



FY 2023 CMF (ROUND-8) - INSTRUCTIONS FOR ACCESSING THE AWARD RECORD AND ASSISTANCE AGREEMENT IN AMIS

OCTOBER 4, 2023

CDFI FUND
U.S. DEPARTMENT OF THE TREASURY

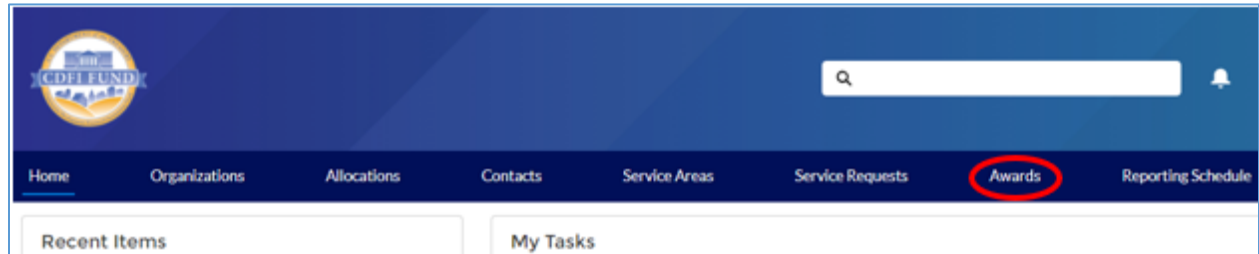
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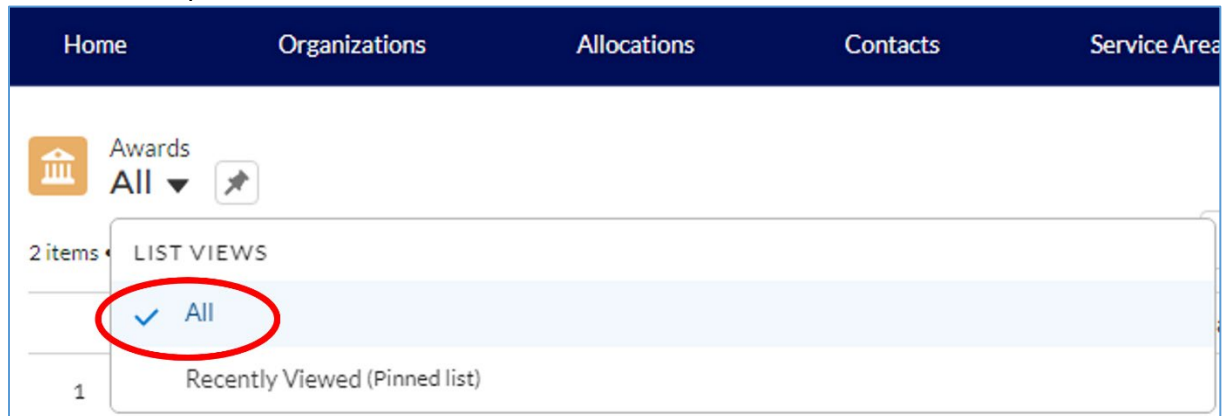
Viewing the Award record and Assistance Agreement

You can access view your organization's FY 2023 CMF Award record and Assistance Agreement in AMIS by following the instructions below:

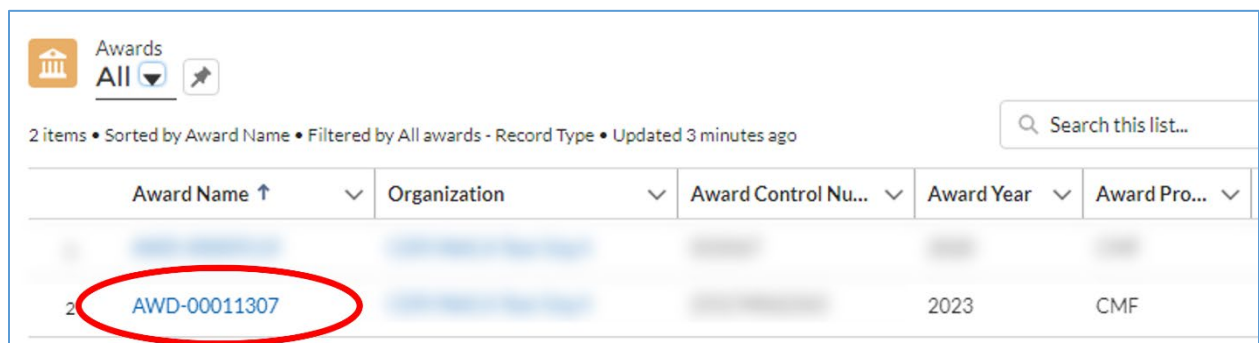
- 1) Log in to your organization's AMIS account and click on the the "Awards" tab.



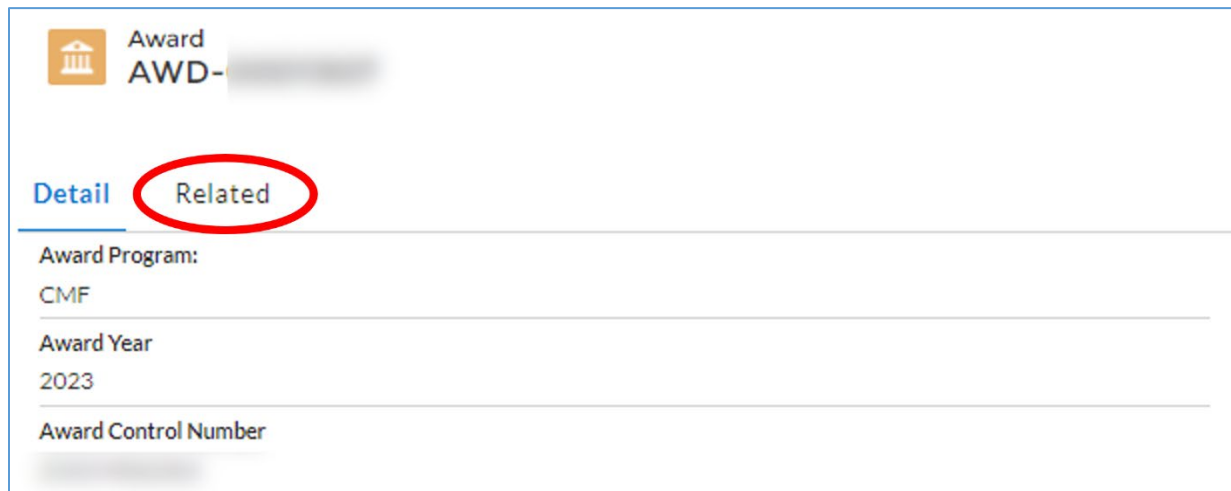
- 2) Select the dropdown arrow and click "All".



- 3) Click on the "Award Name" link of your FY 2023 CMF Award. The link will start with AWD-000.



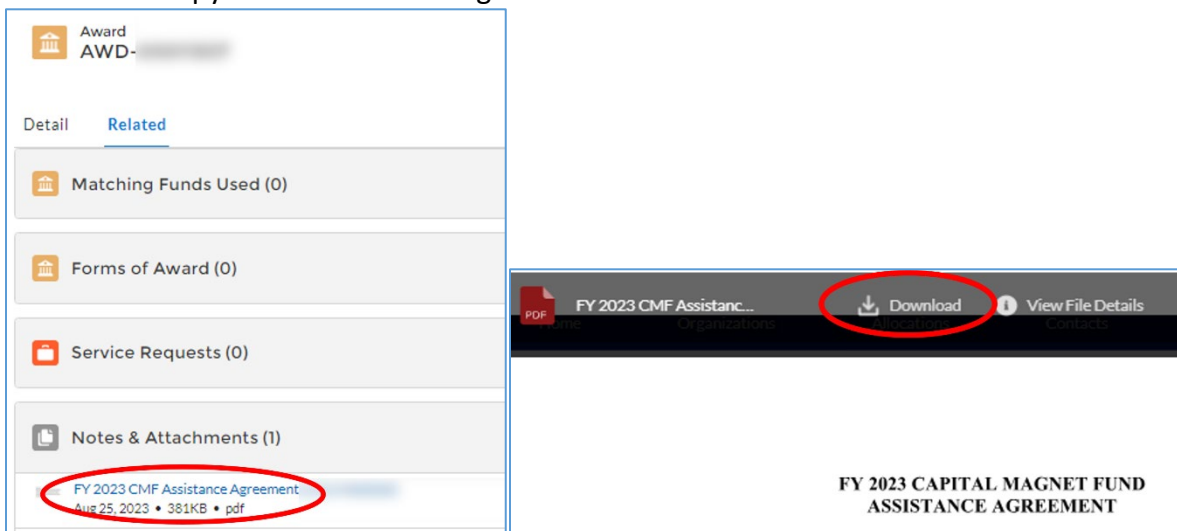
- 4) On the Award page, click the “Related” tab. Navigate to the Notes & Attachments related list.



The screenshot shows the 'Award' page for 'Award AWD-'. The 'Detail' tab is selected, and the 'Related' tab is circled in red. Below the tabs, the following information is displayed:

- Award Program: CMF
- Award Year: 2023
- Award Control Number: [Redacted]

- 5) Click on the link to the Assistance Agreement PDF. You will have the option to download and save a copy of the Assistance Agreement.



The screenshot shows the 'Notes & Attachments' section on the left, which is circled in red. It contains a list of attachments, including 'FY 2023 CMF Assistance Agreement' (Aug 25, 2023 • 381KB • pdf), which is also circled in red. On the right, the file details for 'FY 2023 CMF Assistance Agreement' are shown, including a 'Download' button circled in red.

FY 2023 CAPITAL MAGNET FUND ASSISTANCE AGREEMENT

Requesting a Modification to the Assistance Agreement

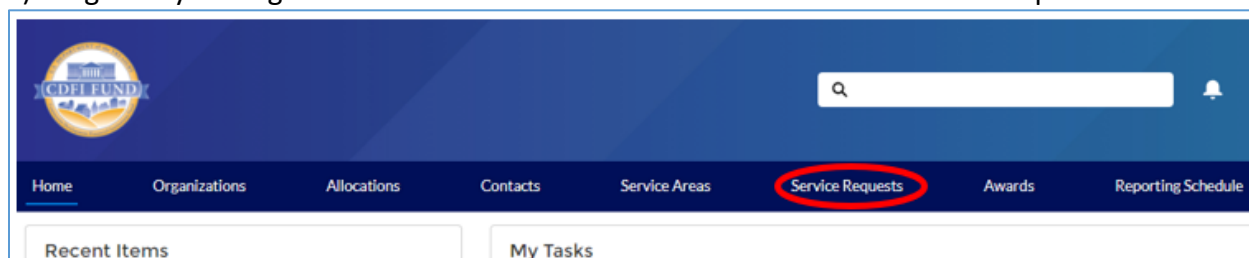
Recipients should complete the steps outlined below to request a modification to the Assistance Agreement, if applicable. Please carefully review the *FY 2023 CMF Award Transmittal Letter* for more details on the types of modification requests that the CDFI Fund will consider and deadlines for modification requests.

Note: Recipients that do not wish to request a modification to their CMF Assistance Agreement should skip to the next section - [Signing the Assistance Agreement and uploading the Certificate of Good Standing](#).

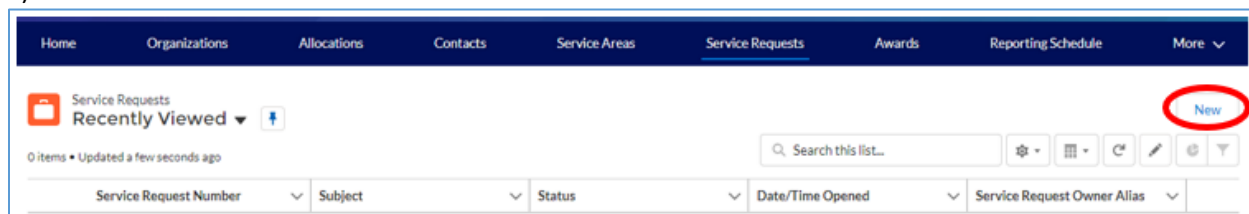
Recipients that submit an Assistance Agreement modification request should **NOT** sign the Assistance Agreement until after the CDFI Fund has provided a decision on the modification request and, if applicable, generated an updated Assistance Agreement. The CDFI Fund will notify you of the modification request decision via the AMIS Service Request you created in submitting your modification request.

To request a modification:

- 1) Log in to your organization's AMIS account and click on the the "Service Requests" tab.



- 2) Click on the "New" button.



- 3) Select “Capital Magnet Fund” in the Program field. Enter the Award Number for your FY 2023 CMF Award, which starts with “AWD-000####” in the Award field.

The screenshot shows the 'New Service Request: General Inquiry' form. The 'Award' field is highlighted with a red circle, displaying 'AWD-000'. The 'Program' dropdown menu is also highlighted with a red circle, showing 'Capital Magnet Fund'. Other fields include 'Service Request Owner', 'Service Request Number', 'Contact Name', 'Organization Name', 'Funding Application' (with a search bar), 'Validated' (set to '--None--'), and 'Program Topic'.

- 4) Enter “Assistance Agreement Modification Request” in the “Subject” field. Please include a detailed written justification for your modification request in the “Description” field. When you are done, press “Save.”

The screenshot shows the 'New Service Request: General Inquiry' form. The 'Description Information' section is highlighted with a red circle, showing the 'Subject' field with 'Assistance Agreement Modification Request' and the 'Description' field with 'Detailed written justification for your modification request.' The 'Save' button is also highlighted with a red circle. Other fields include 'Status' (set to 'New'), 'Service Request Origin' (set to 'Web'), 'Priority' (set to 'Medium'), and 'Completed Date'.

The written justification for the modification request(s), should give the CDFI Fund enough information to make a decision on whether or not to accept or deny the modification request. If the justification and supporting documentation (if applicable) is not sufficient, the CDFI Fund will request additional information and supporting documentation, which may delay the timing of closing on your CMF Assistance Agreement.

Types of Eligible Modifications:

- Signature Page Corrections and Fiscal Year End date changes
 - Include supporting documentation such as Articles of Incorporation for Organization Name corrections and Board Resolutions for Fiscal Year End date changes.
 - Note – Changes to Fiscal Year End dates will also require a [Certification of Material Events Form](#) to be submitted to the CDFI Fund via a Service Request.
- Payment Amount Changes
 - Provide a brief explanation for why your organization is requesting the change and be sure that the requested amounts reconcile with your FY 2023 CMF Award amount.
- Eligible Activities and Service Area Requirements
 - Provide an explanation for what has changed since your Organization submitted its FY 2023 CMF Application that has resulted in your organization wishing to add an Eligible Activity or make changes to the Service Area Requirements. If requesting to add a new geographic Service Area, please include information on your Organization's track record and pipeline in that geographic Service Area.

- 5) Do not sign your Assistance Agreement until the CDFI Fund notifies you via your AMIS Service Request (Modification Request) that a decision has been made, and if applicable, the CDFI Fund has generated a modified Assistance Agreement.

Signing the Assistance Agreement and uploading the Certificate of Good Standing

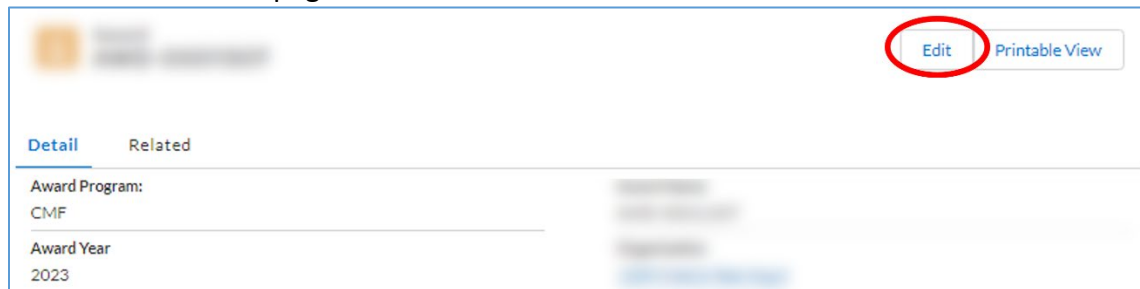
Please note that the Assistance Agreement (AA) must be signed electronically, in AMIS, by a contact that is designated as an “Authorized Representative” (AR) on your organization's AMIS account. This Authorized Representative must be duly authorized by your organization to enter into legally binding documents on behalf of your organization. As such, consultants are not bona fide Authorized Representatives and thus cannot execute Assistance Agreements on behalf of their client organizations (i.e., the Recipient). The “Auth. Rep. Signature Title”, which is the title reflected on the Authorized Representative's contact record in AMIS, must reflect the title of a leadership position and the incumbent authority to sign legally binding documents on behalf of the organization.¹ Please see [Appendix A](#) for a list of Authorized Representative titles that the CDFI Fund deems acceptable.

An Authorized Representative with authorization to sign legal documents on behalf of your organization must complete the steps outlined below to review and electronically sign the Assistance Agreement as well as upload the Certificate of Good Standing (COGS), if applicable. Please carefully review the *FY 2023 CMF Award Transmittal Letter* for more details on reviewing, signing, and submitting the Assistance Agreement including key deadlines.

¹ To add or update organization contacts see Section 6.3 of the [AMIS Training Manual](#).

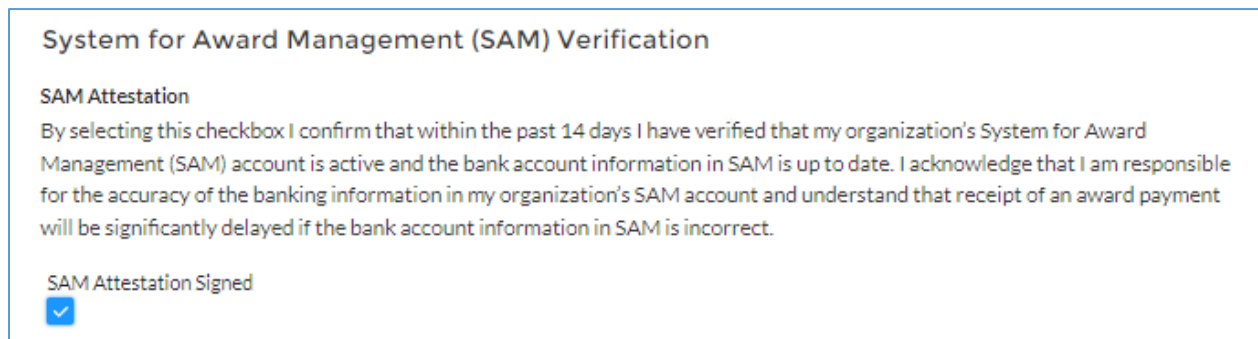
IMPORTANT: Please **DO NOT** complete any of the Assistance Agreement signature checkboxes if you do not have the authority to sign legal documents on behalf of your organization. Doing so will delay the CDFI Fund in finalizing your organization's Assistance Agreement and initiating the award payment.

- 1) Follow the [Viewing the Award record and Assistance Agreement](#) steps above to access your FY 2023 CMF Award. When you are on the Award record detail page, click the “Edit” button on the Award Detail page.



The screenshot shows the 'Award Detail' page in the AMIS system. At the top right, there are two buttons: 'Edit' and 'Printable View'. The 'Edit' button is circled in red. Below the buttons, there are tabs for 'Detail' and 'Related'. Under the 'Detail' tab, there is a section for 'Award Program:' with the value 'CMF' and 'Award Year' with the value '2023'.

- 2) Skip all sections that say “(CMF & ERP Recipients: DO NOT complete this section)”
- 3) Read the System for Award Management (SAM) Attestation language and click the “SAM Attestation Signed” checkbox to confirm that your organization's SAM account is active and up to date. If your organization is unsure about the status of its SAM account, please utilize the [SAM.gov Status Tracker](#) to verify that its account is active. Note: Recipients must complete this step in order to complete Step 5 below.



The screenshot shows the 'System for Award Management (SAM) Verification' section. It includes a heading 'SAM Attestation' and a paragraph of text: 'By selecting this checkbox I confirm that within the past 14 days I have verified that my organization's System for Award Management (SAM) account is active and the bank account information in SAM is up to date. I acknowledge that I am responsible for the accuracy of the banking information in my organization's SAM account and understand that receipt of an award payment will be significantly delayed if the bank account information in SAM is incorrect.' Below this text, there is a checkbox labeled 'SAM Attestation Signed' which is checked with a blue checkmark.

- 4) Read the “Program Goals and Measures and Webinar Attestation (CMF & ERP Recipients Only)” and click the checkboxes to confirm that you have read and understand the Performance Goals and Measures and that a representative of your organization has either attended the *Getting to Know Your FY 2023 CMF Assistance Agreement* webinar on October 11, 2023 or watched the recording.

IMPORTANT: Please **DO NOT** complete any of the checkboxes on the Award record in AMIS until after a representative of your organization has attended the *Getting to Know Your Assistance Agreement* webinar scheduled for October 11, 2023, or viewed the recording that will be posted the CMF [Step 4: Closing and Disbursement](#) webpage after October 11, 2023. Completing the signature checkboxes prior to attending the webinar will delay the CDFI Fund in finalizing your organization's Assistance Agreement and initiating the award payment process.

Program Goals and Measures and Webinar Attestation (CMF & ERP Recipients Only)

PGM Attestation
By selecting this checkbox I confirm that I have read and understand the Performance Goals and Measures in my organization's Assistance Agreement.

PGM Attestation Signed
☒

Webinar Attestation
By selecting 'Yes' I confirm that a representative of my organization has either attended the live webinar or watched the recording of the CMF Getting to Know Your Assistance Agreement presentation.

Webinar Signed
☒

- 5) Read the Signature Attestation language. An AMIS Contact designated as an Authorized Representative in the Organization Profile must click the “Auth. Rep Signature” checkbox to electronically sign the Assistance Agreement. Click “Save”. Consultants are not allowed to sign CDFI Fund Assistance Agreements on behalf of their clients.

Agreement Authorized Representative Signature

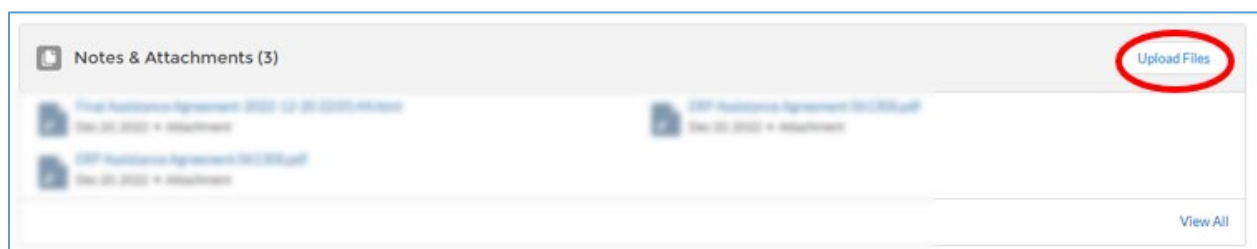
Signature Attestation
By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and delivers to the CDFI Fund, my electronic signature; I hereby agree that this electronic signature shall be treated as an original signature for the purpose of having signed the Agreement that is currently uploaded in the CDFI Fund's Award Management Information System (AMIS), and as evidence that the Recipient agrees to and is bound by all the covenants, conditions, and agreements therein contained, just the same as a pen-and-paper signature; I hereby consent and agree to affixing a representation of this electronic signature to the signature page of the Agreement as further evidence that the Recipient agrees to and is bound by all the covenants, conditions, and agreements therein contained; I hereby certify that I am the Authorized Representative of the Recipient and am duly authorized by the Recipient to execute and deliver the Agreement on behalf of the Recipient; I hereby acknowledge that all information contained in this Agreement 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 Recipient has provided in this Agreement is true, correct, and complete; I hereby certify that the execution and submission of this Agreement has been duly authorized by the governing body of the Recipient; and I 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 18, Section 1001).

Auth. Rep Signature
☒

Authorized Representative Signature

Cancel Save

- 6) If the Table of Contents in your organization's Assistance Agreement indicates that a Certificate of Good Standing (COGS) or Legal Opinion is required, you must attach the document to the Notes & Attachments related list in the award record Related page. **Please follow this Naming Convention when uploading your document in AMIS: Org Name_Document Type(COGS or Legal Opinion)_Date of Document(MM.DD.YYYY).**



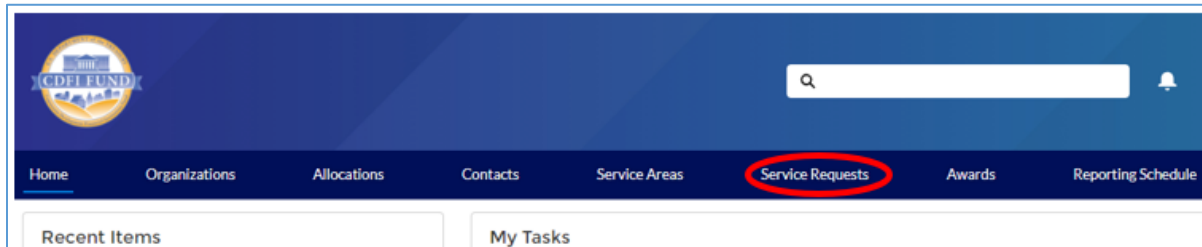
IMPORTANT: The CDFI Fund is unable to move forward processing your Award for payment until the Assistance Agreement is signed, and the COGS or Legal Opinion is provided, if required.

Note: At this point, no further action is needed from your organization. **Skip all sections that are annotated as: “(CMF & ERP Recipients: DO NOT complete this section)”**. After electronically signing the Assistance Agreement and uploading your COGS, if applicable, the CDFI Fund will conduct a review to ensure your organization is in compliance with the terms of any other CDFI Fund awards and allocations. If no issues arise during the CDFI Fund compliance review, the CMF Program Manager will electronically countersign the Assistance Agreement. Recipients typically receive funds within 5-10 business days after the Assistance Agreement is countersigned by the Program Manager.

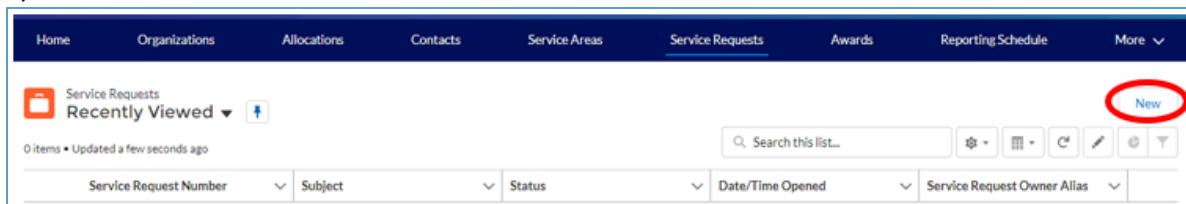
Submitting a question to the CMF Program Team via an AMIS Service Request

The most efficient way to contact the CMF Program Team with any questions about the Assistance Agreement or closing process is to submit a Service Request in AMIS. Follow the steps below so that your request is correctly routed to the CMF Program Team:

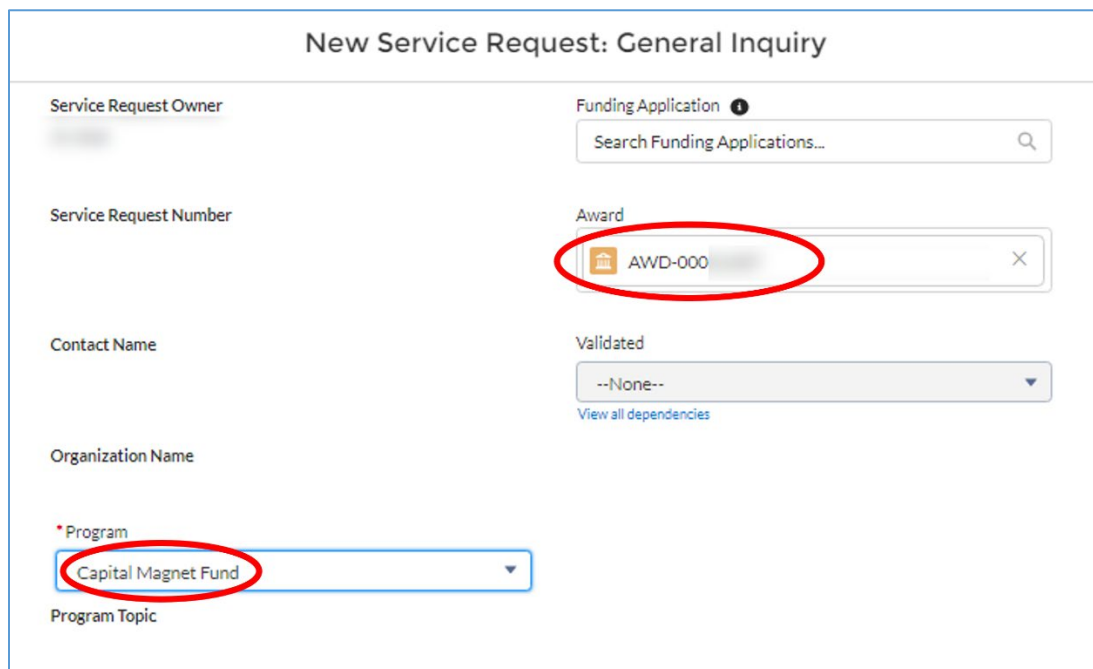
- 1) Log in to your organization's AMIS account and click on the "Service Requests" tab.



- 2) Click on the "New" button.



- 3) Select "Capital Magnet Fund" in the Program field. Enter the Award Number, which starts with "AWD-0000####" in the Award field.

A screenshot of the 'New Service Request: General Inquiry' form. The form has several fields: 'Service Request Owner', 'Service Request Number', 'Contact Name', 'Organization Name', 'Program', 'Program Topic', 'Funding Application', 'Award', and 'Validated'. The 'Program' field is a dropdown menu with 'Capital Magnet Fund' selected, highlighted by a red circle. The 'Award' field is a text input with 'AWD-000' entered, also highlighted by a red circle. The 'Validated' field is a dropdown menu with '--None--' selected.

- 4) Enter a short description of your question(s) in the “Subject” field. Please include more detail on your question(s) in the “Description” field. When you are done, press “Save.”

New Service Request: General Inquiry

Additional Information

*Status: New
[View all dependencies](#)

*Service Request Origin: Web

Priority: Medium

Description Information

*Subject: Short question(s) description

*Description: Detailed description of any questions.

Cancel Save & New **Save**

- 5) The CMF Team will receive a notification of your Service Request and will work to provide answers to your question via the Service Request in a timely manner. You will receive an email when a member of the CMF Team responds to your Service Request.
- 6) You can view any Service Request you have open by selecting “My Open Service Requests (Ext)” from the drop-down menu on the Service Request tab.

Home Organizations Allocations Contacts Service Areas **Service Requests**

Service Requests
My Open Service Requests (Ext) ▼

1 item • LIST VIEWS

- My Open Service Requests (Ext)**
- My Service Requests (Ext)
- Recently Viewed (Pinned list)
- Recently Viewed Service Requests

Status	Priority
In Progress	Medium

- 7) Communication with CDFI Fund staff can be viewed on the the “Related” tab. You can add additional comments to the Service Request by clicking “New” or add attachments by clicking “Upload Files”

Priority

Status

Service Request Number

Medium

In Progress

Detail

Related

Service Request Comments Public (1)

New

User	Public	Created Date	Comment
			<p>[Blurred comment text]</p> <p>Kind regards, The CMF Program Team</p>

Attachments (0)

Upload Files

Appendix A – Authorized Representative Acceptable Titles

The Assistance Agreement (AA) must be signed by an Authorized Representative (AR) with an acceptable title. This designated Authorized Representative must be duly authorized by your organization to enter into legally binding documents on behalf of your organization. As such, consultants, are not bonafide Authorized Representatives and thus cannot execute Assistance Agreements on behalf of their client organizations (i.e., the Recipient). The “Auth. Rep. Signature Title”, which is the title reflected on the Authorized Representative’s contact record in AMIS, must reflect the title of a leadership position and the authority to sign legally binding documents on behalf of the organization.² The table below details acceptable AR titles and questionable AR titles:

Acceptable AR Titles	Questionable AR Titles
<ul style="list-style-type: none">• Chief Executive Officer• Chief Financial Officer• Chief Operating Officer• President/Vice President• Partner (Venture Capital Funds)• Compliance Manager/Supervisor or any Manager/Supervisor related position• Senior Accountant or any senior-level title• Director• Board Officer• Any C-Suite position• Board Chair• Chairman• Chairperson• Vice Chair (Vice Chairman, Vice Chairperson)• Treasurer• Board Secretary• Manager• Any similar titles that reflect the incumbent authority within the organization	<ul style="list-style-type: none">• Assistant/Executive Assistant• Secretary/Receptionist• Loan Officer• Community Development Officer• Intern• Analyst• Consultant (not allowed to sign on behalf of an organization)• Board Member• Associate Treasurer• Associate Director• Secretary• Comptroller• Controller• Staff Accountant• Authorized Representative

IMPORTANT: Please **DO NOT** complete any of the Assistance Agreement signature checkboxes if you do not have the authority to sign legal documents on behalf of your organization. Doing so may significantly delay the CDFI Fund in finalizing your organization’s Assistance Agreement and initiating the award payment process.

² To add or update organization contacts see Section 6.3 of the [AMIS Training Manual](#).