

# **AMIS Training Manual**

## **Bank Enterprise Award Program Electronic Application Submission Guide *(for FY 2020 BEA Program Applicants)***

*March 2020*

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## Introduction



*AE101: Getting Started – Navigating AMIS (for External Users)* is a pre-requisite for the training manual you are currently viewing.

An entity seeking to apply for an award through the Bank Enterprise Award Program (BEA Program) will have the ability to submit a BEA Program Electronic Application (application) via the CDFI Fund’s Award Management Information System (AMIS). To submit an application through AMIS, an online platform, organizations must have an AMIS account. Please refer to the *AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* training manual on how to set up an account.

The objective of this training manual is to provide BEA Program Applicants with instructions on how to create, complete, and submit an application in AMIS. Applicants will also learn how to enter information in its Organization Profile and reference it in the application, rather than providing it multiple times.

### 1 The Organization Profile

AMIS automatically creates your Organization Profile once your organization is registered. The Organization Profile created automatically by AMIS contains partial information; an authorized user from the organization must complete all the necessary information. An authorized user is anyone in the organization with a **User** profile or **Admin User** profile, or an External Contact with Edit permissions (see [CDFI Fund AMIS – User Account Management Guide](#) for descriptions and instructions on managing user accounts in AMIS). A user’s profile is displayed on their Contact Detail page. BEA Program Staff have the ability to edit contacts profile or title, or clone contacts when needed.

The first person to register the organization becomes the administrator for the organization’s AMIS account and is responsible for assigning permissions to other users to create or update records in their organization. To learn more about authorized users, please refer to the Permissions and Security section described in our [Getting Started – Navigating AMIS](#) training manual.

In this section, you will learn how to:

- Update your **Organization Profile**
- Create and edit contacts for the Organization

This manual only describes updating organization information required in order to complete the application. Please refer to [Getting Started – Navigating AMIS](#) to learn, in detail, how to update your organization and program Profiles.

## View Your Organization

To view your organization:

1. Log into AMIS and click the **Organizations** tab.
2. Click the **All Organizations** View and select the **Go!** button.

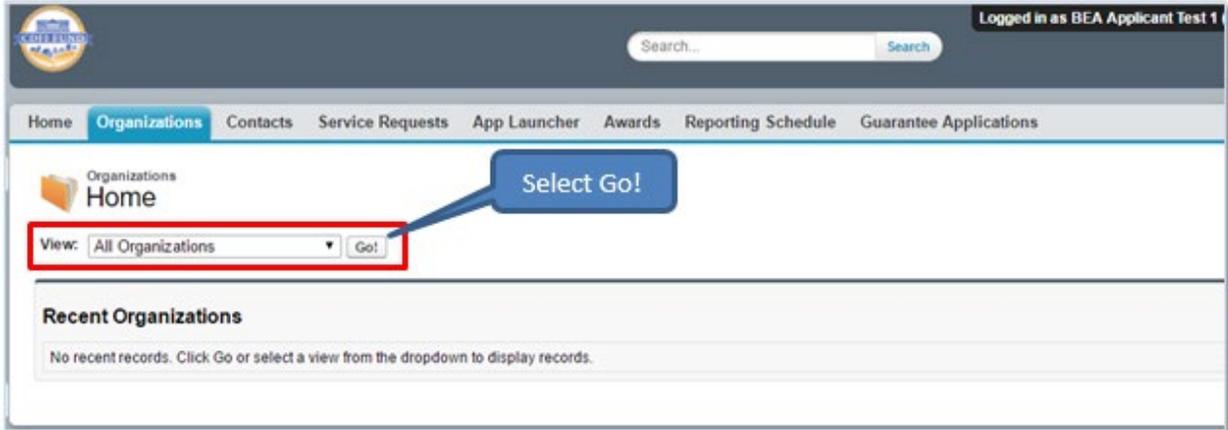


Figure 1. Organization Tab – All Organization View

3. From the **All Organizations** List View Page, click the **Organization Name** link.

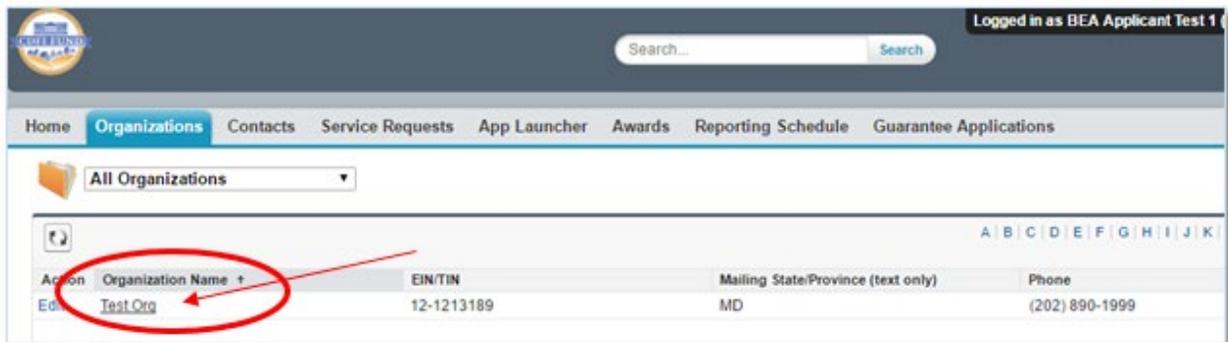


Figure 2. All Organizations List View Page

4. You will be forwarded to the Organization Detail page. Here you can view and edit details for the organization.

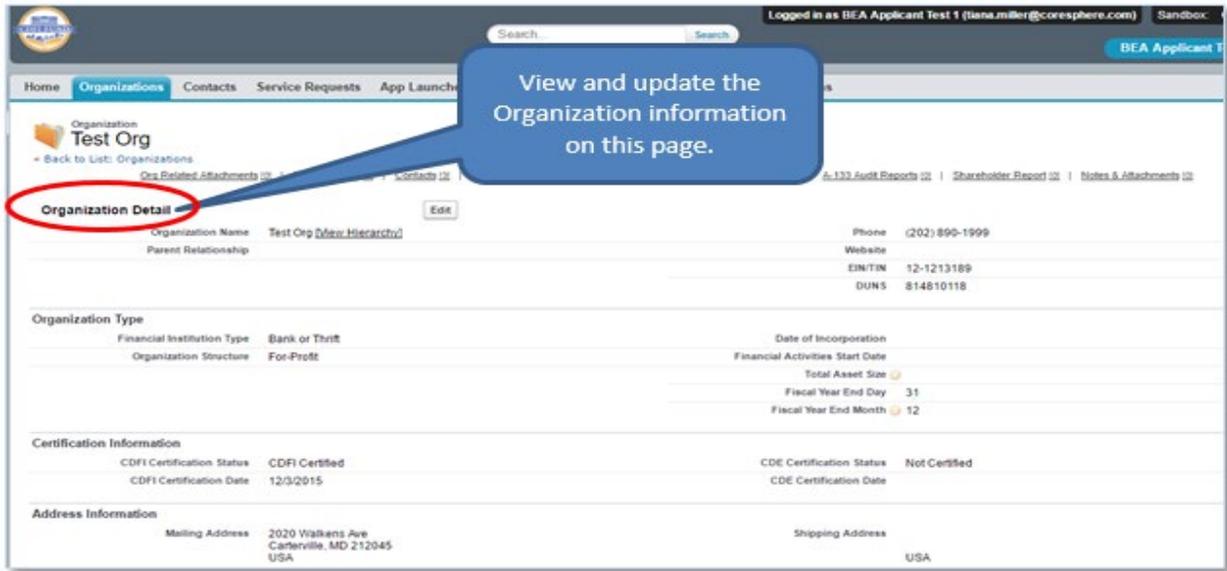


Figure 3. Organization Detail

While it is important to keep all information current, ensure the following are accurate:

- EIN/TIN;
- DUNS (if a value has already been entered);
- Financial Activities Start Date; and
- Fiscal Year End Month and Day

A Service Request is required for changes to these fields as changes to these values requires the CDFI Fund's approval. Please refer to "Getting Started – Navigating AMIS" manual, <https://amis.cdfifund.gov/s/CDFIFundAMIS-TrainingManual-AE101.pdf?v=5> for more information on creating and submitting Service Requests.

#### Organization Detail

- EIN/TIN
- DUNS

#### Organization Type

- Financial Institution Type
- Organization Structure
- Financial Activities Start Date
- Fiscal Year End Day
- Fiscal Year End Month

#### Regulated Institution

- Federal Regulator
- FDIC Cert. # / NCUA Charter #

## Update Your Organization Profile

To edit the organization detail information:

1. Select the **Edit** button.

The screenshot displays the 'Organization Detail' page for 'Test Org'. The page is divided into several sections:

- Organization Detail:** Includes fields for Organization Name (Test Org [View Hierarchy](#)), Parent Relationship, Phone ((202) 890-1999), Website, EIN/TIN (12-1213189), and DUNS (814810118). An 'Edit' button is highlighted with a red box.
- Organization Type:** Includes Financial Institution Type (Bank or Thrift), Organization Structure (For-Profit), Date of Incorporation, Financial Activities Start Date, Total Asset Size, Fiscal Year End Day (31), and Fiscal Year End Month (12).
- Certification Information:** Includes CDFI Certification Status (CDFI Certified), CDFI Certification Date (12/3/2015), CDE Certification Status (Not Certified), and CDE Certification Date.
- Address Information:** Includes Mailing Address (2020 Walkers Ave, Carlerville, MD 212045, USA) and Shipping Address (USA).

Figure 4. Organization Detail Page

- a. The Financial Institution Type will determine the type of financial data requested from the organization. **IMPORTANT: BEA Program applicants can only be a Bank or Thrift Financial Institution Type<sup>1</sup>. Organizations that have not selected Bank or Thrift as its Financial Institution Type will be unable to start a BEA Program Profile or BEA Program Application.**
- b. Complete the **Financial Activities Start Date** field.
- c. Complete the **Fiscal Year End Date** and **Fiscal Year End Month**.
- d. Your Organization's CDFI Certification Information will automatically populate.

<sup>1</sup> BEA Program applicants must be entities that are FDIC-insured as of the first day of the Baseline Period, January 1, 2018, and maintain its FDIC-insured status at the time of application to be eligible for an FY 2020 BEA Program award. If your organization meets this criteria, please select "Bank or Thrift" as the Financial Institution Type. Please note that a Depository Institution Holding Company of an FDIC-insured depository institution may not apply on behalf of an FDIC-insured depository institution.

The screenshot shows the 'Organization Edit' page for 'Test Org'. A blue callout box in the center says 'Complete the information on the page and select Save.' The page is divided into several sections: Organization Name (with a 'Test Org' dropdown), Parent Relationship (set to '-None-'), Phone ((202) 890-1999), Website, EIN/TIN (12-1213189), and DUNS (814810118). The Organization Type section includes Financial Institution Type (Bank or Thrift), Organization Structure (For-Profit), Date of Incorporation (12/30/2016), Financial Activities Start Date (12/30/2016), Total Asset Size, Fiscal Year End Day (31), and Fiscal Year End Month (12). Certification Information shows CDFI Certification Status (CDFI Certified, 12/3/2015) and CDE Certification Status (Not Certified). Address Information includes Mailing Country (USA), Mailing Street (2020 Walkers Ave), Shipping Country (USA), and Shipping Street. A 'Copy Mailing Address to Shipping Address' link is also present.

Figure 5. Organization Edit Page



**NOTE:** If you do not see an Edit button, you may not have the permission to create and edit records. Please contact an administrator for your organization’s AMIS account, if you require these capabilities.

2. Update any other information on the page as needed, such as the **Organization Structure** and **Address Information**. Make sure you select the correct address for the organization’s headquarters. Select the **Save** button once to complete.

This screenshot shows the bottom portion of the 'Organization Edit' page. It includes the 'Address Information' section with Mailing City (Carterville), Mailing State/Province (MD), and Mailing Zip/Postal Code (212045). The 'Shipping Information' section is partially visible. Below this is the 'Regulated Institution' section with Federal Regulator (FRB) and FDIC Cert. # / NCUA Charter #. At the bottom, the 'Save' button is highlighted with a red box, and a blue callout box points to it with the text 'Complete any other information on the page and select the Save button.'

Figure 6. Organization Edit Page Cont'd.

3. You will see a message near the top of the screen stating Organization has been updated.

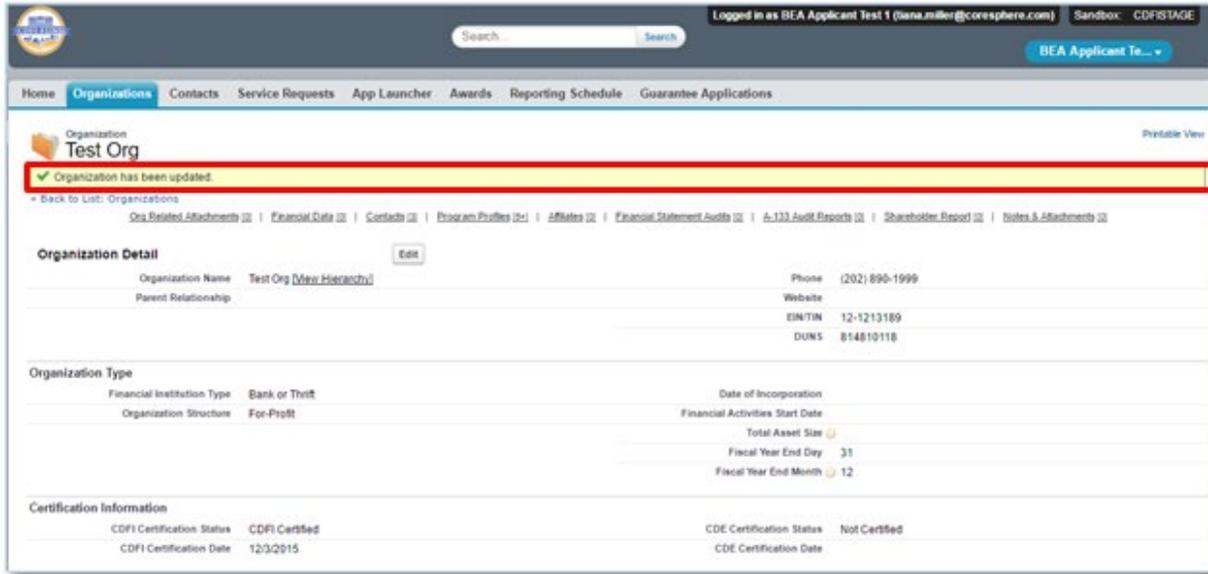


Figure 7. Organization Detail Page - Saved Record Confirmation

## Create and Edit Contacts for the Organization

### Contacts

Under **Contacts**, verify that the appropriate users have been designated as **Authorized Representatives** and **Points of Contact**. An “Authorized Representative” is an individual who has been authorized by the organization to sign the application, and in doing so, certifies that the information in the application is true, complete and accurate. The Authorized Representative also agrees to comply with any resulting terms if an award is accepted. Only users designated as Authorized Representatives can sign an application. Only users designated as either a **Point of Contact** or an **Authorized Representative** can submit an application. These contacts are identified by the **Type** and **Profile** fields on the **Contact Detail** page.

To view the Organization’s Contacts and create/edit a contact:

1. From the Organization Detail page, click the **Contacts** related link.

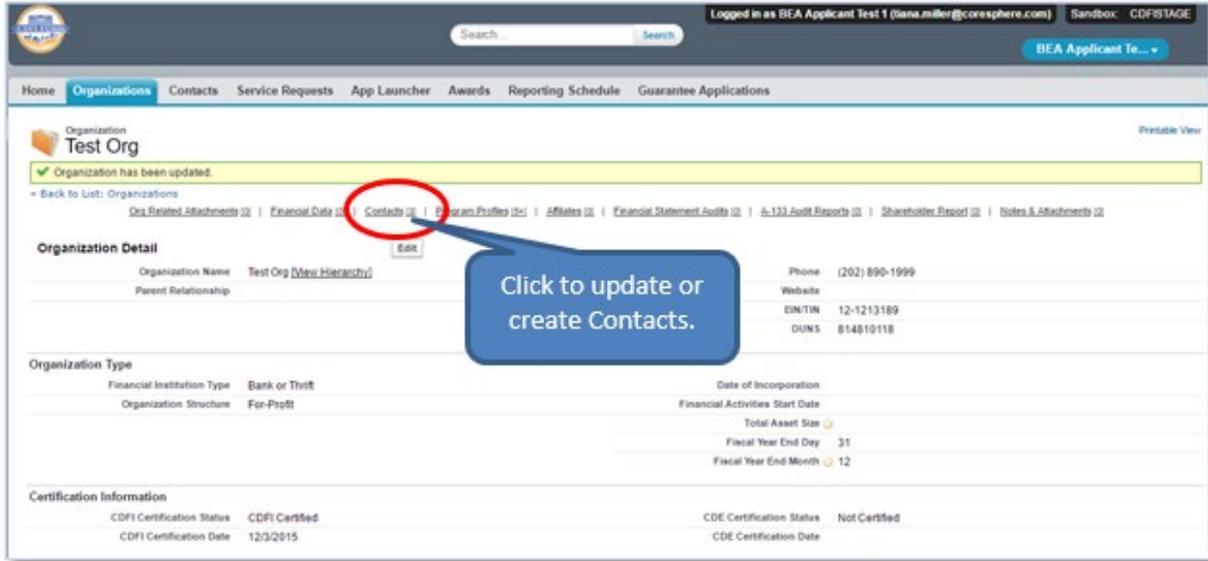


Figure 8. Organization Detail Page - Contacts Related Link

2. Here the Admin User or Authorized User can edit an existing contact or create a new contact.



Figure 9. Organization Detail Page - Contacts Related List

- a. To edit: click the **Edit** link to update or change the contact Profile or data within the contact record. Change **Type** to designate an Authorized User or Point of Contact.
- b. To create a new contact: click the **New Contact** button to create a new contact.

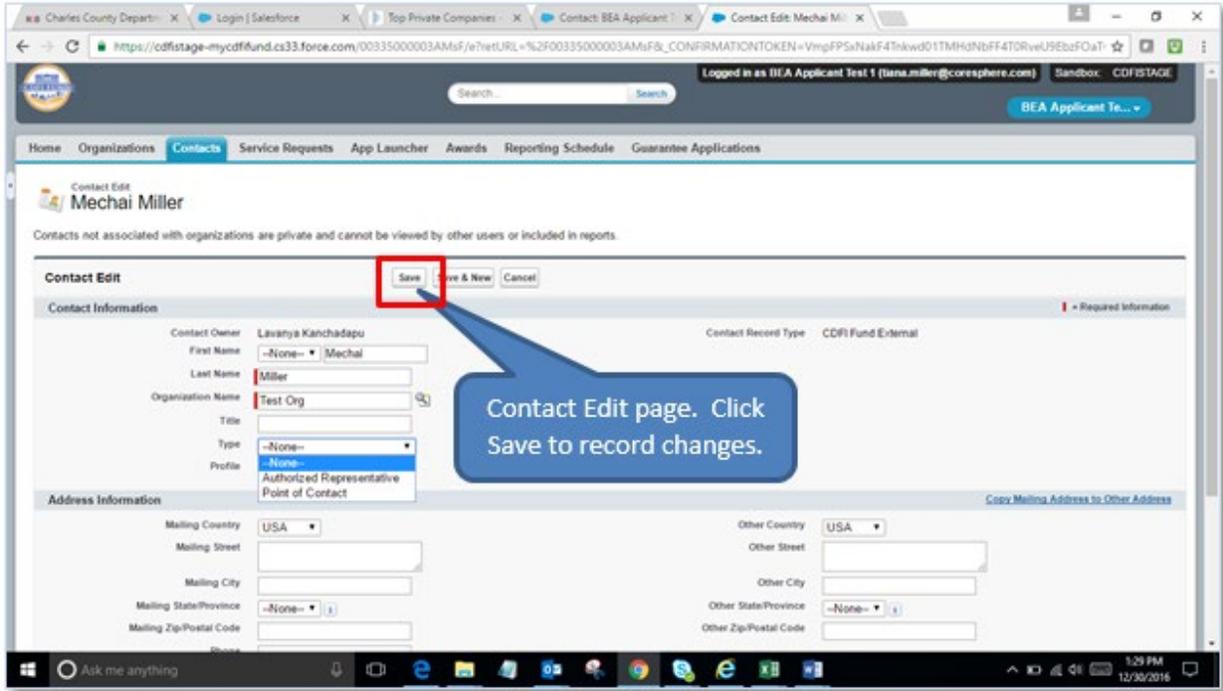


Figure 10. Contact Edit Page

3. Select the **Save** button when complete to update an existing contact record or save a new contact record.

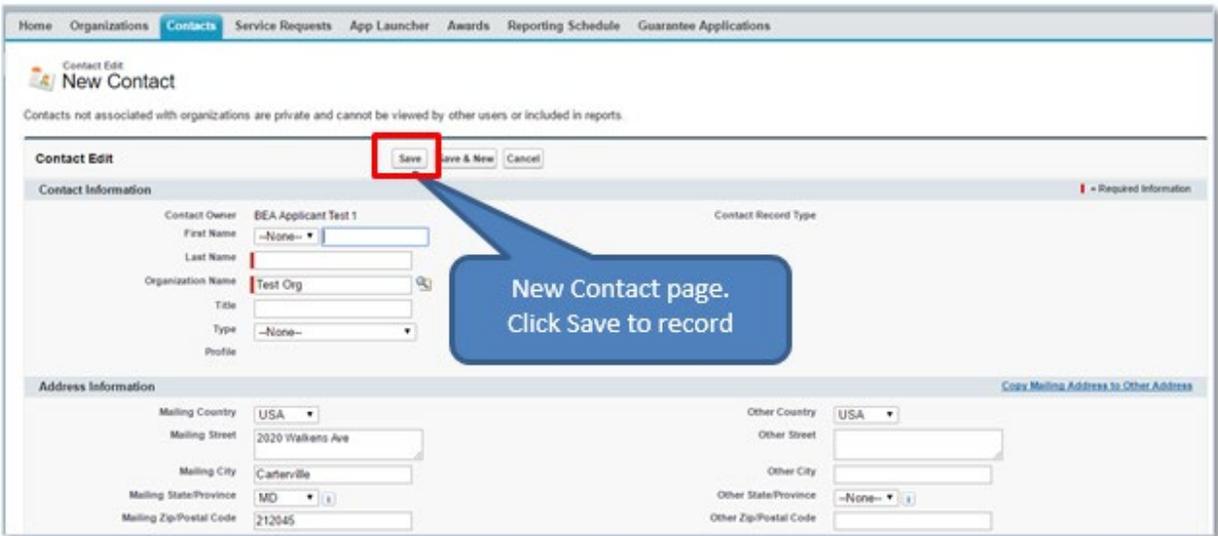


Figure 11. New Contact - Contact Edit Page

**AMIS Administrator makes SF-424 Mandatory Available to Attach the Organization**

An AMIS Administrator will retrieve the SF-424 Mandatory from Grants.gov subsequent to the SF-424 Mandatory deadline in Grants.gov and make the document available to attach based on the CDFI Fund’s business guidance. As soon as the SF-424 Mandatory is made available in AMIS (typically within 24 hours), applicants will have the ability to search for the SF-424 Mandatory within the BEA Program Application. Applicants ultimately will have the responsibility to look up an Organization’s SF-424 Mandatory from the BEA Application Edit page and attach it to the Organization Detail page from the BEA Funding Application page. Review these steps in section 4.9 *Insert the SF-424 to the Funding Application*.



Figure 12. Organization Detail page – Confirmation of SF-424 Uploaded

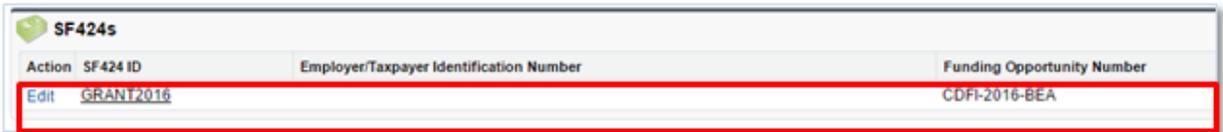


Figure 123. SF-424s Related List - Confirmation of SF-424 Uploaded

**3 Complete BEA Program Profile**

Once the Organization Profile has been updated, the BEA Program Profile can be created and completed. Only one BEA Program Profile may be completed. Applicants may edit the BEA Program Profile to make updates. In this section, you will learn how to:

- Create and update your BEA **Program Profile**

To complete a BEA Program Profile:

1. Click the **Organizations** tab to be forwarded to the Organizations Home page.
  - a. The organization is listed under the **Recent Organizations** section; alternatively,
  - b. If the organization is not listed, click the **Go!** button next to the **View** field in order to be redirected to the Organizations list view.

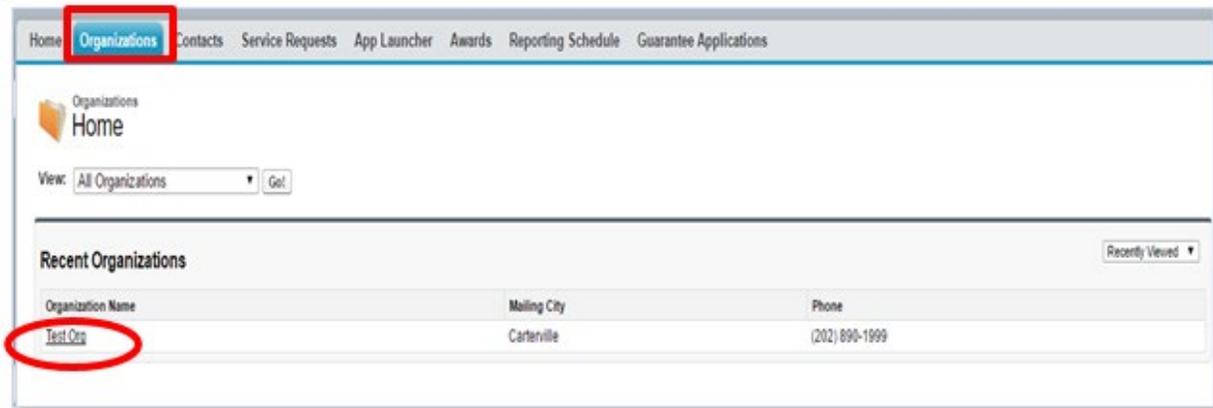


Figure 134. Organizations Home

2. Click the **Organization Name** link to access an Organization Profile.
3. From the **Organization Detail** page, click the **Program Profiles** related link to navigate to the **Program Profiles**.

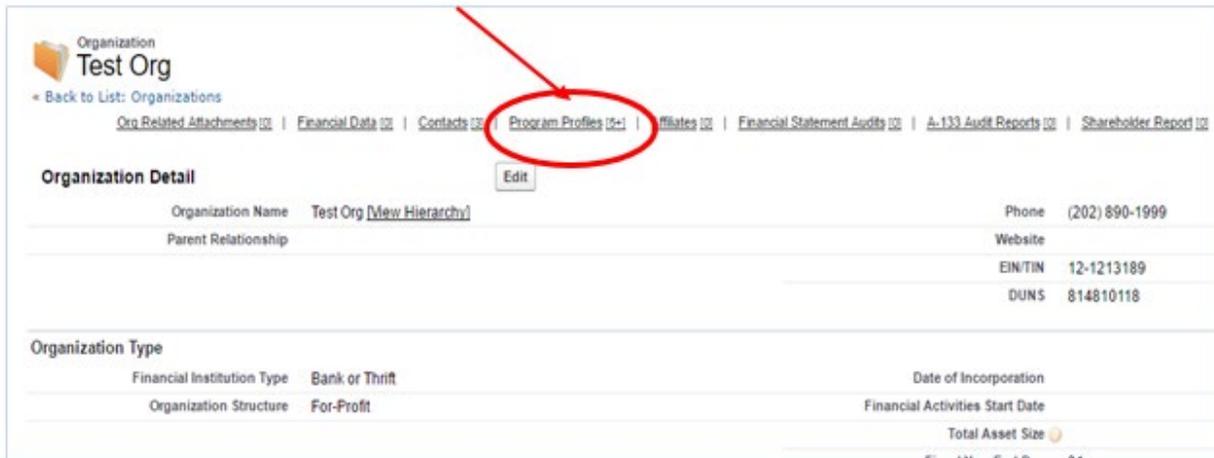


Figure 15. Organization Detail Page – Program Profiles

4. From the **Program Profiles** list, click the **Program Profile Name** link for the BEA Record Type to be forwarded to that **Program Profile** detail page.

Action	Record Type	Program Profile Name
Edit	BEA	P-074025
Edit	BGP	P-074026
Edit	CDE-CERT	P-074027
Edit	CDFI-CERT	P-074028
Edit	CDFI-NACA	P-074029

[Show 2 more »](#) | [Go to list \(7\) »](#)

Figure 146. Program Profiles List - BEA

- Click **Edit** in order to complete the **Headquarters and Geographic Markets** section. Select the state(s) your organization serves and is headquartered in by selecting a state under the **Available** window and clicking the right arrow in order to move it to the **Chosen** window.
- Click **Save**.

Headquarters and Geographic Markets

Geographic Market Served

Available	Chosen
Alaska	Alabama
Arizona	Louisiana
Arkansas	Mississippi
California	
Colorado	
Connecticut	

Figure 157. Program Profiles – Headquarters and Geographic Markets List - BEA

## 4 Complete BEA Program Electronic Application

Once the BEA **Program Profile** has been updated, the BEA Program Electronic Application can be created and completed. Only one application can be created and submitted each funding year per organization. Applicants will enter data to provide CDFI Fund staff with information needed to assess the organization’s own lending, investing, or service-related activities in distressed communities and to CDFIs.

To complete a BEA Program Application:

- From the **Program Profile** detail page, scroll down to the **Funding Application** section.
- Select the **New BEA Application** button.

Program Profile  
 P-068274

[Funding Applications \(1\)](#)

**Program Profile Detail**

---

**Organization Data**

Organization Test Org Record Type BEA  
 Program Profile Name P-068274

---

**Headquarters and Geographic Markets**

Geographic Market Served Alabama; Louisiana; Mississippi

---

**System Information**

Created By Applicant Site Guest User, 2/18/2016 12:38 PM Last Modified By Mia Sowell, 2/3/2017 10:58 AM

---

**Funding Applications**

<input type="checkbox"/> Action	Funding Application	Record Type	Application Status
<input type="checkbox"/>   Edit	<a href="#">A-001009</a>	BEA	Submitted

**Figure 168. BEA Program Profile Detail Page - New BEA Application**

3. You will be forwarded to the **Funding Application Detail** page. Complete the information on the page.
  - a. Fields (Questions) marked with the Red Bar are required fields that must be completed by the applicant in order to submit the BEA Application.
  - b. **Important Note:** Details of field questions can be found by clicking the help icon found next to the field name. The help text box contains important information on how to appropriately complete the information requested.



**Figure 179. Example of ? Information Icons**

The BEA Application is divided into multiple sections. Complete required information in **all** sections and save the application immediately to create the record. **Please note:** Applicants will not be able to enter, edit or delete transactions after the transactions deadline<sup>2</sup>. Applicants will however be able to attach their SF-424, sign and submit their Application with the completed transactions on the Application due date.

<sup>2</sup> Please refer to the NOFA or BEA FY 2020 Application for additional deadline information.

#### 4.1 Applicant Information, SF-424 Mandatory, and Applicant Contacts

There are multiple steps to completing this application. Complete the following steps, first:

1. Enter **Organization Information** as requested.
2. Skip the **SF 424** section until after the Funding Application is saved.
  - a. The SF 424 Mandatory can be inserted after the application’s initial save.
3. Enter the **Application Contacts**.
4. Click **Save**.

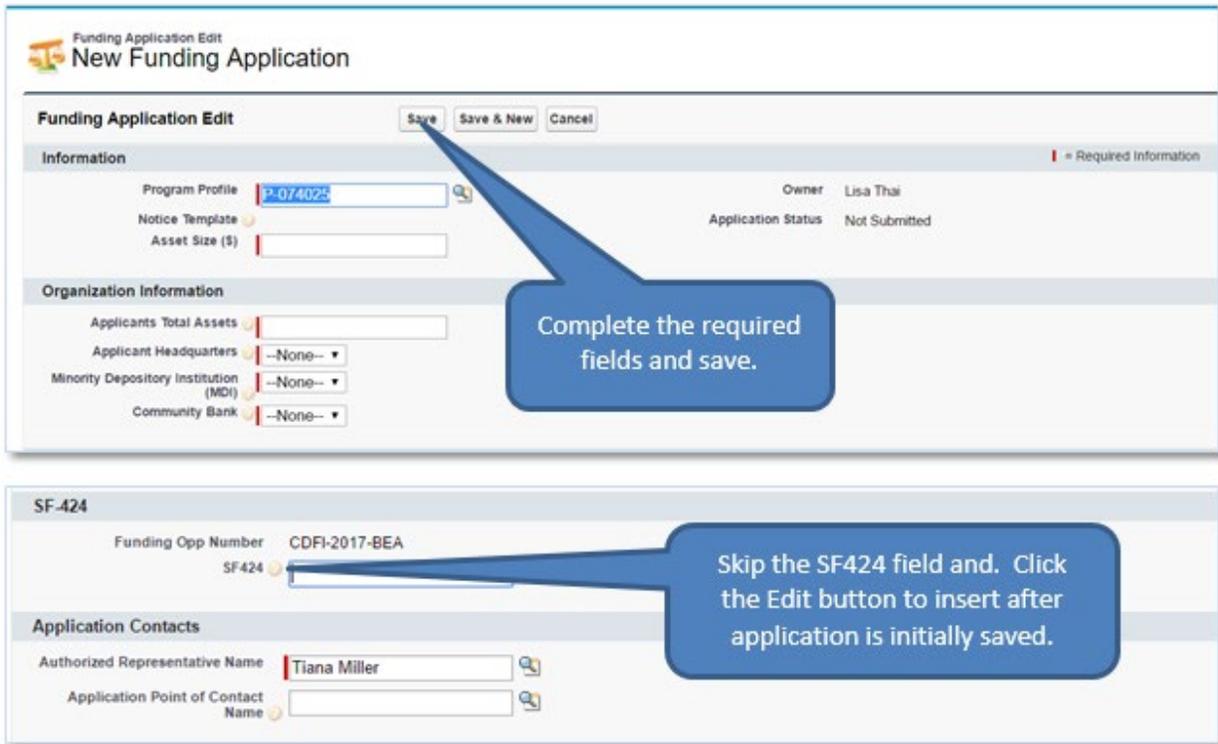


Figure 20. BEA Application Edit Page

## 4.2 Environmental Review Form

1. Complete the **Environmental Review** sections Part 1 and Part 2.
2. After completing the **Environmental Review** sections Part 1 and Part 2, click **Save**.



The screenshot displays the 'Environmental Review Pt. 1' and 'Environmental Review Pt. 2' sections. Both sections contain dropdown menus for various categories, each with a red question mark icon on the arrow. A red circle highlights these question marks, and a blue callout box points to them with the text: 'Click the ? icons for more information to answer.'

Section	Category	Value
Environmental Review Pt. 1	1a. "Categorical Exclusion"?	-None-
	1b. Environmental Impact Statement?	-None-
Environmental Review Pt. 2 - Do proposed activities in the Application...	National Register of Historic Places?	-None-
	Wilderness areas?	-None-
	Wild or scenic rivers?	-None-
	Endangered or threatened species?	-None-
	National Registry of Natural Landmarks?	-None-
	Coastal barrier resource systems?	-None-
	Coastal Zone Management Areas?	-None-
	Sole Source Aquifer Areas?	-None-
	Wetlands?	-None-
	Flood plains?	-None-
	Prime and unique farmland?	-None-
	Violating Facilities?	-None-

Figure 21. BEA Application Detail Page

## 4.3 Table 5: Reporting BEA Qualified Activities

1. Complete **Table 5: Reporting BEA Qualified Activities** section for the Baseline Period and Assessment Period. You will have the option to edit these fields at any time prior to submission.

Please note that all fields require an entry. If your organization is not reporting on a specific sub-category or activity type, you must enter "0" (zero).

2. **Deposit Liabilities Activities:** When completing the Deposit Liabilities section of Table 5, Applicants are required to enter amounts for the Start Date and End Date of the Assessment Period and Baseline Period. The system will calculate and display the net change in the 'Deposits-Increase \$' field. Please refer to the help text associated with the applicable fields, as well as, the FY 2020 BEA Program Application Instructions document for requirements related to completing the **Table 5: Reporting BEA Qualified Activities** for CDFI Related Activities, Distressed Community Financing Activities, and Service Activities.

**TABLE 5: Reporting BEA Qualified Activities**

CDFI Equity Investments - Assessment \$ <input type="text"/>	CDFI Equity-Like Loans - Assessment \$ <input type="text"/>
CDFI Equity Investments (CEI)-Baseline \$ <input type="text"/>	CDFI Equity-Like Loans (ELL)-Baseline \$ <input type="text"/>
CDFI Grants - Assessment \$ <input type="text"/>	CDFI Deposit Shares - Assessment \$ <input type="text"/>
CDFI Grants (CG) - Baseline \$ <input type="text"/>	CDFI Deposits Shares (DS)- Baseline \$ <input type="text"/>
CDFI Loans - Assessment \$ <input type="text"/>	CDFI Technical Assistance - Assessment \$ <input type="text"/>
CDFI Loans (LNS) - Baseline \$ <input type="text"/>	CDFI Tech Assistance (TAC)-Baseline \$ <input type="text"/>
Affordable Housing Loans - Assessment \$ <input type="text"/>	Education Loans - Assessment \$ <input type="text"/>
Affordable Housing Loan (AHL)-Baseline \$ <input type="text"/>	Education Loans (EDU) - Baseline \$ <input type="text"/>
Home Improvement Loans - Assessment \$ <input type="text"/>	Consumer Loans-Assessment \$ <input type="text"/>
Home Improvement Loans (HIL)- Baseline \$ <input type="text"/>	Consumer Loan(SDL)-Baseline \$ <input type="text"/>
Aff. Hous. Dev Loans - Assessment \$ <input type="text"/>	Comm. Real Estate Loans - Assessment \$ <input type="text"/>
Aff. Hous. Dev Loans (AHD) - Baseline \$ <input type="text"/>	Comm. Real Estate Loans (CRE)-Baseline \$ <input type="text"/>
Small Business Loans - Assessment \$ <input type="text"/>	Financial Services - Assessment \$ <input type="text"/>
Small Business Loans (SBL) - Baseline \$ <input type="text"/>	Financial Services (FS) - Baseline \$ <input type="text"/>
Dep. Liabilities Assessment \$-start date <input type="text"/>	Dep. Liabilities Baseline \$ - start date <input type="text"/>
Dep. Liabilities Assessment \$ - end date <input type="text"/>	Dep. Liabilities Baseline \$ - end date <input type="text"/>
Dep. Liabilities - Assessment \$ <input type="text"/>	Dep. Liabilities (D) - Baseline \$ <input type="text"/>
Comm. Services - Assessment \$ <input type="text"/>	Targeted Retail Savings Prd-Assessment \$ <input type="text"/>
Community Services (CS) - Baseline \$ <input type="text"/>	Target Ret Savings Prd (TSP)- Baseline \$ <input type="text"/>
Targeted Financial Services-Assessment \$ <input type="text"/>	
Targeted Fin Services (TFS) - Baseline \$ <input type="text"/>	

Complete Required Information.

**Figure 22. BEA Application Detail Page – Table 5: Reporting BEA Qualified Activities**

3. After completing the **Table 5: Reporting BEA Qualified Activities** section, click **Save**.

**NOTE:** After the **Table 5: Reporting BEA Qualified Activities** section is complete, the Applicant will be able to proceed by entering individual transactions for any activity type which reflected an increase.

#### 4.4 Projected Use of Award

1. Complete the **Projected Use of Award** (percentage) section to display how you intend to use the award funds.
  - a. Enter the numeric value(s) between 0 and 100 which represents the relevant percent (without using the percent sign). The **Projected Use of Award** section must equate to 100% total. Please note you will have the option to **Edit** these fields at any time prior to submission.
  - b. For additional information regarding the requirements on indicating the Applicant’s intent on using their BEA Program award, please refer the **Table 8: Projected Use of BEA Program Award** section of the BEA Program Application Instructions document.
  - c. Enter the numeric value(s) between 0 and 100 which represents the relevant percent (without using the percent sign) relating to the **Persistent Poverty Cty – Min**

**Commitment** and **Persistent Poverty Cty – Max Commitment**. Please note that minimum commitment cannot be a number higher than maximum commitment.

Projected Use of Award (percentage)	
CDFI-Related Activities	<input type="text"/>
Distressed Community Financing Activities	<input type="text"/>
Service Activities	<input type="text"/>
Direct Administrative Expenses	<input type="text"/>
Persistent Poverty Cty - Min Commitment	<input type="text"/>
Persistent Poverty Cty - Max Commitment	<input type="text"/>

Figure 23. BEA Application Detail Page – Projected Use of Award

#### 4.5 Enter BEA Transactions To Be Considered For An Award

BEA Applicants are required to enter individual transactions to be considered for an award in the **BEA Transactions** section of the electronic application in AMIS ( See “**Table 6: Transactions To Be Considered for an Award**” of the Application Instructions document for additional information on the type of information that is required to be reported for individual transactions). Here, Applicants will provide the details of individual transactions for activity types that demonstrated an increase in the **Table 5: Reporting BEA Qualified Activities** section. Individual transactions reported will be used to calculate an estimated BEA Program Award amount. The running totals of each transaction’s activity type can be viewed in the **CDFI Related Activities Summary, Distressed Community Financing Activities Summary, or Service Activities Summary** sections of the Application.

In AMIS there are separate record types for each category activity listed on the application. Information requested will differ depending on which BEA category transaction you are detailing.

To Complete a BEA Transaction Record:

1. From the **Funding Application** detail page, scroll down to the **BEA Transactions** related list, and select the **Add Transaction** button.

**NOTE: The deadline to add and/or edit a BEA Transaction is June 1, 2020, at 5:00pm ET.**

**Applicants will not be able to add/edit or delete a BEA Transaction after the deadline.** For example, if you log in at 4:58pm ET to edit your transaction and try to save it at 5:01 pm ET you will receive an error message indicating that the deadline to enter, edit or delete transactions has passed. Applicants will still have access to attach their SF-424, sign and submit their Application by the Application due date of June 3, 2020, at 5:00pm ET.

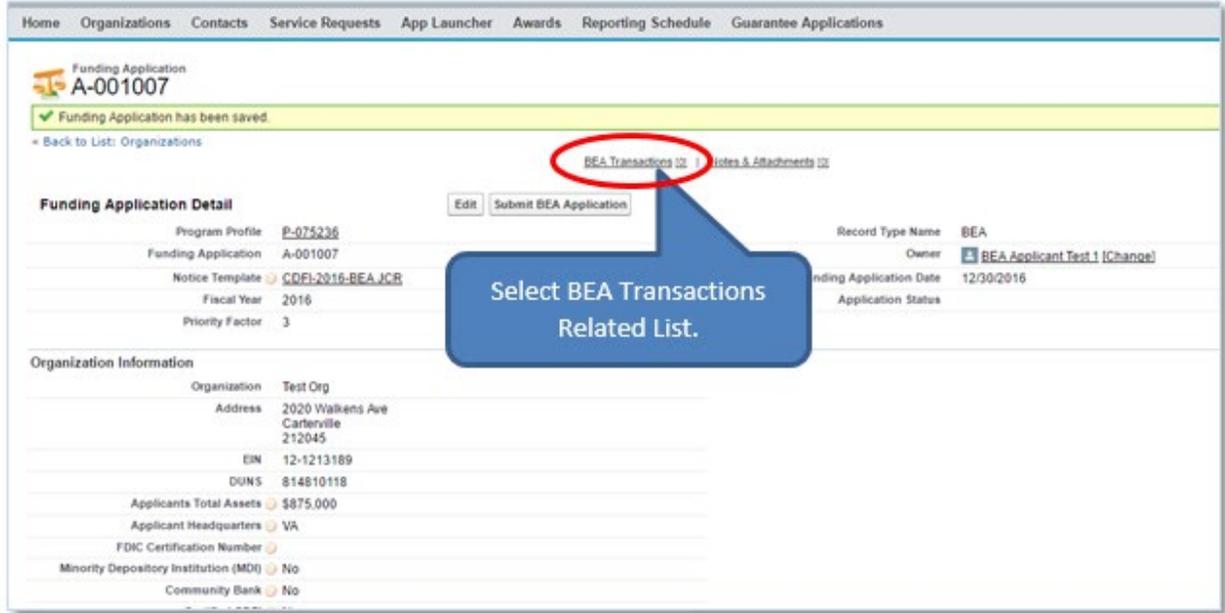


Figure 24. Funding Application Detail Page

2. You will be forwarded to the **Select BEA Activities Record Type** page.
  - a. Review the BEA Qualified Activities record types and select one which demonstrated an increase in **Table 5: Reporting BEA Qualified Activities**.
3. Click the **Record Type of new record** drop down arrow to select a BEA Qualified Activities record type option.
  - a. Available BEA Qualified Activities record types and their descriptions are listed on the page in a table for reference. You can add as many transactions as needed for each BEA Qualified Activities record type.

**NOTE:**

- In order for the Estimated Award Amount field to begin calculating an amount greater than \$0, Applicants will need to demonstrate an increase in a particular activity type. This will occur when an Applicant enters transactions for an activity type which totals an amount greater than the Baseline Period amount entered in the **Table 5: Reporting Qualified Activities** section.
- Applicants should not include the following Personally Identifiable Information (PII) for borrowers in AMIS or in the supporting documentation: name of the individual, social security number, driver's license or state identification number, passport number, and alien registration number. **Applicants with PII present on documents required to be submitted as Supporting Documentation, must redact all PII prior to submitting it. Please refer to the "Reporting Qualified Activities and Supporting Documentation" section of the BEA Application Instructions and the "Personally Identifiable Information" section of the Supplemental Guidance for more information on PII.**

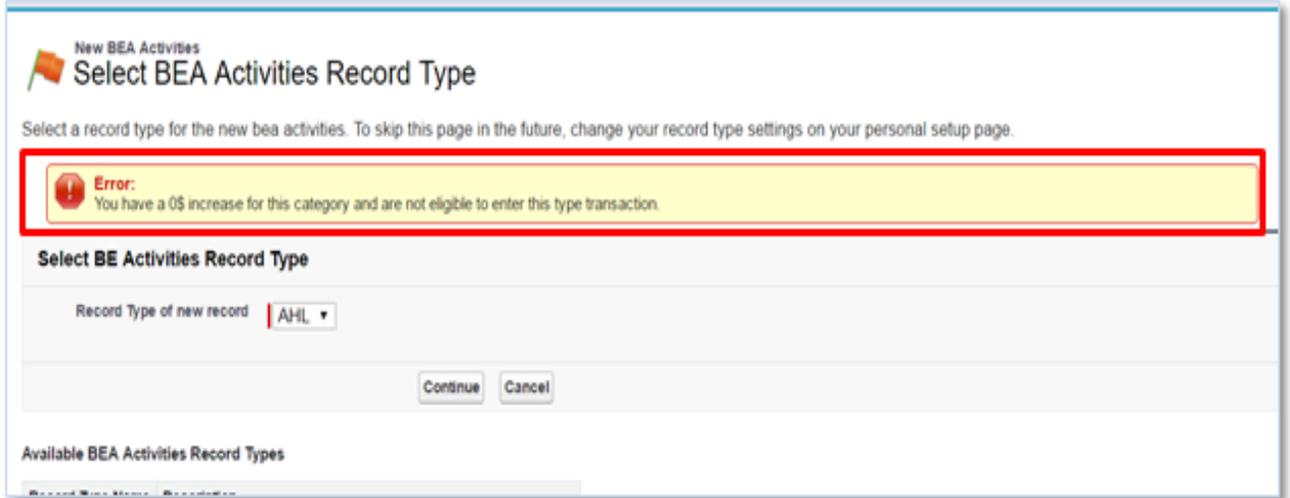
- The Service Provided / Borrower/ Investee field is not required and will not be displayed for transactions in the Consumer Loans sub-category of Distressed Community Financing Activities.
  - The Service Provided / Borrower/ Investee field is not required for transactions in the Commercial Loans sub-category of Distressed Community Financing Activities. If an Applicant completes this field, the Applicant should ensure that the name of an individual or other information noted here does not create PII when considered with other information entered in the transaction or included in the supporting documentation.
- Deposit Liabilities Transactions: Applicants will enter the Beginning of Year Balance, End of Year Balance, and Total Dollar Value amounts for the Assessment Period. The Total Dollar Value amount must equal the difference between the Beginning of Year Balance and the End of Year Balance.

4. Select the **Continue** button to select a specific BEA Qualified Activities record type.

Record Type Name	Description
AHD	Affordable Housing Development Loans and Project Investments
AHL	Affordable Housing Loans
CEI	Equity Investments
CG	Grants Made to Certified CDFI's
CRE	Commercial Real Estate Loans and Project Investments
CS	Community Services
D	Deposits
DS	Deposit Shares
EDU	Education Loans
ELL	Equity-Like Loans
FS	Financial Services
HIL	Home Improvement Loans
LNS	Loans
SBL	Small Business Loans and Project Investments
SDL	Small Dollar Consumer Loans
TAC	Technical Assistance Made to Certified CDFI's
TFS	Targeted Financial Services
TSP	Targeted Retail Savings / Investment Products

Figure 25. Select BEA Activities Record Type and Record Type Names/ Descriptions

- a. If the **Table 5: Reporting BEA Qualified Activities** section of the Application shows a \$0 increase for a particular activity type, the Applicant will receive an error message when trying to add a Transaction detail record.



New BEA Activities  
**Select BEA Activities Record Type**

Select a record type for the new bea activities. To skip this page in the future, change your record type settings on your personal setup page.

**Error:**  
You have a 0\$ increase for this category and are not eligible to enter this type transaction.

**Select BE Activities Record Type**

Record Type of new record | AHL ▾

Continue Cancel

Available BEA Activities Record Types

**Figure 26. Selecting a 0% Increase BEA Activities Record Type Error Message**

5. Complete the information on the page. Fields with a red bar to the left of the entry box – i.e.  - are required fields.
  - a. **Date of Execution** must be during the Assessment Period.
  - b. **Date of Initial Disbursement** must be during the Assessment Period and after the **Date of Execution**.
  - c. **Date of Final Disbursement** is ONLY required if the loan is fully disbursed.
  - d. **Total Dollar Value** cannot exceed the Assessment Period amount entered in Table 5 for that particular activity type.
  - e. **Street Address, City, State, and Zip Code** are required fields for Distressed Community Financing activities.
  - f. The **Census Tract** 11 digit number is required for several BEA activity types. After an Applicant enters the census tract number and saves the transaction, the system will automatically indicate in the **BEA Qualification Status** field if the tract qualifies for BEA. If the Applicant is unsure of the census tract number associated with the address, the Applicant should perform geocoding in the CDFI Fund’s Information Mapping System (CIMS). For details on using CIMS and determining BEA census tract eligibility, please refer to the “BEA Program CIMS 3 Instructions for Determining if a Transaction Occurred in a BEA Distressed Community” document on the BEA page of the CDFI Fund’s website.

**NOTE:** AMIS will verify whether the census tract entered by the Applicant accurately corresponds with the address entered. This determination will be made within 24 hours of an Applicant’s initial entry of such information and will be reflected in the **Address Verification** field. The result will reflect “Verified,” “Not Verified,” or “Address and

census tract to do not match – Please retrieve the correct census tract from CIMS.”  
 Applicants should be mindful of the deadline to enter, edit or delete transactions as it relates to the 24 hour time lag.

Address Information			
Street Address	1901 Mississippi Ave, SE	Census Tract	11001007407
Apt / Suite #		BEA Qualification Status	Qualified
City	Washington	Address Verification	Address and census tract do not match - Please retrieve the correct census tract from CIMS
State	DC		
Zip Code	20020		

Figure 27. Census tract qualification status

6. Select the **Save** button to Save the record.
  - a. The BEA Transaction record(s) will save on the **Funding Application** detail page under the BEA Transaction Related List.

**BEA Transactions Edit** [ Save ] [ Save & New ] [ Cancel ]

**Information** = Required Information

Funding Application: A-003616  
 Transactions Name: TN-028822  
 Service Provided/Borrower/Investee: [ ]

**Transaction Information**

Total Dollar Value: [ 1,000,000.00 ]  
 Amount Disbursed to Date: [ 1,000,000.00 ]  
 Loan Status: [ New Origination ]  
 Notes: [ ]

Date of Execution: [ 6/12/2019 ] [ 2/10/2020 ]  
 Date of Initial Disbursement: [ 7/10/2019 ] [ 2/10/2020 ]  
 Date of Final Disbursement: [ 7/30/2019 ] [ 2/10/2020 ]

**Address Information**

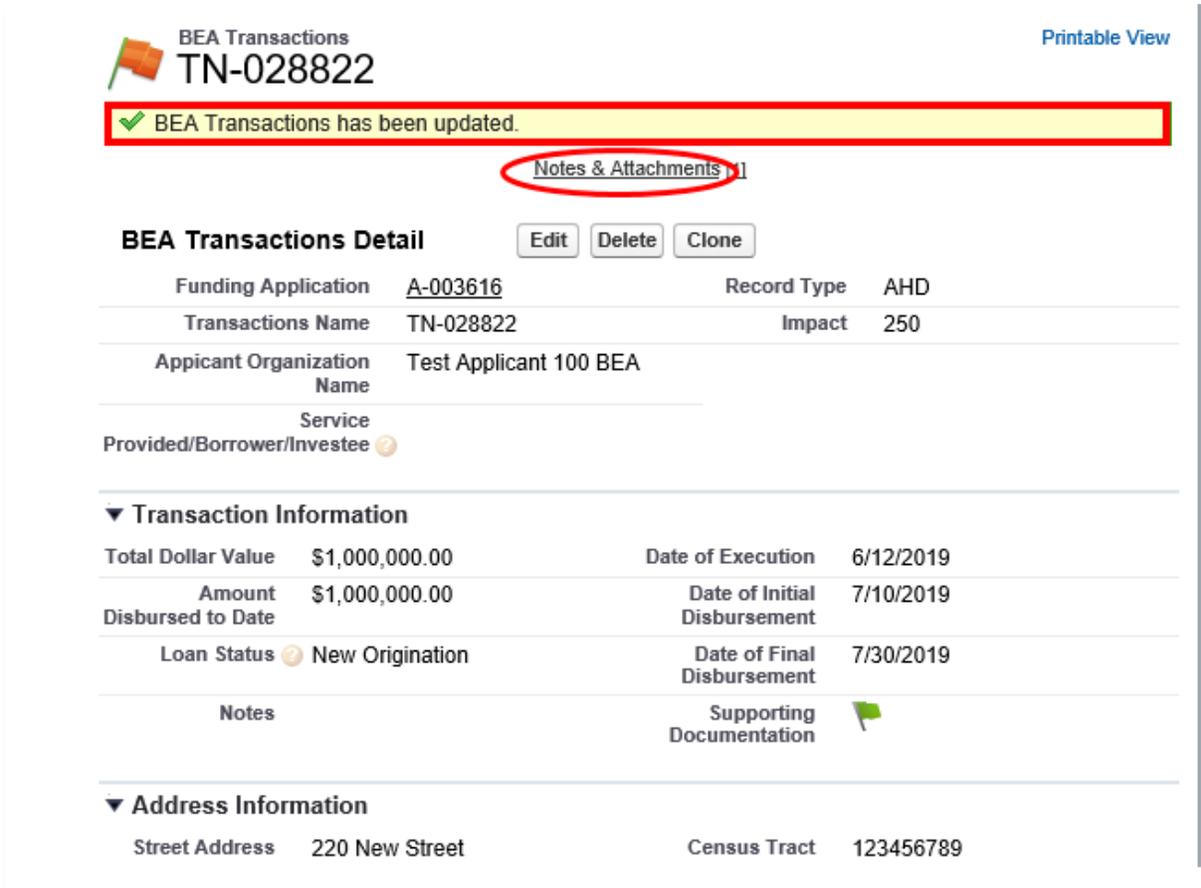
Street Address: [ 220 New Street ]  
 Apt / Suite #: [ ]  
 City: [ Washington ]  
 State: [ MS ]  
 Zip Code: [ 12345 ]

Census Tract: [ 123456789 ]  
 BEA Qualification Status: [ Qualified ]

[ Save ] [ Save & New ] [ Cancel ]

Figure 28. BEA Transactions Edit Page - Affordable Housing Development Loans and Project Investments

7. You will be forwarded to the BEA Transactions Detail page with a message stating the BEA Transactions has been saved. Click on the **Notes & Attachments** related list.



BEA Transactions Printable View

**TN-028822**

✓ BEA Transactions has been updated.

[Notes & Attachments](#) 1

**BEA Transactions Detail** Edit Delete Clone

Funding Application	A-003616	Record Type	AHD
Transactions Name	TN-028822	Impact	250
Appicant Organization Name	Test Applicant 100 BEA		
Service Provided/Borrower/Investee	?		

▼ **Transaction Information**

Total Dollar Value	\$1,000,000.00	Date of Execution	6/12/2019
Amount Disbursed to Date	\$1,000,000.00	Date of Initial Disbursement	7/10/2019
Loan Status	?	Date of Final Disbursement	7/30/2019
Notes		Supporting Documentation	

▼ **Address Information**

Street Address	220 New Street	Census Tract	123456789
----------------	----------------	--------------	-----------

Figure 29. BEA Transactions Detail Page



Note: The following BEA Transactions will require supporting documentation (as described in the FY 2020 BEA Application Instructions document) to be attached to the transaction:

- All CDFI Related Activities (CEI, ELL, CG, LNS, DS, TAC)
- Distressed Community Financing Activities transactions of \$250,000 or more (AHL, HIL, SDL, EDU, AHD, SBL and CRE)
- All Service Activities (D, CS, FS, TFS and TSP)

8. Select the **Attach File** button to attach detailed receipts and/or documentation.
  - a. Applicants can attach as many Files as needed to support the BEA Transaction.



Figure 30. BEA Transaction Detail Page - Notes & Attachments Related List- Attach File

9. Select the supported transaction file and attach.

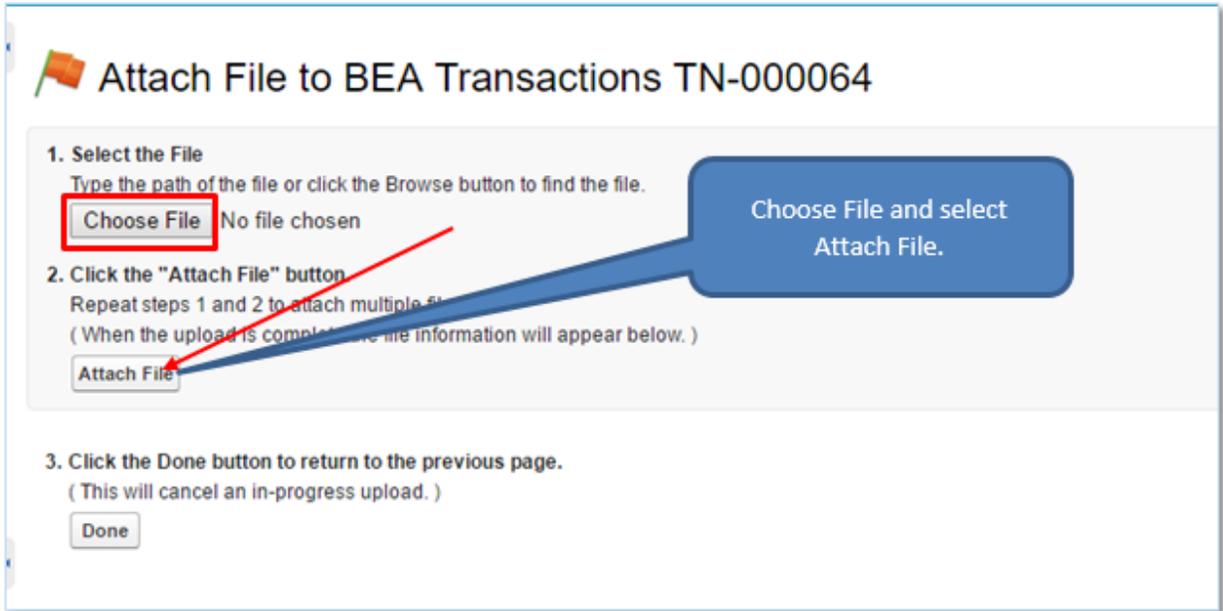


Figure 31. Attach File to BEA Transactions Select File Page



Figure 32. Attach File Page

10. You will be forwarded back to the BEA Transactions Detail Page with a message confirming the Attachment(s) added. Click the **Funding Application** link to be forwarded to the **Funding Application** detail page in order to add another BEA Transaction.



Figure 33. BEA Transactions detail Page - Attachment(s) Added Confirmation

- Repeat steps 1-10 until all BEA Transaction records are complete and equal the desired summary activity total listed for that category on the Funding Application Detail page.
- All BEA Transactions can be viewed and managed here.

The screenshot shows the 'BEA Transactions' section with a red circle around the title. Below the title is an 'Add Transaction' button. The main table lists transactions with columns for Action, Transactions Name, Record Type, Category, and Sub Category. Below the table are links for 'Show 5 more' and 'Go to list (14)'. Below the table is a 'Notes & Attachments' section with 'New Note' and 'Attach File' buttons, and a message 'No records to display'.

Action	Transactions Name	Record Type	Category	Sub Category
Edit   Del	<a href="#">TN-000057</a>	HIL	Distressed Community Financing Activities	Consumer Loans
Edit   Del	<a href="#">TN-000058</a>	HIL	Distressed Community Financing Activities	Consumer Loans
Edit   Del	<a href="#">TN-000034</a>	ELL	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans
Edit   Del	<a href="#">TN-000035</a>	CG	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans
Edit   Del	<a href="#">TN-000036</a>	DS	CDFI Related Activities	CDFI Support Activities

Notes & Attachments: No records to display

Figure 34. BEA Transactions Related List

- Any transactions submitted without the required supporting documentation will be indicated by a red flag in the “Supporting Documentation” column. **NOTE: Applicants will not be able to submit a given transaction if required supporting documentation is not attached by the deadline to enter, edit, or delete transactions.**

The screenshot shows the 'BEA Transactions' section with a red circle around the title. Below the title is an 'Add Transaction' button. The main table lists transactions with columns for Action, Transactions Name, Record Type, Category, Sub Category, Supporting Documentation, Tract Verification, and Total Dollar Value. The 'Supporting Documentation' column for the last row (TN-000037) contains a red flag icon. Below the table are links for 'Show 5 more' and 'Go to list (13)'. Below the table is a 'Notes & Attachments' section with 'New Note' and 'Attach File' buttons, and a message 'No records to display'.

Action	Transactions Name	Record Type	Category	Sub Category	Supporting Documentation	Tract Verification	Total Dollar Value
Edit   Del	<a href="#">TN-000057</a>	HIL	Distressed Community Financing Activities	Consumer Loans		Unverified	\$10.00
Edit   Del	<a href="#">TN-000034</a>	ELL	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans			\$500,000.00
Edit   Del	<a href="#">TN-000035</a>	CG	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans			\$700,000.00
Edit   Del	<a href="#">TN-000036</a>	DS	CDFI Related Activities	CDFI Support Activities			\$750,000.00
Edit   Del	<a href="#">TN-000037</a>	LNS	CDFI Related Activities	CDFI Support Activities			\$220,000.00

Notes & Attachments: No records to display

Figure 35. BEA Transactions Related List – Supporting Documentation Flags

- A report of all transactions entered may be generated by the user at any time by going to the **Custom Links** field, directly above the **BEA Transactions** section, and clicking on the hyperlink.

Applicants can also customize the view of the report by exporting to Excel, if desired.

The screenshot shows a web interface for BEA Transactions. At the top, there are two links: "Custom Links" and "BEA Transaction List", with the latter circled in red. Below these links are three buttons: "Edit", "Submit BEA Application", and "View Estimated Award". The main section is titled "BEA Transactions" and includes an "Add Transaction" button. Below this is a table with the following columns: Action, Transactions Name, Record Type, Category, Sub Category, and Supporting Documentation. The table contains five rows of transaction data, each with a green flag icon in the Supporting Documentation column. At the bottom of the table, there are links for "Show 5 more »" and "Go to list (20) »".

Action	Transactions Name	Record Type	Category	Sub Category	Supporting Documentation
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">TN-000057</a>	HIL	Distressed Community Financing Activities	Consumer Loans	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">TN-000058</a>	HIL	Distressed Community Financing Activities	Consumer Loans	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">TN-000060</a>	HIL	Distressed Community Financing Activities	Consumer Loans	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">TN-000061</a>	HIL	Distressed Community Financing Activities	Consumer Loans	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">TN-000063</a>	HIL	Distressed Community Financing Activities	Consumer Loans	

Figure 36. BEA Transactions Related List – Printable View

#### 4.5.1 Category Activities

Again, each BEA Qualified activity type has its own page layout in AMIS and may require different information to be compliant for submitting the BEA transaction. Use the table below to understand the description of each BEA Qualified.

Record Type Name	Description
AHD	Affordable Housing Development Loans and Project Investments
AHL	Affordable Housing Loans
CEI	Equity Investments
CG	Grants Made to Certified CDFI's
CRE	Commercial Real Estate Loans and Project Investments
CS	Community Services
D	Deposits
DS	Deposit Shares
EDU	Education Loans
ELL	Equity-Like Loans
FS	Financial Services
HIL	Home Improvement Loans
LNS	Loans
SBL	Small Business Loans and Project Investments
SDL	Small Dollar Consumer Loans
TAC	Technical Assistance Made to Certified CDFI's
TFS	Targeted Financial Services
TSP	Targeted Retail Savings / Investment Products

**Figure 37. BEA Qualified Activity Record Types**

A few things to note regarding Activity Types:

- All activity types except for Deposits (D) require a Date of Execution which must be between the Assessment Period start date and Assessment Period end date.
- All CDFI Related Activities (CEI, ELL, CG, DS, LNS, TAC) require a CDFI Partner's EIN. After entering a CDFI Partner's EIN, the certification status of the CDFI Partner (as of the end of the Assessment Period) will be displayed.
- All Distressed Community Financing Activities require a Census Tract # and address.
- The following BEA Qualified activity types require the **Impact** field be entered on the Transaction Detail record: AHD, SBL, CRE, CS, FS, TFS and TSP.

**Another Example of BEA Activities Transaction Page – CEI (Equity Investments)**

 **New BEA Activities**  
**Select BEA Activities Record Type**

Select a record type for the new bea activities. To skip this page in the future, change your record type settings on your personal setup page.

**Select BEA Activities Record Type**

Record Type of new record CEI

**Available BEA Activities Record Types**

Record Type Name	Description
AHD	Affordable Housing Development Loans and Project Investments
AHL	Affordable Housing Loans
CEI	CDFI Equity Investments
CG	Grants Made to Certified CDFI's
CRE	Commercial Real Estate Loans and Project Investments
CS	Community Services
D	Deposits
DS	CDFI Deposit Shares
EDU	Education Loans
ELL	CDFI Equity-Like Loans

**Figure 38. Select BEA Qualified Activity Record Type – CEI (Equity Investments) Example**

**BEA Transactions Edit**  
 New BEA Transactions

---

**Information**

Funding Application:  Record Type: CEI

---

**Transaction Information**

Total Dollar Value:

Amount Disbursed to Date:

Notes:

Date of Execution:

Date of Initial Disbursement:

Date of Final Disbursement:

Complete the information on the page and save the record.

---

**Organization Information**

CDFI Partner's EIN:

CDFI Partner's Organization:

**Figure 39. CEI-Equity Investments BEA Activity Record Example Edit Page**

#### 4.5.2 Attach Required Documentation

In addition to submitting transactions for activity types which demonstrated an increase, the Applicant will also have to attach required documentation to support those transactions. Attach documentation proof of transactions by clicking the **Notes & Attachments** related link within the individual BEA Transaction record. See the Reporting Qualified Activities and Supporting Documentation” section of the BEA Application Instructions for further guidance on documentation requirements for BEA categories and activity types.

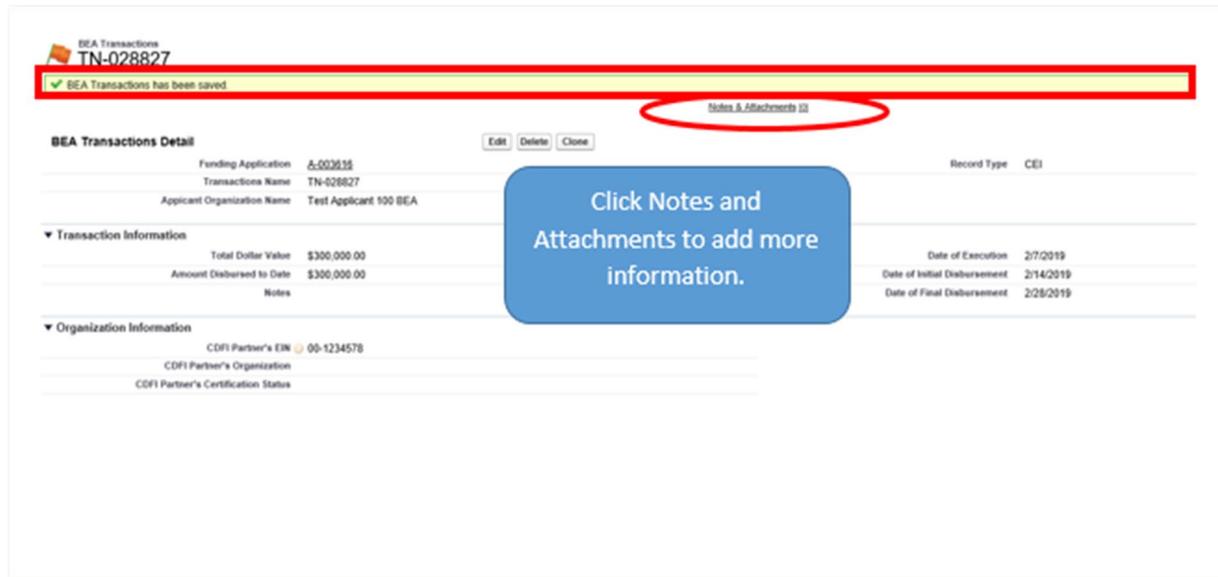
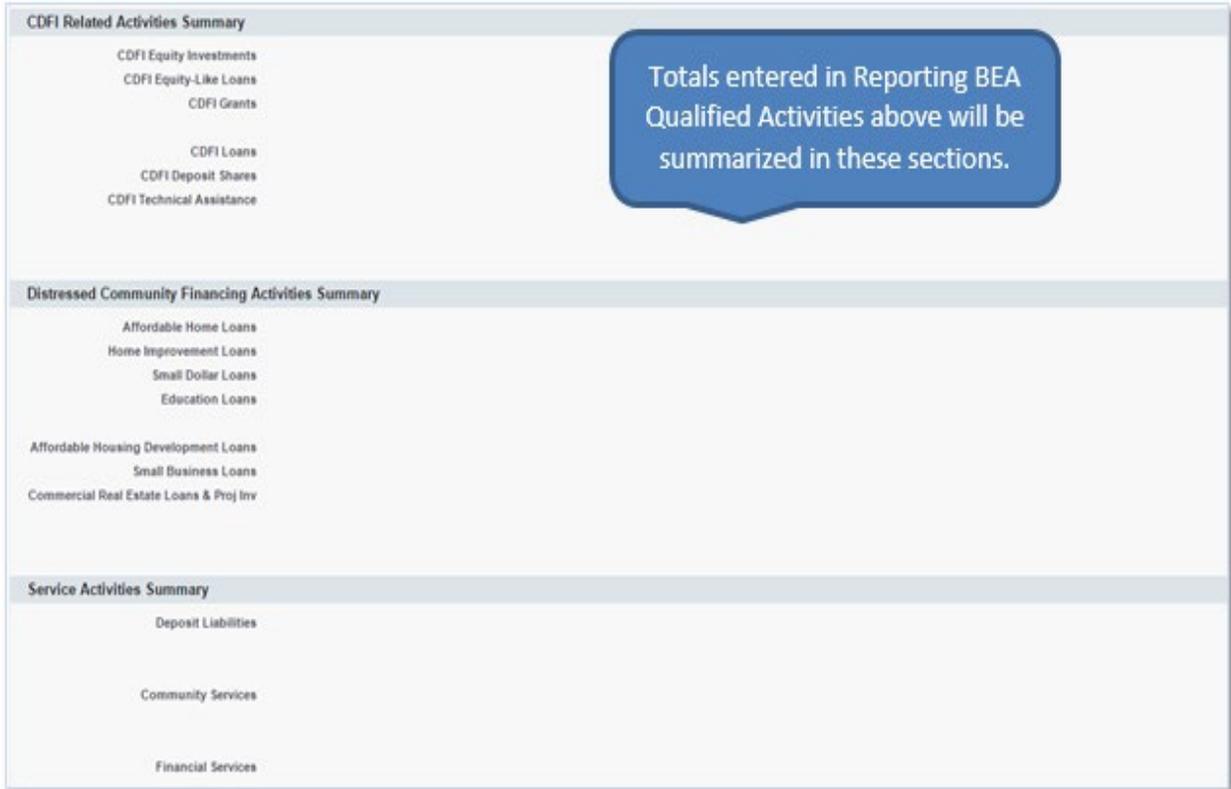


Figure 40. CEI-Equity Investments BEA Activity Record Example Saved Detail Page

#### 4.6 Displayed Category Summaries

1. The total of all BEA qualified transactions entered, reported increases, and weighted values will automatically be summarized and calculated (based on the individual transactions entered and amounts entered in the **Table 5: Reporting BEA Qualified Activities** section) and will be displayed in the applicable **CDFI Related Activities Summary**, **Distressed Community Financing Activities Summary**, and **Service Activities Summary** sections.



**CDFI Related Activities Summary**

- CDFI Equity Investments
- CDFI Equity-Like Loans
- CDFI Grants
- CDFI Loans
- CDFI Deposit Shares
- CDFI Technical Assistance

**Distressed Community Financing Activities Summary**

- Affordable Home Loans
- Home Improvement Loans
- Small Dollar Loans
- Education Loans
- Affordable Housing Development Loans
- Small Business Loans
- Commercial Real Estate Loans & Proj Inv

**Service Activities Summary**

- Deposit Liabilities
- Community Services
- Financial Services

Totals entered in Reporting BEA Qualified Activities above will be summarized in these sections.

Figure 41. BEA Application Detail Page - Reporting BEA Qualified Activities

- The estimated BEA Program award amount can be viewed in the funding application in the **Estimated Award Amount** section of the Funding Application.

Estimated Award Amount	
Est. Award Amount - CDFI Related Act.	\$321,600.00
Est. Award Amount - Dis. Comm. Act.	\$1,396,262.88
Est. Award Amount - Service Activities	\$8,100.09
<b>Total Estimated Award Amount</b>	<b>\$1,725,962.97</b>

Figure 42. BEA Application Detail Page – Estimated Award Amount

- A detailed Estimated BEA Program Award report can be viewed in the funding application in the **Table 7 – Estimated BEA Program Award Calculation** section of the Funding Application.

Table 7 - Estimated BEA Program Award Calculation

Table 7 - Estimated BEA Program Award Calculation									
Bank Of Chantilly[TEST]									
CDFI RELATED ACTIVITIES									
	Equity Investments/Equity Like Loans	Demonstrated Overall Increase?	Baseline Period 2015	Assessment Period 2016	Change in Activity	Award Percent (18% for all Applicants)		Estimated Award Amount	
1	Equity Investments (CEI)	Yes	\$0.00	\$20,000.00	\$20,000.00	18%		\$3,600	
2	Equity Like Loans (ELL)	Yes	\$0.00	\$20,000.00	\$20,000.00	18%		\$3,600	
3	Grants (CG)	Yes	\$10,000.00	\$20,000.00	\$10,000.00	18%		\$1,800	
4	Estimated Award Amount for Equity Investments/Equity-Like Loans								\$9,000

Figure 43. BEA Application Detail Page – Table 7-Estimated BEA Program Award Calculation

#### 4.7 Total Estimated Hours to Complete the Application

- Once all the data requested has been entered into the application, enter the **Total Estimated Hours** to Complete the Application.
- When complete, click **Save**.

**Total Estimated Hours to Complete the Application**

Total Estd Hours to Complete Application

#### 4.8 Applicant Signature

- Complete the **Applicant Signature** section once all applicable application data and attachments have been added. (Refer to section 5 **Submit BEA Application** for information regarding signing and submitting the application).
  - The Authorized Representative identified must read the Signature Attestation and check the signature check box. Note: Only the Application designated Authorized Representative is allowed to sign and submit the Funding Application.

Total Estimated Hours to Complete the Application

Total Estd Hours to Complete Application

**Applicant Signature**

Signature Attestation

By selecting the checked box, I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just the same as a pen-and-paper signature. I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge and belief. I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant, and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, title 218, Section 1001).

Signature

Authorized Representative Signature

Date

Save Save & New Cancel

Complete this section as a last step after the entire application is completed.

Figure 44. BEA Application Detail Page – Applicant Signature

2. Select the **Save** button to save the Funding Application. You will receive a confirmation message stating the Funding Application has saved successfully.

Home Organizations Contacts Service Requests App Launcher Awards Reporting Schedule Guarantee Applications

Funding Application A-001007

✓ Funding Application has been saved.

BEA Transactions | Notes & Attachments

**Funding Application Detail** Edit Submit BEA Application

Program Profile	P-075226	Record Type Name	BEA
Funding Application	A-001007	Owner	BEA Applicant Test 1 [Change]
Notice Template	CDFI-2016-BEA-JCB	Funding Application Date	12/30/2016
Fiscal Year	2016	Application Status	
Priority Factor	3		

**Organization Information**

Organization	Test Org
Address	2020 Walkens Ave Cartersville 212045
EIN	12-1213189
DUNS	814810118
Applicants Total Assets	\$875,000
Applicant Headquarters	VA
FDIC Certification Number	
Minority Depository Institution (MDI)	No
Community Bank	No

Figure 45. New Funding Application Detail Page – BEA

#### 4.9 Insert the SF-424 Mandatory to the Funding Application

Once the Funding Application has been saved, the Applicant can edit the record and insert the Organization's SF-424 Mandatory to the Funding Application.

**NOTE:** The SF-424 Mandatory can only be associated to the Funding Application if the SF-424 Mandatory Form has been submitted in Grants.gov.

To insert the SF424 Mandatory to the Funding Application:

1. From the **Funding Application Detail** page, select the **Edit** button to complete the **SF-424** section.
  - d. **Important Note:** For the **SF-424** section, you will not be able to look up and select the SF-424 Mandatory until after you have saved the BEA application.
2. Enter “grant\*” in the search bar and click the SF-424 look up magnifying glass to locate the Organization’s SF-424.
3. Select the **Go!** button to search.
4. Associate the SF-424 Mandatory to the **Funding Application** by selecting the **SF-424 ID** link to insert the SF424 into the **SF424** field on the **Funding Application** detail page.

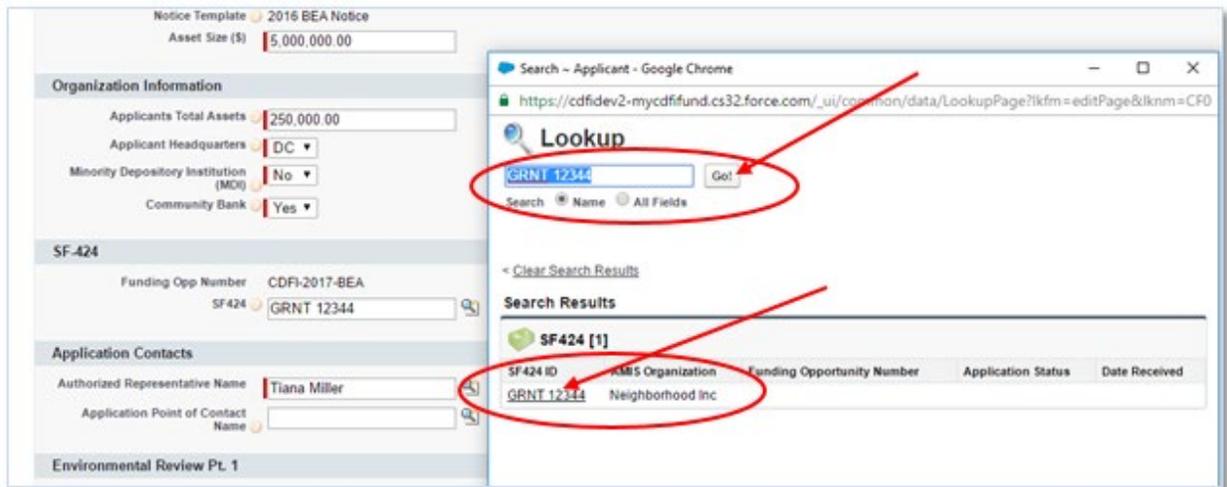


Figure 46. New Funding Application Edit Page – SF424 Lookup Pop Up Box

3. Select the **Save** button to save the SF-424 to the BEA Application record.

Funding Application Edit  
A-001007

**Funding Application Edit** Save Save & New Cancel

**Information**

Program Profile P-075236 Owner BEA Applicant Test 1  
Funding Application A-001007 Status  
Notice Template CDFI-2016-BEA JCR

**Organization Information**

Applicants Total Assets \$875,000  
Applicant Headquarters VA  
Minority Depository Institution (MDI) No  
Community Bank No

**SF-424**

Funding Opp Number CDFI-2016-BEA  
SF424 GRANT2016

Select the Save button once the SF424 is inserted.

Figure 47. Funding Application Edit Page

Home Organizations Contacts Service Requests App Launcher Awards Reporting Schedule Guarantee Applications

Funding Application  
A-001007

✓ Funding Application has been saved.

BEA Transactions (2) | Notes & Attachments (2)

**Funding Application Detail** Edit Submit BEA Application

Program Profile P-075236 Record Type Name BEA  
Funding Application A-001007 Owner BEA Applicant Test 1 [Change]  
Notice Template CDFI-2016-BEA JCR Funding Application Date 12/30/2016  
Fiscal Year 2016 Application Status  
Priority Factor 3

**Organization Information**

Organization Test Org  
Address 2020 Walkers Ave  
Cartersville  
212045  
EIN 12-1213189  
DUNS 814810118  
Applicants Total Assets \$875,000  
Applicant Headquarters VA  
FDIC Certification Number  
Minority Depository Institution (MDI) No  
Community Bank No  
Certified CDFI No  
Name of Primary Regulator FRB

**SF-424**

Funding Opp Number CDFI-2016-BEA  
SF424 GRANT2016  
Grants Received Date/Time

SF424 is now inserted and will appear on the Organization Detail Page.

Figure 48. Funding Application Detail Page – SF-424 Inserted

## 5 Submit BEA Application

Once the BEA Application has been completed with all required data, BEA transactions, and required documentation, the application can be signed by the Authorized Representative and submitted to CDFI Fund Staff for review. Only the Authorized Representative can sign and submit the application.

To submit the BEA Application:

1. Click the **Funding Application** link and return to the **Funding Application** detail page to submit the application once all data requested has been entered.

**NOTE:** The deadline to sign and submit the application is June 3, 2020, at 5:00 pm ET, therefore please allow enough time for the Authorized Representative to sign and submit the application.

BEA Transactions  
TN-000065

Attachment(s) added.

Back to List: Organizations

Notes & Attachments [1]

**BEA Transactions Detail** Edit Delete Clone

Funding Application	A-001007	Record Type	CEI
Transactions Name	TN-000065		
Amount Disbursed to Date			
DS Assessment Amt	\$300,000.00		

**Transaction Information**

Total Dollar Value	Date of Execution	12/9/2014
Notes	Date of Initial Disbursement	9/1/2015
	Date of Final Disbursement	

**Organization Information**

CDFI Partner's EIN	001234578
CDFI Partner's Organization	
CDFI Partner's Certification Expiration	
CDFI Partner's Certification Status	

Figure 49. BEA Transaction Detail Page – Funding Application

2. From the **Funding Application Detail** page as the Authorized Representative, select the **Edit** button.



Funding Application  
A-001007

BEA Transactions [2] | Notes & Attachments [1]

**Funding Application Detail**

Program Profile	P-075236	Record Type Name	BEA
Funding Application	A-001007	Owner	BEA Applicant Test 1 [Change]
Notice Template	CDFI-2016-BEA JCR	Application Date	12/30/2016
Fiscal Year	2016	Application Status	Under Review
Priority Factor	3		

**Organization Information**

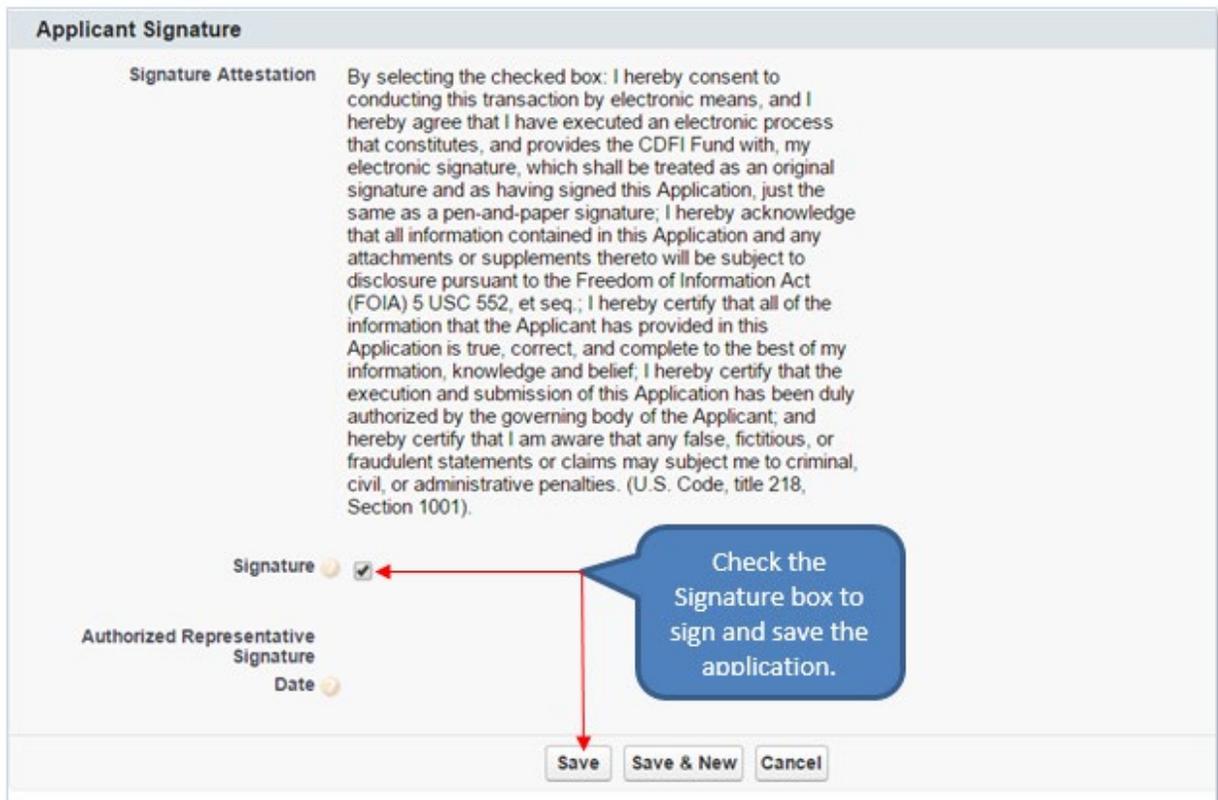
Organization	Test Org
Address	2020 Walkens Ave Cartersville 212045

**Edit** Submit BEA Application

Select Edit to Sign Application.

Figure 50. Funding Application Detail Page - Edit

3. Scroll down to the Applicant Signature section. Complete the signature section by checking the **Signature** checkbox.
4. Select the **Save** button and the Authorized Representative Name and date will appear once the record is saved.



**Applicant Signature**

**Signature Attestation** By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just the same as a pen-and-paper signature; I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge and belief, I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, title 218, Section 1001).

Signature

Authorized Representative  
Signature  
Date

Save Save & New Cancel

Check the Signature box to sign and save the application.

Figure 51. Funding Application Signature Box

- You will be forwarded to the Funding Application Detail page. Select the **Submit BEA Application** button to submit the application to CDFI Fund Staff.

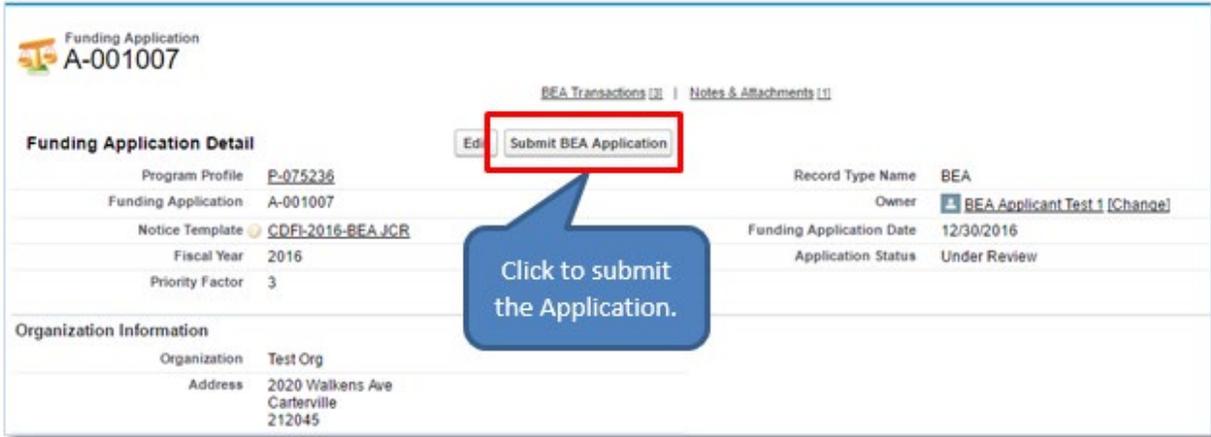


Figure 52. Funding Application Detail Page – Submit BEA Application

- A pop-up message will appear stating that once the Application is submitted you will not be able to make any updates to the application. *Do you want to Submit?*
- Click the **Ok** button to confirm you are submitting the BEA Application to the CDFI Fund Staff.

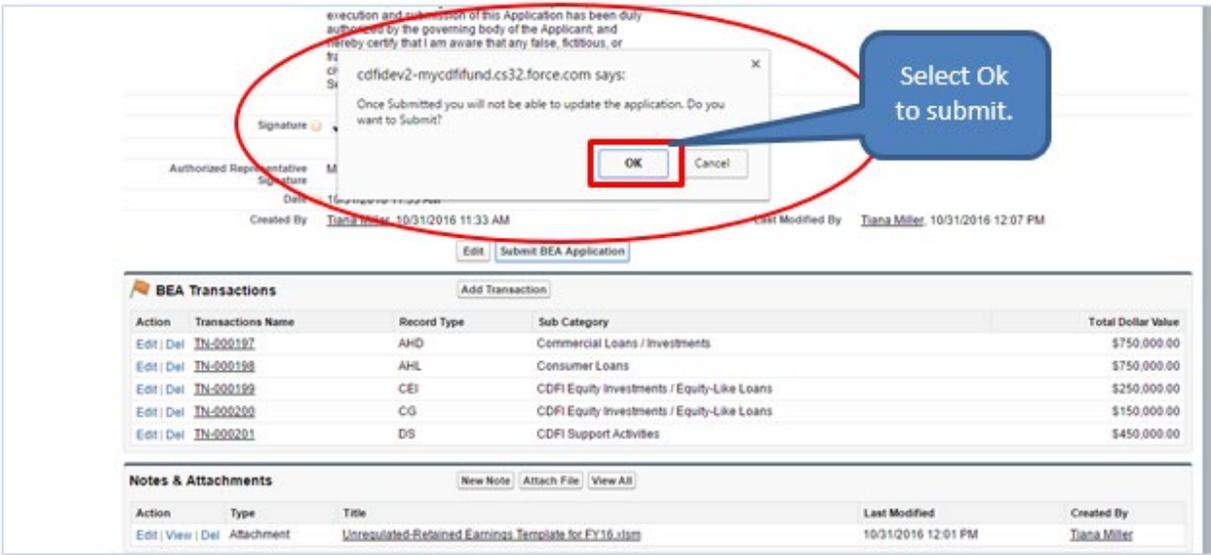


Figure 53. Funding Application Submission Message

- a. If more data is required for the application, you will receive an error message when trying to submit the application.
- b. If an error message is received, read the error message carefully, correct the issue and then try to submit the BEA Application once again.

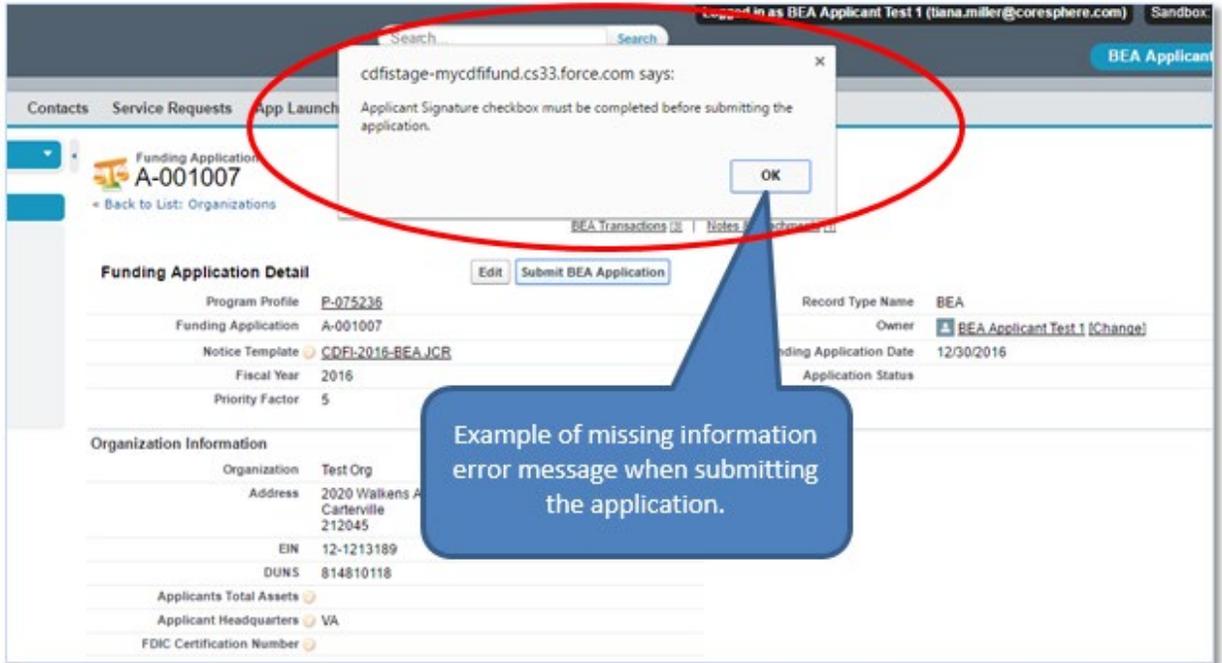


Figure 54. Example of an Error Message for Incomplete Application

- 8. The record will be locked once submitted. Review the **Application Status** field for updates.

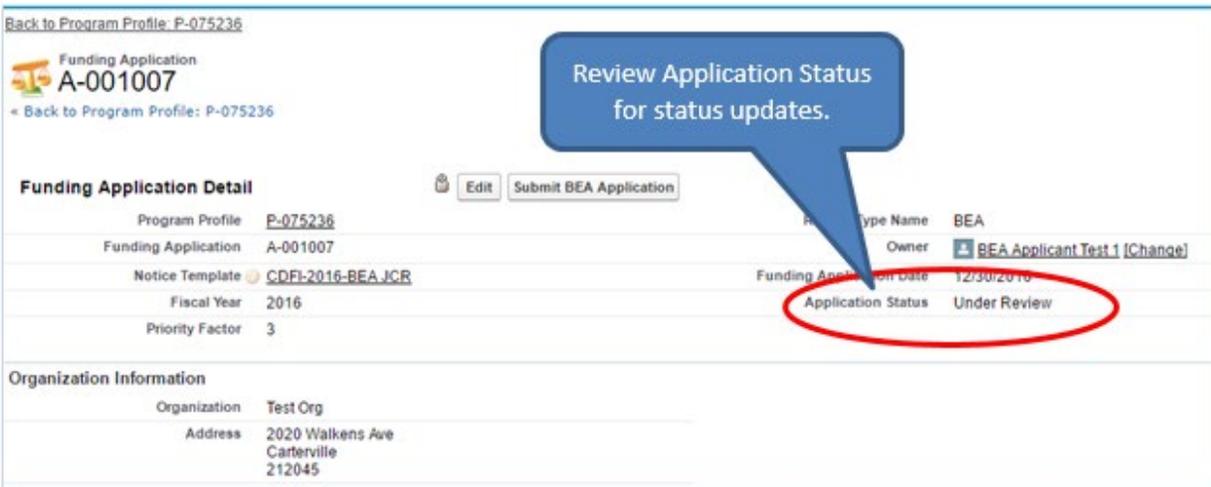


Figure 55. Funding Application Detail Page – Application Status

9. **Application Status** updates can also be seen from the Program Profile Detail Page in the Funding Application Related List.

The screenshot displays the 'Program Profile Detail' page for program P-075236. The page is divided into several sections: Organization Data, Headquarters and Geographic Markets, and System Information. Below these sections is a 'Funding Applications' table. A blue callout bubble with the text 'Review Funding Application Status here.' points to the 'Application Status' column in the table. The table has a red border and contains one row with the following data:

Action	Funding Application	Record Type	Application Status
<a href="#">Edit</a>	A-001007	BEA	Under Review

Figure 56. Program Profile Detail Page - Review Application Status