historic fiscal years, the current fiscal year, and three projected fiscal years. Only fields required of your organization, based on your organization's Financial Institution Type as defined in AMIS ((a) Non-Regulated, (b) Credit Union,

or (c) Bank) are visible in AMIS. For additional guidance on required Application Financial Data, please refer to the CDFI ERP Application Instructions located on the ERP page of the CDFI Fund's website.

For convenience, the CDFI Fund has also provided a blank Excel workbook entitled "Application Financial Data Inputs Workbook" that can be used by Applicants to gather all required Application Financial Data offline before entering it into AMIS. This Workbook is also located on the ERP page of the CDFI Fund's website.

Note that each Application Financial Data input field is required in AMIS and you will not be able complete the Application Financial Data subsection or submit your Application until all fields are populated with a numeric value greater than or equal to zero ("≥ 0").

Note: For any item that is listed where your organization has no data, you must enter the number zero ("0"). AMIS will return a red error message if the required response to a field is not provided.

All numbers related to an Applicant's equity and loan portfolios must be entered as a positive whole integer, greater or equal to zero ("≥ 0"). This includes the line item for "Allowance for Loan and Lease Losses" (ALLL) listed under the "Assets" grouping on the Application Financial Data Input page. Auditors commonly express ALLL as a contra asset and present it as a negative number on audited financial statements. In such instances, where ALLL is a negative number on an Applicant's financial statements, the Applicant must convert this number to its absolute value (a positive number), and enter this positive number in the Application Financial Data inputs subsection for the ALLL line item. In instances other than line items related to the Applicant's equity and loan portfolios where the Applicant has a negative value expressed on its Audit or internal financial statements, Applicants are to enter a zero ("0") on the corresponding line item on the Application Financial Data inputs page. Applicants who need to enter a "0" instead of a negative number(s) are to provide an explanation of each of these entries in the question response box for Q.16b.

NOTE: The table below is representative of the Financial Data Inputs Table for Non-Regulated Applicants. Credit Union Applicants and Bank/Bank Holding Company Applicants with be required to complete a similar table.

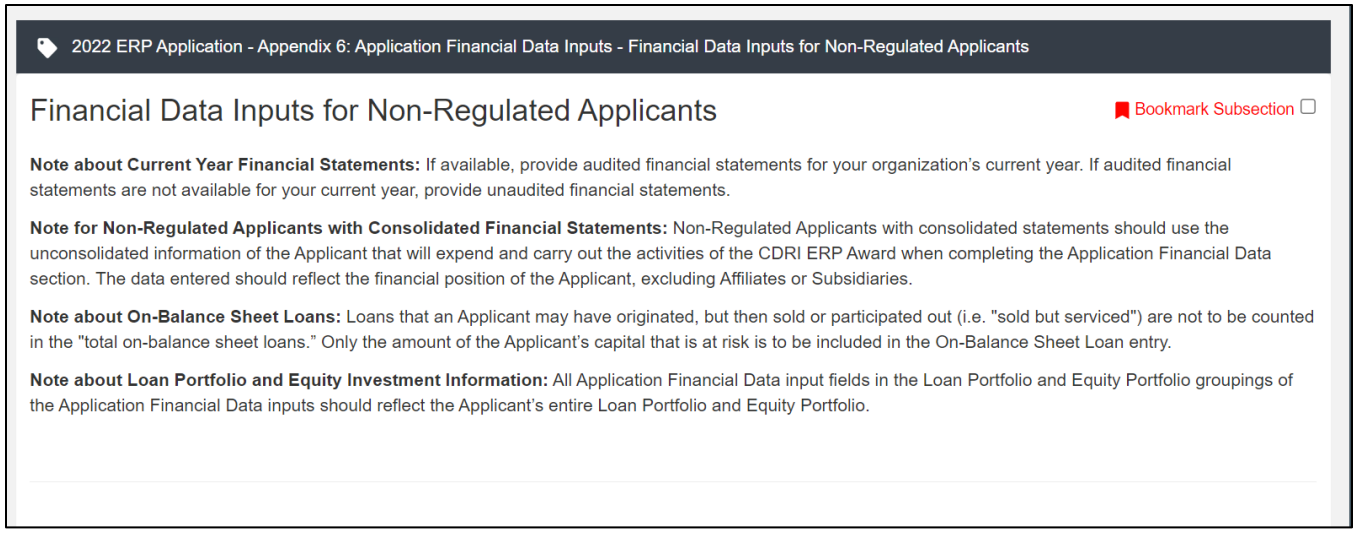

Figure 115 Financial Data Inputs for Non-Regulated Applicants

Financial Data Type	Historic 3	Historic 2	Historic 1
Fiscal Year Selection	2020	2021	2022
Assets			
Unrestricted Cash & Cash Equivalents ($) *	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places
Cash Restricted for Operations ($) *	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places
Other Real Estate Owned (OREO) ($) *	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places
Current Assets ($) *	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places
Allowance for Loan and Lease Losses ($) *	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places
Total Assets ($) *	* $ 0 Decimal Places	* $ 0 Decimal Places	* $ 0 Decimal Places

Figure 116 Financial Inputs Table

Table:

The Fiscal Year Selection row is automatically populated based on 1) the Fiscal Year End field on your Organization Record in AMIS, and, 2) for organizations with a 3/31 Fiscal Year End, your response to ERP Program Eligibility question #3, "Has your organization completed its Audit or Final Call Report for the fiscal year that ends 3/31/2022 as defined in the applicable NOFA?"

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, click 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.*

17.0 Appendix 7: Compliance Evaluation Questions

17.1 Compliance Questions

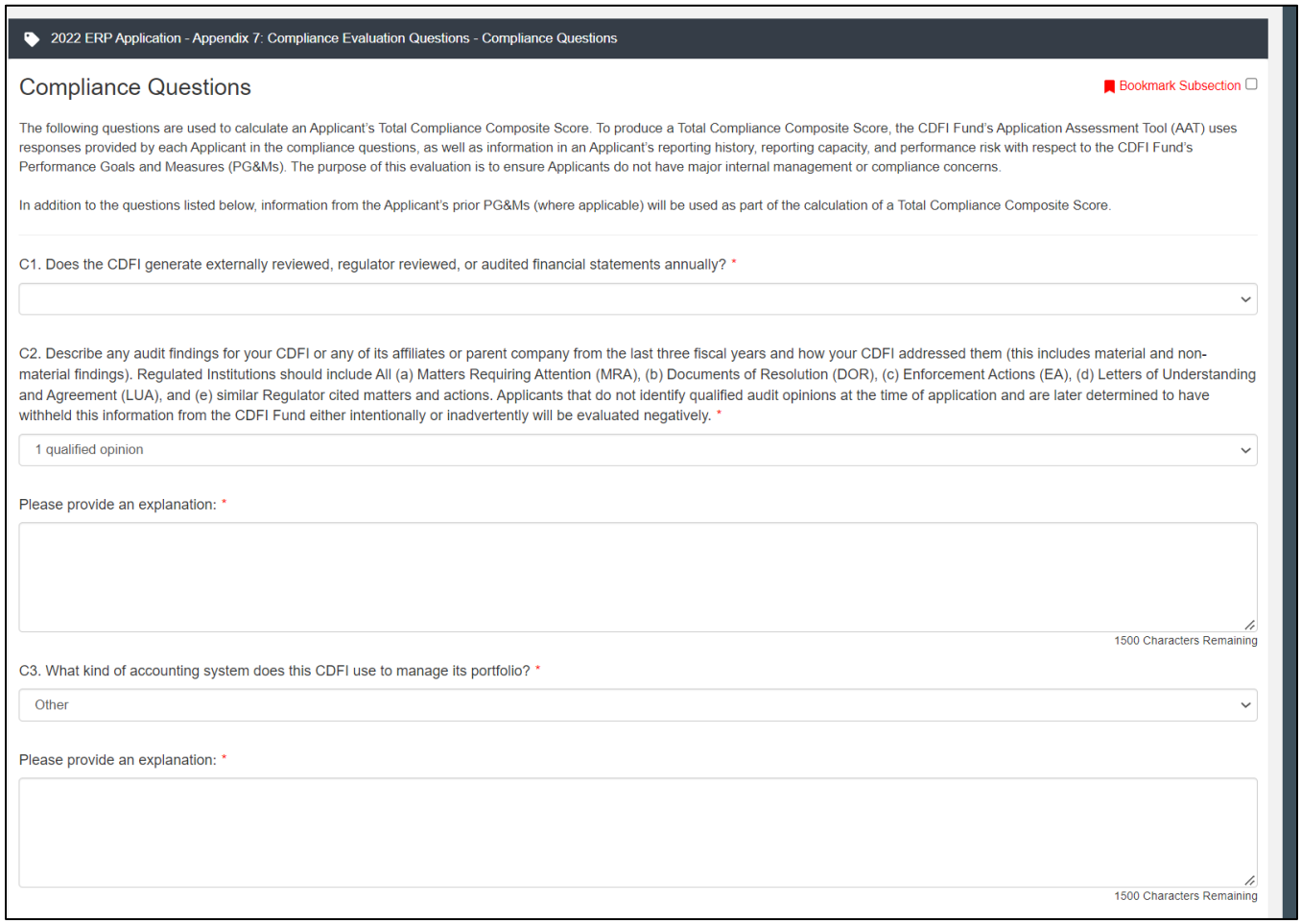

Figure 117 Compliance Questions

Reponses are required to all Compliance Questions.
Some question responses may trigger a justification to provide more context for your response. In such instances, a new mandatory text entry box, as marked with an *, will appear directly beneath the question asking you to "Please provide an explanation."

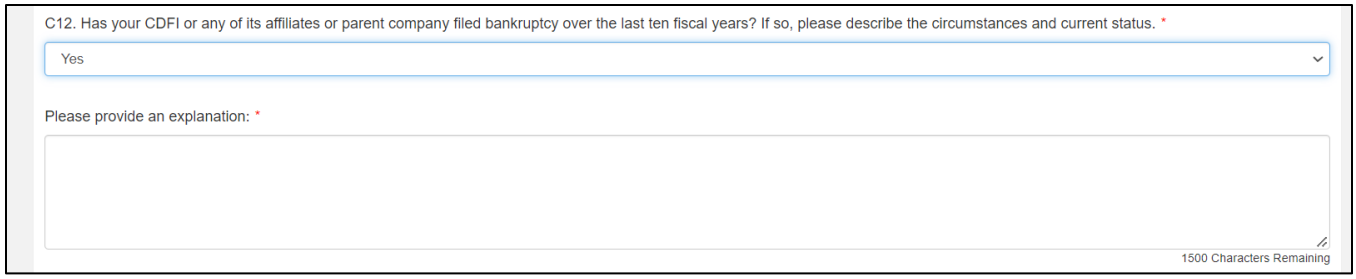

Figure 118 Text Entry Box

***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 119 Text Entry Box

Note: To view the complete list of Compliance Questions and answer options, see the ERP Application Instruction Guide.

Prior or Current Award Recipient?

This field is a pre-populated field which will display YES or NO depending on if the organization has a prior or current award.

If this field is YES, then you will see the Compliance Questions for the Prior or Current Award Recipients subsection.

17.2 Compliance Questions for Prior or Current Award Recipients

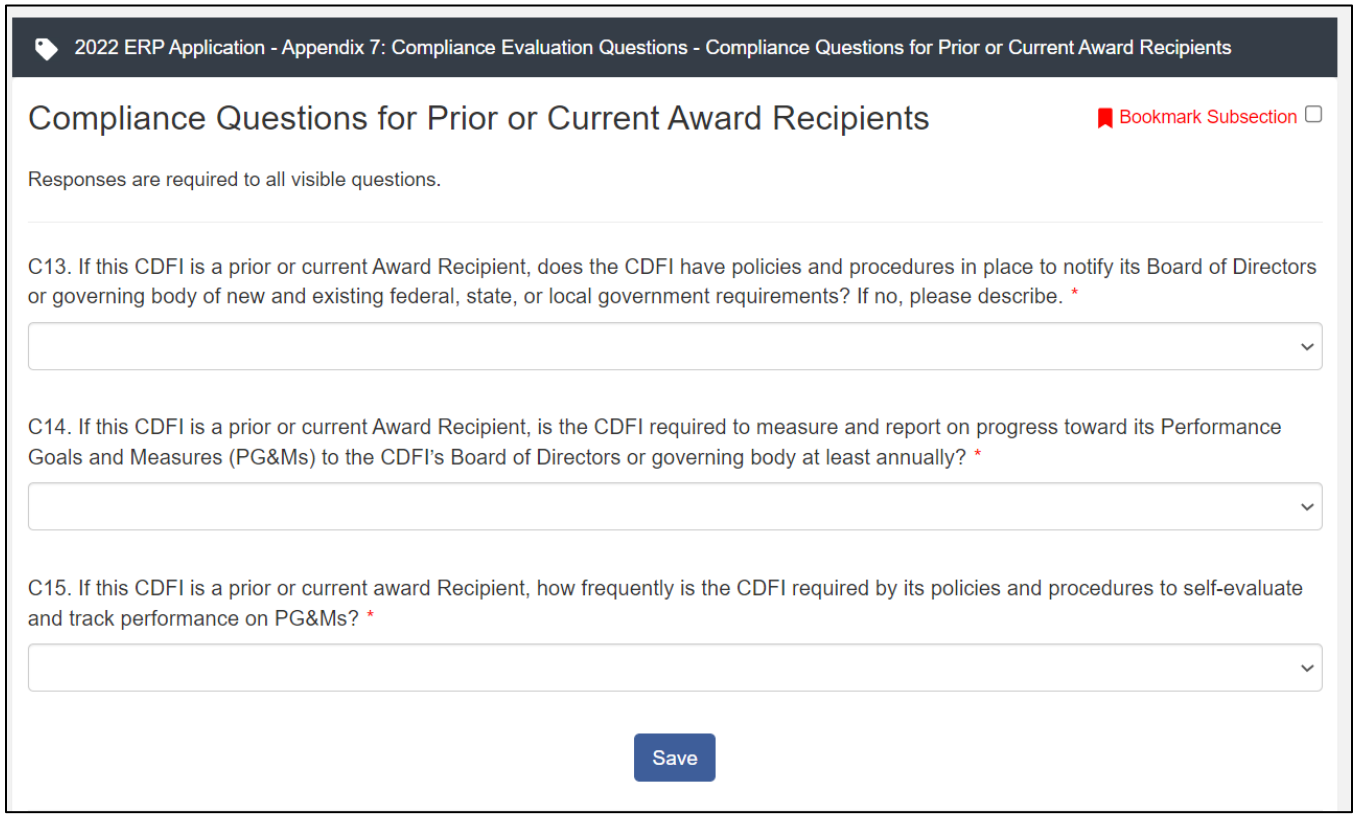

Figure 120 Compliance Questions for Prior or Current Award Recipients

Questions C13. and C14. require a response of 'Yes', 'No', or 'NA'. Choosing 'NO' for either will trigger a mandatory text box to provide an explanation.

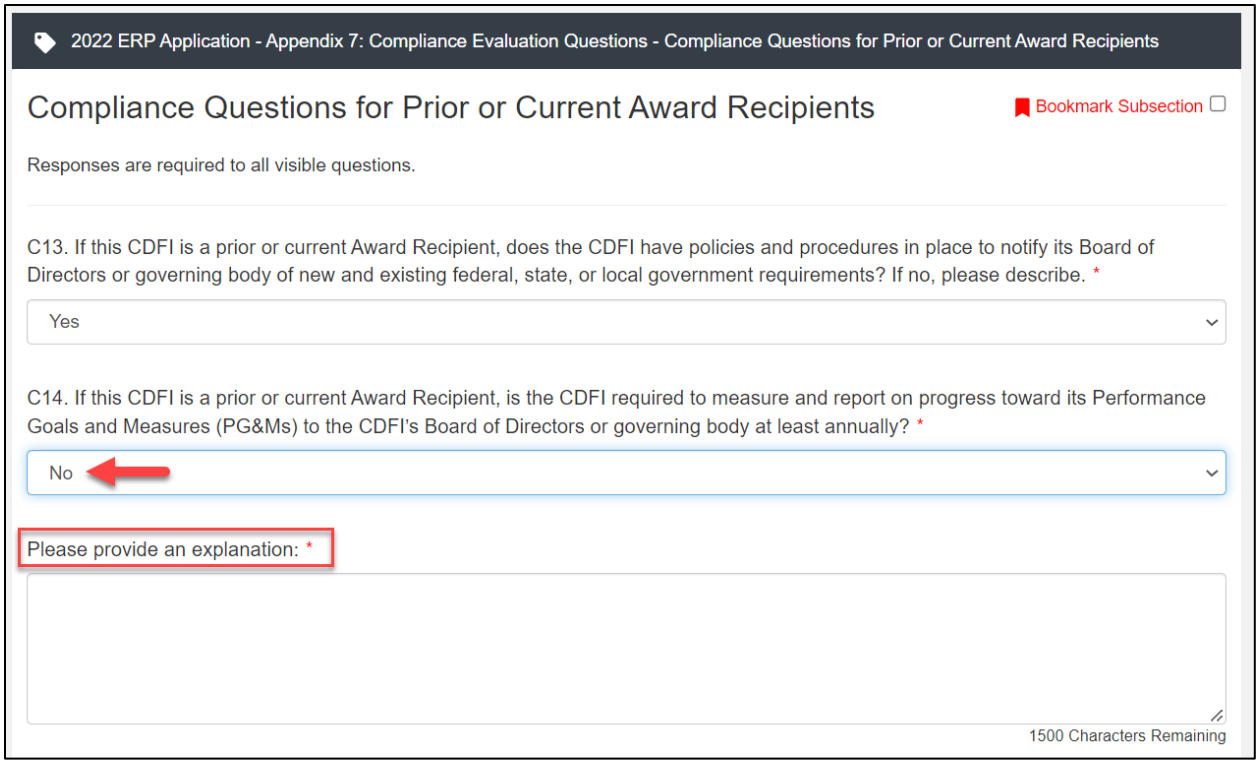

Figure 121 Text Entry Box

Question C.15 requires a response of 'Annually or More Frequently', 'Less than once per year' or 'Not Required'. Choosing 'Not Required' will trigger a mandatory text box to provide an explanation.

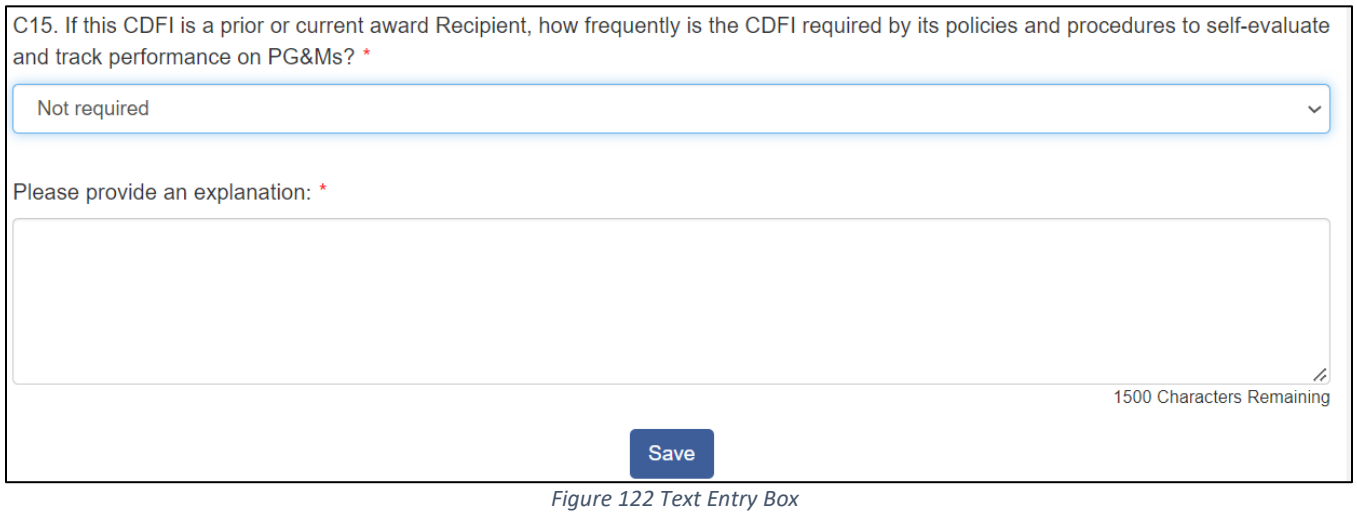

Figure 122 Text Entry Box

18.0 Appendix 8: Forms and Certifications

Figure 123 Appendix 8: Forms and Certifications

18.1 The Environmental Review Form

Reponses are required to all Environmental Review Form Questions.

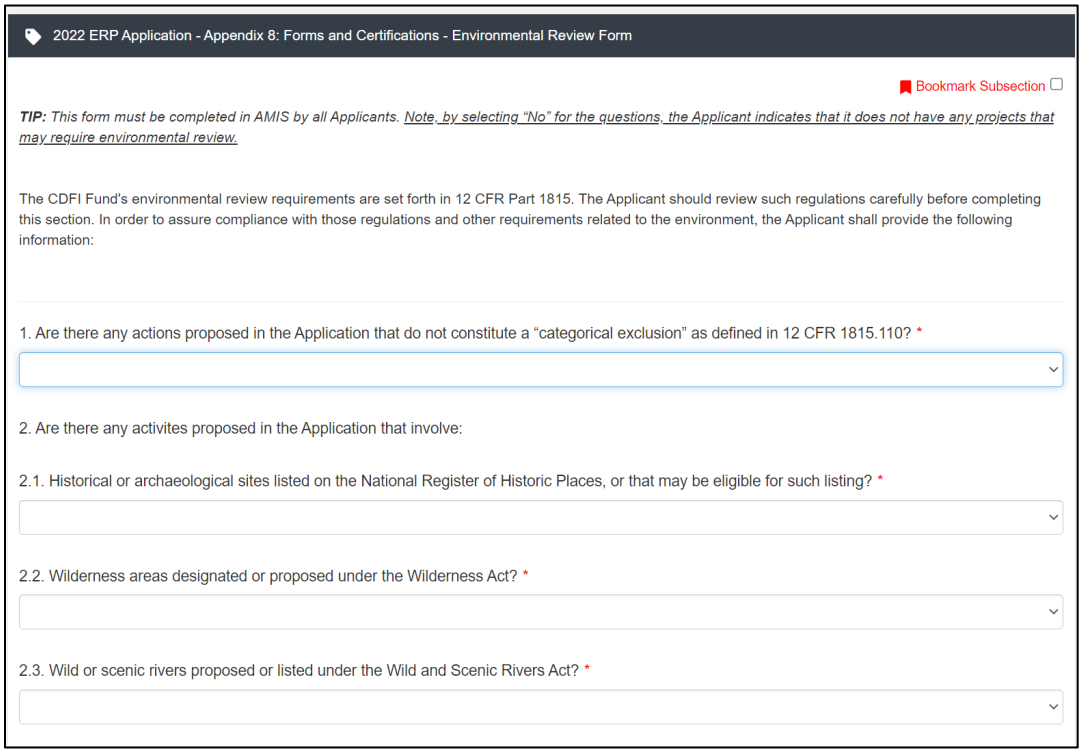

Figure 124 The Environmental Review Form

Answering 'Yes' to any question will trigger a justification to provide more context for your response. In such instances, a new mandatory text box will appear directly beneath the question asking you to "Please provide an explanation."

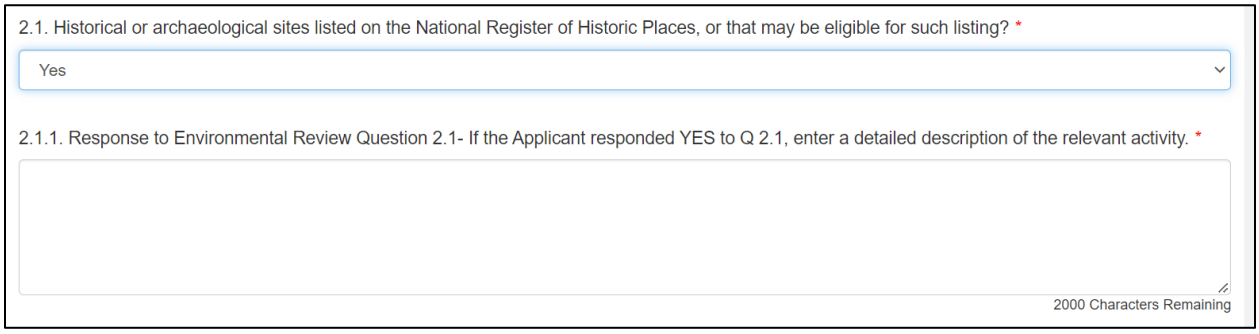

Figure 125 Text Entry Box

NOTE: If YES to any of the above questions, attach a detailed description of each action, clearly identifying the category in which the action falls.
As stated in 12 CFR 1815.105, if the CDFI Fund determines that the Application proposes actions which require an environmental assessment or an environmental impact statement, any approval and funding of the Application will be contingent upon:

1. The Applicant supplying to the CDFI Fund all information necessary for the CDFI Fund to perform or have performed any required environmental review;
2. The Applicant not using any CDFI Fund Financial Assistance to perform any of the proposed actions in the Application requiring an environmental review until approval is received from the CDFI Fund; and
3. The outcome of the required environmental review.

In addition, as stated in 12 CFR 1815.106, if the CDFI Fund determines that an Application, or any part thereof, is not sufficiently definite to perform a meaningful environmental review prior to approval of the Application, final approval and funding of the Application shall require supplemental environmental review prior to the taking of any action directly using CDFI Fund Financial Assistance for any action that is not a categorical exclusion.

18.2 Additional Certifications

Read through all of the information in section B, then select ‘Yes’ or ‘No’ from the dropdown. Selecting ‘No’ will trigger a mandatory textbox to provide additional information. Once complete, click **‘Save’**. **Responding to this question is required.**

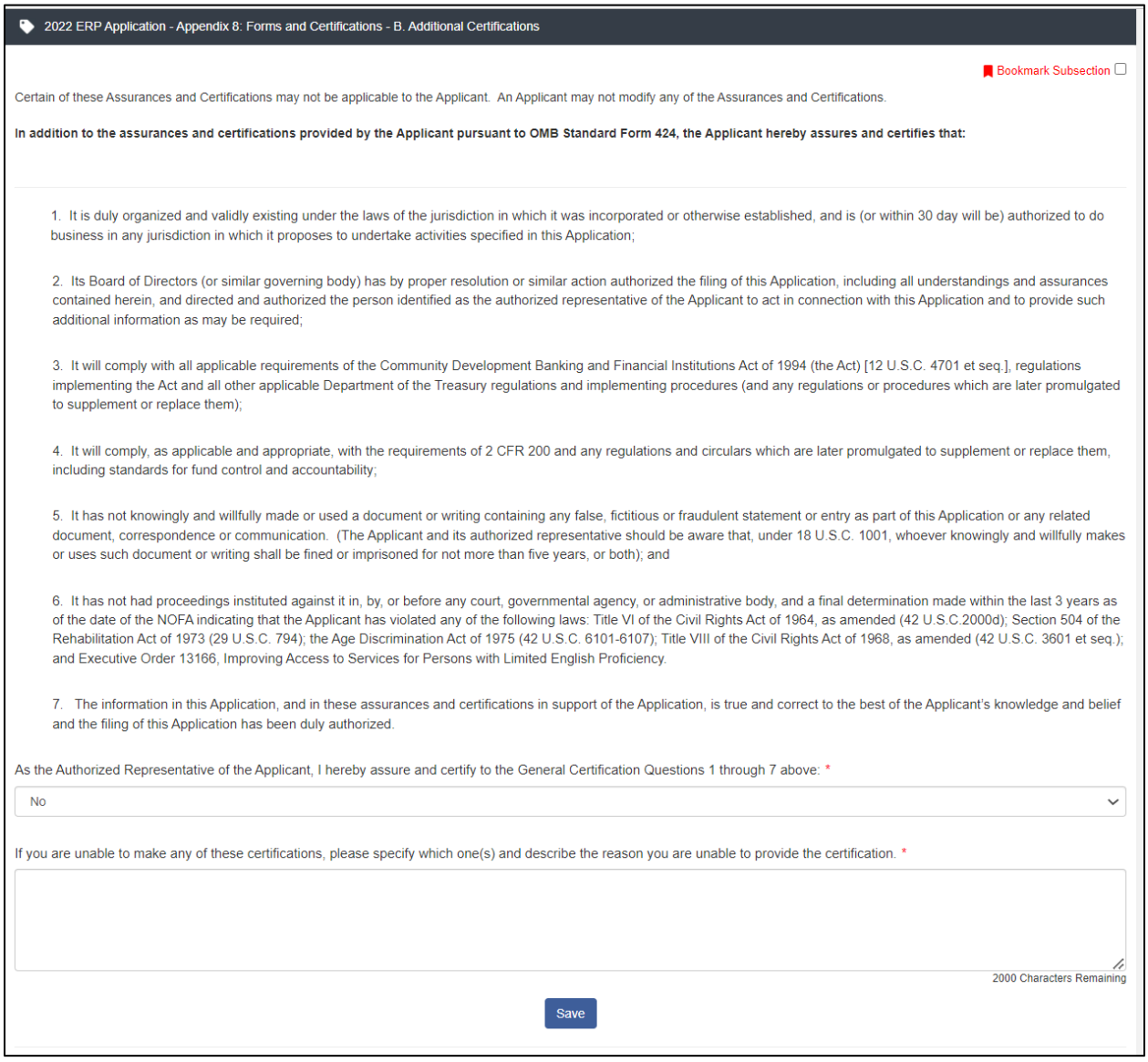

Figure 126 Additional Certifications

18.3 Certification Regarding Debarment, Suspension, And Other Responsibility Matters - Primary Covered Transactions: Instructions for Certification

Read through all of the information in section C, then select 'Yes' or 'No' from the dropdown and click **'Save'**. **Responding to this question is required.**

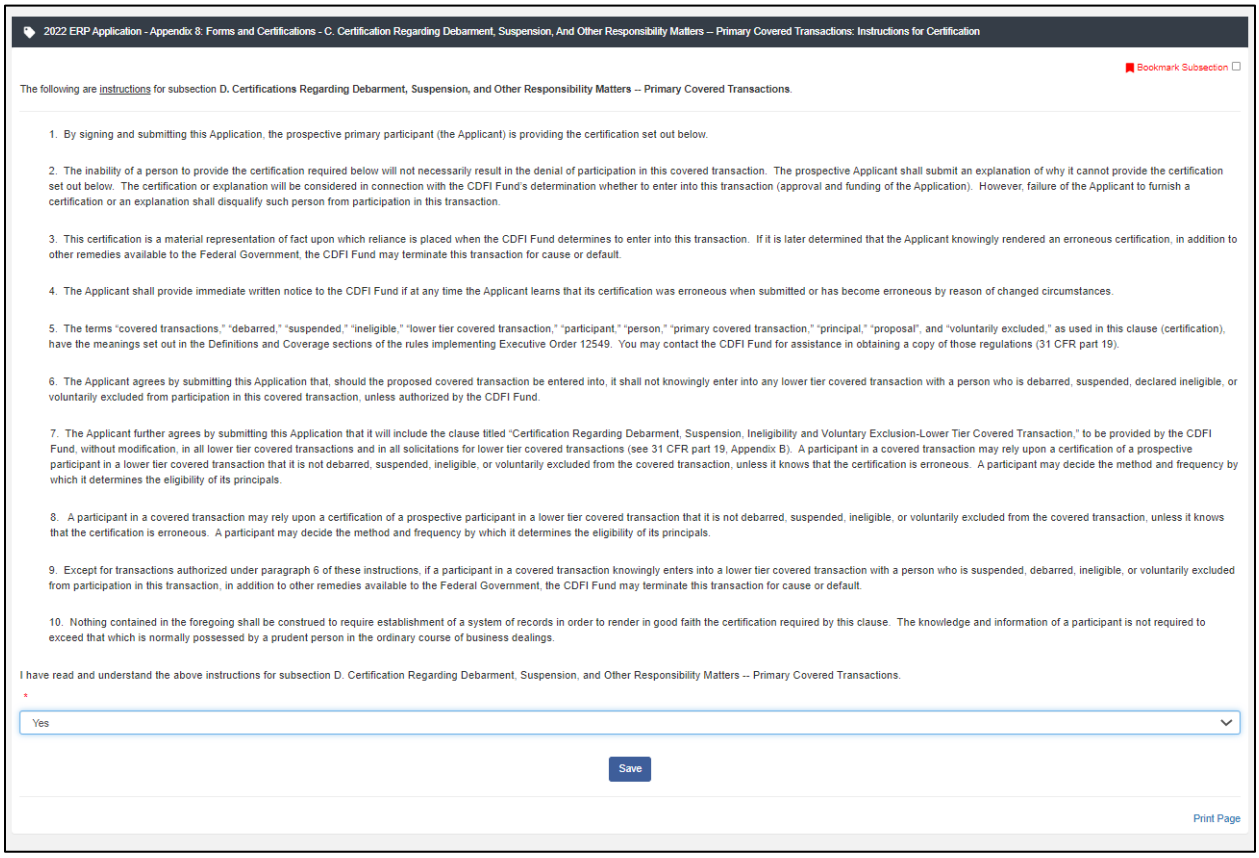

Figure 127 Certification Regarding Debarment, Suspension, And Other Responsibility Matters - Primary Covered Transactions: Instructions for Certification

18.4 Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions

Reponses are required to all Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions Questions.

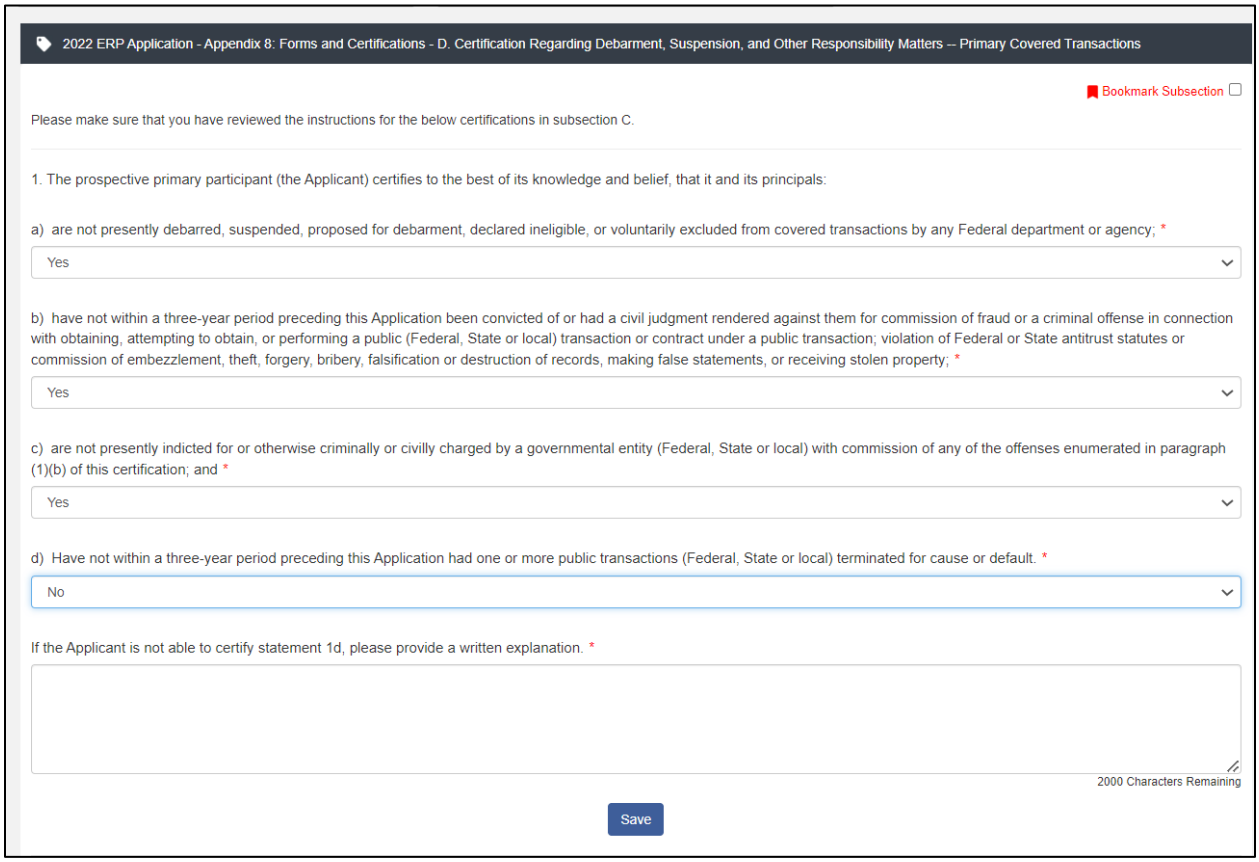

Figure 128 18.4 Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions

Answering 'No' to any question will trigger a justification to provide more context for your response. In such instances, a new mandatory text box will appear directly beneath the question asking you to "Please provide an explanation."

18.5 Certification Regarding Drug-Free Workplace Requirements

Read through all of the information in section E, then select 'Yes' or 'No' from the dropdown. Selecting 'No' will trigger a justification to provide more context for your response. In such instances, a new mandatory text box will appear directly beneath the question asking you to "Please provide an explanation." When complete, click **'Save'**. **Responding to this question is required.**

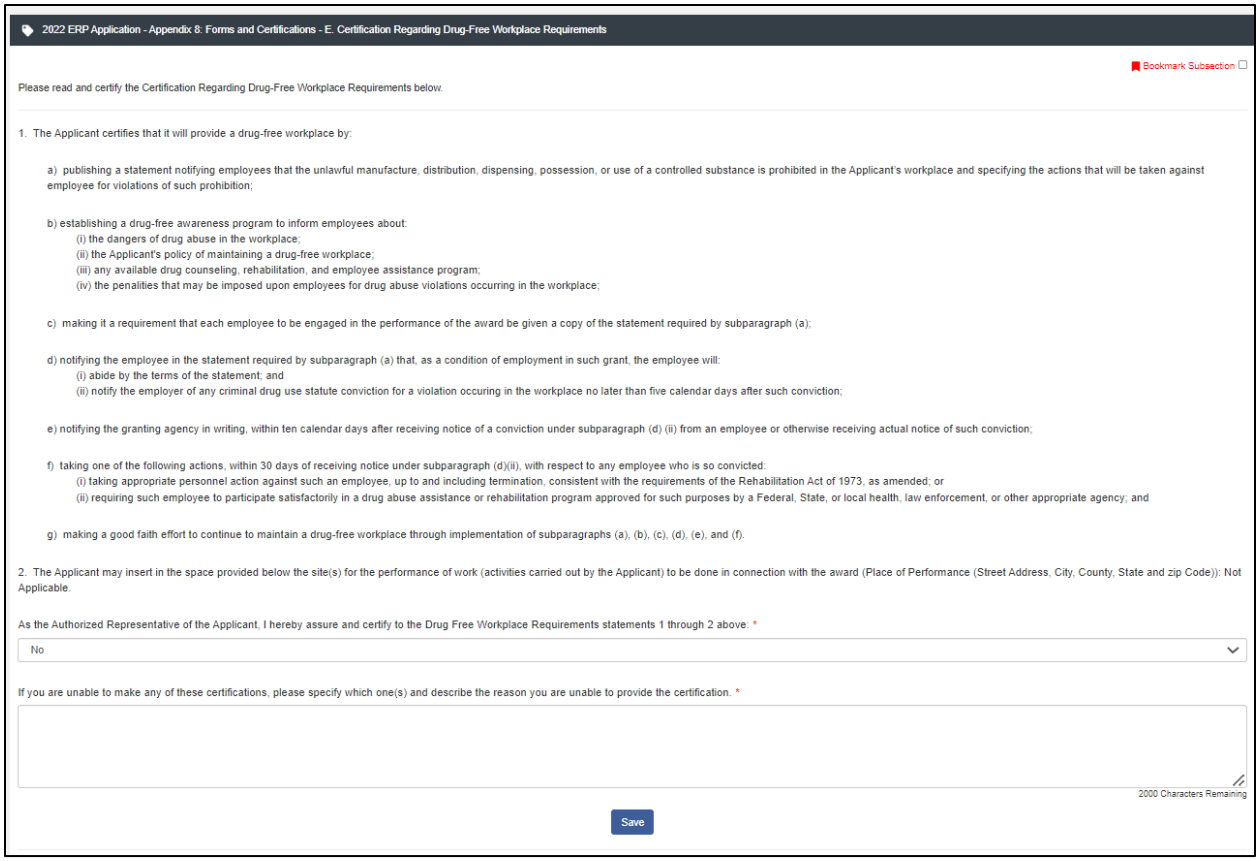

Figure 129 Certification Regarding Drug-Free Workplace Requirements

18.6 Certification Regarding Lobbying

Read through all of the information in section F, then select 'Yes' or 'No' from the dropdown. Selecting 'No' will trigger a justification to provide more context for your response. In such instances, a new mandatory text box will appear directly beneath the question asking you to "Please provide an explanation." When complete, click **'Save'**. **Responding to this question is required.**

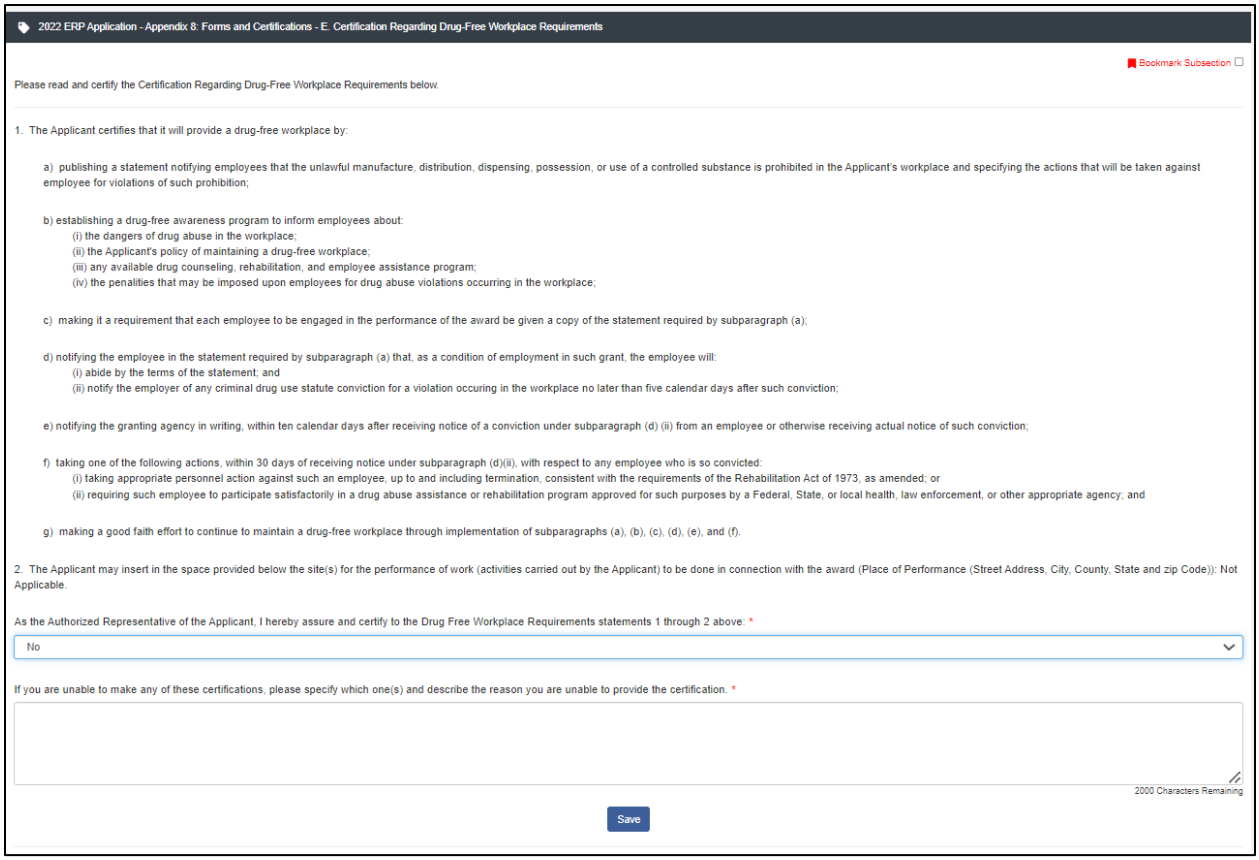

Figure 130 Certification Regarding Lobbying

18.7 501(C)(4) Questionnaire

An Applicant will only be required to complete this form in AMIS if it is recognized as a 501(c)(4) entity. No other Applicants should complete this form.

Reponses are required to all Questionnaire Questions.

Read through all of the information in section B, then select 'Yes' or 'No' from the dropdown. Selecting 'No' will trigger a mandatory textbox to provide additional information. Once complete, click **'Save'**.

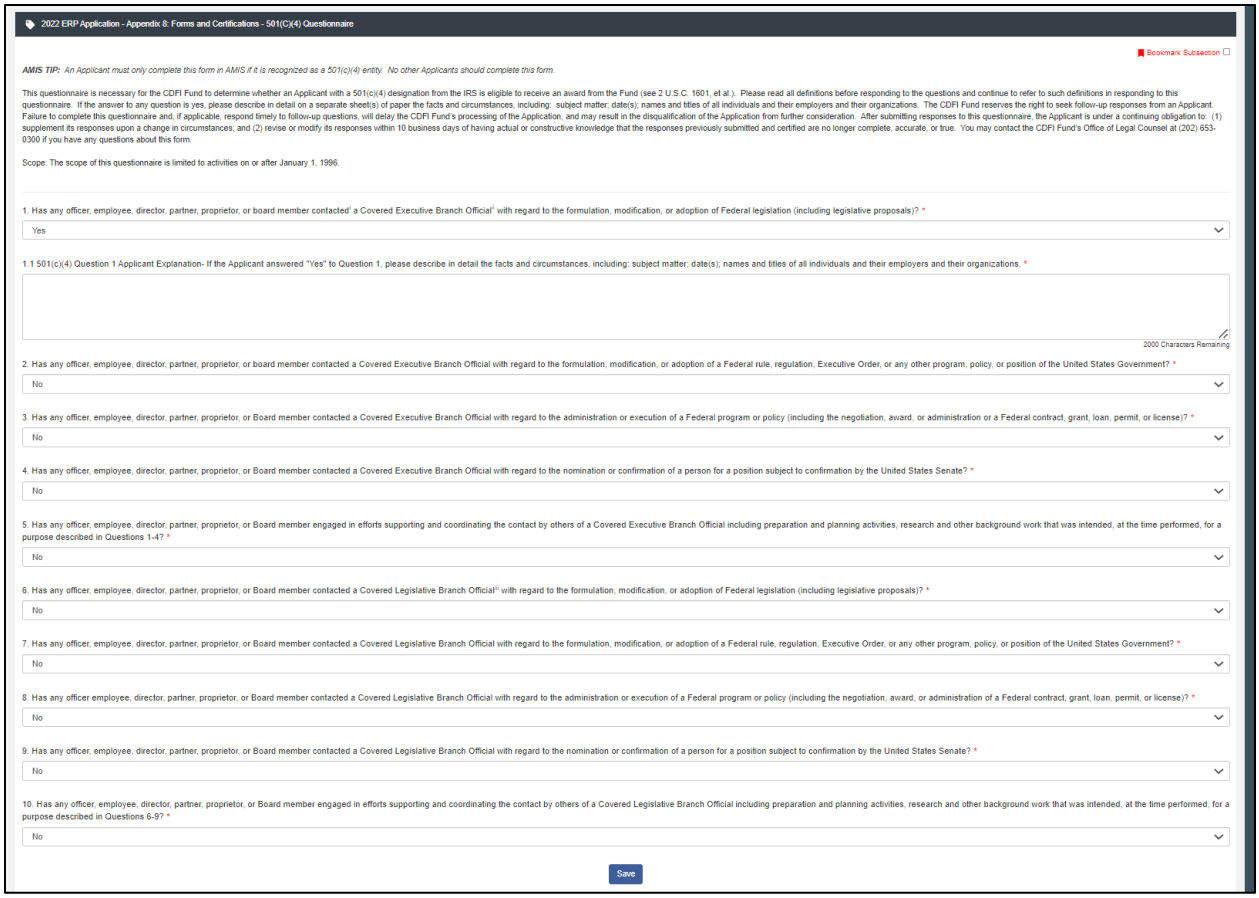

Figure 131 501(C)(4) Questionnaire

19.0 Appendix 9: Financial Attachments

This subsection is applicable to both Regulated and Non-Regulated Applicants. Regulated Applicants will see a subsection called “Call Reports” whereas Non-Regulated Applicants will see a subsection called “Financial Attachments”.

Regulated Applicants

Regulated Applicants must attach Year-end Call reports for their three most recent historic fiscal years.

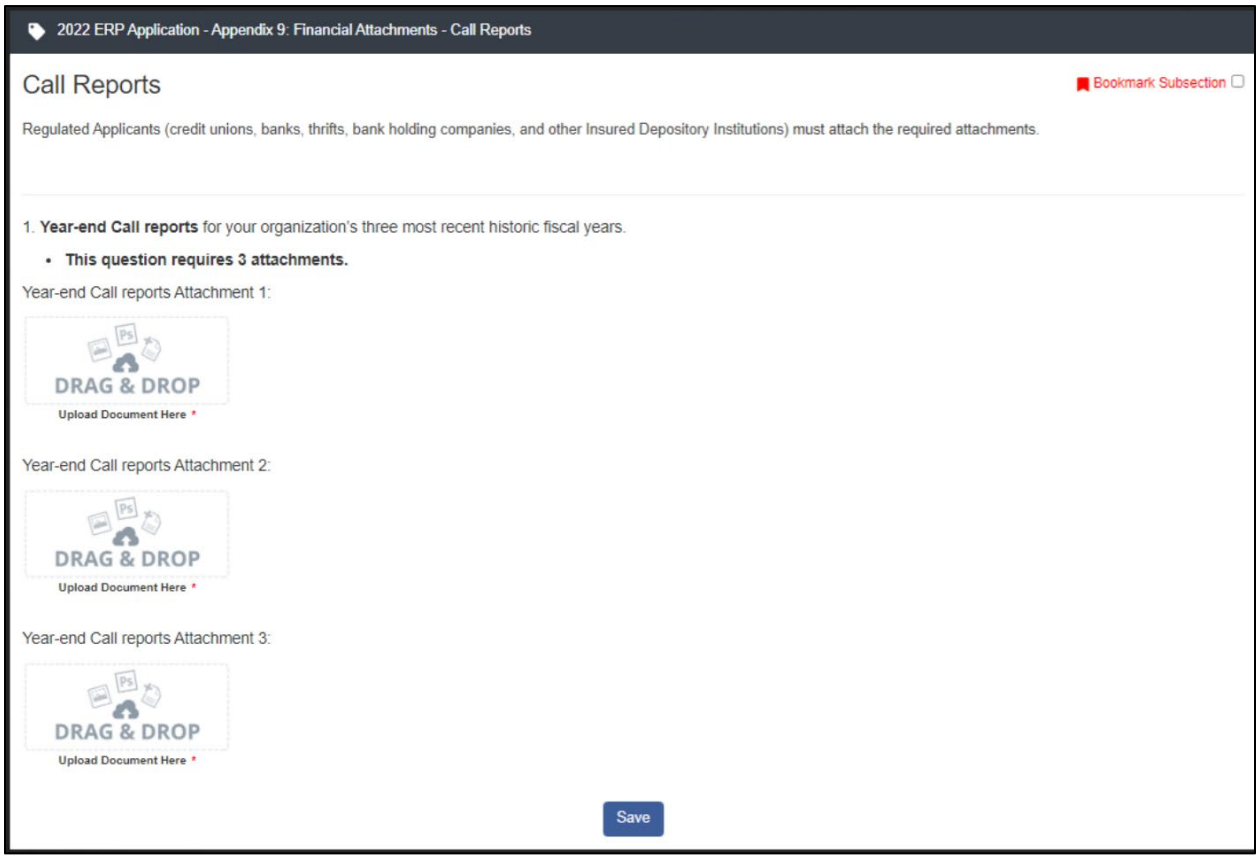

Figure 132 Regulated Applicants Additional Attachments

Use the drag and drop upload field to provide all required Attachments. Please be aware of the validations for the full set of attachments for which error messages may be generated.

Non-Regulated Applicants

Non-Regulated Applicants must attach Audited Financial Statements for their two most recent historic fiscal years, as well as current year-to-date unaudited internally-prepared financial statements. If the audit for the Applicant's most recent historic fiscal year is not complete as of the due date of the AMIS Application, the Applicant must attach audited financial statements for its two historic fiscal years prior to the most recent historic fiscal year, as well as current year-to date unaudited internally-prepared financial statements. In this case, do not attach unaudited internally-prepared financial statements for the most recent historic fiscal year. If the CDFI Fund needs this information during the review process, it reserves the right to request it.

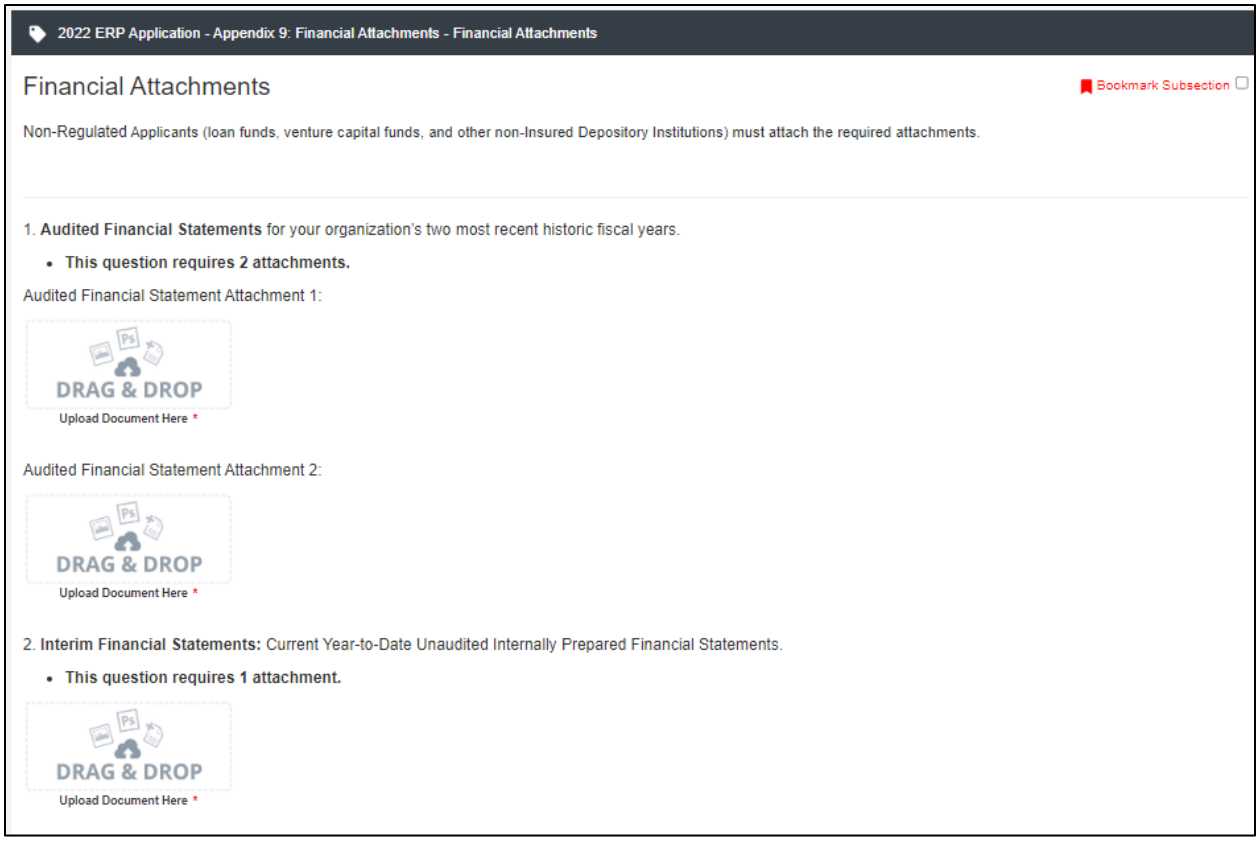

Figure 133 Non-Regulated Applicants Additional Attachments

Use the drag and drop upload field to provide all required Attachments. Please be aware of the validations for the full set of attachments for which error messages may be generated.

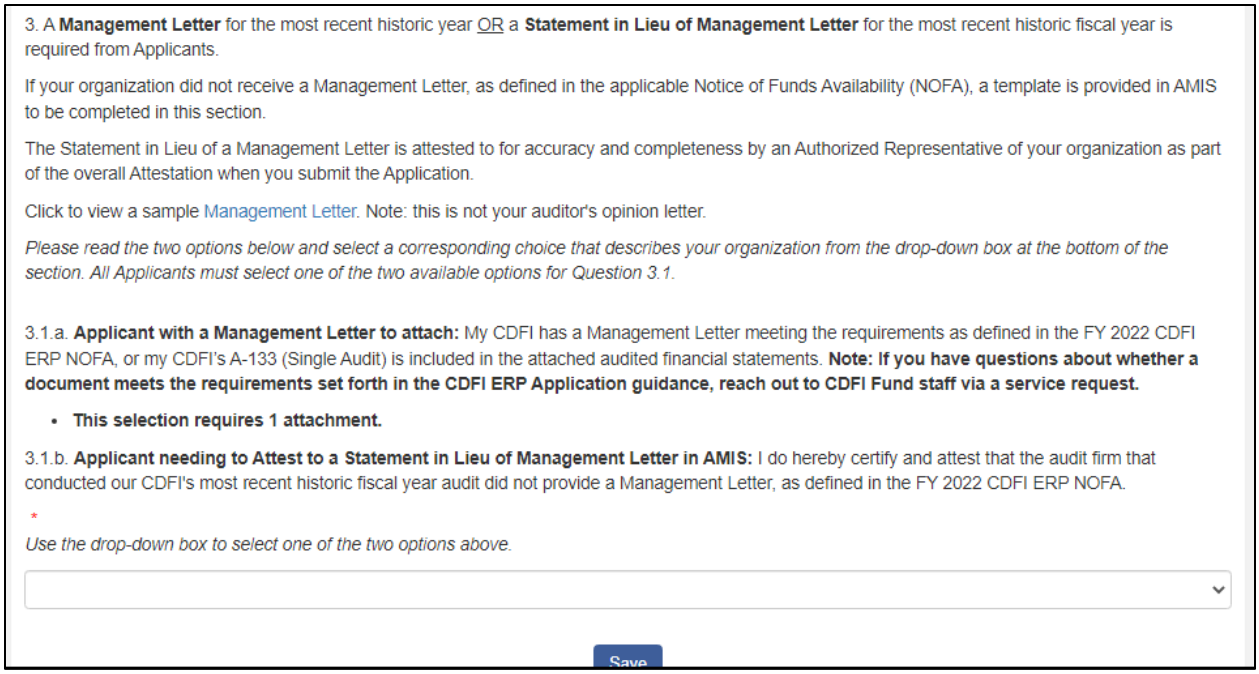

Figure 134 Management Letter Dropdown Selection

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

3.1.a. Applicant with a Management Letter to attach

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

If 3.1.b. is selected, the Statement in Lieu of Management Letter 3.2 & 3.3 subsection will appear (shown below) and Applicants must complete two more dropdowns.

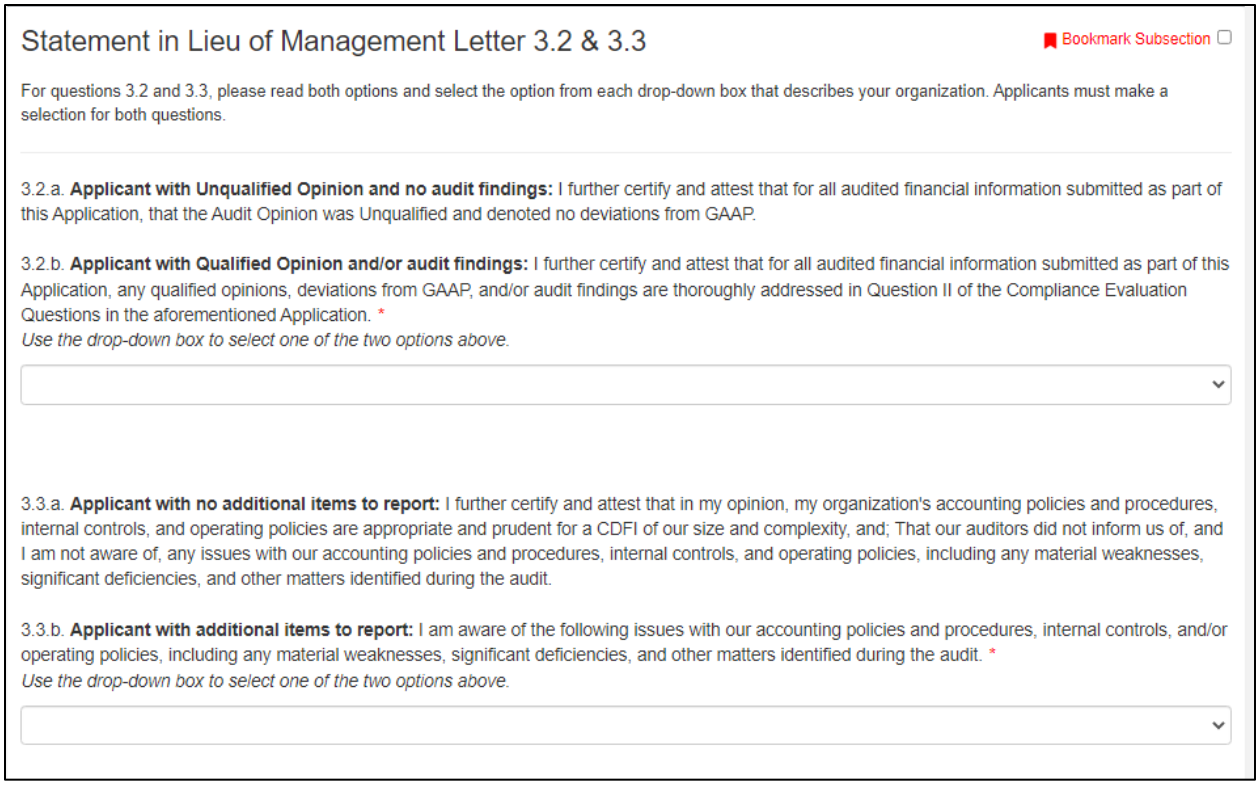

Figure 135 Statement in Lieu of Management Letter 3.2 & 3.3

In the first dropdown, choose between two options based on whether or not the Applicant has a qualified opinion and/or audit findings. In the second, 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 Statement in Lieu of Management Letter 3.3.b subsection will appear.

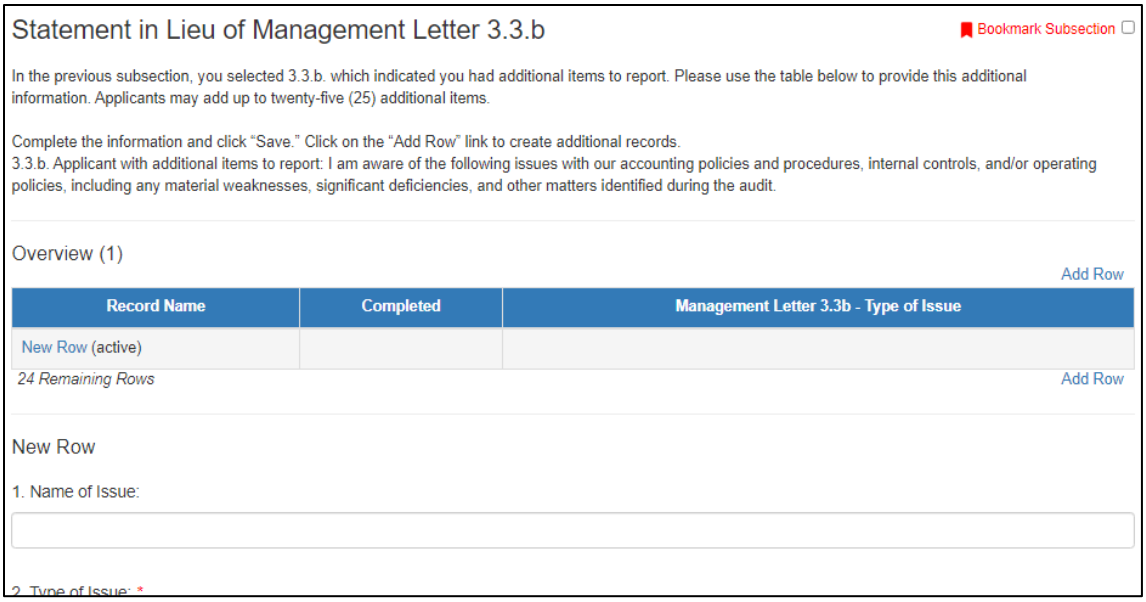

Figure 136 Statement in Lieu of Management Letter 3.3b

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

Figure 137 New Row - Issue

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.

20.0 Attestation and Submission

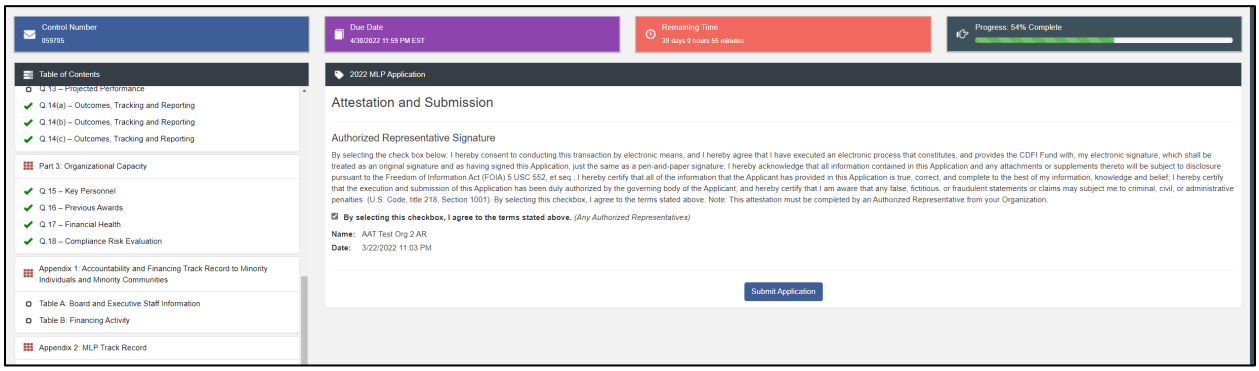

Figure 138 Attestation and Submission

The final step to the Application process is the Attestation and Submission of the 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 not have a checkmark and will prevent you from successfully submitting the Application.

You will not be able to submit an Application until all items are marked complete.

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.

When you are ready to submit your Application:

1. Navigate to the Attestation and Submission subsection and review the terms.
2. Click the check box to agree to the terms.
3. Click the **'Submit Application'** button.
4. A popup window will appear confirming your intent to submit. Click the **'Submit Application'** button.

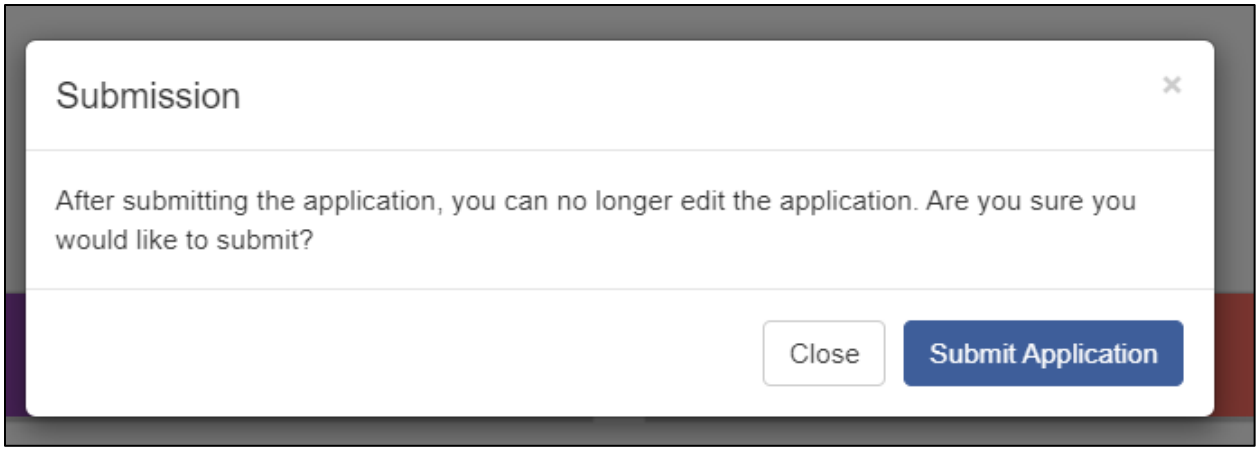

Figure 139 Submit Application

You will receive an email confirming that your Application has been submitted including the text of the Authorized Representative's attestation for reference.