

# BANK ENTERPRISE AWARD PROGRAM



# BEA PROGRAM

CIMS USER INSTRUCTIONS

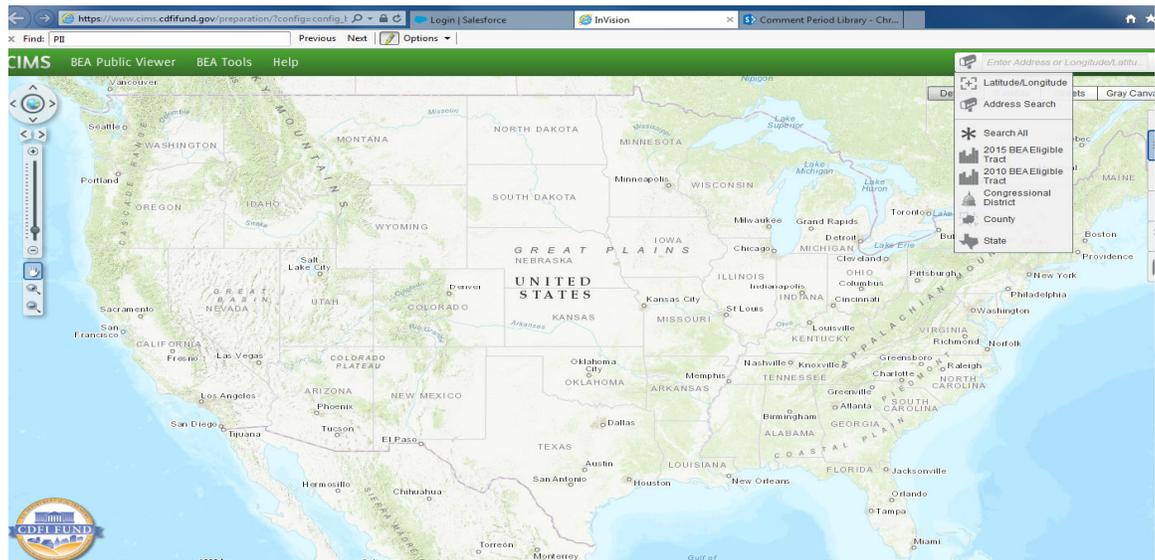


**NOTE:** These instructions are intended to serve as additional guidance for BEA Program Applicants and prior Award Recipients to determine whether a transaction occurred at an address or in a census tract that meets the definition of a BEA Distressed Community. The Bank Enterprise Award Program Notice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

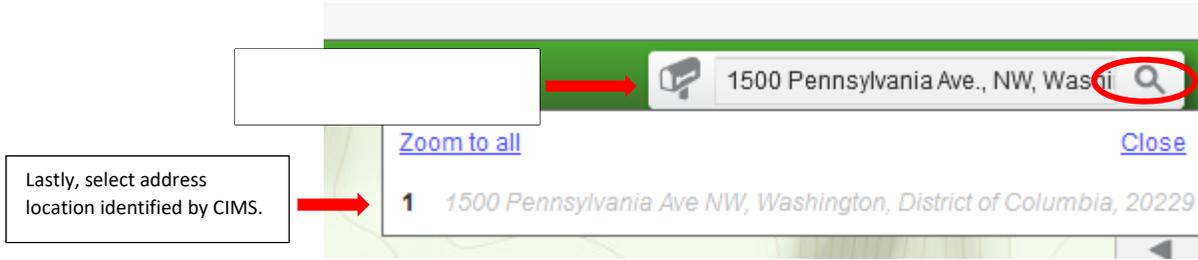
For general instructions on using the CDFI Fund Information Mapping System (CIMS3), please see the most recent version of the CIMS User Instruction Manual on the CDFI Fund's website at: <https://www.cdfifund.gov/Documents/CIMS%20USER%20FINAL%20Aug%2025%202017.pdf>

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

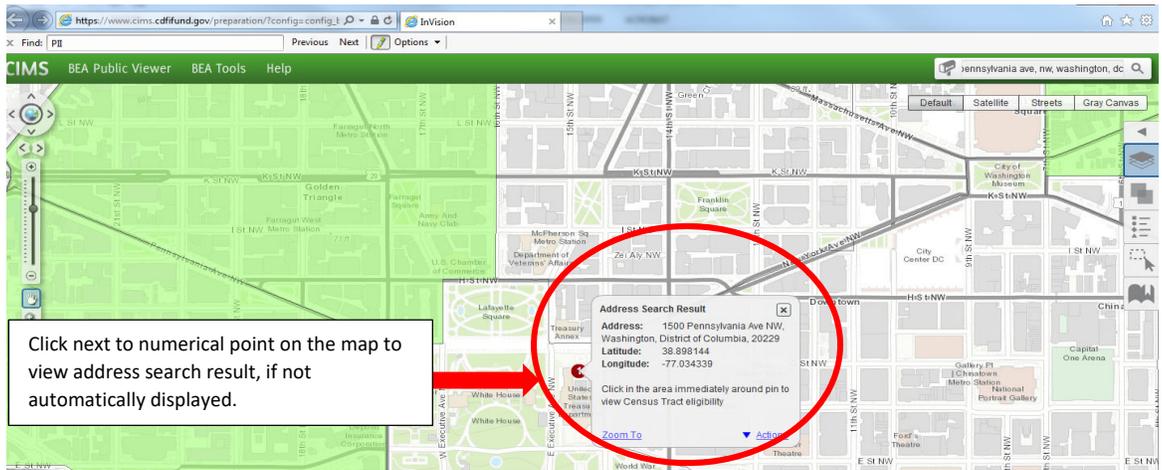
1. Users can access the CIMS3 mapping system via AMIS or the CDFI Fund's public website.
2. To login via AMIS:
  - a. Go to the AMIS website: [amis.cdfifund.gov](http://amis.cdfifund.gov) and log into AMIS
  - b. Click the "App Launcher" tab within AMIS
  - c. Click on the myCDFI Fund app
  - d. Go to the CIMS3 mapping system
  - e. Select BEA Maps.
3. To login via the CDFI Fund's public website:
  - a. Go to the CDFI Fund's website: [www.cdfifund.gov](http://www.cdfifund.gov)
  - b. Go to "Tools & Resources"
  - c. Click on "CIMS Mapping Tool"
  - d. Click the "Public" button
  - e. Select "BEA"
4. Users may determine whether a transaction has occurred in a BEA Distressed Community by searching in CIMS by either: (1) address, or (2) census tract number.
5. To search by address:
  - a. Click on the mailbox icon in the Search Bar to the right of the page.
  - b. Select Address Search.



- c. Enter street address, city, and zip code.
- d. Click the magnifying glass to begin the search. Then select the location identified by CIMS3 directly below the search box. (For detailed instructions on how to conduct a search for a census tract or address, go to the **Help** menu and select **Help** to follow the CIMS3 instructions.)



- e. An InfoWindow will pop open, displaying detailed information about the address search result. If the InfoWindow did not automatically pop open, click next to the numerical point on the map to view this information.



**NOTE:**

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 2020 funding round, Applicants should only use the **2015 BEA Eligible Tracts**. When searching by address, results displayed will automatically reflect the **2015 BEA Eligible Tract** layer. Examples provided in this document will display the **2015 BEA Eligible Tract** layer.

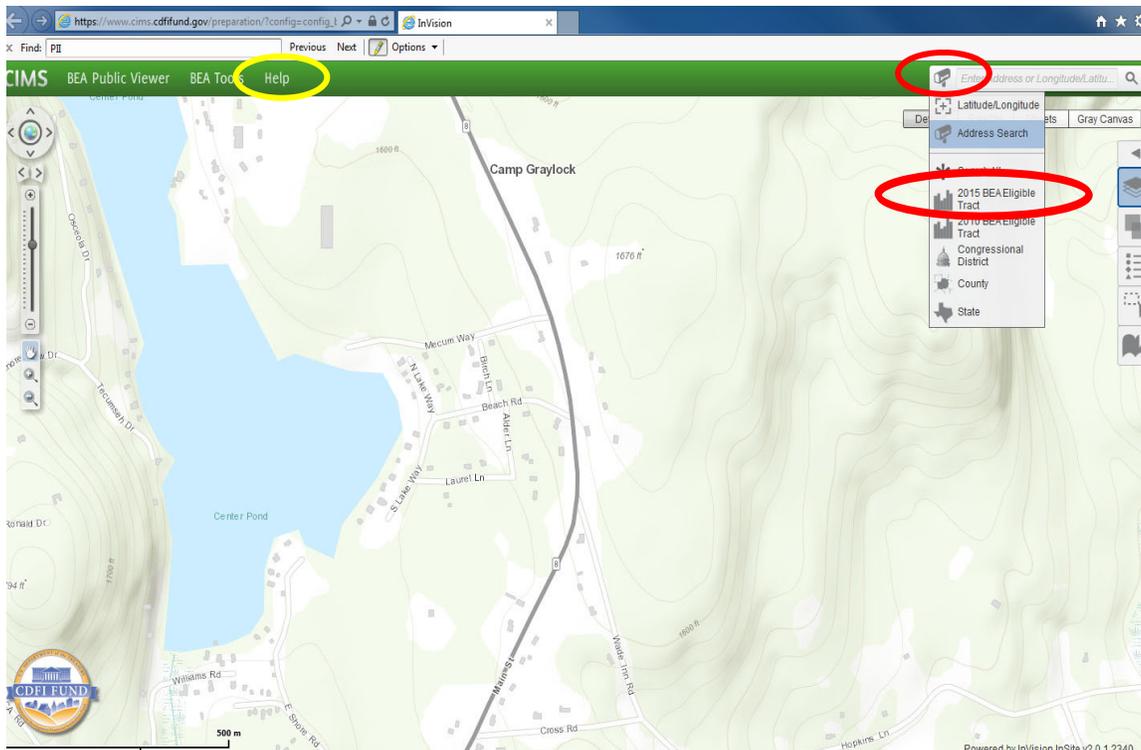
Prior Award Recipients reporting on FY2019 BEA Program awards should only use the **2015 BEA Eligible Tracts**.

Prior Award Recipients reporting on FY 2018 BEA Program awards should see item #8 of these instructions for information on census tract eligibility.

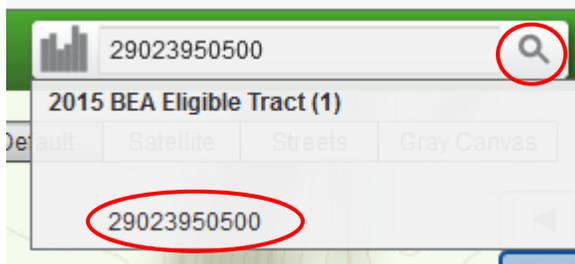
- f. See instructions displayed at item # 7 on how to determine BEA qualification status.

6. To search by census tract:

- a. Click on the mailbox icon in the Search Bar to the right of the page.
- b. Select **2015 BEA Eligible Tract** and enter the census tract number of the transaction<sup>1</sup> to see if it qualifies. (For detailed instructions on how to conduct a search for a census tract, go to the **Help** menu and select **Help** to follow the CIMS3 instructions.)

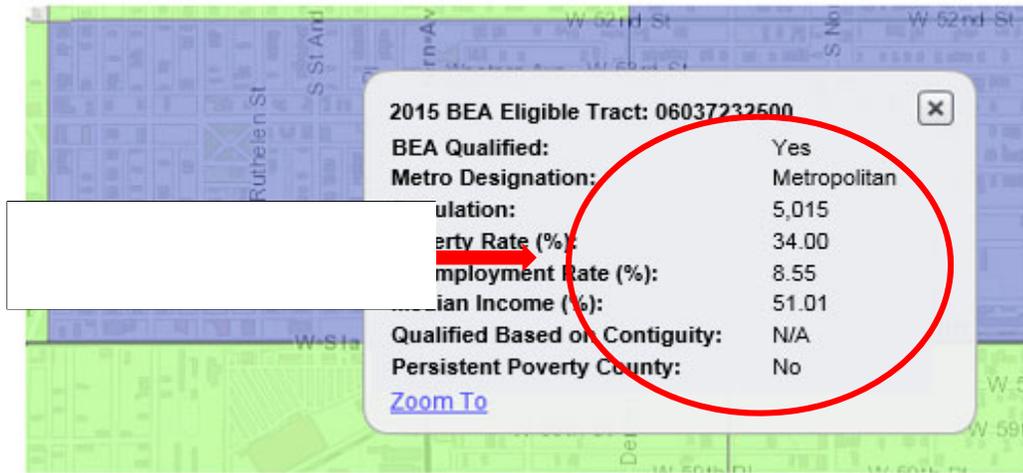


- c. Click the magnifying glass to begin the search. Then select the location identified by CIMS3 directly below the search box.



<sup>1</sup> 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 2020 funding round, Applicants must use the 2015 BEA Eligible Tracts.

- d. An InfoWindow will pop open, displaying detailed information about the census tract. If the InfoWindow did not automatically pop open, click on the census tract on the map to view this information.

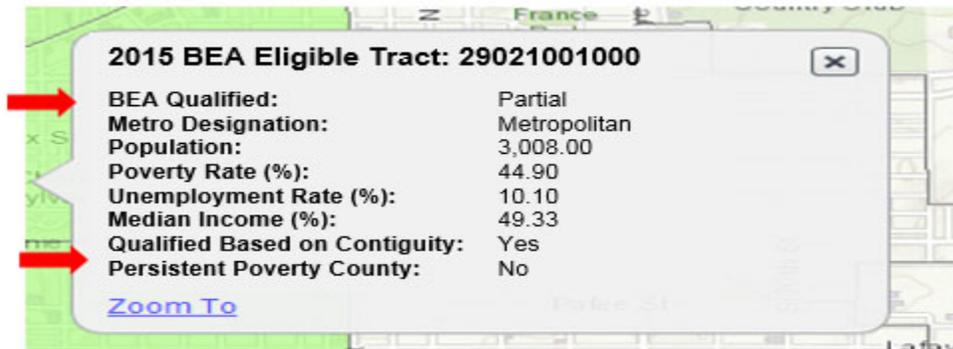


7. BEA Qualification status is indicated in the Info-Window:
  - a. If the census tract is a BEA Qualified Distressed Community, the Info-Window will indicate “BEA Qualified: Yes” (as reflected in the example above). No further action is necessary to determine qualification status and the transaction can be included in the BEA Program Application.
  - b. If the census tract is not a BEA Qualified Distressed Community, the Info-Window will indicate “BEA Qualified: No”. No further action is necessary to determine qualification status and the transaction should not be included in the BEA Program Application.
  - c. If the census tract partially qualifies, the Info-Window will indicate “BEA Qualified: Partial”. To determine if the census tract ultimately meets the BEA definition of a Distressed Community, based on contiguous census tracts, the Info-Window will indicate either “Qualified Based on Contiguity: Yes” or “Qualified Based on Contiguity: No”.
  - d. If the census tract is located in a Persistent Poverty County (PPC), the Info-Window will indicate “Yes” (see above screenshot). No further action is necessary and the transaction can be considered in meeting the PPCs commitment.
  - e. If the Census tract is not located in a Persistent Poverty County, the Info-Window will indicate “No.”<sup>2</sup>

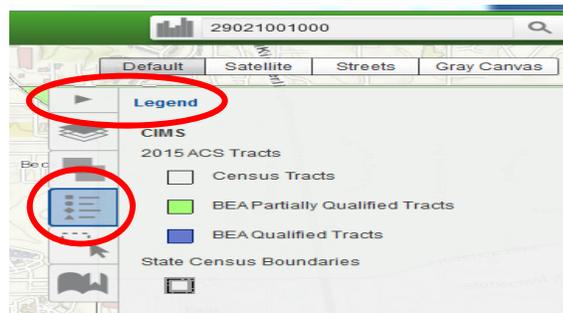
Users can also review the BEA Program Eligibility tabular data at:

<https://www.cdfifund.gov/research-data/Pages/default.aspx> and scroll down to the “Program Eligibility Guidance” section, in order to view the qualification status.

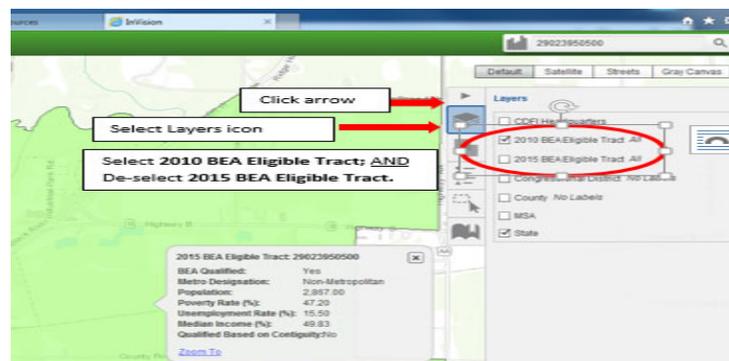
<sup>2</sup> Prior Award Recipients are required to meet the PPC commitment noted in their Award Agreement, when applicable.



**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.



8. Prior BEA Award Recipients reporting on their use of FY 2018 uses of award may determine if a census tract qualifies based on 2010 eligibility criteria<sup>3</sup>. Users can either:
  - a. follow the same steps above and select **2010 BEA Eligible Tract.**; or
  - b. Click the arrow below the search bar and select the Layers icon.
  - c. De-select **2015 BEA Eligible Tract – all**; and
  - d. Select **2010 BEA Eligible Tract – all**



<sup>3</sup> FY 2018 Award Recipients may select either **2010 BEA Eligible Tract** or **2015 Eligible Tract**.

## 9. Section 2 - Bulk Address Management Tool

**ALERT:** Applicants should not include the following Personally Identifiable Information for individuals who received the financial products or services, when using the Bulk Address Management Tool: name of the individual, Social Security Number, date of birth, driver’s license or state identification number, passport number, and Alien Registration Number.

1. If you need detailed instructions on how to upload data in order to determine the BEA Qualification of several addresses, go to the **Help** menu and follow the CIMS3 instructions: Bulk Address Management. <sup>4</sup>
2. Once the address results populate and are geocoded by the user, select the “Find Census Tracts” label located in the bottom left corner of the Bulk Address Management tool. Once this operation is complete you will see a column labeled “BEA Qualified” for each address and it will indicate if the address qualifies as a BEA Distressed Community.
  - a. If the address is located in a BEA Qualified Distressed Community, the “BEA Qualified” column will indicate “Yes”.
  - b. If the address is not located in a BEA Qualified Distressed Community, the “BEA Qualified” column will indicate “No”.

GC_ID	X	Y	GC_TYPE	GC_ADDRESS	ADDRE...	CensusTrac...	BEA Qualified	ContigQuality
94.69	-83.0741689600963	35.1190464577294	PointAddress	49 Craggy Creek Pl, Cashiers, North Carolina, 28717	5590054	37099950900	No	N/A
100	-90.1059748575766	32.2978636424234	StreetAddress	578 Oak Park Cir, Pearl, Mississippi, 39208	5590055	28121020302	No	N/A
92.25	-90.0470948768356	32.5827242613803	StreetName	S Liberty St, Canton, Mississippi, 39046	5590056	28089030400	No	N/A
100	-90.1715945188701	32.5199736333889	PointAddress	100 Shoreline Dr, Madison, Mississippi, 39110	5590057	28089030301	No	N/A
85	-90.2558437	32.8241004000001	Postal	39039, Benton, Mississippi	5590058	28163950600	Partial	Yes
91.07	-89.04608018666	32.2175569902073	StreetName	CR-24, Rose Hill, Mississippi, 39356	5590059	28061950100	Partial	No
98.06	-89.0554082823485	33.1208241237926	StreetAddress	206 S Church Ave, Louisville, Mississippi, 39339	5590060	28159950400	Yes	N/A
100	-90.1841612961211	32.2986807255058	StreetAddress	308 E Pearl St, Jackson, Mississippi, 39201	5590061	28049002700	Partial	Yes
98.84	-87.6480521647239	41.9410145395293	PointAddress	731 W Melrose St, Chicago, Illinois, 60657	5590062	17031062000	No	N/A

- c. If the “BEA Qualified” column indicates “Partial” and the census tract ultimately qualifies based on contiguity, the “ContigQuality” column will indicate “Yes.” See Section 1, item 7.c. of this document to determine whether a Partial census tract qualifies for BEA.

<sup>4</sup> Users need to log into their AMIS account to access the Bulk Address Management feature.

**Bulk Address Management**

GC_...	X	Y	GC_TYPE	GC_ADDRESS	ADDRE...	CensusTrac...		BEAQualified	ContigQuality
94.69	-83.0741689600963	35.1190464577294	PointAddress	49 Craggy Creek Pt, Cashiers, North Carolina, 28717	5590054	37099950900	W 1	No	N/A
100	-90.1059748575766	32.2978636424234	StreetAddress	578 Oak Park Cir, Pearl, Mississippi, 39208	5590055	28121020302	W 1	No	N/A
92.25	-90.0470948768356	32.5827242613803	StreetName	S Liberty St, Canton, Mississippi, 39046	5590056	28089030400	W 1	No	N/A
100	-90.1715945188701	32.5199736333889	PointAddress	100 Shoreline Dr, Madison, Mississippi, 39110	5590057	28089030301	W 1	No	N/A
85	-90.2558437	32.8241004000001	Postal	39039, Benton, Mississippi	5590058	28163950600	W 0	Partial	Yes
91.07	-89.04608018666	32.2175569902073	StreetName	CR-24, Rose Hill, Mississippi, 39356	5590059	28061950100	W 1	Partial	No
98.06	-89.0554082823485	33.1208241237926	StreetAddress	206 S Church Ave, Louisville, Mississippi, 39339	5590060	28159950400	W 1	Yes	N/A
100	-90.1841612961211	32.2986807255058	StreetAddress	308 E Pearl St, Jackson, Mississippi, 39201	5590061	28049002700	W 1	Partial	Yes
98.84	-87.6480521647239	41.9410145395293	PointAddress	731 W Melrose St, Chicago, Illinois, 60657	5590062	17031062000	W 1	No	N/A

Find Census Tracts    Upload to CUIS    Export    Clear

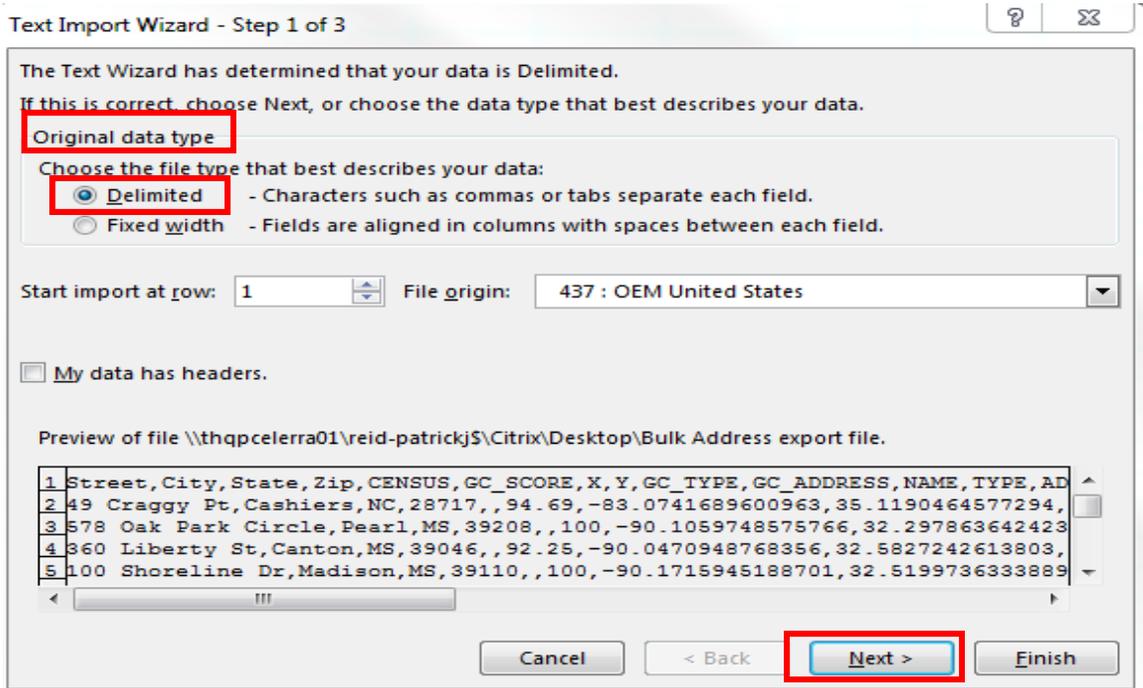
- d. To export the data click on the “Export” label on the bottom right corner of the Bulk Address Management chart.

**Bulk Address Management**

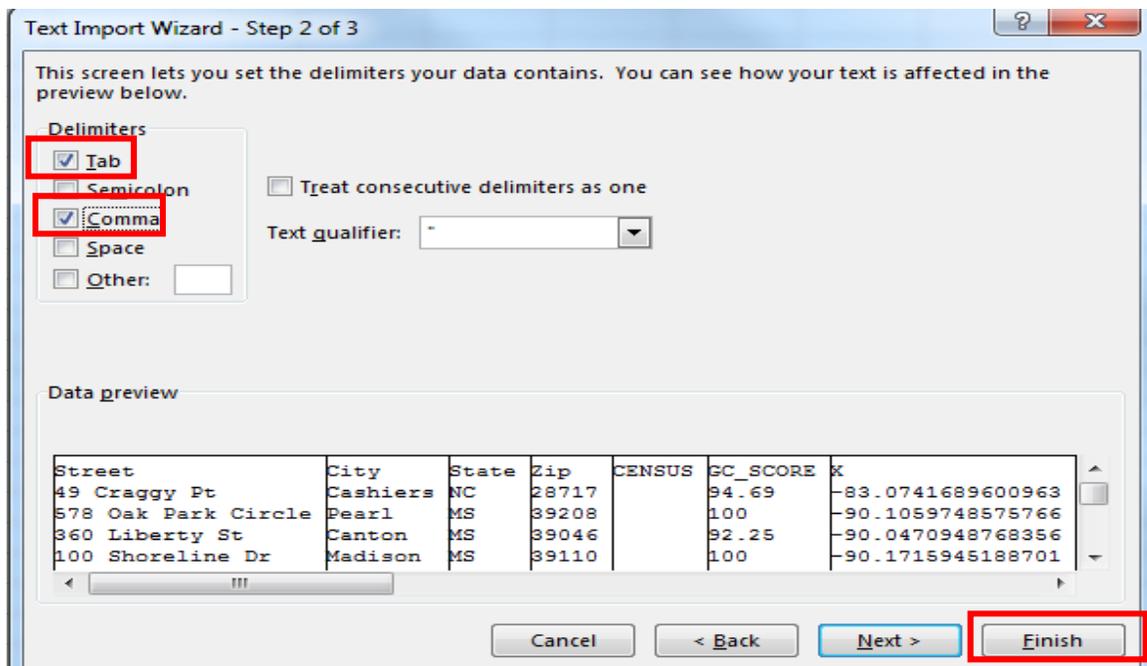
GC_...	X	Y	GC_TYPE	GC_ADDRESS	ADDRE...	CensusTrac...		BEAQualified	ContigQuality
94.69	-83.0741689600963	35.1190464577294	PointAddress	49 Craggy Creek Pt, Cashiers, North Carolina, 28717	5590054	37099950900	W 1	No	N/A
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92.25	-90.0470948768356	32.5827242613803	StreetName	S Liberty St, Canton, Mississippi, 39046	5590056	28089030400	W 1	No	N/A
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85	-90.2558437	32.8241004000001	Postal	39039, Benton, Mississippi	5590058	28163950600	W 0	Partial	Yes
91.07	-89.04608018666	32.2175569902073	StreetName	CR-24, Rose Hill, Mississippi, 39356	5590059	28061950100	W 1	Partial	No
98.06	-89.0554082823485	33.1208241237926	StreetAddress	206 S Church Ave, Louisville, Mississippi, 39339	5590060	28159950400	W 1	Yes	N/A
100	-90.1841612961211	32.2986807255058	StreetAddress	308 E Pearl St, Jackson, Mississippi, 39201	5590061	28049002700	W 1	Partial	Yes
98.84	-87.6480521647239	41.9410145395293	PointAddress	731 W Melrose St, Chicago, Illinois, 60657	5590062	17031062000	W 1	No	N/A

Find Census Tracts    Upload to CUIS    **Export**    Clear

- e. Enter a file name and select save to create the document. The file is normally saved to the desktop.
- f. To access the saved file, launch the Excel application and open the file via Excel to get to the Text Import Wizard. Follow the below steps of the Text Import Wizard to finish importing and formatting the data.
- g. Step 1: Select “Delimited” from the “Original data type” and options and select “Next.”



h. Step 2: Select "Tab" and "Comma" from the "Delimiters" list. Select "Finish"



i. Step 3: This step can be used for additional formatting, if necessary. If not, select "Finish."