

U.S. DEPARTMENT OF THE TREASURY COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

User Guide for Applications to the CDFI Bond Guarantee Program

(For External Users)

Version 1 November, 2018

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1. Overview

The **CDFI Bond Guarantee Program** makes debt available to Community Development Financial Institutions (CDFI) from the Federal Financing Bank (FFB). Enacted through the Small Business Jobs Act of 2010, the CDFI Bond Guarantee Program provides long-term, low-cost capital that can be used to spur economic growth and jump start community revitalization. Through the CDFI Bond Guarantee Program, Qualified Issuers (CDFIs or their designees) apply to the CDFI Fund for authorization to issue bonds worth a minimum of \$100 million; these bonds are in turn guaranteed by the Secretary of the Treasury. The bonds provide CDFIs with access to substantial capital that is then used to reignite the economies of some of our nation's most distressed communities. Unlike other CDFI Fund programs, the CDFI Bond Guarantee Program does not offer grants, but is instead a federal credit subsidy program designed to function at no cost to taxpayers.

This user guide should help the External Users and External Admin Users to easily navigate through the CDFI Fund's Awards Management Information System (AMIS) for the submission of applications to the CDFI Bond Guarantee Program, including the following:

- Registering users and creating profiles.
- Instructing External Users/Admin Users on how to create, review and provide documents for the Applications.
- Instructing External Users/Admin Users on how to submit/resubmit Qualified Issuer Applications and Guarantee Applications.

2. Getting Started

Open a browser and enter the URL <u>https://amis.cdfifund.gov/s/AMISHome</u> to login to the AMIS portal.

3. External User/External Admin User Navigation

3.1. How to Log in as an External User/External Admin User

Enter your username and password then click Sign In.

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

<u>Recommendation</u>: Use strong passwords, which include numbers, special characters and letters with a length of at least 10 characters.

3.2. Portal Overview

Once you log in the following screen will be presented.

				in as TestUser Org084	R01 (test20170803	1221@exam	ple.com.training) Sandbox: TRAINI
	Search		Search				TestUser Org08AR01 -
lome	Organizations	Contacts	CMF Performance Report	Service Requests	App Launcher	Awards	Reporting Schedule
My T	äsks		New				Overdue •
			You have no	o open tasks scheduled	for this period.		
Cale	ndar						
Toda	y 1/11/2018						January 2018 >
You	have no events sch	eduled for the	next 7 days.				Sun Mon Tue Wed Thu Fri Sat 31 01 02 03 04 05 06 07 08 09 10 11 11 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03
							1 7 31

3.3. How to Log out as an External User/External Admin User

To log out of the AMIS application, simply click on your username on the right-side top corner and select the **Logout** option.

ome Organizations Co	ontacts CMF Performance Report	Service Requests	App Launcher	Awards Rep	My Settings
My Tasks	New				Overdue
	You have	to open tasks scheduled	for this period.		
Calendar					
Calendar					
Today 1/11/2018					
You have no events schedul	ed for the next 7 days.				Sun Mon Tue Wed Thu Fri Sal 31 01 02 03 04 05 06
					07 08 09 10 11 12 13
					14 15 16 17 18 19 20
					21 22 23 24 25 26 27 28 29 30 31 11 10 10
					20 23 30 31 01 00 03

4. Qualified Issuer (QI) Application

There are separate eligibility criteria for an organization to become a Qualified Issuer (QI) for the purposes of the CDFI Bond Guarantee Program. Please ensure that the necessary criteria are met prior to applying to become a QI. Eligibility requirements are contained in the Notice of Guarantee Authority (NOGA) that is published each year at the beginning of an application round.

Existing Qualified Issuers already approved prior to FY 2019 will already be set up as Approved QIs and do not need to resubmit a new QI Application. They may move on to the QI Portion of the Guarantee Application which begins in section 5.

4.1. How to create a new QI Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab located and click on your Organization Name.

Search		Search					TestUs	ser Org08AR01 🗸
ome Organizations	Contacts	CMF Performance	Report	Service Requests	App Launcher	Awards	Reporting School	edule
Organizations Home								
	9	• Got						
	9	• Go!						
New: All Organization	-	Got						Recently Viewed
	-	• Get		Mailin	ng City		Phone	Recently Viewed

2. Once you are on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the **BGP**, Program Profile Name link.

Back to List: Organization: Org Related Atlachme	nta III Einancial Data III Contacta III Program	Profiles 11 Milates 12 Einancia E-Milates 12 Service Request	
Organization Detail	Edit		
Organization Name	Test Applicant Org 08 [View Hierarchy]	Phone	
Parent Relationship		Website	
		EIN/TIN	20-1780708
		DUNS	201780408
Organization Type			
Financial Institution Type	Other	Date of Incorporation	3/26/2001
Organization Structure	Non-Profit-501(c)(4)	Financial Activities Start Date	1/31/2015
		Total Asset Size	0
		Fiscal Year End Day	31
		Fiscal Year End Month	12

3. On the BGP Program Profile page for your **Organization**, navigate to the **QI Applications** section by clicking on the **QI Applications** link or scroll down to the section. Within the **QI Applications** section click on the '**New QI Application**' button.

		Log	ged in as TestUser Org08A	R01 (test20170803	1221@exam	ple.com.training)	Sandbox: TRAIN
Search		Search				TestUse	r Org08AR01 +
Home Organizations	Contacts	CMF Performance Repo	ort Service Requests	App Launcher	Awards	Reporting Sched	ule
Program Profile							Printable Ve
► P-086258							
 Back to List: Organization 	ns	Associated CDFIs	QI Applications (1)	varantee Applications	130		
			And a state of the state of the		alla		
Program Profile Deta	11	Edit					
Organization Data							
Organizatio	n <u>Test App</u>	licant Org 08		Record Type	BGP		
EIN/TI	N 20-1780	708	Pro	gram Profile Name	P-086258		
DUN	\$ 2017804	08					
Federal Regulato							
FDIC Cert. # / NCUA Charter:	-						
Headquarters and Geogr	raphic Mark	ets	Geograp	hic Market Served			
System Information							
Created B	y Shawkat	Sufan, 12/11/2017 10:49 Pt	N	Last Modified By	Shawkat S	ufian, 12/11/2017 10:	49 PM
		Edit					
ssociated CDFIs		Add CDFIs					
No records to display							
QI Applications		New QI Applicatio					
to records to display							
Guarantee Applicati	ons	New Guarantee A	pplication				

4. On the New QI Application edit screen, complete the Application Contacts section and click **Save**.

Tip: Do not edit the Program Profile field.

Application Edit New QI Application					
QI Application Edit	Save Save & New Cancel				
Information					I - Required Information
Application Status	In Progress	Program Profile Notice Template	P-086258	9	
Application Contacts					
Authorized Representative Name	191				
Application Point of Contact Name					
Addresized Representative Signa	ture				
Signature Attestation	By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have seacuted an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an orginal signature and as harving spred 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 prevention of the signature of the signature. Thereby acknowledge that all formation contained in this Application has a provided in this Application is true, correct, and complete to the bast of my information, includege and belief. I hereby certify that I hereby certify that I am avance that any failse. fotbocs, or fraudulent tattements or claims may subject me to oriminal, oliv), or administrative penaties. (U.S. Code, title 218, Section 1001).				
Authorized Representative Signature					
Date					

4.2. How to provide Application Documents

 On the newly created QI Application, once saved initially, you can review and edit the Application Contacts. Begin providing application documents by clicking on the 'View Application' button.

QIA-000022				Printable Vie
V QI Application has been saved.				
Back to List: Organizations				
QI Application Detail	Ept View Application			
QI Application	QIA-000022	Organization	Test Applicant Org 08	
Application Status		Program Profile	E-096259	
		Notice Template	UAT Notice	
oplication Contacts				
Authorized Representative Name		Authorized Representative Email		
Application Point of Contact Name		Application Point of Contact Email		
uthorized Representative Signat	ure			
Signature Attestation	By selecting the checked box: I hereity consert to conducting this transaction by electronic means, and I hereity agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with my electronic signature, thereit hall be trated as an orginal signature and as having signature. I hereity actionated as the same as a per-and-oper signature. I hereity actionated as an enginal signature and as having signature. I hereity action before that all information contained in this Application and any attachment or supplements thereits will be subject to disclosure pursuant to the Freedom of information Act (FDIA) 5 USC 582, et al. I hereity early that all of the information that the Applicant has provided in this Application is true, connect, and complete to within the electronic and submission of this Application has been only authorized by the governing body of the Applicant, and hereity contry that I am axies that any thise. Actionau, or floxublert statements or takens may subject me to otheria, ow), or administrative penalties. (USI 500, et set 215, Section 1001).			
Signature				
Authorized Representative Signature				
Date				

2. On the Document portion of the QI Application, the left pane displays the required documents for the QI Application. The documents that are required as part of each year's QI Application are listed in the 'QI Application' document. You may view a copy on the CDFI Fund's website at *http://www.cdfifund.gov/bond*. On the right side of the page is the drag and drop area. Select the required document from your computer and drag it to the appropriate upload area. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states '*Not Applicable*'. The type of document required for a particular field (i.e. '.doc .pdf .xls, etc.) is listed in the QI Application document referenced above. Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If a file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.

and the second se	Contacts	CMF Performance Report	Service Requests	App Launcher	Awards R	eporting Schedule	
It Application							
QIA-000022 QI Application							
PPLICANT est Applicant Org 08			TATUS n Progress			PROGRAM PROFILE	
ONTROL NUMBER :		1	ISCAL YEAR 1017				
QI APPPLICATION REQUIREMENTS	•	Document Requir	ements				
earch Regultrements.		Document Nam	uple		Files Provid	ed Do	cument Comments
Required Documents		1a-Checklist	-				
1a-Checklist			Upload D He	ocument re			
2a-No Material			Accept Types:				
Certification		2a-No Material Change					
		Certification	DRAS	DROP ocument			
25-5F-626							

4.3. How to submit your QI Application

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and, if prepared to submit, **Submit** the application.

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

2. Once you **Submit** your application, the status of the application will be submitted, and you will not be able to provide additional documents. The Control Number will now be visible on your QI Application screen.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

5. Guarantee Application, QI Portion

The BGP Guarantee Application consists of two portions, the QI Portion and the Eligible CDFI (ECDFI) Portion. Both parts of the application may be worked on concurrently, however it is recommended that the QI Portion of the Guarantee Application be started and saved first so it can be linked to the potential ECDFI applicants more easily in AMIS. Only previously approved Qualified Issuers or Organizations that have submitted the QI Application can create and submit a QI Portion of a Guarantee Application. The original QI Application does not need to be approved prior to submitting a QI Guarantee Application, but the QI Application will need to be approved by the BGP before a Guarantee Application is approved.

- 5.1. How to associate potential ECDFIs to your Program Profile
- Potential ECDFIs that will form part of the Bond Guarantee are added in the QI Guarantee Application on the QI Guarantee Application screen and are labeled as an Associated CDFI within AMIS. These are the potential ECDFIs that will be recipients of funds in the Bond Loan, should the application be approved. To add the potential ECDFIs to your QI Guarantee Application, log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, locate and click on your Organization Name.

Please note that if you inadvertently add incorrect Associated CDFIs to your Program Profile, before submitting your application, you will need to contact the Help Desk to correct that issue.

	Concession in the local division of the loca		Logged	in as TestUser Org08/	R01 (test20170803	1221@exam	ple.com.training)	Sandbox: TR/	NNING
	Search		Search				TestUs	ser Org08AR01 -	•
Home 0	rganizations	Contacts	CMF Performance Report	Service Requests	App Launcher	Awards	Reporting Sche	edule	
	anizations								
-	I Organizations		• Got						
	organizations								_
Recent	Organizatio	ns						Recently Viewed	•
Organizat	tion Name			Mailin	g City		Phone		
	Icant Org 08			test to	num.				

 Once on your Organization page, navigate to the Program Profiles section by clicking on the Program Profiles link or scroll down to the section. Within the Program Profiles section click on the BGP, Program Profile Name link.

Organization Test Applican « Back to List: Organizations	ta III Enancial Data III Contacta II	Service Requests App Launcher Program Profiles [2] Einancial Debuck relations [2] Service Requests		Reporting Schedule Printable View
Organization Detail	Edit			
Organization Name	Test Applicant Org 08 [View Hierarchy]	Phone		
Parent Relationship		Webaite		
		EIN/TIN	20-1780708	8
		DUNS	201780408	1
Organization Type				
Financial Institution Type	Other	Date of Incorporation	3/26/2001	
Organization Structure	Non-Profit-501(c)(4)	Financial Activities Start Date	1/31/2015	
		Total Asset Size	1.0	
		Fiscal Year End Day	31	
		Fiscal Year End Month	12	
Ne Program Profiles				
Action Record Type		ogram Profile Name 086258		

3. On the BGP Program Profile page for your **Organization**, navigate to the **Associated CDFIs** section by clicking on the **Associated CDFIs** link or scroll down to the section. Within the **Associated CDFIs** section, click on the '**Add CDFIs**' button.

<u></u>		Logged	in as TestUser Org084	R01 (test20170803	1221@exam	ple.com.training) Sandb	ax: TRAIN
Search		Search				TestUser Org0	BAR01 +
Home Organizations	Contacts	CMF Performance Report	Service Requests	App Launcher	Awards	Reporting Schedule	
Program Profile							Printable Vie
< Back to List: Organizati							
a back to back organization		Associated CDFIs [0]	GLApplications IDL G	uarantee Applications	120		
Program Profile Det	ail	Edit					
Organization Data							
Organizati	on Test Apr	alicant Org 08		Record Type	BGP		
EIN/1	IN 20-1780	708	Pro	gram Profile Name	P-086258		
DU	NS 2017804	408					
Federal Regula	tor						
FDIC Cert. # / NCUA Charte	e#						
Headquarters and Geo	graphic Mark	tets					
			Geogra	phic Market Served	0		
System Information							
Created	By Shawka	t Suflan, 12/11/2017 10:49 PM		Last Modified By	Shawkat S	ufian, 12/11/2017 10:49 PM	
		Edit					
ssociated CDFIs		Add CDFIs					
No records to display		\sim					
QI Applications		New QI Application					
No records to display							
Guarantee Applicat	tions	New Guarantee Appli	ation				

4. On the **Associated CDFIs** search page, use the search to find the CDFI Organization(s) that will be applicants on the bond. Select the Organization(s) by using the check boxes to the right.

Note: If a QI currently has more than one active Guarantee Application, the QI can use the **Specified Guarantee Application** drop-down menu to select the Associated Guarantee Application for the selected CDFIs. If no choices are made, the CDFIs will be associated with the most recent Guarantee Application created.

Home Organizations Allocat	ons Contacts Service Requests App Launcher Awards	Reporting Schedule	
Create New *	Search Organizations	Process Selected Cancel Back	
Recent Items	Enter EIN/TIN		
P-098306 QI Organization	EIN/TIN # : Search	Specified Guarantee Application : GA-000045 • -None-	
GA-000054 GA-000054 Documents	Organization Results - Page #1	GA-000045	
GA-000054 Documents GA-000045	Name	TIN Street	City
GA-000046	QI Organization QA	GA-000054	
QIA-000011	ECDFI Organization QA		
GA-000045 Documents GA-000044 Documents	QI Organization		
Cir obort Documents	QI Organization2 QA		
	Sample QI Applicant		
	TestApplicantOrg03_Bonds	7111 Bull run post office rd	Natchz
	QI Org 3		
	TestApplicantOrg02_Bonds	554266323 7211 Bull run post office rd	Natchz

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

ate New	Search Organizations		Process Selected Cancel Back			
ecent Items	Enter EIN/TIN					
086306	EIN/TIN # :	Search		Specified Guarantee Application :	GA-000045 *	
Il Organization A-000054					None	
A-000054 Documents	Organization Results - Page #1				GA-000045	
GA-000045	Name		TIN	Street		City
A-000046	QI Organization QA				GA-000054	
IA-000011	ECDFI Organization QA					
A-000045 Documents A-000044 Documents	QI Organization					
A CORDER DOCUMENTS	QI Organization2 QA					
	Sample QI Applicant					
	TestApplicantOrg03_Bonds	5		7111 Bull run post o	ffice rd	Natchz
	QI Org 3					
	TestApplicantOrg02_Bonds	5	554266323	7211 Bull run post o	ffice rd	Natchz

6. Potential ECDFIs listed as Associated CDFIs will be displayed within the Organizations Program Profile. The initial application page for the QI Portion of the Guarantee Application with these Associated CDFIs should be saved prior to a potential ECDFI beginning the ECDFI Portion of the Application, so that the ECDFI Guarantee Application will link to the QI Portion once it is begun and initially saved.

<u> </u>		Logged in as TestUser Org08	AR01 (test201708031	221@exampl	e.com.training) Sandb	INC TRAININ
Search	Search				TestUser Org0	8AR01 -
				_		
Home Organizations Co	ontacts CMF Performance	e Report Service Requests	App Launcher	Awards F	Reporting Schedule	
Program Profile						Printable
P-086258						
Back to List: Organizations						
	Associa	ated CDFIs []] OI Applications []	Guarantee Applications	6		
Program Profile Detail	Edit					
Organization Data						
Organization	Test Applicant Org 08		Record Type	BGP		
EIN/TIN	20-1780708		Program Profile Name	P-086258		
DUNS	201780408					
Federal Regulator						
FDIC Cert. # / NCUA Charter #						
Headquarters and Geograp	hic Markets					
		Ge	ographic Market Served	0		
System Information						
Created By	Shawkat Sufian, 12/11/2017 1	10:49 PM	Last Modified By	Shawkat S	Sufian, 12/11/2017 10:49 Pl	M
	Eat					
Associated CDFIs	Add Ct	DFIs				
Action Associated CDFI Id	Orean	nization				
Edit ACDFI-000014		na New Markets Tax Credits Public	Composition			
Edit ACDFI-000015		W MICHIGAN CDE, L3C				
LEdit ACDFI-000016		MUNITY CARE FINANCIAL, LLC				
C FOR ANDERGOOTO	0000	NUMBER OF AND A DESCRIPTION OF A DESCRIP				

- 5.2. How to create a new Guarantee Application as a QI.
- 1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, locate and click on your Organization Name.

	Search		Logged	in as TestUser Org08/	R01 (test20170803	1221@exan	ine state	A	UNINC
Home	Organizations	Contacts	CMF Performance Report	Service Requests	App Launcher	Awards	Reporting Sche	er Org08AR01 +	-
-	organizations Home		• Go!						
Rece	ent Organizatio	ns						Recently Viewed	•

2. Once on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the BGP Program Profile Name link.

Back to List: Organization: Org.Related Allachme	s nta 121 Financial Data 121 Contacts 121 Proces Shareholder Resord 121 Tree		
Organization Detail	Edit		
Organization Name	Test Applicant Org 08 [View Hierarchy]	Phone	
Parent Relationship		Website	
		EIN/TIN	20-1780708
		DUNS	201780408
rganization Type			
Financial Institution Type	Other	Date of Incorporation	3/26/2001
Organization Structure	Non-Profit-501(c)(4)	Financial Activities Start Date	1/31/2015
		Total Asset Size	5
		Fiscal Year End Day	31
		Fiscal Year End Month	12

3. On the BGP Program Profile page for your **Organization**, navigate to the **Guarantee Applications** section by clicking on the **Guarantee Applications** link or scroll down to the section. Within the **Guarantee Applications** section click on the **'New Guarantee Application**' button.

Search		Search					
						TestUser Org	08AR01 +
anizations	Contacts	CMF Performance Report	Service Requests	App Launcher	Awards	Reporting Schedule	
am Profile							Printable Vie
cr orgonization		Associated CDFIs [0]	QLApplications (3)	iuarantee Applications			
Profile Detai		Edit					
n Data							
Organization	Test App	alicant Org 08		Record Type	BGP		
EIN/TIM	20-1780	708	Pro	gram Profile Name	P-086258		
DUNS	2017804	408					
ederal Regulato	r						
NCUA Charter #							
rs and Geogr	aphic Mark	tets					
			Geogra	phic Market Served	0		
rmation							
Created By	Shawkat	t Sufan, 12/11/2017 10:49 PM		Last Modified By	Shawkat S	fian, 12/11/2017 10:49 PM	
		640					
		Edit					
DFIs		Add CDFIs					
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ations		New QI Application					
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	am Profile 86258 t: Organization Profile Detail n Data Organization EINTIN DUNS ederal Regulato NCUA Charter I rs and Geogr ormation Created By CDFIS display	am Profile 86258 tr Organizations Profile Detail n Data Organization Test Aga EIN/TIN 20-1780 DUNS 201780- ederal Regulator NCUA Charter # rs and Geographic Mark prmation Created By Shawka ScoFis display	am Profile 86258 t: Organizations Profile Detail Edit n Data Organization Test Applicant Org 08 EINITIN 20-1780708 DUNS 201780408 ederal Regulator NCUA Charter # rs and Geographic Markets rmation Created By Shawkat Sufian, 12/11/2017 10:49 PM Edit 20FIs Add CDFIs display	am Profile 86258 t: Organizations Associated CDFIs (2) QLApplications (2) Profile Detail Edit n Data Organization Test Applicant Org 08 EINTIN 20-1780708 Pro DWS 201780408 ederal Regulator NCUA Charter # rs and Geographic Markets ceogra mmation Created By Shawkat Sufian, 12/11/2017 10.49 PM Edit CDFIs Add CDFIs asplay	am Profile 86258 t: Organizations Profile Detail Edit n Data Organization Test Applicant Org 08 Record Type EINTIN 20-1780708 Program Profile Name DUNS 201780408 ederal Regulator NCUA Charter # rs and Geographic Markets Coreated By Shawkat Sufian, 12/11/2017 10.49 PM Last Modified By Edit CDFIs Add CDFIs Associated CDFIs Mew QI Application	am Profile 86258 t: Organizations Profile Detail Edit n Data Organization Test Applicant Org 08 Record Type BGP ENITIN 20-1780708 Program Profile Name P-086258 DUNS 201780408 ederal Regulator NCUA Charter # rs and Geographic Markets rs and Geographic Markets Created By Shawkat Sufian, 12/11/2017 10.49 PM Last Modified By Shawkat Si Edit CDFIs Add CDFIs Asplay	em Profile 86258 t: Organizations Profile Detail Edit n Data Organization Test Application 08 Record Type BGP EINITIN 20-1780708 Program Profile Name P-085258 DUNS 201780408 ederal Regulator NCUA Charter # rs and Geographic Markets remation Created By Shawkat Suffan, 12/11/2017 10.49 PM Edit 2015 Add CDFIs dsplay tations New Gl Application

4. On the New Guarantee Application screen, select the QI Guarantee record type (and not the ECDFI Guarantee type) and click **Continue**.

CDFI FUND	¢.						Sea	arch	Search
Home	Organizati	ons Alloc	ations	Contacts	Service Reques	ts App Launche	Awards	Reporting Schedule	CMF Perform
Select a	Select (record type	e Application Guaranto of for the new ee Applicat	guarante	e application	n Record Ty	/pe			
		cord Type of ne		QI Guara					
					С	Cancel			
Available	e Guarantee	Application	Record Ty	/pes					
Record	Type Name	Description							
ECDFI	Guarantee	For CDFI App	olicants wh	io are not a Q	ualified Issuer				
QI Gua	rantee	For Applicants	s who are	approved as a	a Qualified Issuer				

5. On the New Guarantee Application edit screen, complete the required fields and click **Save**.

Tip: Do not edit the Program Profile field.

-			Logged	l in as TestUser Org(8AR01 (test20170803	31221@ex	ample.com.training	g) Sandbox: TRAININ
Search		Search					Test	User Org08AR01 🗸
ome Organizations	Contacts	CMF Performance	e Report	Service Requests	App Launcher	Awards	Reporting Sche	dule
Guarantee Application		plication						
Guarantee Applicati	ion Edit	Save	Save & Ne	w Cancel				
Information								Required Information
	status Pend ount \$	ng			Record Type Program Profile		ntee Application	8
Date Rec	bevie				Notice QI Application			
Organization Informa	ation							
Applicante Total A	aseta							
Minority Depository Instit	tutionNo	ne ¥						
Community	BankNo	ne V						
Application Contacts								
Authorized Represen	tative Name							
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		Save	Save & Net	Cancel				
	Convictor R	2000-2019 salasform	com inc All	rights reserved Priv	acy Statement Secur	ity Stateme	ant Terms of Use	

5.3. How to provide Application Documents

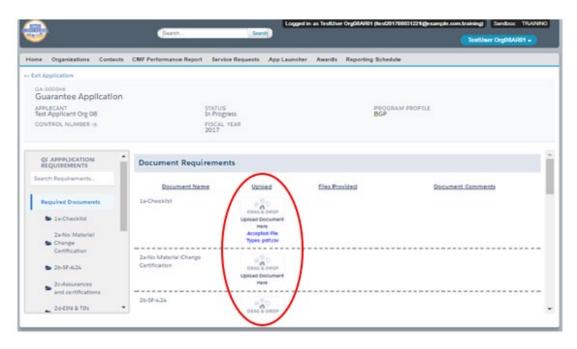
 On the newly created Guarantee Application in AMIS, a QI can review and edit the Application Contacts. Documents required from a QI as part of each year's Guarantee Application are listed within the 'Guarantee Application' document for that specific fiscal year's Bond Guarantee Application round, which may be viewed on the CDFI Fund's website at

http://www.cdfifund.gov/bond. Begin providing application documents by clicking on the '**View Application**' button.

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Guarantee Application Id	GA-000048		Record Type	Guarantee Application	
Application Status	Pending		Program Profile	P-086258	
Amount \$	\$100,000,000.00		Notice	UAT Notice	
Date Received			QI Application	QIA-000022	
Control Number	18-BGA-00018				
QI Applicant Name	Test Applicant Org 01				
Organization Information					
Mailing Address	1234 test street test town				

2. On the Document portion of the **Guarantee Application**, a QI will see that the left part of the page displays the required documents for the application. On the right side of the page is the drag and drop area. The QI will select the required document from the QI's computer and drag it to the appropriate upload area. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a document should be uploaded that states 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the published Guarantee Application document referenced above. Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.



- 5.4. How to submit your Guarantee Application as a QI
- 1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and if prepared to submit, **Submit** the application.

Attestation	
electronic process that constitutes, and pro- as having signed this Application, just the sa Application and any attachments or suppler 552, et seq.; I hereby certify that all of the in best of my information, knowledge and beli	ent to conducting this transaction by electronic means, and I hereby agree that I have executed an vides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and ame as a pen-and-paper signature; I hereby acknowledge that all information contained in this ments thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC nformation that the Applicant has provided in this Application is true, correct, and complete to the ief; I hereby certify that the execution and submission of this Application has been duly authorized b preby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject ities. (U.S. Code, title 218, Section 1001).

2. Once you **Submit** your application, the status of the application will be submitted, and you will not be able to provide additional documents. The Control Number will now be visible on your QI Guarantee Application.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

6. Guarantee Application, ECDFI Portion

Only a potential Eligible Community Development Financial Institution (ECDFI) applicant may create and submit an ECDFI Portion of the Guarantee Application. An AMIS profile for a CDFI must exist to begin the ECDFI portion of a Guarantee Application.

6.1. How to create a new ECDFI Guarantee Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, locate and click on your Organization Name.

Search						TestUs	er Org08AR01 +
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Home	ons	• Go!					
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View: All Organizati	-	• Got					Recently Viewed •
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2. Once on your **Organization** page, navigate to the **Program Profiles** section by clicking on the **Program Profiles** link or scroll down to the section. Within the **Program Profiles** section click on the BGP, Program Profile Name link.

Back to List: Organizations Org Related Attachme	nta III Einancial Data III Contacts G	togram Profiles (3) Millates (3) Einancial Index & Ameriments (3) Service Requests	Statement Audits III A-133 Audit Reports III III
Organization Detail	Edit		
Organization Name	Test Applicant Org 08 [View Hierarchy]	Phone	
Parent Relationship		Website	
		EIN/TIN	20-1780708
		DUNS	201780408
rganization Type			
Financial Institution Type	Other	Date of Incorporation	3/26/2001
Organization Structure	Non-Profit-501(c)(4)	Financial Activities Start Date	1/31/2015
		Total Asset Size 🥥	C.,
		Fiscal Year End Day	31
		Fiscal Year End Month	12

3. On the BGP Program Profile page for your **Organization**, navigate to the **Guarantee Applications** section by clicking on the **Guarantee Applications** link or scroll down to the section. Within the **Guarantee Applications** section, click on the **'New Guarantee Application**' button.

Search						TestUser Org0	8AR01 -
Home Organizations	Contacts	CMF Performance Report	Service Requests	App Launcher	Awards	Reporting Schedule	
Program Profile							Printable Vie
► P-086258							
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Program Profile De	tail	Edit					
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ssociated CDFIs		Add CDFIs					
No records to display							
QI Applications		New QI Application					
to records to display							
in incours to cishialy.							

4. On the New Guarantee Application screen, select the ECDFI Guarantee (and not the QI Guarantee) record type and click **Continue**.

COFFI FUNDIC						Sea	rch	Search
Home Organiz	ations	Allocations	Contacts	Service Requests	App Launcher	Awards	Reporting Schedule	CMF Performa
New Guara Select Select a record ty	Gua	rantee Ap		n Record Typ	e			
Select Guara	ntee Aj	oplication Rec	ord Type					
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				Cont	inue Cancel			
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Record Type Name	Descr	iption						
ECDFI Guarante	e For C	DFI Applicants wi	ho are not a Q	ualified Issuer				
QI Guarantee	For A	pplicants who are	approved as	a Qualified Issuer				

5. On the New Guarantee Application edit screen, complete the required fields and click **Save**.

Tip: Do not edit the Program Profile field.

ome Organizations Con Guarantee Application Edit	tacts CMF Performan	ce Report	Service Requests	App Launcher	Awards	Reporting Sch	edule
Guarantee Application Ed	e Application	e Save & Nev	w Cancel				
Information							= Required Information
Application Status Amount \$ Date Received	Pending 		QI G	Record Type Program Profile Notice uarantee Application Associated CDFI	P-086	Application 258	9
Organization Information							
Applicants Total Assets Minority Depository institution Community Bank	None T						
Application Contacts							
Authorized Representative Name	I	9					

6.2. How to provide Application Documents

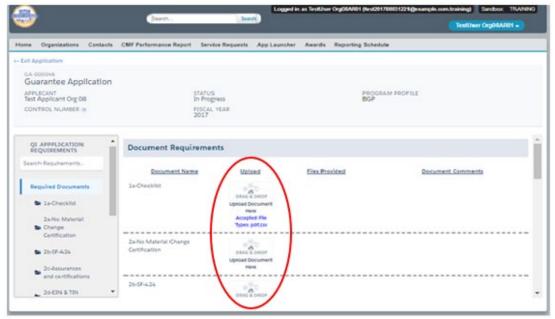
 On the newly created ECDFI Guarantee Application, once saved, you can review and edit the Application Contacts. Begin providing application documents by clicking on the 'View Application' button.

Note the QI for the particular Guarantee Application should show up as linked in the right portion of the screen. *If this field shows a QI name that is different than the one intended, contact the Help Desk to have the correct one placed in the field before submitting the application as described below.*

Search	Search		TestUser Org08A	R01 +
Iome Organizations Co	ontacts CMF Performan	nce Report Service Requests App Launcher	wards Reporting Schedule	
Guarantee Application GA-000047				Printable Vie
Guarantee Application has	been saved.			
Guarantee Application I	Detail	View Application		
Guarantee Application Id	GA-000047	Record Type	ECDFI Application	
Application Statue	Pending	Program Profile	P-086258	
Amount \$	\$100,000,000.00	Notice	UAT Notice	
Date Received		QI Guarantee Application	GA-000045	
Control Number	18-BGA-00019	Gi Applicant Name	Test Applicant Org 01	
		Associated CDP	ACDFI-000001	
Organization Information				

2. Documents required from an ECDFI as part of each year's Guarantee Application are listed within the same 'Guarantee Application' document referenced in the QI portion above, for that fiscal year's particular Bond Guarantee Application round, a copy of which may be viewed on the CDFI Fund's website at http://www.cdfifund.gov/bond. On the Document portion of the ECDFI Guarantee Application, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area. Select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a document should be uploaded that states 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the 'Guarantee Application' document mentioned above. Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.



6.3. How to submit your ECDFI Guarantee Application

 Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and if prepared to submit, **Submit** the application.

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

2. Once you **Submit** your application, the status of the application will show as "Submitted", and you will not be able to provide additional documents. The Control Number will now be visible on your ECDFI Guarantee Application.

The Authorized Representative and/or Application Point of Contact at the selected QI for this bond guarantee will receive email correspondence from AMIS regarding the application status.