



FY 2024 CDFI Information Mapping System (CIMS) Instructions for the Bank Enterprise Award Program (BEA)

FY 2024 BEA Program CIMS Instructions

Revised April 2024

CDFI FUND

U.S. Department of the Treasury

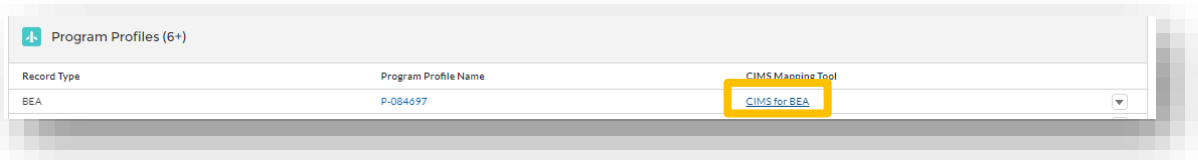
NOTE: These instructions are intended to serve as additional guidance for BEA Program Applicants and prior Award Recipients to determine whether a transaction occurred at an address or in a census tract that meets the definition of a BEA Distressed Community. The Bank Enterprise Award Program Notice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

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

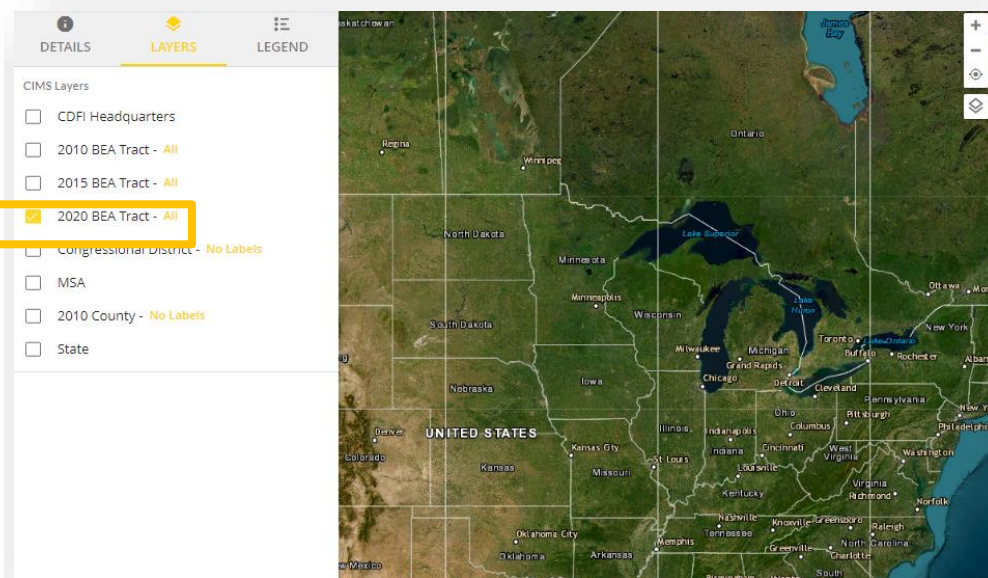
- [CIMS Homepage | CDFIFund.gov](https://www.cdfifund.gov)
- [Getting Started - Navigating AMIS Training Manual](#)
- [CIMS Webinar Demonstration - How to Use CIMS to Create, Analyze, and Validate a Target Market](#)

Section 1 - How to Determine if an Individual Address or Census Tract Qualifies for BEA: Determining if a Transaction Occurred in a BEA Distressed Community

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



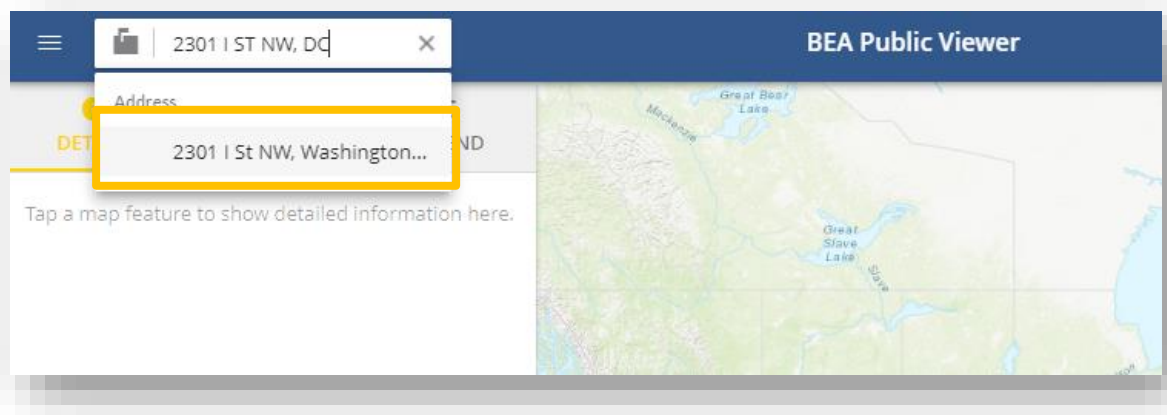
3. To login via the CDFI Fund's public website:
 - a. Go to the [CDFI Fund's Home Page](#)
 - b. Go to **Tools & Resources** section in the top right
 - c. Click on **CIMS Mapping Tool**
 - d. Click the **Public** button
 - e. Select **BEA**
4. FY 2024 BEA Program Applicants must use the 2016-2020 American Community Survey (ACS) BEA Program Eligibility Data to determine if Qualified Activities occurred in Distressed Communities during the Baseline Period and Assessment Period. To access the data set, go to the **Layers** tab and select the **2020 BEA Tract** checkbox.



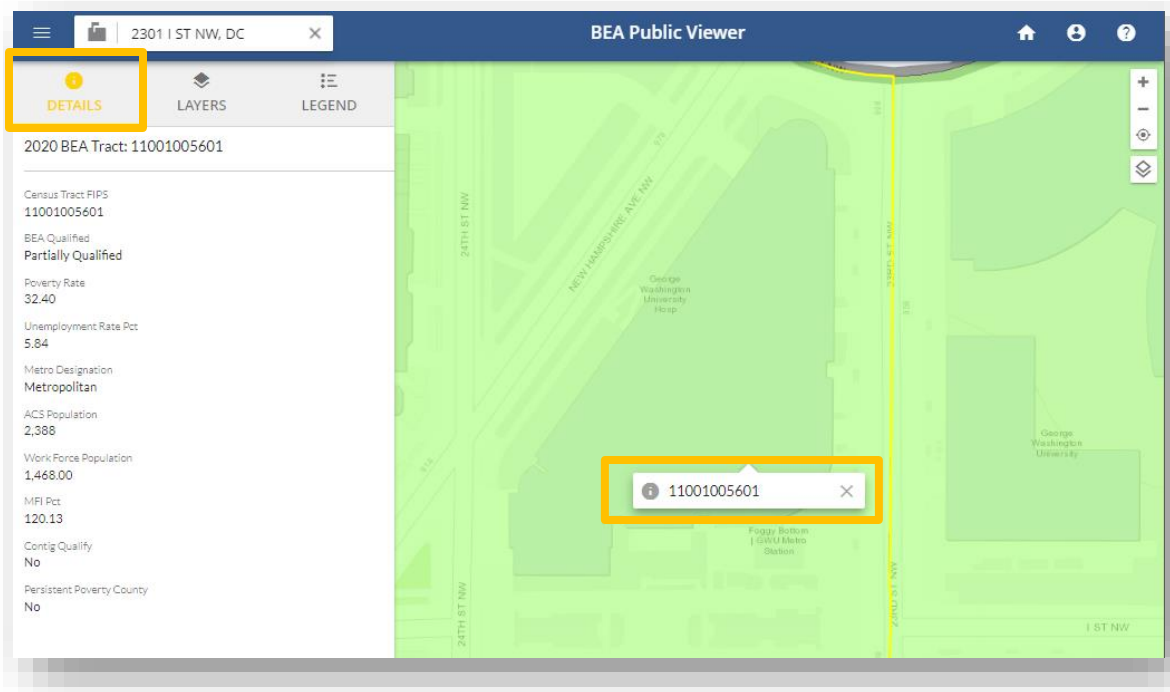
5. To determine whether a transaction has occurred in a BEA Distressed Community, users may search in CIMS by either (1) **address**, or (2) **census tract number**.
6. To search by **address**, enter the street address, city, and zip code into the **Search Addresses** bar (note the mailbox icon to the left of the search bar).



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

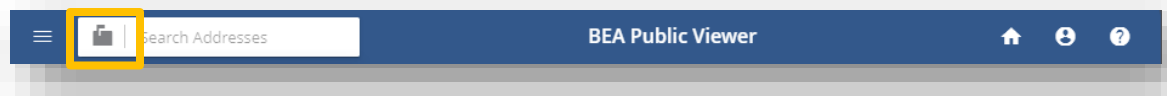


- b. Tap the map to show detailed information about the address. BEA Tract information is displayed in the **Details** tab.



7. To search by **census tract**:

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



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



NOTE on PPC Commitment:

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

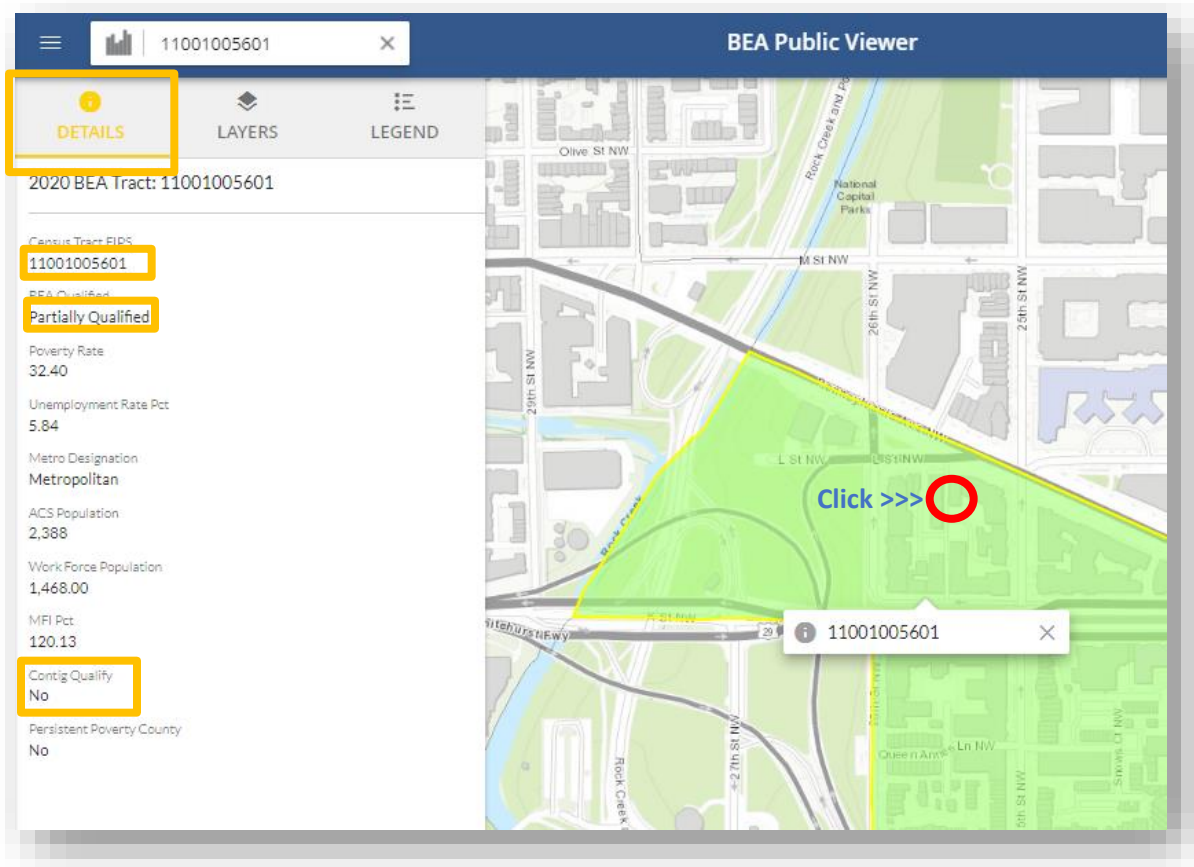
For the FY 2024 funding round, Applicants must use the 2020 BEA Eligible Tracts for determining eligible activities in the baseline and assessment period. **However**, PPC Commitments for FY 2024 BEA Program Awards must only be deployed to PPCs as eligible per the 2020 Census.

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



¹ All transactions submitted by BEA Program Applicants or prior Award Recipients must meet the definition of a BEA Qualified Activity, as defined in the NOFA, in order to be considered for an award. For the FY 2024 funding round, Applicants must use the 2020 BEA Eligible Tracts.

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



8. **BEA Qualified** section of the **Details** tab indicates each tracts BEA Qualification status:

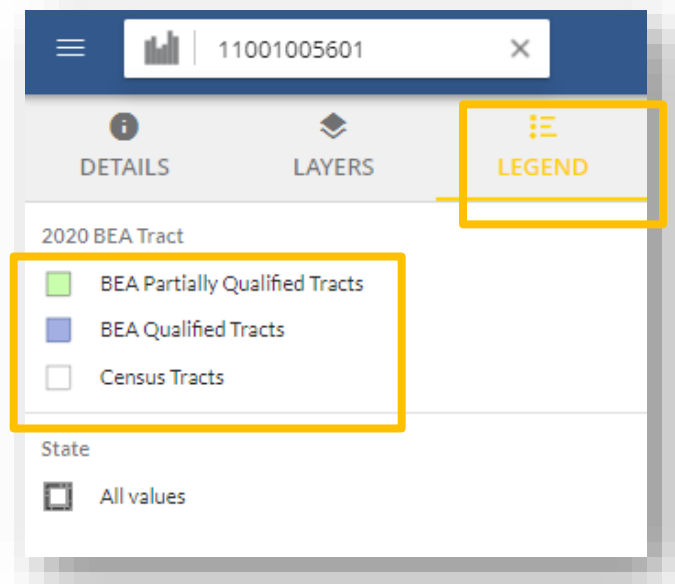
- Fully Qualified** – No further action is necessary to determine qualification status and the transaction can be included in the BEA Program Application.
- Not Qualified** – No further action is necessary to determine qualification status and the transaction should not be included in the BEA Program Application.
- Partially Qualified** – To determine if the census tract ultimately meets the BEA definition of a Distressed Community, based on contiguous census tracts, the **Details** tab will indicate either “Yes” or “No” in the **Contig Quality** section where “Yes” indicates that not only is the census tract contiguous to the correct combination of census tracts but together this specific combination of census tracts meets the qualifying total population or poverty rate and/or unemployment rate criteria for a distressed community.

NOTE on PPCs:

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

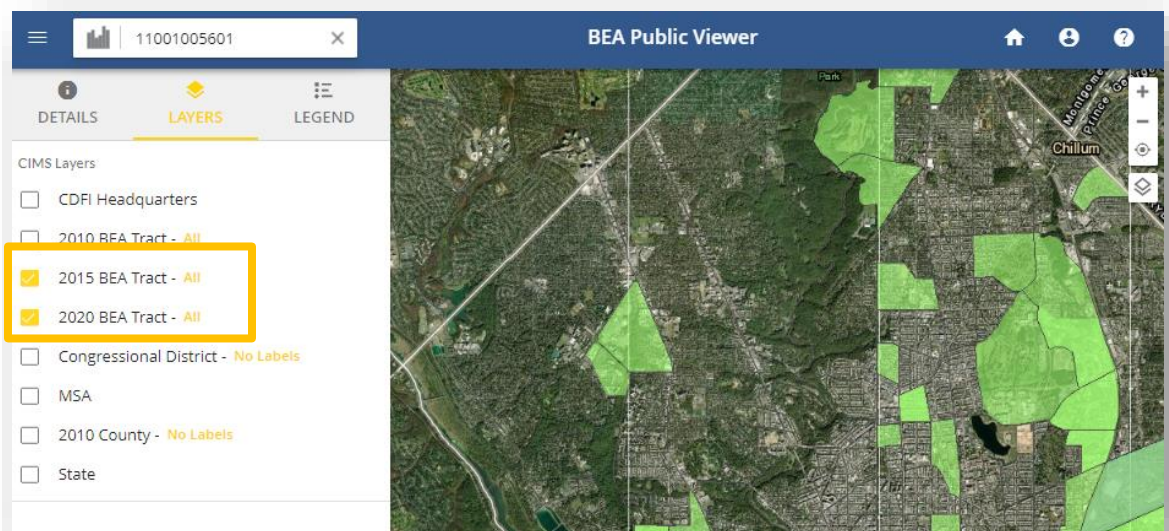
NOTE: Users can also review the BEA Program Eligibility tabular data and qualification status by going to the CDFI Fund’s [Research & Data](#) website, then scroll down to the **Program Eligibility Guidance** section.

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



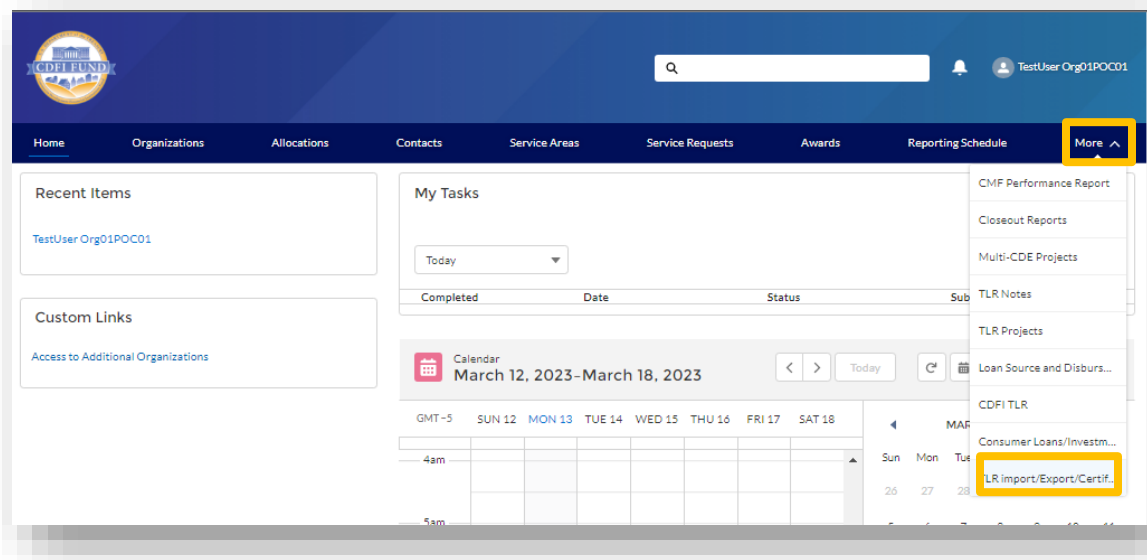
9. Prior BEA Award Recipients reporting on their use of **FY 2023** awards may determine if a census tract qualifies based on 2015 or 2020 eligibility criteria. Users can:
 - a. Search by **Census Tract** as shown above, then go to the **Layers** tab and select either **2015 BEA Eligible Tract** or **2020 Eligible BEA Tract**. FY 2023 awards utilized 2015 and 2020 Eligible BEA Tract information since there was a transition period from utilizing legacy 2011-2015 American Community Survey (ACS) data to the new 2016-2020 ACS data.

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



Section 2 - Bulk Address Management Tool

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



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

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

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

4. Click the **organization name** to select the organization for bulk address import.

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

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

The screenshot displays the CDFI FUND web application interface. At the top, there is a blue header with the CDFI FUND logo on the left and a navigation menu with links for Home, Organizations, Allocations, and Contacts. Below the header, the main content area is titled "TLR Import/Export/Certify" with a "Next" button to its right. A light blue banner below the title reads "Please select an Organization". Underneath, the label "Organization Name" is followed by a text input field containing "Test Applicant Org 01" and a magnifying glass icon. At the bottom right of the form, a "Next" button is highlighted with a yellow border.

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

Organization

Organization Name: Test Applicant Org 01 [Change Organization](#)

[Interim Certification](#) [Final Certification](#) Fiscal Year to Certify-NMTC: 2019

[Certify CDFI TLR](#) Fiscal Year to Certify-CDFI: There are no CDFI TLRs that need to be certified.

Import/Export Guidance

[NMTC Import/Export Guidance](#) [CDFI Import/Export Guidance](#)

TLR Data Export Template

▼ NMTC CSV

[New NMTC TLR Project August 2020.csv](#) [Update NMTC TLR Project.csv](#)

[New NMTC TLR Note August 2020.csv](#) [Update NMTC TLR Note.csv](#)

[New NMTC TLR Address August 2020.csv](#)

[New NMTC Loan Source and Disbursements August 2020.csv](#)

▼ CDFI CSV

[New CDFI TLR Project August 2020.csv](#) [New CDFI TLR Address August 2020.csv](#)

[New Consumer Loans Investments Originated August 2020.csv](#) [New GEOCODING Address.csv](#)

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

	A	B	C	D	E	F	G	H	I	J	K
1	Label	Census Vintage Year	Street Address 1	City	State	Zip Code	Generic Field 1	Generic Field 2	Generic Field 3	Generic Field 4	Generic Field 5
2	Type	PICKLIST	TEXTAREA	TEXTAREA	TEXTAREA	TEXTAREA	STRING	STRING	STRING	STRING	STRING
3	Options	2010; 2020									
4	Help Text	Select the ACS year for determining Census Tracts				5-digit Zip Code					

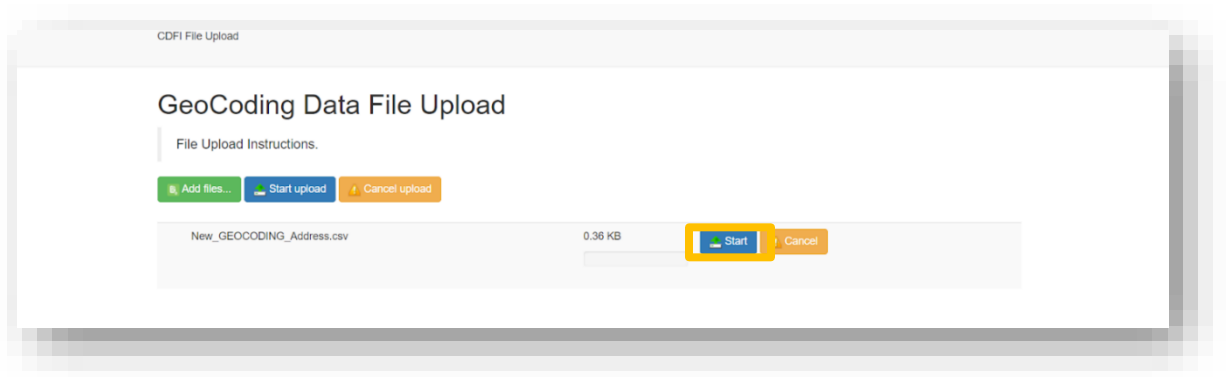
- Once all the entries have been made, **save** the Excel file. Go back to the AMIS page and return to the organization import/export page (you may have to hit the **Back** button of the internet browser to return to the import/export page). Click the **Import New GEOCODE**

Address Data link in the TLR Data Import Links section.

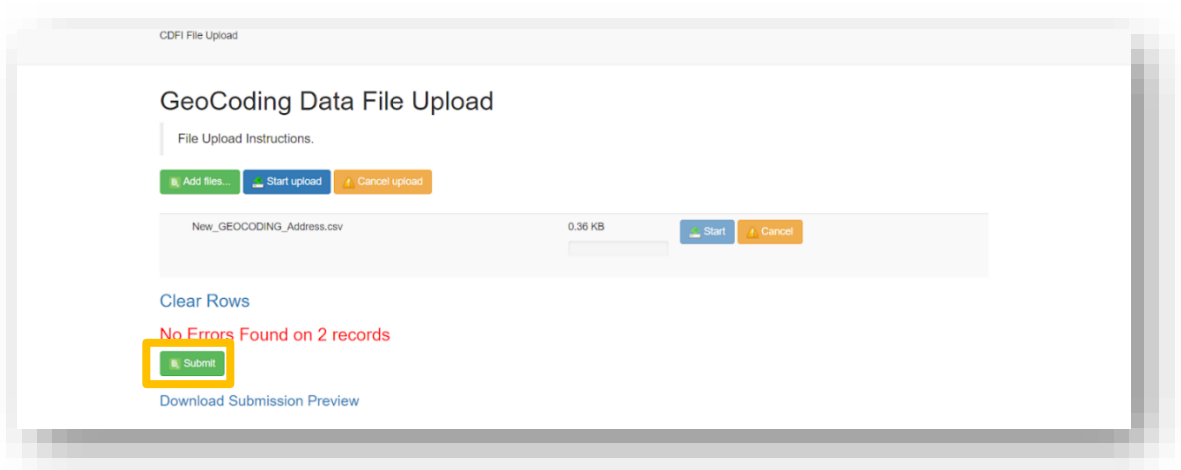
The screenshot shows the CDFI Fund portal interface. At the top, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. Below the navigation bar, there is a section for "Organization Name: Test Applicant Org 01" with a "Change Organization" link. Below this, there are buttons for "Interim Certification", "Final Certification", and "Certify CDFI TLR". A "Fiscal Year to Certify-NMTC:" field is set to "2019". Below this, a message states: "Fiscal Year to Certify-CDFI: There are no CDFI TLRs that need to be certified." The main content area is divided into two sections: "Import/Export Guidance" and "TLR Data Export Template". The "TLR Data Export Template" section contains links for "NMTC CSV", "CDFI CSV", "NMTC & CDFI XML", and "NMTC Update XML". The "TLR Data Import Links" section contains links for "NMTC CSV", "CDFI CSV", and "Import New CDFI TLR Address". The "Import New CDFI TLR Address" link is highlighted with a yellow box.

The screenshot shows the "GeoCoding Data File Upload" page. At the top, it says "CDFI File Upload". Below this, there is a section titled "GeoCoding Data File Upload" with a "File Upload Instructions." link. Below the instructions, there are three buttons: "Add files" (highlighted with a yellow box), "Start upload", and "Cancel upload".

10. The GeoCoding Data File Upload page will display. Click the Add Files button.
11. Browse and **select** the import file.
12. The file will display on the Upload page. Click the **Start** upload button. The system will validate the address entries and notify you if there are any errors in your data.



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



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

CDFI File Upload

GeoCoding Data File Upload

Organization Name: Test Applicant Org 01

File Upload Instructions.

Add files...

Start upload

Cancel upload

SAMPLE_GEOCODING_Address.csv

0.36 KB

Start

Cancel

Upload Successful!

Back to Test Applicant Org 01

GeoCoding Data Report and Export

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

TestUser Org12AR01

Home

Organizations

Allocations

Contacts

Service Areas

Service Requests

Awards

Reporting Schedule

CMF Performance Report

More

Report: GeoCoding Data

GeoCodingData FIPS CensusTract Geocoding

Enable Field Editing

Q

Add Chart

Y

Export

Total Records

1

	GeoCoding Data: ID	GeoCoding Data: GeoCoding Data Number	Street Address 1	City	State	Zip Code	Generic Field 1	Generic Field 2	Generic Field 3	Generic Field 4	Generic Field 5
1	a503d0000013Xbf	GCD-0007822163	test	test 1	test 2	test 3	test 4	test 5	test 6	test 7	test 8

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

GeoCoding Data
GCD-0007822163

Edit Printable View

Detail Related

GeoCoding Data Number GCD-0007822163	Latitude (Y-Coordinate) 0.00000000
Census Vintage Year 2020	Longitude (X-Coordinate) 0.00000000
Street Address 1 test	Census Tract GEOID
City test 1	Project Address Accuracy Rate 0.00
State test 2	
Zip Code test 3	
Generic Field 1 test 4	
Generic Field 2 test 5	
Generic Field 3 test 6	
Generic Field 4 test 7	
Generic Field 5 test 8	

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

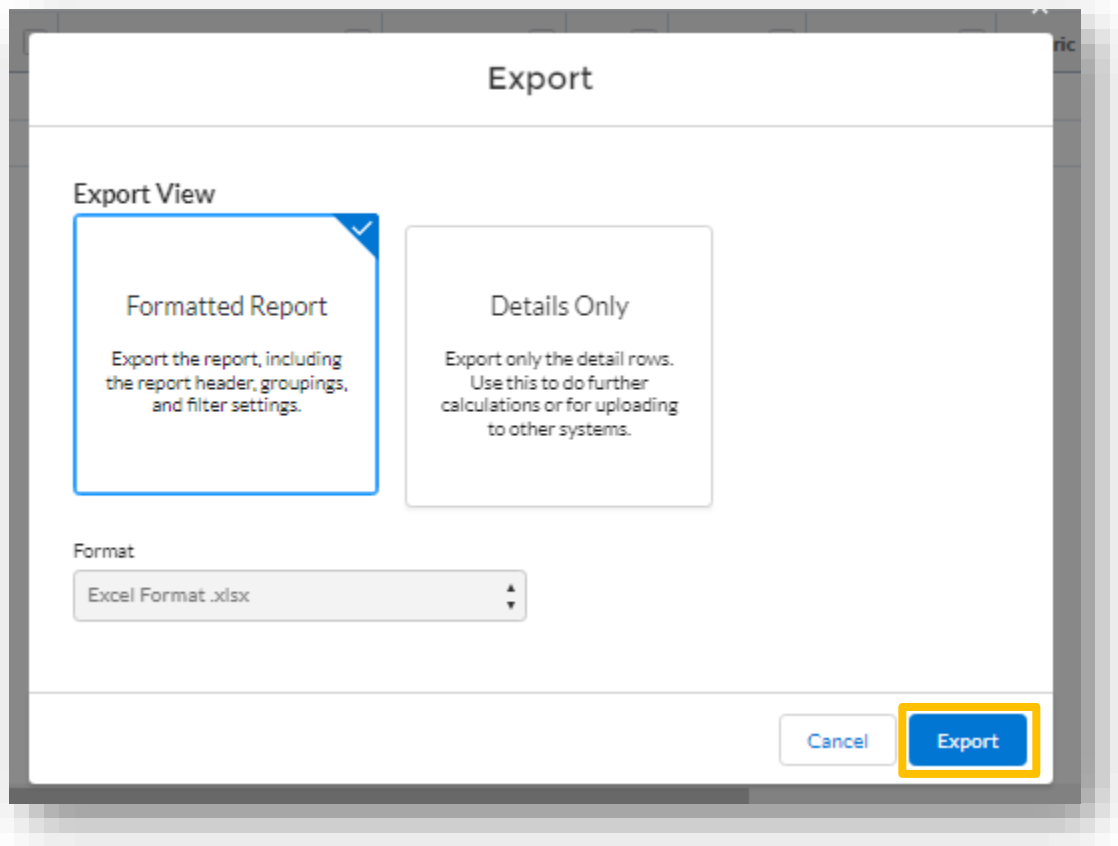
Report: GeoCoding Data
GeoCodingData FIPS Export Report

Enable Field Editing Add Chart Export

Total Records
2

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

18. Click the **Export** button.



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

- GeoCoding Data: ID
- GeoCoding Data: GeoCoding Data Number
- Street Address 1
- City
- State
- Zip Code
- Generic Field 1
- Generic Field 2
- Generic Field 3
- Generic Field 4
- Generic Field 5
- Latitude Y Coordinate (up to 8 decimal places)
- Longitude X Coordinate (up to 8 decimal places)
- Census Tract GEOID
- Project Address Accuracy Rate

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																		
2		GeoCodingData FIPS CensusTract Geocoding																
3		As of 2024-04-08 15:32:22 Eastern Standard Time/EST • Generated by TestUser Org12AR01 • Sorted by GeoCoding Data: GeoCoding Data Number (Descending)																
4																		
5		Filtered By																
6		Show: All geocoding data																
7		Census Tract GEOID equals																
8																		
9																		
10		GeoCoding Data: ID	GeoCoding Data: GeoCoding Data Num	Street Address 1	City	State	Zip Code	Generic Field 1	Generic Field 2	Generic Field 3	Generic Field 4	Generic Field 5	Latitude (Y-Coordinate)	Longitude (X-Coordinate)	Census Tract GEOID	Project Address Accuracy Rate		
11		a503d0000013xbf	GCD-0007821163	test	test 1	test 2	test 3	test 4	test 5	test 6	test 7	test 8	0	0				0
12		Total	Count	1														
13																		
14		Confidential Information - Do Not Distribute																
15		Copyright © 2000-2024 salesforce.com, Inc. All rights reserved.																
16																		