Community Development Financial Institutions (CDFI) Fund

CDFI Fund Information Mapping System 3 (CIMS3)

User Instruction Manual

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Version 1.3

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Commonly Used Acronyms and Abbreviations

ACS American Community Survey

AMIS Awards Management Information System

BEA Bank Enterprise Award

CDE Community Development Entity

CDFI Community Development Financial Institution

CIIS Community Investment Impact System

CIMS CDFI Information Mapping System

CVS Concurrent Versions System

FIPS Federal Information Processing Standardization

GUC Geographic Unit Collection

GC Geocoding

HFFI Healthy Foods Financing Initiative

IA Investment Area

LITP Low-Income Targeted Populations

NACA Native American CDFI Assistance Program

NMTC New Markets Tax Credit

OTP Other Targeted Populations

PDF Portable Document Format

TLR Transaction Level Report (CIIS)

1. Introduction

The CDFI Information Mapping System, version 3 (CIMS3) provides mapping and geocoding capabilities to support the certification application process for Community Development Financial Institutions (CDFIs) and Community Development Entities (CDEs) and to assess the program eligibility of investments, lending and financial and development services activities in specific geographic areas for most of the CDFI Fund's programs. Currently CIMS3 supports the application process for certification of CDFIs and CDEs; the identification of target markets for CDFIs certification application or request for changes in target markets; geocoding of transactions by CDFI Program and NACA Program Financial Assistance awardees for annual reporting (including the Healthy Foods Financing Initiative [HFFI]), the BEA Program applicants and awardees, and the New Markets Tax Credit (NMTC) Program applicants and awardees. CIMS3 represents a significant update and upgrade to the previous mapping system (CIMS2). In the future, CIMS3 will support the changing mapping requirements of all CDFI Fund programs and will add more capabilities including the Capital Magnet Fund program eligibility and mapping requirements.

CIMS3 has significantly enhanced capacities in comparison to the previous mapping system maintained by the CDFI Fund. The capacities of CIMS3 exceed those of the previously supported system, CIMS2. CIMS3 is significantly more efficient, and users will consequently be able to process mapping and other geographic analyses in much less time than previously. All users will be able to upload and process accurate batch geo-coding of addresses, whether these be prospective locations for individual projects (for example, to test whether or not specific locations are eligible for various CDFI Fund programs) or actual transactions funded under one of the CDFI Fund's programs.

All users will have access to the CDFI Fund's eligibility data for all programs by census tract, including both data based upon the most recent 5-year American Community Survey (ACS), as well as previous eligibility criteria based on the 2000 Census. Users will also be able to access the location of CDFI headquarters and the boundaries of contemporary Congressional Districts.

Those holding AMIS accounts will have access to all maps and data previously saved in CIMS2, as well as all data CDFIs and CDEs have submitted to the CDFI Fund through its Community Investment Impact System (CIIS), in addition to all Census data the CDFI Fund makes available to the public.

This document provides step-by-step exercises to train users in the functions available in CIMS3. These workflows are separated into the basic tasks that can be accomplished using CIMS3:

- **CIMS3 Basics** – Users determine program eligibility, mainly by viewing static eligibility maps for programs and demographic data associated with specific Census tracts, and decide whether to apply.
- **Completing Tasks in CIMS3** – Organizational users (certification applicants, program applicants, awardees, and allocatees) utilize the mapping tool to support their certification application by designating Target Markets, creating and submitting maps attached to certification applications, and geocoding CDFI and CDE transactions for entering and validating transaction information for reporting in the Community Investment Impact System (CIIS).

- **Compliance** – Organizational users and CDFI Fund Compliance staff perform mapping and validation aspects of compliance and progress reporting.
- **How to Create Target Markets in CIMS3**

2. Before You Begin

This User Manual will provide examples and scenarios to help users gain a better understanding of the ins and outs of CIMS3. There are three types of CIMS3 users: 1) CDFIs seeking certification; 2) Internal CDFI Fund Staff; 3) Public users, including CDFIs, CDEs and BEA applicants and awardees. CDFI users seeking certification must have an Award Management Information (AMIS) and myCDFIFund accounts associated with a myCDFIFund organization. The legacy myCDFIFund system will eventually be replaced with AMIS. CDFI Fund staff will automatically be logged into CIMS3 using their credentials via myCDFIFund/AMIS. Public users may refer to the section "CIMS3 Basics" to use CIMS3 without the need for myCDFIFund/AMIS. These training scenarios focus on CDFIs seeking certification and are grouped into the three phases of the CIMS3 lifecycle: Preparation, Application Processing, and Geocoding of awardees' and allocatees' transactions for Performance and Compliance reporting. In addition, instructions are provided for public users and internal CDFI Fund staff in selected sections.

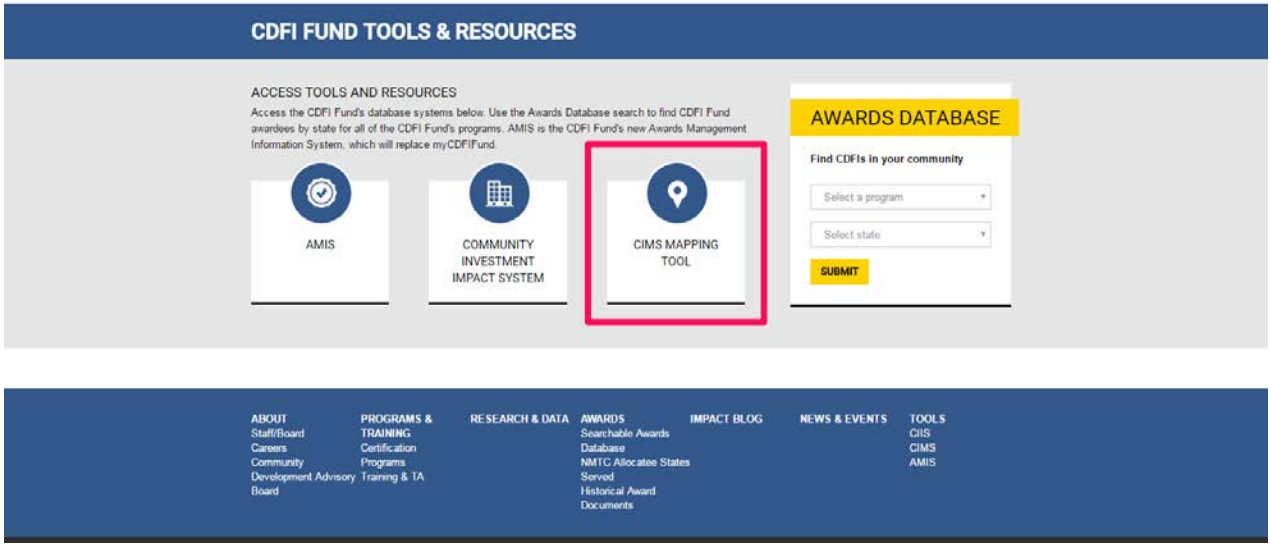
2.1. Prerequisites

- Make sure you are using a modern web browser, to include at least:
    - Internet Explorer 9+
    - Mozilla Firefox 22+
    - Google Chrome 28+
    - Safari 6+
- Make sure you have Adobe Flash Player 11+ installed as a plug-in for your web browser. If you do not have it, you will be prompted to install it when you get to the CIMS3 application. You can also obtain the Flash Player by going to Adobe's website at http://get.adobe.com/flashplayer/

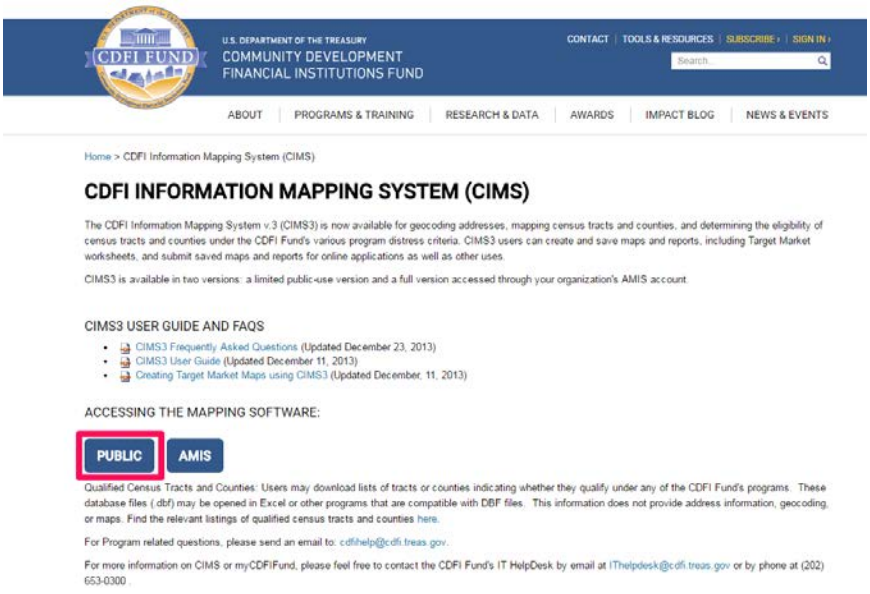
3. CIMS3 Access and Basic User Instructions

This section focuses on Preparation, where you will determine program eligibility, mainly by viewing static eligibility maps for programs and demographic data associated with specific census tracts. For the purposes of training, you will use the CDFI Preparation configuration.

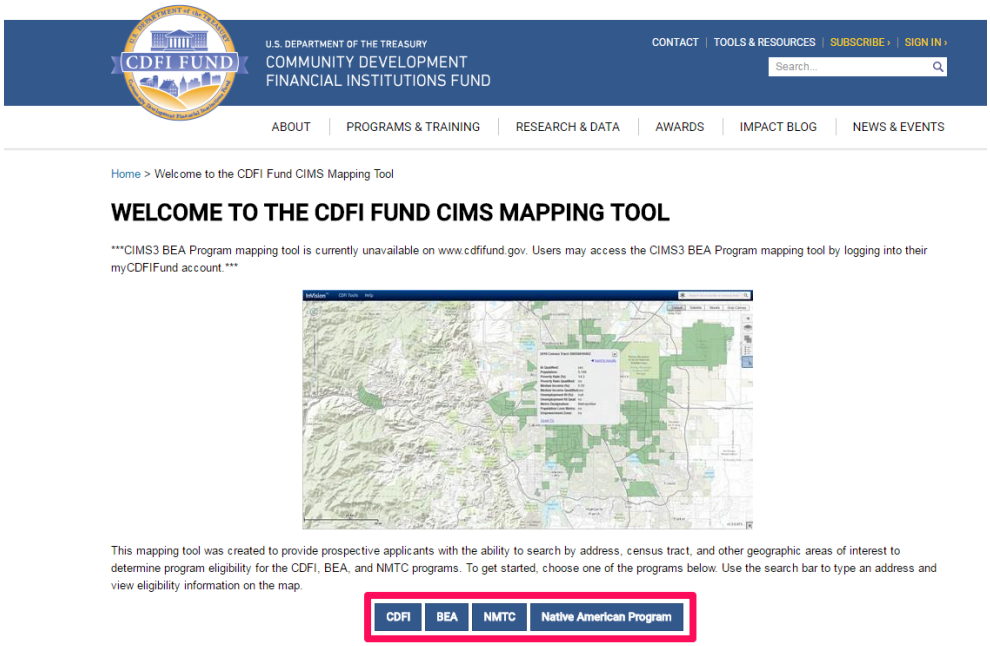
To login to the Preparation instances of CIMS3 first navigate to the CDFI web page at http://www.cdfifund.gov/ and select the "CIMS Mapping Tool" at the bottom of the web page (highlighted by the red box in the screenshot below). If you already have an AMIS account, enter your username and password and click the "Sign In" button. If you do not have a AMIS account, click the "Join our Community" link under the Sign In Button and follow the instructions for creating a new account



This will bring you to the CDFI Information Mapping System home page. To access the Preparation instances, click on the blue button that says "Public" highlighted in red outlined below.



This brings up the CIMS3 Mapping Tool Public Viewer (Preparation) home page where you are able to select a program by selecting one of the Blue buttons highlighted below. To get started, select either CDFI, BEA, NMTC, or Native American Program to launch the CIMS3 Mapping application.

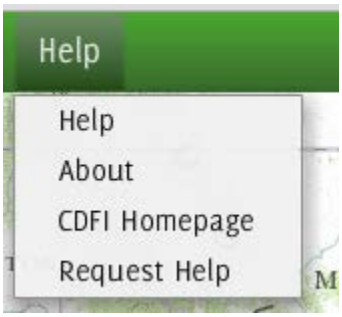


3.1. Create a CIMS3 Map

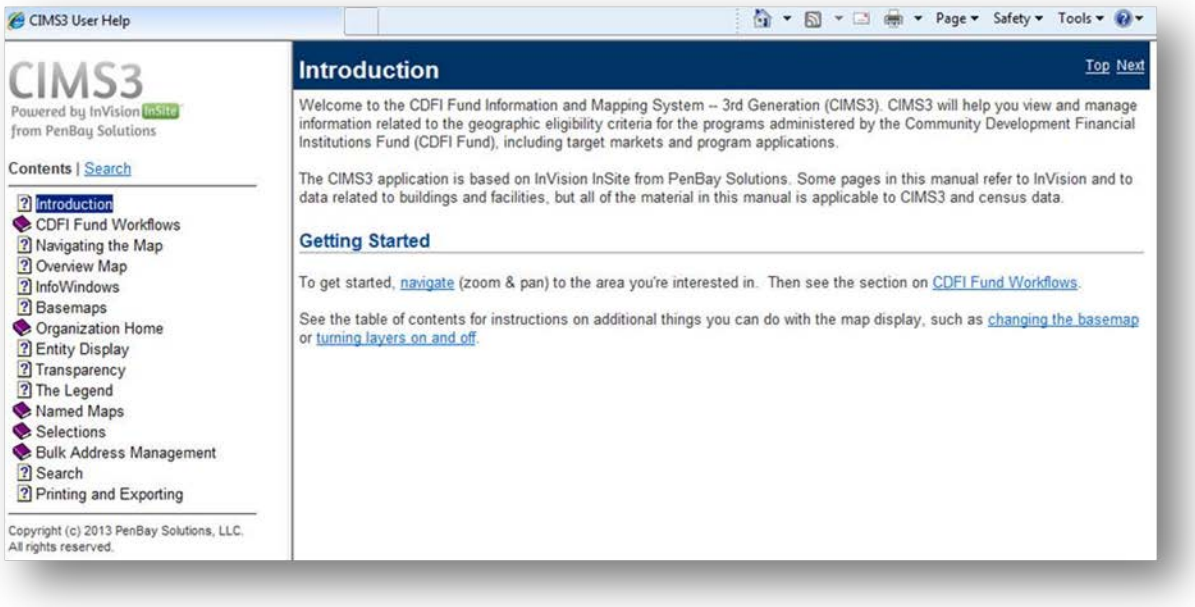
When a user selects a program on the Welcome to CIMS Mapping System web page the system will load the CIMS3 mapping application:

3.2. Access CIMS3 web application help

Choose the Help tab from the top navigation menu and then select “Help” from the dropdown menu. The system will display CIMS3 web mapping application help in a new browser window, and you can navigate to read specific help topics, FAQs, and contact information.

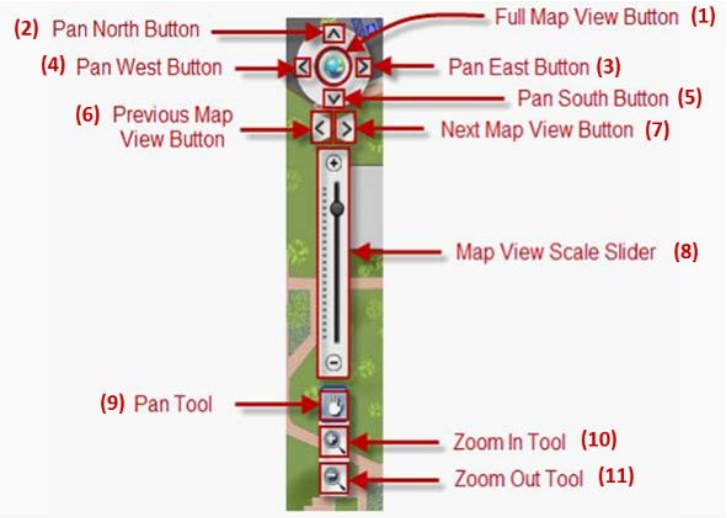


Selecting Help will take the users to the CIMS3 User Help web page.



3.3. Navigate within a CIMS3 Map

The main navigation controls for maneuvering around the map are located on the upper left-hand side of the map.



1) **Full Map View Button:** Allows the user to return to the default map extent that was displayed when CIMS3 was first launched.

2) **Pan North Button:** Allows the user to pan the map by fixed amounts in the north direction.

3) **Pan East Button:** Allows the user to pan the map by fixed amounts in the east direction.

4) **Pan West Button:** Allows the user to pan the map by fixed amounts in the west direction.

5) **Pan South Button:** Allows the user to pan the map by fixed amounts in the south direction.

6) **Previous Map View Button:** As you navigate around the map, you may wish to step backward through map views. To step back to the previous map view, click on the “Previous Map View” Button. The map will refresh to display the last view you visited. If you click the button again, the map will go back one more step, and so on back through time.

7) **Next Map View Button:** As you navigate around the map, you may wish to step forward through map views. To step forward to a map view, click on the “Next Map View” Button. The map will step forward instead of backward.

8) **Map View Scale Slider:** The Map View Scale Slider allows you to zoom in or out on the map view in fixed increments in several different ways. First, you can zoom in or out in one-scale increments on the map view by using the "+" and "-" buttons. Clicking once on the “Zoom In” ("+") button at the top of the Map View Scale Slider will increase the map view by one scale level, while clicking once on the Zoom Out ("-") button at the bottom of the Map View Scale Slider will decrease the map view by one scale level. Lastly, you can zoom in or out on the map view by clicking, holding, and dragging the slide handle along the slide bar. Releasing the mouse button will allow the map to refresh the display at the scale marked on the Map Scale Slider.

9) **Pan Tool:** Allows the user to move the map to desired locations. To use this tool, you must select the tool, then click and hold on the map area while dragging to a desired location.

10) **Zoom In Tool:** Allows the user to zoom into a specific area of the map by determining a rectangular zoom window. Click on the map near the area of interest, hold and drag a rectangle around the entire area of interest, then release the button. The map will refresh to bring the selected area into closer view.

11) **Zoom Out Tool:** Allows the user to zoom out of a specific area of the map with by determining a rectangular zoom window. Click on the map near the area of interest, hold and drag a rectangle around the entire area of interest, then release the button. The map will refresh to send the selected area further away and into the background.

*** NOTE:** The following tools below are available when the InVision web application first starts:

Pan with Mouse Tool: When you first start the application, the Pan with Mouse Tool will be active by default. To use this tool, click, hold and drag anywhere on the map, except on a feature such as a Building or another Asset. The map view will move in the direction you drag.

Zoom In & Out by Scroll Wheel: You can use the scroll wheel on your mouse to zoom in and out. Rolling the scroll wheel away from you while over the map view will cause the map to zoom in. Rolling the scroll wheel toward you while over the map view will cause the map to zoom out.

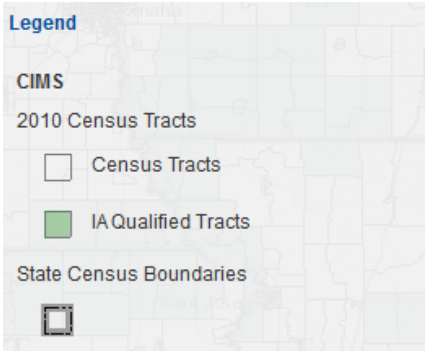
3.4. Control layer visibility within a CIMS3 Map

Layers are the mechanism used to display geographic datasets in the CIMS3 mapping application. Select the "Layers" tab on the menu on the right hand side of the screen. The Layers tab allows users to show the list of available map layers and toggle the visibility (on or off) of any of the available layers. Users should be aware that in CIMS3 numerous layers of geography (county, tract, and individual addresses, for instance) can be displayed on the screen at the same time.

Figure 1 - Note: Layer list may change depending on the program selected.

3.5. View a legend for the visible layers on a CIMS3 Map

Select the "Legend" tab on the menu on the right hand side of the screen to display the legend for the currently visible map layers.



3.6. Search for a location on a CIMS3 Map

3.6.1. Map Layer Search

Using the Map Search Feature located in the top navigation menu, choose what entity type to search within by clicking one of the search icons (e.g.,) to the left of the search bar and selecting the

desired search type. Now enter a text value for the system to search for (e.g., 1600 Pennsylvania Ave NW, Washington, DC).

Please note that the example search terms which do not return results either search for something that doesn't exist or are formatted incorrectly.

Example search terms that should return results for each available entity type:
Latitude/Longitude: ***36.1000, -112.1000*** *(Grand Canyon)*
Address: **1600 Pennsylvania Ave NW, Washington, DC** (Valid address)
2010 Census Tract: **08031980000** (Valid Census Tract ID)
Congressional District: ***01*** *(Valid format)*
County: **Knox** (Valid county)
State: **Maine** (Proper format for State search)

Example Search Terms that should NOT return results:
Census Tract: **0803A** (Census tracts do not contain letters)
Congressional District: **Maine's 2nd** (Improper formatting, numeric search terms only.)
County: **Peirce** (This county does not exist)
State: **NJ** (State abbreviations do not return search results)

Choose one entry in the search results to reset the map extent to show the selected location.

3.6.2. Street Address Search

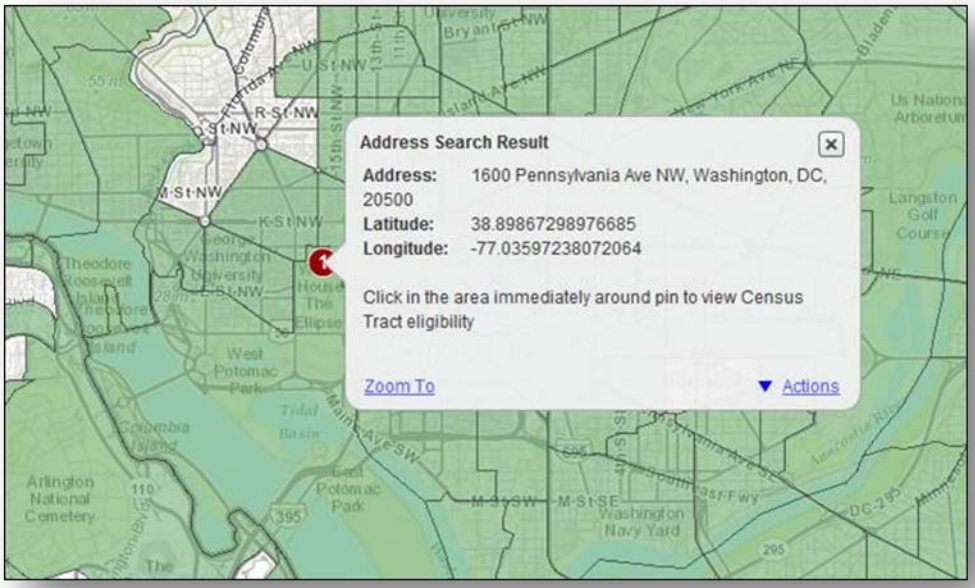
Using the "Previous/Next Extent" feature reset the map extent to show all of the United States.

Using the Street Address Search feature, enter an address for the system to search for. Below are two example to use to test the address search function, the first one is a verified address that should return a search result, while the second one does not actually exist and should not return a search result.

Example address that will return results:
1600 Pennsylvania Ave NW Washington, DC

Example address that will NOT return results:
123 Rivers St. New York, NY

Choose one entry in the search results and the map will display an icon and info window at the entry's location.



Click "Zoom To" to zoom to the location. To remove the address pin from the map, open the "Actions" menu in the bottom right corner of the Address Search Result Info Window and select the "Click Here to remove pin" action.

3.6.3. Latitude/Longitude Search

If necessary, a user can input the latitude and longitude coordinates of a location (for areas that have not as yet been developed, for instance; or for addresses that cannot be geocoded) and have this location placed on a map in CIMS3.

To use this feature, use the Lat/Long search feature in the top navigation menu to the left of the search bar, enter a coordinate pair of latitude (Y) and longitude (X) values.

The number format of the coordinate pair should be in decimal degrees.

X should be greater than -180 or less than 180 AND Y should be greater than -90 or less than 90.

Negative values should be used to denote longitude values in the Western hemisphere and latitude values in the Southern hemisphere.

Example coordinates that should return results:
43.9, -69.9
36.1000, -112.1000

Example coordinates that should NOT return results:
186, -2000
900, 900

3.7. Print a public CIMS3 Map

Use the navigation features described in 3.4 to set the map extent over Denver, CO. Zoom in so that you are able to see census tracts. (Note: make sure “Census Tracts” are turned on in the layer list. See 3.5).

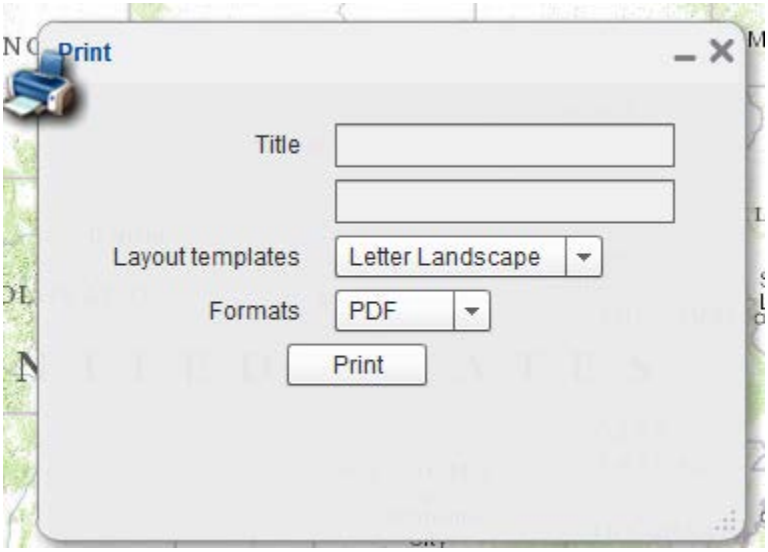
Select “CDFI Tools” from the navigation menu at the top of the screen (Note: In other Preparation programs, this menu will be labeled differently, i.e., “NMTC Tools”, “BEA Tools”, or “NACA Tools.”) Selecting CDFI Tools will open a drop down menu. Choose the Print feature.

Specify Map Title as “Test Map”

Set Layout Template to “Letter Landscape”

Set Format to “PDF”

Click “Print” Button



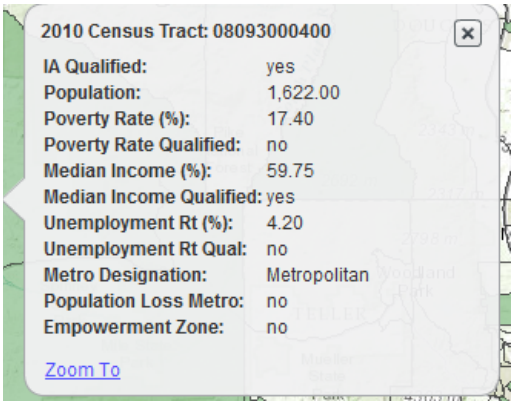
This will generate a PDF file that will open in a new browser tab. It is recommended you disable any pop-up blocking programs to ensure the genarated map is not blocked as it opens. From here you are able to print the map like you would any other PDF file.

NOTE: Only Layers that are Turned on in the Layers tab of the side bar menu will appear in the generated PDF’s when printing. Info Windows and Geocoded point markers <u>will not</u> appear in the generated PDF’s.

3.8. View program eligibility and demographic information for individual census tracts

Make sure “Census Tracts” are turned on in the map layer list (see 3.5) and zoom in/out so that they become visible.

Click on any census tract and the system will display an info window containing information about that census tract.

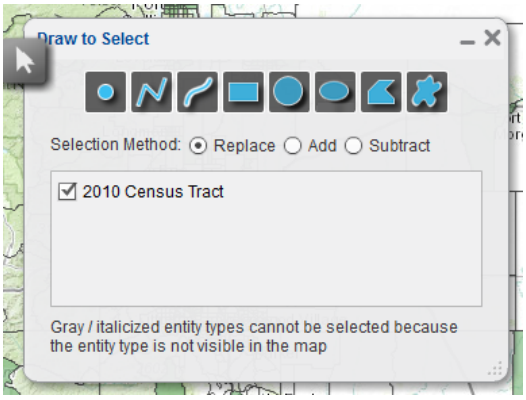


3.9. Export program eligibility and demographic information for individual geographic units

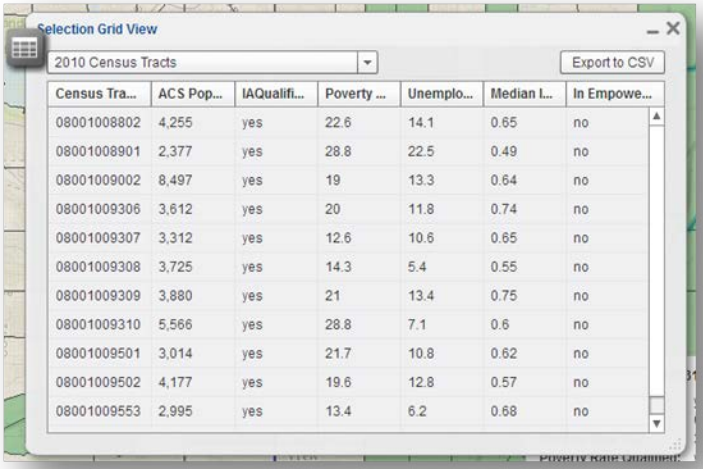
3.9.1. Draw to Select Tool

Open the “Selections” tab in the menu on the right hand side of the screen and select the “Draw to Select” option. The system will display a window titled “Draw to Select”.

In the “Draw to Select” window, select the “Circle” feature and click and drag to create a selection area around the city of Denver, CO.



Choose the “Selection Grid View” found in the “Selections” tab in the menu on the right hand side of the screen.



Census Tra...	ACS Pop...	IAQualifi...	Poverty ...	Unemplo...	Median I...	In Empowe...
08001008802	4,255	yes	22.6	14.1	0.65	no
08001008901	2,377	yes	28.8	22.5	0.49	no
08001009002	8,497	yes	19	13.3	0.64	no
08001009306	3,612	yes	20	11.8	0.74	no
08001009307	3,312	yes	12.6	10.6	0.65	no
08001009308	3,725	yes	14.3	5.4	0.55	no
08001009309	3,880	yes	21	13.4	0.75	no
08001009310	5,566	yes	28.8	7.1	0.6	no
08001009501	3,014	yes	21.7	10.8	0.62	no
08001009502	4,177	yes	19.6	12.8	0.57	no
08001009553	2,995	yes	13.4	6.2	0.68	no

To export the selection results choose the “Export to CSV” feature found in the Selections Grid window in the upper right hand corner.

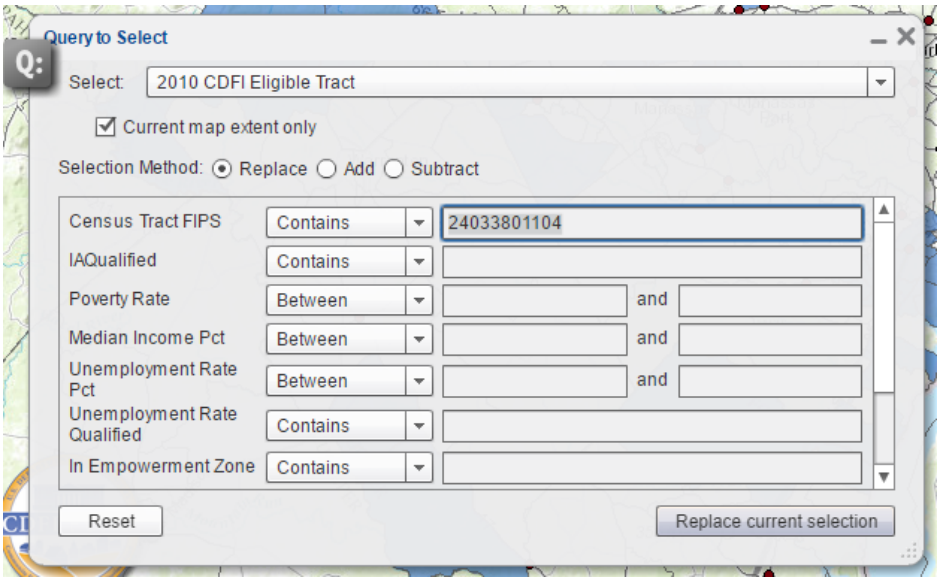
Specify a location and name for the file to be saved to disk.

Note: You must manually add the “.csv” extension to your file name when exporting in order to open the file with Microsoft Excel when finished.

3.9.2. Query to Select Tool

Open the “Selections” tab in the menu on the right hand side of the screen and select the “Query to Select” option.

In the “Query to Select” info window, you will find a variety of tools available to create focused search queries, but for the purpose of this document we will demonstrate a basic Census Tract FIPS search. Select “2010 CDFI Eligible Tract” from the drop-down menu. Then enter the number “24033801104” into the text box next to the “Census Tract FIPS” making sure that the corresponding dropdown box is set to “Contains.” Then click the “Replace Current Selection” button.



Choose the “Selection Grid View” found in the “Selections” tab in the menu on the right hand side of the screen.

To export the selection results choose the “Export to CSV” feature found in the Selections Grid View window in the upper right hand corner.

Specify a location and name for the file and save it to disk.
Note: You must manually add the “.csv” extension to your file name when exporting in order to open the file with Microsoft Excel when finished.

4. CIMS3 Functionality

In this section you will focus on basic CIMS3 functionality. You will utilize the mapping application to designate certification Target Markets, create and submit maps with certification applications, and enter and validate transaction information.

CDFIs can apply to establish their Target Markets based on either Investment Areas (IA), or for Low-Income Targeted Populations (LITP) or Other Targeted Populations (OTP).

Users should be cognizant of the criteria that the CDFI Fund uses for certification, as well as NMTC and BEA eligibility.

4.1. Contiguity for BEA and CDFI programs

4.1.1. Overview

4.1.1.1 *CDFI program*

Both the CDFI and BEA programs require calculating whether census tracts are contiguous. In the case of the CDFI program, according to the CDFI Certification Application Guidance (page 22) "Applicants MUST create and submit Target Market Maps for each of their individual Target Markets. Each distinct Investment Area will need a separate map. Targeted Populations that share the same geographic boundaries may be combined in one map; however, those that do not share the same geographic boundaries will need separate maps." Therefore, CDFI Target Market Maps may be either 1) contiguous if the boundaries of census tracts, counties or states connect via a point or boundary; or 2) non-contiguous as discussed below and in Section 6.2.

4.1.1.2 *BEA program*

In the case of the BEA program, some census tracts are "partially" qualified and may become qualified when they are contiguous with a fully qualified tract (see BEA section below).

4.2. CDFI Program Investment Areas, Low-Income Targeted Populations, or Other Targeted Populations, BEA and NMTC maps

For the purpose of CDFI certification, an eligible Investment Area (IA) is a geographic unit (state, county, census tract, block group, Indian/Native area), or contiguous geographic unit entirely located within the United States geographic boundaries that:

- Has a population poverty rate of at least 20%; or
- Has an unemployment rate 1.5 times the national average; or
- For a Metropolitan area – has a median family income (MFI) at or below 80% of the greater of either the metropolitan or national metropolitan MFI; or
- For a Non-Metropolitan area – has an MFI at or below 80% of the greater either the statewide or national non-metropolitan MFI; or
- Is wholly located within an Empowerment Zone or Enterprise Community.

For the purpose of CDFI Certification, a low-income targeted population (LITP) for a geographic unit is comprised of individuals whose family income is:

- For a Metropolitan area – has a median family income (MFI) at or below 80% of the greater of either the metropolitan or national metropolitan MFI; or
- For a Non-Metropolitan area – has an MFI at or below 80% of the greater either the statewide or national non-metropolitan MFI; or
- Is wholly located within an Empowerment Zone or Enterprise Community.

Serving an Other Targeted Population (OTP) requires providing financial products to an identifiable group of individuals that lack adequate access to capital and have historically been denied credit. The designated Other Targeted Populations are:

- African Americans
- Alaska Natives residing in Alaska
- Hispanics
- Native Americans; Native Hawaiians residing in Hawaii
- Other Pacific Islanders residing in other Pacific Islands
- Other (reviewed and approved on a case-by-case basis)
- For a Metropolitan area – has a median family income (MFI) at or below 80% of the greater of either the metropolitan or national metropolitan MFI; or
- For a Non-Metropolitan area – has an MFI at or below 80% of the greater either the statewide or national non-metropolitan MFI; or
- Is wholly located within an Empowerment Zone or Enterprise Community.

For the purpose of the NMTC program, an eligible NMTC area is a geographic unit (state, county, census tract, block group, Indian/Native area) that:

- Has a population poverty rate of at least 20%; or
- For a Metropolitan area – has a median family income (MFI) at or below 80% of the greater of either the metropolitan or national metropolitan MFI; or
- For a Non-Metropolitan area – has an MFI at or below 80% of the greater either the statewide or national non-metropolitan MFI.

For the purposes of the Bank Enterprise Award, an eligible area is a contiguous geographic area located within the boundaries of a General Local Government that:

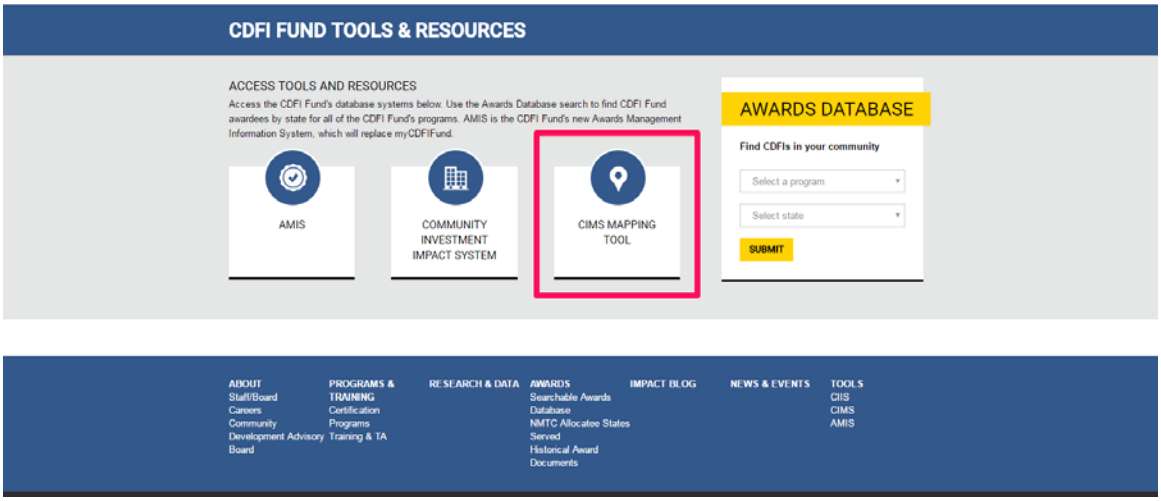
- Has a population of not less than 4,000 if any part of the area is located in a Metropolitan Area with a population of 50,000 or greater; or
- Have a population of not less than 1,000 if no portion of the area is located within a Metropolitan Area of a population with a population of 50,000 or greater; or
- be located entirely within an Indian Reservation and is a distressed area where:
- At least 30 percent of the eligible residents have incomes that are less than the national poverty level, as of the most recent decennial census, and

- An unemployment rate at least 1.5 times the national average, as determined by the 2010 U.S. Bureau of Labor Statistics.

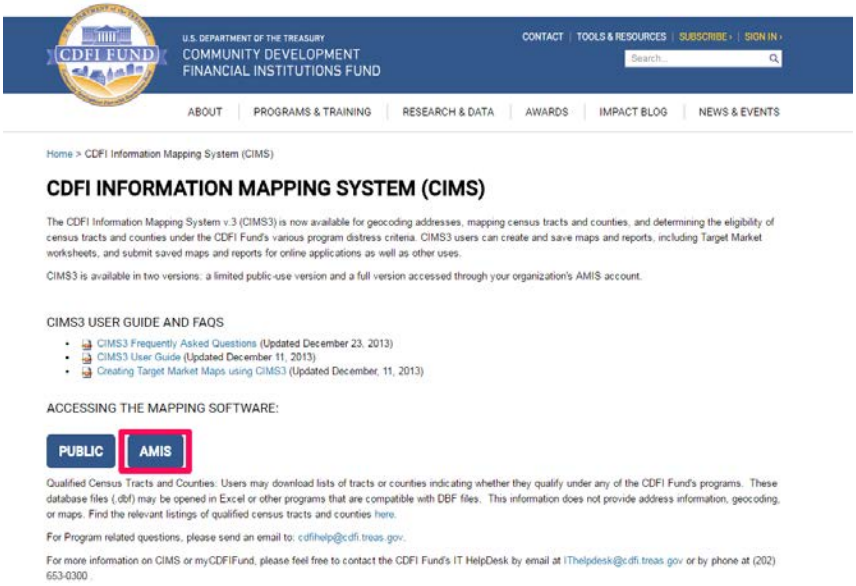
Validations for these criteria are included in the functionality of CIMS3.

To begin this process you must first login to the CIMS3 Mapping application using the AMIS login interface:

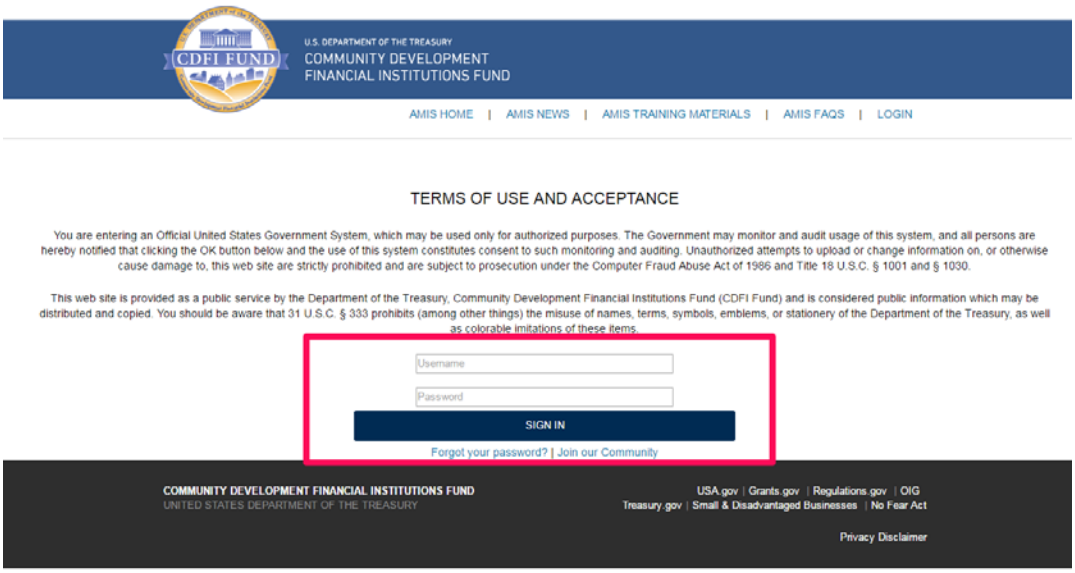
To login to the Application Processing instances of CIMS3 first navigate to the CDFI web page at http://www.cdfifund.gov/ and select the "CIMS Mapping Tool" at the bottom of the web page (highlighted by the red box in the screenshot below).



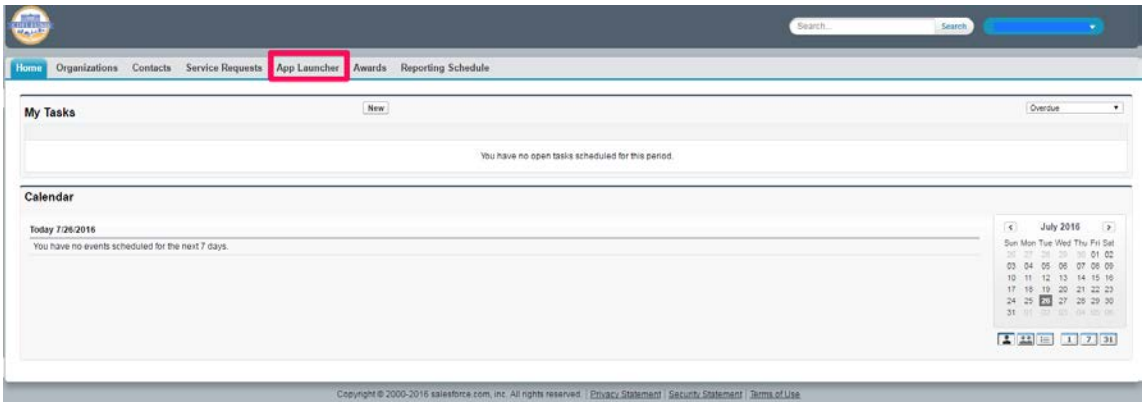
This will bring you to the CDFI Information Mapping System home page. Click on the blue button that says "AMIS" highlighted in red outlined below.



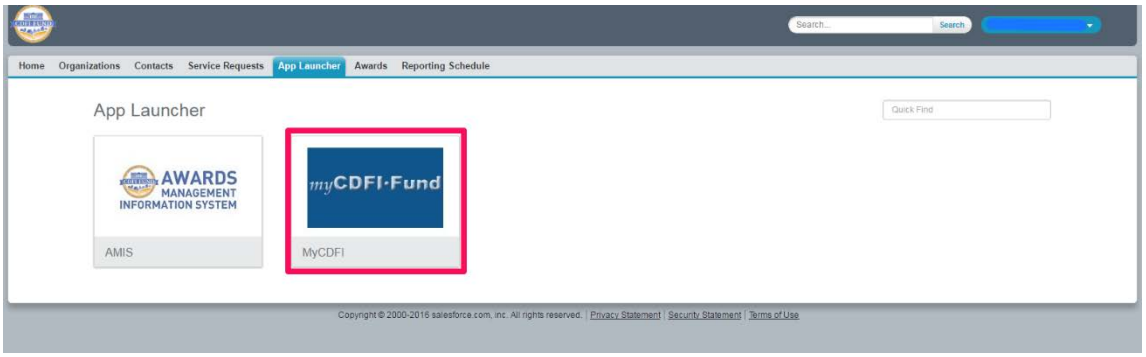
This will bring you to the AMIS login page where you will be asked to provide your AMIS login credentials. Click “Sign In” when you are ready to proceed.



This will bring you to your AMIS home page. In the top toolbar select the App Launcher link to bring you to your available apps.

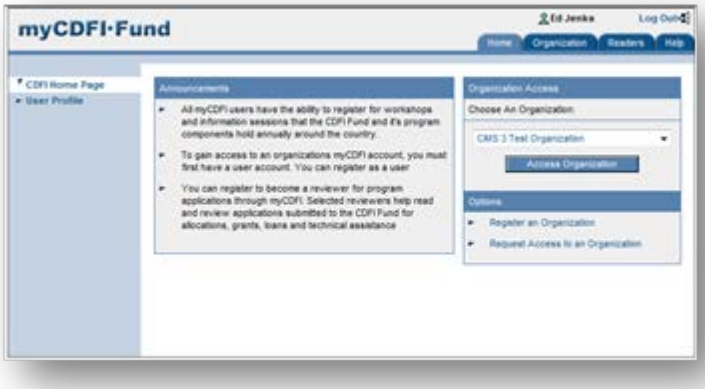


Here you will find your “MyCDFI” app. Select this to proceed.

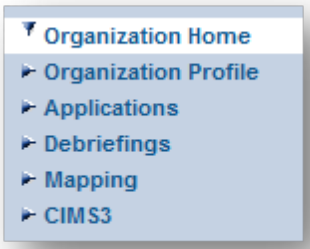


This will bring you to your myCDFIFund home page.

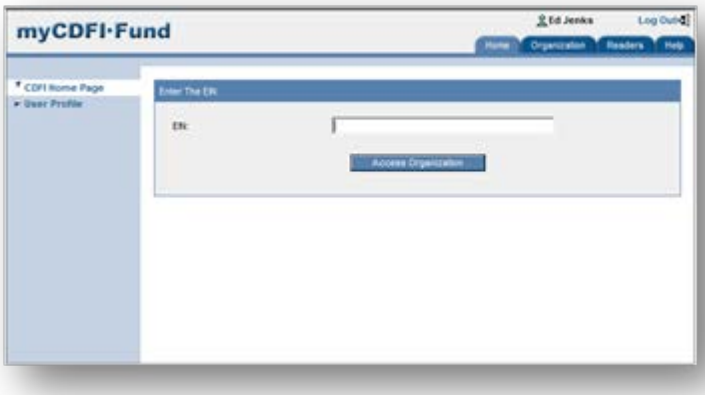
Note: the myCDFIfund login experience should be phased out and replaced with more in depth AMIS login process, the following myCDFIfund login section is subject to change.



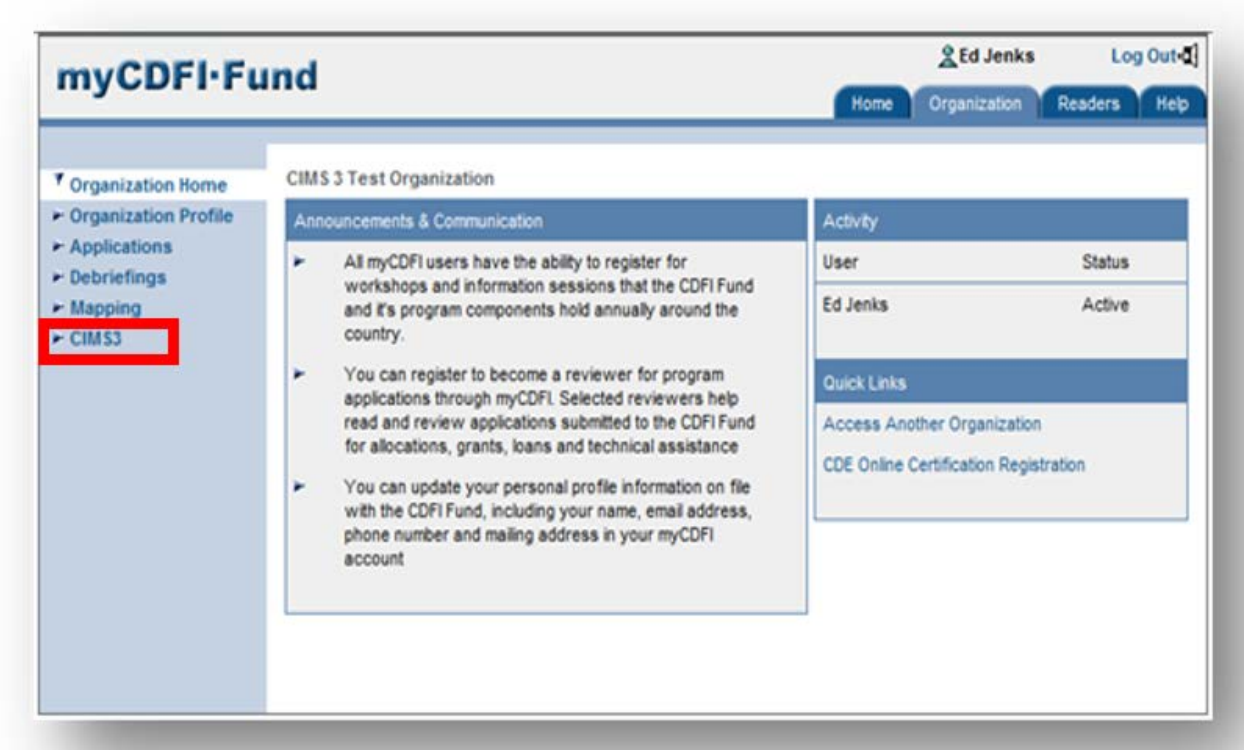
In the “Access Organization” box, make sure the dropdown menu is selected, then click the button and a new page is displayed:



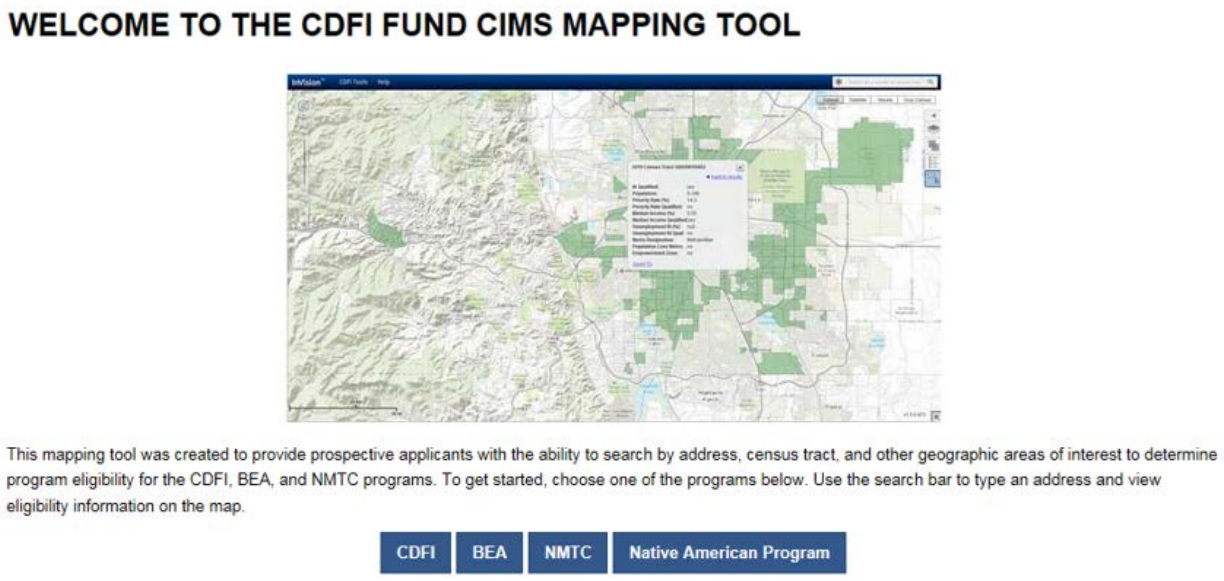
Enter your EIN in the given box then press the “Access Organization” button and a new page is displayed:



On the left hand side of the screen, select the “CIMS3” link:



After being redirected, the following Program Selection page is displayed:

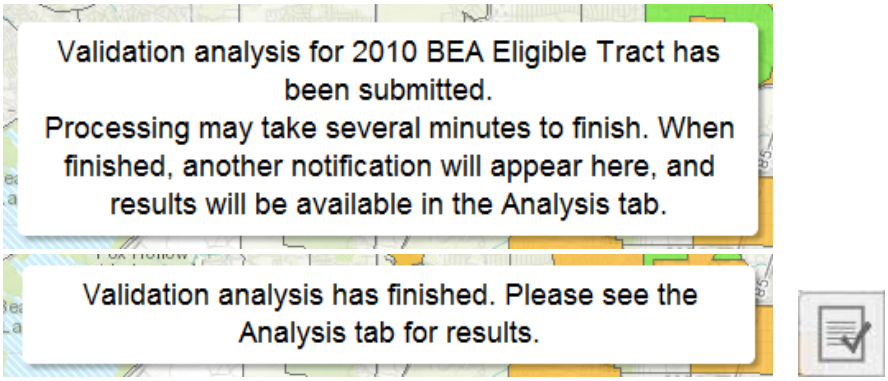


Please select the link to the program (that is, the CDFI, New Markets, Native American, or BEA programs) in which you would like to generate a map. Eligibility rules for these programs differ and to accommodate this, CIMS3 is divided into separate components. BGP and NACA users can use the CDFI Maps functionality in CIMS3.

4.3. Calculate the qualification status for a BEA Contiguous Geographic Area

Make a selection of 2010 (CDFI/BEA) Eligible Tracts (Section 3.9) and open the "Selections" Tab in the sidebar menu. Hover your cursor over the 2010 (CDFI/BEA) Eligible Tracts layer that is listed in the Selections tab to display the "Actions" drop down menu. From the Actions drop down menu select the "Validate Distressed Community" (BEA) or "Validate Target Market" (CDFI) to generate an Analysis report.

The system will display a message at the bottom of the screen letting you know that the Analysis has been submitted and a report is being generated. When this is complete, another message will be displayed telling you to check the Analysis tab for results.

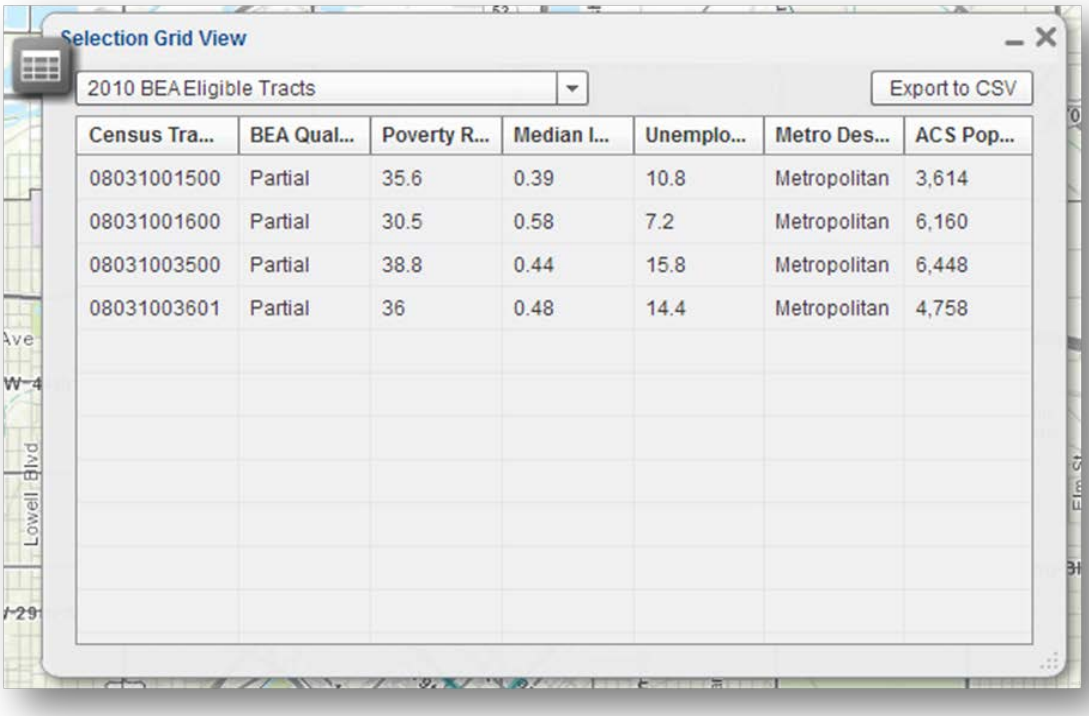


Then select the "Analysis" tab on the menu on the right-hand side of the screen. The *qualification calculation* service will return an *Analysis Result* containing summary (text) information.

Sample Qualified GUC Analysis Report (CDFI Program)	**Sample Non-Qualified GUC Analysis Report (CDFI Program)**
Analysis • *All tracts are qualified.* • *The tracts are all in the same county.* • *The tracts are contiguous.* • Population: 20,980 • *The population meets the requirement of 4,000 in a metro area.* • *The poverty rate is at least 30%.* • *The unemployment rate is at least 1.5 times the national average.* *Qualified*	**Analysis** • **16 tracts are not qualified.** • **The tracts are not all in the same county.** • *The tracts are contiguous.* • Population: 67,409 • *The population meets the requirement of 4,000 in a metro area.* • **The poverty rate is below 30%.** **Not Qualified**

4.4. View a qualification report for a Geographic Unit Collection (GUC)

With the Census Tracts still selected, open the Selections tab , choose "Selection Grid View". The system will show the selection set in a grid, and you can view the attributes of the selected geographic units.



4.5. Export a qualification report for a Geographic Unit Collection (GUC)

After making a selection navigate back to the Selections Panel , and open the "Selection Grid View" option. Click "Export to CSV" in the top right corner of the table and save the file to disk when prompted.

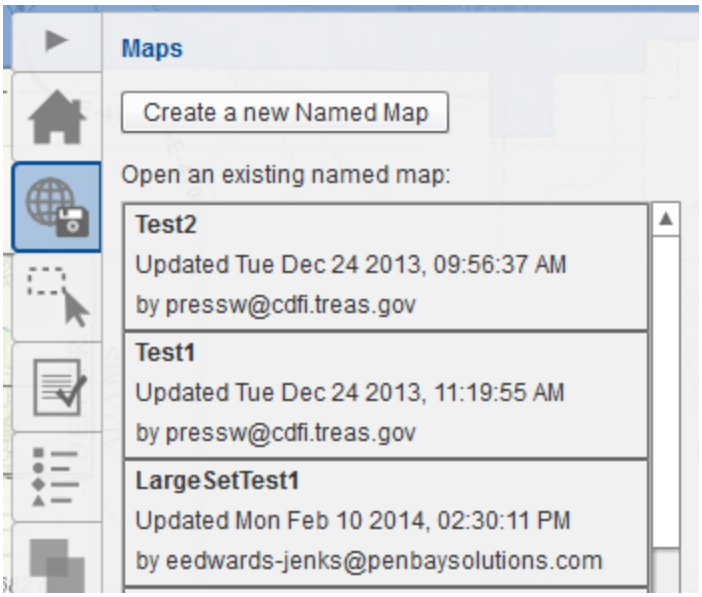
Note: You must manually add the ".csv" extension to your file name when exporting in order to open the file with Microsoft Excel when finished.

Open Microsoft Excel or another desktop spreadsheet program to continue analyzing the data.

4.6. List available Named (Previously Saved) CIMS3 maps for your organization

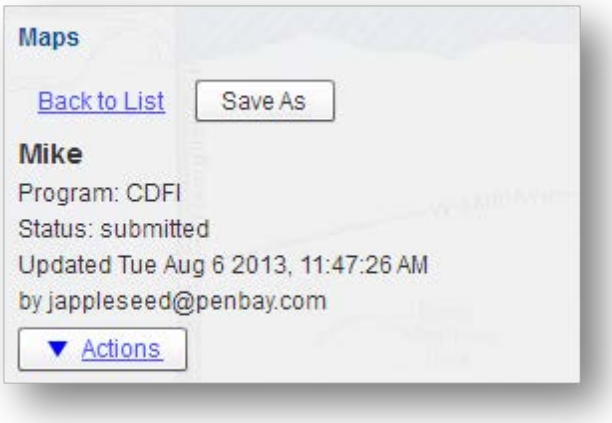
Click on the "Maps" tab. The application will open the *CIMS3 Map Management Utility* which will present a list of Named CIMS3 maps for their organization.

The system presents a dialog that shows the following information and options (actions) about the Named CIMS3 maps: *Name, Type, Creation Date, Program, Open, Delete, Save As.*



To select a map, click on it in the list. The system will perform the following:

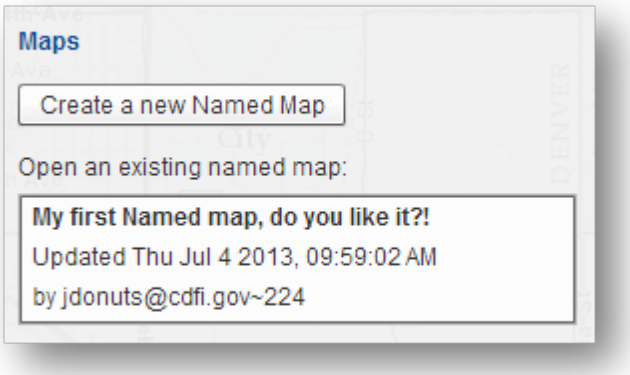
- Set visibility of operational map layers.
- Set the current map extent to the saved CIMS3 Map extent.
- Select the features that comprise the Proposed GUC. (The GUC may be empty).
- Display the CIMS3 Map Properties including:
    - **Program**
    - **Status**
    - **Metadata information (E.g.: Name, Revision history)**



4.7. Create a new named map

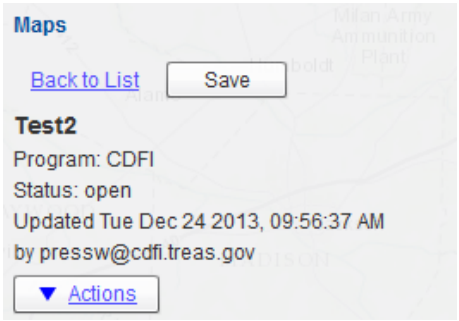
If you have already selected a map, click the “Back to List” link in the “Maps” tab to return to the list of available maps for your organization.

Click “Create a New Named Map” and specify a name for the map the Click Save.

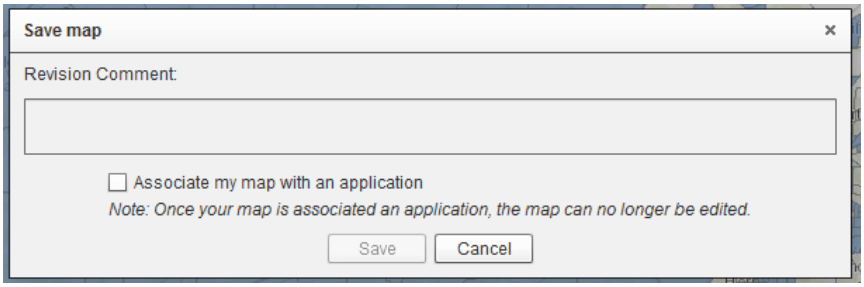


4.8. Save a Named CIMS3 Map

Open a named CIMS3 Map from the Maps tab and make any revisions necessary to the selected map. When you are ready to save the map, choose the Save feature in the sidebar menu:

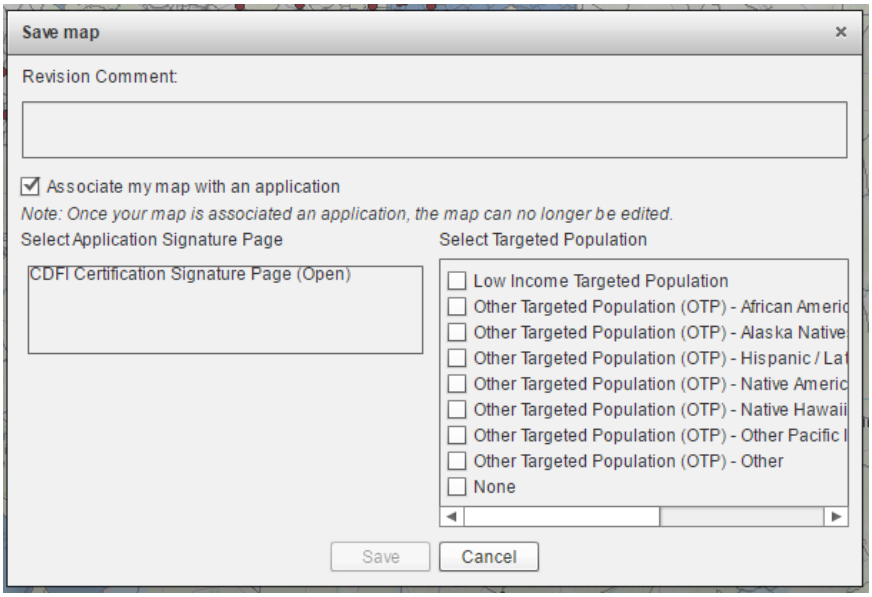


Add a revision comment and click the Save button when prompted.



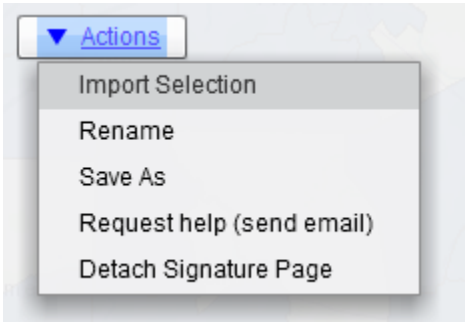
If appropriate, you may choose to attach your map to a signature page application by checking the “Associate my map with an application” box in the Save dialogue. You must then add a revision comment, select a open Signature Page, and check any appropriate Target Populations. Then click the Save button at the bottom.

The screenshot below should be changed IF the correction has been made to the list of Targeted Populations (Other Targeted Population (OTP)).

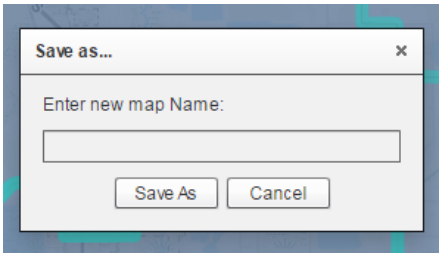


4.9. Create a new CIMS3 Map from an existing Named CIMS3 Map (i.e. "Save map as…")

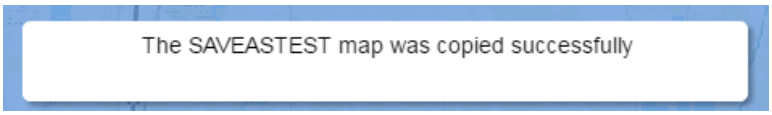
Open a Named CIMS3 Map and choose the "Save As" feature from the actions menu in the "Maps" tab.



This will bring up a "Save As" dialogue window.

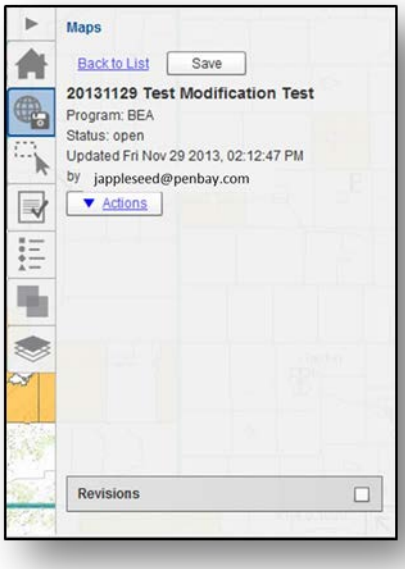


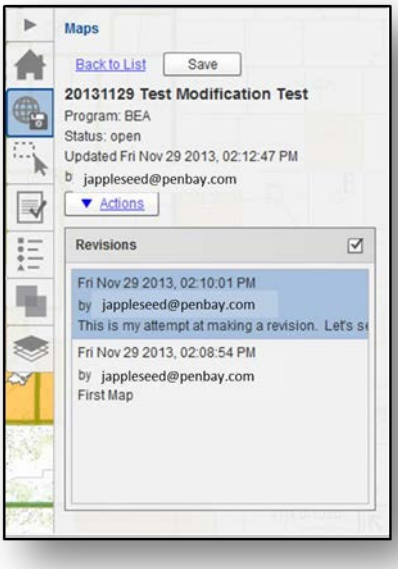
Specify a name for the new map and click Save As. The application will display a message at the bottom of the screen when the save is successful.



4.10. View changes between two revisions of a Named CIMS3 Map

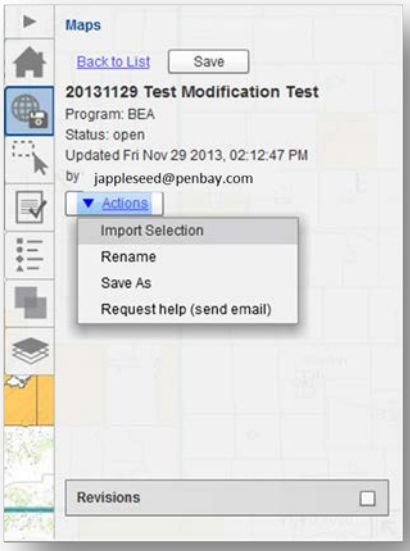
Select a named map in the “Maps” tab. Choose to list the available revisions by selecting the “Revisions” box at the bottom of the “Maps” menu. Then choose a (historical) revision to inspect. The system will display the GUC contents on the map for the chosen revision (using different symbols than that of the most current revision) so that users can distinguish one GUC from another.

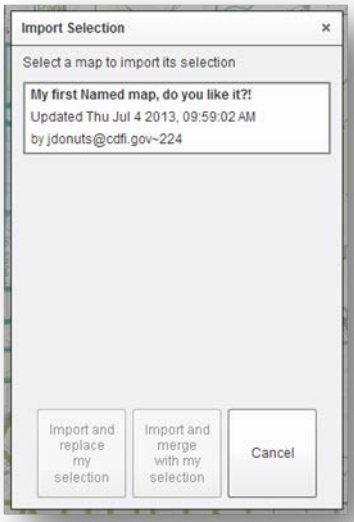




4.11. Merge the contents of two Named CIMS3 Maps into a single Named CIMS3 Map

View the list of available maps and choose one Named Map to open. From the map’s” Actions” menu, choose the ‘Import Selection” which will allow the user to import data from another map.





The system will present a dialog listing the available maps for you to choose from. The system should also present options to: ***Import and replace the current selection, Import and merge the selection sets, or Cancel the operation***.
If the user chooses ***Import and replace the current selection*** *or* ***Import and merge the selection sets,*** then the GUC of the currently open map will be updated.

4.12. Update a Named CIMS3 Map

Open a Named CIMS3 Map.

In order to **update the map extent for the map:** Perform whatever map navigation is needed so that the map extent is to your liking (e.g.: use map navigation and or search/search results-"zoom to" utilities). Choose the "Save Map" feature.

In order to update the visible layer list for the map: change the visibility of the layers in the layer list control.

In order to alter the contents of a GUC: Use the GU selection tools to modify the selected set of GU's in the GUC.

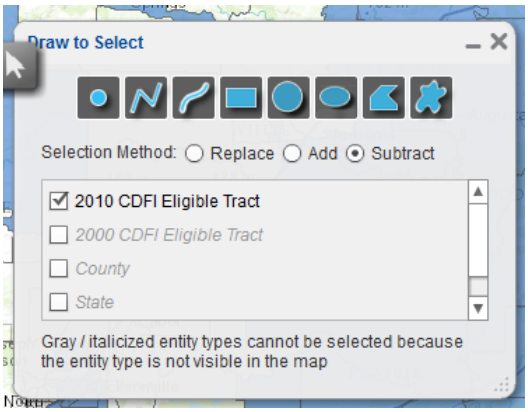
4.13. Add/Remove Geographic Units from a collection within a CIMS3 Map

4.13.1. Add

With the "Selection" Tab open, choose an available geographic unit (e.g., 2010 Census Tracts, 2014 Eligibility Data). Then choose the "Draw to Select" option and choose a shape tool (rectangle, point, circle, etc.) and click on the map to draw the selection shape.

4.13.2. Remove

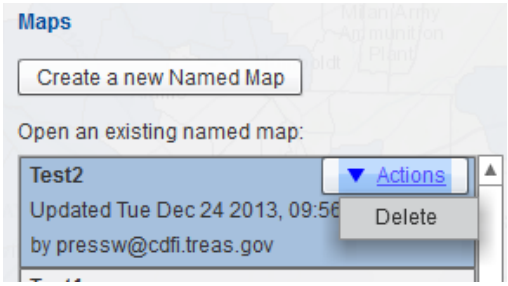
To remove geographic units from a selection set, use the “Draw to Select” tool and check the “Subtract” box beneath the shape tools. You are then able to use the same draw to select tools to choose entities to remove from your selection.



4.14. Delete a Named CIMS3 Map

If you already have a Named CIMS3 Map open, click on the “Maps” tab and click “Back to List”.

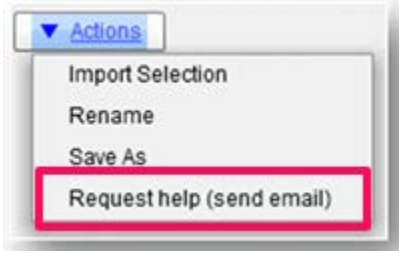
In the map list, hover over the map you are going to delete and choose “Delete” from the Actions menu.



Confirm the intent to delete the map.

4.15. Request help with a Named CIMS3 Map

Choose a named map from the “Maps” tab, then choose the “Request Map help (send e-mail”) feature from the “Actions” drop-down.



The system will open an email message with the following information prepared (from reading configuration values prepared by a CIMS3 Web application administrator):

Recipient (destination for mailto: link)

Subject line: "CIMS3 Map help request"

Message body: *"I am requesting assistance in preparing the following CIMS3 Map: <INSERT MAP REFERENCE HERE> for <INSERT ORGANIZATION NAME HERE>. Please contact me at: <USER-ENTERED PHONE # and/or e-mail ADDRESS>.*

*Note that you must have a pre-configured e-mail client installed and configured for the 'mailto' syntax to be properly handled.

4.15.1. Share a Named CIMS3 Map

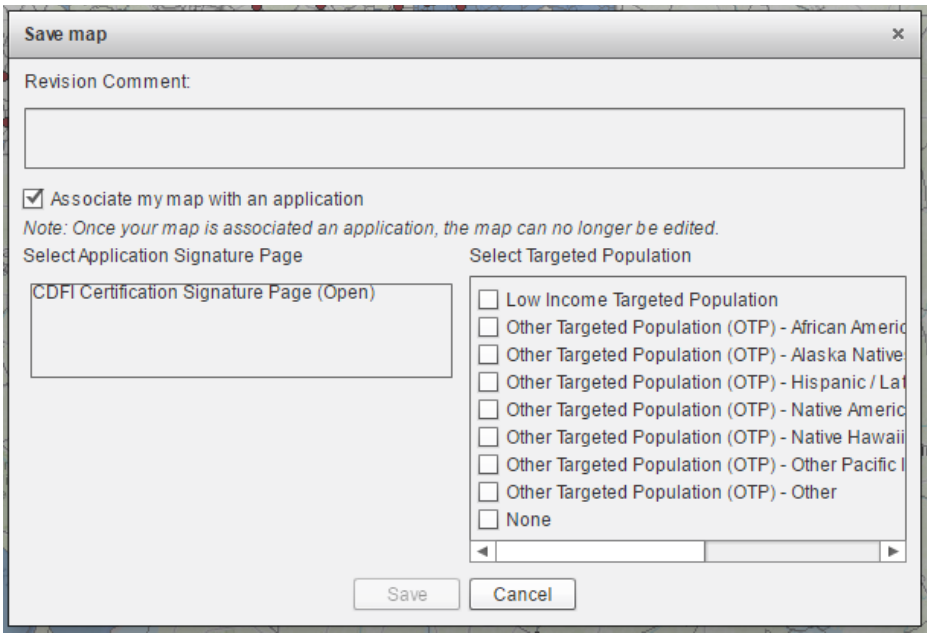
After printing your map, use your local email client (or other file transfer means) to send the map to a non-authenticated user.

4.16. Saving a map(s) for inclusion with a CDFI Certification Application or Request to Modify a Target Market using a CDFI Certification Signature Page

During the standard Map Save, you will be presented with the option to "Associate my map with an application," check this box and choose from a list of available signature pages and Target Populations. You must make a Revision Comment and select both a Signature page AND at least one option from the Targeted Population list in order to save your map. If you map represents an Investment Area instead of a Targeted Population, you must select "None" from the Targeted Population list.

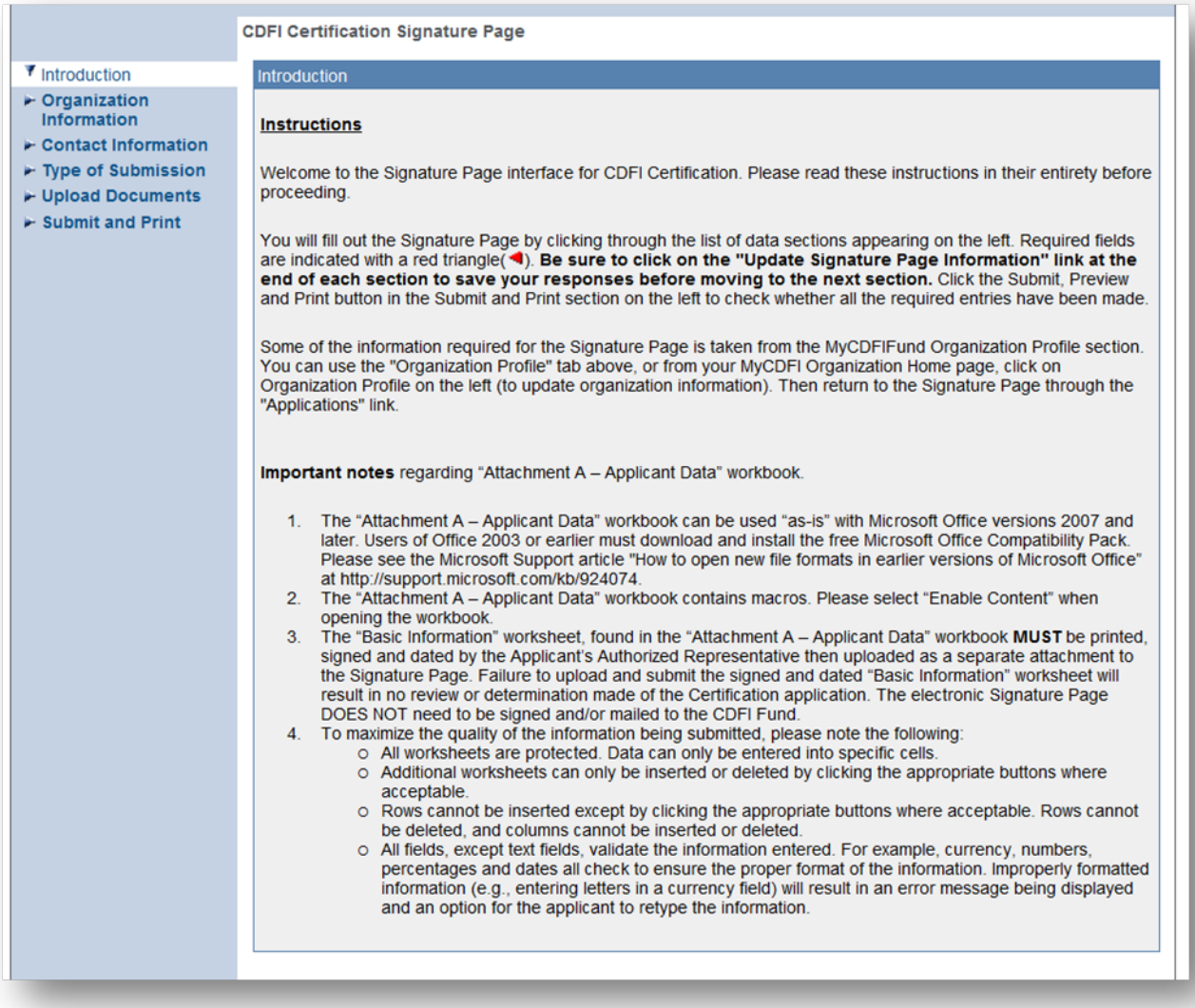
(Note: the criteria for CDFI Target Markets based on Investment Areas, Low-Income Targeted Populations, and Other Targeted Populations are summarized at Section 4 above.)

The screenshot below should be changed IF the correction has been made to the list of Targeted Populations (Other Targeted Population (OTP)).


Save map
Revision Comment:
Associate my map with an application
Note: Once your map is associated an application, the map can no longer be edited.
Select Application Signature Page
CDFI Certification Signature Page (Open)
Select Targeted Population
Low Income Targeted Population
Other Targeted Population (OTP) - African Americ
Other Targeted Population (OTP) - Alaska Native
Other Targeted Population (OTP) - Hispanic / La
Other Targeted Population (OTP) - Native Americ
Other Targeted Population (OTP) - Native Hawaii
Other Targeted Population (OTP) - Other Pacific I
Other Targeted Population (OTP) - Other
None
Save
Cancel

4.17. Submit a map(s) as part of a CDFI Certification Application or Request to Modify a Target Market using the CDFI Certification Signature Page

Log into myCDFIFund and follows the standard CDFI Certification Signature Page Instructions as illustrated in the graphic below:



5. Geocoding Transactions for Performance and Compliance Reporting with CIMS3 Tools

Using the Compliance tools in CIMS3 you will be able to geocode transactional data, obtain X,Y coordinates, adjust the location of data on the map, perform census tract overlays, and export the processed data.

You must be logged onto AMIS to gain access to the Compliance tools.

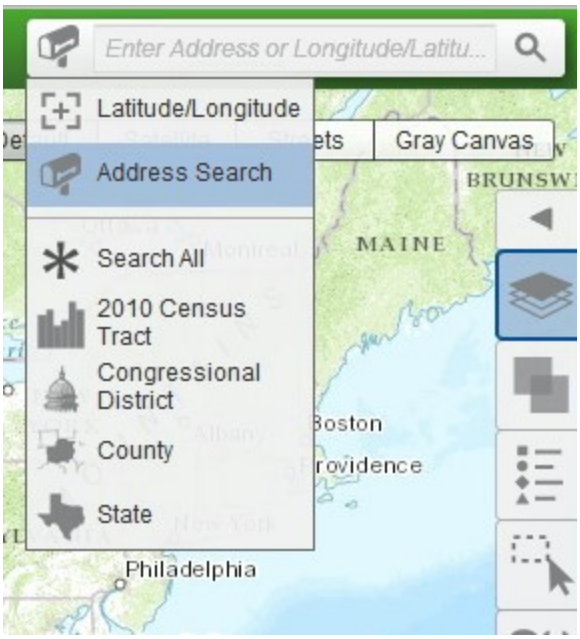
Before we continue with an explanation of how to submit addresses in the CIMS3 batch geocoding service, an explanation of the terms used in the geocoding tables produced by CIMS3 is needed. First of all, **Geocoding** is the process of transforming a description of a location—such as a pair of coordinates, an address, or a name of a place—to a location on the earth's surface. This is important in the compliance and certification process in that it allows you to determine if a set of addresses fall within qualified census tracts. When you geocode addresses, CIMS3 creates tables with several columns. The column headings are GC (for geo-coding) Score, GC_Type, GC_Address, and GC_Success. Under GC_Type, there are three possible results: postal, street address, and street name. These are explained below.

GC [Geo-coding]_Titles and Definitions:

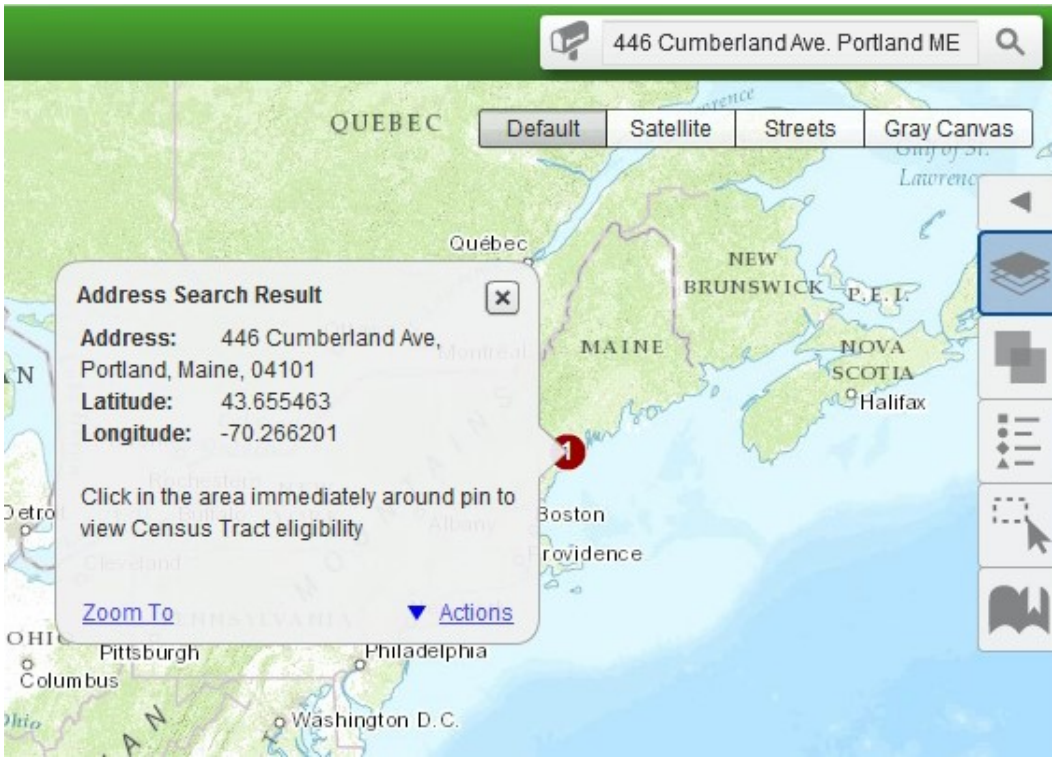
- **The GC_Score** determines how closely the uploaded address matches a candidate address within the geocoding service. This is scored on a scale of 0 – 100. The current decision-rule dictates that a score of less than 80 will be considered a fail (see GC_Success below).
- **GC_Type** – Refers to the level at which the address was geocoded:
    - **Postal** – This means the address was only able to be geocoded to the Zip Code level; this is not very accurate and will result in a fail;
    - **Street Address** – The address was geocoded to the street name **AND** number; this results in the most accurate geocode.
    - **Street Name** – The address was geocoded to only the street name and does not include an address number. This is still considered an accurate result and will in most cases result in a passing score.
- **GC_Address** – The returned geocoded address
- **GC_Success** shows if the geocoded address "Passes" or "Fails" – in order to Pass, a geocoded address must both 1) have a GC_Score of 80 or higher **and** 2) it must be based on either a GC_Type of "StreetAddress" or "StreetName". Pass/Fail is represented by one's and zero's in this column where **1 = Pass, 0 = Fail**.

5.1. Geocode a Set of Addresses

CIMS3 provides an easy way to locate a single address (or tract, Congressional District, etc). There is a locator search window at the top right as you open the program. After pulling down this menu (shown in the figure below), a user can type in an address and hit return.

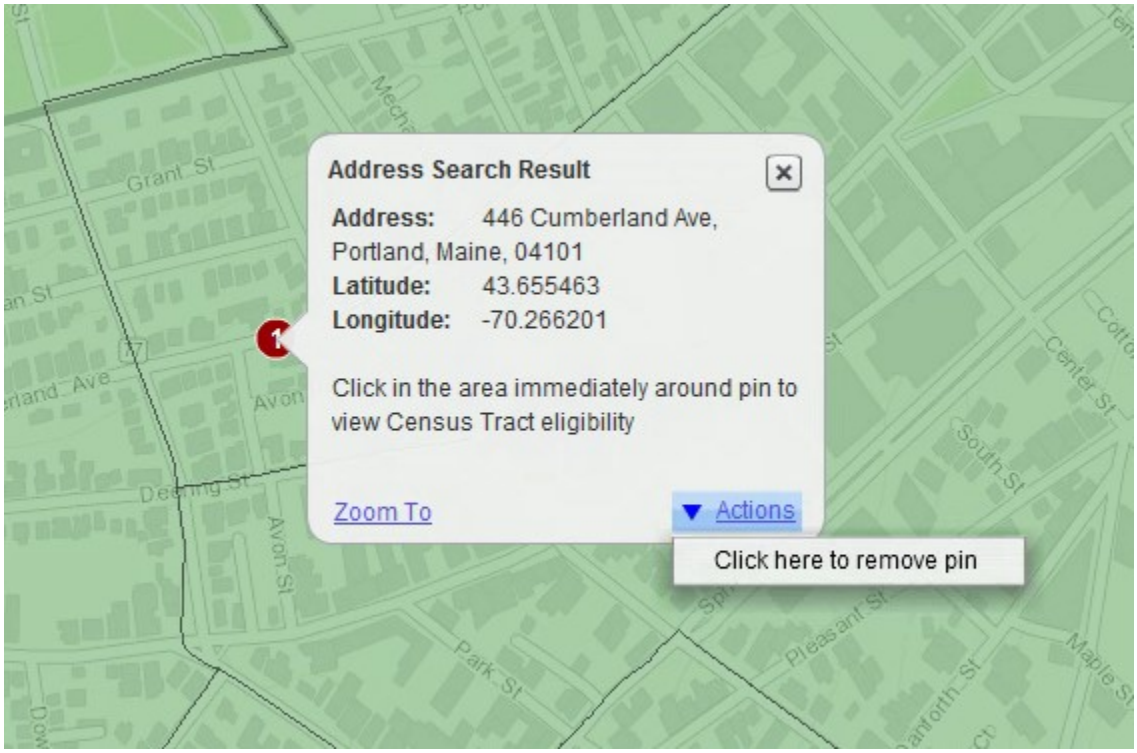


The results in CIMS3 are shown below. The user is provided basic information on this address and given the option to "zoom to" that the user should click.



This yields a map of this specific address which will show a map of the area with streets, buildings, and other relevant geographic and program as shown in the following figure. To remove the address pin from

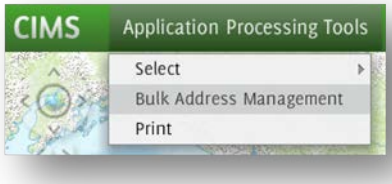
the map select the “Actions” button provided in the info window and choose the “Click Here to Remove Pin” action.



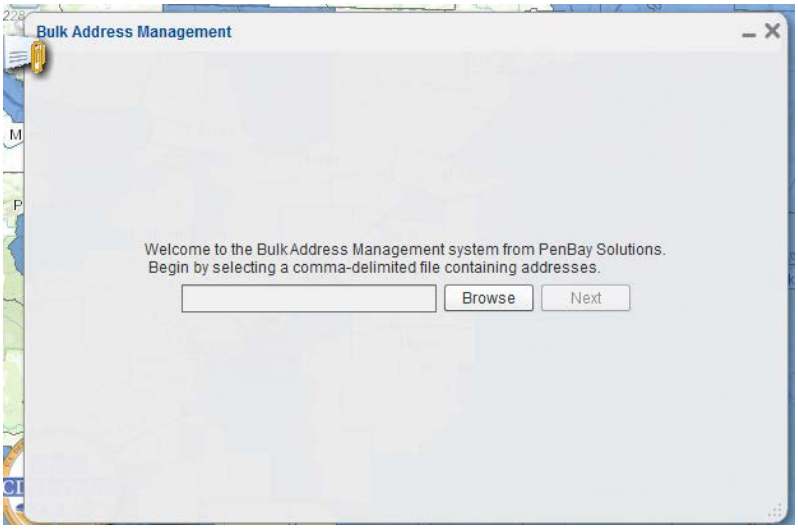
This look up tool can provide the location of a single address (or other attribute) at a time. It is useful for CIMS3 users to locate individual properties for prospective loans, especially if it is critical that these future investments must be located in CDFI, BEA, or NMTC eligible areas. To conduct a similar analysis for multiple locations, however, the bulk address management tool of CIMS3 must be used. Batch address geocoding begins outside of and independently of the CIMS3 mapping program. The user is required to assemble an address file, typically in Excel, where the house number, street name, city name, zip code, and state are provided. This address file then has to be saved or converted to a comma separated value (CSV) file that CIMS3 can read and import (see Section 5.1.1 below).

To use this tool, the user follows these steps:

Open the *Bulk Address Management* utility by selecting it from the “Application Processing Tools” dropdown menu:

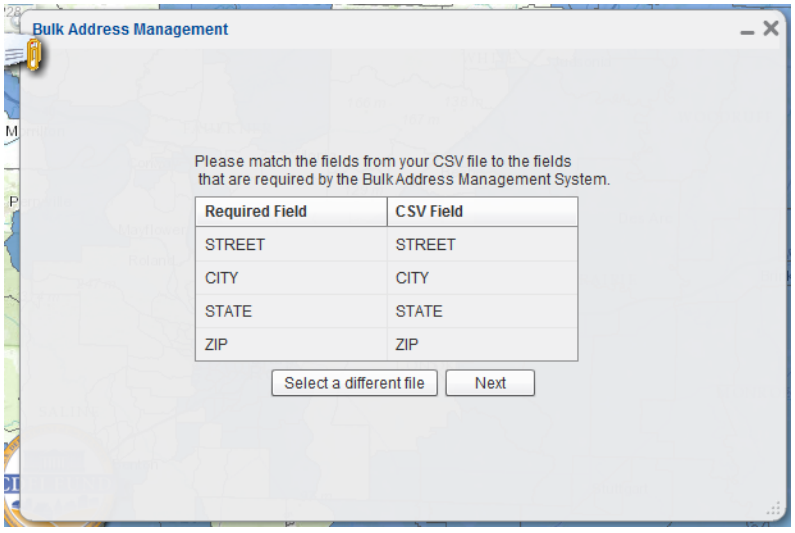


The system presents a dialog that allows you to upload a Comma Separated Values (CSV) delimited file.



Click the “Browse” button and find a CSV file containing addresses. Then click the “Upload” button. (See section 5.1.1 for more information about managing CSV data)

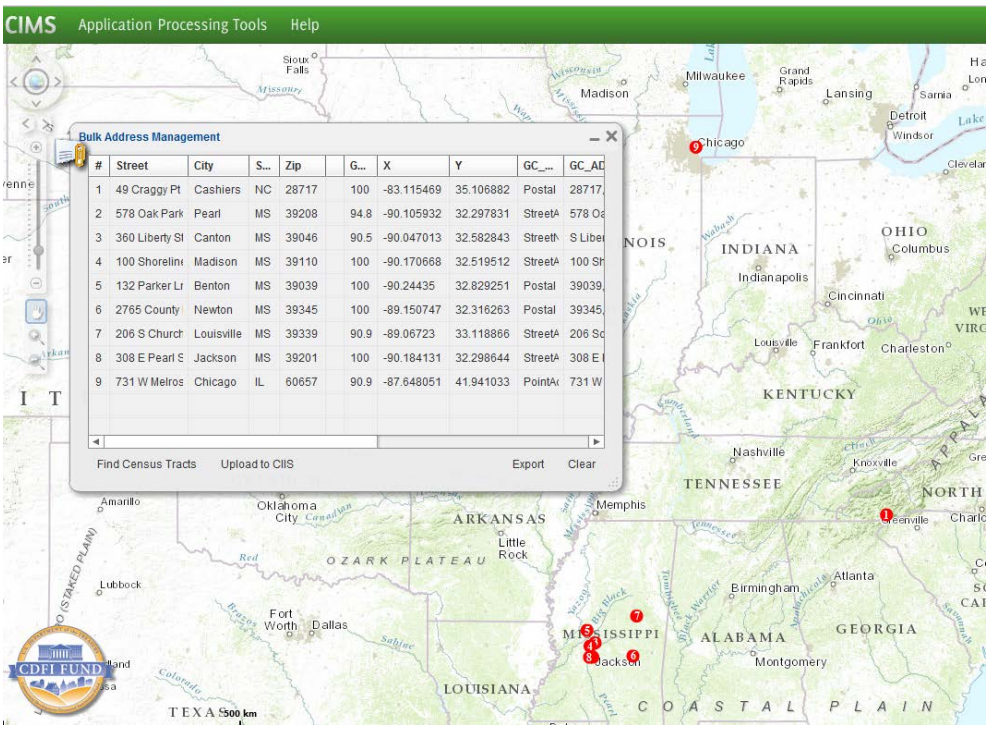
The system presents a window asking you to select what columns from the uploaded file you would like to use:



Note: Default settings should be “STREET, CITY, STATE, ZIP”

Click Next.

A table of the addresses that were uploaded will appear in the Bulk Address Management tool. The map should display points on the map where these addresses are located and zoom to show all geocoded addresses.



If the *Bulk Address Management* utility encounters an error in the CSV file such that the Street Address cannot be located within the City or Zip Code that is provided, the utility will default to using the Zip Code to geocode the entry. If an entry contains an incorrect City or Zip Code, the utility will use the Street Address to geocode the entry.

5.1.1. Managing CSV Address Data

As mentioned in the above section, the Bulk Address Management tool works with sets of addresses stored in CSV files. In order for this tool to function properly these CSV files need to follow a set of standards to ensure accurate geocoding results. The Bulk Address Management tool uses four primary data points to geocode with – **Street Address, City Name, State Name,** and **Postal Zip Code**. Each address that you are attempting to geocode should contain information for each of these data points to the best of your ability.

When setting up a CSV file to be geocoded you should have columns for each of the four data points listed above. Your CSV can contain more information/columns if you would like, but these are the only columns that will be used to geocode the addresses. Below is an example of a CSV file ready for geocoding. The relevant columns are highlighted in the red box (see second graphic for close up of highlighted area):

Organization Name	Project Address	Project State	113th Cong District	Purpose Long	BusinessDescription	Designated NativeAmerican	ProjectStreetAddressLine1	ProjectCity	ProjectState	ProjectZipCode5
Alaska Growth Capital BIDCO, Inc.	100 Main Street, Unalakleet, AK, 99684	AK	AK00	Business Finance	Alaska Na	YES	100 Main Street	Unalakleet	AK	99684
Alaska Growth Capital BIDCO, Inc.	13707 E. 1st St., Talkeetna, AK, 99676	AK	AK00	Business Finance	Lodge	NO	13707 E. 1st St.	Talkeetna	AK	99676
Alaska Growth Capital BIDCO, Inc.	1550 Gambell Street, Anchorage, AK, 99501	AK	AK00	Business Finance	Body Shop	NO	1550 Gambell Street	Anchorage	AK	99501
Alaska Growth Capital BIDCO, Inc.	1550 Gambell Street, Anchorage, AK, 99501	AK	AK00	Business Finance	Body Shop	NO	1550 Gambell Street	Anchorage	AK	99501
Alaska Growth Capital BIDCO, Inc.	16 C Street, Tyonek, AK, 99682	AK	AK00	Business Finance	Alaska Na	YES	16 C Street	Tyonek	AK	99682
HEDC New Markets, Inc	161 Klevin St, Anchorage, AK, 99508	AK	AK00	Real Estate – Constructi	Office for	YES	161 Klevin St	Anchorage	AK	99508
HEDC New Markets, Inc	161 Klevin St, Anchorage, AK, 99508	AK	AK00	Real Estate – Constructi	Office for	YES	161 Klevin St	Anchorage	AK	99508
HEDC New Markets, Inc	161 Klevin St, Anchorage, AK, 99508	AK	AK00	Real Estate – Constructi	Office for	YES	161 Klevin St	Anchorage	AK	99508
Alaska Growth Capital BIDCO, Inc.	1700 Post Road, Anchorage, AK, 99501	AK	AK00	Business Finance	Contracto	NO	1700 Post Road	Anchorage	AK	99501
Travois New Markets, LLC	2 Mile Campion Road, Galena, AK, 99741	AK	AK00	Real Estate – Constructi	Assisted L	YES	2 Mile Campion Road	Galena	AK	99741

Highlighted Columns

ProjectStreetAddressLine1	ProjectCity	ProjectState	ProjectZip Code5
100 Main Street	Unalakleet	AK	99684
13707 E. 1st St.	Talkeetna	AK	99676
1550 Gambell Street	Anchorage	AK	99501
1550 Gambell Street	Anchorage	AK	99501
16 C Street	Tyonek	AK	99682
161 Klevin St	Anchorage	AK	99508
161 Klevin St	Anchorage	AK	99508
161 Klevin St	Anchorage	AK	99508
1700 Post Road	Anchorage	AK	99501
2 Mile Campion Road	Galena	AK	99741

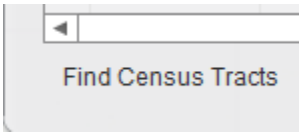
The accuracy of a match returned by a search depends on the amount and quality of information submitted. The location of the match can vary from a highly precise point address to a more general postal code centroid. Providing high quality and complete information in a geocoding request can significantly improve the match quality. That being said, it is important to note that even if the address data a user submits for geocoding is accurate, geocoding is ultimately dependent upon numerous national data bases and, as such, is at best an imperfect art. A match rate in geocoding of 90%-92% is very good leaving almost certainly 5% to 10% of the addresses submitted that cannot be geocoded. For those addresses that cannot be geocoded successfully in CIMS3 at the address level, the Fund will accept the use of one of two alternatives. First, the user can collect and submit the x and y coordinates for these locations and secondly, users are permitted to geocode addresses to the zip code level and submit the centroids of these zip codes.

For example, if you search for an address such as **100 Main St Springfield**, several matches will be returned, because there are many cities in the United States named Springfield that contain a street named Main St. In this case, an accurate result would be obtained by including state or postal code information in the request. Also, it is important to note that the geocoder does not and cannot recognize addresses that, to the human observer, are obviously incorrect. The geocoder service will return the best possible result based on the address information provided. The more accurate your geocode match is, the higher your GC_SCORE (Geocode Score) will be. Refer to the beginning of section 5 of this document for more information on the GC_SCORE and GC_TYPE results and what they mean. Below is an example of what a CSV with insufficient information looks like that would return inaccurate results when run through the Bulk Address Management tool:

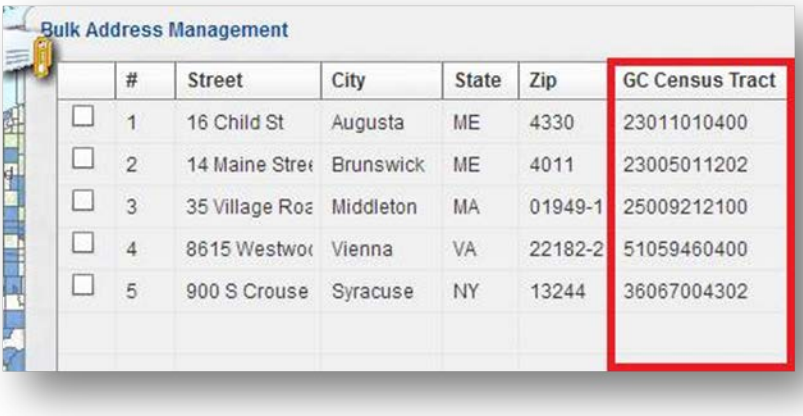
ProjectStreetAddressLine1	ProjectCity	ProjectState	ProjectZipCode5
Rural AK - No Street Address	Akiachak	AK	99551
Rural AK - No Street Address	Tununak	AK	99681
! X Street	Koyuk	AK	99771
! X Street	Koyuk	AK	99771
1 State Road 10	Bethel	AK	99509

5.2. Refine map coordinate associated with a geocoded address

With the Bulk Address Management window still open from the previous step, click the "Find Census Tracts" button in the bottom left corner.



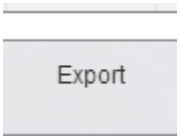
When the process completes, the Bulk Address Management window should now provide you with a Geocoded (GC) Census Tract shown in the table below for each address in the table.



Note: You may have to adjust the width of the columns in the Bulk Address management window to see the census tract numbers in their entirety.

5.3. Export map coordinate information associated with a set of geocoded addresses

With the Bulk Address Management window still open from the previous step, choose the "Export" action:



The system will present you with a save dialogue allowing you to name the file and save to your local disk.

For CDFIs and CDEs reporting in CIIS - use the information in the exported .csv file to provide FIPS Codes and x, y coordinates for upload into CIIS using the TLR upload.
Note: You must manually add the ".csv" extension to your file name when exporting in order to open the file with Microsoft Excel when finished.

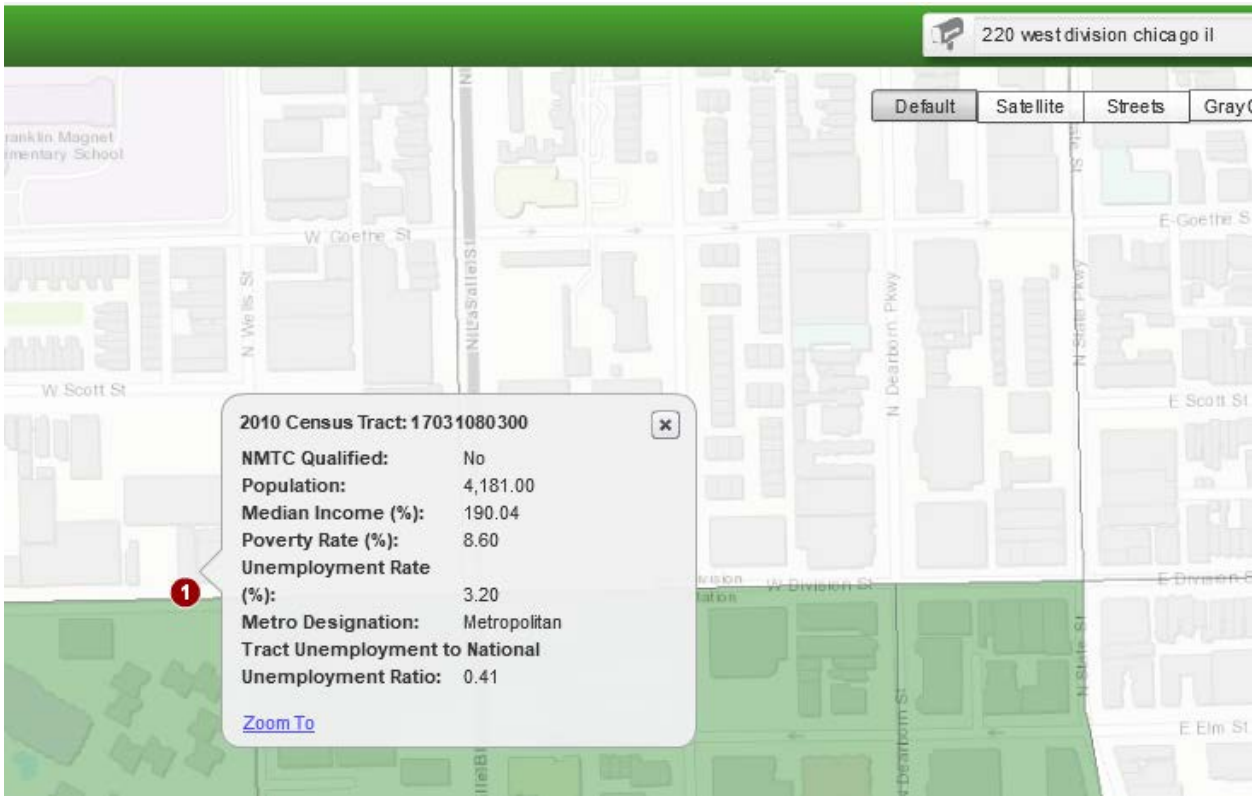
Users should be aware that all geocoding systems (including those available from other federal agencies), while highly accurate in providing estimates of the x and y coordinates of addresses, are subject to some minimal level of error. There are many reasons why any geocoder returns inaccurate results or is unable to recognize errors in a set of addresses submitted for geocoding, but these instances do infrequently occur. Users are advised to carefully examine the results of address sets submitted for geocoding to CIMS3 for accuracy. Any perceived errors or discrepancies should be noted and documented (screen shots, if pertinent, are recommended) and this documentation should be readily available if requested by the CDFI Fund for compliance, certification, or other business purposes.

5.4. Location of NMTC projects

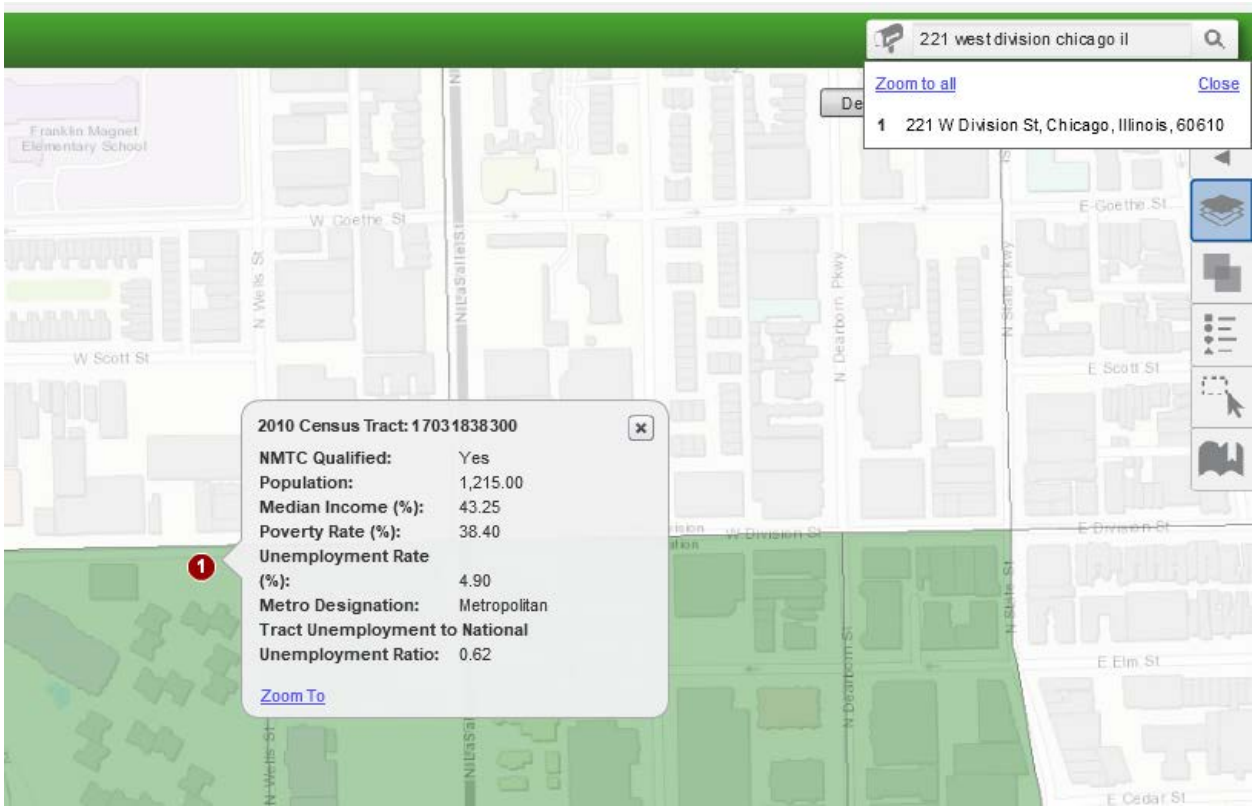
It is important, in the NMTC program, to assure that the location of a possible project is located entirely in an eligible NMTC census tract. The boundaries of census tracts, especially in urban areas, run down the middle of streets between tracts. In other words, as in the example used here, a possible project on one side of the street will be located in an NMTC eligible tract while a location on the other side of the street would be in an ineligible area.

Users can do this by first prompting CIMS3 using the NMTC tab and, using the Control Layer Visibility, making sure that the 2010 Census Tract tab is checked off so that NMTC eligible census tracts are highlighted in green.

To assure that a specific location is eligible for NMTC, users should search for a location (Sec 3.6.1). In the example here, the address is 220 West Division Street in Chicago—a location on the north side of the street. Zoom into that location as shown in this example and click on any area in the census tract close to the location. This opens an information box that shows the basic information on this tract: its FIPS code, whether it is NMTC qualified, and demographic information. In this example, this specific location is not NMTC eligible.



If, however, the user enters an address on the other side of street, in this case 221 West Division Street, again using the address locator, the results for NMTC eligibility will be different.

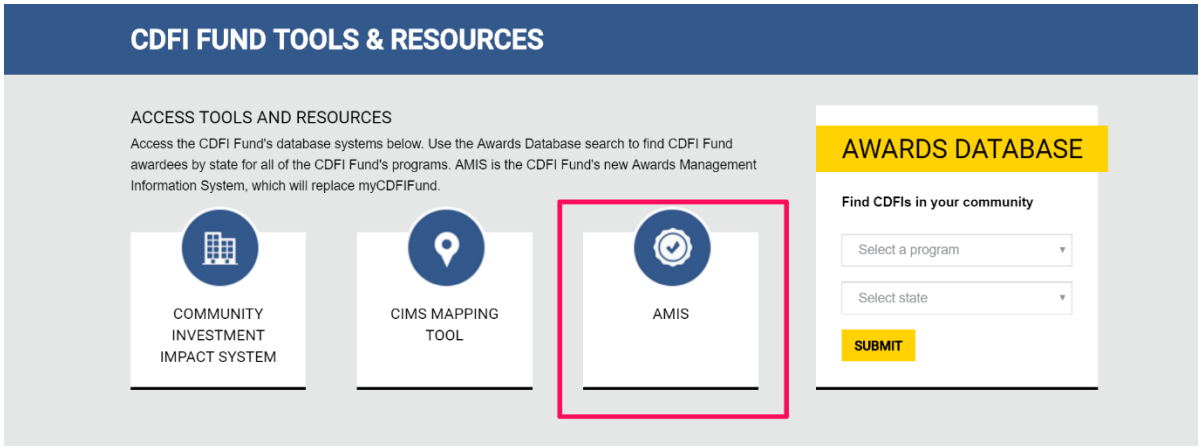


Again, as before, click on an area of the census tract close to this address. This reveals an information box that shows, in this example, that just across the street, because this address is in a different census tract, the FIPS code is different, as is all the information, and importantly, this location is in an area which is NMTC eligible.

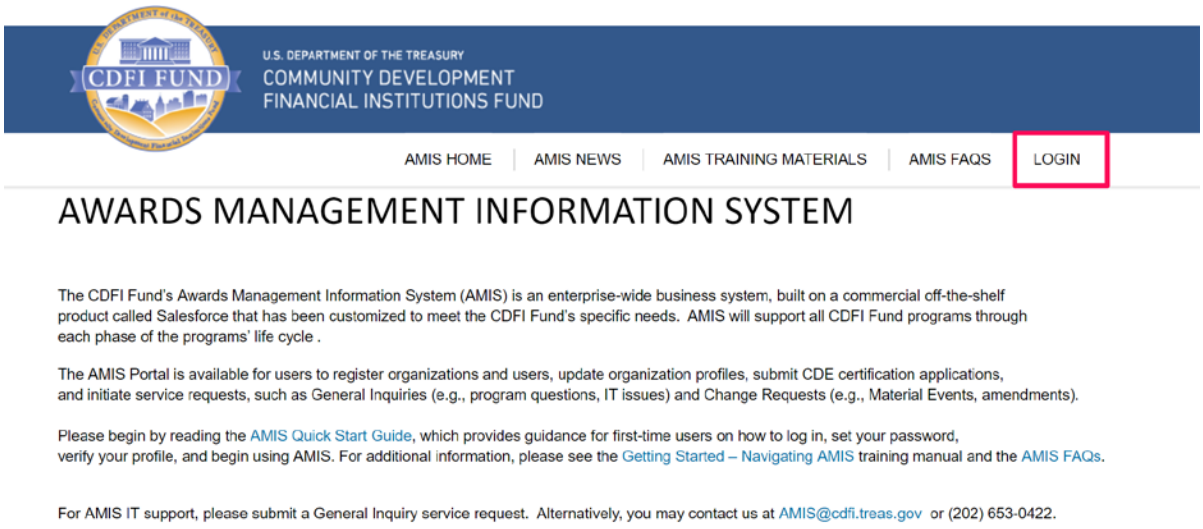
6. CDFI Certification: Target Market Maps

In order to create Target Market Maps in the CDFI Certification applications you must first login to the CIMS3 mapping system through the AMIS interface.

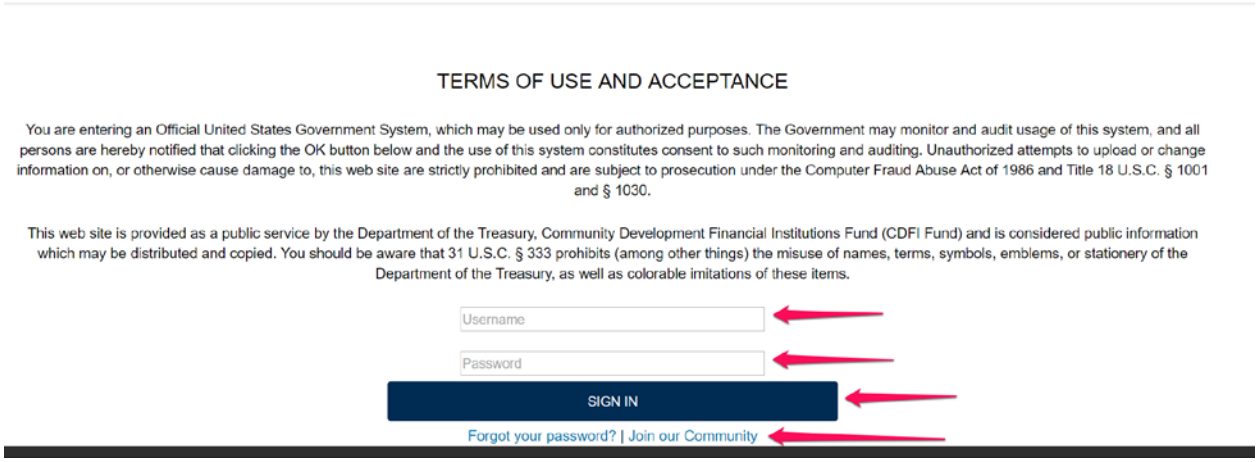
To login to the Application Processing instances of CIMS3 first navigate to the CDFI web page at http://www.cdfifund.gov/ and select the "AMIS" link at the bottom of the web page (highlighted by the red box in the screenshot below).



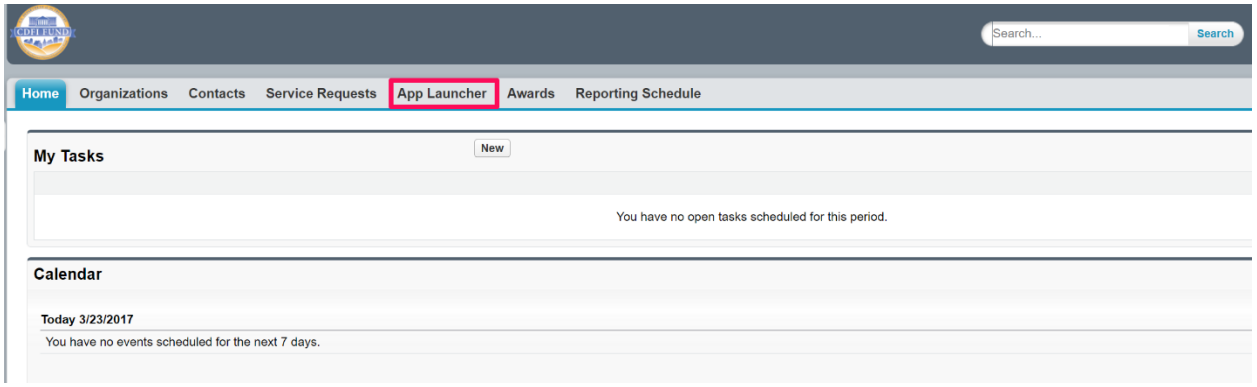
Next, click the "Login" button in the top righ corner of the screen



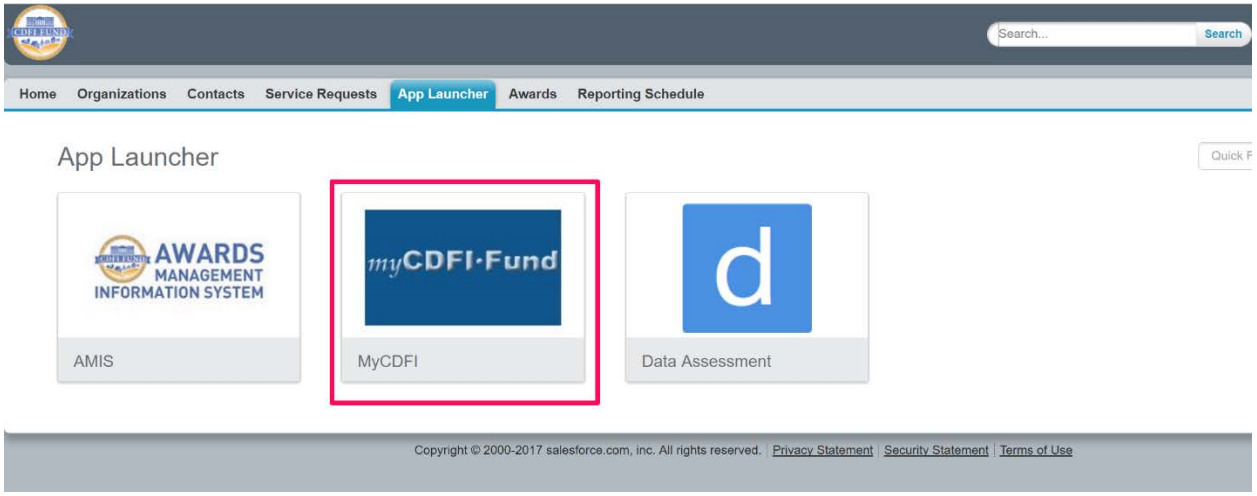
If you already have an AMIS account, enter your username and password and click the "Sign In" button. If you do not have a AMIS account, click the "Join our Community" link under the "Sign In" Button and follow the instructions for creating a new account



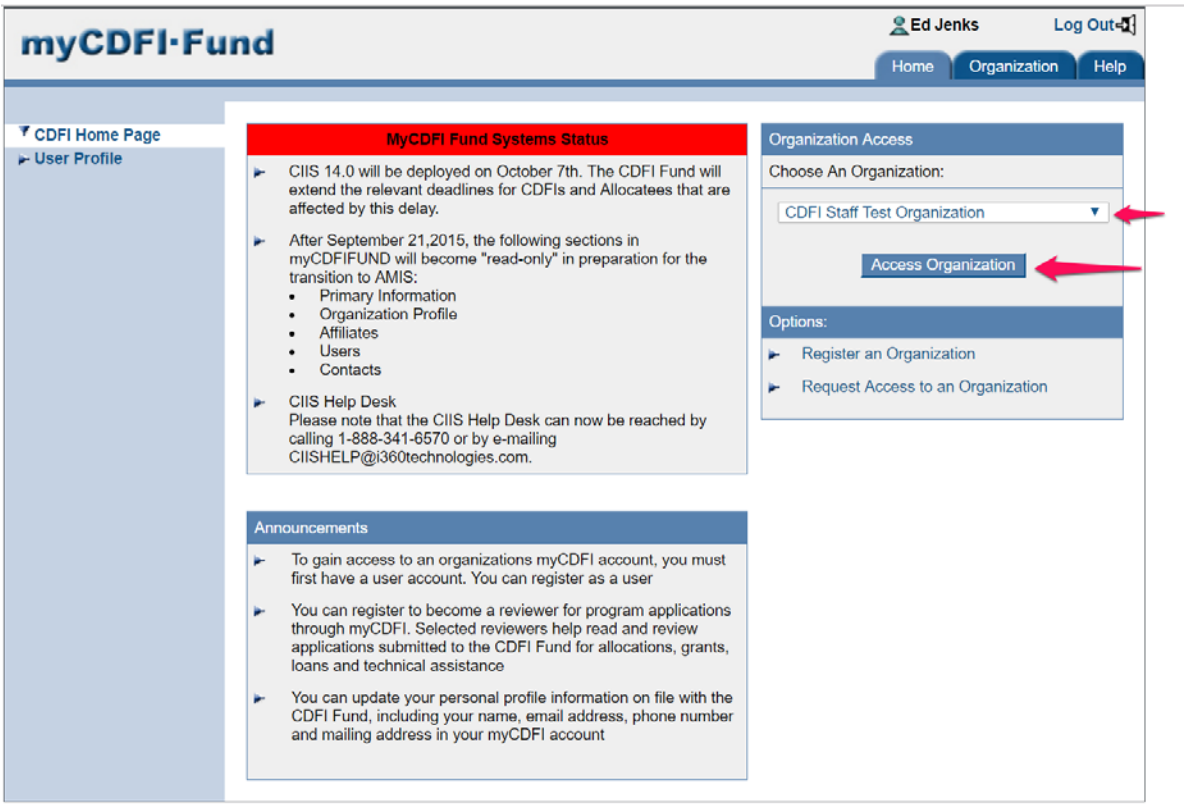
Once you have logged in to the AMIS system, locate the "App Launcher" link in the top tool bar



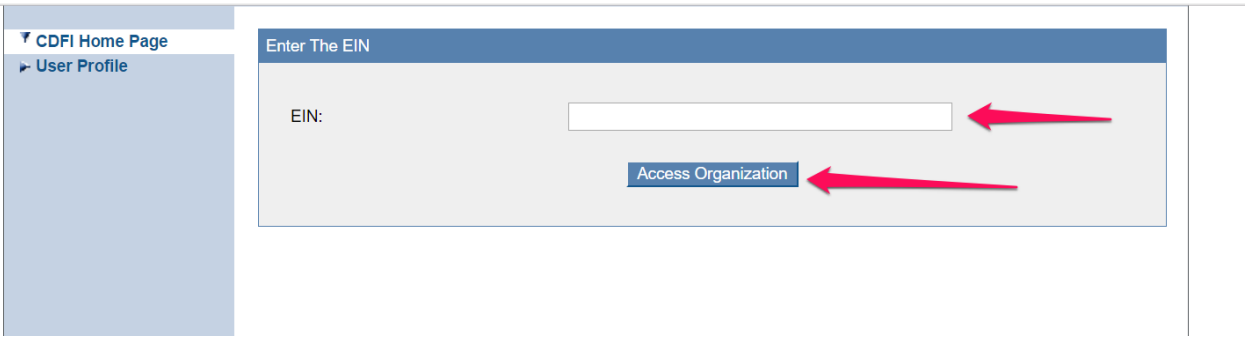
This will take you to a page that allows you to launch apps from the AMIS interface – select the "MyCDFI" app located here. Please note that myCDFI is a legacy system and is subject to change.



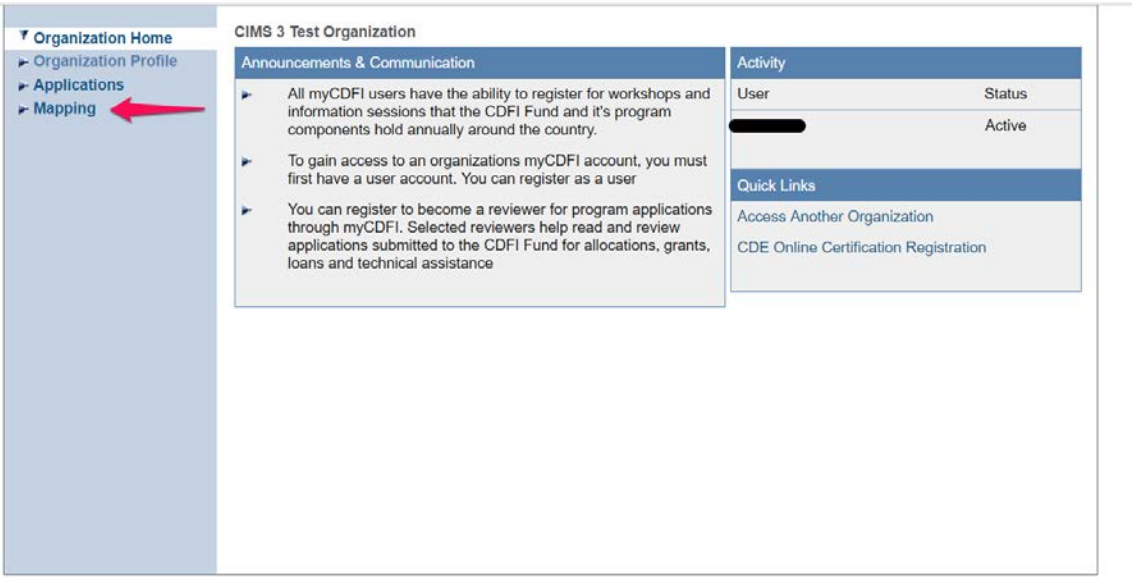
This will launch the MyCDFI application – choose your organization from the drop down menu and click the "Access Organization" button



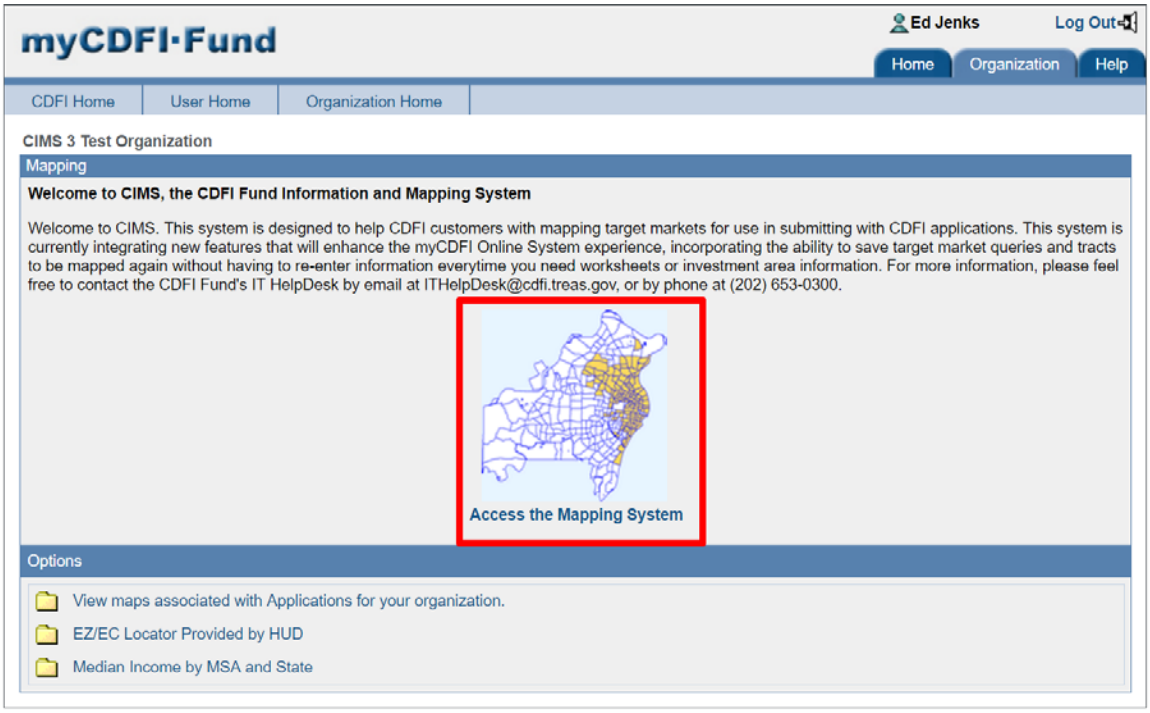
Enter your EIN number and click the “Access Organization” button



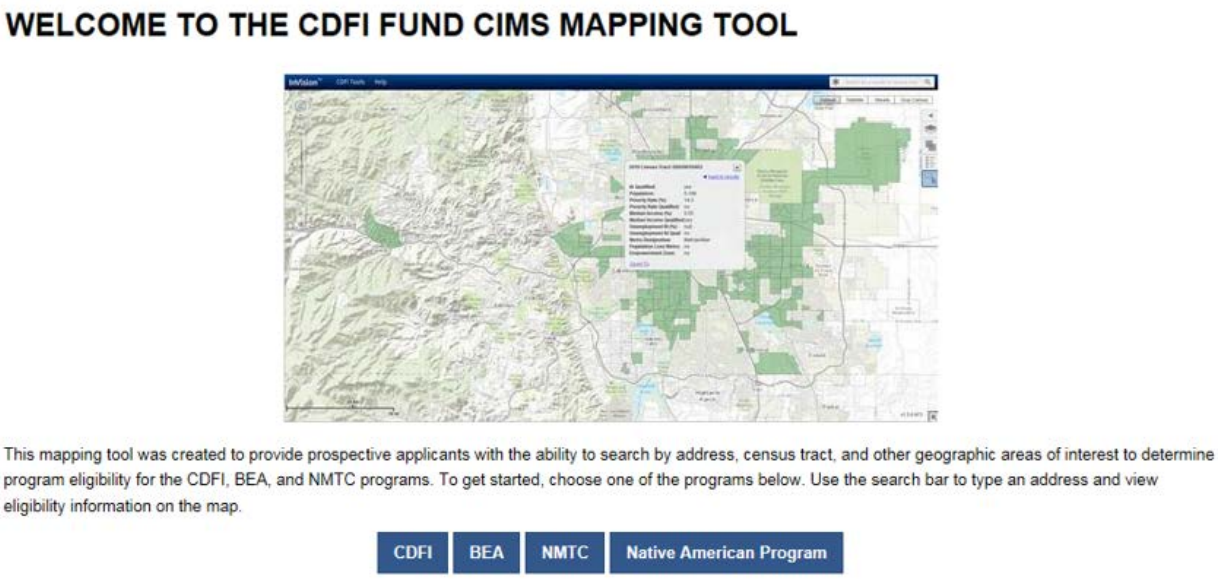
This will take you to your organization home page where you will be able to launch the CIMS3 mapping systems application processing apps by clicking on the “Mapping” Tab in the side bar menu



Then click the “Access Mapping System” button on the following page



This will bring you to the CIMS3 Application Proccessing map launching page

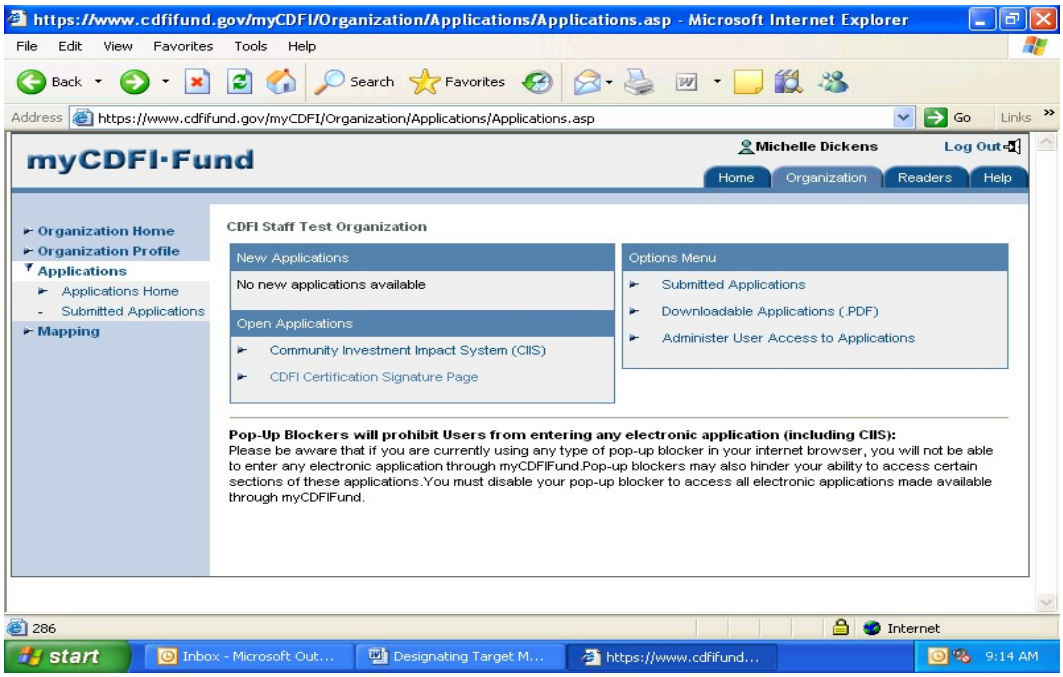


6.1. Create/Log-In CDFI Certification Signature Page

- *In order to submit Target Market maps with a CDFI Certification Application or Request to Modify a Target Market, an organization must first open a CDFI Certification Signature Page.*

- *Do not submit the CDFI Certification Signature Page before you have finished creating and associating your Target Market maps to the CDFI Certification Signature Page.*

1. From the Organization Home Page in your myCDFIFund account, create a new CDFI Certification Signature page or log into and view your organizations existing open CDFI Certification Signature Page by clicking on the “CDFI Certification Signature Page” link from the “Applications” link, as depicted below.



2. The **CDFI Certification Signature Page** link will take you to an instruction page for the CDFI Certification Signature Page interface.
3. **Before** completing/submitting the CDFI Certification Signature Page, return to CIMS3 to create/edit/save maps and associate them with the CDFI Certification Signature Page.

4. To complete the CDFI Certification Signature Page, you will need to complete each of the applicable sections, which are:
    a. Organization Information
    b. Contact Information
    c. Submission Type
        i. CDFI Certification Application
        ii. CDFI Target Market Modification (certified CDFIs only)
    d. Upload Documents
    e. Submit and Print

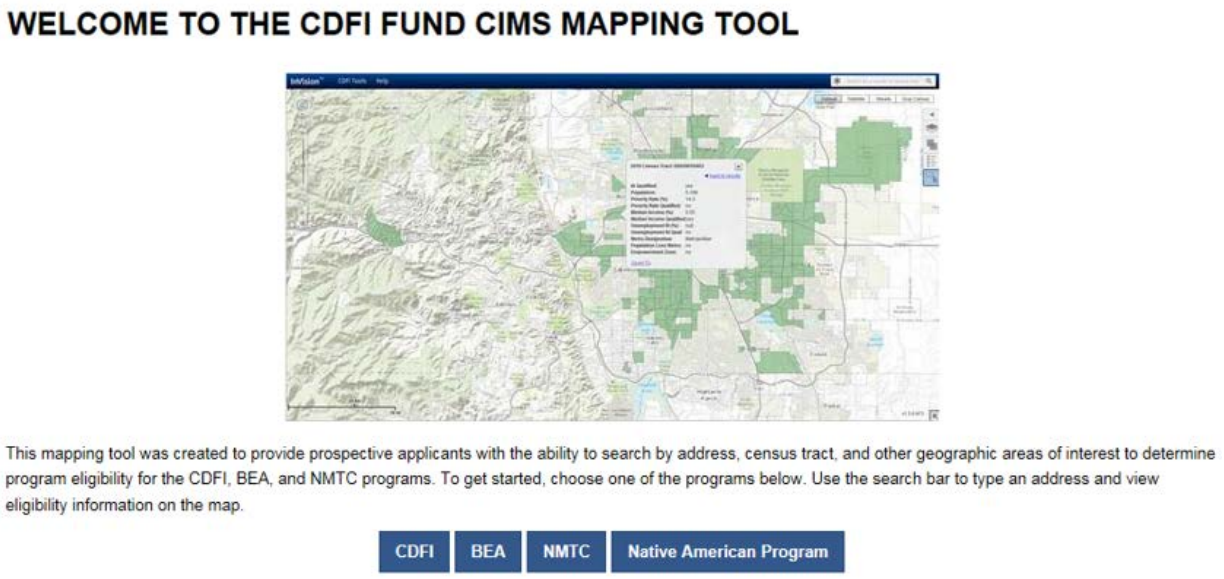
6.2. Types of Target Market Maps including Contiguity and Non-contiguity

- Investment Area (IA) Maps – there are two kinds of IA Maps:
    - Contiguous Census Tract/County – Contiguous Census Tract/County IA Maps are groups of one or more contiguous census tracts or counties/parishes that collectively meet the IA eligibility criteria.
        - Only one group of contiguous census tract or counties/parishes per map;
        - Only census tract or county/parish units are selected;
        - Do not mix census tracts and counties/parishes in the same map;
        - May include both individually eligible and non-eligible units;
        - Must be validated by the mapping system;
        - The contiguous set of units may span county and state boundaries;
    - Non-contiguous Census Tract – Non-contiguous Census Tract IA Maps represent all of the individually eligible census tracts within groups of one or more contiguous counties/parishes or states.
        - Only one group of contiguous counties/parishes or states per map;
        - Only county/parish or state units are selected;
        - Do not mix counties and states in the same map;
        - Maps only represent individually eligible census tracts;
        - Maps are not validated by the mapping system.
- Targeted Population (TP) Maps
    - Targeted Population Maps are groups of one or more contiguous counties/parishes or states;
    - Only one groups of contiguous counties/parishes per map;
    - Only county/parish or state units are selected;
    - Do not mix counties and states in the same map;
    - TP Maps may represent all types of Targeted Populations:
        - Low Income Targeted Population
        - Other Targeted Population
    - Multiple TPs that share the same geography may be represented in a single map;
    - Maps are not validated by the mapping system.

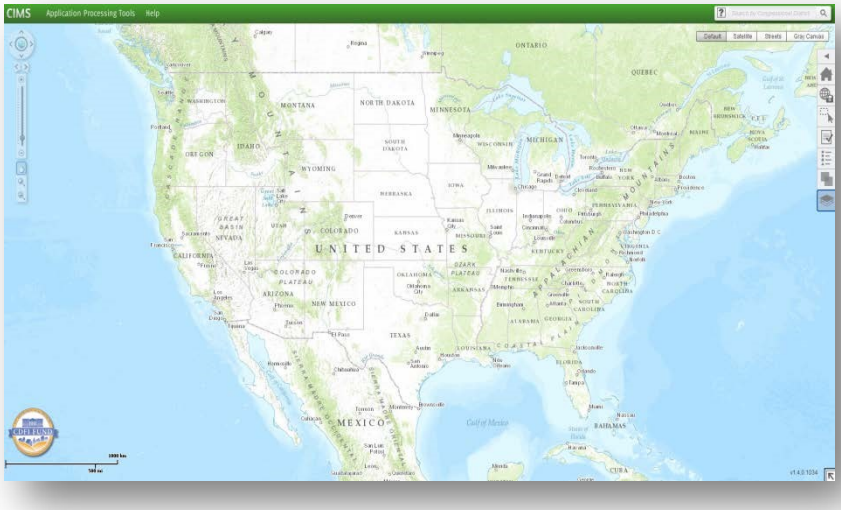
6.3. Creating Target Market Maps in CIMS3

6.3.1. From the screen with the "Welcome to CIMS, the CDFI Fund Information and Mapping System" banner…

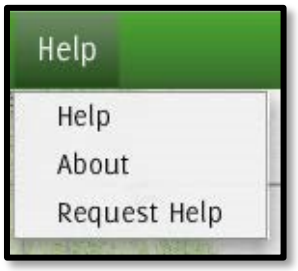
Click on the **"CIMS"** button. You will be taken to the following page.



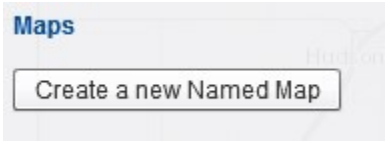
Select "CDFI Maps" from the Program Selection page. The system will load the CIMS3 web mapping application which should look like the screenshot below.



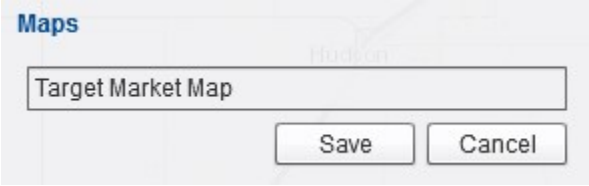
From the map, you can perform a variety of basic map navigation and search functions. For help on how to perform any of these functions, click on the application help in CIMS3 itself as shown here, or you may browse directly to the help by going to https://www.cims.cdfifund.gov/preparation/help/.



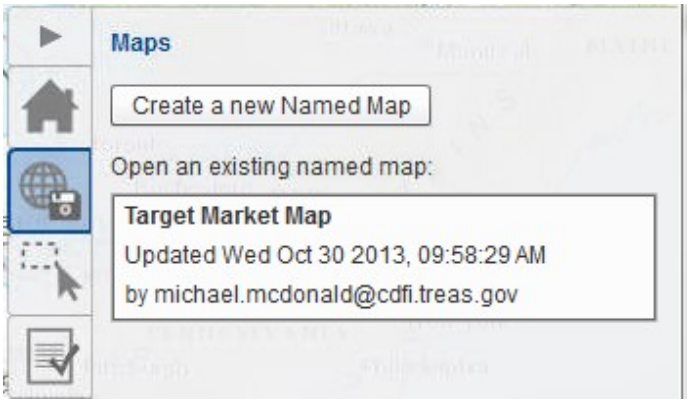
To create a new map begin browsing to “Maps” tab and clicking “Create a new Named Map”, as shown below.



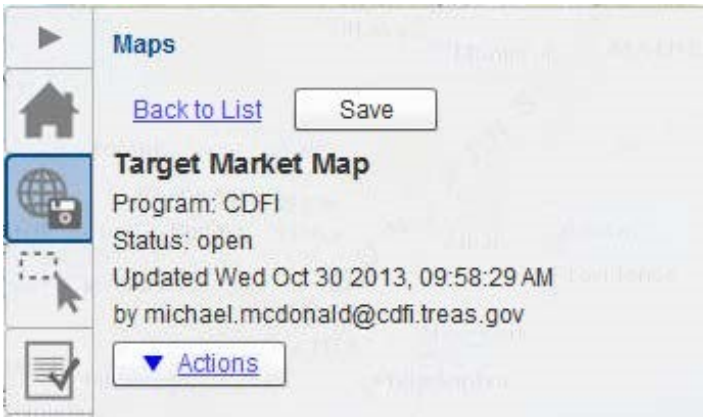
You may provide an identifying name for your map, then click “Save”.



Next, open the map by single-clicking on the map name in the list of maps.

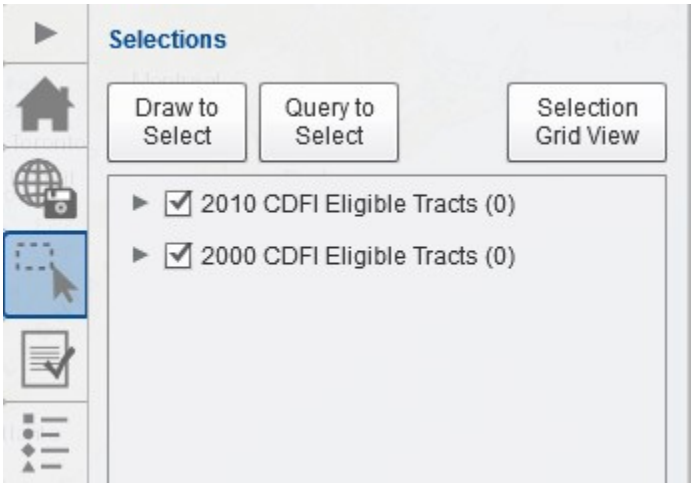


The map will open and you will see summary information about the map.



Please note that you may save your map at any time by clicking the "Save" button shown above.

To create a Target Market map, open the "Selections" tab in the menu on the right hand side of the screen. Please note that the unit of geography illustrated below is a census tract. However, counties and states may also be selected. For example, in the case of census tracts the following will appear:



Please take note that two types of Census Tracts are available for selection; "2010 CDFI Eligible Tracts" and "2000 CDFI Eligible Tracts".

Whether you are creating maps for a new CDFI Certification Application, a CDFI Recertification Application, or modifying your existing certified Target Market, in all cases you must use the **"2010 CDFI Eligible Tracts"** option.

Do not create maps with the "CDFI Program Target Markets – 2000 Data" option.

There are two methods of selecting tracts; "Draw to Select" and "Query to Select".

6.3.2. Draw to Select

Click the "Draw to Select" button in the Selections tab. The system will display a window titled "Draw to Select". Please note that other options such as counties and states may also appear in addition to census tracts.

In the "Draw to Select" window, select a drawing tool (e.g., the "Rectangle" and click and drag to create a selection area around the desired area. When you release the mouse, you'll notice that the features will be highlighted, indicating that they've been selected.

6.3.3. Query to Select

In the "Selections" tab, in the menu on the right hand side of the screen and select the "Query to Select" option. The following window will appear:

Select "2010 CDFI Eligible Tract" from the drop-down and specify your selection criteria using the field names provided.

There are two other modes of selection: "Add" which will add to an existing selection, and "Subtract" which will remove from an existing selection, based upon the criteria provided.

Please note that the default selection method is "Replace", which will create a new selection set each time you click the "Replace Current Selection" button.

Validating Contiguity of Census Tracts

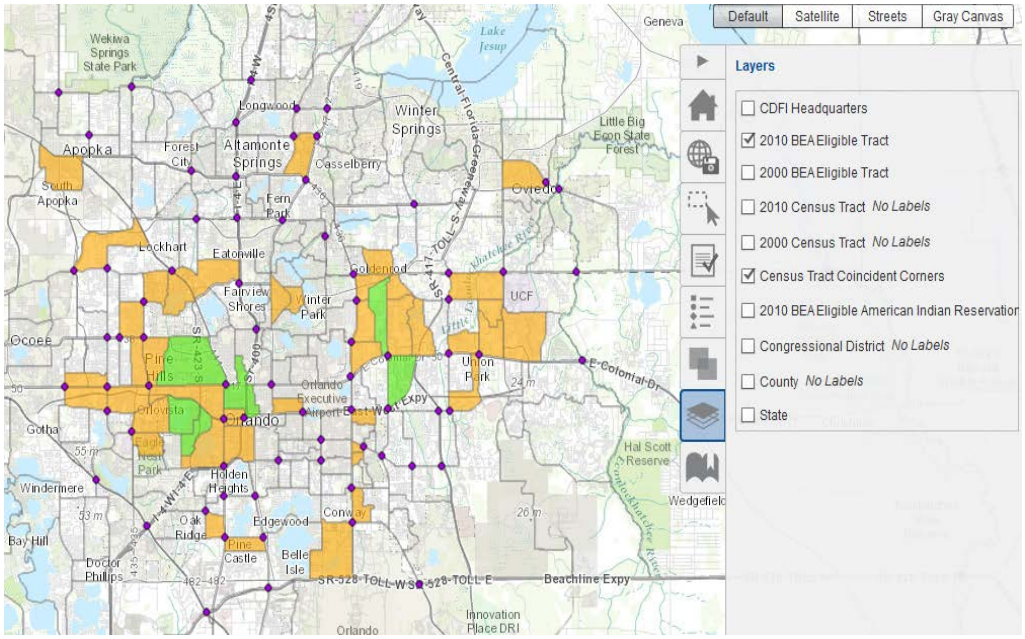
Once you have created a Target Market selection set, you can validate your selection set against CDFI program eligibility rules by clicking the "Actions" menu next to "2010 CDFI Eligible Tract" and selecting "Validate Target Market" as shown here. Wait a few seconds for the process to complete, then click on

the “Analysis” tab to view the results of the analysis. For maps with hundreds or thousands of units, the process could take several minutes.

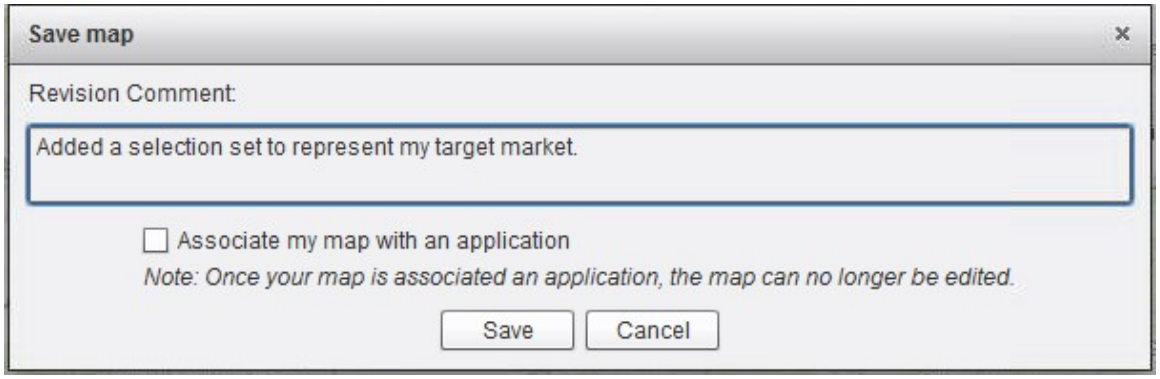
The qualification calculation service will return an Analysis Result containing summary (text) information.

Sample “Qualified” Analysis Result	Sample Non-Qualified Analysis Result
Analysis • *More than 85% of the population is in qualified tracts.* • *The tracts are contiguous.* *Qualified*	**Analysis** • **At least 15% of the population is in unqualified tracts.** • *The tracts are contiguous.* **Not Qualified**

Census Tracts are contiguous if they share at least one point *or* if they meet at a corner. However, native ArcGIS software is not able to recognize Census Tracts that *only* touch at corners as being contiguous. In order to work around this a layer has been added that will display points on the map where census tracts touch at a corner. By turning on the **Census Tract Coincident Corners** layer, you are able to manually inspect your selection set and determine if it is in fact contiguous as defined by the CDFI Fund.



You can continue to use the Selection tools to change your Target Market map. When you have finished, you should click the “Save” button in the “Maps” tab. When you do, you will be prompted to provide a Revision Comment indicating the changes you made.

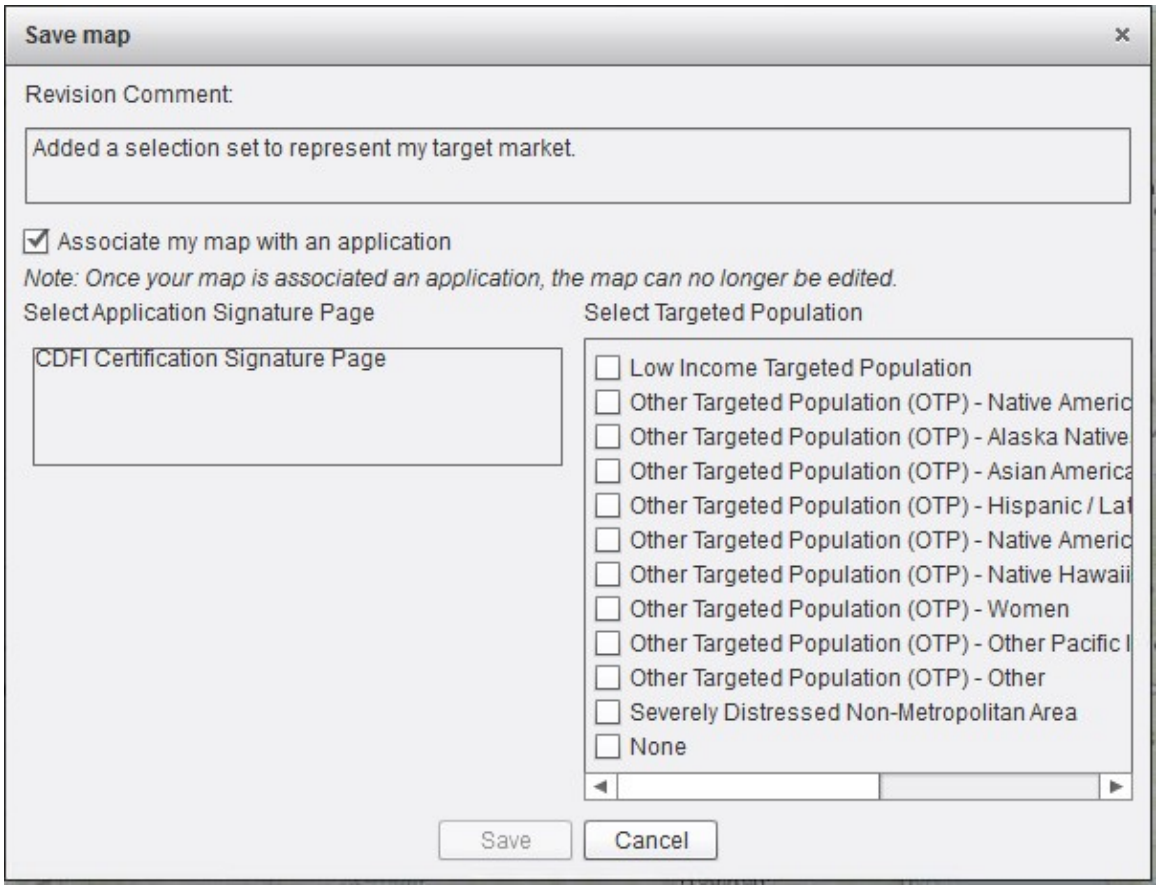


From here, you may click the “Save” button to save it without attaching the map to an application. To save a map, you must enter a “Revision Comment.”

Alternatively, however, you may wish to attach your map to a signature page and identify that the map represents a Low Income Targeted Population (LITP) or Other Targeted Population (OTP) Target Market. If so, then you must click on the “Associate my map with an application” checkbox.

Please note that when you do attach a map to a signature page, the map “Status” will change from an “Open” status to a “Submitted” status and will no longer be available for editing.

When you click the “Associate my map with an application” checkbox, the following dialog will appear.



From here, you must select a signature page on the left by clicking on it. You must also select one or more targeted populations on the right by clicking the checkboxes next to the names of the targeted populations.

If the map represents an Investment Area Target Market, you must click the “None” and only the “None” box.

Note: Some Other Targeted Populations (e.g. Asian American, Women, Other) require additional narrative support in the CDFI Certification application and are not automatically eligible. Be sure to consult CDFI Certification application and guidance materials before selecting these OTPs.

When finished, click the “Save” button.

For the purpose of CDFI Certification, a Low-Income Targeted population (LITP) for a geographic unit is comprised of individuals whose family income is:

- For Metropolitan areas not more than 80% of the metropolitan area MFI; or
- For Non-Metropolitan areas, not more than the greater of 80% of either the area or statewide nonmetropolitan MFI.

Serving an Other Targeted Population (OTP) requires providing financial products to an identifiable group of individuals that lack adequate access to capital and have historically been denied credit.

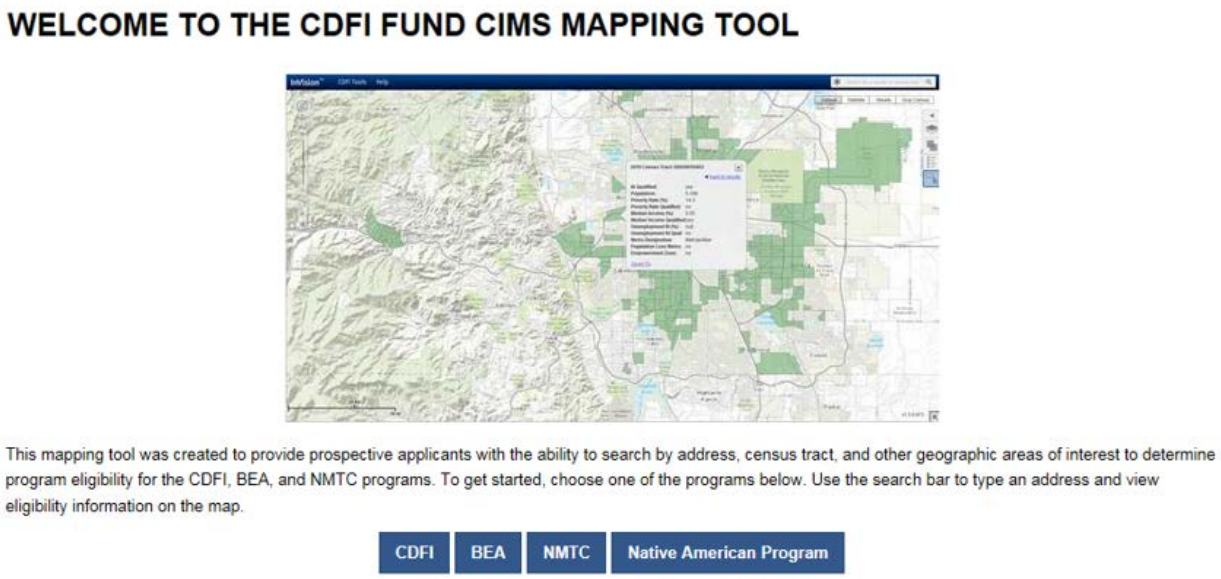
Due to the functionality of the mapping system, noncontiguous areas should be designated on separate maps (i.e., only one Investment Area per map).

6.4. Accessing a Previously Saved Target Market

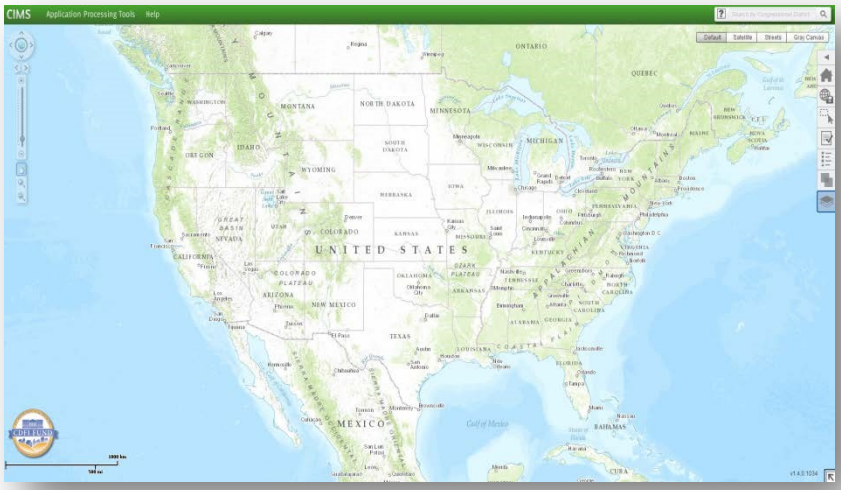
Log in to the organization's MyCDFIFund account. (Refer to the "Accessing the myCDFIFund" section for instructions, if needed).

6.4.1. From the screen with the "Welcome to CIMS, the CDFI Fund Information and Mapping System" banner…

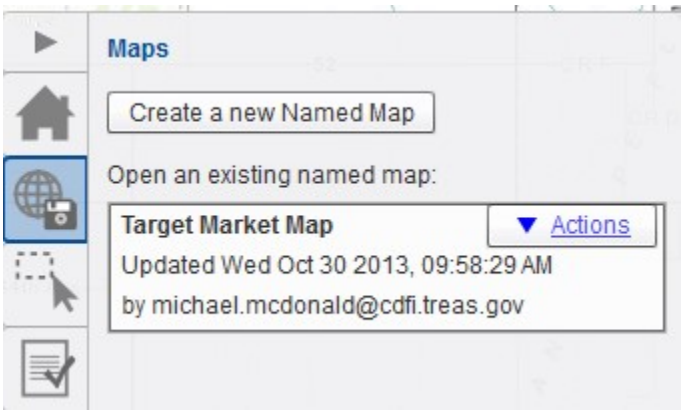
Click on the **"CIMS"** button. You will be taken to the following page.



Select "CDFI Maps" from the Program Selection page. The system will load the CIMS3 web mapping application which should look like the screenshot below.



Open the “Maps” tab and locate your named map in the list of maps.



Single-click on the map name in the list. The map will open and zoom to the geographic extent of the features you selected.

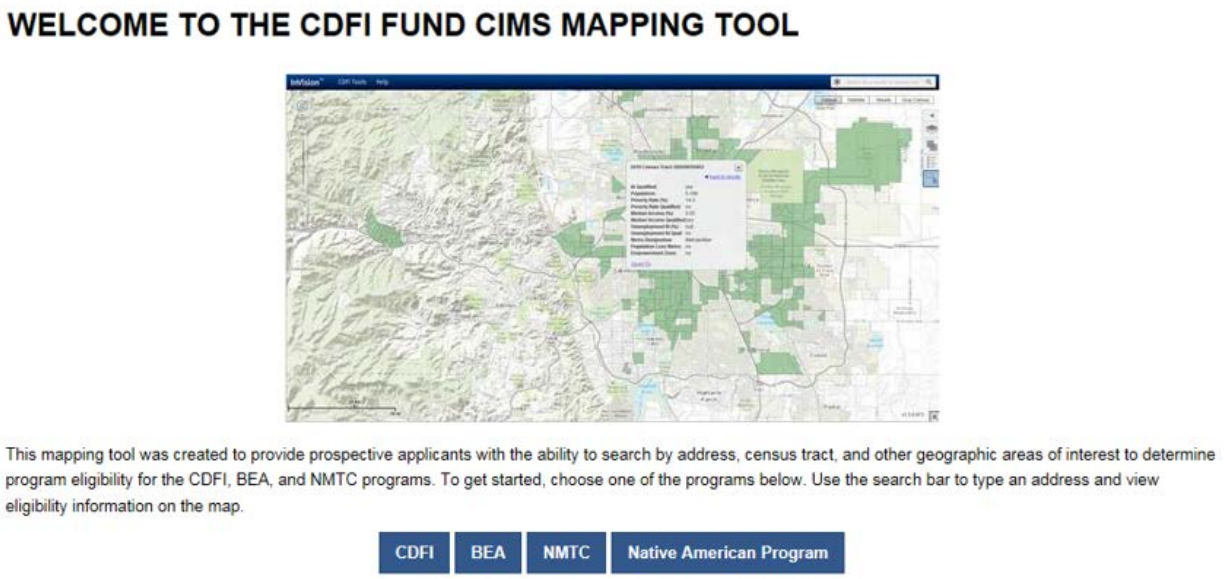
If the map is in an “Open” status, you may click “Save” to save a new revision of the map. If your map is in a “Submitted” state and you want to use the map as a basis for making a new map, you can save the map with a new name using the “Save As” feature.

6.4.2. Deleting Previously Saved Maps

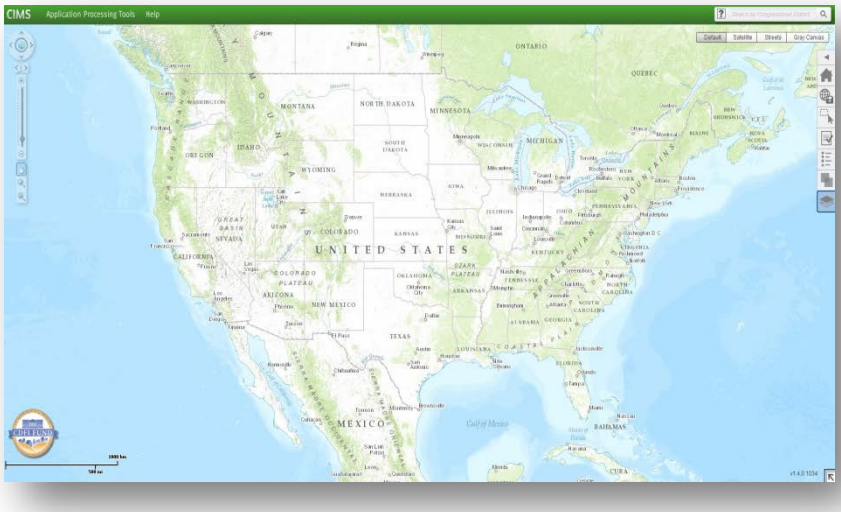
Log in to the organization's MyCDFIFund account. (Refer to the "Accessing the myCDFIFund" section for instructions, if needed).

*From the screen with the "**Welcome to CIMS, the CDFI Fund Information and Mapping System**" banner…*

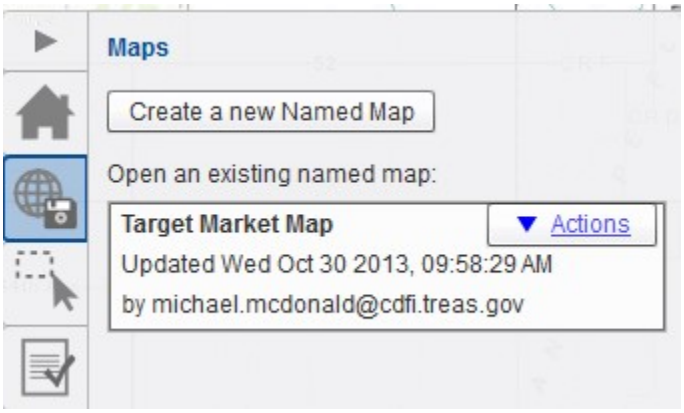
Click on the **"CIMS"** button. You will be taken to the following page.



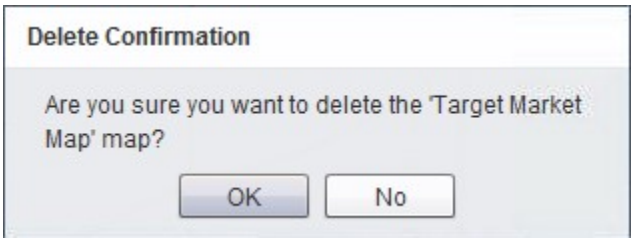
Select "CDFI Maps" from the Program Selection page. The system will load the CIMS3 web mapping application which should look like the screenshot below.



Open the “Maps” tab and locate your named map in the list of maps.



Select the “Actions” dropdown shown above and click “Delete”. You will receive the following message asking you to confirm that you want to delete the map.



Click “Ok” to delete the map.

7. Healthy Foods Financing Initiative (HFFI)

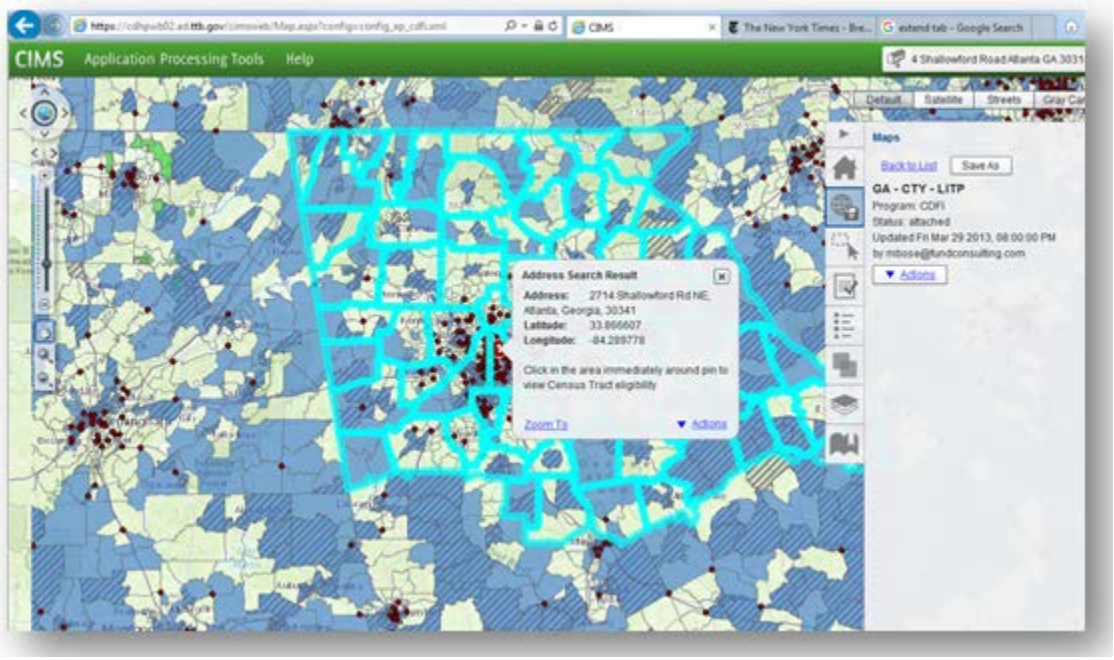
The CDFI Fund program funds Healthy Foods Financing Initiative (HFFI) projects to primarily provide funding for grocery stores in food deserts. The following instructions for CIMS3 show how HFFI awardees can check whether their HFFI investments are located in a food desert, in their Target Market and that they meet the basic geographic requirements of the HFFI program

7.1. Verifying Compliance with Target Market Requirement

Follow directions under section 6.4 above to access a previously saved Target Market. Single-click on the map name in the list. The map will open and zoom to the geographic extent of the features you selected.

Enter the Healthy Foods Financing Initiative (HFFI) address in the CIMS3 search field in the upper right hand corner of the page.

If the address you entered is within the Target Market selected by your organization, then the HFFI activity meets the Target Market requirement. If not, then the HFFI activity does not meet the target market requirement.



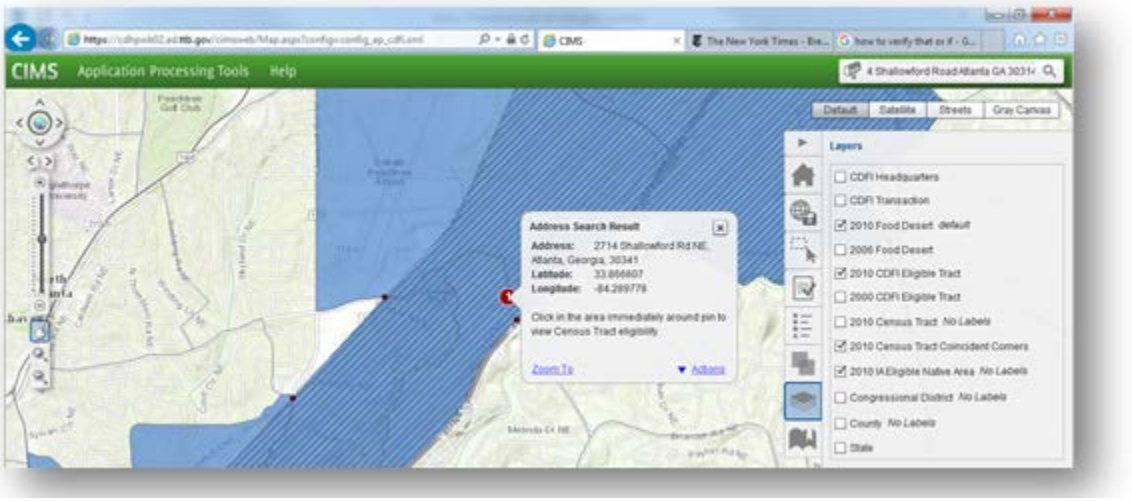
7.2. Verifying Compliance with Food Desert Requirement

Follow directions under section 6.4 above to access a previously saved Target Market. Single-click on the map name in the list. The map will open and zoom to the geographic extent of the features you selected.

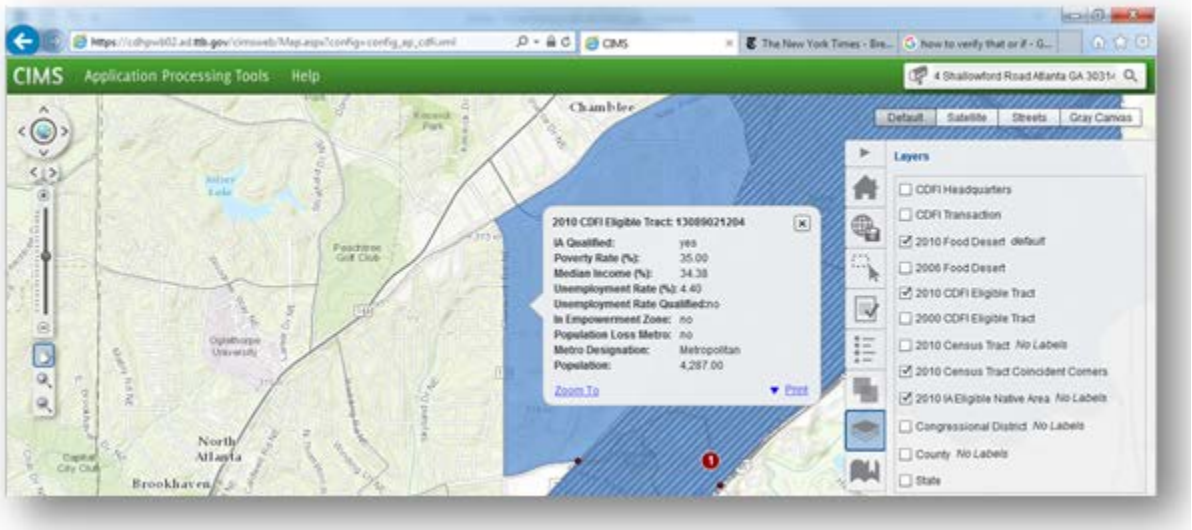
Enter the Healthy Foods Financing Initiative (HFFI) address in the CIMS3 search field in the upper right hand corner of the page.

Click on the ***Layers*** icon on the side panel.

Check the box next to "*2010 Food Desert"* to turn on the 2010 food desert layer. If the area selected is in a 2010 USDA food desert, the area will be shaded in with diagonal lines. If not, the area will remain unchanged.



You may come across addresses that are not located in a USDA defined food desert but are adjacent to a food desert census tract. These addresses may still qualify provided that the census tract where the HFFI took place does not have a Median Income of greater that 120% of the area income. You can check the Median Income and other information related to the census tract by clicking anywhere in the census tract as shown in the picture below.



To see if the HFFI activity is located in a previous version of USDA food deserts, check the box next to *2006 Food Desert* to turn on the 2006 food desert layer. If the area selected is in a 2006 USDA food desert, the area will be shaded in with diagonal lines (slightly different from the ones for the 2010 layer). If not, the area will remain unchanged. Unlike HFFI projects in tracts adjacent to 2010 UDA food deserts, HFFI projects located in tracts adjacent to 2006 USDA food deserts do not meet the HFFI food desert requirement.

8. Exiting CIMS3

CIMS3 users should be aware that simply logging off of myCDFIFund or AMIS does not also close down CIMS3. The CIMS3 window will remain open until you exit an internet browser or shut your computer off. The CIMS3 window can be closed by clicking the X box on the far right top of the window. For users, such as consultants to CDFIs, CDEs, or other financial institutions with myCDFIFund accounts, only by completely closing out of the CIMS3 window can a logon with an alternative set of myCDFIFund credentials occur.