FY 2023 AMIS Training Manual for Bank Enterprise Award Program (BEA)

FY 2023 Bank Enterprise Award (BEA) Program Application

March 2023
CDFI FUND
U.S. Department of the Treasury

Contents

1.0 Summary

This AMIS Training Manual for Bank Enterprise Award (BEA) Program Applicants (AMIS Training Manual) is intended to help Applicants complete the BEA Program Funding Application in AMIS. This is a technical guide and is not intended to replace the BEA Program Application Guidance and other Application materials which are available on the CDFI Fund website.

Launching an Application (Section 2) describes how to create your application in AMIS.

User Interface (UI) Appearance and Navigation (Section 3) and **UI Form Features** (Section 4) 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 5) contains additional instructions for completing specific sections/subsections of the BEA Applications.

Finally, **Completing and Submitting the Application** (Section 6) explains how to attest and successfully submit your BEA Program Application.

2.0 Launching a BEA Program Application

This section includes guidance for updating your organization's Program Profile and launching a BEA Program Application. Please follow the steps for the application type you are attempting to launch.

2.1 Setting Fields on the BEA Program Profile and Launching Application (Certified CDFI Applicants)

Before you can begin entering your application in the UI, you may need to set fields on the BEA Program Profile.

To update fields on the BEA Program Profile:

1. Log in to AMIS and click on the Organizations tab.

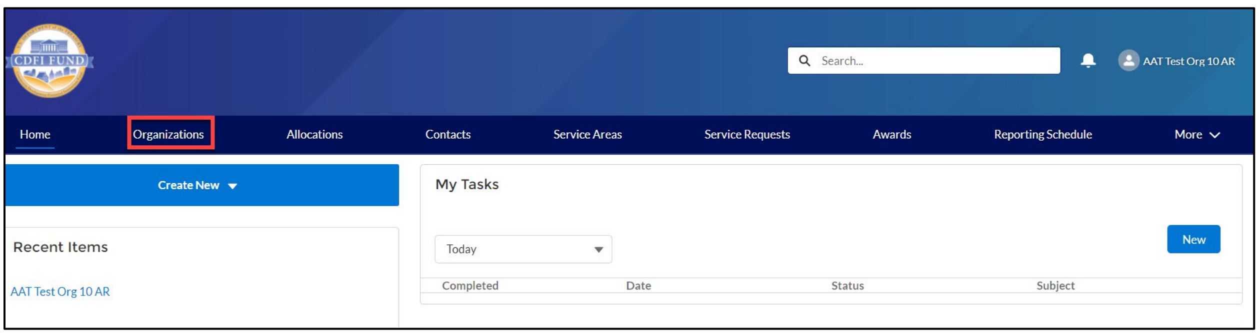


Figure 1: Organizations Home Page

2. Select your Organization name.

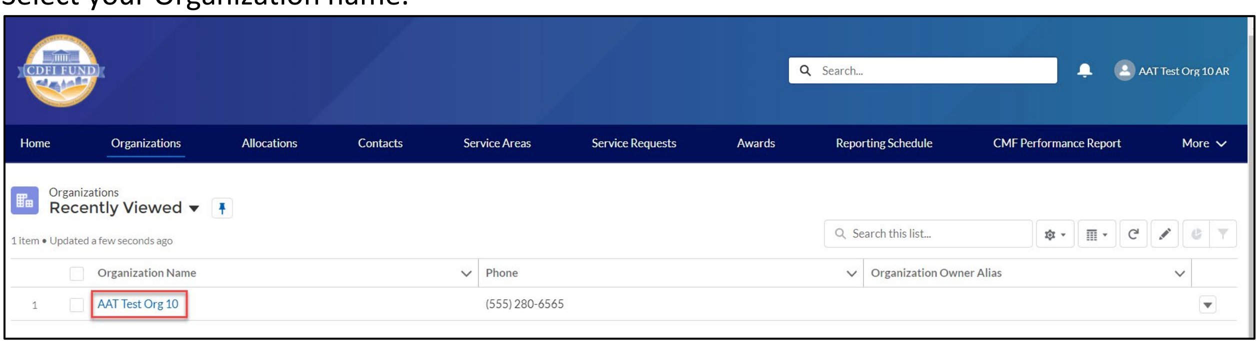


Figure 2: Organizations Home Page

3. Once on the Organizations page, click on the **Related** link.

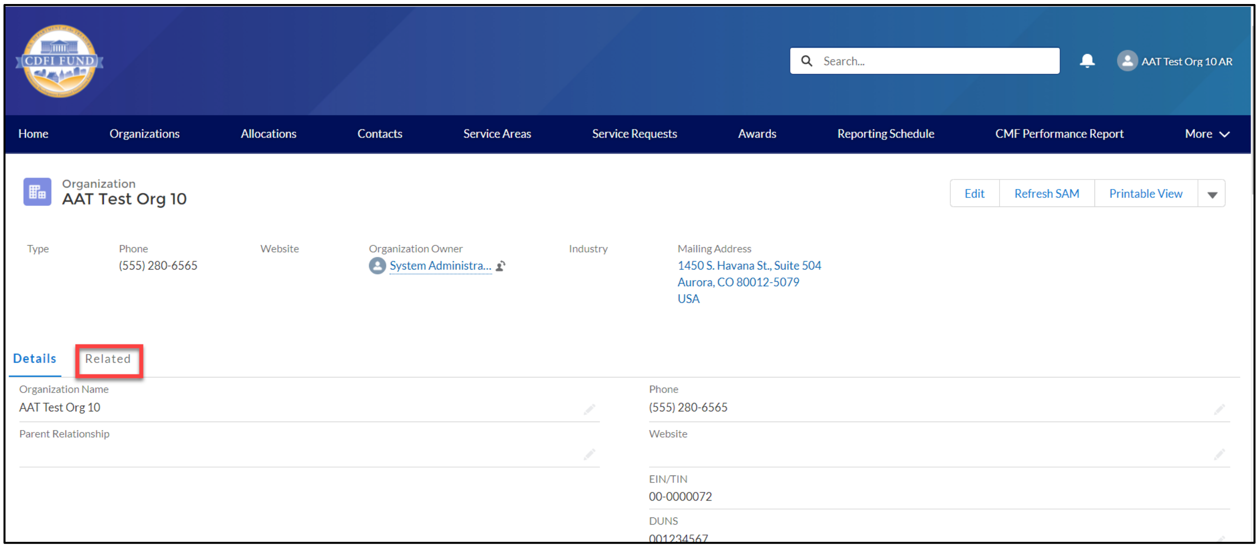


Figure 3: Organization Details Page

4. Scroll to **Active Program Profiles** and select the **Program Profile Name** that corresponds with the **BEA Record Type**.

Figure 4: Related List Quick Links – Program Profiles

5. Once on the BEA Program Profile, launch the application by clicking on the **Apply for BEA** button on the Related screen.

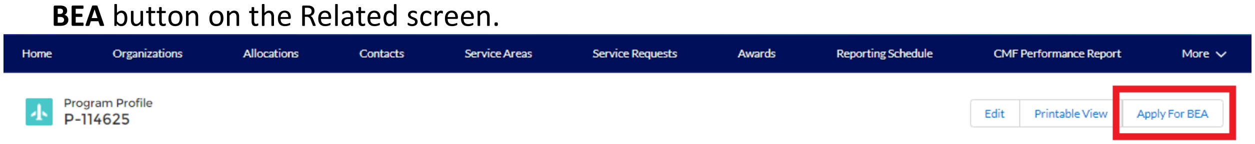


Figure 5: Related List Quick Links - Applications

When the application is finished rendering the Application UI will automatically open.

3.0 User Interface (UI) Appearance and Navigation

3.1 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.

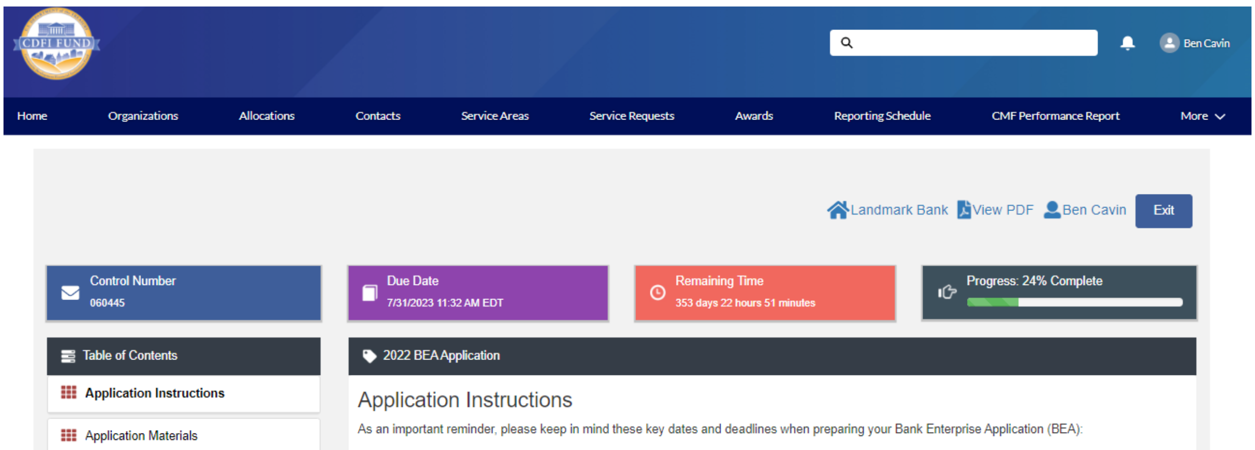


Figure 6: Application UI Home Page (BEA Program)

The header will include:

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

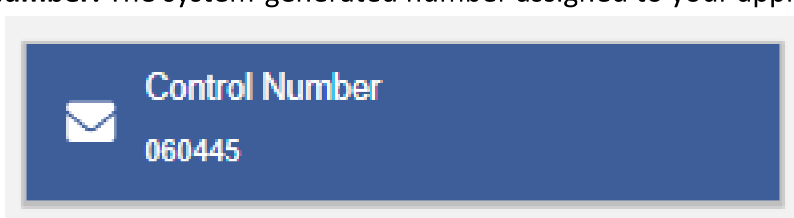


Figure 7: Application Control Number

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

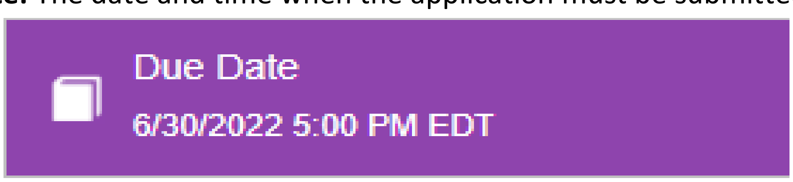


Figure 8: Application Due Date

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

Figure 9: Remaining Time

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

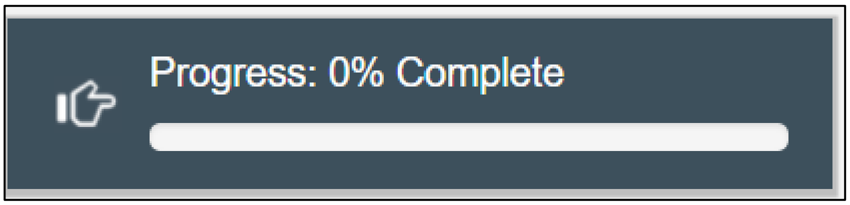


Figure 10: Application Progress Bar

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.

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.

7. **User:** Name of user profile currently editing the application.

8. **Exit:** Use this button to Exit the application **after** saving your work.

Figure 11: Quick Links Menu

3.2 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.

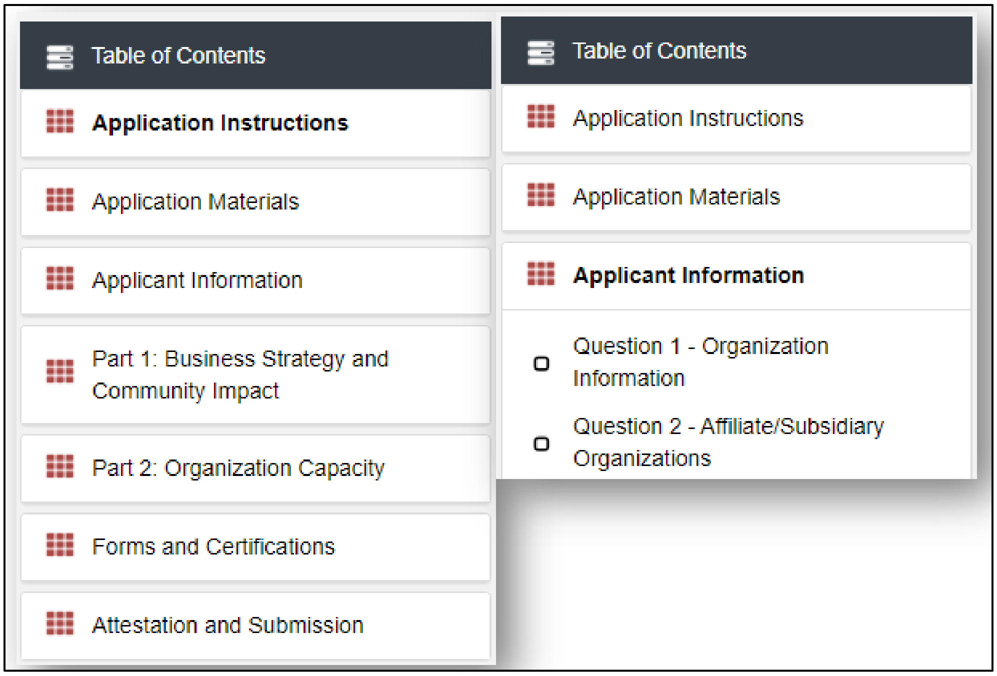


Figure 12: Collapsible Menu - Collapsed and Expanded

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

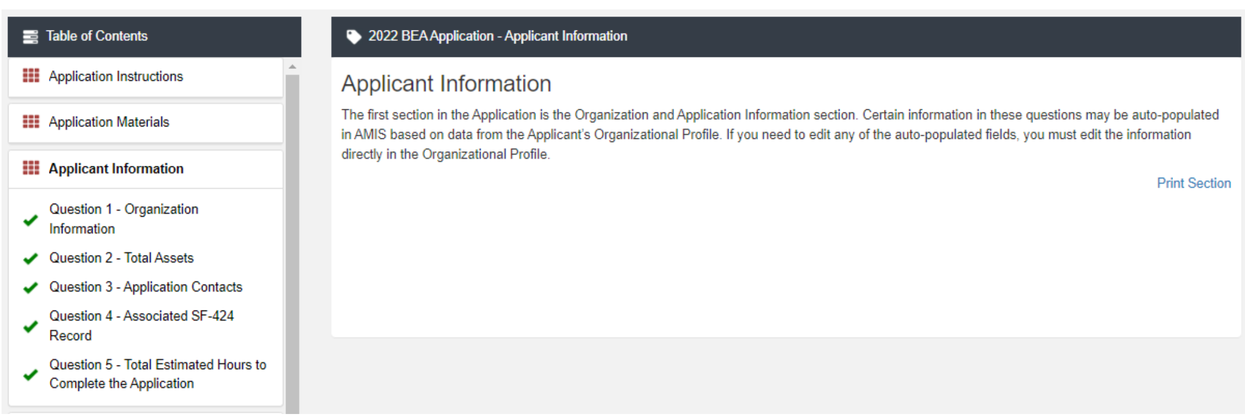


Figure 13: Expanded Section and Section Introduction Page

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.

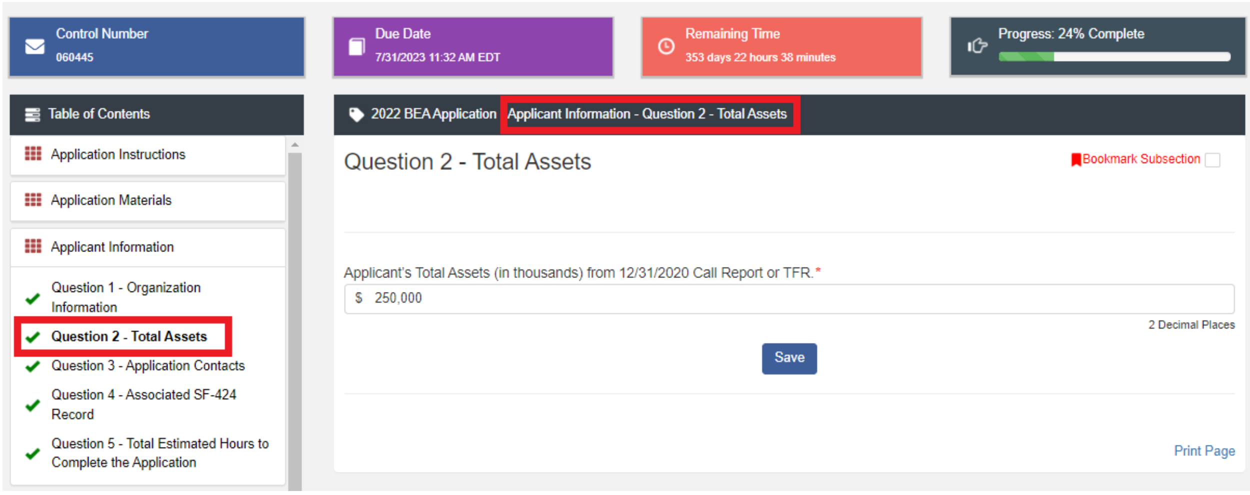


Figure 14: Subsection Page View

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 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. 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.

3.3 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 based on the validation rules. 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 *.

Activities	Reporting	Baseline Period
CDFI RELATED ACTIVITIES		
CDFI Equity/ Equity-Like Loans		
Equity Investments (CEI) *	* Yes	* $ 10,000 2 Decimal Places
Equity-Like Loans (ELL) *	* Yes	* $ 10,000 2 Decimal Places

Figure 15: Sample Required Questions

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

Figure 16: Save Button

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

Activities	Reporting	Baseline Period
CDFI RELATED ACTIVITIES		
CDFI Equity/ Equity-Like Loans		
Equity Investments (CEI) *	*This response is required.	*This response is required. $ 2 Decimal Places

Figure 17: 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 in green, just below the gray bar with the name of the section and subsection you are viewing.

Figure 18: Subsection Saved and Completed Message

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

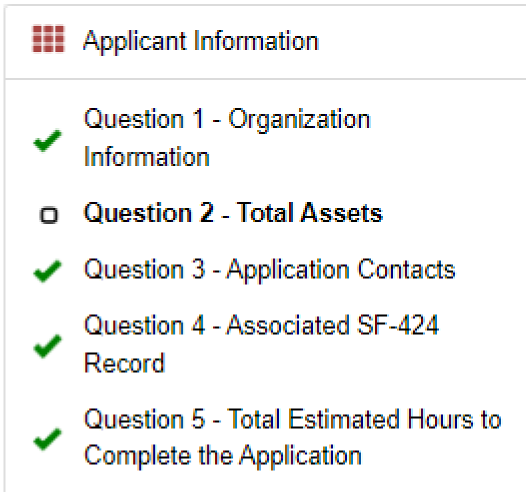


Figure 19: Completed Subsection Checkmark

3.4 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 <u>2 hours of inactivity</u> (i.e., no movement between screens). **<u>If this happens, you will lose any data that you have entered and did not save</u>.**

3.5 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.

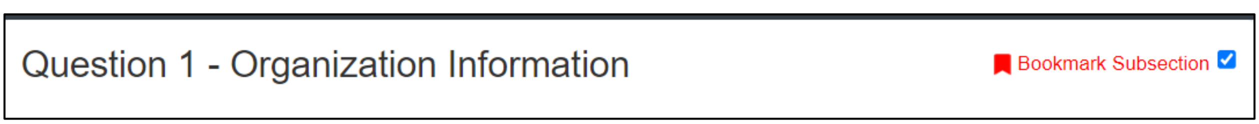


Figure 20: Bookmark Subsection Checkbox

Click the checkbox to bookmark the subsection. A bookmark symbol will appear next to that subsection in the application menu.

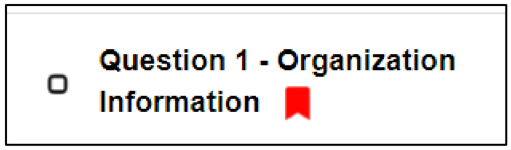


Figure 21: Bookmarked Subsection

To remove a bookmark, uncheck the checkbox.

3.6 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.

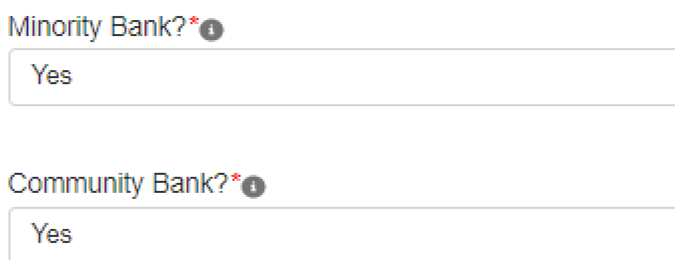


Figure 22: Question with Help Text

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

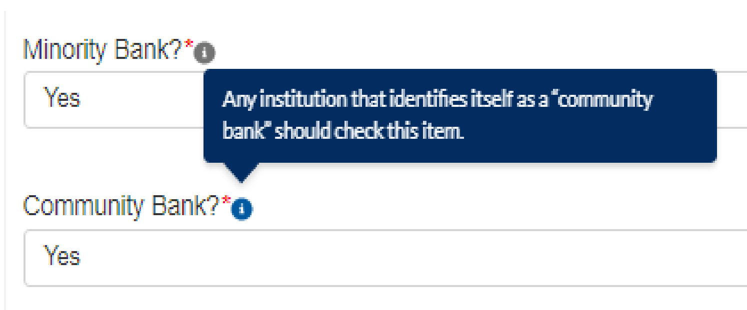


Figure 23: Help Text Displayed

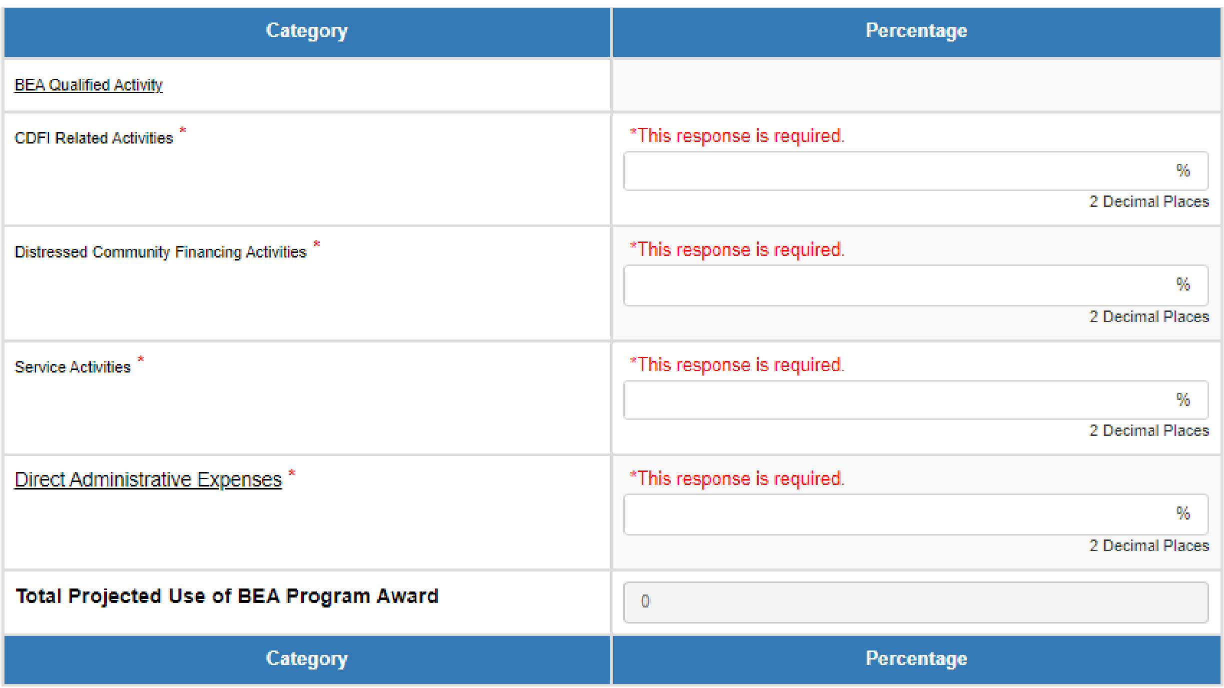
4.0 User Interface Form Features

4.1 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.

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

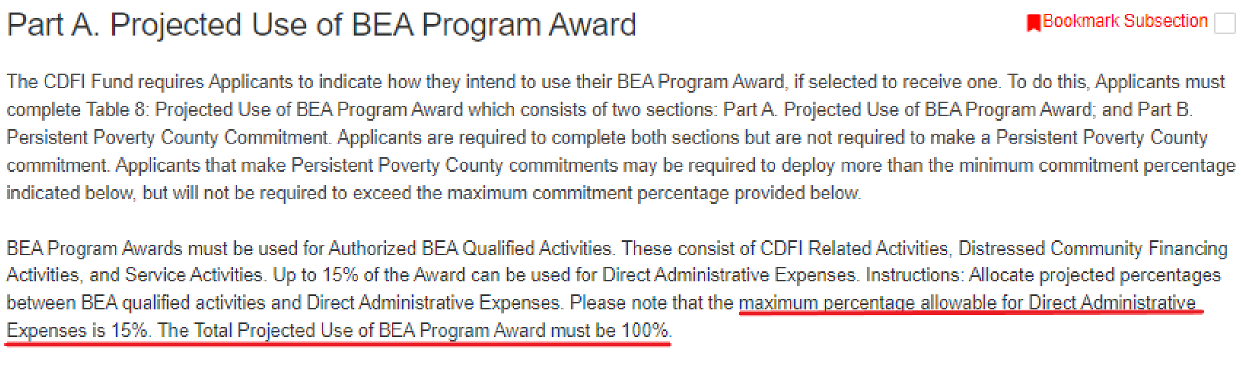


Category	Percentage
BEA Qualified Activity	
CDFI Related Activities *	*This response is required. % 2 Decimal Places
Distressed Community Financing Activities *	*This response is required. % 2 Decimal Places
Service Activities *	*This response is required. % 2 Decimal Places
Direct Administrative Expenses *	*This response is required. % 2 Decimal Places
Total Projected Use of BEA Program Award	0
Category	Percentage

Figure 24: Response Required Error Message

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.

To return to the example of the "Table 8 Projected Use of BEA Program Award" above, this table also has an additional validation that you can identify through reading the guidance provided in this subsection. In the subsection guidance at the top of the page, the instructions explain the required response.


Part A. Projected Use of BEA Program Award

Bookmark Subsection

The CDFI Fund requires Applicants to indicate how they intend to use their BEA Program Award, if selected to receive one. To do this, Applicants must complete Table 8: Projected Use of BEA Program Award which consists of two sections: Part A. Projected Use of BEA Program Award; and Part B. Persistent Poverty County Commitment. Applicants are required to complete both sections but are not required to make a Persistent Poverty County commitment. Applicants that make Persistent Poverty County commitments may be required to deploy more than the minimum commitment percentage indicated below, but will not be required to exceed the maximum commitment percentage provided below.

BEA Program Awards must be used for Authorized BEA Qualified Activities. These consist of CDFI Related Activities, Distressed Community Financing Activities, and Service Activities. Up to 15% of the Award can be used for Direct Administrative Expenses. Instructions: Allocate projected percentages between BEA qualified activities and Direct Administrative Expenses. Please note that the maximum percentage allowable for Direct Administrative Expenses is 15%. The Total Projected Use of BEA Program Award must be 100%.

Figure 25: Subsection Guidance

The amounts you enter in these fields are validated against sets rules and certain fields will display a validation error when you **Save** if you input an invalid amount.

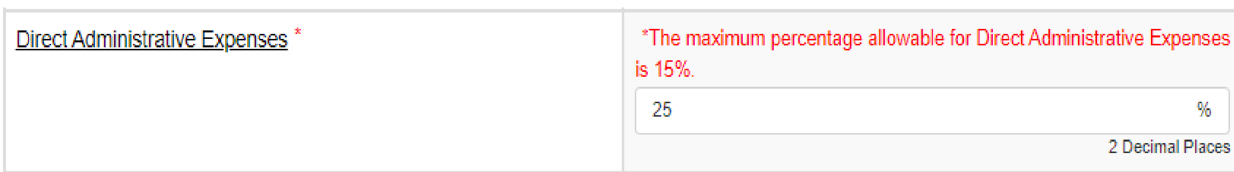


Figure 26: Direct Administrative Expense Percentage Limit

Even if you are unaware that a question has specific instructions like those in the examples above, validations are designed to catch any mistakes or discrepancies. The guidance provided in these error messages will give you a clear idea of how to correct the validation error.

4.2 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.

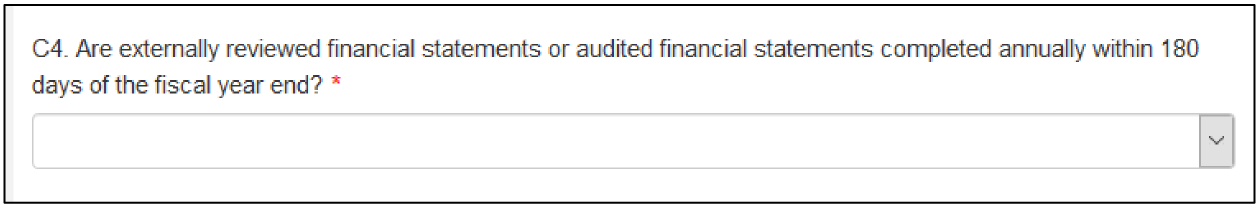


Figure 27: Sample Question that Can Trigger a Dependent Question

For example, if you select "No" from the picklist in response to Question C4 on the Compliance Risk Evaluation subsection, a dependent question to provide an explanation appears below Question C4.

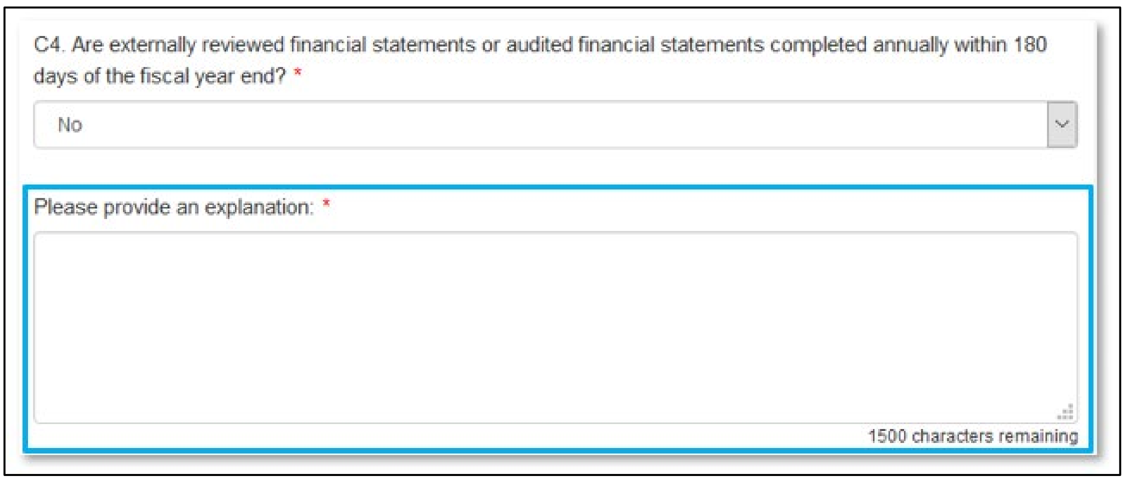


Figure 28: Enabled Dependent Question

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 also 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 ***<u>text box may truncate your response.</u>***

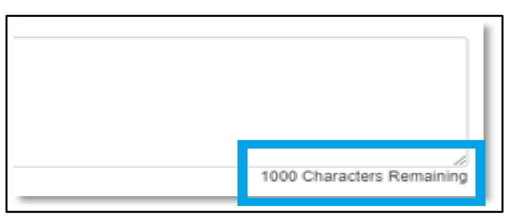


Figure 29: Character Maximums for Text Responses

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 simple narrative text box.

4.3 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, as well as the associated SF-424 record for your application (see Section 5.1 for details on the SF-424 process).

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.

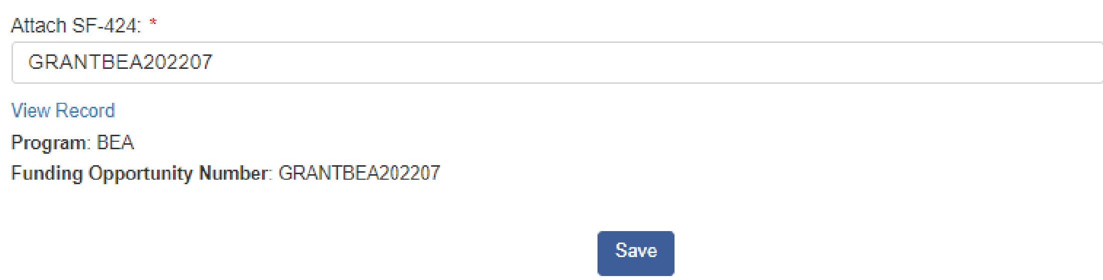


Figure 30: A Selected SF-424 Related Record

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 useful for viewing records specific to your organization, like your organization contacts and related SF-424 records).

4.4 Direct-Entry Tables

Direct-entry tables are configured to collect specific data directly from users.

Activities	Reporting	Baseline Period	Assessment Period
CDFI RELATED ACTIVITIES			
CDFI Equity/ Equity-Like Loans			
Equity Investments (CEI) *	* Yes	* $ 10,000 2 Decimal Places	* $ 40,000 2 Decimal
Equity-Like Loans (ELL) *	* Yes	* $ 15,000 2 Decimal Places	* $ 50,000 2 Decimal
Grants (CG) *	* Yes	* $ 20,000 2 Decimal Places	* $ 65,000 2 Decimal

Figure 31: 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 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 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, 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*

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.

4.5 Exporting your Application as a 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.

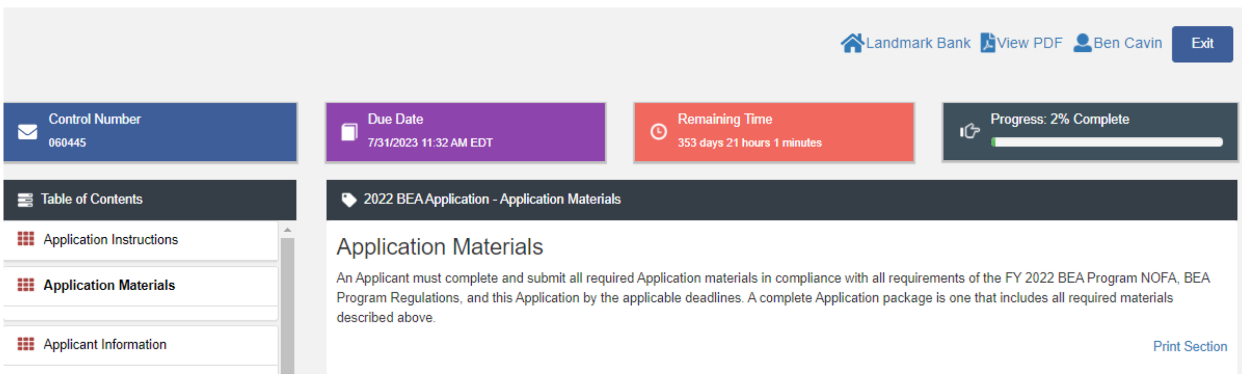


Figure 32: UI Menu Bar

2. Select **View PDF**.

Figure 33: 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.

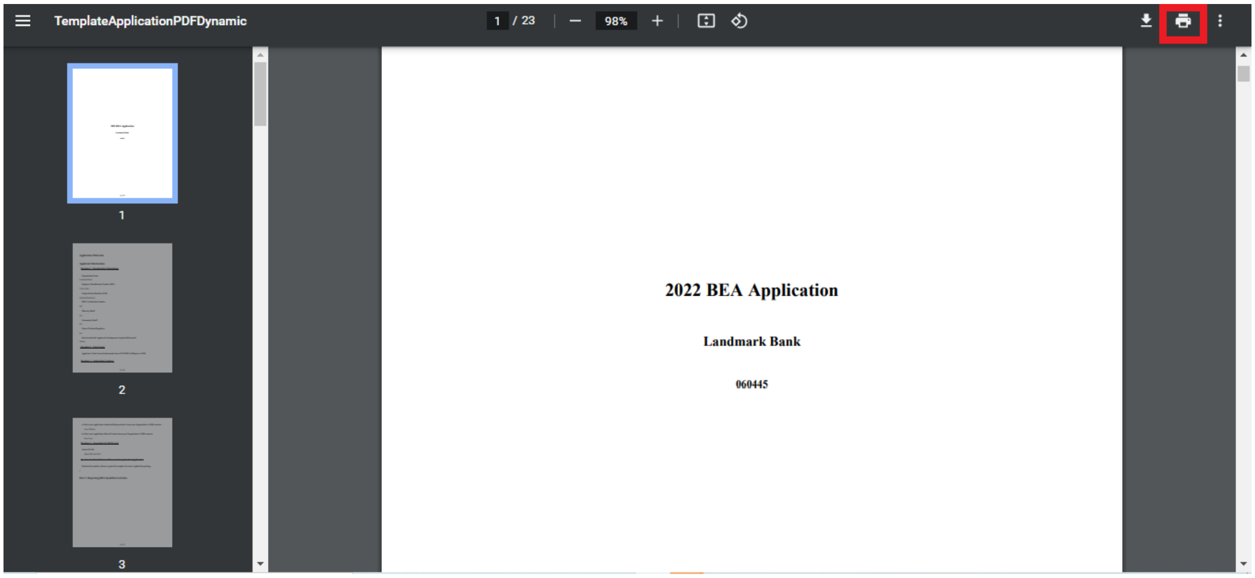


Figure 34: Application PDF Open in a New Browser Window

5.0 BEA Program Application Specific Guidance

This section includes additional guidance for completing select portions of the BEA Program Application sections/subsections in the Application Template UI, including:

- 5.1 Associated SF-424 Record: Attaching your SF-424 to your Application.
- 5.2 Inputting your Application Financial Data in Table 5: Reporting BEA Qualified Activities.
- 5.3 Uploading BEA Transactions using the BEA Transaction CSV file Template.
- 5.4 Understanding Part 2: Estimated BEA Program Award Calculation – Table 7: Estimated BEA Program Award Calculation
- 5.5 Answering Compliance Evaluation Questions.

Note: *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: Associated SF-424 Record.*

5.1 Associated SF-424 Record: Attaching your SF-424 to your Application

All Applicants are required to submit the initial component of their FY 2023 BEA Program Application using the [Grants.gov]() portal, the official website for federal grant information and applications. The only component of the BEA Program 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 BEA Program Application in the Application UI.

To attach your SF-424:

1) Within the 2023 BEA Program application, expand the "Applicant Information" section in the menu bar. Click on the "Associated SF-424 Record" subsection.

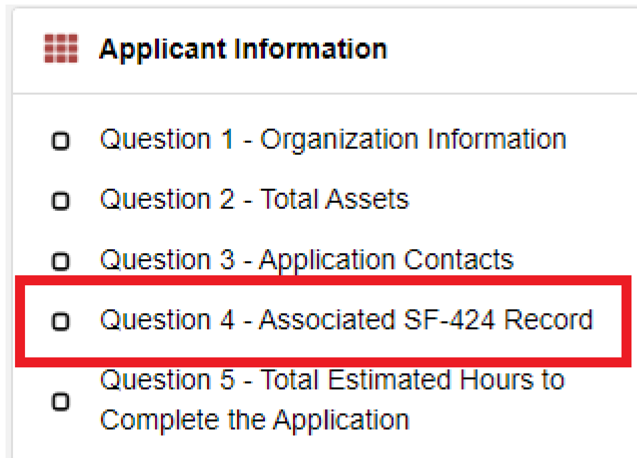


Figure 35: Associated SF-424 Record Subsection in Menu

2) The subsection will display a single related record question. Click in the gray "Search Records" box and begin typing the word "Grant".

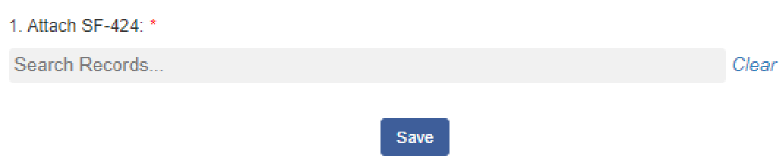


Figure 36: Attach SF-424 Related Record Field

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 record number starting with "GRANT xxxxxxxx"). If your SF-424 does not appear, but you have received confirmation from Grants.gov that your SF-424 has been successfully **submitted and validated,** please contact the BEA Program Team by submitting a Service Request in AMIS with the Subject: "Missing SF-424 in Current Year Funding Application Template".

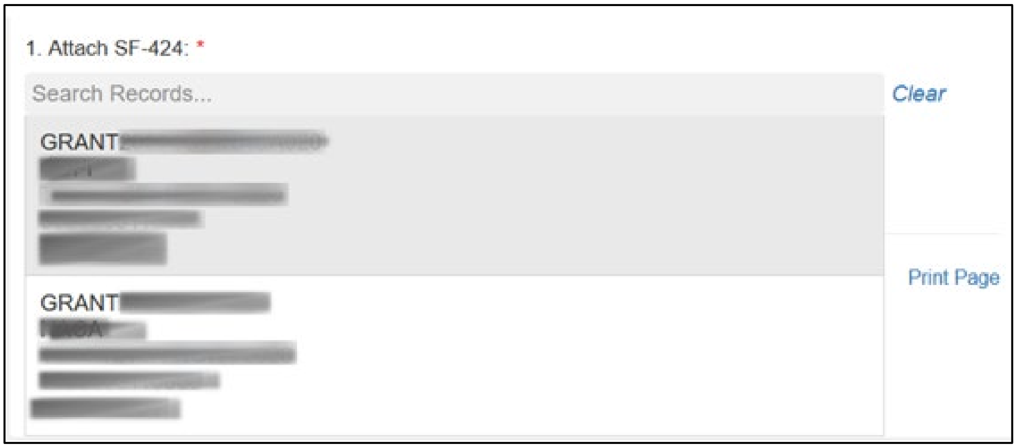


Figure 37: SF-424 Record for Your Organization in Related Record List

4) Verify that it is the correct record by confirming that the correct Program (BEA) is listed below the grant name, and the Funding Opportunity Number listed is "BEA-2022". The SF-424 ID corresponds to your SF-424's Grants.gov Tracking Number (GRANTxxxxxxxx).

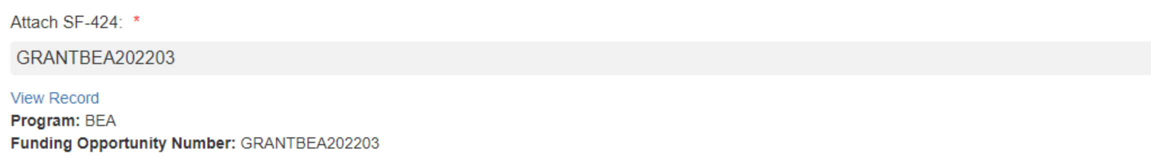


Figure 38: Selected SF-424 Record

5) If you have selected the incorrect record and need to choose another, select the "Clear" button to the right of the 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.

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 Associated SF-424 Record subsection in the menu.

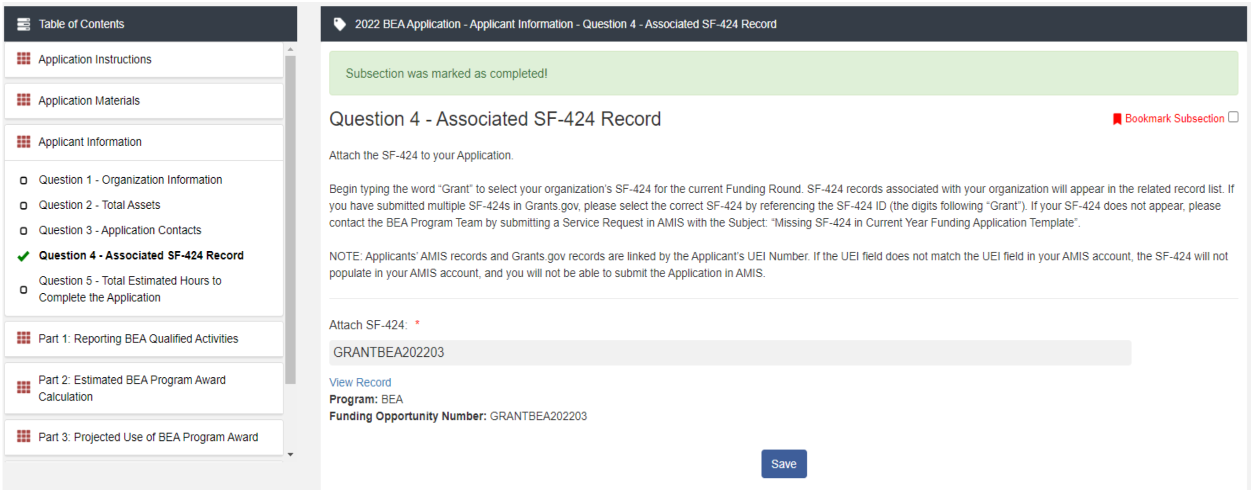


Figure 39: Subsection SF-424 Marked Complete in Menu

> ***Note:*** *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsections pertaining to: Inputting your Application Financial Data in Table 5: Reporting BEA Qualified Activities.*

5.2 Inputting your Application Financial Data in Table 5: Reporting BEA Qualified Activities.

This subsection is designed to collect financial data regarding the Applicant's Baseline Period and Assessment Period amounts by activity type in the applicable categories or subcategory in the BEA Program Electronic Application in AMIS.

The column "Increase/Decrease in Activity" will be calculated automatically using the "Baseline Period" field and the "Assessment Period" field.
The calculation is as follow: Assessment Period – Baseline Period = Increase/Decrease in Activity.

Once Table 5: Reporting BEA Qualified Activities is complete, an Applicant can then proceed to enter individual transactions for any activity type that reflects an increase.

Important: A response (even if zero "0") is required in all data input fields in order to submit your Application. For each activity, enter if a category is Applicable or not by answering "Yes" or "No" along with its respective Estimated Dollar Amount. If a category is Not Applicable, select "No" in the "Reporting?" columns and enter "0" in the "Baseline Period" and "Assessment Period" columns.

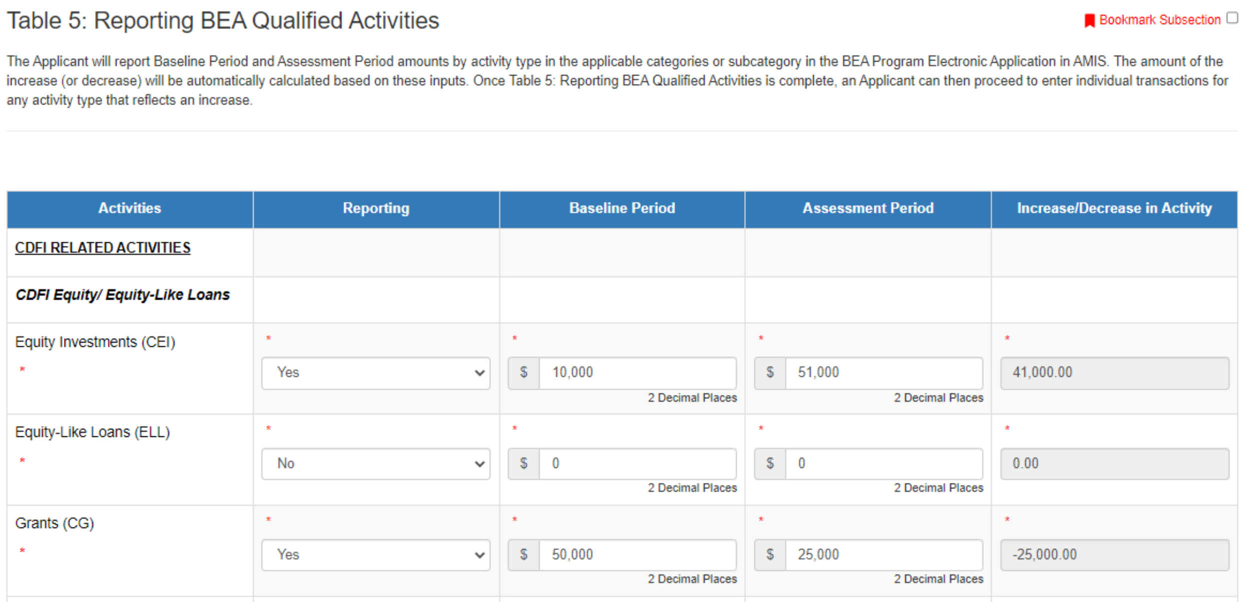


Table 5: Reporting BEA Qualified Activities

Bookmark Subsection

The Applicant will report Baseline Period and Assessment Period amounts by activity type in the applicable categories or subcategory in the BEA Program Electronic Application in AMIS. The amount of the increase (or decrease) will be automatically calculated based on these inputs. Once Table 5: Reporting BEA Qualified Activities is complete, an Applicant can then proceed to enter individual transactions for any activity type that reflects an increase.

Activities	Reporting	Baseline Period	Assessment Period	Increase/Decrease in Activity
CDFI RELATED ACTIVITIES				
CDFI Equity/ Equity-Like Loans				
Equity Investments (CEI) *	* Yes	* $ 10,000 2 Decimal Places	* $ 51,000 2 Decimal Places	* 41,000.00
Equity-Like Loans (ELL) *	* No	* $ 0 2 Decimal Places	* $ 0 2 Decimal Places	* 0.00
Grants (CG) *	* Yes	* $ 50,000 2 Decimal Places	* $ 25,000 2 Decimal Places	* -25,000.00

Figure 40: Table 5: Reporting BEA Qualified Activities

> ***Note:*** *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: Part 2: Estimated BEA Program Award Calculation; Table 6: Transaction List.*

5.3 Part 2: Estimated BEA Program Award Calculation – Table 6: Transaction List

The Transaction upload subsection allows Applicants to upload their BEA Transactions in one single batch. Once uploaded, Applicants will see the list of Transactions in this subsection of the table.

Applicants are required to provide information on the individual transactions reported as the increase in a BEA Qualified Activity.

1) To upload your BEA Transactions, Applicants will first need to download the .CSV file by clicking on the button "BEA Transactions Template CSV".

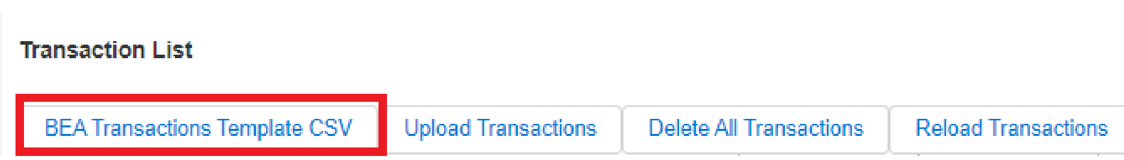


Figure 41: Upload Transaction Template

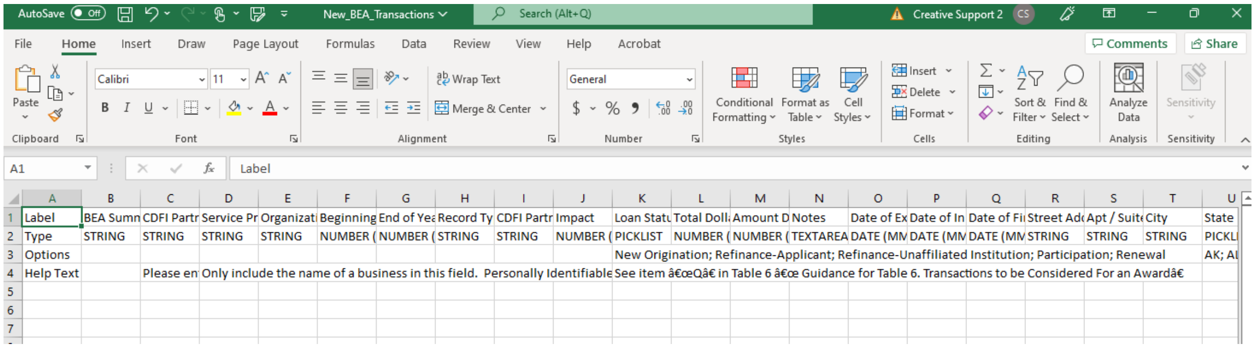


Figure 42: Transaction Template

2) Once the Applicant has downloaded the template, they can start entering their individual BEA Transactions on each row of the spreadsheet.

Label	CDFI Partner's EIN	Service Pr	Organizati	Beginning	End of Yea	Record Ty	CDFI Partr	Impact	Loan Statu	Total Doll	Amount D	Notes	Date of Ex	Date of In	Date of Fi	Street Add	Apt / Suite	City	State
Type	STRING	STRING	STRING	NUMBER (	NUMBER (	STRING	STRING	NUMBER (	PICKLIST	NUMBER (	NUMBER (	TEXTAREA	DATE (MM	DATE (MM	DATE (MM	STRING	STRING	STRING	PICKLI:
Options									New Origination; Refinance-Applicant; Refinance-Unaffiliated Institution; Participation; Renewal										AK; AL
Help Text	Please enter EIN in	Only include the name of a business in this field. Personally Identifiable							See item â€œQâ€ in Table 6 â€œ Guidance for Table 6. Transactions to be Considered For an Awardâ€										
	12-3456789	A				CEI		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				ELL		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				CG		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				DS		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				LNS		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				TAC		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				AHL		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				EDU		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				HIL		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				SDL		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				AHD		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				CRE		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				SBL		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A		5000	10000	D		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				CS		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				FS		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				TFS		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA
	12-3456789	A				TSP		1	New Origi	5000	1		8/1/2022	8/4/2022		9300 Lee Highway		Fairfax	VA

Figure 43: BEA Transactions entered in template

3) When all the individual BEA Transactions have been entered on the CSV file save your file on your computer.
4) Reopen the Application, Part 2: Estimated BEA Program Award Calculation; Subsection: Table 6: Transaction List.
5) Click on “Upload Transactions”.

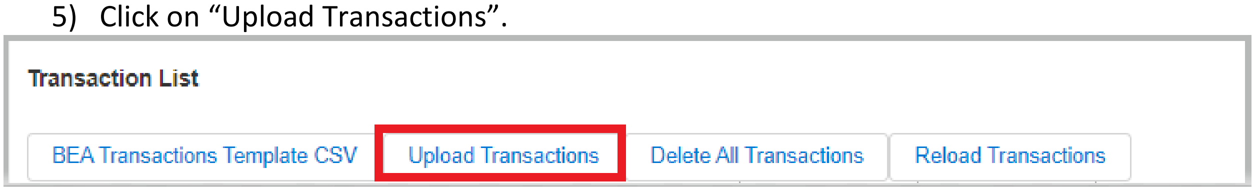


Figure 44: Upload Transactions

Applicants will be redirected to a custom upload page.

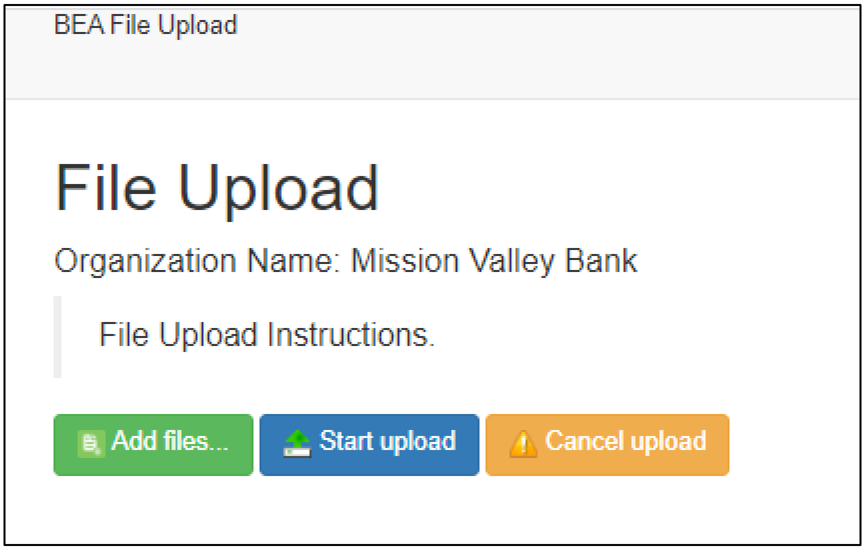


Figure 45: Upload Transactions

6) Click on “Add Files”, select your BEA Transactions CSV file and click on “Start”. You have the option to cancel the upload at any time by clicking “Cancel”.

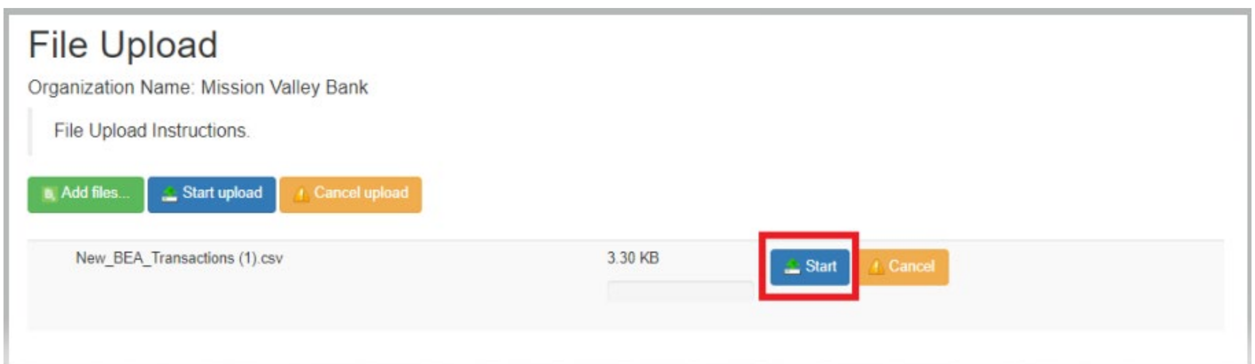


Figure 46: Upload Transactions

If any mistakes were made while inputting the BEA Transactions, the system will clearly indicate the error and prompt the Applicant to fix it before completing the upload.

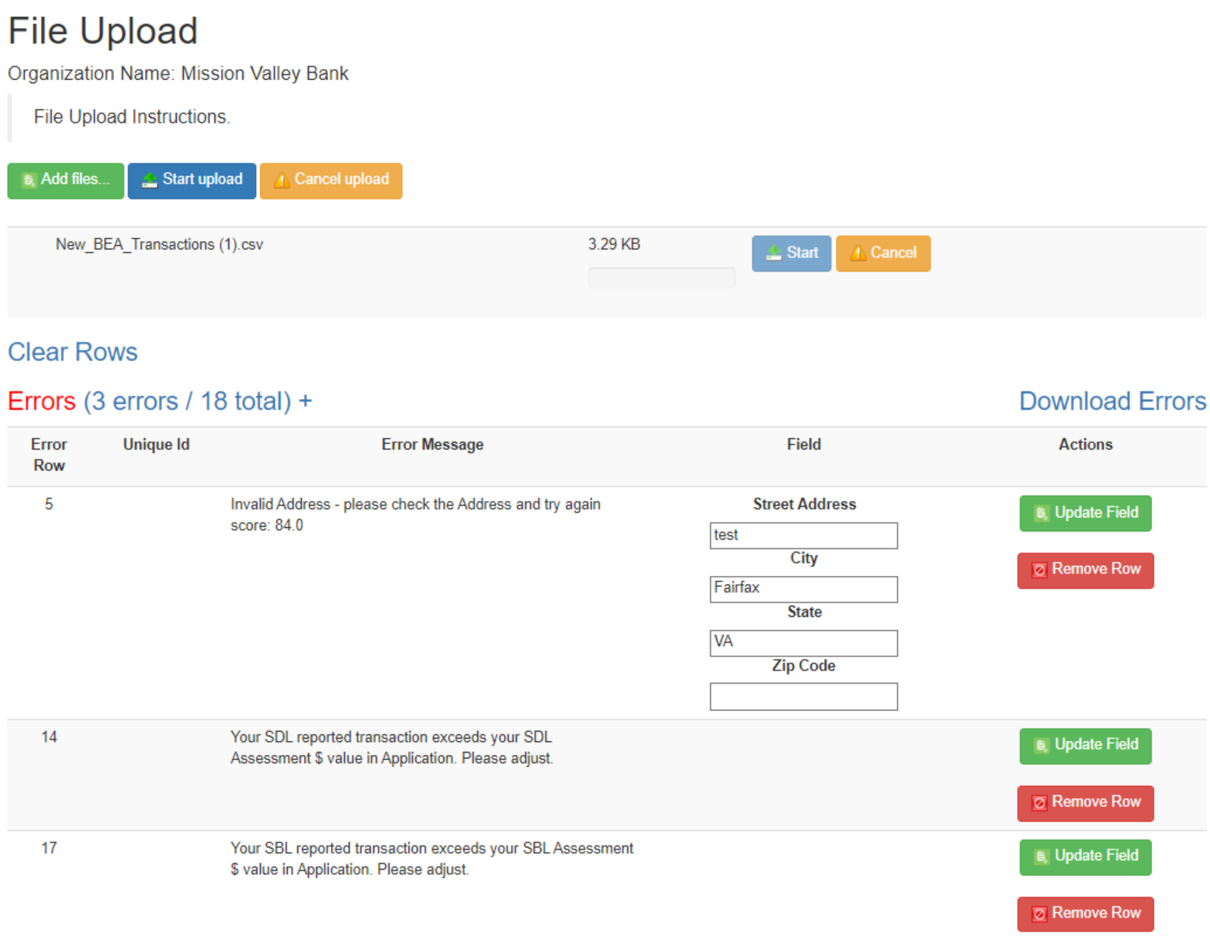


Figure 47: Error Found after Uploading Transactions

Depending on the field, Applicant will be able to directly update and fix the error on the File Upload page, see example above with the address field.

Other fields will require Applicants to re-upload their data by fixing the error directly on the CSV file.

If the error comes from the Application itself, navigate back to Table 5 of the Application and make the necessary changes there. Then, re-navigate back to the "File Upload" page and click on the green "Update Field" button in front of the corresponding field that you have just updated.

Once all the identified errors have been fixed, the following message will appear: "No Errors Found on 15 records. Click submit to confirm upload into AMIS".

Applicant can now click on "Submit" to upload their BEA Transaction onto their Application. *Please note that no matter the size of the CSV file that you are uploading, small or large, the upload process will take a significant amount of time.*

Do not close the upload page or click the refresh button. Closing the upload page or refreshing the page during the upload process can interrupt the process and cause you to lose your progress. It is important to be patient and wait until the upload is complete.

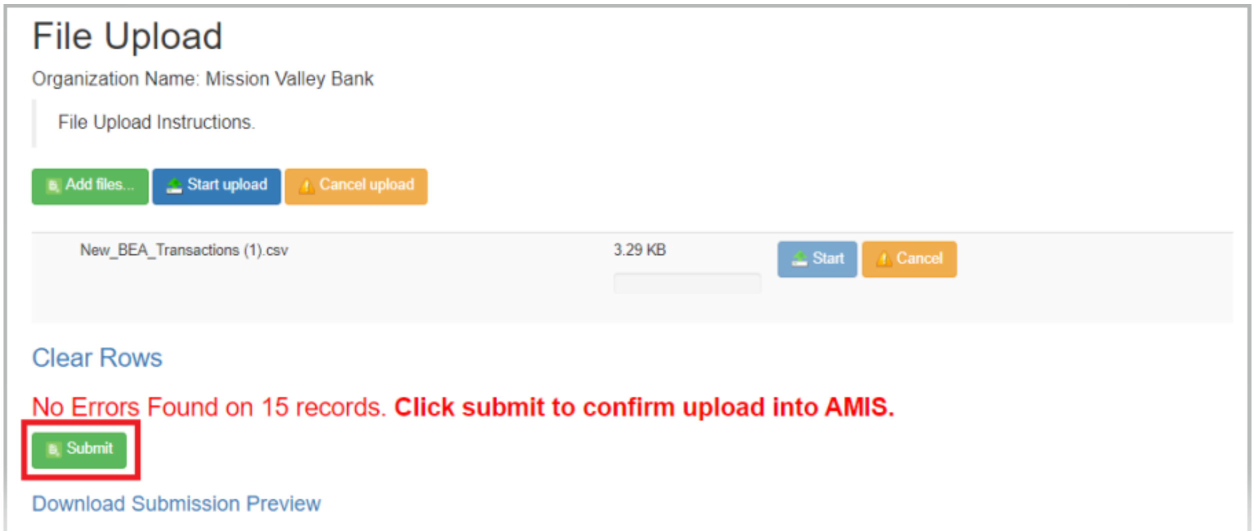
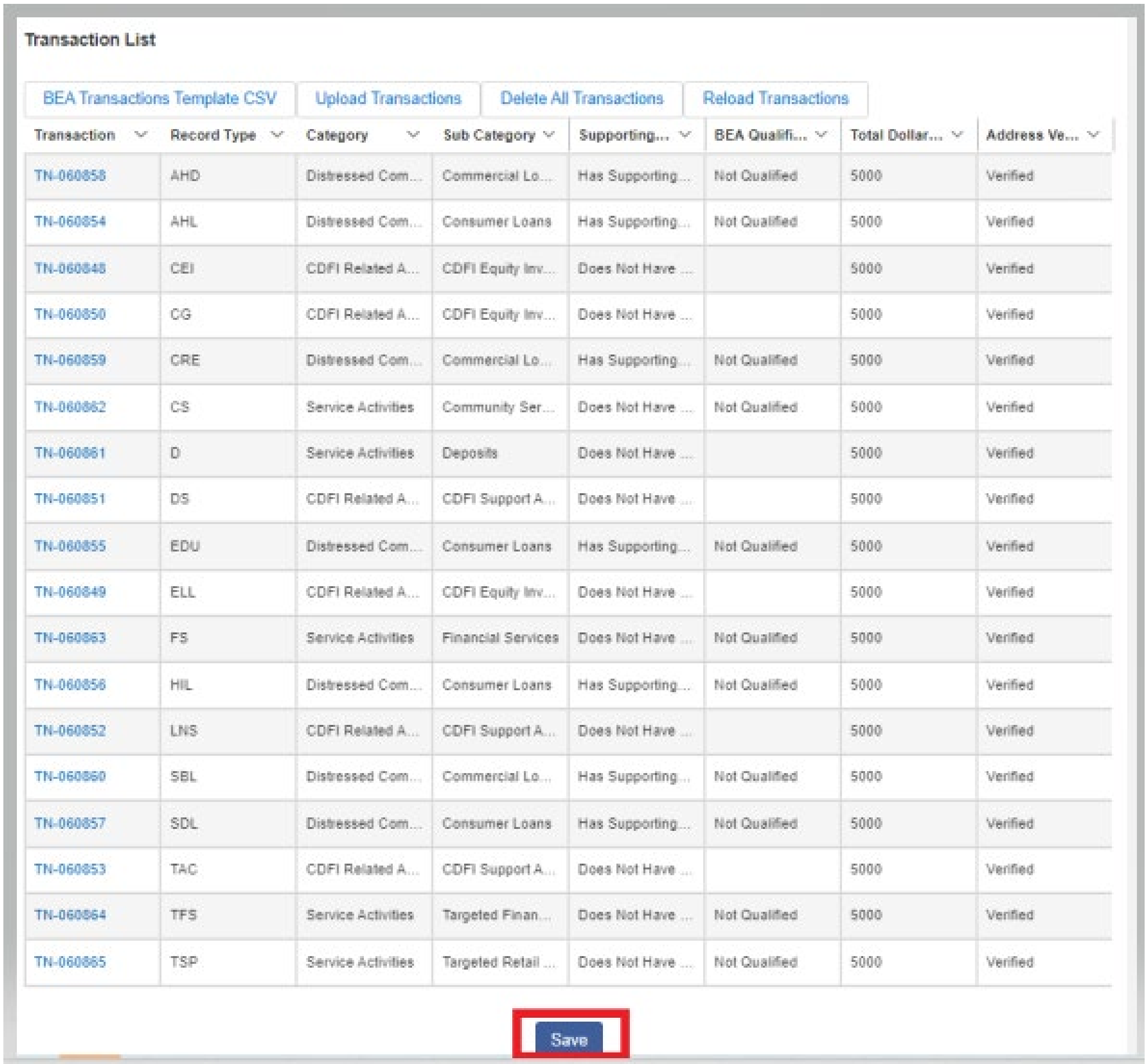


Figure 48: Submit after Uploading Transactions

The list of BEA Transactions will then appear in the Application, under the section "Table 6: Transaction List".

Applicants will be able to see different information regarding the individual Transactions, such as: Transaction ID number, Record Type, Category, Subcategory, Supporting Documents, BEA Qualification Status, Total Dollar Value, and Address Verification.

Verify that all the information in the section "Table 6: Transaction List" is correct and when ready click "Save".



Transaction List

BEA Transactions Template CSV | Upload Transactions | Delete All Transactions | Reload Transactions

Transaction	Record Type	Category	Sub Category	Supporting...	BEA Qualifi...	Total Dollar...	Address Ve...
TN-060858	AHD	Distressed Com...	Commercial Lo...	Has Supporting...	Not Qualified	5000	Verified
TN-060854	AHL	Distressed Com...	Consumer Loans	Has Supporting...	Not Qualified	5000	Verified
TN-060848	CEI	CDFI Related A...	CDFI Equity Inv...	Does Not Have ...		5000	Verified
TN-060850	CG	CDFI Related A...	CDFI Equity Inv...	Does Not Have ...		5000	Verified
TN-060859	CRE	Distressed Com...	Commercial Lo...	Has Supporting...	Not Qualified	5000	Verified
TN-060862	CS	Service Activities	Community Ser...	Does Not Have ...	Not Qualified	5000	Verified
TN-060861	D	Service Activities	Deposits	Does Not Have ...		5000	Verified
TN-060851	DS	CDFI Related A...	CDFI Support A...	Does Not Have ...		5000	Verified
TN-060855	EDU	Distressed Com...	Consumer Loans	Has Supporting...	Not Qualified	5000	Verified
TN-060849	ELL	CDFI Related A...	CDFI Equity Inv...	Does Not Have ...		5000	Verified
TN-060863	FS	Service Activities	Financial Services	Does Not Have ...	Not Qualified	5000	Verified
TN-060856	HIL	Distressed Com...	Consumer Loans	Has Supporting...	Not Qualified	5000	Verified
TN-060852	LNS	CDFI Related A...	CDFI Support A...	Does Not Have ...		5000	Verified
TN-060860	SBL	Distressed Com...	Commercial Lo...	Has Supporting...	Not Qualified	5000	Verified
TN-060857	SDL	Distressed Com...	Consumer Loans	Has Supporting...	Not Qualified	5000	Verified
TN-060853	TAC	CDFI Related A...	CDFI Support A...	Does Not Have ...		5000	Verified
TN-060864	TFS	Service Activities	Targeted Finan...	Does Not Have ...	Not Qualified	5000	Verified
TN-060865	TSP	Service Activities	Targeted Retail ...	Does Not Have ...	Not Qualified	5000	Verified

Save

Figure 49: Save Transactions Section

Note: *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: Part 2: Estimated BEA Program Award Calculation – Table 7: Estimated BEA Program Award Calculation*

5.4 Part 2: Estimated BEA Program Award Calculation – Table 7: Estimated BEA Program Award Calculation

In this section, Applicants will see a fully automatically populated Table with information coming from Table 5: Reporting BEA Qualified Activities and from their recent BEA Transactions upload.

For example, the "Baseline Period" data will be coming from Table 5, and the "Assessment Period" will be coming from the Transaction upload.

For more information on each column of Table 7, please refer to the document "***FY 2023 BEA Program Application***".

Activities	Demonstrated Overall Increase?	Baseline Period	Assessment Period
CDFI RELATED ACTIVITIES			
CDFI Equity/ Equity-Like Loans			
Equity Investments (CEI)	Yes	$ 1	$ 5000.00
Equity-Like Loans (ELL)	Yes	$ 1	$ 5000.00
Grants (CG)	Yes	$ 1	$ 5000.00
Estimated Award Amount for Equity Investments/ Equity-Like Loans			
CDFI Support Activities			
CDFI Deposit Shares (DS)	Yes	$ 1	$ 5000.00
Loans (LNS)	Yes	$ 1	$ 5000.00
Technical Assistance (TAC)	Yes	$ 1	$ 5000.00
Estimated Award Amount for CDFI Support Activities			

Figure 50: Table 7: Estimated BEA Program Award Calculation

Based on all the information, the Applicant's Estimated BEA Program Award amount is automatically calculated in the last row of the Table.

GRAND TOTAL: ESTIMATED BEA PROGRAM AWARD CALCULATION			$ 41,391.72
Award Percent	Priority Factor	Weighted Value	Estimated Award Amount

Figure 51: Estimated BEA Program Award Amount

Note: 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.

5.5 Question 16a – Compliance Evaluation Questions

Responses are required to all Compliance Evaluation Questions.

Some question responses may trigger a justification to provide more context for your response. In such instances, a new mandatory * text entry box will appear directly beneath the question asking you to "Please provide an explanation:"

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 text box 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.".**

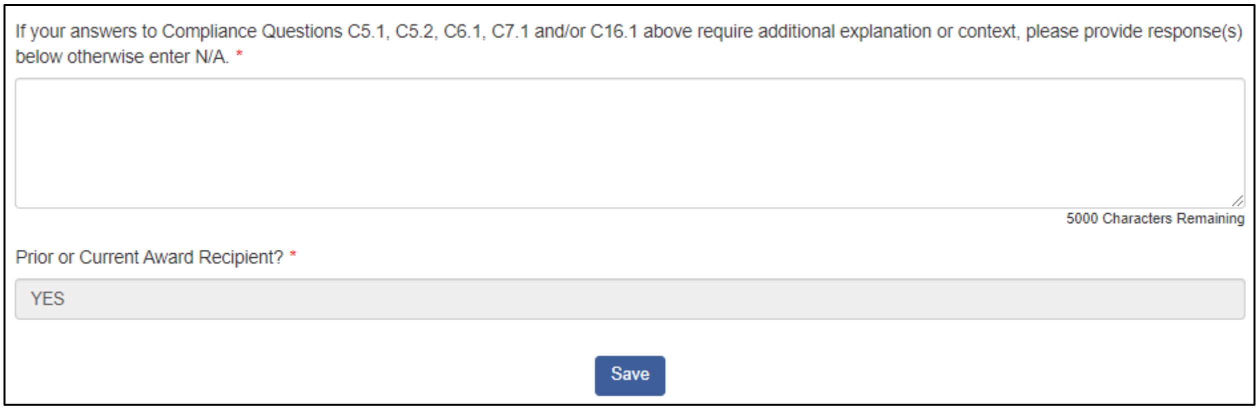


Figure 52: Compliance Questions Subsection – Large textbox at bottom of page showing where to provide additional explanation or context for Questions C5.1, C5.2, C6.1, C7.1 and/or C16.1

6.0 Completing and Submitting your Application

6.1 Printing your Application

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

Figure 53: View PDF Button

This will generate a PDF of your application that you can download using your browser's download function that enables you to save the application to your computer and print. For more information on how to generate a PDF in this application, please see section 4.7 of this document.

6.2 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 before trying to re-submit your application.

2022 BEA Application

The section "Applicant Information - Question 1 - Organization Information" has not been marked as completed.
The section "Applicant Information - Question 2 - Total Assets" has not been marked as completed.
The section "Applicant Information - Question 3 - Application Contacts" has not been marked as completed.
The section "Applicant Information - Question 5 - Total Estimated Hours to Complete the Application" has not been marked as completed.
The section "Part 2: Estimated BEA Program Award Calculation - Table 7: Estimated BEA Program Award Calculation" has not been marked as completed.
The section "Part 3: Projected Use of BEA Program Award - Table 8: Projected Use of BEA Program Award - Part A" has not been marked as completed.
The section "Part 3: Projected Use of BEA Program Award - Table 8: Persistent Poverty County Commitment- Part B" has not been marked as completed.
The section "Forms and Certifications - Environmental Review Form" has not been marked as completed.
The section "Forms and Certifications - A. Standard Form 424B: Assurances – Non-Construction Programs" has not been marked as completed.
The section "Forms and Certifications - B. Additional Certifications" has not been marked as completed.
The section "Forms and Certifications - C. Certification Regarding Debarment, Suspension, And Other Responsibility Matters -- Primary Covered Transactions: Instructions for Certification" has not been marked as completed.
The section "Forms and Certifications - D. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions" has not been marked as completed.
The section "Forms and Certifications - E. Certification Regarding Drug-Free Workplace Requirements" has not been marked as completed.
The section "Forms and Certifications - F. Certification Regarding Lobbying" has not been marked as completed.
The application has not been submitted. Please fix the errors and submit the application again.

Figure 54: 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 CANNOT BE ALTERED.

An Authorized Representative will need to 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 attachments and table information.

To Attest and Submit an application:

1. Log in to the Application as an Authorized Representative. Only Authorized Representatives will be able to Attest to the application.

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

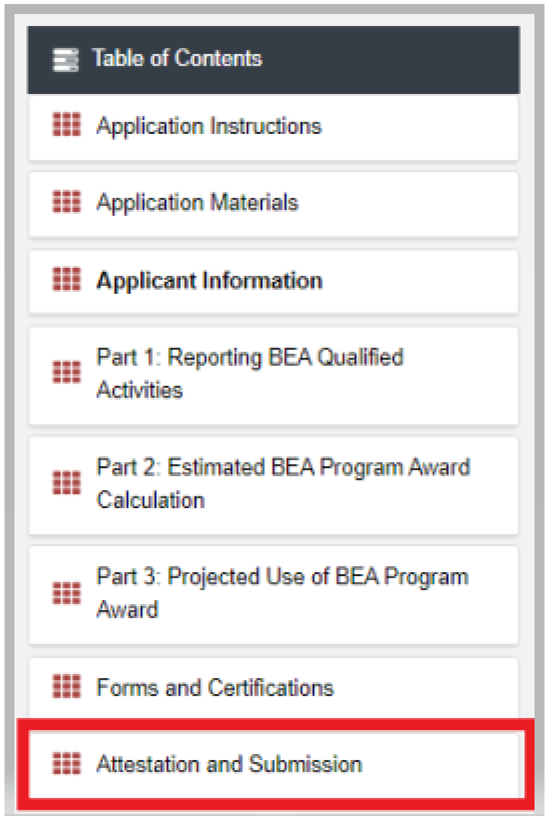
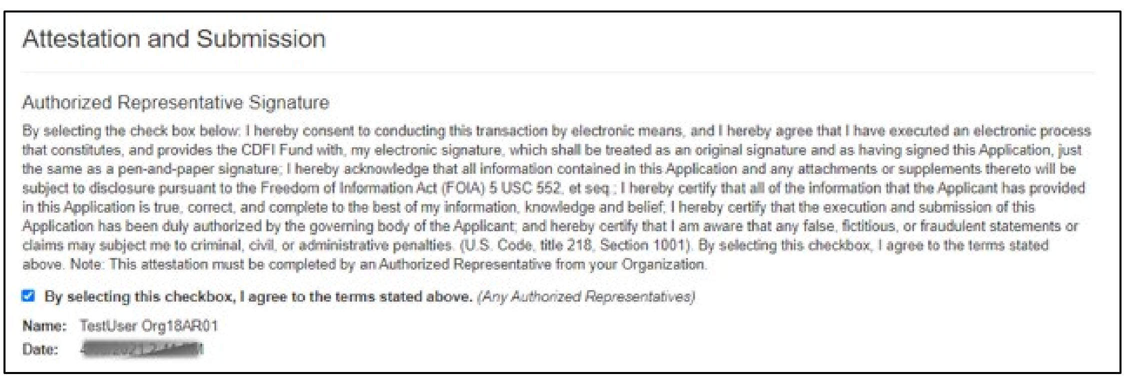


Figure 55: Attestation and Submission Section

3. Read the attestation and signify agreement with the statement by selecting the checkbox. Once the checkbox is selected, the Designated 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 check box below: 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. Note: This attestation must be completed by an Authorized Representative from your Organization.

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

Name: TestUser Org18AR01
Date: [redacted]

Figure 56: Attestation and Submission Page

4. Once the statement is attested to, either an Authorized Representative, or a Point of Contact, may submit the application. 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.

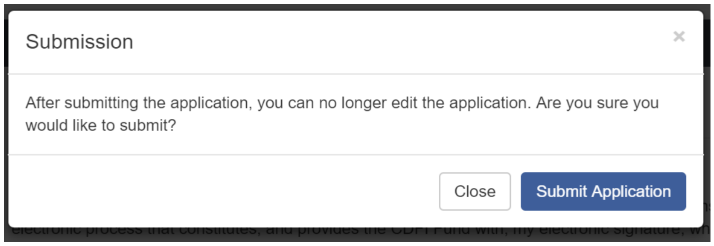


Figure 57: Submission Dialog Box

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

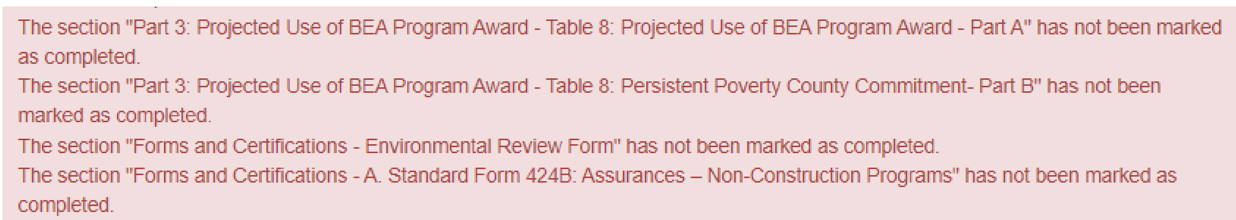


Figure 58: Application Submission- Failed Attempt Error Message

6. If your submission is successful, the application will return this message:

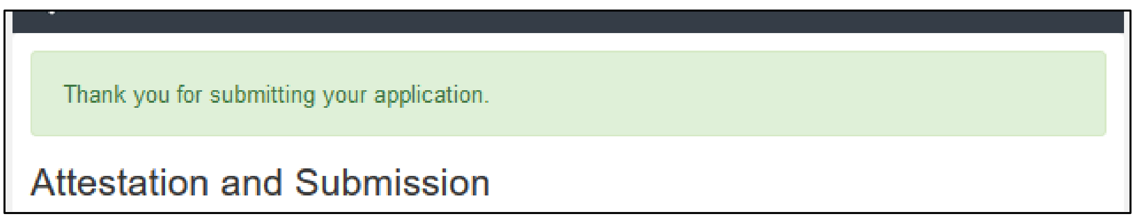


Figure 59: Application Submission- Successful Attempt Message

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