



U.S. DEPARTMENT OF THE TREASURY
COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

User Guide for Applications to the CDFI Bond Guarantee Program

(For External Users)

January 2023

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1. Overview

The **CDFI Bond Guarantee Program (BG Program)**, initiated by the Secretary of the Treasury, makes debt available to Community Development Financial Institutions (CDFIs) from the Federal Financing Bank (FFB). Enacted through the Small Business Jobs Act of 2010, the CDFI Bond Guarantee Program provides long-term, low-cost capital that can be used to spur economic growth and jumpstart community revitalization. Through the BG Program, Qualified Issuers (CDFIs or their designees) apply to the CDFI Fund for authorization to issue bonds worth a minimum of \$100 million in total. The bonds provide CDFIs with access to substantial capital that is then used to reignite the economies of some of our nation's most distressed communities. Unlike other CDFI Fund programs, the BG Program does not offer grants, but loans, and as such, it is instead a federal credit subsidy program, designed to function at no cost to taxpayers.

This user guide aims to help External Users and External Admin Users to easily navigate through the CDFI Fund's Awards Management Information System (AMIS) BG Program application and perform the following:

- Users registering and creating profiles.
- External Users/Admin Users to create, review, and provide documents for the Applications.
- External Users/Admin Users to submit/resubmit Qualified Issuer Applications and Bond Guarantee Applications (GA).

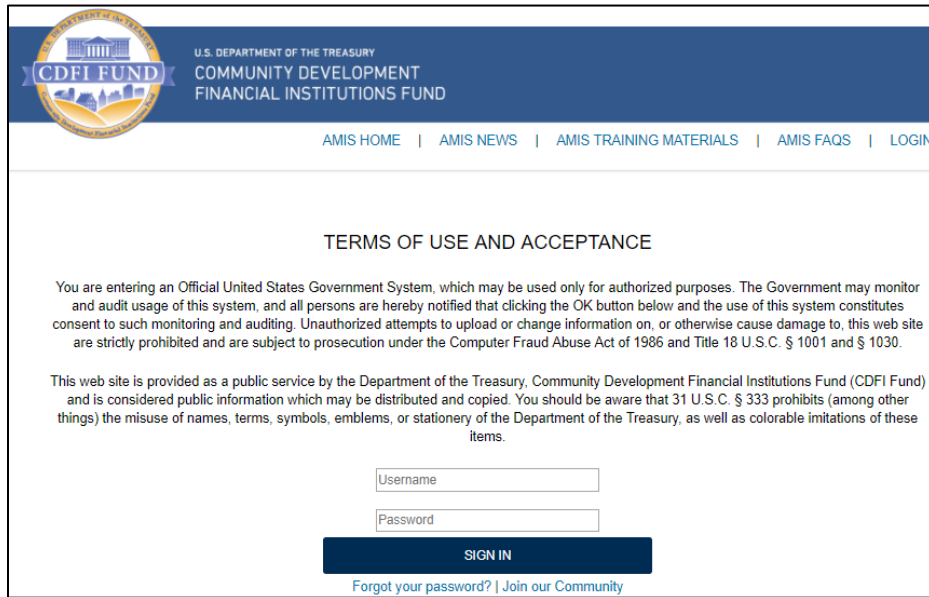
2. Getting Started

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

3. External User/External Admin User Navigation

3.1. How to Log in as an External User/External Admin User

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



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Username

Password

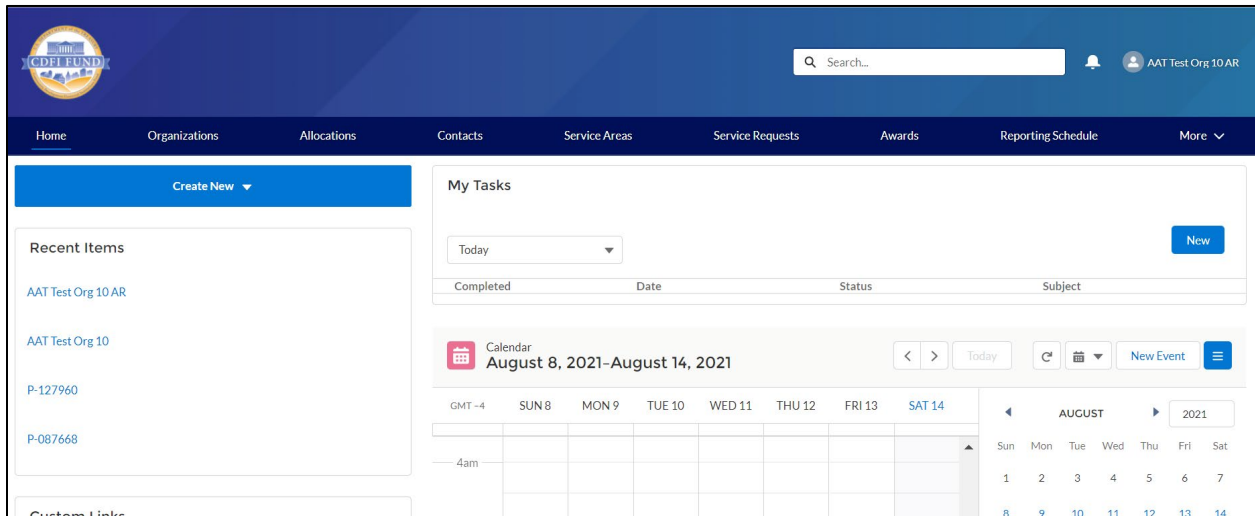
SIGN IN

[Forgot your password?](#) | [Join our Community](#)

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

3.2. Portal Overview

Once you log in the following screen will be presented.



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COMMUNITY DEVELOPMENT
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Search...

AAT Test Org 10 AR

[Home](#) | [Organizations](#) | [Allocations](#) | [Contacts](#) | [Service Areas](#) | [Service Requests](#) | [Awards](#) | [Reporting Schedule](#) | [More](#)

Create New

Recent Items

- [AAT Test Org 10 AR](#)
- [AAT Test Org 10](#)
- [P-127960](#)
- [P-087668](#)

My Tasks

Today

Completed Date Status Subject

Calendar
August 8, 2021–August 14, 2021

GMT -4 SUN 8 MON 9 TUE 10 WED 11 THU 12 FRI 13 SAT 14

4am

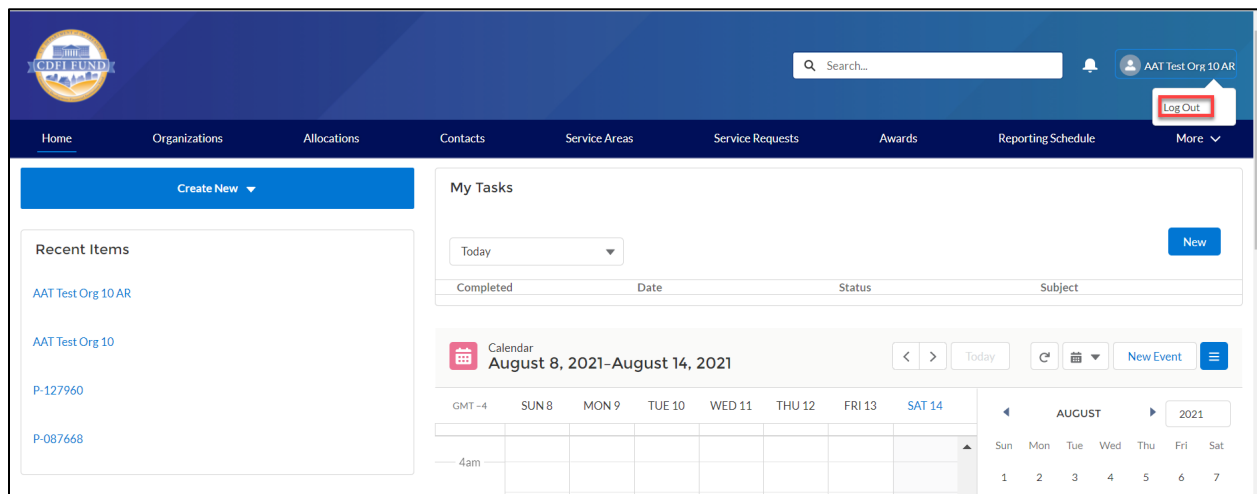
AUGUST 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Custom Links

3.3. How to Log out as an External User/External Admin User

To log out of the AMIS application, simply click on your username on the right-side top corner and select the **Log Out** option.



4. Qualified Issuer (QI) Application

For your organization to become a Qualified Issuer (QI) for the purposes of the CDFI BG Program, there are separate eligibility criteria for an applicant. Please ensure that the applicant meets the necessary criteria prior to applying to become a QI. Eligibility requirements are contained in the Notice of Guarantee Availability (NOGA) that is published each year at the beginning of an application round. If approved as a QI, this is a permanent designation, and a QI does not need to re-apply each time a QI submits a new Guarantee Application, although a QI will provide certain documents with each Guarantee Application, as described later in this document.

Existing Qualified Issuers approved in prior years, before the BG Program adopted the AMIS application for the 2020 application round, will already be set up as Approved QIs and do not need to resubmit a new QI Application. They may move on to the QI Portion of the Guarantee Application, which begins in section 5.

4.1. How to create a new QI Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations** dropdown menu.

The screenshot shows the CDFI Fund portal with the 'Organizations' menu item highlighted. Below the menu, the 'Recently Viewed' dropdown is open, showing a list of views: 'All Organizations', 'Bond Program Organizations', 'New This Week', 'Recently Viewed (Pinned list)', 'Recently Viewed Organizations', and 'Test organizations'. The 'All Organizations' option is highlighted with a red box.

2. Select your **Organization Name**.

The screenshot shows the 'All Organizations' list. The table has columns: Organization Name, EIN/TIN, Mail, Financial, Phone, Type, DUNS, Organization Type, CDFI Cert., Non..., CDE Cer..., and a status dropdown. The first row is 'AAT Test Org 10' with EIN/TIN 00-0000072, CO, Loan Fund, (555) 280-6565, 001234567, Unregulated Institution, Certified, Yes, and Inactive. The 'AAT Test Org 10' text is highlighted with a red box.

	Organization N...	EIN/TIN	Mail...	Financial I...	Phone	Type	DUNS	Organization Type	CDFI Cert...	Non...	CDE Cer...
1	AAT Test Org 10	00-0000072	CO	Loan Fund	(555) 280-6565		001234567	Unregulated Institution	Certified	Yes	Inactive


3. Once on your **Organization** page, click on the **Related** link.



The screenshot shows the 'AAT Test Org 10' organization page. The page has tabs for 'Details' and 'Related'. The 'Related' tab is highlighted with a red box. The 'Details' tab shows the organization's information: Type, Phone (555) 280-6565, Website, Organization Owner (System Administrator), Industry, and Mailing Address (1450 S. Havana St., Suite 504, Aurora, CO 80012-5079 USA).

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name Link**.

Active Program Profiles (6+)		
Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	
		View All

5. On the BGP Profile page for your **Organization**, click on the **Related** link.



  AAT Test Org 10 AR

HomeOrganizationsAllocationsContactsService AreasService RequestsAwardsReporting ScheduleCMF Performance ReportMore

Program Profile
P-087668

Submit for ApprovalEditAdd CDFIs

DetailRelated

Organization Data

Organization
AAT Test Org 10

EIN/TIN
00-0000072

DUNS
001234567


UEI



Federal Registration

Record Type
BGP

Program Profile Name
P-087668

6. Scroll down to the **QI Applications** section and click on the **'New'** button.



  AAT Test Org 10 AR

HomeOrganizationsAllocationsContactsService AreasService RequestsAwardsReporting ScheduleCMF Performance ReportMore

Program Profile
P-087668

Submit for ApprovalEditAdd CDFIs

DetailRelated

Associated CDFIs (0)

QI Applications (0)

New

Guarantee Applications (0)

New

7. Select **Application** from the **New QI Application** popup menu and click '**Next**'.

Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance

New QI Application

Select a record type

☒ Application

☐ Bond Issuance

Cancel **Next**

8. On the **New QI Application** edit screen, complete the **Application Contacts** section.
- Tip: Do not edit the Program Profile field.

Application Status
In Progress

Program Profile
P-087668

Notice Template
BGP 2021

Application Contacts

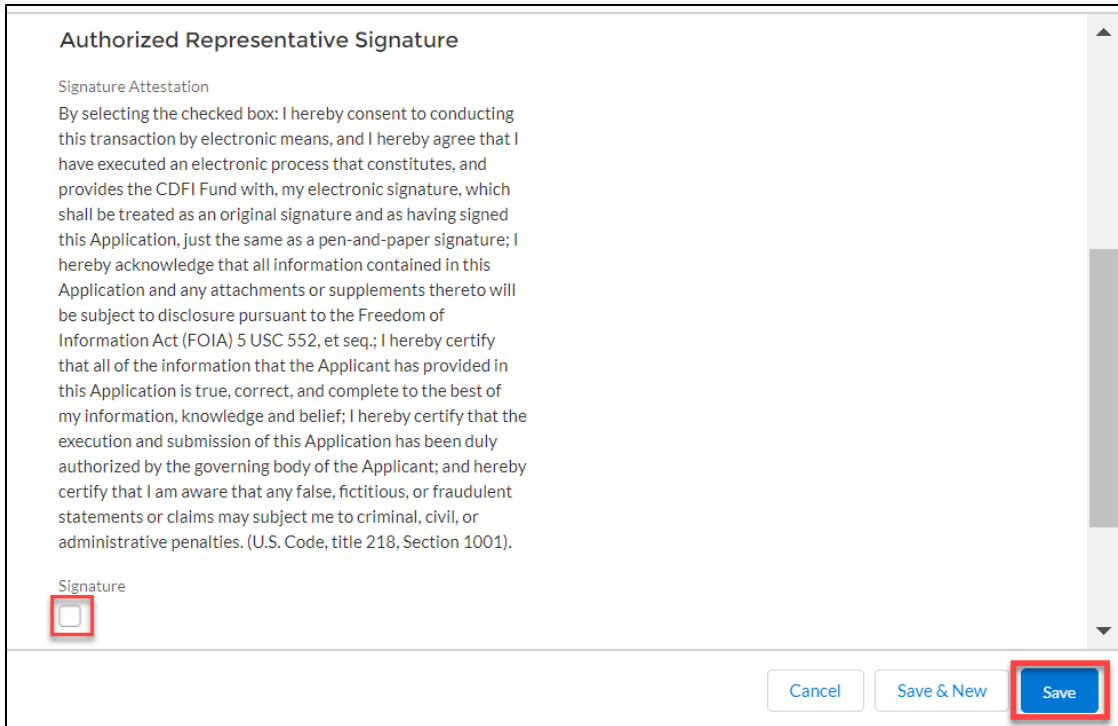
Authorized Representative Name

AAT Test Org 10 AR

Application Point of Contact Name

AAT Test Org 10 POC

9. Scroll to the **Authorized Representative Signature** section, **check the box**, and click **'Save'**.



Authorized Representative Signature

Signature Attestation

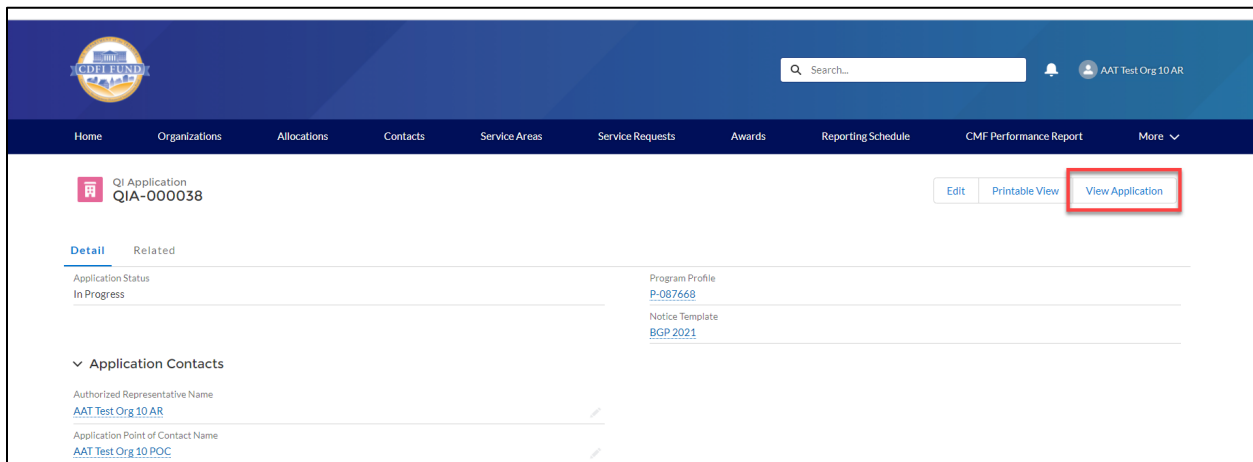
By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed 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).

Signature ☒

Cancel Save & New **Save**

4.2. How to provide or delete Application Documents

1. On the newly created **QI Application**, once saved initially, you can review and edit the **Application Contacts**. Begin providing application documents by clicking on the **'View Application'** button.



CDFI FUND

Search...

AAT Test Org 10 AR

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance Report More

QI Application QIA-000038 Edit Printable View **View Application**

Detail Related

Application Status
In Progress

Program Profile
[P-087668](#)

Notice Template
[BGP 2021](#)

Application Contacts

Authorized Representative Name
[AAT Test Org 10 AR](#)

Application Point of Contact Name
[AAT Test Org 10 POC](#)

2. On the Document portion of the **QI Application**, the left pane displays the required documents for the QI Application. Documents required as part of the QI Application are listed in the CDFI Bond Guarantee Program – Qualified Issuer Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi->

[bond/Pages/apply-step.aspx#step2](#) . On the right side of the page is the drag and drop area; select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI Bond Guarantee Program – Qualified Issuer Application (Reference Copy). Only that type of document may be uploaded to that field.

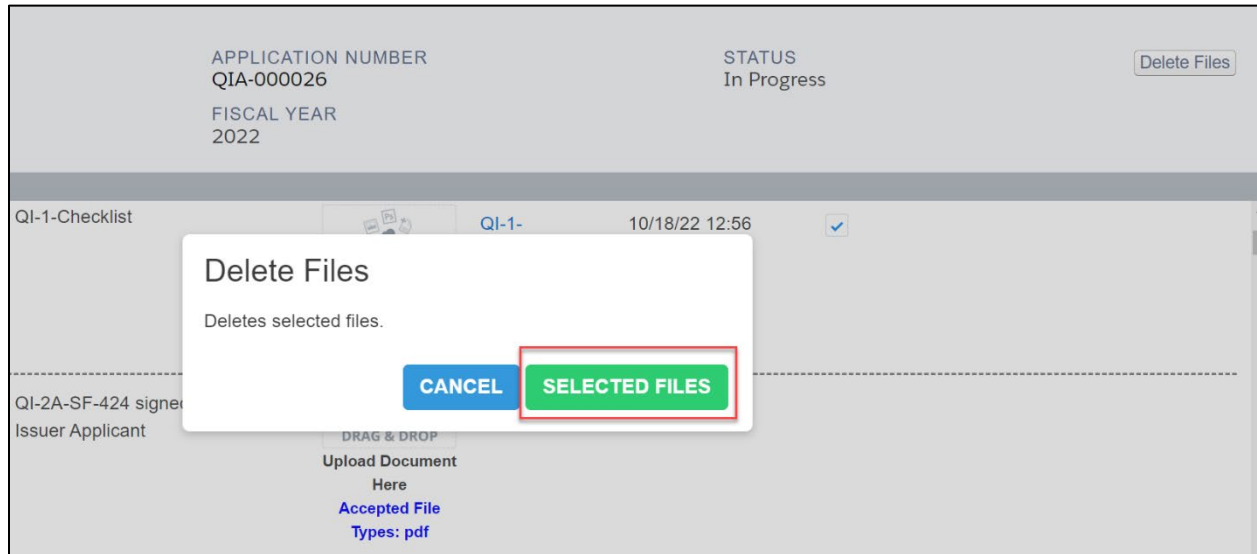
Tip: The file size limit is 25MB per file. If a file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.

The screenshot shows the 'QI Application' page for 'AAT Test Org 10'. The application number is QIA-000038 and the fiscal year is 2021. The status is 'In Progress'. The 'Document Requirements' section lists several requirements, each with a 'DRAG & DROP' upload area. A red box highlights one of these upload areas.

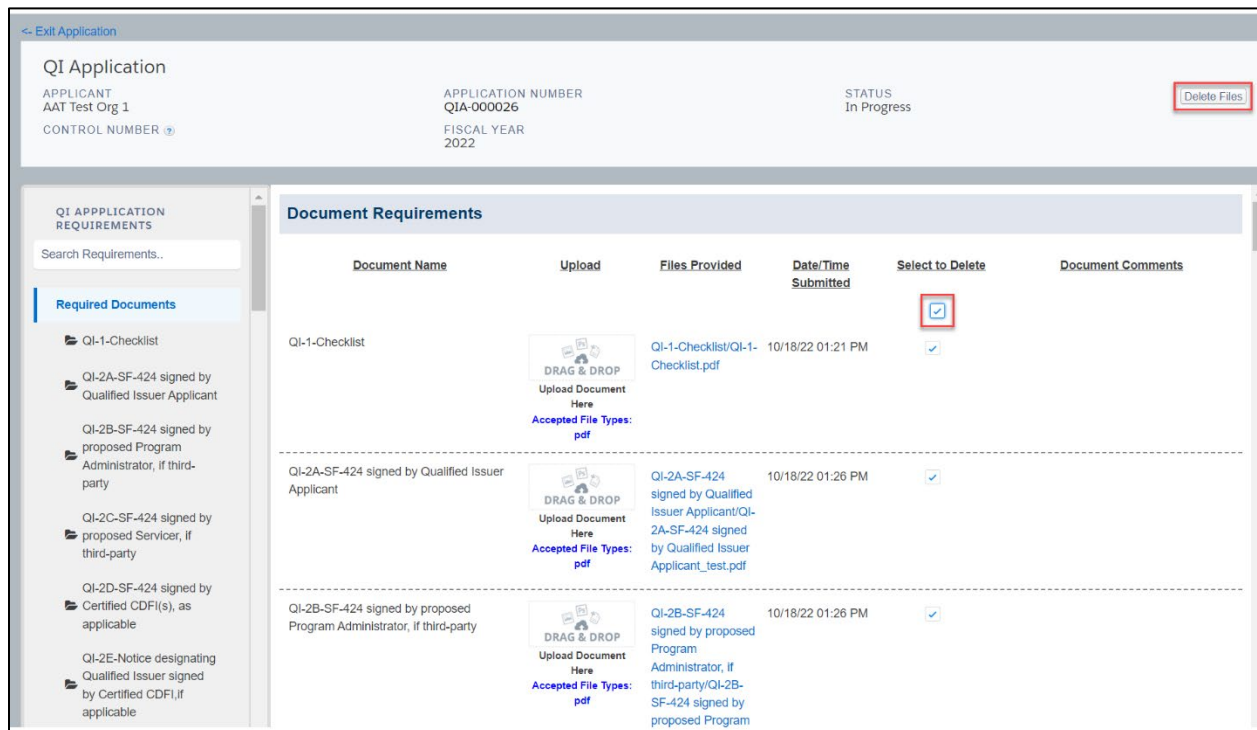
- To delete documents prior to submission, click on the checkbox next to the document(s) that need to be removed and select '**Delete Files**'.

The screenshot shows the 'QI Application' page for 'AAT Test Org 1'. The application number is QIA-000026 and the fiscal year is 2022. The status is 'In Progress'. The 'Document Requirements' section shows a table with columns: Document Name, Upload, Files Provided, Date/Time Submitted, Select to Delete, and Document Comments. The 'QI-1-Checklist' document is listed in the 'Files Provided' column. A red box highlights the 'Select to Delete' checkbox, which is checked. Another red box highlights the 'Delete Files' button in the top right corner.

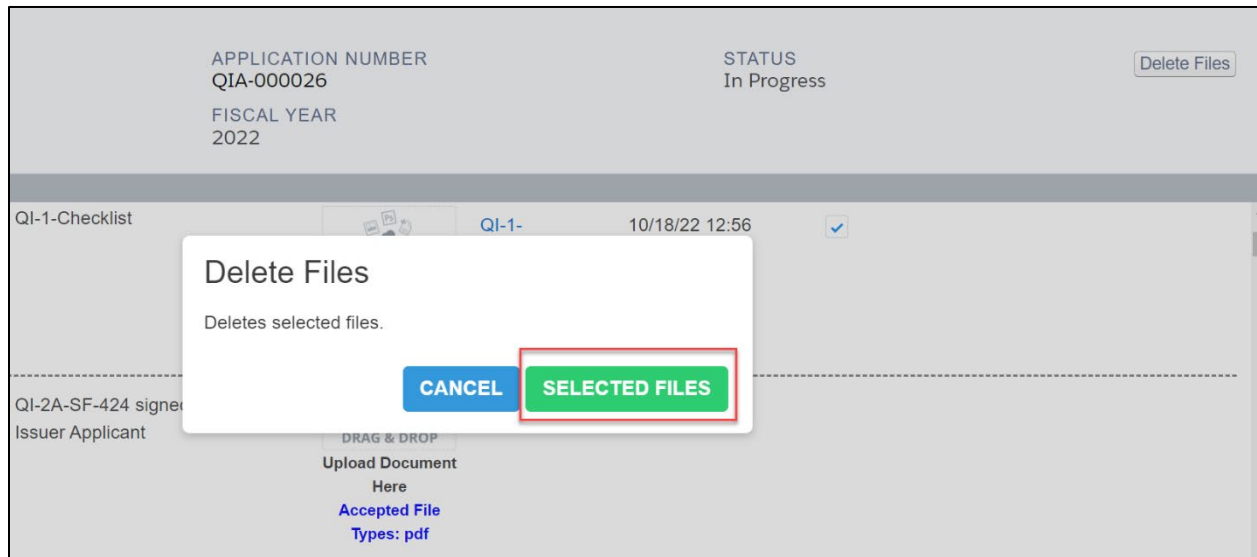
- From the pop up, click **'Selected Files'**.



- To Delete **all** files prior to submission, click on the checkbox immediately below the Select to Delete column and then click on the **'Delete Files'** button.

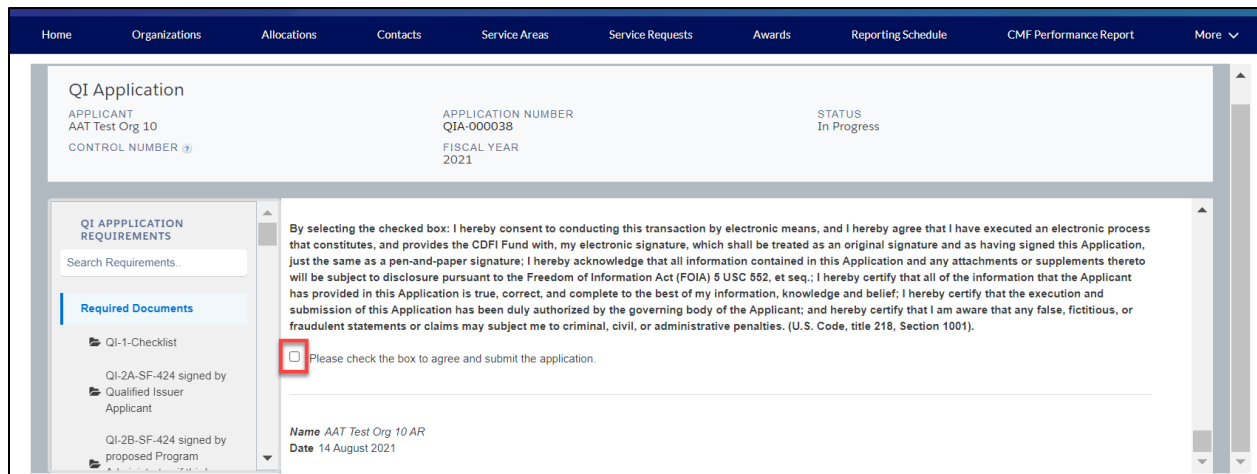


6. From the pop up, click 'Selected Files'.



4.3 How to submit your QI Application

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and, if prepared to submit, **check the box**.



2. Click the **'Submit'** button.

The screenshot displays the 'QI Application' interface. At the top, it shows the applicant 'AAT Test Org 10', application number 'QIA-000038', and fiscal year '2021'. The status is 'In Progress'. On the left, a sidebar lists 'Required Documents' including 'QI-1-Checklist', 'QI-2A-SF-424 signed by Qualified Issuer Applicant', and 'QI-2B-SF-424 signed by proposed Program'. The main content area is titled 'Agreement' and contains a paragraph about the application process. Below this, there is a checkbox labeled 'Please check the box to agree and submit the application.' which is checked. At the bottom of the agreement section, the name 'AAT Test Org 10 AR' and date '14 August 2021' are displayed. Two buttons are present: 'CONTINUE APPLICATION' (blue) and 'SUBMIT' (green, highlighted with a red border).

3. Once you **Submit** your application, the status of the application will be 'submitted', and you will not be able to provide additional documents. The Control Number will now be visible on your QI Application screen.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

Note: After reviewing your application the Authorized Representative may be advised by the BG Program that certain documents need to be revised and re-uploaded, which will unlock the Application. You will then receive an email notification asking you to re-upload the requested document(s). Follow steps 4.2 and 4.3 to upload and submit the revised document(s). Only those items that the BG Program has requested to be revised will be unlocked. The other submitted documents that do not need revisions will remain locked.

5. Guarantee Application, QI Portion

The BG Program Guarantee Application consists of two portions, the QI Portion and the Eligible CDFI (ECDFI) Portion. Both parts of the application may be worked on concurrently.

Only eligible Qualified Issuers or Organizations who have submitted a QI Application can create and submit the QI Portion of a Guarantee Application. The original QI Application does not need to be approved prior to submitting a Guarantee Application, but the QI Application will need to be approved before a Guarantee Application is approved.

ECDFIs that apply to the CDFI BG Program are associated with a QI Guarantee Application on the QI Guarantee Application screen. The following sub-sections will describe how to create the QI Guarantee Application record, associate ECDFIs to the QI Guarantee Application through the Program Profile record, add the appropriate documents to the QI Guarantee Application, and submit the completed QI Guarantee Application

5.1. How to create a new Guarantee Application, QI Portion

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations** dropdown menu.

The screenshot shows the 'Organizations' tab selected in the top navigation bar. A dropdown menu is open, showing 'All Organizations' highlighted with a red box. Other options include 'Bond Program Organizations', 'New This Week', 'Recently Viewed (Pinned list)', 'Recently Viewed Organizations', and 'Test organizations'. The 'Recently Viewed' section shows a list of organizations, with 'AAT Test Org 10' highlighted.

2. Select your **Organization Name**.

The screenshot shows the 'All Organizations' list. The 'AAT Test Org 10' entry is highlighted with a red box. The table displays various fields for each organization, including Organization Name, EIN/TIN, Mail, Financial, Phone, Type, DUNS, Organization Type, CDFI Cert., Non-..., CDE Cer., and Inactive status.

Organization Name	EIN/TIN	Mail	Financial	Phone	Type	DUNS	Organization Type	CDFI Cert.	Non-...	CDE Cer.	Inactive
AAT Test Org 10	00-0000072	CO	Loan Fund	(555) 280-6565		001234567	Unregulated Institution	Certified	Yes	Inactive	

3. Once on your **Organization** page, click on the **Related** link.

The screenshot shows the 'Organization' page for 'AAT Test Org 10'. The 'Related' link is highlighted with a red box. The page displays details for the organization, including Type, Phone, Website, Organization Owner, Industry, and Mailing Address. Below the details, there is a 'Details' section with a 'Related' link.

Organization Details:

- Type: Phone (555) 280-6565
- Website: Website
- Organization Owner: System Administra...
- Industry: Industry
- Mailing Address: 1450 S. Havana St., Suite 504, Aurora, CO 80012-5079, USA

Details Section:


- Organization Name: AAT Test Org 10
- Parent Relationship: Parent Relationship
- Phone: (555) 280-6565
- Website: Website
- EIN/TIN: 00-0000072



4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name Link**.

Active Program Profiles (6+)		
Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

View All

5. On the BGP Profile page for your **Organization**, click on the **Related** link.



  AAT Test Org 10 AR

[Home](#) [Organizations](#) [Allocations](#) [Contacts](#) [Service Areas](#) [Service Requests](#) [Awards](#) [Reporting Schedule](#) [CMF Performance Report](#) [More](#)

Program Profile
P-087668

[Submit for Approval](#) [Edit](#) [Add CDFIs](#)

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

Organization Data

Organization
AAT Test Org 10

EIN/TIN
00-0000072

DUNS
001234567

UEI

Federal Regulator

Record Type
BGP

Program Profile Name
P-087668

6. Scroll down the **Guarantee Applications** section and click on the **'New'** button.

[Home](#) [Organizations](#) [Allocations](#) [Contacts](#) [Service Areas](#) [Service Requests](#) [Awards](#) [Reporting Schedule](#) [CMF Performance Report](#) [More](#)

Program Profile
P-087668

[Submit for Approval](#) [Edit](#) [Add CDFIs](#)

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

Associated CDFIs (0)

QI Applications (1)

QI_Application

Record Type

Application Status

[QIA-000038](#)

Application

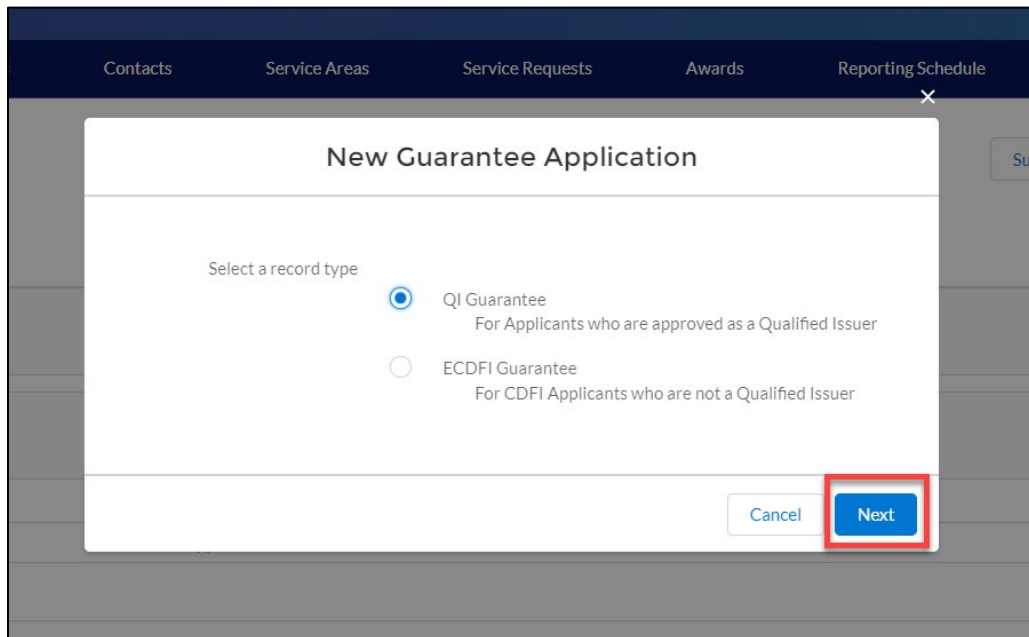
Submitted

[View All](#)

Guarantee Applications (0)

[New](#)

7. On the New Guarantee Application popup, select the QI Guarantee record type (NOT the ECDFI Guarantee type) and click **'Next'**.



The screenshot shows a web application interface with a dark blue header containing navigation links: 'Contacts', 'Service Areas', 'Service Requests', 'Awards', and 'Reporting Schedule'. A 'New Guarantee Application' popup is centered on the screen. The popup has a white background and a dark blue title bar. Below the title, it says 'Select a record type'. There are two radio button options: 'QI Guarantee' (selected) and 'ECDFI Guarantee'. The 'QI Guarantee' option is described as 'For Applicants who are approved as a Qualified Issuer'. The 'ECDFI Guarantee' option is described as 'For CDFI Applicants who are not a Qualified Issuer'. At the bottom right of the popup, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red rectangular border.

8. On the New Guarantee Application edit screen, complete the required fields and click **'Save'**. The new QI Guarantee Application number will be listed under the Guarantee Application related list view of the organization's BG Program Profile record. Note that you will need this number to associate CDFIs to this specific QI-GA number in step 7 of section 5.2 below
Tip: Do not edit the Program Profile field.

New Guarantee Application: QI Guarantee

Information

Guarantee Application Number

Control Number

Application Status
Pending

Amount \$

Date Received

Record Type
QI Guarantee

Program Profile
P-087668

Notice
QI Application

QI Guarantee Application

Organization Information

Applicants Total Assets

Minority Depository Institution
--None--

Community Bank
--None--

Application Contacts

Authorized Representative Name
Search Contacts...

5.2. How to associate ECDFIs to your Program Profile

1. A QI should link the one, or more, ECDFIs that are part of its Guarantee Application in AMIS. To associate ECDFIs to your QI's Program Profile, log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations** dropdown menu.

CDFI FUND

Search... AAT Test Org 10 AR

Home **Organizations** Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance Report More

Organizations

Recently Viewed

1 Item

LIST VIEWS

All Organizations

Bond Program Organizations

New This Week

Recently Viewed (Pinned list)

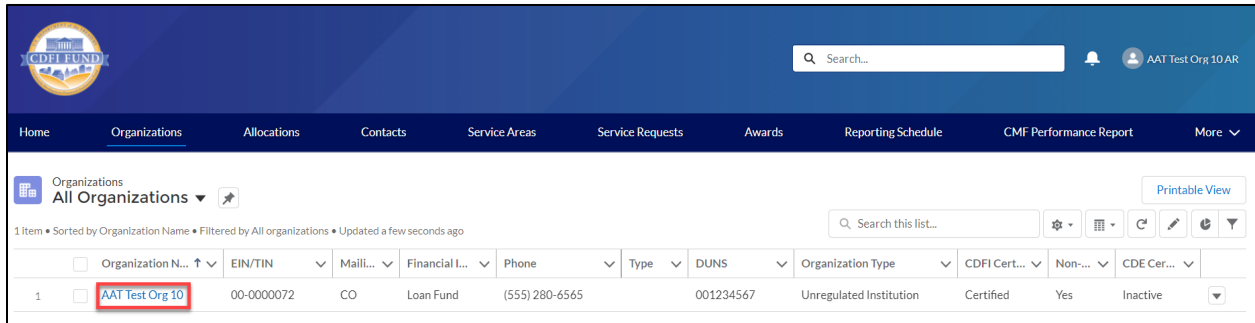
Recently Viewed Organizations

Test organizations

Search this list...

Organization Owner Alias

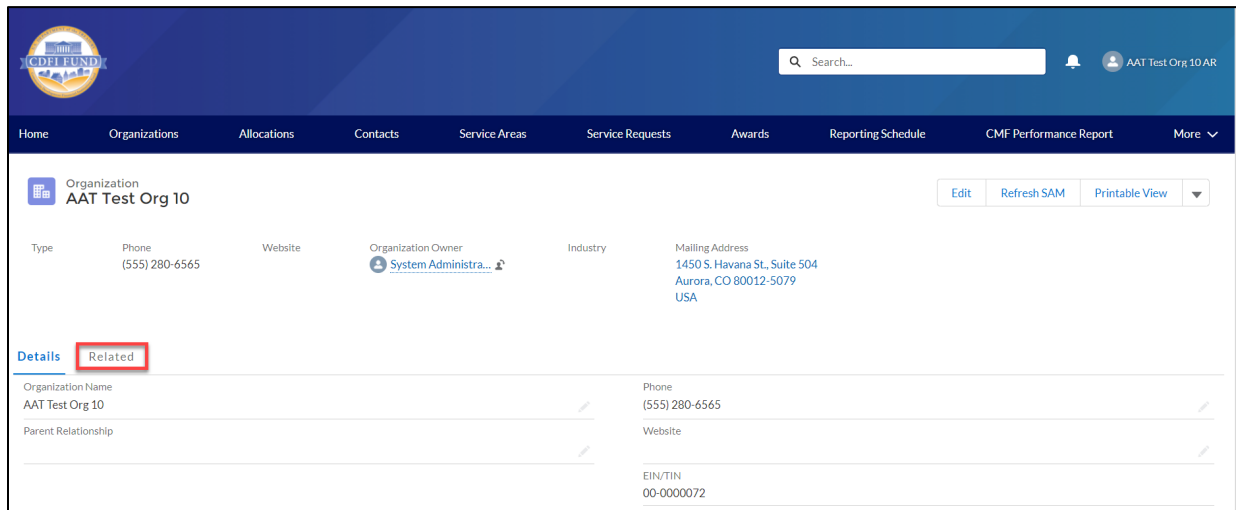
2. Select your **Organization Name**.



The screenshot shows the CDFI Fund's 'Organizations' page. The 'All Organizations' dropdown is selected, and 'AAT Test Org 10' is highlighted in the list. The page includes a search bar, a navigation menu, and a table of organizations.

	Organization N...	EIN/TIN	Mall...	Financial I...	Phone	Type	DUNS	Organization Type	CDFI Cert...	Non...	CDE Cer...
1	AAT Test Org 10	00-0000072	CO	Loan Fund	(555) 280-6565		001234567	Unregulated Institution	Certified	Yes	Inactive

3. Once on your **Organization** page, click on the **Related** Link.



The screenshot shows the CDFI Fund's 'Organization' page for 'AAT Test Org 10'. The 'Related' link is highlighted in the 'Details' section. The page includes a search bar, a navigation menu, and a table of organization details.

Type	Phone	Website	Organization Owner	Industry	Mailing Address
	(555) 280-6565		System Administra...		1450 S. Havana St., Suite 504 Aurora, CO 80012-5079 USA

Details **Related**

Organization Name	Phone
AAT Test Org 10	(555) 280-6565

Parent Relationship	Website

EIN/TIN
00-0000072

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name** Link.



The screenshot shows the CDFI Fund's 'Active Program Profiles' section. The 'BGP' record is highlighted. The page includes a search bar, a navigation menu, and a table of active program profiles.

Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

[View All](#)

5. On the BGP Program Profile page for your **Organization**, click on the **'Add CDFIs'** button.

The screenshot shows the 'Program Profile' page for 'P-087668'. The header includes a search bar and navigation links. The main content area has tabs for 'Detail' and 'Related'. Under 'Organization Data', there are fields for 'Organization' (AAT Test Org 10), 'EIN/TIN' (00-0000072), 'DUNS' (001234567), 'UEI', 'Record Type' (BGP), and 'Program Profile Name' (P-087668). The 'Add CDFIs' button is highlighted with a red box.

6. On the Add CDFIs popup, select the CDFI Organization(s) that will be applicants to the CDFI BG Program by using the check boxes to the left.

The 'Add CDFIs' popup window shows a table of organizations with checkboxes for selection. The 'Specified Guarantee Application' dropdown is set to '--None--'. The 'Process Selected' button is at the bottom.

<input type="checkbox"/>	Name	TIN	Street	City
<input checked="" type="checkbox"/>	The Electric Cooperatives of South Carol...	57-0308664	1 Main St	Rockville
<input checked="" type="checkbox"/>	Harborstone Credit Union	91-0659059	9611 Gravelly Lake Drive SW	Lakewood
<input type="checkbox"/>	Mission Community Loan Fund LLC	47-3607289	2301 Mission Street Suite 301	San Francisco
<input type="checkbox"/>	Colorado Cleanup Coalition	47-1711305	4701 E. Mississippi Ave. Apt 318	Glendale
<input type="checkbox"/>	Community 1st Credit Union	42-0686459	235 Richmond Ave.	Ottumwa

7. Click the picklist field 'Specified Guarantee Application' to select the Guarantee Application you would like to associate to a specific CDFI. If the QI has multiple applications already in AMIS, it must ensure that it is linking the ECDFIs to the most current application. Tip: The picklist may display multiple GA numbers. To select the correct number, reference the Guarantee Application related list view found on the organization's BG Program Profile record.

Add CDFIs

EIN/TIN #

Specified Guarantee Application
 --None--
 --None--
 GA-000060
 GA-000061

<input type="checkbox"/> Name	TIN	City
<input checked="" type="checkbox"/> The Electric Cooperatives of South Carol...	57-0308664	Rockville
<input checked="" type="checkbox"/> Harborstone Credit Union	91-0659059	Lakewood
<input type="checkbox"/> Mission Community Loan Fund LLC	47-3607289	San Francisco
<input type="checkbox"/> Colorado Cleanup Coalition	47-1711305	Glendale
<input type="checkbox"/> Community 1st Credit Union	42-0686459	Ottumwa

Process Selected

8. Click the **'Process Selected'** button to add the CDFI(s) to your Program Profile.

Add CDFIs

EIN/TIN #

Specified Guarantee Application
 GA-000060

<input type="checkbox"/> Name	TIN	Street	City
<input checked="" type="checkbox"/> The Electric Cooperatives of South Carol...	57-0308664	1 Main St	Rockville
<input checked="" type="checkbox"/> Harborstone Credit Union	91-0659059	9611 Gravelly Lake Drive SW	Lakewood
<input type="checkbox"/> Mission Community Loan Fund LLC	47-3607289	2301 Mission Street Suite 301	San Francisco
<input type="checkbox"/> Colorado Cleanup Coalition	47-1711305	4701 E. Mississippi Ave. Apt 318	Glendale
<input type="checkbox"/> Community 1st Credit Union	42-0686459	235 Richmond Ave.	Ottumwa

Process Selected

Close

Applications (2)

9. Associated CDFIs will be displayed within the Organization's Program Profile. These are the ECDFIs that will be part of a Guarantee Application under the same QI.

The initial application page for the QI Portion of the Guarantee Application with associated CDFIs should be saved prior to an ECDFI beginning the ECDFI Portion of the Application in the section that follows, so that the ECDFI Guarantee Application will be linked to the QI Portion once it has started.

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail Related

Associated CDFIs (2)

Associated CDFI Id	Organization
ACDFI-000028	The Electric Cooperatives of South Carolina
ACDFI-000029	Harborstone Credit Union

View All

Important: Please note that if you associate incorrect ECDFIs to your Program Profile, before submitting your application, you will need to contact the Help Desk to correct that error.

5.3. How to edit Application Contacts on the QI Guarantee Application

1. On the newly created QI Guarantee Application, you can review and edit the Application Contacts.
2. Scroll down to the Application Contacts section of the Guarantee Application Detail page.
3. Click on the edit icon to the right of the Authorized Representative Name. This opens a lookup search window that allows you to search for the contact you want to use.

Application Contacts

* Authorized Representative Name

Test

Authorized Representative Email
test201801252357@example.com.disabled

Save

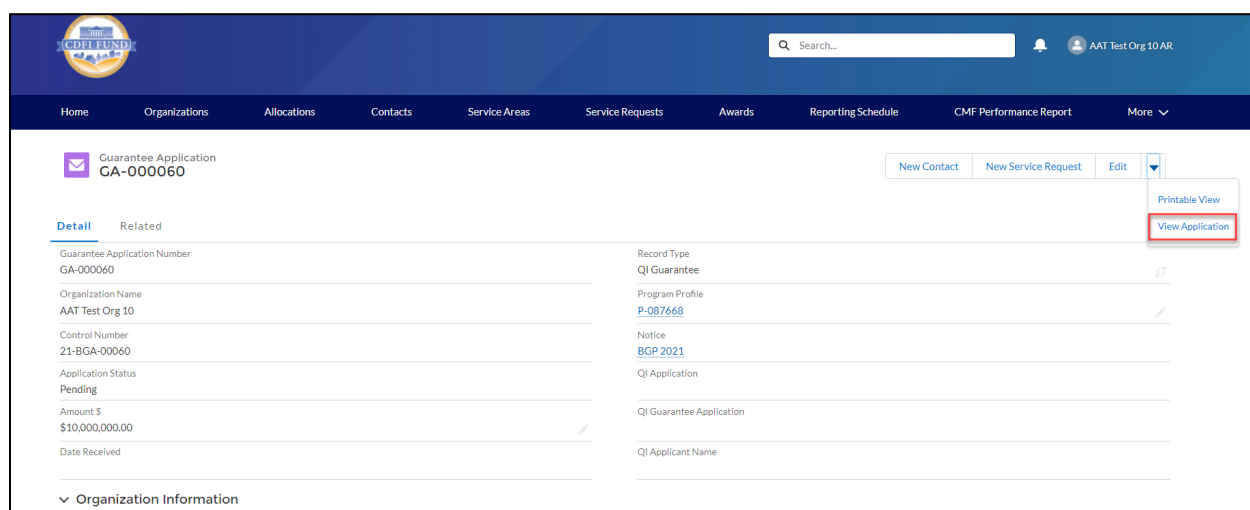
"Test" in Contacts

- TestUser Org18AR01
Test Applicant Org 18
- TestUser Org18POC01
Test Applicant Org 18
- John Henry Irons
Test Applicant Org 18
- + New Contact

4. Select the appropriate contact from the dropdown list.
5. Click save on the Guarantee Application edit form.

5.4. How to provide or delete Application Documents

1. Documents required as part of the QI Portion of the Guarantee Application are listed in the CDFI BG Program - Guarantee Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2>. Begin providing application documents by clicking the 'View Application' button.



2. On the Document portion of the **QI Guarantee Application**, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area, select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI BG Program - Guarantee Application (Reference Copy), Section 1.0. Only that type of document may be uploaded to that field.

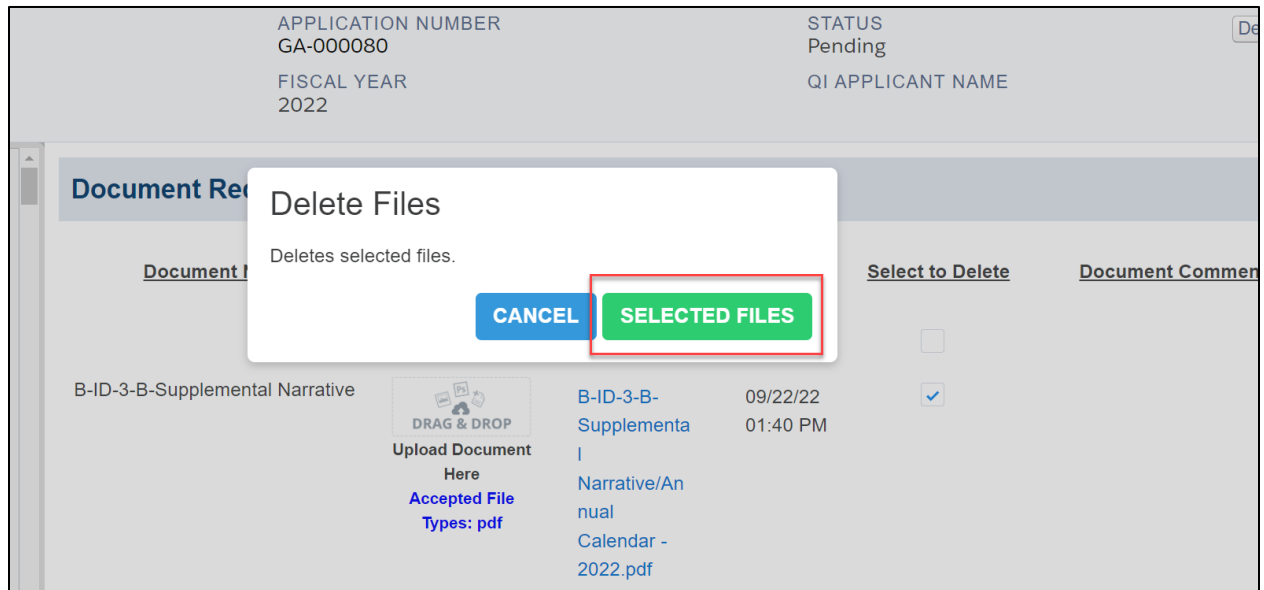
Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.

A QI should link the one, or more, ECDFIs that are part of its Guarantee Application in AMIS. To associate ECDFIs to your QI's Program Profile, log into the application and navigate to the **Organizations** tab.

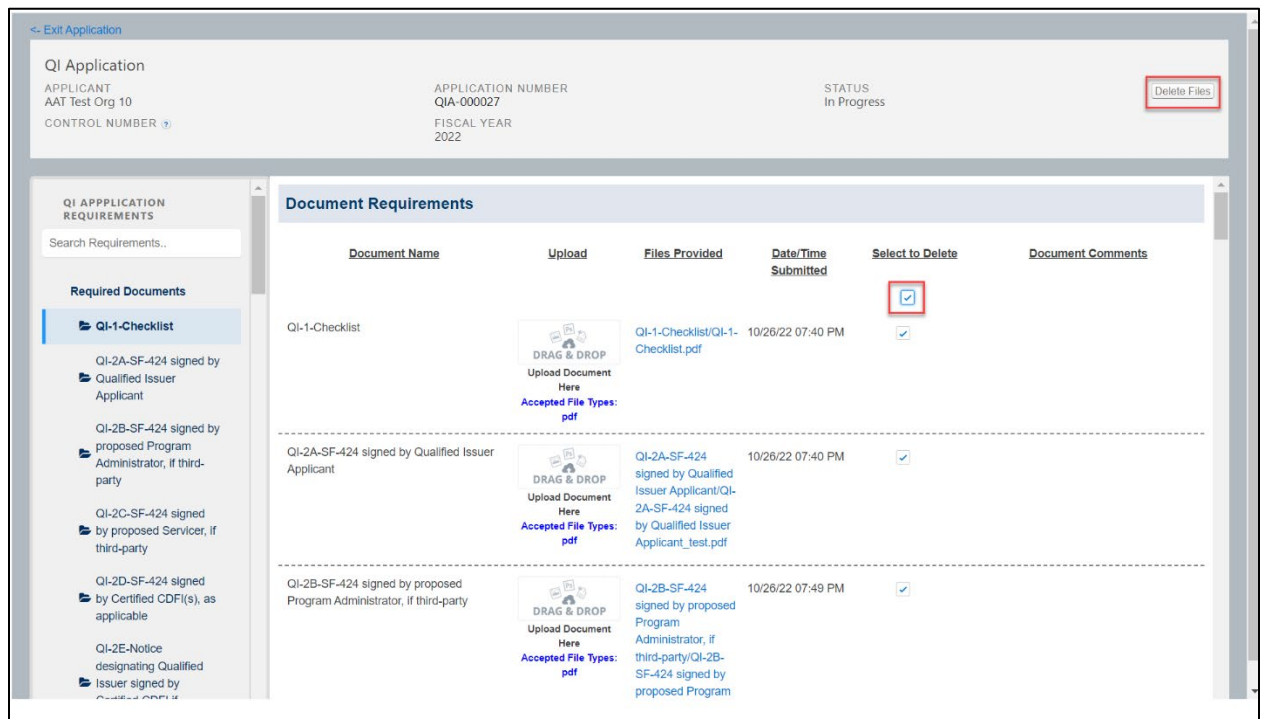
3. To delete document(s) prior to submission, click on the checkbox next to the document(s) that need to be removed and select **'Delete Files'**.

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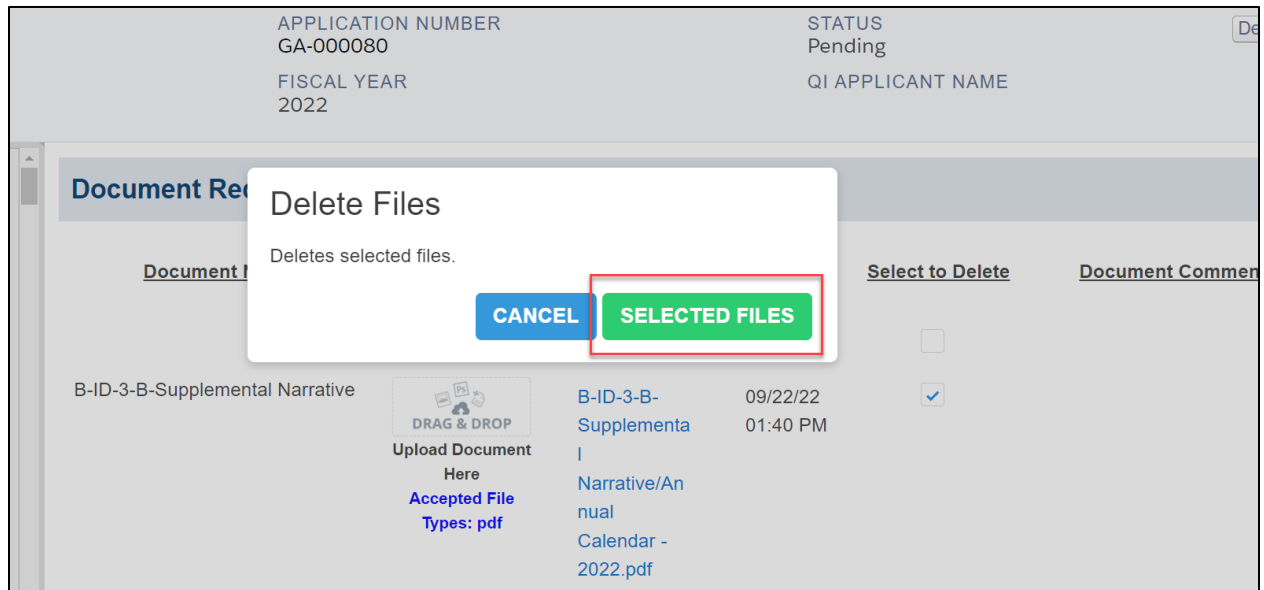
4. From the pop up, click on 'Selected Files'.



5. To Delete **all** files prior to submission, click on the checkbox immediately below the Select to Delete column and then click on the 'Delete Files' button.



- From the pop up, click on 'Selected Files'.



5.5. How to submit your QI Guarantee Application

- Once you drag and drop the document, it is automatically saved. After all required documents are uploaded, scroll to the bottom of the page to read the **Attestation** and if prepared to submit, **check the box**.

A screenshot of a web application interface for a 'Guarantee Application'. The header includes a logo, a search bar, and navigation links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area shows the 'Guarantee Application' form. It includes fields for 'APPLICANT AAT Test Org 10', 'CONTROL NUMBER', 'APPLICATION NUMBER GA-000060', 'FISCAL YEAR 2021', and 'STATUS Pending'. There's a 'GUARANTEE APPLICATION REQUIREMENTS' section with a 'Search Requirements...' field. Below this is a 'Required Documents' section with a link to 'Attestation'. The 'Attestation' section contains a long paragraph of text explaining the electronic signature process and the applicant's agreement. At the bottom of the 'Attestation' section, there's a checkbox labeled 'Please check the box to agree and submit the application.' which is highlighted with a red border. Below the checkbox, there's a signature line with the name 'Name AAT Test Org 10 AR' and the date 'Date 14 August 2021'.

2. Click the **Submit** button.

The screenshot shows a web application interface for a "Guarantee Application". The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and a More dropdown. The main content area is titled "Guarantee Application" and displays the following information:

- APPLICANT: AAT Test Org 10
- CONTROL NUMBER: (with a magnifying glass icon)
- APPLICATION NUMBER: GA-000060
- FISCAL YEAR: 2021
- STATUS: Pending

On the left, there is a sidebar with "GUARANTEE APPLICATION REQUIREMENTS" and a search bar. Below this, there are links for "Required Documents" and "Attestation" (which is currently selected).

The main section is titled "Attestation" and contains a large text area with a legal agreement. At the bottom of this section, there are two buttons: "CONTINUE APPLICATION" and "SUBMIT". The "SUBMIT" button is highlighted with a red rectangle. Below the buttons, there is a checkbox that is checked, with the text "Please check the box to agree and submit the application."

At the bottom of the page, there is a footer that reads: "Name: AAT Test Org 10 AR Date: 14 August 2021".

3. Once you **Submit** your application, the status of the application will be submitted, and you will not be able to provide additional documents. The Control Number will now be visible on your QI Guarantee Application.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

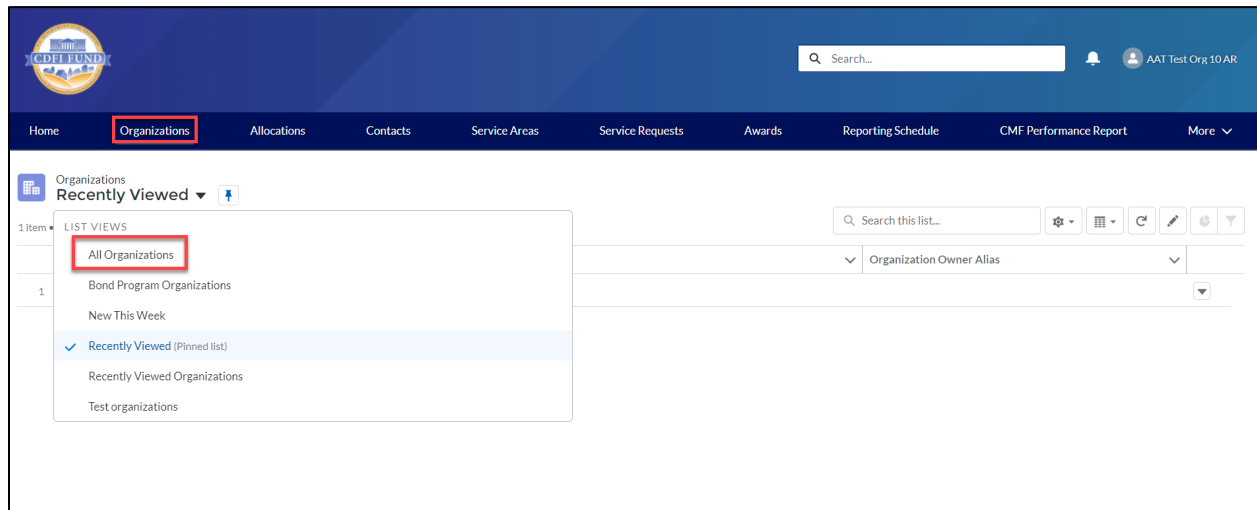
Note: After reviewing your application the Authorized Representative may be advised by the BG Program that some documents need to be re-uploaded which will unlock the Application. You will then receive an email notification asking you to re-upload the requested document(s). Follow steps 5.4 and 5.5 to upload and submit the revised document(s). Only those items that the BG Program has requested to be revised will be unlocked. The other submitted documents that do not need revisions will remain locked.

6. Guarantee Application, ECDFI Portion

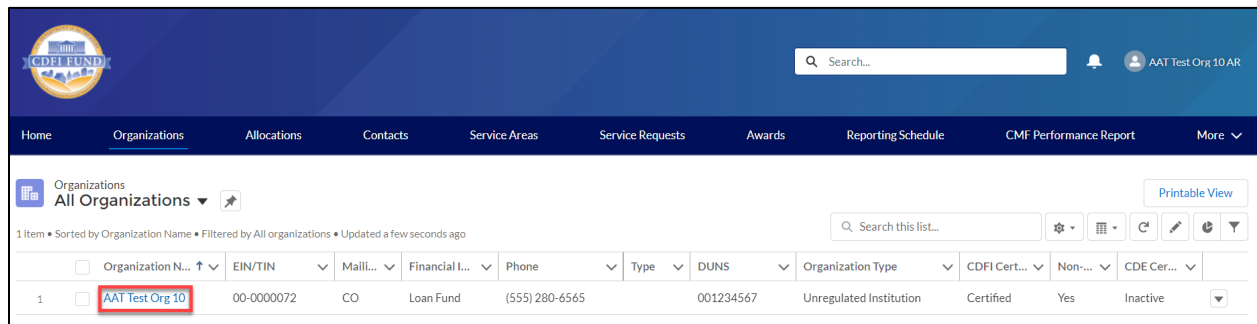
Only Eligible Community Development Financial Institutions (ECDFI) create and submit a ECDFI Portion of the Guarantee Application.

6.1. How to create a new ECDFI Guarantee Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations dropdown menu**.



2. Select your **Organization Name**.



3. Once on your **Organization** page, click on the **Related** link.

The screenshot shows the 'Organization' page for 'AAT Test Org 10'. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The 'Related' link is highlighted in the top navigation bar. The main content area displays organization details such as Type, Phone, Website, Organization Owner, Industry, and Mailing Address. Below this, there are tabs for 'Details' and 'Related', with 'Related' being the active tab. The 'Related' tab shows a table with columns for Organization Name, Parent Relationship, Phone, Website, and EIN/TIN.

Organization Name	Parent Relationship	Phone	Website	EIN/TIN
AAT Test Org 10		(555) 280-6565		00-0000072

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name Link**.

The screenshot shows the 'Active Program Profiles (6+)' section. It contains a table with columns for Record Type, Program Profile Name, and CIMS Mapping Tool. The 'BGP' row is highlighted, and the 'P-087668' link is highlighted.

Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

5. On the BGP Profile page for your **Organization**, click on the **Related** link.

The screenshot shows the 'Program Profile' page for 'P-087668'. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The 'Related' link is highlighted in the top navigation bar. The main content area displays program profile details such as Organization, Record Type, Program Profile Name, EIN/TIN, DUNS, and UEI. Below this, there are tabs for 'Detail' and 'Related', with 'Related' being the active tab. The 'Related' tab shows a table with columns for Organization, Record Type, Program Profile Name, EIN/TIN, DUNS, and UEI.

Organization	Record Type	Program Profile Name	EIN/TIN	DUNS	UEI
AAT Test Org 10	BGP	P-087668	00-0000072	001234567	

6. Scroll down the **Guarantee Applications** section and click on the **'New'** button.

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail Related

Associated CDFIs (0)

QI Applications (1) [New](#)

QI Application	Record Type	Application Status
QIA-000038	Application	Submitted

[View All](#)

Guarantee Applications (0) [New](#)

7. On the New Guarantee Application screen, select the ECDFI Guarantee (NOT the QI Guarantee) record type and click **'Next'**.

New Guarantee Application

Select a record type:

☐ QI Guarantee
For Applicants who are approved as a Qualified Issuer

☒ ECDFI Guarantee
For CDFI Applicants who are not a Qualified Issuer

[Cancel](#) [Next](#)

- On the New Guarantee Application edit screen, complete the required fields and click **'Save'**.
Tip: Do not edit the Program Profile field.

New Guarantee Application: ECDFI Guarantee

Information

Guarantee Application Number

Record Type
ECDFI Guarantee

Application Status
Pending

* Program Profile
P-087668

* Amount \$

Date Received

Notice
QI Guarantee Application

Control Number

Associated CDFI

Organization Information

Applicants Total Assets

Minority Depository Institution
--None--

Community Bank
--None--

Application Contacts

* Authorized Representative Name
Search Contacts...

Cancel Save & New Save

6.2. How to edit Application Contacts on the ECDFI Guarantee Application

- On the newly created **ECDFI Guarantee Application**, once saved, the applicant can review and edit the **Application Contacts**.
- Scroll down to the Application Contacts section of the Guarantee Application Detail page.
- Click on the edit icon to the right of the Authorized Representative Name. This opens a lookup search window that allows you to search for the contact you want to use.

Application Contacts

* Authorized Representative Name

Test

Authorized Representative Email
test201801260003@example.com.disabled

Save

Test

"Test" in Contacts

TestUser Org21AR01
Test Applicant Org 21

TestUser Org21POC01
Test Applicant Org 21

+ New Contact

4. Select the appropriate contact from the dropdown list.
5. Click save on the Guarantee Application edit form.

6.3. How to provide or delete Application Documents

1. Begin providing application documents by clicking on the **'View Application'** button.

Note that the QI that is managing the Bond Guarantee Application should show up as linked in the right portion of the screen.

Important: Note that if this field shows a QI name different from the one intended, before submitting the application, you will need to contact the Help Desk to have the correct QI name placed in the field.

The screenshot shows the CDFI Fund website interface. At the top is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below this is a search bar and a user profile for 'AAT Test Org 10 AR'. The main content area displays the 'Guarantee Application GA-000061'. On the right side of this application card, there are buttons for 'New Contact', 'New Service Request', 'Edit', and 'View Application'. The 'View Application' button is highlighted with a red rectangular box. Below the application card, there is a section for 'Organization Information' with a 'Mailing Address' field.

2. Documents required as part of the ECDFI Portion of the Guarantee Application are listed in the CDFI Bond Guarantee Program - Guarantee Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2>.

On the Document portion of the **ECDFI Guarantee Application**, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area; select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable.' The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI Bond Guarantee Program - Guarantee

Application (Reference Copy), Section 2.0. Only that type of document may be uploaded to that field.

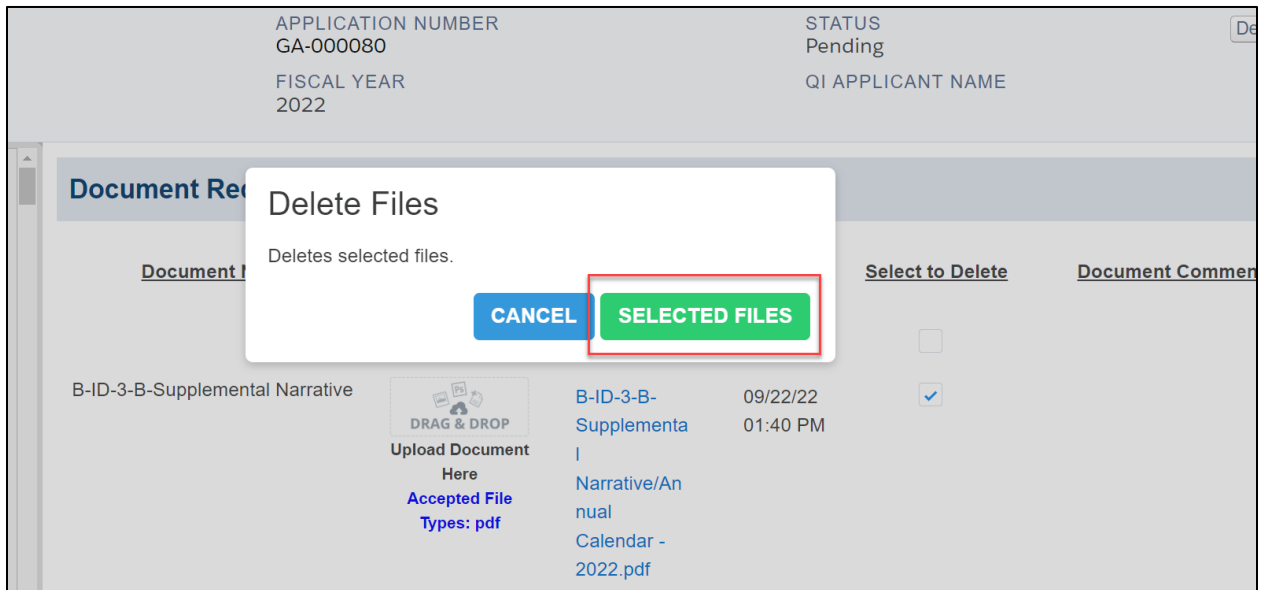
Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary

The screenshot shows the 'Guarantee Application' page in the AMIS system. The left sidebar lists 'Required Documents' including B-ID-1-Checklist, B-ID-10A-Current grant funding, B-ID-10B-Projected grant funding, B-ID-10C-Credit Enhancements, B-ID-10D-Historical investor renewal rule, B-ID-10E-Covenant compliance, B-ID-10F-Off balance sheet contingencies, B-ID-10G-Earned revenues, B-ID-10H-Debt capital statistics, B-ID-10I-Restricted Funds, B-ID-11-Other, and B-ID-2A-9F-424. The main table displays document requirements with columns for Document Name, Upload, Files Provided, Date/Time Submitted, and Document Comments. The 'Upload' column is highlighted with a red box, showing a 'DRAG & DROP' interface with instructions to 'Upload Document Here' and 'Accepted File Types: pdf'.

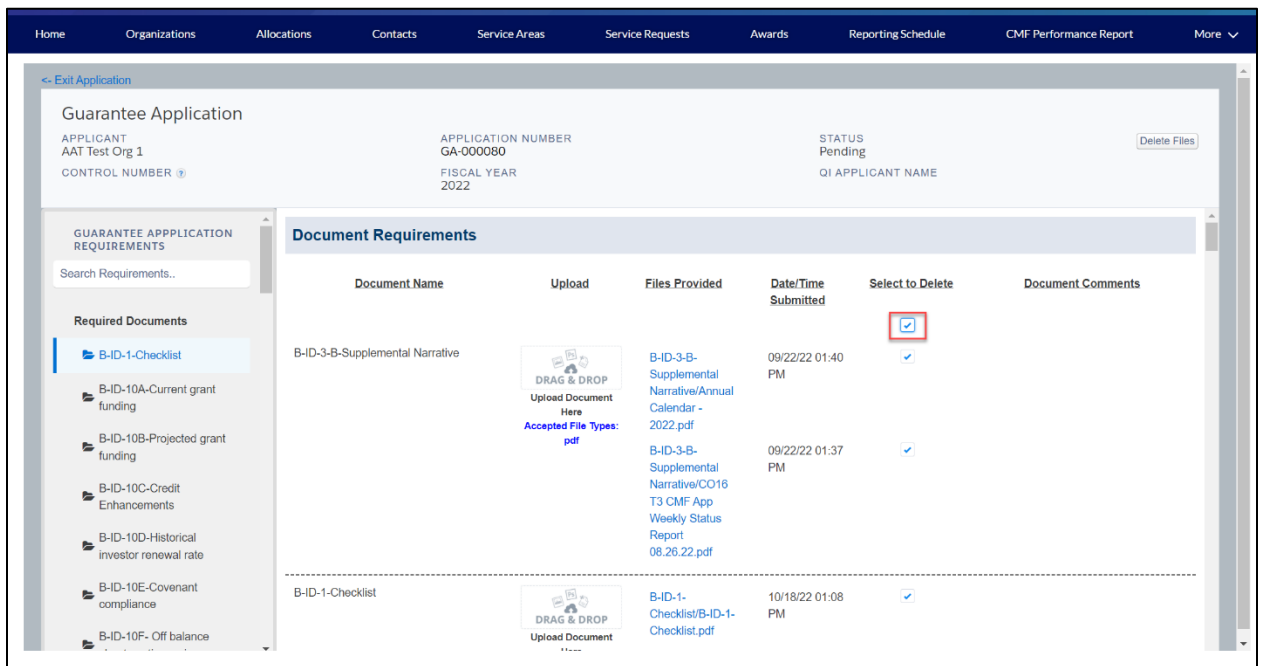
- To delete document(s) prior to submission, click on the checkbox next to the document(s) that need to be removed and select '**Delete Files**'.

The screenshot shows the 'Guarantee Application' page in the AMIS system. The left sidebar lists 'Required Documents' including B-ID-1-Checklist, B-ID-10A-Current grant funding, B-ID-10B-Projected grant funding, B-ID-10C-Credit Enhancements, B-ID-10D-Historical investor renewal rule, B-ID-10E-Covenant compliance, B-ID-10F-Off balance sheet contingencies, B-ID-10G-Earned revenues, B-ID-10H-Debt capital statistics, B-ID-10I-Restricted Funds, B-ID-11-Other, and B-ID-2A-9F-424. The main table displays document requirements with columns for Document Name, Upload, Files Provided, Date/Time Submitted, Select to Delete, and Document Comments. The 'Select to Delete' column is highlighted with a red box, showing a checkbox next to the document 'B-ID-3-B-Supplemental Narrative'. A 'Delete Files' button is visible in the top right corner of the application details section.

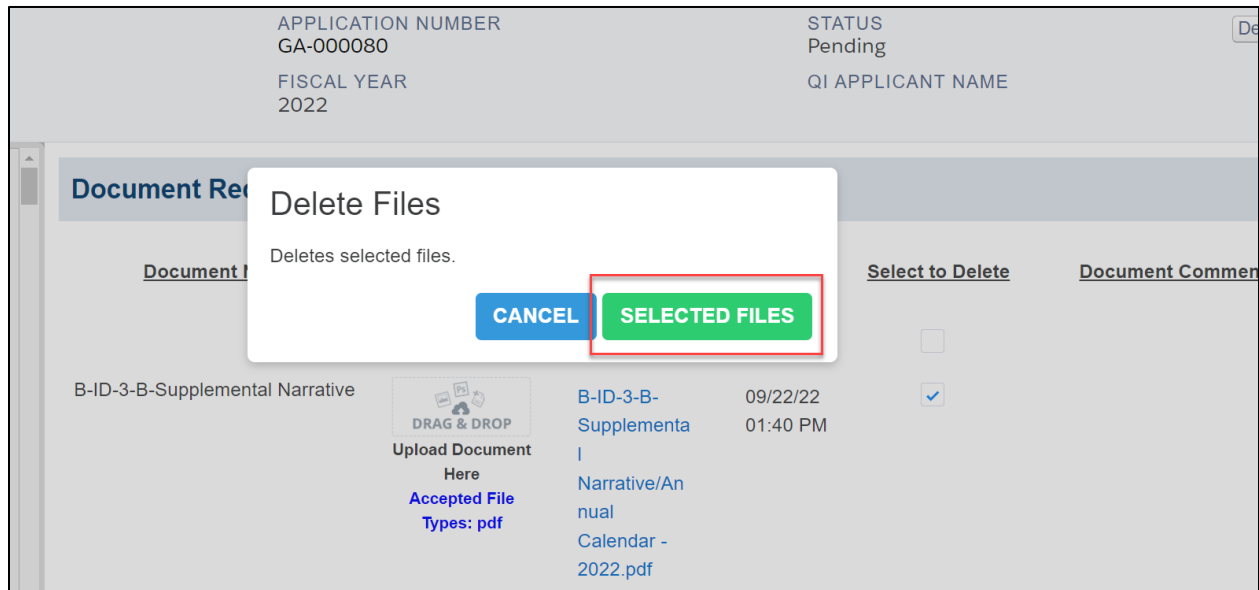
- From the pop up, click on 'Selected Files'.



- To Delete **all** files prior to submission, click on the checkbox immediately below the Select to Delete column.



6. From the pop up, click on 'Selected Files'.



6.4. How to submit your ECDFI Guarantee Application

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and if prepared to submit, **check box**.

The screenshot displays the 'Guarantee Application' form. The form includes a header with the 'CDFI Fund' logo and a search bar. Below the header is a navigation menu with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area is titled 'Guarantee Application' and contains a sidebar with 'GUARANTEE APPLICATION REQUIREMENTS' and a list of 'Required Documents' including 'Attestation'. The 'Attestation' section is highlighted. It contains a long paragraph of text explaining the electronic process and the applicant's agreement. At the bottom of the 'Attestation' section, there is a checkbox labeled 'Please check the box to agree and submit the application.' which is currently unchecked. Below the checkbox, the form displays the applicant's name 'Name AAT Test Org 10 AR' and the date 'Date 14 August 2021'.

2. Click the **Submit** button.

The screenshot displays the 'Guarantee Application' form. At the top, a navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and a More dropdown. The main content area is titled 'Guarantee Application' and includes fields for APPLICANT (AAT Test Org 10), APPLICATION NUMBER (GA-000061), STATUS (Pending), CONTROL NUMBER, FISCAL YEAR (2021), and Q1 APPLICANT NAME. A sidebar on the left lists 'GUARANTEE APPLICATION REQUIREMENTS' with a search bar and a 'Required Documents' section. The main section is titled 'Attestation' and contains a large text area for the applicant to agree to the terms of the application. Below this text area are two buttons: 'CONTINUE APPLICATION' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red border. At the bottom of the form, there is a checkbox labeled 'Please check the box to agree and submit the application.'

3. Once you **Submit** your application, the status of the application will be submitted, and you will not be able to provide additional documents. The Control Number will now be visible on your ECDFI Guarantee Application.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

Note: After reviewing your application the Authorized Representative may be advised that some documents need to be re-uploaded which will unlock the Application. You will then receive an email notification asking you to re-upload the requested document(s). Follow step 6.3 and 6.4 to upload and submit the revised document(s). Only those items that the BG Program has requested to be revised will be unlocked. The other submitted documents that do not need revisions will remain locked.