

BANK ENTERPRISE AWARD PROGRAM

OPEN

BEA PROGRAM

CIMS USER INSTRUCTIONS



NOTE: These instructions are intended to serve as additional guidance for BEA Program Applicants and prior Award Recipients to determine whether a transaction occurred at an address or in a census tract that meets the definition of a BEA Distressed Community. The Bank Enterprise Award Program Notice of Funding Availability (NOFA) provides BEA Program Applicants with information on designating a Distressed Community.

For general instructions on using the CDFI Fund Information Mapping System (CIMS4), please utilize these additional resources:

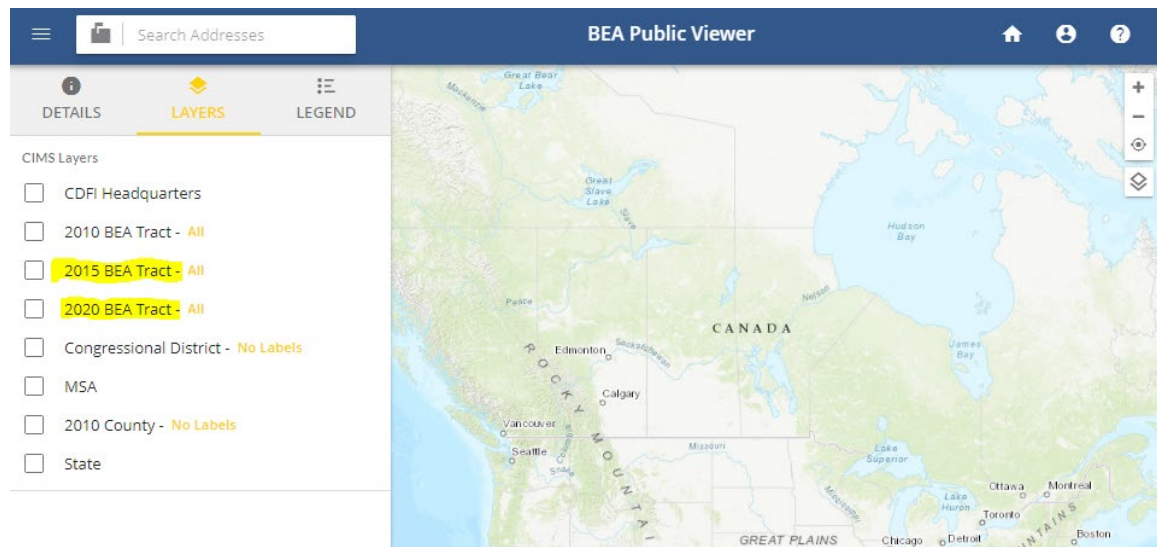
- [CIMS Homepage | CDFIFund.gov](#)
- [Getting Started - Navigating AMIS Training Manual](#)
- [CIMS4 Webinar Demonstration - How to Use CIMS4 to Create, Analyze, and Validate a Target Market](#)

Section 1 - How to Determine if an Individual Address or Census Tract Qualifies for BEA

1. Users can access the CIMS4 mapping system via AMIS or the CDFI Fund's public website.
2. To login via AMIS:
 - a. Go to the [AMIS website](#)
 - b. Click the **Organizations** tab
 - c. Select your Organization
 - d. Click **Related** tab
 - e. Go to **Program Profiles**
 - f. Click **CIMS for BEA** link (see below)

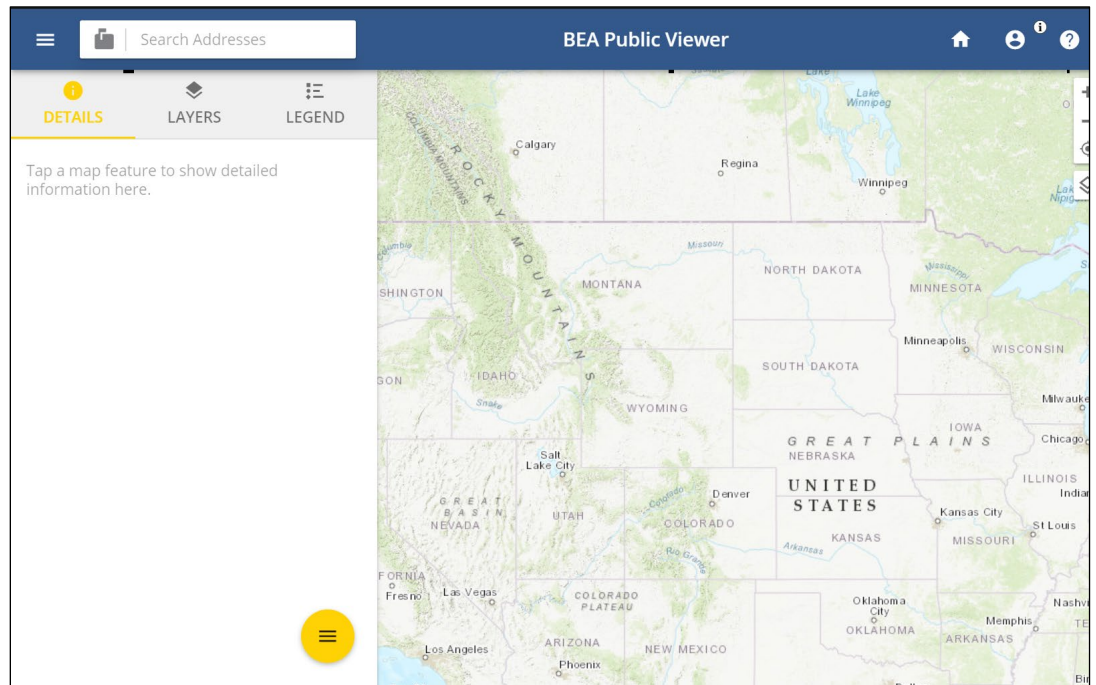
Program Profiles (6+)		
Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-084697	CIMS for BEA

3. To login via the CDFI Fund's public website:
 - a. Go to the [CDFI Fund's Home Page](#)
 - b. Go to **Tools & Resources** section in the top right
 - c. Click on **CIMS Mapping Tool**
 - d. Click the **Public** button
 - e. Select **BEA**
4. FY 2023 BEA Program Applicants may use the legacy 2011-2015 or the updated 2016-2020 American Community Survey (ACS) BEA Program Eligibility Data to determine if Qualified Activities occurred in Distressed Communities during the Baseline Period and Assessment Period. To access the two data sets, go to the **Layers** tab and select either the **2015 BEA Tract** or **2020 BEA Tract** checkbox.

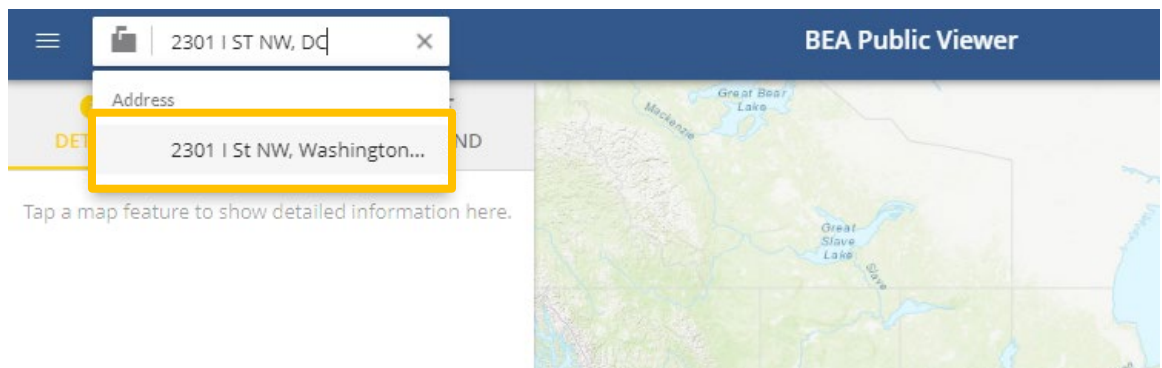


5. To determine whether a transactions has occurred in a BEA Distressed Community, users may search in CIMS by either (1) address, or (2) census tract number.

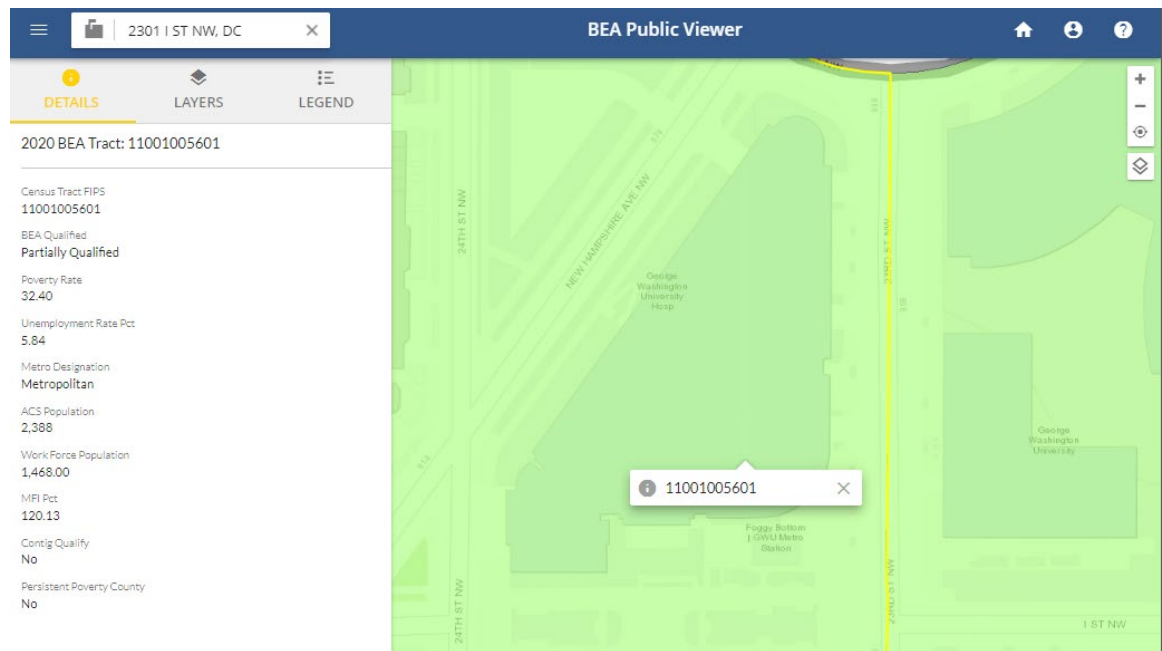
6. To search by address, enter the street address, city, and zip code into the **Search Addresses** bar.



- a. Press **Enter** to begin the search. Then select the location identified by CIMS4 directly below the search box.



- b. Tap the map to show detailed information about the address. BEA Tract information is displayed in the **Details** tab.

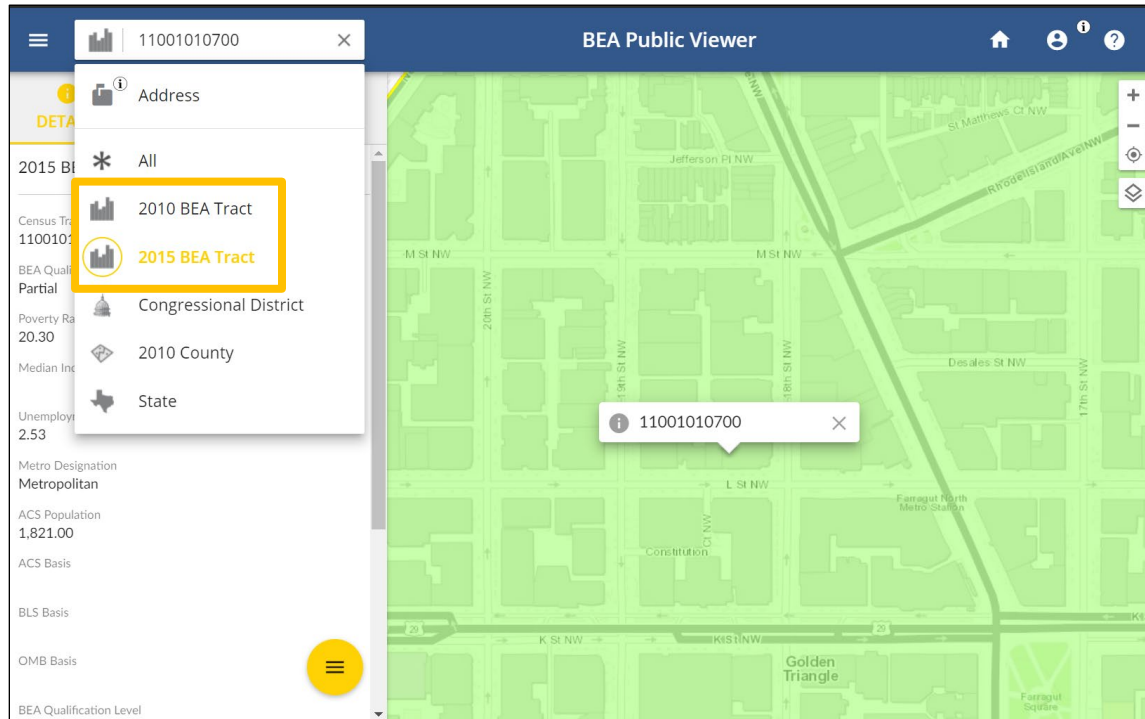


7. To search by census tract:

- a. Click on the mailbox icon in the **Search Bar** to the left of the page.



- b. Select either **2015 BEA Tract** or **2020 BEA Tract** and enter the census tract number of the transaction¹ in the search bar to see if it qualifies.



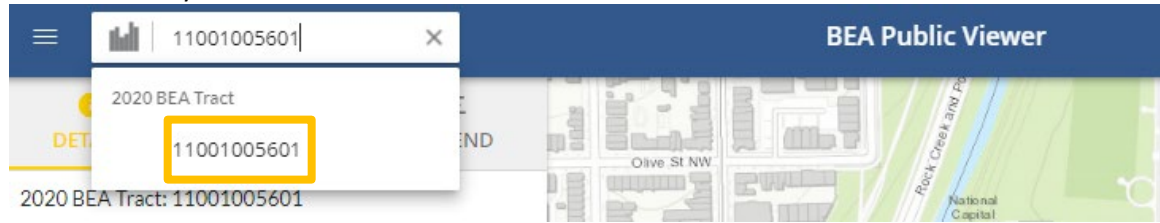
NOTE on PPC Commitment:

The Consolidated Appropriations Act of 2020 expanded the definition of PPCs to include territories and possessions of the United States (US) based on the Island Areas Decennial Censuses or equivalent data of the Bureau of the Census. BEA Program applicants should note that only Qualified Activity transactions that occur in areas determined by the CDFI Fund to be BEA qualified Distressed Communities will count towards a BEA Award PPC Commitment. The CDFI Fund has updated the BEA Program Eligibility Data spreadsheet to reflect the BEA Qualified Distressed Community Determination for census tracts located in the US territories and possessions, and the overall PPC designation of these areas.

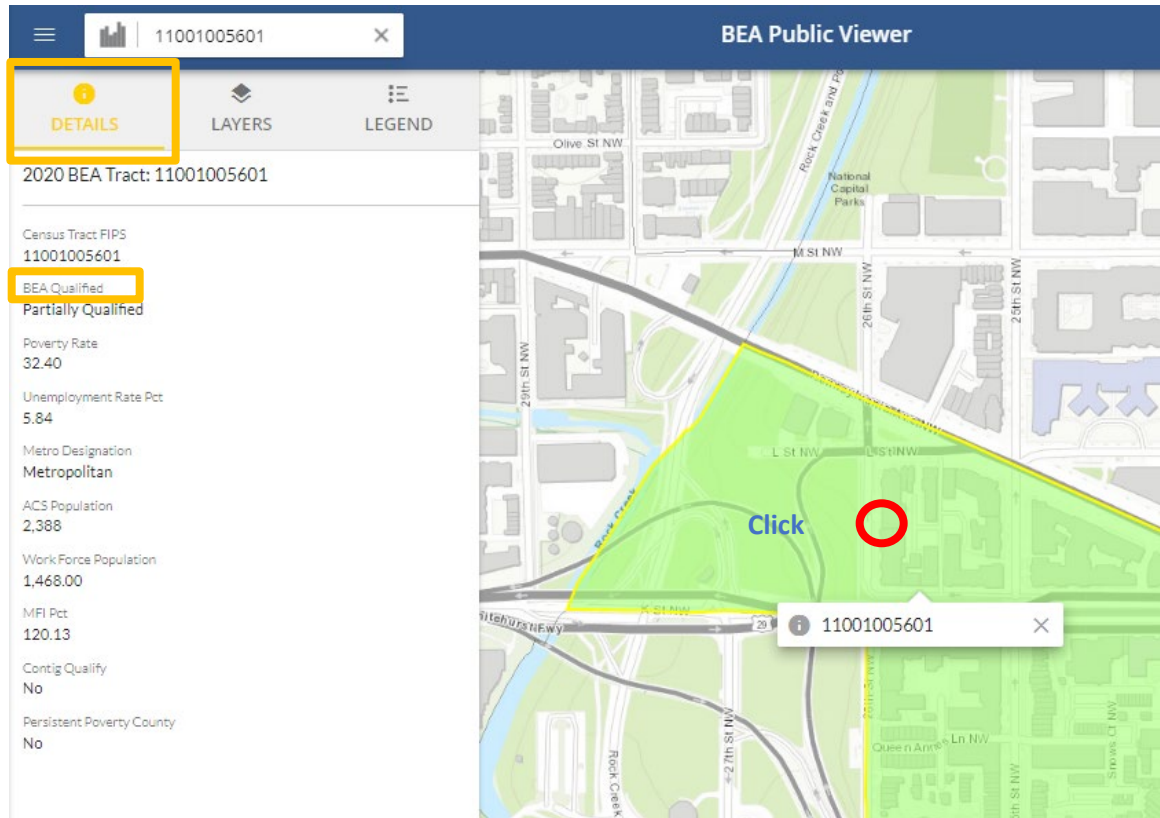
For the FY 2023 funding round, Applicants may use either the 2015 or 2020 BEA Eligible Tracts for determining eligible activities in the baseline and assessment period. **However,** PPC Commitments for FY 2023 BEA Program Awards must only be deployed to PPCs as eligible per the 2020 Census.

¹ All transactions submitted by BEA Program Applicants or prior Award Recipients must meet the definition of a BEA Qualified Activity, as defined in the NOFA, in order to be considered for an award. For the **FY 2023 funding round, Applicants may use the 2015 or 2020 BEA Eligible Tracts.**

- c. Press **Enter** to begin the search. Then select the location identified by CIMS4 directly below the search box.



- d. Click the map to show detailed information about the address. BEA Tract information is displayed in the **Details** tab.

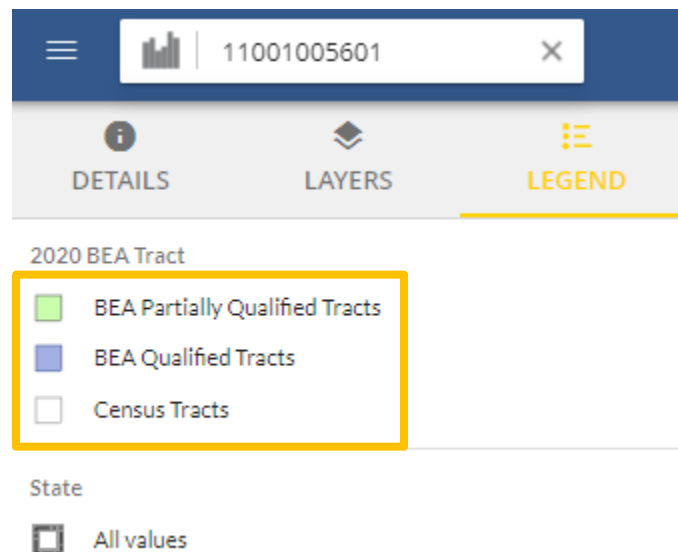


8. **BEA Qualified** section of the **Details** tab indicates each tracts BEA Qualification status:
 - a. Fully Qualified – No further action is necessary to determine qualification status and the transaction can be included in the BEA Program Application.
 - b. Not Qualified – No further action is necessary to determine qualification status and the transaction should not be included in the BEA Program Application.
 - c. Partially Qualified – To determine if the census tract ultimately meets the BEA definition of a Distressed Community, based on contiguous census tracts, the **Details** tab will indicate either “Yes” or “No” in the **Contig Qualify** section.

- i. If the census tract is located in a Persistent Poverty County (PPC), the **Details** tab will indicate “Yes”. No further action is necessary and the transaction can be considered in meeting the PPCs commitment.
- ii. If the Census tract is not located in a PPC, the **Details** tab will indicate “No.” ²

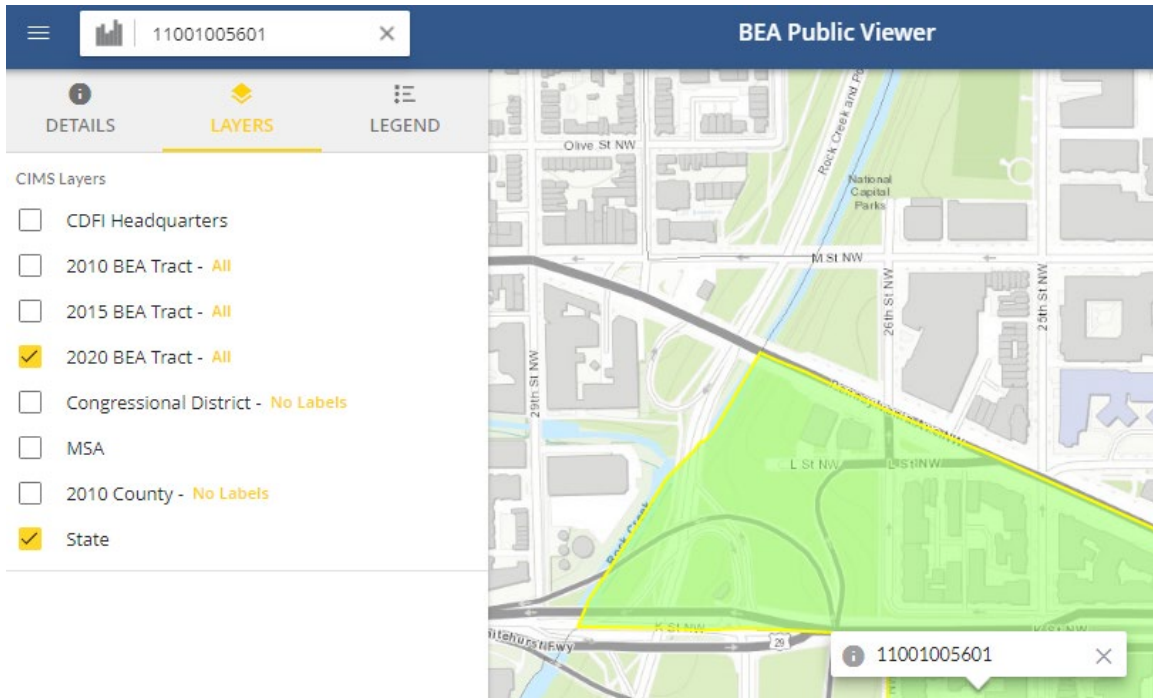
NOTE: Users can also review the BEA Program Eligibility tabular data and qualification status by going to the CDFI Fund’s [Research & Data](#) website, then scroll down to the **Program Eligibility Guidance** section.

NOTE: Census tracts are color coded, based on BEA qualification status. Color legends may reflect different colors when logged in via AMIS vs. the CDFI Fund’s website. Please refer to the **Legend** icon below the search bar, to identify the appropriate color coding.



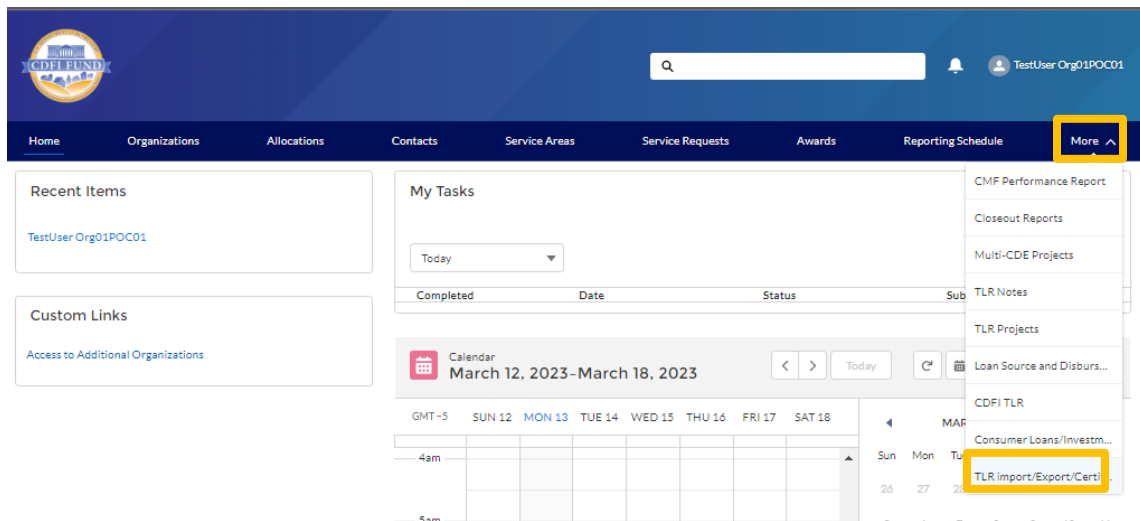
9. Prior BEA Award Recipients reporting on their use of **FY 2021** awards may determine if a census tract qualifies based on 2015 eligibility criteria. Users can either:
 - a. Follow the same steps above, go to the **Layers** tab, and select **2015 BEA Eligible Tract**.; or
 - b. Click the arrow below the search bar and select the Layers icon.
 - c. Select **2015 BEA Eligible Tract – all**.

² Prior Award Recipients are required to meet the PPC commitment noted in their Award Agreement, when applicable.

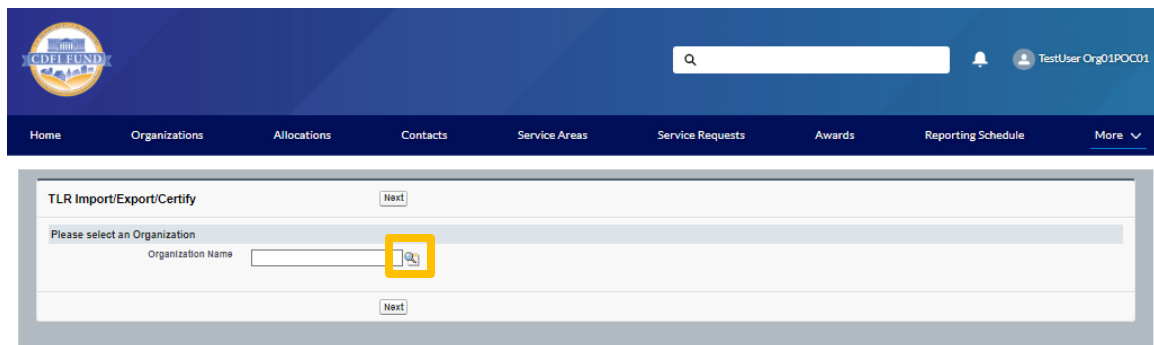


Section 2 - Bulk Address Management Tool

1. In **AMIS**, open the dropdown on the right-hand side of the page. Select **TLR Import/Export Certify Page**.



2. On the TLR Import/Export Certify page, search for the organization by clicking on the **magnifying glass icon**.



3. A Lookup page will open. You can enter the full or partial organization name in the search box and click the **“Go!”** button to see search results. Remember to use the **“*”** wildcard for partial searches.

Lookup

test applicant

You can use "*" as a wildcard next to other characters to improve your search results.

[< Clear Search Results](#)

Search Results

Organization Name	EIN/TIN	CDFI Control Number	Control Number
Test Applicant Org 01	22-2323322	TestYyHAAU	000111111

- Click the organization name to select the organization for bulk address import. **NOTE: If you have recently viewed an organization, it will appear in the *Recently Viewed Organizations* section of the page.**

Lookup

test applicant


You can use "*" as a wildcard next to other characters to improve your search results.

[< Clear Search Results](#)

Search Results

Organization Name	EIN/TIN	CDFI Control Number	Control Number
Test Applicant Org 01	22-2323322	TestYyHAAU	000111111

- The organization name will be selected. Click **Next**.



[Home](#) [Organizations](#) [Allocations](#) [Contacts](#)

TLR Import/Export/Certify

Please select an Organization

Organization Name

- The import/export page for the selected organization will be displayed. Click the **New_GEOCODING_Address.csv** link under the CDFI CSV section of the page.

Determining if a Transaction Occurred in a BEA Distressed Community

The screenshot shows the CDFI FUND website interface. At the top is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, and Service Requests. A search bar is located in the top right corner. The main content area is divided into sections. The 'Organization' section includes a form with fields for 'Organization Name' (set to 'Test Applicant Org 01'), 'Fiscal Year to Certify-NMTC' (set to '2019'), and 'Fiscal Year to Certify-CDFI'. Below this is the 'Import/Export Guidance' section with links for 'NMTC Import/Export Guidance' and 'CDFI Import/Export Guidance'. The 'TLR Data Export Template' section contains two expandable lists of CSV files. The 'NMTC CSV' list includes 'New NMTC TLR Project August 2020.csv', 'New NMTC TLR Note August 2020.csv', 'New NMTC TLR Address August 2020.csv', and 'New NMTC Loan Source and Disbursements August 2020.csv'. The 'CDFI CSV' list includes 'New CDFI TLR Project August 2020.csv', 'New CDFI TLR Address August 2020.csv', and 'New Consumer Loans Investments Originated August 2020.csv'. The file 'New GEOCODING Address.csv' is highlighted with a yellow box.

7. Download the file and open. This is the file that will need to be updated with the address entries for each import. The file includes the following text fields:
 - Label
 - Street Address Line
 - Project City
 - Project State
 - Zip Code
 - Generic Field 1
 - Generic Field 2
 - Generic Field 3
 - Generic Field 4
 - Generic Field 5
8. The five generic fields may contain any data the user wants included in the geocoding output results for that address entry. Start to enter the addresses to be geocoded on row five of the template.

B1	Street Address 1											
	A	B	C	D	E	F	G	H	I	J	K	L
1	Label	Street Address	City	State	Zip Code	Generic Field 1	Generic Field 2	Generic Field 3	Generic Field 4	Generic Field 5		
2	Type	TEXTAREA	TEXTAREA	TEXTAREA	TEXTAREA	STRING	STRING	STRING	STRING	STRING		
3	Options											
4	Help Text				5-digit Zip Code							
5												

- Once all the entries have been made, save the Excel file. Go back to the AMIS page and return to the organization import/export page (you may have to hit the **Back** button of the internet browser to return to the import/export page). Click the **Import New GEOCODE Address Data** link in the TLR Data Import Links section.

The screenshot shows the AMIS web application interface. At the top, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. Below the navigation bar, there is a section for 'Import/Export Guidance' with links for NMTC and CDFI. The main section is 'TLR Data Export Template', which contains links for NMTC CSV, CDFI CSV, NMTC & CDFI XML, and NMTC Update XML. Below this is the 'TLR Data Import Links' section, which contains links for NMTC CSV, CDFI CSV, and NMTC & CDFI XML. The 'Import New GEOCODE Address Data' link is highlighted with a yellow box.

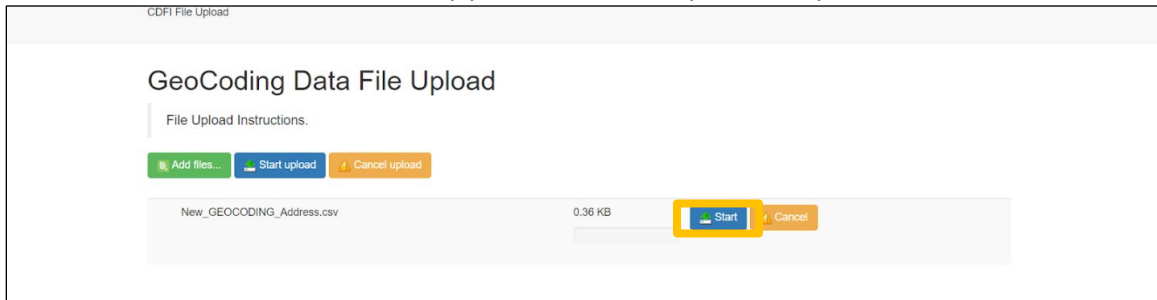
- The GeoCoding Data File Upload page will display. Click the **Add Files...** button.

The screenshot shows the 'GeoCoding Data File Upload' page. It has a title 'GeoCoding Data File Upload' and a subtitle 'File Upload Instructions.' Below the subtitle, there are three buttons: 'Add Files...' (highlighted with a yellow box), 'Start upload', and 'Cancel upload'.

- Browse and select the import file.

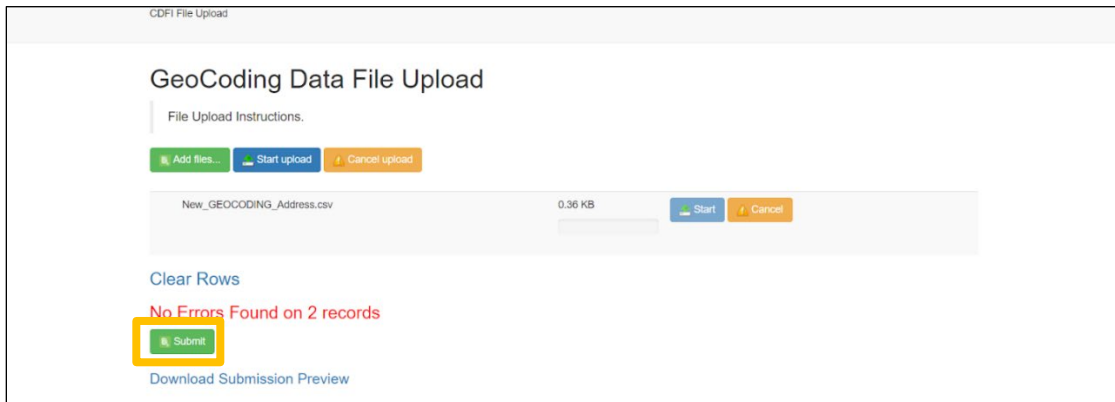
Determining if a Transaction Occurred in a BEA Distressed Community

12. The file will display on the Upload page. Click the **Start** upload button. The system will validate the address entries and notify you if there are any errors in your data.



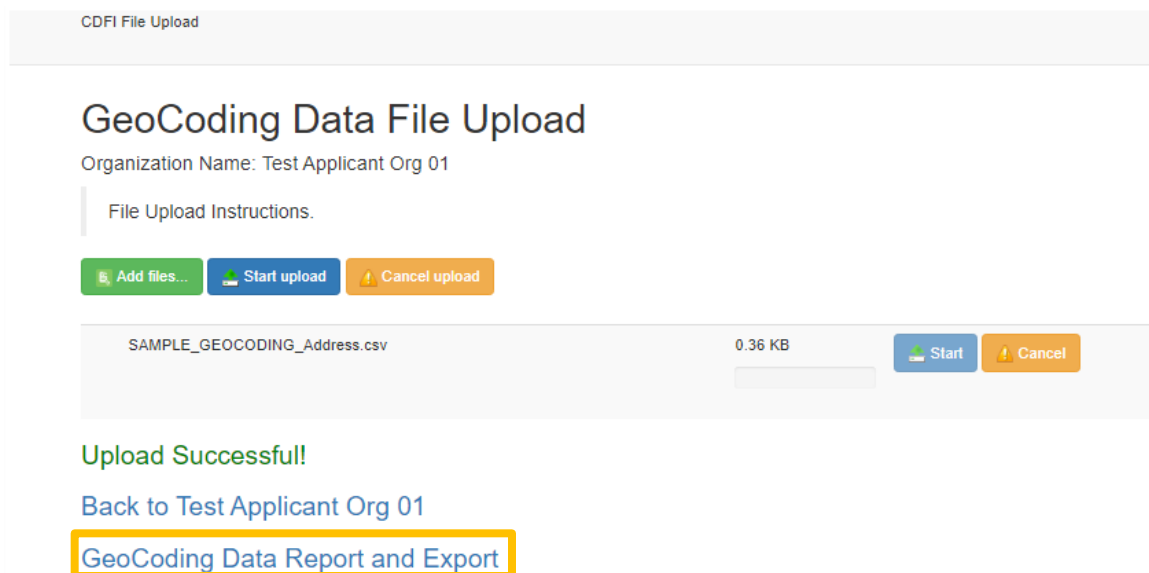
The screenshot shows the 'GeoCoding Data File Upload' interface. At the top, there's a header 'CDFI File Upload'. Below it, the title 'GeoCoding Data File Upload' is displayed. Underneath, there's a section 'File Upload Instructions.' with three buttons: 'Add files...', 'Start upload', and 'Cancel upload'. Below this, a file named 'New_GEOCODING_Address.csv' is listed with a size of '0.36 KB'. To the right of the file name, there are two buttons: 'Start' (highlighted with a yellow box) and 'Cancel'.

13. Click the **Submit** button to begin the upload process.



The screenshot shows the 'GeoCoding Data File Upload' interface. At the top, there's a header 'CDFI File Upload'. Below it, the title 'GeoCoding Data File Upload' is displayed. Underneath, there's a section 'File Upload Instructions.' with three buttons: 'Add files...', 'Start upload', and 'Cancel upload'. Below this, a file named 'New_GEOCODING_Address.csv' is listed with a size of '0.36 KB'. To the right of the file name, there are two buttons: 'Start' and 'Cancel'. Below the file list, there's a link 'Clear Rows' and a message 'No Errors Found on 2 records'. Below this, there's a button 'Submit' (highlighted with a yellow box) and a link 'Download Submission Preview'.

14. Select the **GeoCoding Data Report and Export** link to view your results. An entry will exist for each entry successfully geocoded. Click on a data result.



The screenshot shows the 'GeoCoding Data File Upload' interface. At the top, there's a header 'CDFI File Upload'. Below it, the title 'GeoCoding Data File Upload' is displayed. Underneath, there's a section 'Organization Name: Test Applicant Org 01'. Below this, there's a section 'File Upload Instructions.' with three buttons: 'Add files...', 'Start upload', and 'Cancel upload'. Below this, a file named 'SAMPLE_GEOCODING_Address.csv' is listed with a size of '0.36 KB'. To the right of the file name, there are two buttons: 'Start' and 'Cancel'. Below the file list, there's a message 'Upload Successful!'. Below this, there's a link 'Back to Test Applicant Org 01' and a link 'GeoCoding Data Report and Export' (highlighted with a yellow box).

15. An entry will exist for each entry successfully geocoded. Click on a data result.

Report: GeoCoding Data
GeoCodingData FIPS Export Report

Total Records
2

	GeoCoding Data: GeoCoding Data Number	Street Address 1	City	State	Zip Code	Generic Field 1	Generic Field 2	Generic Field 3	Generic Field 4
1	GCD-0005178865	607 13TH STREET NORTHWEST	WASHINGTON	DC	20005	-	-	-	-
2	GCD-0005178865	2301 I STREET NORTHWEST	WASHINGTON	DC	20037	-	-	-	-

16. The detailed results for that address entry will display.

GeoCoding Data
GCD-0005178865

[Edit](#) [Printable View](#)

[Detail](#) [Related](#)

GeoCoding Data Number GCD-0005178865	Latitude (Y-Coordinate) 38.90087943
Street Address 1 2301 I STREET NORTHWEST	Longitude (X-Coordinate) -77.05046238
City WASHINGTON	
State DC	Census Tract GEOID 11001005600
Zip Code 20037	
Generic Field 1	Project Address Accuracy Rate 100.00
Generic Field 2	
Generic Field 3	
Generic Field 4	
Generic Field 5	

Created By
[TestUser Org01POC01](#), 3/13/2023 10:14 AM

Last Modified By
[TestUser Org01POC01](#), 3/13/2023 10:14 AM

17. Go back (hit the back button of your internet browser) to the AMIS **GeoCodingData FIPS Export Report** page (can access by repeating instruction **Step #15**). Click the **Export** button.

Report: GeoCoding Data
GeoCodingData FIPS Export Report

Enable Field Editing Add Chart Export

Total Records
2

	GeoCoding Data: GeoCoding Data Number	Street Address 1	City	State	Zip Code	Generic Field 1	Generic Field 2	Generic Field 3	Generic Field 4
1	GCD-0005178866	607 13TH STREET NORTHWEST	WASHINGTON	DC	20005	-	-	-	-
2	GCD-0005178865	2301 I STREET NORTHWEST	WASHINGTON	DC	20037	-	-	-	-

18. Click the **Export** button.

Export

Export View

Formatted Report

Export the report, including the report header, groupings, and filter settings.

Details Only

Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format

Excel Format .xlsx

Cancel Export

19. The geocoding output will be exported to Excel. The output will include the following fields:

- GeoCoding Data: GeoCoding Data Number
- Street Address 1
- City
- State
- Zip Code
- Generic Field 1
- Generic Field 2
- Generic Field 3

Determining if a Transaction Occurred in a BEA Distressed Community

- Generic Field 4
- Generic Field 5
- Temp Project Latitude X Coordinate (up to 8 decimal places)
- Temp Project Latitude Y Coordinate (up to 8 decimal places)
- Census Tract GEOID
- Project Address Accuracy Rate

A1															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1															
2	GeoCodingData FIPS Export Report														
3	As of 2023-09-13 10:25:46 Eastern Standard Time/EST • Generated by TestUser Org01POC01 • Sorted by GeoCoding Data: GeoCoding Data Number (Descending)														
4															
5															
6	Filtered By														
7	Show: My geocoding data														
8															
9	GeoCoding Data: GeoCoding Data Number	Street Address 1	City	State	Zip Code	Generic Field 1	Generic Field 2	Generic Field 3	Generic Field 4	Generic Field 5	Latitude (Y-Coordinate)	Longitude (X-Coordinate)	Census Tract GEOID	Project Address Accuracy Rate	
10	GCD-0005178866	607 13TH STREET NORTHWEST	WASHINGTON	DC	20005						38.89814114	-77.02939891	11001005800	100	
11	GCD-0005178865	2301 1 STREET NORTHWEST	WASHINGTON	DC	20037						38.90087943	-77.05046238	11001005600	100	
12	Total	Count	2												
13															
14															
15	Confidential Information - Do Not Distribute														
16	Copyright © 2000-2023 salesforce.com, inc. All rights reserved.														