

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 2024

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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 <u>https://amis.cdfifund.gov/s/AMISHome</u> 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.

ONSTMENT of the Tay	
CDFI FUND	U.S. DEPARTMENT OF THE TREASURY COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND
Contraction of the Association o	AMIS HOME   AMIS NEWS   AMIS TRAINING MATERIALS   AMIS FAQS   LOGI
	TERMS OF USE AND ACCEPTANCE
You are entering an C and audit usage of consent to such monit are strictly prohibit	Micial United States Government System, which may be used only for authorized purposes. The Government may monitor this system, and all persons are hereby notified that clicking the OK button below and the use of this system constitutes oring and auditing. Unauthorized attempts to upload or change information on, or otherwise cause damage to, this web site ed and are subject to prosecution under the Computer Fraud Abuse Act of 1986 and Title 18 U.S.C. § 1001 and § 1030.
This web site is provid and is considered p things) the misuse of	ed as a public service by the Department of the Treasury. Community Development Financial Institutions Fund (CDFI Fund) ublic information which may be distributed and copied. You should be aware that 31 U.S.C. § 333 prohibits (among other names, terms, symbols, emblems, or stationery of the Department of the Treasury, as well as colorable imitations of these items.
	Username
	Password
	SIGN IN
	Forgot your password?   Join our Community

**<u>Recommendation</u>**: 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.

CDFI FUND								٩	Search						2 AAT	Test Or	3 10 AR
Home	Organizations	Allocations	Contacts	5	ervice Areas	i.	Service R	equests	A	wards		Repo	rting Sched	ule		More	~
	Create New 🔻		My Task	s													
Recent Item	S		Today		•											Nev	v
AAT Test Org 10 A	R		Complete	d		Date			Status				Subject				
AAT Test Org 10			E Cal	endar Igust 8, 1	2021-Au	gust 14,	2021			< >			C i	•	New Ev	rent	
P-127960			GMT -4	SUN 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14		•	AUG	UST	•	2021	
P-087668			4am								•	Sun	Mon Tue	Wed	Thu	Fri	Sat
Custom Link	s											1	2 3 9 10	4	5	0	14

## 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.

XCDFI FUND							٩	Search				AAT Test O	rg 10 AR
Home	Organizations	Allocations	Contacts	Service Areas		Service Re	quests	Av	vards	Repor	rting Schedule	Log Ou Mor	t re 🗸
	Create New 🔻		My Tasks										
Recent Items			Today	•								Ne	w
AAT Test Org 10 AF	2		Completed		Date			Status			Subject		
AAT Test Org 10			Calendar August	: 8, 2021-Au	gust 14, 2	2021			< >		℃ = ▼	New Event	
P-127960			GMT-4 SUN	18 MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14	•	AUGUST	▶ 202	21
P-087668			4am							. Sun 1	Mon Tue W	'ed Thu Fri 4 5 6	Sat 7

## 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**.

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Hom		Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Rep	orting Schedule	CMF Perfo	mance	Report		ľ	dore ·	~
1 item •	Orga <b>Rec</b>	nizations cently Viewed	Ŧ					٩	Search this list	:	* \$\$		C		Ċ	T
	C	All Organizations Bond Program Organization	IS					~	Organization Owner A	Alias				$\sim$		
		New This Week													•	
	~	Recently Viewed (Pinned list	)													
		Recently Viewed Organizati	ions													
		Test organizations														

2. Select your Organization Name.

	FUND					(	Q Search	<b>.</b>	AAT Test Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Reporting Schedule	CMF Performance Rep	oort More 🗸
1 item • Se	rganizations III Organizations orted by Organization Name • Filte	*ed by All organizations	<ul> <li>Updated a few seconds ag</li> </ul>	10			Q Search this list	\$ • III •	Printable View
	Organization N 🕇 🗸	EIN/TIN V	Maili 🗸 Financial	I 🗸 Phone	✓ Type ✓ D	UNS V	Organization Type	CDFI Cert V Non V	CDE Cer 🗸
1	AAT Test Org 10	00-0000072	CO Loan Fund	(555) 280-6565	0	01234567	Unregulated Institution	Certified Yes	Inactive

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

CDFI FU	NDK						Qs	earch			AAT Test	Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service Req	uests /	Awards	Reporting Schedule		CMF Performance	Report	More 🗸
	rganization AT Test Org 10								Edit	Refresh SAM	Printable View	•
Туре	Phone (555) 280-6565	Website	Organization ( System A	Dwner .dministra ₽	Industry	Mailing Addr 1450 S. Hav Aurora, CO USA	ess ana St., Suite 504 80012-5079					
Details	Related											
Organizatio AAT Test O	n Name Irg 10				F (	hone 555) 280-6565						
Parent Rela	tionship					Vebsite						
					E	IN/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.

CDFI FU	ND K						Q Search		÷	AAT Test	Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service Reque	sts Awards	Reporting Schedule	e CMF Perfor	mance Rep	port	More 🗸
小 Pro P-	gram Profile 087668							Submit for Approval	Edit	Add CDFIs	•
Detail	Related										
✓ Organ	ization Data										
Organization AAT Test Or	g 10				Rec BG	ord Type P					
EIN/TIN 00-0000072	2				Pro P-C	gram Profile Name 187668					
DUNS 001234567											
UEI											
Endered Dame	late a										

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

CDFLF	UNDIC						Q Search		<b>.</b> (	AAT Test Org 10 AR	
Home	Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Reporting Schedule	CMF Performanc	e Report	More 🗸	
4	Program Profile P-087668							Submit for Approval	Edit	Add CDFIs 🔻	
Detail	Related										
<b>/</b> A	ssociated CDFIs (0)										
🗐 Q	l Applications (0)									New	
<b></b> c	uarantee Applications	(0)								New	

Allocations	Contacts	Service Areas		Service Requests	Awards	Reporting Schedule	CMF Perfor
			Nev	v QI Application			
							Submit for Approval
	S	elect a record type					
			$oldsymbol{O}$	Application			
				Bond Issuance			
					Cancel	Next	
D)							

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

Autionzed 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	
his Application, just the same as a pen-and-paper signature; I	
nereby acknowledge that all information contained in this	
Application and any attachments or supplements thereto will	
pe subject to disclosure pursuant to the Freedom of	
nformation Act (FOIA) 5 USC 552, et seq.; I hereby certify	
hat all of the information that the Applicant has provided in	
his Application is true, correct, and complete to the best of	
ny 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

#### 4.2. How to provide 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.

COFI FUND								Q Search			AAT Test Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service F	Requests	Awards	Reporting Schedule	CMF Peri	formance Report	More 🗸
QI Appl QIA-0	lication 000038								Edit Prir	ntable View Vi	iew Application
Detail Rel	ated										
Application Status In Progress						Program Profile P-087668					
						Notice Template BGP 2021	2				
✓ Application	on Contacts										
Authorized Repres	entative Name										
Application Point of	of Contact Name										

 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 <u>https://www.cdfifund.gov/programs-training/Programs/cdfi-</u> <u>bond/Pages/apply-step.aspx#step2</u>. 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.



Note: Applicants will no longer be able delete their own documents before the application is submitted. If you have a document you wish to replace, please submit a Service Request ticket asking for the current document to be deleted. Once you have confirmation that the old document is gone, follow the steps above to add the correct version of the document.

5. 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**.

Home	Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Reporting Schedule	CMF Performance Report	More	e 🗸
QI APP AAT CO	Application PLICANT Test Org 10 NTROL NUMBER ®			APPLICATION NUMBER QIA-000038 FISCAL YEAR 2021		:	STATUS In Progress			•
Q R Sea R	IT APPPLICATION EQUIREMENTS chr Requirements.	By selecti that const just the sa will be sub has provid submissio fraudulent	ng the checked bc itutes, and providi ime as a pen-and- ject to disclosure ided in this Applicat in of this Applicat is statements or cla check the box to a	x: I hereby consent to condest the CDFI Fund with, my epper signature: I hereby ac pursuant to the Freedom of tion is true, correct, and cor on has been duly authorized ims may subject me to crim gree and submit the applicatio	ucting this transaction by lectronic signature, which knowledge that all inform Information Act (FOIA) 5 nplete to the best of my ii by the governing body v inal, civil, or administrati n.	y electronic means, h shall be treated a ation contained in USC 552, et seq. ; nformation, knowle of the Applicant; an we penalties. (U.S. (	, and I hereby agree that I hav s an original signature and as this Application and any attac I hereby certify that all of the i dge and belief; I hereby certif d hereby certify that I am aw Code, title 218, Section 1001).	e executed an electronic process having signed this Application, himents or supplements thereto nformation that the Applicant y that the execution and re that any false, fictitious, or	•	
	Applicant QI-2B-SF-424 signed by proposed Program	Name AAT Date 14 Au	Test Org 10 AR ugust 2021						Ţ	•

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

QI Application APPLICANT AAT Test Org 10 CONTROL NUMBER ®	Ai Q Fi 20	PPLICATION NUMBER IA-000038 SCAL YEAR 221	STATUS In Progress	
QI APPPLICATION REQUIREMENTS Search Requirements Required Documents @ QI-1-Checklist	By selecting the checked box: that constitutes, and provides i just the same as a pen-and-pag will be subject to disclosure pu- has provided in this Application submission of this Application fraudulent statements or claim	Agreement By agreeing, you are indicating that you are ready to submit your application. Please confirm to continue. CONTINUE APPLICATION SUBMIT	ns, and I hereby agree that I have executed an electronic process d as an original signature and as having signed this Application, in this Application and any attachments or supplements thereto 1; I hereby certify that all of the information that the Applicant wiedge and belief; I hereby certify that the execution and and hereby certify that I am aware that any false, fictitious, or S. Code, title 218, Section 1001).	•
QI-2A-SF-424 signed by Qualified Issuer Applicant QI-2B-SF-424 signed by proposed Program	Please check the box to agre Name AAT Test Org 10 AR Date 14 August 2021	e 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 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**.

								Q Searc	ì			Ļ (	<u> </u>	T Test	Org 10	AR
Hom		Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Rep	orting Schedule	CMF Perfo	rmanc	e Report		1	More	~
1 item •	Orgai Rec	eently Viewed	Ŧ					٩	Search this list		¢: •		C		C	-
	C	All Organizations	IS					~	Organization Owner J	Alias				$\sim$		
1		New This Week													•	
	~	Recently Viewed (Pinned list	)													
		Recently Viewed Organizati	ions													
		Test organizations														

2. Select your Organization Name.

CDFI FU	NDK	Q, Search						•	AAT Test O	irg 10 AR			
Home	Organizations	Allocations	Contacts	s Servic	e Areas Se	ervice Requests	Awards		Reporting Schedule	CMF Per	formance Rep	ort I	More 🗸
Orga All 1 item • Sorte	nizations Organizations 🔻 d by Organization Name • Filte	red by All organizations	• Updated a few	seconds ago					Q Search this list		\$ . Ш.	Printabl	e View
1 [	Organization N ↑ ~	EIN/TIN ~ 00-0000072	Maili 🗸 CO	Financial I 🗸 Loan Fund	Phone (555) 280-6565	✓ Type ✓	DUNS × 001234567	Orga Unre	nization Type 🗸	CDFI Cert ∨ Certified	Non 🗸 Yes	CDE Cer 🗸 Inactive	

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

CDFI FU	NDK						Q S	earch			🕒 AAT Test	: Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service Re	quests	Awards	Reporting Schedule		CMF Performance	Report	More 🗸
Type Or	rganization AT Test Org 10 Phone (555) 280-6565 Related	Website	Organization (	Dwner sdministra 🖍	Industry	Maillin 1450 Auro USA	ng Address S. Havana St., Suite 504 ra, CO 80012-5079		Edit	Refresh SAM	Printable View	•
Organizatio AAT Test O	n Name rg 10					Phone (555) 280-6	565					
Parent Relat	tionship					Website EIN/TIN 00-000007:	2					

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	•
		ViewAll

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

DE LE								Q Search		۰	AAT Test	Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service R	equests	Awards	Reporting Schedule	e CMF Perforr	nance Rep	ort	More 🗸
Detail	ogram Profile •087668 Related								Submit for Approval	Edit	Add CDFIs	•
Organization AAT Test O	rg 10					Record Type BGP						
EIN/TIN 00-000007	2					Program Profil P-087668	e Name					
DUNS 001234567	7											
UEI Federal Rem	lator											

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 Perform	ance Repor	. More N
Pro P-	ogram Profile -087668							Submit for Approval	Edit	Add CDFIs 👻
Detail	Related									
🗡 Ass	sociated CDFIs (0)									
🔲 QI.	Applications (1)									New
QI_Applica	ation		Reco	ord Type			Application Status			
QIA-0000	38		Appl	lication			Submitted			
										View Al
_	arantee Applications	- (0)								New

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



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 Guara	ntee Application: QI Guarantee	
Information		
mornation		
Guarantee Application Number	Record Type QI Guarantee	
Control Number	* Program Profile	
	P-087668	×
Application Status	Notice	
Pending		
*Amount \$	OI Application	
Date Received	QI Guarantee Application	
Date Received	QI Guarantee Application	
Date Received	QI Guarantee Application	
Date Received Organization Information	QI Guarantee Application	
Date Received Organization Information Applicants Total Assets	QI Guarantee Application	
Date Received Organization Information Applicants Total Assets	QI Guarantee Application	
Date Received Organization Information Applicants Total Assets Minority Depository Institution	QI Guarantee Application	
Date Received Organization Information Applicants Total Assets Minority Depository Institution	QI Guarantee Application	
Date Received Organization Information Applicants Total Assets Minority Depository InstitutionNone	QI Guarantee Application	•
Date Received Organization Information Applicants Total Assets Minority Depository InstitutionNone Community Bank	QI Guarantee Application	•
Date Received Organization Information Applicants Total Assets Minority Depository InstitutionNone Community BankNone	QI Guarantee Application	· .
Date Received Organization Information Applicants Total Assets Minority Depository InstitutionNone Community BankNone top Visuation Operators	QI Guarantee Application	· .
Date Received Organization Information Applicants Total Assets Minority Depository InstitutionNone Community BankNone Application Contacts	QI Guarantee Application	•
Date Received Organization Information Applicants Total Assets Minority Depository InstitutionNone Community BankNone Application Contacts *Authorized Representative Name	QI Guarantee Application	•
Date Received Organization Information Applicants Total Assets Minority Depository InstitutionNone Community BankNone Application Contacts *Authorized Representative Name Search Contacts	QI Guarantee Application	× .
Date Received Organization Information Applicants Total Assets Minority Depository InstitutionNone Community BankNone Application Contacts *Authorized Representative Name Search Contacts	QI Guarantee Application	•

## 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.

	LEUND (						<b>Q</b> Searc	:h			<b>.</b> (			rg 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Re	porting Schedule	CMF Pe	rformanc	e Report		м	ore 🗸
1 item •	Drganizations Recently Viewed	Ŧ					Q	Search this list		ŵ -	•	C		C Y
	All Organizations Bond Program Organizatio	ns					~	Organization Owne	er Alias				~	
1	New This Week													¥
	<ul> <li>Recently Viewed (Pinned IIs)</li> </ul>	t)												
	Recently Viewed Organizat Test organizations	ions												

## 2. Select your Organization Name.

	FUND						l	Q	Search			AAT Test O	rg 10 AR
Home	Organizations	Allocations	Contac	ts Servi	ce Areas Se	ervice Requests	Awards		Reporting Schedule	CMF Per	formance Repor	t N	More 🗸
	ganizations Il Organizations 🔻	*										Printable	e View
1 item • So	rted by Organization Name • Filt	ered by All organization	s • Updated a fe	w seconds ago					Q Search this list		≉•	C 🔪	<b>b i</b>
	Organization N 🕇 🗸	EIN/TIN V	Maili 🗸	Financial I 🗸	Phone	✓ Type ✓	DUNS 🗸	Orga	nization Type 🛛 🗸	CDFI Cert ∨	Non 🗸 🗸	DE Cer 🗸	
1	AAT Test Org 10	00-000072	СО	Loan Fund	(555) 280-6565		001234567	Unre	gulated Institution	Certified	Yes I	nactive	

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

CDFI FU	NDK						Q 9	Search			🕒 AAT Test	Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service Req	uests	Awards	Reporting Schedule		CMF Performance	Report	More 🗸
Type Or	ganization AT Test Org 10 Phone (555) 280-6565 Related	Website	Organization	⊃wner \dministra ⊉	Industry	Mailing, 1450 S. Aurora, USA	Address Havana St., Suite 504 CO 80012-5079	I	Edit	Refresh SAM	Printable View	•
Organization AAT Test O Parent Relat	n Name rg 10 ionship				/	Phone (555) 280-656 Website EIN/TIN 00-0000072	5					

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	V
CDFI-NACA	P-087663	V
CMF	P-087664	
		View All

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

CDFI FUN	ÐK							Q Search		AAT Test Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service R	equests ,	Awards	Reporting Schedule	CMF Performance Repo	rt More 🗸
Pro P-0	gram Profile 087668								Submit for Approval Edit	Add CDFIs 🔻
Detail ~ Organi	Related									
Organization AAT Test Org	<u>g 10</u>					Record Type BGP				
EIN/TIN 00-0000072						Program Profile Nar P-087668	ne			
DUNS 001234567										
UEI										

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.

IN/T	IN #	:	Specified Guarantee Application	
_	Name 🗸	TIN	<ul> <li>Street</li> </ul>	City
~	The Electric Cooperatives of South Carol	57-0308664	1 Main St	Rockville
~	Harborstone Credit Union	91-0659059	9611 Gravelly Lake Drive SW	Lakewood
	Mission Community Loan Fund LLC	47-3607289	2301 Mission Street Suite 301	San Francisco
	Colorado Cleanup Coalition	47-1711305	4701 E. Mississippi Ave. Apt 318	Glendale
	Community 1st Credit Union	42-0686459	235 Richmond Ave.	Ottumwa
		Process	Selected	

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.

IN/T	IN #		Specified Guara	tee Application		
-	Name ~	TIN	None		City	~
~	The Electric Cooperatives of South Carol	57-0308664	GA-0000	i0	Rockville	
~	Harborstone Credit Union	91-0659059	GA-0000	1 	Lakewood	
	Mission Community Loan Fund LLC	47-3607289	2301 Miss	on Street Suite 301	San Francisco	
	Colorado Cleanup Coalition	47-1711305	4701 E. M	ssissippi Ave. Apt 318	Glendale	
	Community 1st Credit Union	42-0686459	235 Richm	ond Ave.	Ottumwa	
						•

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

IN/T	IN #		Spe	cified Guarantee Application A-000060	•		
-	Name 🗸	TIN	$\sim$	Street	$\sim$	City	$\sim$
~	The Electric Cooperatives of South Carol	57-0308664		1 Main St		Rockville	
~	Harborstone Credit Union	91-0659059		9611 Gravelly Lake Drive SW		Lakewood	
	Mission Community Loan Fund LLC	47-3607289		2301 Mission Street Suite 301		San Francisco	
	Colorado Cleanup Coalition	47-1711305		4701 E. Mississippi Ave. Apt 318		Glendale	
	Community 1st Credit Union	42-0686459		235 Richmond Ave.		Ottumwa	
		Proc	ess Se	lected			

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.

CDETEC						_	Q Search		÷	AAT Test Org 10
Home	Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Reporting Schedule	CMF Perform	ance Repor	t More
♪ Pr p.	ogram Profile -087668							Submit for Approval	Edit	Add CDFIs 🔻
Detail	Related									
Detail	Related sociated CDFIs (2)									
Detail	Related sociated CDFIs (2)				Organization					
Detail Associated ACDFI-00	Related sociated CDFIs (2) d CDFI Id 0028				Organization The Electric Cooper	ratives of South Carc	lina			
Detail Associated ACDFI-000 ACDFI-000	Related sociated CDFIs (2) d CDFI Id 0028 0029				Organization The Electric Cooper Harborstone Credit	ratives of South Carc	līna			

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.

`	/ Арр	lication Contacts	
	* Autho	rized Representative Name	Authorized Representative Email
	Test	٩	test201801252357@example.com.disabled
	Q	"Test" in Contacts	Sava
	83	TestUser Org18AR01 Test Applicant Org 18	Jave
	83	TestUser Org18POC01 Test Applicant Org 18	
	83	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 Application Documents

 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 <u>https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/applystep.aspx#step2</u>. Begin providing application documents by clicking the 'View Application' button.

Home	Organizations	Allocations	Contacts	Service Areas	Service F	Requests	Awards	Reporting Sched	ule CM	F Performance Report	Ma	re 🗸
Gua GA	arantee Application A-000060 Related								New Contact	New Service Request	Edit	Printable Vi     View Applic
Guarantee Ap GA-000060	oplication Number					Record Type QI Guarantee						0
Organization AAT Test Org	Name g 10					Program Profile P-087668						
Control Numb 21-BGA-000	ber 060					Notice BGP 2021						
Application St Pending	tatus					QI Application						
Amount \$ \$10,000,000	0.00					QI Guarantee Ap	plication					
Date Receiver	d					QI Applicant Nan	ne					

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.



Note: Applicants will no longer be able delete their own documents before the application is submitted. If you have a document you wish to replace, please submit a Service Request ticket asking for the current document to be deleted. Once you have confirmation that the old document is gone, follow the steps above to add the correct version of the document

## 5.5. How to submit your QI Guarantee Application

1. 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**.

XCDELEUNDX				C	X Search	. E A	AT Test Org 10 AR
Home Organizations	Allocations Contacts	Service Areas	Service Requests	Awards	Reporting Schedule	CMF Performance Report	More 🗸
<- Exit Application							
Guarantee Application APPLICANT AAT Test Org 10 CONTROL NUMBER ®	j I	APPLICATION NUMBER 5A-000060 FISCAL YEAR 2021		ST Pe	rATUS anding		
GUARANTEE APPPLICATION REQUIREMENTS	Attestation						•
Search Requirements							
Required Documents	By selecting the checked box that constitutes, and provides	: I hereby consent to cond s the CDFI Fund with, my e	lucting this transaction by electronic signature, which	electronic means, a shall be treated as	and I hereby agree that I have an original signature and as	e executed an electronic process having signed this Application,	
Attestation	usit the same as a pen-and-py usit be same as a pen-and-py will be subject to disclosure j has provided in this Applicatio fraudulent statements or clait hereby consent to conducting the CDFI Fund with, my electr paper signature; I hereby ack pursuant to the Freedom of Ir is true, correct, and complete duly authorized by the govern subject me to criminal, civil, or please check the box to agin please check the box t	upper signature; I hereby ar upresant to the Freedom o on is true, correct, and co in has been duly authorize ns may subject me to crim this transaction by elect onic signature, which sha nowledge that all informat formation Act (FOA) 5 US to the best of my informa ining body of the Applicant or administrative penalties eee and submit the applicable	skrowedge that all inform provide the other best of my in provide the best of my in d by the governing body o ninal, civil, or administrativ oncin cheans, and I hereby o libe trated as an original ion contained in this Appli I be trated as an original ion contained in this Appli (c 552, et seq.). Hereby ce tion, knowledge and belief ; and hereby certify that I a (U.S. Code, title 218, Sect on.	tion contained in th JSC 552, et seq.; I i formation, knowled the Applicant; and e penalties. (U.S. C. sgree that I have ex signature and as h cation and any atta tify that all of the ir I hereby certify th m aware that any fo ion 1001).	nis Application and any attac nereby certify that all of the i lige and belief; I hereby certif I hereby certify that I an awa ode, title 218, Section 1001). ecuted an electronic process aving signed this Application chments or supplements the formation that the Applican at the execution and submiss lase, fictitious, or fraudulent	nments or supplements thereto normation that the Applicant y that the execution and re that any false, fictitious, or By selecting the checked box: I is that constitutes, and provides by just the same as a pen-and- reto will be subject to disclosure tas provided in this Application sion of this Application has been statements or claims may	
	Name AAT Test Org 10 AR Date 14 August 2021						- -

2. Click the **Submit** button.

Home Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Reporting Schedule	CMF Performance Report	More
<- Ext Application Guarantee Application APPLICANT AAT rest org 10 CONTROL NUMBER 10			APPLICATION NUMBER 5A-000060 FISCAL YEAR 2021			STATUS Pending		
GUARANTEE APPPLICATION REQUIREMENTS Search Requirements Required Documents Attestation	Attestat By selecting that constitu- just the same will be subjected submission fraudulent s hereby coms the CDFI Fut paper signal pursuant to is true, corr duly authori subject me t Please of Name AAT 7	tion the checked box tates, and provide the as a pen-and-pe- to disclosure   d in this Application to this Application to this Application the the Freedom of I the Freedom of I the Freedom of I the creation of I	I hereby consent to cont approximation of the second secon	ducting this transaction by dicaling that you are ready e confirm to continue. TINUE APPLICATION tion contained in this App tion contained in this App (5.652, et sec], thereby c tion, knowledge and belie transformer and the second tion, knowledge and belie transformer and the second tion, knowledge and belie transformer and the second tion, knowledge and belie transformer and the second tion (J.S. Code, title 216, Second on.	y electronic mean d ito submit SUBMT isation and any of the the submit f; I hereby certify an aware that an tition 1001).	is, and I hereby agree that I hav as an original signature and as in this Application and any attac ; I hereby certify that I and we i fedge and belief; I hereby certif and hereby certify that I an awa c. Code, title 218, Section 1001,1 executed an electronic process having signed this Application tatachments or supplements the i information that the Applicant that the execution and submiss y false, fictitious, or fraudulent	e executed an electronic process having signed this Application, chments or supplements thereto information that the Applicant y that the execution and re that any false, fictitious, or By selecting the checked box: I is that constitutes, and provides hat constitutes, and provides i, just the same as a pen-and- reto will be subject to disclosure thas provided in this Application sion of this Application has been statements or claims may	

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**.

		NDC						Q Search		•	<b>_</b> <i>;</i>	AT Test	Org 10 AR
Hom	e	Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Reporting Sch	iedule CMF Pei	formance Re	port		More 🗸
1 item •	Orga Rec	nizations cently Viewed						Q. Search thi	s list	\$ - Ⅲ	• C'	sa t	C T
		All Organizations						✓ Organiz	ation Owner Alias			$\sim$	
1		Bond Program Organizations New This Week											•
	~	Recently Viewed (Pinned list)											
		Recently Viewed Organizatio	ns										
		Test organizations											

2. Select your Organization Name.

CDFI FU	NDIK							Q	Search		<b>≜ 2</b> 4	VAT Test Org	10 AR
Home	Organizations	Allocations	Contac	ts Servi	ce Areas Se	ervice Requests	Awards		Reporting Schedule	CMF Per	formance Report	M	ore 🗸
Organ All C	izations Drganizations 💌	*										Printable	View
1 item • Sorted	by Organization Name • Filter	red by All organizations	<ul> <li>Updated a fe</li> </ul>	w seconds ago					Q. Search this list		\$ • 🕅 • C		•
	Organization N 🕇 🗸	EIN/TIN 🗸	Maili 🗸	Financial I 🗸	Phone	🗸 Туре 🗸	DUNS 🗸	Orga	nization Type 🗸 🗸	CDFI Cert ∨	Non 🗸 CDE	Cer 🗸	
1	AAT Test Org 10	00-0000072	СО	Loan Fund	(555) 280-6565		001234567	Unre	gulated Institution	Certified	Yes Inact	ve	•

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

CDFIE							Q	earch			📤 AAT Test (	Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service Re	quests	Awards	Reporting Schedule		CMF Performance	Report	More 🗸
Type	rganization AT Test Org 10 Phone	Website	Organization	Owner	Industry	Maili	ng Address		Edit	Refresh SAM	Printable View	•
Details	(555) 280-6565 Related		System A	.dministra ₽		1450 Auro USA	) S. Havana St., Suite 504 ra, CO 80012-5079					
Organizati	on Name					Phone						
Parent Rel:	Drg 10					(555) 280-6	565					
Parent Ken	nonsnip					vvebsite						
						EIN/TIN 00-000007	2					

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.

CDFI FU	IND						م	Search		Ļ	AAT Test (	Org 10 AR
Home	Organizations	Allocations	Contacts	Service Areas	Service R	lequests	Awards	Reporting Schedule	CMF Perforr	nance Rep	ort	More 🗸
<mark>♪</mark> P	rogram Profile 9-087668								Submit for Approval	Edit	Add CDFIs	•
Detail	Related											
✓ Orga	nization Data											
AAT Test C	on Drg 10					Record Type BGP						
EIN/TIN 00-00000	72					Program Prof P-087668	ile Name					
DUNS 00123456	57											
UEI												

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 Perform	ance Repor	t More	e 、
小 Pr P	rogram Profile -087668							Submit for Approval	Edit	Add CDFIs	•
Detail	Related										
📕 As	sociated CDFIs (0)										
🗐 QI	Applications (1)									New	N
QI_Applic	ation		Reco	rd Type			Application Status				
QIA-0000	38		Appl	ication			Submitted				T
										View	w Al
🔽 Gu	arantee Applications	(O)								New	N

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

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)	New Gu	uarantee Applica	ation			
QI Applications (1)	Select a record type	QI Guarantee For Applicants who a	e approved as a Quali	fied Issuer		New
QL_Application QIA-000038	•	ECDFI Guarantee For CDFI Applicants v	vho are not a Qualifier	lissuer		
Guarantee Applications (1)			Cancel	Next		New
Guarantee Application Number						
GA-000060						•
						View All

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

	ee Application: ECDFI Guarantee	
Information		
Guarantee Application Number	Record Type ECDFI Guarantee	
Application Status Pending	* Program Profile	
*Amount\$	Notice	
Date Received	QI Guarantee Application	
Control Number	Associated CDFI	
Organization Information		
Organization Information Applicants Total Assets		
Organization Information Applicants Total Assets Minority Depository Institution		
Organization Information Applicants Total Assets Minority Depository InstitutionNone Comparison Depository	▼	
Organization Information Applicants Total Assets Minority Depository InstitutionNone Community BankNone	· · · · · · · · · · · · · · · · · · ·	
Organization Information Applicants Total Assets Minority Depository Institution None Community Bank None	▼ ▼	
Organization Information Applicants Total Assets Minority Depository InstitutionNone Community BankNone Application Contacts	▼	
Organization Information Applicants Total Assets Minority Depository InstitutionNone Community BankNone Application Contacts *Authorized Representative Name Search Contacts	<ul> <li>▼</li> <li></li> <li></li> </ul>	

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

- 1. On the newly created **ECDFI Guarantee Application**, once saved, the applicant 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.

∨ Ap	plication Contacts	
* Aut	iorized Representative Name	Authorized Representative Email
Test	٩٩	test201801260003@example.com.disabled
Q	"Test" in Contacts	Sava
15	TestUser Org21AR01 Test Applicant Org 21	Save
83	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 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.

<b>.</b>	Q, Search 🌲 🖻 AAT Text Org 10 AR
Home Organizations Allocations Contacts Service Area	s Service Requests Awards Reporting Schedule CMF Performance Report More 🗸
Caurantee Application CA-000061	New Contact New Service Request Edit    Printable View  View Application
Guarantee Application Number GA-000061	Record Type ECDFI Guarantee (1
Organization Name AAT Test Org 10	Program Profile Pr08768
Application Status Pending	Notice BGP 2021
Amount \$ \$10,000.000.00	QI Guarantee Application
Date Received	QI Applicant Name
Control Number 21-BGA-00061	Associated CDFI
<ul> <li>Organization Information</li> </ul>	
Mailing Address	

 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 <u>https://www.cdfifund.gov/programs-training/Programs/cdfibond/Pages/apply-step.aspx#step2</u>.

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

	AL 👻 🛛	Search.			÷• 🖬 ? Φ.
AMIS Home Organizations V Conta	cts 🗸 Notices 🤟 Funding Applications 🗸 Reports	<ul> <li>Certification Applications</li> </ul>	✓ Questionnaire ✓	Questions V Chatter Reviewer Prof	files 🗸 Scorecards 🗸 Annual Review Templates 🗸 - * More 💌
<- Exit Application					
Guarantee Application APPLICANT Test Applicant Org 01 CONTROL NUMBER 1 21-BGA 00058	APPLICATION NE GA 000058 FEICAL YEAR 2021	IMBER		STATUS Additional Inform OI APPLICANT NA Community Reins	nation Needed MME estment Fund, Inc
GUARANTEE APPPLICATION REQUIREMENTS	- Document Name	Upibad	Eiles Provided	Date/Time Submitted	Document Comments
Search Requirements. Required Documents	B-D-1-Checklar	DRAG & DROP	B-IO 1 Checklish/TEST POF put	08/17/21 03:19 PM	
S 8-10-1-Checkist		Accepted File Types: pdf			
B-D-10A-Current grant funding     B-D-10B-Projective grant funding     B-D-10C-Credit Enhancements	B-ID-2A-6F-424	DRAG & DROP Upbad Document Here Accepted File Types, pdf			
<ul> <li>B-ID-10D-Historical investor servival rate</li> <li>B-ID-10E Covenant compliance</li> <li>B-ID-10F- Off balance street contingencies</li> </ul>	B-D-2B-Federal assurances and certifications	DRAG & DROP Upbad Document Here Accepted File Types; pdf			
B-D-10C-Earned revenues     B-D-10H-Celot capital statutics     B-D-10H-Restricted Funds	B-D-2C-EN/TN lefter	DRAG & DROP Uplaad Decarent line Accepted File Types: pdf			
<ul> <li>B-D-11-Other</li> <li>B-D-2A-SF-424</li> </ul>	B-ID-2D-Attiliate/Subsidiary Organizational Structure	EBO			

Note: Applicants will no longer be able delete their own documents before the application is submitted. If you have a document you wish to replace, please submit a Service Request ticket asking for the current document to be deleted. Once you have confirmation that the old document is gone, follow the steps above to add the correct version of the document

## 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**.

					Q Search		AAT Test Org 10 AR
Home Organizations	Allocations Contacts	Service Areas	Service Requests	Awards	Reporting Schedule	CMF Performance Report	t More 🗸
<- Exit Application							·
Guarantee Application		APPLICATION NUMBER GA-000061 FISCAL YEAR 2021		S F C	STATUS Pending 21 APPLICANT NAME		
GUARANTEE APPPLICATION REQUIREMENTS	Attestation						<b>^</b>
Search Requirements							
Required Documents	By selecting the checked box that constitutes, and provide	c: I hereby consent to condu s the CDFI Fund with, my el s the CDFI Fund with, my el	ucting this transaction by e lectronic signature, which s	electronic means, shall be treated a	, and I hereby agree that I have is an original signature and as	executed an electronic proce having signed this Applicatio	ess on,
Attestation	will be subject to disclosure phase provided in this Application of this Application of this Application of this Application fraudulent statements or claim thereby consent to conducting the CDFI Fund with, my elect paper signature; hereby ack approximation the Feredom of this fungication of the Application of the Ap	upps any intervent receipt on the second sec	Information Act (FOLA) 5 U information Act (FOLA) 5 U upplete to the best of my info by the governing body of inal, civil, or administrative on contained in 1 hereby a b be treated as an original a be to contained in this Applic C 552, et seq. : I hereby cert information and belief; and hereby certify that I ar (U.S. Code, title 216, Section, n.	ISC 552, et seq.; ormation, knowle the Applicant; an penalties. (U.S. 4 gree that I have e ignature and as I ation and any att tify that all of the I hereby certify th n aware that any on 1001).	Interpandation and any mus- length hereby certify that I of the in Odde and belief: I hereby certify that I an awa Code, title 218, Section 1001,11 executed an electronic process having signed this Application Lathments or supplements the information that the Application false, fictilious, or fraudulent	internet of supportant and inter- domain of that the Applicant that the execution and that constitutes, indicating the checked box; y selecting the checked box; just the same as a pen-and- red will be subject to disclose that periodication has be statements or claims may	: : : : : : : : : : : : : : : : : : :
	Name AAT Test Org 10 AR Date 14 August 2021						<b>. .</b>

2. Click the **Submit** button.

Home	Organizations	Allocations	Contacts	Service Areas	Service Requests	Awards	Reporting Schedule	CMF Performance Report	More 🗸
<- Exit Applic Guara APPLIC AAT Tes CONTR	cation antee Application :ANT :t Org 10 OL NUMBER ®	1	A G F 2	PPLICATION NUMBER iA-000061 ISCAL YEAR 021			STATUS Pending QI APPLICANT NAME		
GUAR REQU Search F	RANTEE APPPLICATION JIREMENTS Requirements	Attesta	tion						•
Requi	Required Documents		g the checked box: tutes, and provides ne as a pen-and-pa	I hereby consent to conducting this transaction by electro p Agreement		electronic mea	ns, and I hereby agree that I have d as an original signature and as in this Application and any attacl		
Attest	tation	will be subject me	eet to disclosure p ed in this Application of this Application statements or clain sent to conducting und with, my electra sture; I hereby ackro the Freedom of In rect, and complete rized by the govern to criminal, civil, o	By agreeing, you are im your application. Please the constraints of the constraints nowledge that all information formation Act (FOA) 5 US to the best of my informating pody of the Applicants, r administrative penalties	dicating that you are ready to confirm to continue. <b>TINUE APPLICATION</b> on contained in this Appli C 552, et seq.; Hereby ce ion, knowledge and belief and hereby certify that I a (U.S. Code, title 218, Sect	submit submit ication and any rtify that all off ; I hereby certif maware that a tion 1001).	1;1 hereby certify that all of the in wiedge and belief;1 hereby certify and hereby certify that I am awar S. Code, title 218, Section 1001,B. e executed an electronic process as having signed this Application attachments or supplements the information that the Applicant y that the execution and submiss ny false, fictitious, or fraudulent s	formation that the Applicant that the execution and that any false, fictitious, or y selecting the checked box: I that constitutes, and provides just the same as a pen-and- eto will be subject to disclosure has provided in this Application ion of this Application has been tatements or claims may	

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.