FY 2023 Capital Magnet Fund (CMF) Application: AMIS Navigation Guide

Capital Magnet Fund (CMF)

January 2023

Contents

1.0   Summary

This Application User Interface (UI) guide is intended to help Applicants complete the FY 2023 CMF Funding Application in the CDFI Fund's Award Management Information System (AMIS). It is a technical guide and is not intended to replace the FY 2023 CMF Application Instructions and other Application materials.

UI Appearance and Navigation (Section 4) and **UI Form Features** (Section 5) provide guidance on navigating the Application's UI and explain how to use the Application's form features to complete your Application.

Application Specific Guidance (Section 6) contains additional instructions for completing specific sections of the CMF Application, such as: Setting Entity Type, Attaching an SF-424, Selecting Geographic Areas, and more. Please note that in order to launch the CMF Application, you will first need to set your Entity Type as described in Section 3.3.

Finally, **Completing and Submitting the Application** (Section 7) explains how to attest and successfully submit your CMF Funding Application.

2.0 New for 2023

2.1 Introduction

There are several sections and subsections in this guide that are new for FY 2023. This subsection will be used to link to new features of the Application for FY 2023. To use these links, Hold CTRL+Click on the applicable section. This will take you to the specific subsection in the guide.

2.2 Links

- CMF Eligibility Record
- Bank Holding Companies (BHC)
- Consortium Approach
- Question 27 Changes
- Appendix 2
- Appendix 6

3.0   Launching a CMF Application

3.1   Organization Record Fields

In order to launch a CMF Application, first an organization must have a Fiscal Year End Day, Fiscal Year End Month, and a Date of Incorporation on its organization detail page. In addition, the Application will require Congressional District and UEI to be populated.

Figure 1

Organization Detail – Fiscal Year End, Date of Incorporation, Congressional District and UEI

Note, that if an Organization's Date of Incorporation is less than three years from the Application Due Date listed on the NOFA, the Organization will not be eligible to apply.

3.2   Organization to Program Profile Navigation

In order to launch an application, you will need to navigate between the Organization detail page and the Program Profile. The Organization page is reached by clicking the 'Organization' tab, and selecting your organization from the list view. You may need to change the list view from 'Recently Viewed' to 'All Organizations' to see your organization by clicking the down arrow to bring up all the possible list views.
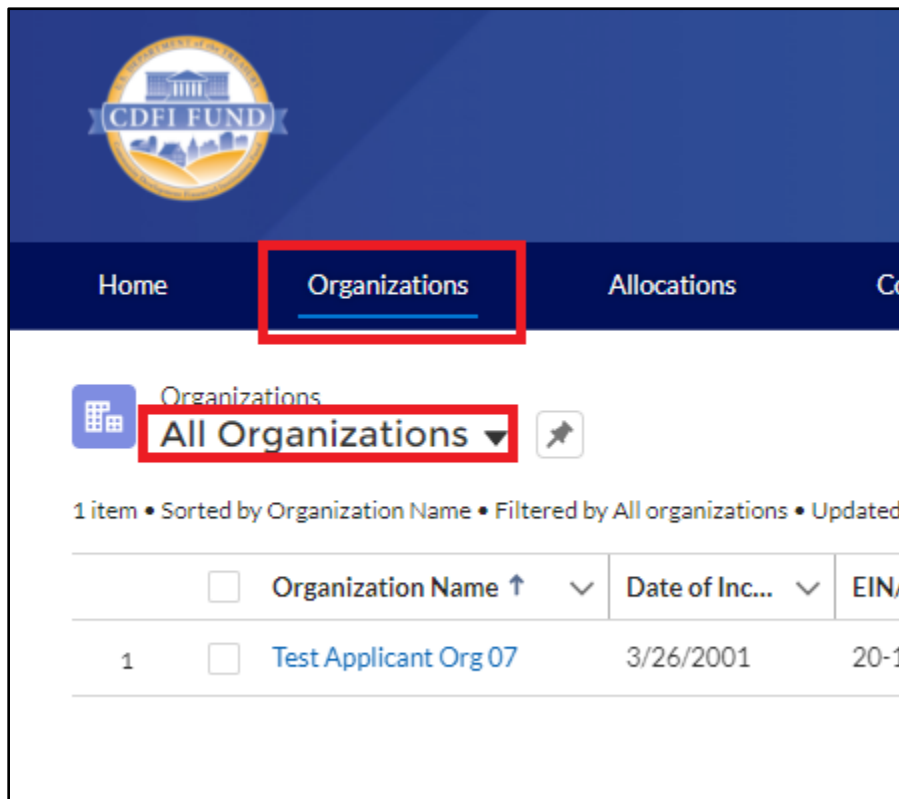
Figure 2

AMIS – Organizations Tab and List View

From the Organization detail, click on the 'Related' tab shown below. Then Navigate to the 'Program Profiles' list, and select the 'CMF' Program Profile (Figure 4). You may need to click the 'View All' button on the list to see the full list.
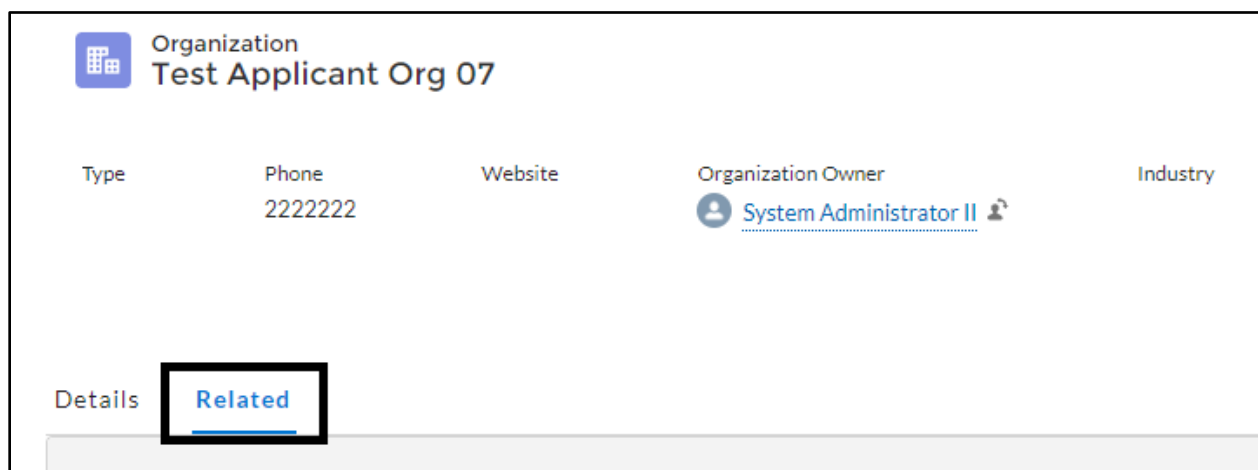

Figure 3

Organization – Related Records

Figure 4

Organization – Program Profiles

3.3 Entity Approach

Before you can begin entering your Application in the UI, you will need to set your organization's Entity Approach on the CMF Program Profile.

To update your Entity Approach:

1. On the Program Profile detail page, locate the field "**Entity Approach**" under the section "**Organization Data**."

Figure 5

CMF Program Profile- Entity Approach Field

2. Double click on the blank space or click the **Edit** button at the top of the page to enable the Entity Type picklist.

Figure 6

Entity Approach Picklist

3. Indicate whether your Organization is applying using a "**Financing Entity**" or "**Affordable Housing Developer/Manager**" Approach.

Figure 7

Saving Entity Type

4. Click **Save.**

5. Verify that your Entity Approach has been updated on the **Program Profile**.

Figure 8

New Entity Type Set

3.4   CMF Program Eligibility

Finally, a CMF Eligibility Object must be created. To create this record, from the Program Profile, click the CMF Program Eligibility button.

Figure 9

CMF Program Eligibility Button

 Once you click this button, you will see one of two screens, depending on the Fiscal Year end of your organization.

Figure 10a

CMF Program Eligibility – Audit or Final Call Report

Figure 10b

CMF Program Eligibility – Historical and Current Years

If the first (Figure 10a) is shown, answer whether you have completed Audit or Final Call Report for the most recent historical fiscal year that ended on 6/30 or 9/30. After answering and clicking next, you will see Figure 10b.[1]

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[1] As described in the FY 2023 CMF NOFA, an Applicant's most recent historic fiscal year is determined as follows:
(A) Applicants with a 6/30 fiscal year end date, or 9/30 fiscal year end date, and a completed FY 2022 audit will treat FY 2022 as their most recent historic fiscal year.
(B) Applicants with a 6/30 fiscal year end date, or a 9/30 fiscal year end date, but without a completed FY 2022 audit will treat FY 2021 as their most recent historic fiscal year.
(C) Applicants with a 3/31 fiscal year end date will treat FY 2022 as their most recent historic fiscal year.
(D) Applicants with a 12/31 fiscal year end date will treat FY 2021 as their most recent historic fiscal year.

If your fiscal year end is 12/31 or 3/31, you will be taken immediately to the screen that shows your Historical Fiscal Years, as well as your Current Fiscal Year (Figure 10b). Verify that the Historical and Current years are correct and hit next. If they are not correct, submit a Service Request.

Once all these steps have been completed, then an applicant should be able to launch an application.

3.5   Application Launch

First, navigate to the Program Profile, using the above steps. Next to the CMF Eligibility button, there should be a 'Apply for CMF Funding' button.
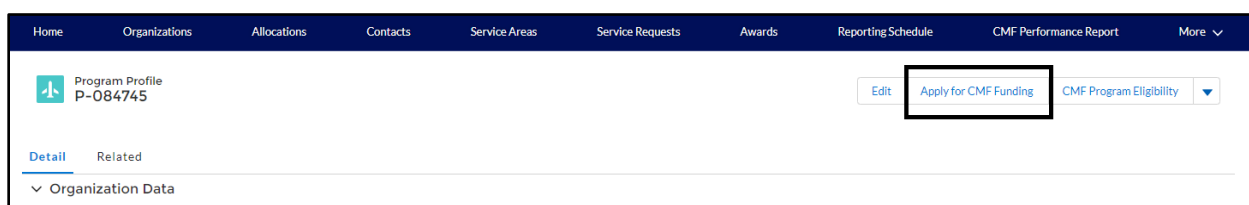

Figure 11

CMF Program Profile- Apply for CMF Funding

Click 'Apply for CMF Funding' button. If you have not completed all of the above listed steps, you will receive an error message telling you what was missed. If you have completed the steps, the Application will begin to launch.

3.6   Application Status

Once an Application has been launched, you can view the status of the application anytime on the program profile, under the 'Related' tab. There are four statuses that a user will generally see: New, In Progress, Submitted, or Abandoned.
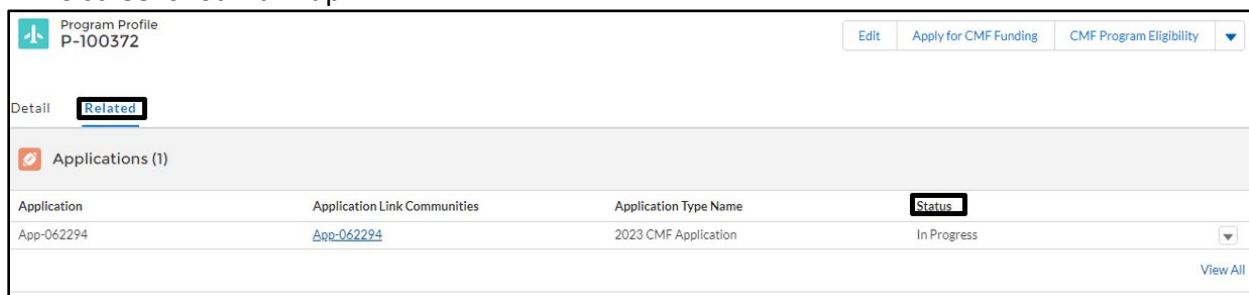
AMIS screenshot mark-up

Figure 12

CMF Program Profile- Application Status

New means that an application has been generated, but no data has been saved.

In Progress means that an application has been generated, and data has been saved.

Submitted means that an application has been attested, submitted, received by AMIS, and is now locked to editing.

Abandoned means that a deadline was not met. This can be the application submission deadline, or the deadline to attach an SF-424 to the application.

4.0   User Interface Appearance and Navigation

4.1   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.
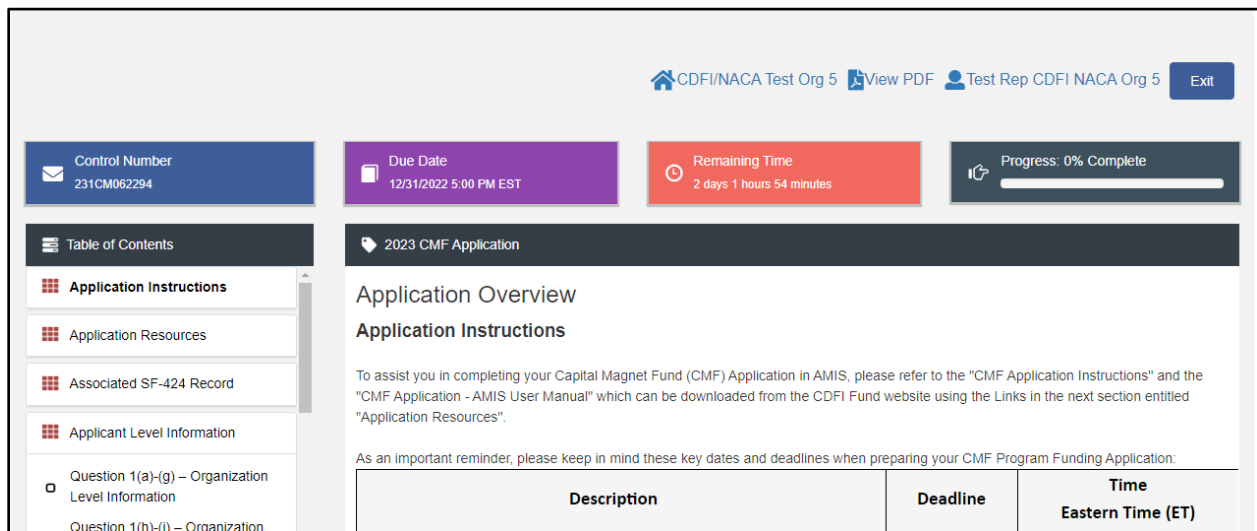

Figure 13

Application UI Home Page (CMF)

The header will include:

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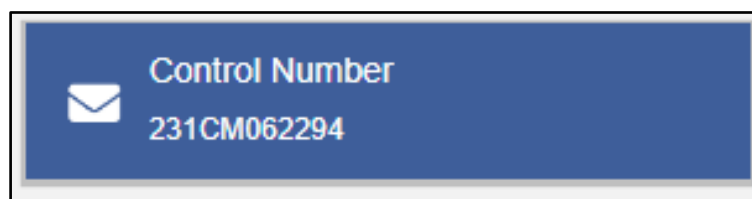

AMIS screenshot

Figure 14

2. Due Date: The date and time when the Application must be submitted. *Please note, this due date is an example and not reflective of the FY 2023 CMF Application due date.*
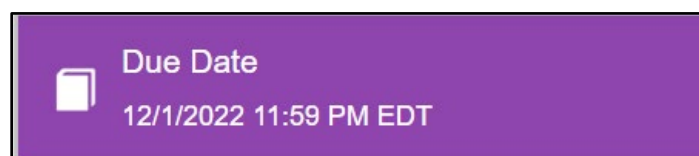

Figure 15

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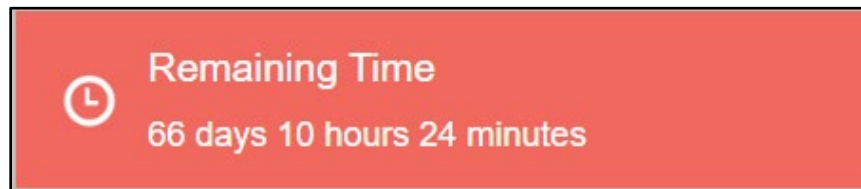

Figure 16

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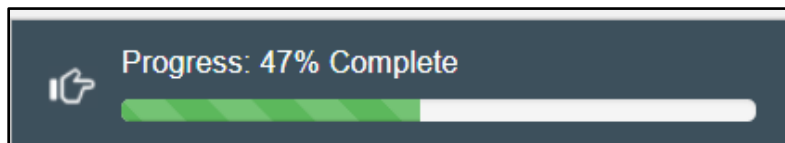

Figure 17

5. Organization: A hyperlink to your Organization's detail page. When you click this link, it will return you to your organization record in a new window. See Figure 18.

6. View PDF: An option to export and view the Application as a PDF file. The PDF prints the current state of the Application. If blank, it will show Application guidance, questions, and tables. Once responses are entered into the Application, the PDF will also include responses. See Figure 18.

7. User: Name of user profile currently editing the Application. See Figure 18.

8. Exit: Use this button to Exit the Application **after** saving your work. See Figure 18.

Figure 18

4.2   Using the Collapsible Menu

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

Figure 19

Figure 20

Collapsible Menu- Collapsed and Expanded

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

AMIS screenshot
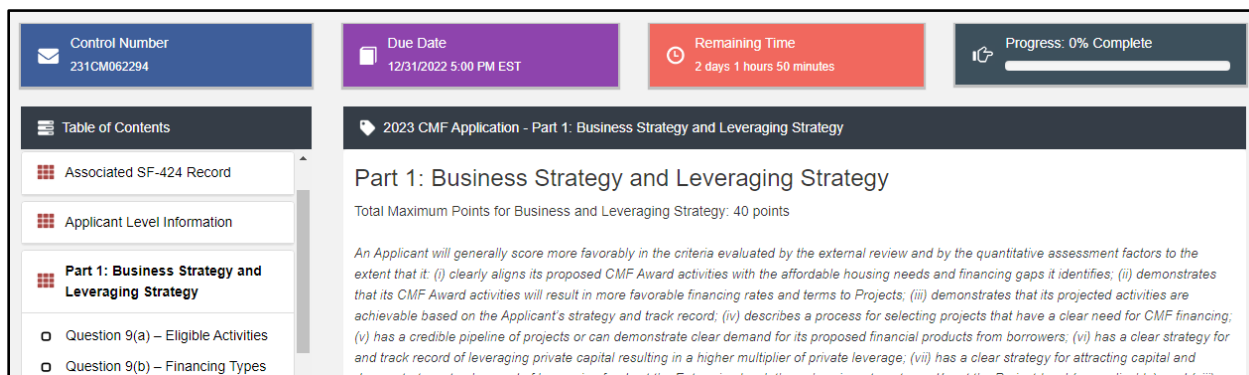
Figure 21

Expanded Section and Section Introduction Page

Clicking on a section title will also bring up a section introduction page in the interface to the right of the menu. This page will describe the section and include any important details, tips, and instructions the user may need before proceeding to the subsections.

To view a subsection, click on the hyperlink to the subsection title in the menu bar.
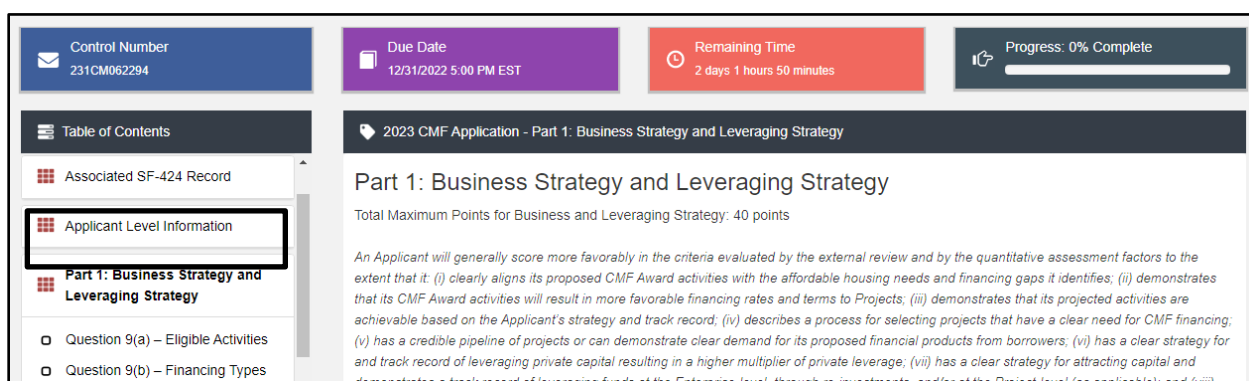
Figure 22

Subsection Page View

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

To navigate to another subsection, click on that subsection's title.

If you are finished viewing an Application section and would like to minimize its list of subsections, simply click on the section title link in the menu again.

The menu allows you to move from section to section as needed within the Application. Just be sure to always **Save** any entries you have entered for a subsection before navigating away from that page.

NOTE: If you do not Save before navigating away from a subsection, you will lose your work.

4.3   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 and questions. You will receive on-screen error messages and guidance based on the validation rules. After clicking **Save**, you can navigate away from the subsection and your answer will be saved.

Please Note: If you navigate away before you click save you will lose your responses/answers. **REMEMBER TO ALWAYS CLICK SAVE.**

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

Figure 23

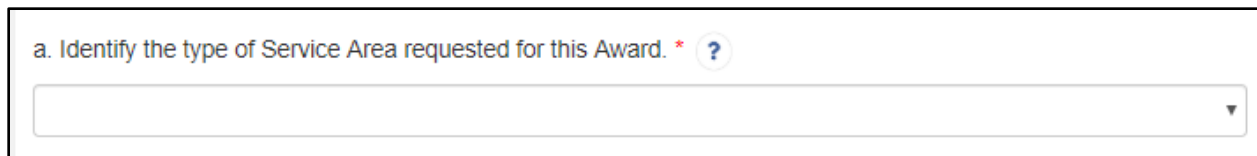**Sample Required Questions**

At the bottom of the page click the **Save** button.
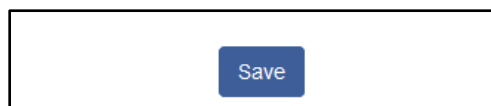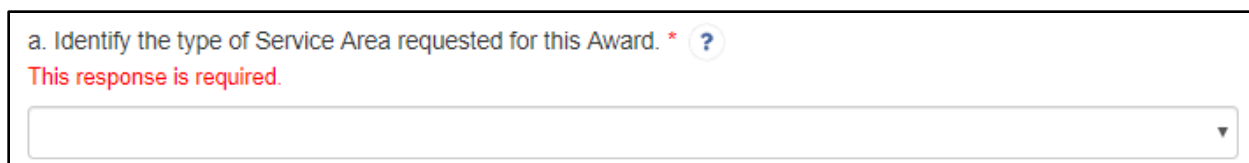
Figure 24

Save Button

The Application will save all responses. If any of your responses fail validation, the subsection will not be Marked Complete. Any validation errors or guidance will be displayed. For example, a field left empty will display "this response is required."
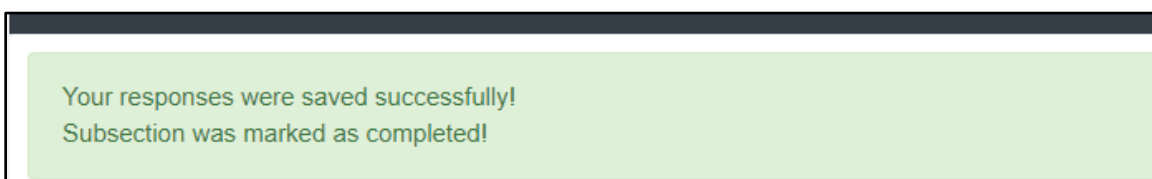
Figure 25

Validation Error Message

Correct any errors and try to save again. When the subsection page is successfully Marked Complete, this message will appear at the top of the display, just below the dark gray bar with the name of the section and subsection you are viewing.
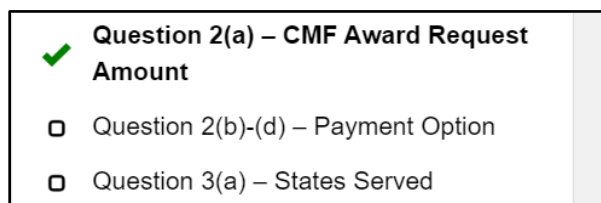
Figure 26a

Subsection Saved and Completed Message

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

Figure 26b

Completed Subsection Checkmark

4.4   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.**

4.5   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.
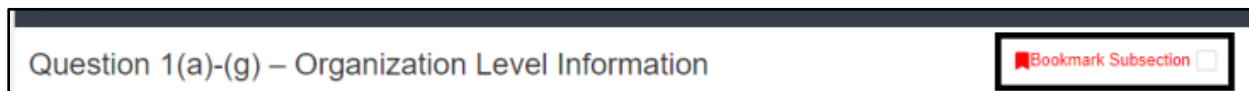
Figure 27

Bookmark Subsection Checkbox

Click the checkbox to bookmark the subsection. A bookmark symbol will appear next to that subsection in the Application menu.
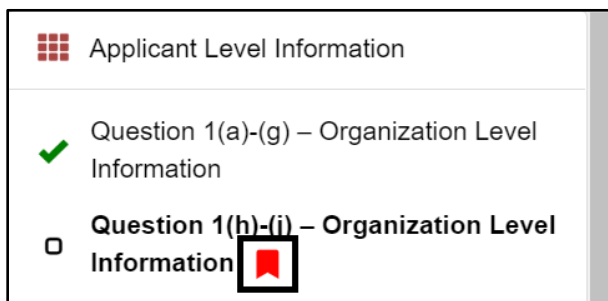
Figure 28

Bookmarked Subsection

To remove a bookmark, uncheck the checkbox.

4.6   Help Text

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

Figure 29

Question with Help Text

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

Figure 30

Help Text Displayed

If Help Text is not provided for that question or if you need additional guidance, the "Need Help?" link at the bottom left of every subsection page will take you to the CDFI Fund's CMF Application materials website.

Figure 31

Linked Application Guidance from Subsection Page

5.0   User Interface Form Features

5.1   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.

These errors may range from entering an invalid value to omitting a required field. For example, in the Track Record and By Activity Type table below (Table A1), all the fields are required.

Track Record by Activity Type	5 Year Total (2017-2021)
New Development Cost (Rental) ($) * ⓘ	* $ 0 Decimal Places
New Development Units (Rental) (#) * ⓘ	* 0 Decimal Places
Rehabilitation and/or Preservation Cost (Rental) ($) * ⓘ	* $ 0 Decimal Places
Rehabilitation and/or Preservation Units (Rental) (#) * ⓘ	* 0 Decimal Places

Figure 32

Table with Required Fields

If you click "Save" before you enter a response to each question, you will receive a validation error for any omitted required field.

Predevelopment * ?	This response is required. $ 0 Decimal Places

Figure 33

Response Required Validation Error Message

5.2   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, the answers you input in earlier

subsections may affect dependent subsections 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 subsection page you are currently viewing.

Figure 34

Sample Question that Can Trigger a Dependent Question

For example, if you select "Yes" from the picklist in response to Question 2b, two dependent questions (2c and 2d) appear below 2b.

Figure 35

Enabled Dependent Questions

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

The text box will not allow you to exceed the maximum character limit. If you are copying a response from another source, please make sure you are within the character limit or the ***text box may truncate your response.***

Figure 36

Character Maximums for Text Responses

> **TIP**: Type your narrative answers into a separate word processing program (e.g., Microsoft Word). Then copy and paste the answers into the appropriate sections of the electronic Application. This will prevent the loss of information if you encounter problems saving your Application or connection problems. It will also cut down on the time you spend directly filling out the Application online. When copying and pasting the narrative responses from a word processing program into the narrative text box, any special indentations or spacing will not carry over. Formatting, such as bold, italicized, or underlined text, will not display in the narrative.

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 Application.

For example, your responses to the subsection "Question 17(a)-(c) Project-Level Leverage" will enable a dependent subsection, Question 17(d)-(e), if you indicate that you plan to leverage capital at the project-level.
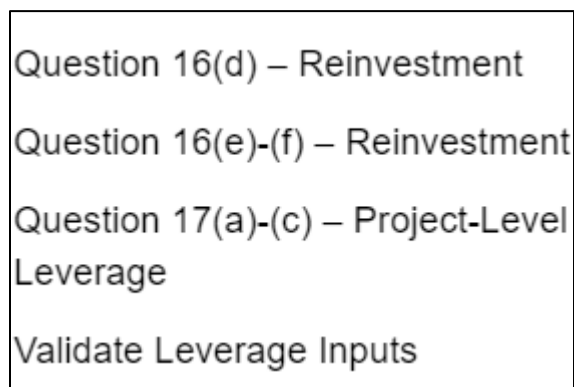

Figure 37

List of Subsections- Question 17(d)-(e) is By Default Disabled/Not Visible

If 17(c) – the total of 17(a)+(b) – is greater than zero, the Question 17(d)-(e) subsection will be enabled after you click **Save**.

Figure 38

Subsection Question 17(a)-(c)

When the subsection "Question 17(a)-(c)" is saved and marked complete, the response to 17(c) that is greater than zero enables the dependent subsection "Question 17(d)-(e)". It is now visible in the menu.

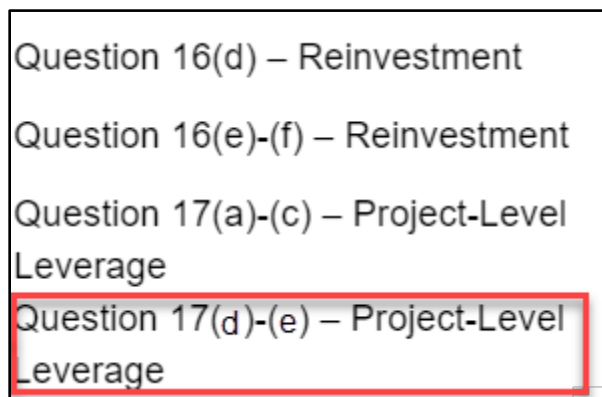*Figure 39*

Enabled Dependent Subsection Visible in Menu

If your response to Question 17(c) was equal to zero, the subsection "Question 17(d)-(e)" will remain disabled.

It is important to complete the Application questions in sequence because questions like these in earlier sections may enable dependent subsections you will need to complete for your Application.

5.3   Selecting Related Records

The Application uses records associated with your organization in AMIS to help you populate information in certain fields, such as information about contacts you would like to associate with the Application. You will also connect your SF-424 and input information about Geographic Areas using related records (for specific guidance for these sections, see Sections 6.2 and 6.4, respectively).

To select related records:

1. Related record fields display a list of possible related records for your organization available for this question when you click on the field. Select the name of the contact, state, or other record type.
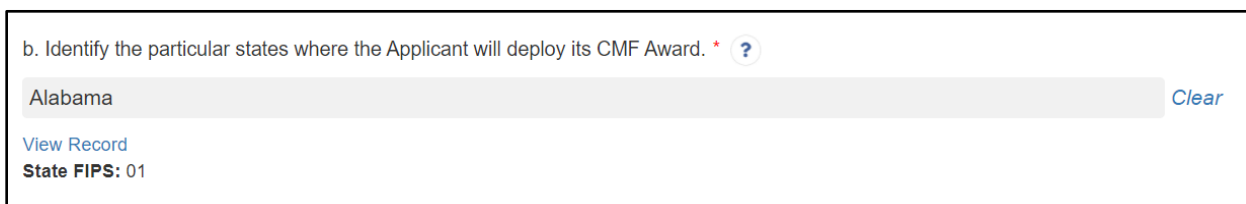
Figure 40

A Selected State Related Record

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

3. Some related record fields will have an "add row" button next to them that will allow you to add multiple related records. Click on the button to add another related record selection field.

Record Name	Completed	State	Worked in This State In The Last Five Years
1		Alaska	
2 (active)		Alabama	
			Add Row

Figure 41

Additional Related Record Field Row

5.4   Adding Attachments

Attachments can be uploaded using the Drag & Drop. You will see the Drag & Drop box below any question that requires an attachment.
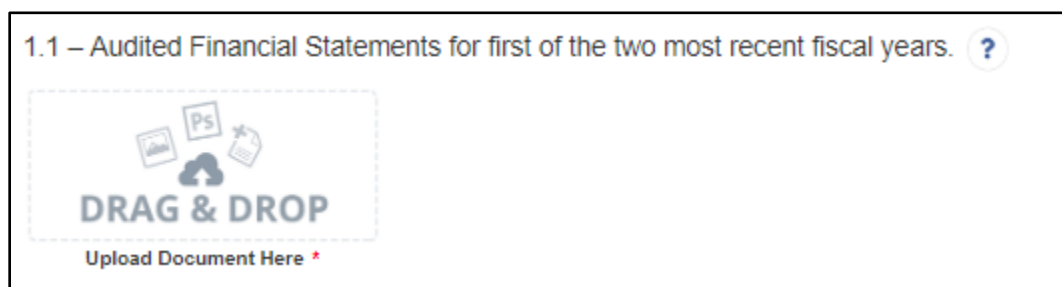
Figure 42

Drag & Drop Upload Box

To upload using the Drag & Drop:

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

Figure 43

Attachment to Upload in File Explorer

2. Return to the Application page. Using your cursor, drag the file you want to upload from File Explorer to the Drag & Drop upload box on the Application.

Figure 44

Upload File Using Drag & Drop

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

Figure 45

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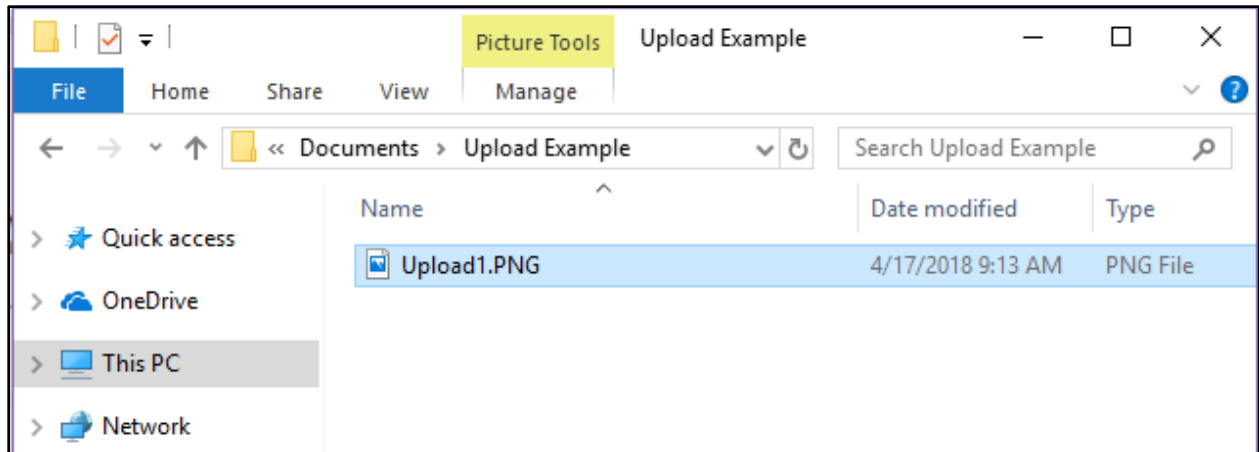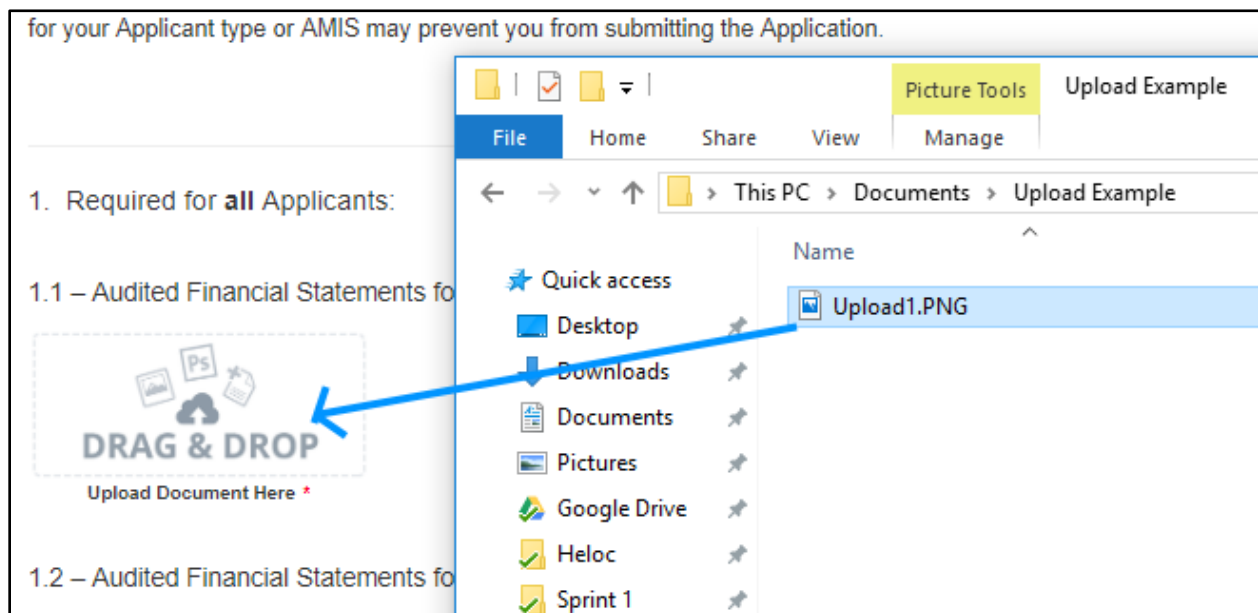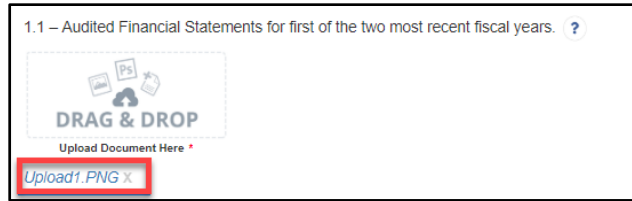
4. Upload any additional files using the same process. If you need to remove an uploaded file, click the gray "x" next to the file name.

5.5   Dynamic Record Tables

The Applicant will be required to enter a list of records, like Pipeline Projects or Key Personnel as part of the Application. These records are a series of questions that are repeated to the applicant and are collected dynamically through the Application. An applicant may need to add 2 records or 15 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, 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 this table overview section.

Figure 46

Empty Overview Table

Below the table overview is the field entry form. Data is entered into this form and saved to create a single record row in the table. Additional rows are created by populating the fields with new data and saving the form again.

Figure 47

New Row Entry Fields

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

Figure 48

Dynamic Table Buttons

To add or edit dynamic table records:

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

Figure 49

New Record Row in Table Overview

3. The record you just created will still be active, with its field data still visible on the screen. To create a new record, click **Add Row** to the right of the table overview.

Figure 50

Active Record Indicator and Add Row Links

4. This will create a new active record row in the overview table. Fill in the empty fields in the "New Row" section below just as you did for the first record. Click **Save** to populate the table overview with your second record's question response data.

Figure 51

Active New Record Indicator

Figure 52

New Active Record Row

5. Repeat this process to add additional records as needed.
6. To edit any record, click on the hyperlink of the record name in the overview table. This will pull up the record's field form/make it the active record. Update any information as needed and **Save**.

To delete dynamic table records:

1. If you need to delete a record, make sure that record is active in the overview table and select the **Delete Record** button at the bottom of the page.

Figure 53

Delete Record

To Download CSV:

1. The Application will allow you to download a Comma Separated File (CSV File) for the records you enter into the dynamic table that you can open in Excel. After all desired records are entered and saved, click the **Download CSV** button at the bottom of the page.

Figure 54

Download CSV Button

2. Download CSV using your browser's download feature. When you open the document in Excel it will display all the data you have entered for each record.

	A	B	C	D	E
1	Name	Name (Key Personnel)	Title (Key Personnel)	Firm (Key Personnel)	Years in field (Key Personnel)
2	1	John Doe	President	Test Firm	10

Figure 55

Sample CSV of Dynamic Record Table

5.6   Direct-Entry Tables

Most Applications will require the applicant to enter table data. These direct-entry tables are configured to collect specific data and are easy to navigate. Unlike dynamic record tables, direct-entry tables allow you to input your data directly into the table.

	Financial Data 1	Financial Data 2	Financial Data 3
Fiscal Year *ⓘ	2019	2020	2021
Financial Data Type *ⓘ	▼	▼	▼
Financial Data Consolidation *ⓘ	▼	▼	▼
Single Audit Required? *ⓘ	▼	▼	▼
Assets			
Cash Restricted for Operations ($) *ⓘ	$ 0 Decimal Places	$ 0 Decimal Places	$ 0 Decimal Places
Unrestricted Cash and Cash Equivalents ($) *ⓘ	$ 0 Decimal Places	$ 0 Decimal Places	$ 0 Decimal Places
Other Real Estate Owned (OREO) ($) *ⓘ	$ 0 Decimal Places	$ 0 Decimal Places	$ 0 Decimal Places

Figure 56

Sample Direct-Entry Table

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

If the number of columns exceeds the standard screen format, the slide bar at the bottom of the table will allow you to access the columns to the right.

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

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

Figure 57

Formula Field Calculated Totals

5.7   Export to PDF

The Application can generate an Adobe PDF version of your Application for your organization's records. You can use this feature to view your current progress on the Application at any point in the Application process.

To generate a PDF version of the Application:

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

Figure 58

UI Menu Bar

2. Select **View PDF**.

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.
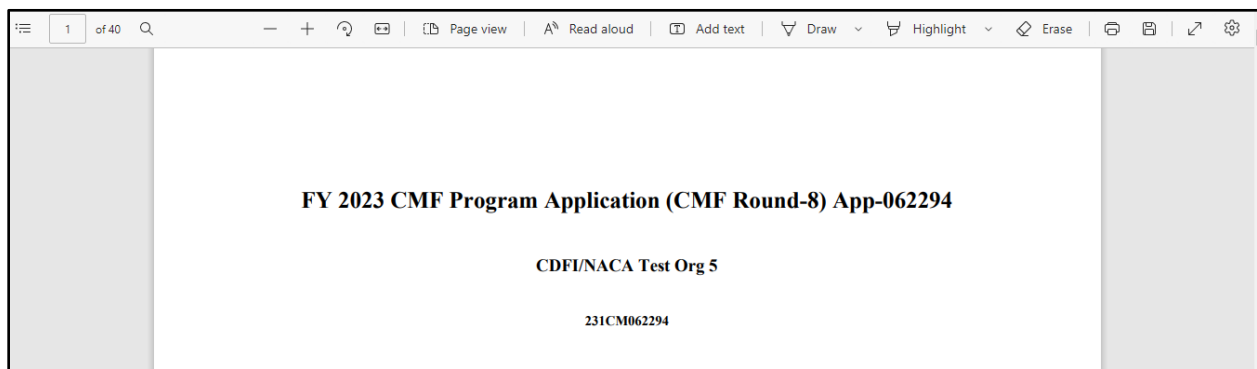

FY 2023 CMF Program Application (CMF Round-8) App-062294

CDFI/NACA Test Org 5

231CM062294

Application PDF Open in a New Browser Window (in Chrome)

6.0 Application Specific Guidance

This section includes additional guidance for navigating features unique to the CMF Application process in the Template Application UI.

6.1 Bank Holding Companies: Application Specific Subsections

Two subsections are only visible/applicable to Applicants that are Bank Holding Companies.

Figure 61

Bank Holding Company Subsidiary Information

First, in Question 1(h)-(j), Bank Holding Companies are required to provide information on their subsidiaries in this subsection.

Question 1(h): Bank Holding Company Subsidiary Name
Enter the name of the Applicant's subsidiary.

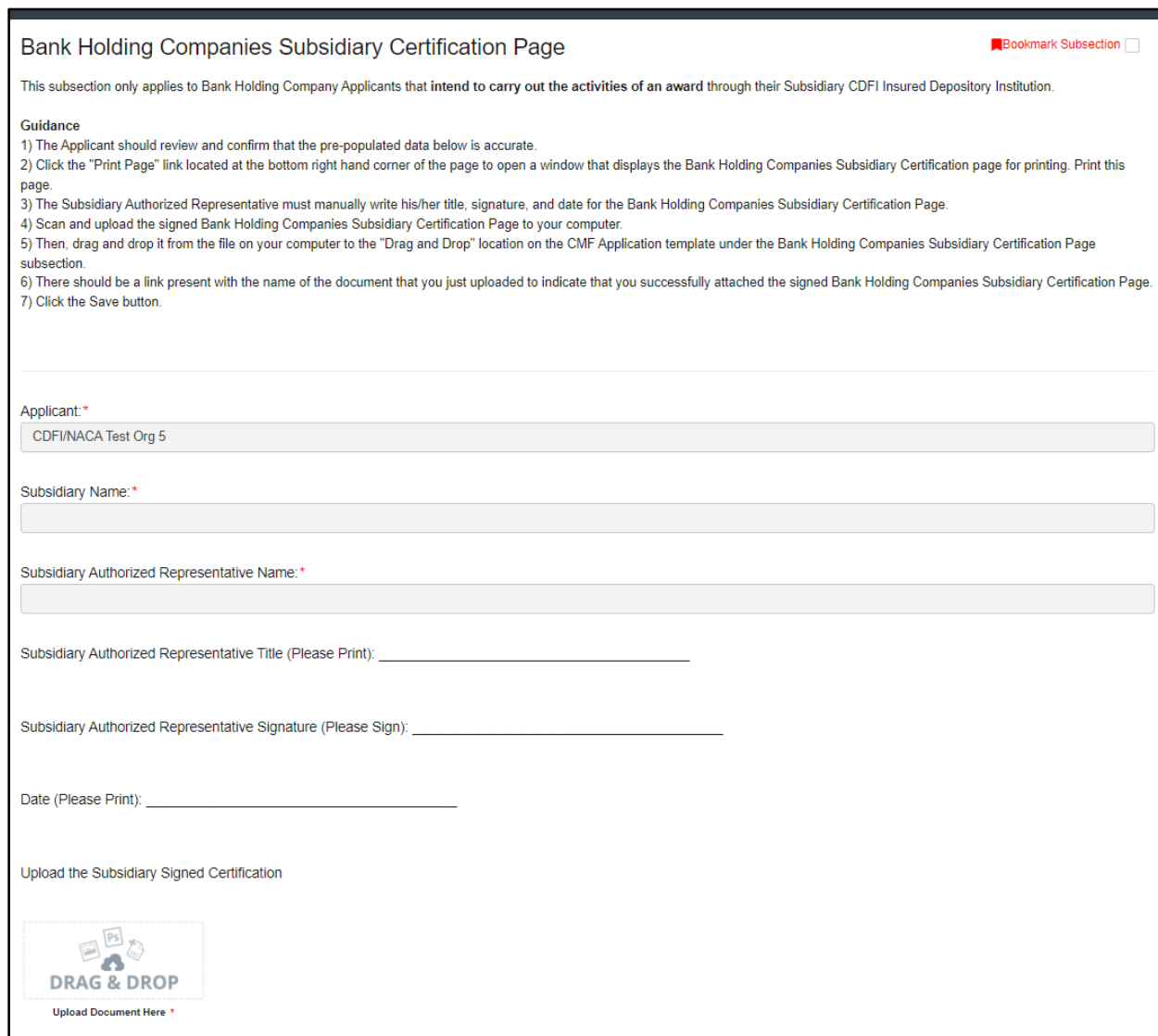**Question 1(i): Bank Holding Company Subsidiary EIN**
Enter the Subsidiary EIN. **Please enter numerals only,** omitting the dash typically used in EIN formatting.

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

Question 1(j): Subsidiary Authorized Representative

Enter the name of an Authorized Representative for the subsidiary. This representative will be required to complete and sign the Bank Holding Companies Subsidiary Certification Page in the next subsection.

The second subsection is the Bank Holding Companies Subsidiary Certification Page.

Figure 62

Bank Holding Company Certification Page

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

1. The Applicant should review and confirm that the pre-populated data is accurate.

2. Click the "Print Page" link located at the bottom right hand corner of the page to open a window that displays the Bank Holding Companies Subsidiary Certification page for printing. Print this page.

3. The Subsidiary Authorized Representative must manually write his/her title, signature, and date for the Bank Holding Companies Subsidiary Certification Page.

4. Scan and upload the signed Bank Holding Companies Subsidiary Certification Page to your computer.

5. Then, drag and drop it from the file on your computer to the "Drag and Drop" location on the 2023 CMF Application template under the Bank Holding Companies Subsidiary Certification Page subsection.

6. There should be a link present with the name of the document that you just uploaded to indicate that you successfully attached the signed Bank Holding Companies Subsidiary Certification Page.

7. Click the Save button.

6.2   Attaching SF-424

All Applicants are required to submit the initial component of their FY 2023 CMF Program Application using the Grants.gov portal, the official website for federal grant information and Applications. The only component of the CMF Application submitted via Grants.gov is the Standard Form (SF)-424 Mandatory Form. The SF-424 Mandatory Form (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. For more detailed instructions on how to submit your SF-424 to Grants.gov, please see the **FY 2023 CMF Application Instructions**.

Once your SF-424 is validated by Grants.gov, it will be synched with AMIS (this typically takes 1-2 business days), and a record for your SF-424 will be generated in AMIS. You will need to link your SF-424 record to your CMF Funding Application in the Application UI.

To attach your SF-424:

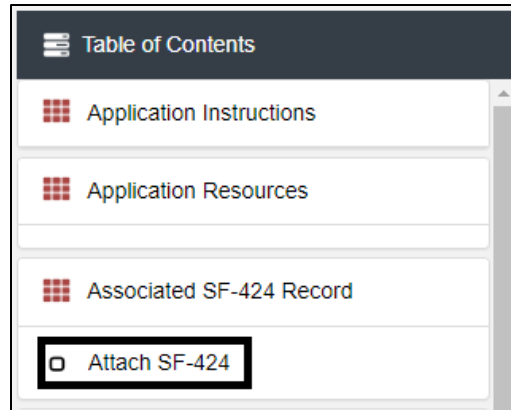1. Expand the "Associated SF-424 Record" section in the menu bar. Click on the "Attach SF-424" subsection.

Figure 63

SF-424 Subsection in Menu

2. The subsection will display a single related record question. Click in the gray "**Search Records**" box. Begin typing "**GRANT**" to view the grant in the gray search box and select the record you would like to use.

Figure 64

Attach SF-424 Related Record Field

3. SF-424 records associated with your organization will appear in the related record list. If you have submitted multiple SF-424s in Grants.gov, please select the correct SF-424 by referencing the SF-424 ID (the digits following "Grant"). If your SF-424 does not appear, please contact the CMF Team by submitting a Service Request.

Figure 65

SF-424 Record for Your Organization in Related Record List

4. Verify that you have selected the correct record by confirming that the Funding Opportunity Number listed is "CDFI-2023-CMF" and the SF-424 ID corresponds to your SF-424's Grants.gov Tracking Number (GRANTxxxxxxxx).

Figure 66

Selected SF-424 Record

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

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

Figure 67

Successfully Attached SF-424 Record

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

Figure 68

Subsection SF-424 Marked Complete in Menu

6.3   Payment Option

Applicants are now allowed to select Lump Sum or Initial and Subsequent Payments as options for Award Payment. This is handled in Question 2(b)-(d). An Organization can choose to have a single payment of the Award or two payments.

Figure 69

Question 2(b)

If a user selects Lump Sum Payment, no additional information is necessary. Click **Save** to continue.

Figure 70

Question 2(b) – Lump Sum Payment

If a user selects Initial Payment and Subsequent Payment, they will be required to tell the amount requested for each payment.

Question 2(b)-(d) – Initial Payment & Subsequent Payment

Question 2(c) will ask for the initial payment amount of the award. This is how much the Applicant would like to have as its first payment. Question 2(d) will auto-calculate based on the answer to Question 2(a) and Question 2(c). 2(d) is the difference of 2(a) minus 2(c).

6.4   Selecting Geographic Areas

In your CMF Funding Application, you will be asked to identify the Geographic Areas you plan to serve with your CMF Award.

First, you will need to indicate what type of Service Area you plan to serve with your award in "**Question 3- States Served**" in the "**Applicant Information**" section.

Figure 72

Subsection Question 5 - States Served

Select your Service Area type (Statewide or Multi-State) from the picklist in Question 3a.

Statewide Service Areas

For a statewide Service Area, select <u>one</u> state.

To select a state or US Territory, on Question 3a, select "**Statewide**".

a. Identify the type of Service Area requested for this Award. *ⓘ
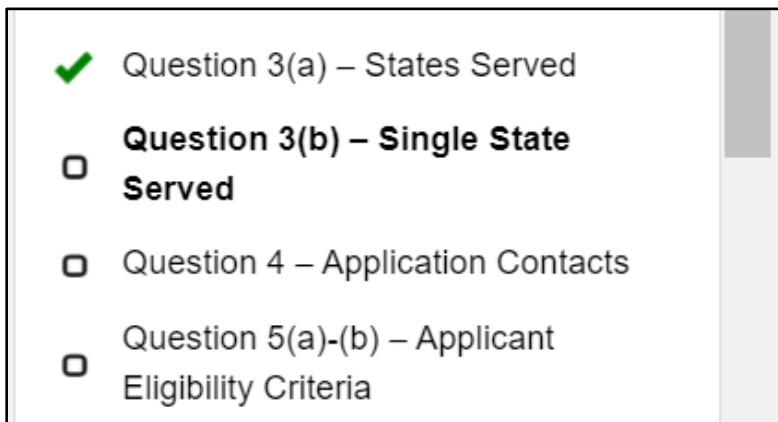
Statewide ▼

Save

Figure 73

States Served - Statewide Service Area

A new subsection will appear titled '**Single State Served**.'

✔ Question 3(a) – States Served

☐ **Question 3(b) – Single State Served**

☐ Question 4 – Application Contacts

☐ Question 5(a)-(b) – Applicant Eligibility Criteria

Figure 74

Table of Contents – Single State Served

To select the state or US Territory you plan to serve, click in the gray related record field. A list of US state or US Territory records will appear. Begin typing in the name of the state or Territory you want to select.

Figure 75

US State Records List

Note: You will only be able to search these records using the full state name, not postal abbreviations.

Figure 76

Selected State Record

The selected state and state FIPS code will be displayed.

If you select the wrong state, use the **Clear** button to the right of the related record row to remove a state record and select a new one.

Once you have selected your state, click **Save.** Verify that the subsection has successfully been marked completed and has a green checkmark next to the subsection name in the menu bar.

Multi-State Service Areas

For a multi-state Service Area, you may select any combination of Territories and states. You must select geographic areas in <u>more than one</u> state for this type of Service Area, but <u>you cannot select geographic areas in more than 15 states</u>.

To select a state or US Territory, on Question a. select "**Multi-State.**"

Figure 77

Application Geographic Areas- Multi-State Service Area

A new subsection will appear titled "**How Many States Served**."

Figure 78

Table of Contents – Single State Served

To select which US Territory and/or states you plan to serve, click in the gray related record field. A list of US Territory and state records will appear. Begin typing in the name of the Territory or state you want to select.

Note: You will only be able to search for territory or state records by the name, not the postal code abbreviation.

Figure 79

Example of Name Used in Multiple Records

Figure 80

State FIPS Code and State Name for Selected Record

To add another Territory/state, click on the **Add Row** button.

Figure 81

Use the Add Row Button to Create a New Record Row

To remove a selected territory/state, click the Delete Record bottom near the bottom of the screen.

Figure 82

Use the Delete Record Button to Delete a Record Row

Verify that you selected your desired combination of territories and states. You must select geographic areas in <u>more than one</u> state for this type of Service Area, but <u>you cannot select geographic areas in more than 15 states</u>.

Click **Save.** Verify that the subsection is successfully marked completed and has a green checkmark next to the subsection name in the menu bar.

6.5   Consortium Approach

Applicants are now allowed to apply using a Consortium Approach. This is a part of Question 6 in the Application. Question 6 will ask if an Organization would like to apply as a Consortium, then will give more related questions if the answer is Yes (Figure 84).

Figure 83

Consortium Applicant Question

Figure 84

Consortium Applicant Dependent Questions

6(b) is a table to allow for up to 5 Consortium Applicants. Applicants will be required to enter at least one Consortium Applicant if 6(a) is answered 'Yes'. Applicants will need to enter the Full Legal Name of their Consortium Members, as well as the UEI of each member.

Figure 85

Consortium Applicant Dependent Questions

Question 6(c) requires a text area for Applicants to provide a description of the business relationship of the Consortium members.

Figure 86

Consortium Applicant Dependent Questions

6.6 Validate Leverage Inputs

In the subsection "Validate Leverage Inputs", there are questions to ensure that the data entered in Question 14-17 is accurate. No data needs to be entered in this question, but you must successfully save it and get a green check mark in order to submit the Application. If you receive an error, you must update the data in Question 14-17 to resolve the issue.
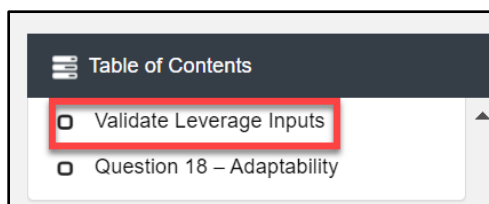
Figure 87

Validate Leverage Inputs Subsection in Menu

Leverage Type/Source	Leverage Amount
Leverage Types	
Enterprise-Level Leverage (Q.15(c)): ($)	$ 200,000 0 Decimal Places
Reinvestment Leverage (Q.16(a) + Q.16(b) + Q.16(c)): ($)	$ 300,000 0 Decimal Places
Project-Level Leverage (Q.17(c)): ($)	$ 200,000 0 Decimal Places
Total Leverage as Entered (Q.15(c) + Q.16(a) + Q.16(b) + Q.16(c) + Q.17(c)): ($) ⓘ	$ 700,000 0 Decimal Places
Leveraged Costs (Q.14(e)): ($)	$ 700,000 0 Decimal Places
Private Sources	
Private Leverage as Entered (Q.15(a) + Q.16(b) + Q.17(a)): ($)	The total of 15(a) + 16(b) + 17(a) must be equal to 14(f), your Private Leveraged Costs. $ 300,000
Private Leverage (Q.14(f)): ($)	10,000
Public Sources	
Public Leverage as Entered (Q.15(b) + Q.16(a) + Q.16(c) + Q.17(b)): ($)	The total of 15(b) + 16(c) + 17(b) must be equal to 14(g), your Public Leveraged Costs. $ 400,000
Public Leverage (Q.14(g)): ($)	$ 10,000

Figure 88a

Error message when Totals do not match

Your responses were saved successfully!
Subsection was marked as completed!

Validate Leverage Inputs

📕Bookmark Subsection ☐

The following table summarizes key leverage data inputs you've entered in Questions 14-17 for Leverage Type (i.e. Enterprise, Reinvestment, and Project-Level) and Leverage Sources (private vs public). Press "Save" to run the validations and to complete this sub-section.

Enterprise, Reinvestment, and Project-Level Leverage amounts must add up to the Leveraged Costs you've entered in 14e (i.e. Q.15(c) + Q.16(a) + Q.16(b) + Q.16(c) + Q.17(c) = Q.14(e)).

In addition, AMIS will compare the values you've entered for Private Leverage and Public Leverage in Q.14(f) and Q.14(g) with the amounts you've entered in Questions 15-17. If the amounts do not match, review the values entered in Questions 14-17 and update these values as needed to be able to save this subsection and continue with your Application.

You will not be able to complete this sub-section or submit the Application if the amounts on this page are not validated.

Leverage Type/Source	Leverage Amount
Leverage Types	
Enterprise-Level Leverage (Q.15(c)): ($)	$ 200,000 0 Decimal Places
Reinvestment Leverage (Q.16(a) + Q.16(b) + Q.16(c)): ($)	$ 300,000 0 Decimal Places
Project-Level Leverage (Q.17(c)): ($)	$ 200,000 0 Decimal Places

Figure 88b

Successfully Saved when Totals match

6.7   Question 27 – Previous Awards

Question 27 now includes a table detailing any CMF Performance Reports. This includes CMF Award information, as well as a Snapshot Created Date. The Snapshot Created Date will be whenever the data was last updated, or the date the Application was created.

The table below lists the current summarization of unit completion and outstanding units to be completed for past CMF award.

Award Control Number	CMF Award Year	CMF Award Amount	Production Goal (# Units)	Total Units Reported to Date	Percentage of Goal Completed	Snapshot Created Date	
055067	2020	$500,000.00	100	1	1%	2022-10-03	

Figure 89

Snapshot Created Date

The table below lists the current summarization of unit completion and outstanding units to be completed for past CMF award.

Award Control Number	CMF Award Year	CMF Award Amount	Production Goal (# Units)	Total Units Reported to Date	Percentage of Goal Completed	Snapshot As Of Date	
055067	2020	$500,000.00	100	3	3%	2022-10-04	

Save

Figure 90

Snapshot Created Date - Updated

Use this information to determine whether any CMF Performance Reports (CMF PRs) need to be updated. If any CMF PRs are updated while an Application is active, the updated information will be fed into the Application.

Note that if you have an Application opened in a browser tab and decide to update a CMF PR in another, you will need to save, exit, and re-open your Application to see changes.

6.8   Appendix 2: Track Record and Projections

Appendix 2, Tables B1 and B2 now include columns specifically for 'In an AED' values and 'Not in an AED' values. Previously, these were both entered in the same column, however now they are in their own columns in order to separate the data more clearly.

There is a 'Total' column, which will total the 'In an AED' and 'Not in an AED' columns to its left. Finally, there are several calculated percentage and total fields that were added into various places in the Tables.

In Table B2, there are two validations to note. First 'Proposed homeownership units targeted to LI (80% of AMI or below) AND Homeownership units located in AEDs targeted to Families with incomes above 80% and no greater than 120% AMI (% of Total Units)' must be equal to the percentage given earlier in Question 22(c). Second, 'Percentage of Rental Units Restricted to Very Low Income and Below 5 Year Total (2023-2027)' must equal the percentage given earlier in Question 21(a).

6.9   Appendix 6: Previous CDFI Fund Awards/Allocations

Appendix 6 will now include two tables for Previous Awards. One will be for any CDFI Awards/Allocations and one will be from Bond Program Loans. The CDFI Award table feature is unchanged, and will show any previous awards a program might have from CMF or other programs such as New Markets Tax Credit (NMTC), Small Dollar Loan (SDL), or others (Figure 93). Bond Program Loans table will only show the Applicant's Bond Loans, if they have any. The table will not be shown if the Applicant has no Bond Loans (Figure 92).

2. Has the Applicant and/or any of its Affiliates previously received a bond loan from the CDFI Fund? If Yes, please ensure that the loan(s) is listed in the table. If an Affiliate of the Applicant has received a bond loan and it is not listed in the table, please return to the Applicant's Organization Profile in AMIS and ensure that the Affiliate is listed in the Affiliate section. You must select Yes to the question below for this sub-section to be marked as complete.

Organization Name ∨	Year ∨	Bond Loan Amount ∨	Bond Loan Name ∨	Bond Issue Number ∨

Figure 91

Appendix 6, Question 2

Figure 92

Appendix 6, Question 2, Not Applicable

Figure 93

Appendix 6, Question 1, Filled out Table

7.0   Completing and Submitting the Application

7.1   Printing your Application

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

View PDF Button

This will generate a PDF of your Application you can download using your browser's download function that you will be able to save to your computer and print. For more information on how to generate a PDF in this Application, please see Section 3.7 of this document.

7.2   Submitting your Application

All subsections must be marked complete in order for you to submit your Application. To check which subsections have been marked complete, look for a green checkmark next to that subsection on the menu bar. Subsections that are incomplete will 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.

You cannot submit this application. Any Authorized Representatives can submit this application. Any Point of Contact can submit this application.
A validation error occurred in section "Appendix 3: Project Pipeline and Sources - Appendix 3a: Project Pipeline".
A validation error occurred in section "Appendix 2: Track Record and Projections - Table B2 – Projected Housing Units Production by Income Levels".
The section "Associated SF-424 Record - Attach SF-424" has not been marked as completed.
The section "Applicant Level Information - Question 1(a)-(g) – Organization Level Information" has not been marked as completed.
The section "Applicant Level Information - Question 1(h)-(j) – Organization Level Information" has not been marked as completed.
The section "Applicant Level Information - Bank Holding Companies Subsidiary Certification Page" has not been marked as completed.
The section "Applicant Level Information - Question 2(a) – CMF Award Request Amount" has not been marked as completed.
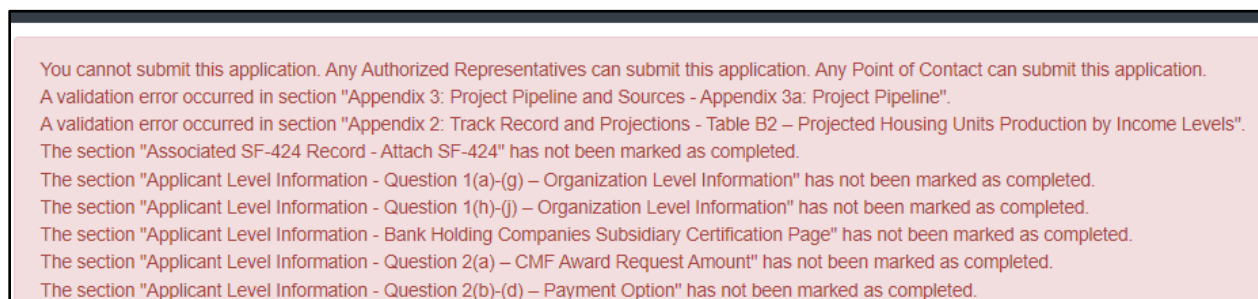The section "Applicant Level Information - Question 2(b)-(d) – Payment Option" has not been marked as completed.
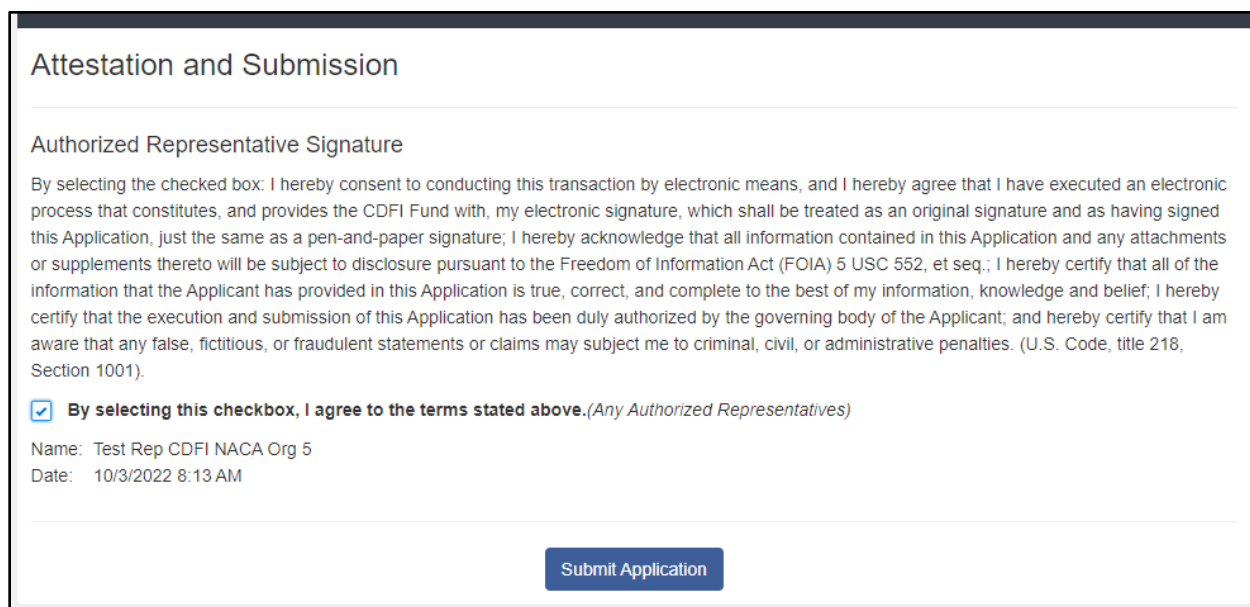
Example of Error Message for Incomplete Subsections

Before you submit your Application, the CDFI Fund recommends you closely review your Application. **ONCE SUBMITTED, YOUR APPLICATION WILL BE LOCKED AND RESPONSES CAN NOT BE ALTERED.**

Any Authorized Representative listed as a contact for the organization in AMIS can attest that the information provided in the Application is accurate and complete to the best of your organization's knowledge. Before proceeding to this section, make **SURE** your Application is complete, including the upload of all required supplementary documents and table information that may be required in the question or appendix pages.

7.3   Attestation

1. Log in to the Application as an Authorized Representative listed in AMIS under Contacts. Only the Authorized Representative will be able to attest the Application.

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

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

Attestation and Submission

Authorized Representative Signature

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

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

Name: Test Rep CDFI NACA Org 5
Date: 10/3/2022 8:13 AM

[Submit Application]

Figure 96

Attestation and Submission Page

7.4   Submission

1. Log in to the Application as an Authorized Representative or Point of Contact listed in AMIS under Contacts. Either the Authorized Representative or Point of Contact will be able to submit the Application once it has been attested by the Authorized Representative.

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

3. Click **Submit Application**. A dialog box will appear. Confirm that you would like to submit the Application and understand the Application cannot be edited after this point.
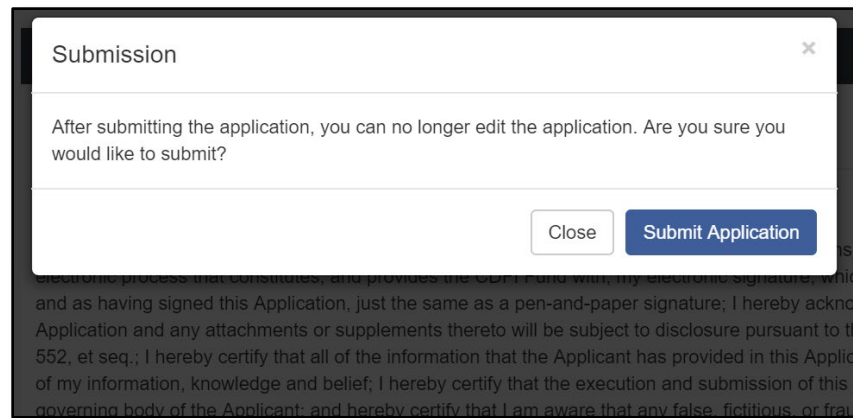

Figure 97

Submission Dialog Box

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

5. Note: The Authorized Representative who attests the Application will be listed as the Authorized Representative for all Application related communications. Only the Authorized Representative will receive the submission confirmation email. Application submission can be confirmed by checking the Application status on the Program Profile. For more information on this, see Section 3.6.