FY 2021 AMIS Training Manual for **CDFI Rapid Response Program (CDFI RRP) Applicants**

FY 2021 CDFI
Rapid Response Program (CDFI RRP) Application

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CDFI FUND

U.S. Department of the Treasury

Contents

1.0 Summary

This AMIS Training Manual for CDFI RRP Applicants (AMIS Training Manual) is intended to help Applicants complete the CDFI RRP Funding Application in AMIS. This is a technical guide and is not intended to replace the CDFI Rapid Response Program (RRP) Application Guidance and other Application materials which are available on the CDFI Fund website for [CDFI RRP Applicants](#)

Launching a CDFI RRP Application (Section 2) describes how to create your application in AMIS.

User Interface (UI) Appearance and Navigation (Section 3) and **UI Form Features** (Section 4) provide guidance on navigating the application's UI and explain how to use the application's form features to complete your application.

Application Specific Guidance (Section 5) contains additional instructions for completing specific sections/subsections of the CDFI RRP Application.

Finally, **Completing and Submitting the Application** (Section 6) explains how to attest and successfully submit your CDFI RRP Application.

2.0 Launching a CDFI RRP Application

This section includes guidance for updating your organization's Program Profile and launching a CDFI RRP Application.

2.1 Setting Fields on the CDFI-NACA Program Profile (All Applicants)

Before you can begin entering your application in the UI, you may need to set fields on your CDFI-NACA Program Profile.

To update fields on the CDFI-NACA Program Profile:

1. Log in to AMIS and click on the Organizations tab. Select your organization name.
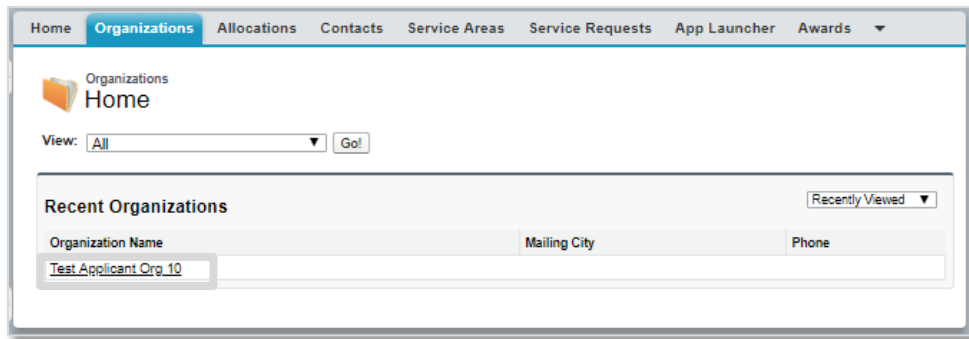
Figure 1: Organizations Home Page

2. On your organization's detail page, make sure the "Congressional District" and "Minority Depository Institution" fields are completed.

Figure 2: Organization Detail Page

3. From your organization's detail page, scroll down to the Program Profiles related list. Click on the CDFI-NACA Program Profile name.

Figure 3: Program Profiles Related List

4. On the Program Profile Detail page, there are three fields an applicant should make note of, the fields "Program", "Audit or Final Call Reports?" and "Primary Geographic Market" under the section "Organization Data".

Figure 4: CDFI-NACA Program Profile- Fields

5. Click the **Edit** button at the top of the page to enable the CDFI-NACA edit page.

Figure 5: CDFI-NACA Program Profile - Edit Page

The Program field has the following selections: CDFI and NACA. Update the Program field, if necessary.

The Audit or Final Call Reports field is optional and **ONLY needs to be answered if your organization fiscal year end is 09/30**. Select **Yes** if your organization has completed its Audit or Final call reports for the Fiscal Year ending 9/30/2020. Select **No** if your organization has not completed its Audit or Final call reports for the Fiscal Year ending 9/30/2020.

The Primary Geographic Market field has the following selections: Major Urban Area, Minor Urban Area, Micropolitan Area and Rural Area.

Primary Geographic Market definitions:
- "Major Urban Areas" are Metropolitan Statistical Areas with a population of at least 1 million people.
- "Minor Urban Areas" are Metropolitan Statistical Areas with a population at least 50,000, but fewer than 1 million people.
- "Micropolitan Areas" are Non-Metropolitan Statistical Areas with an urbanized population cluster of at least 10,000, but fewer than 50,000 people.
- "Rural Areas" are Non-Core-based Statistical Areas with a population of less than 10,000.

6. Click **Save.**
7. Verify the fields edited have been updated on the Program Profile.
8. Once the required fields are updated, you will be able to launch the application from the Applications related list on the Program Profile by clicking the button **New CDFI RRP Application**.
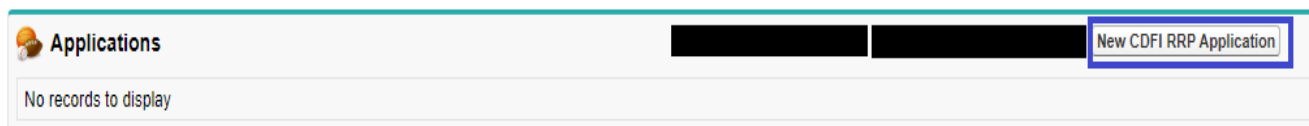
Figure 6: Applications Related List- Launch New CDFI-RRP Application

You will see a screen that displays a message "We will be starting the batch process in five seconds…" Several messages will be displayed on this screen while your application is built, including a percentage complete status:
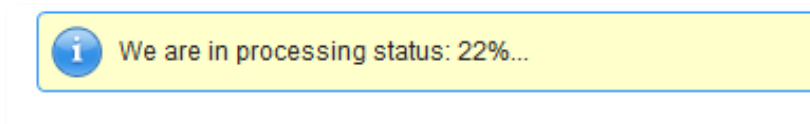
Figure 7: Processing Percentage Complete Status

When the application is finished rendering, a success message will display, and the Application UI will automatically open.
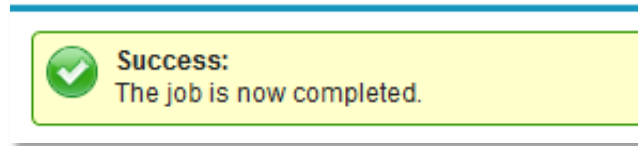
Figure 8: Application Creation Success Message

3.0 User Interface Appearance and Navigation

3.1 Application Layout

Upon logging in to the application, you will land on the Application User Interface (UI) home page. The UI has a stationary header at the top of the page that displays important application details.
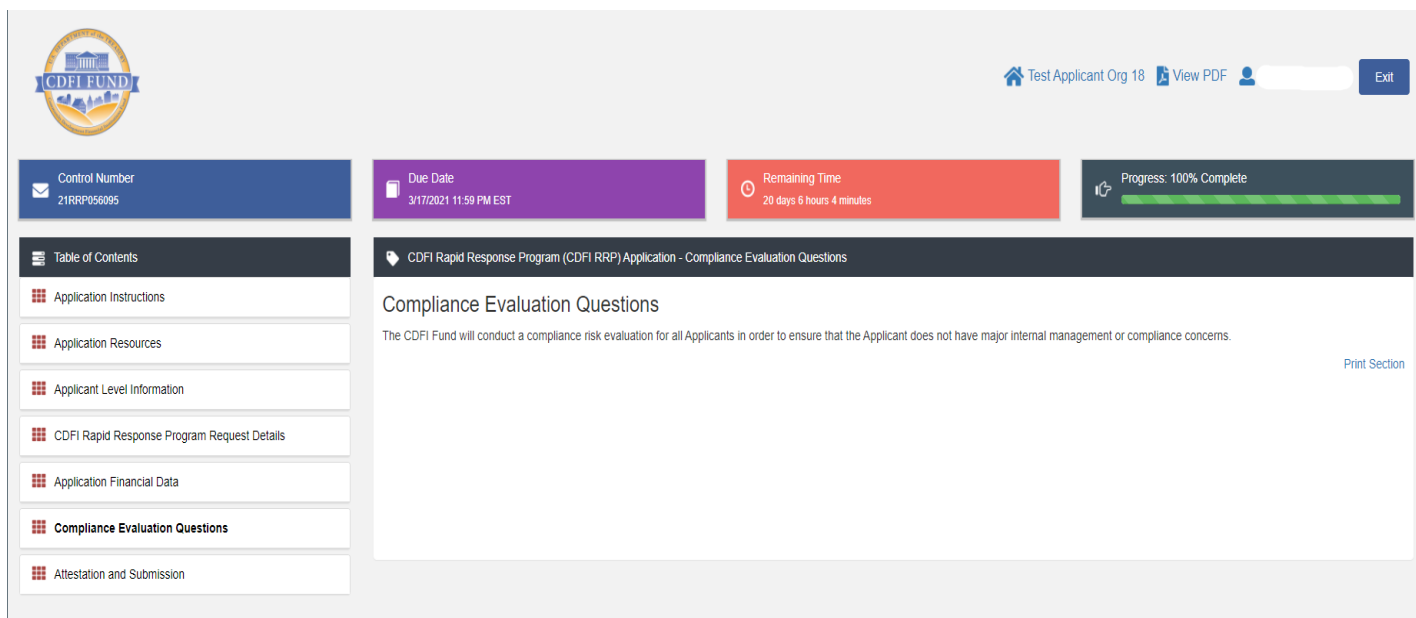
Figure 9: Application UI Home Page (CDFI RRP)

The header will include:

1. **Control Number:** The system-generated number assigned to your application.

Figure 10: Application Control Number

2. **Due Date:** The date and time when the application must be submitted.
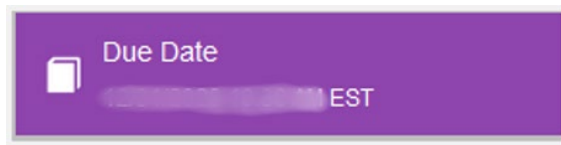
Figure 11: Application Due Date

3. **Remaining Time:** A countdown feature that displays how much time is left to submit the application before the due date.
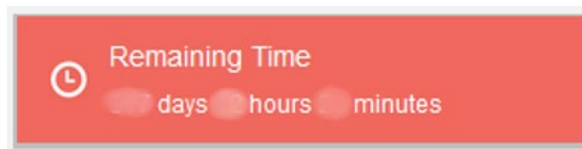
Figure 12: Remaining Time

4. **Progress Bar:** Keeps track of your progress as you complete portions of the application.
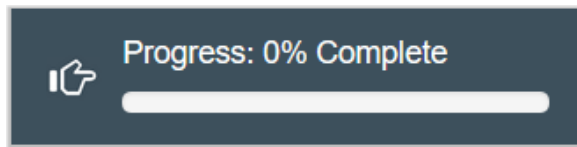
Figure 13: Application Progress Bar

5. **Organization:** A hyperlink to your organization's detail page. When you click this link, it will return you to your organization record in a new window.

6. **View PDF:** An option to export and view the application as a PDF file. The PDF prints the current state of the application. If blank, it will show application guidance, questions, and tables. Once responses are entered into the application, the PDF will also include responses.

7. **User:** Name of user profile currently editing the application.

8. **Exit:** Use this button to Exit the application **after** saving your work.

3.2   Using the Collapsible Menu

The menu on the left-hand side of the page will allow you to navigate to different sections of the application.
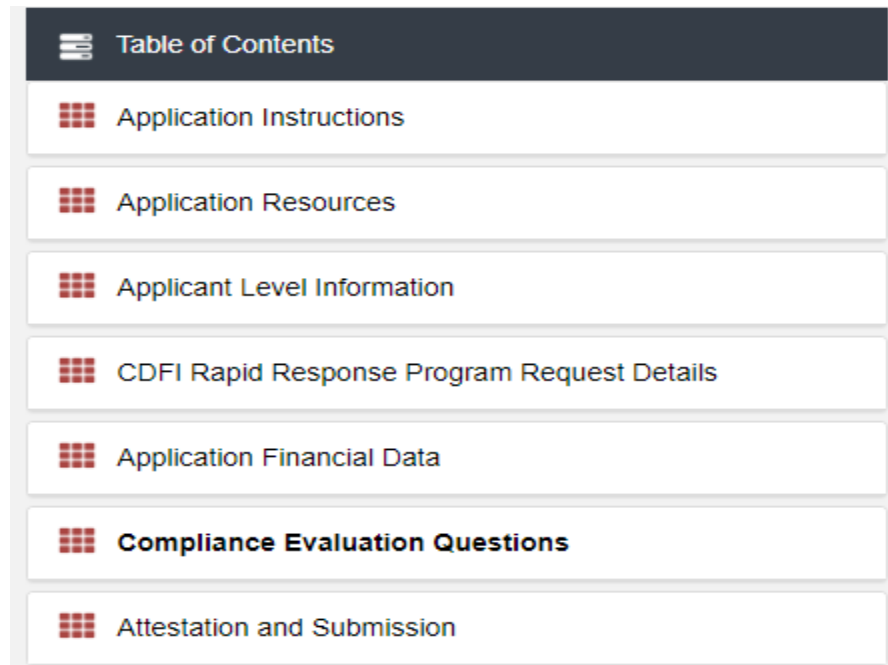
Figure 15: Collapsible Menu - Collapsed

Click on the section title in the menu to expand and view subsections. This will display links to subsections below the section title in the menu bar.

Clicking on a section title will also bring up a section introduction page in the interface to the right of the menu. This page will describe the section and include any important details, tips, and instructions the user may need before proceeding to the subsections.

To view a subsection, click on the hyperlink to the subsection title in the menu bar.
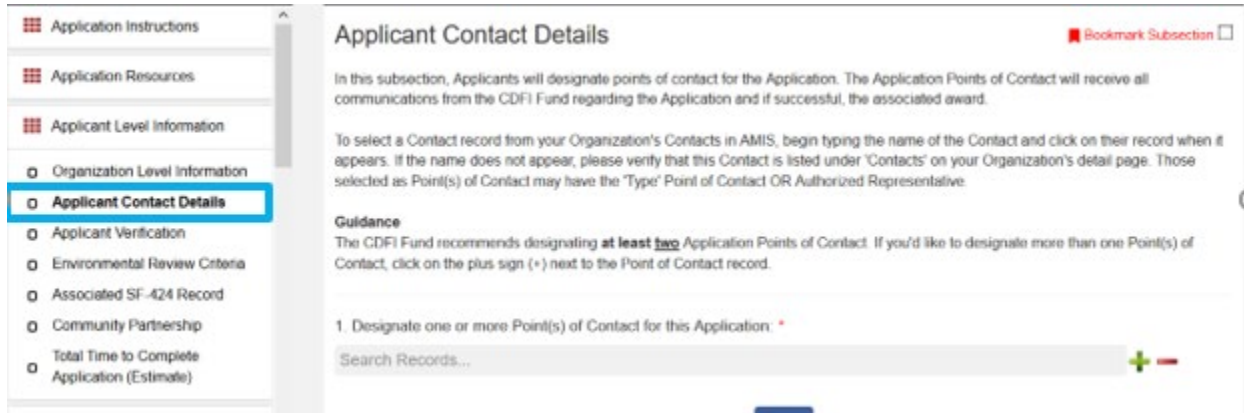
Figure 17: Subsection Page View

The page for the subsection, including application question and response fields, will be visible in the UI display to the right of the menu. Note that the gray bar at the top of the display lists the name of the application, section, and subsection currently displayed.

To navigate to another subsection, click on that subsection's title.

If you are finished viewing an application section and would like to minimize its list of subsections, simply click on the section title link in the menu again.

The menu allows you to move from section to section as needed within the application. Be sure to always **Save** any entries you have entered for a subsection before navigating away from the page.

NOTE: If you do not **Save** your work before navigating away from a subsection, you will lose your work. Always use the **Save** button before navigating away from a subsection to ensure your work is saved.

3.3   Saving and Completing a Section

When you click **Save** at the bottom of a subsection page, the application will save your answers and run any validations configured for that subsection. You will receive an on-screen error

message and guidance based on the validation rules. After clicking **Save**, you can navigate away from the subsection and your answers will be saved.

To complete a subsection, fill in all necessary fields. All required questions are marked with a red asterisk *.
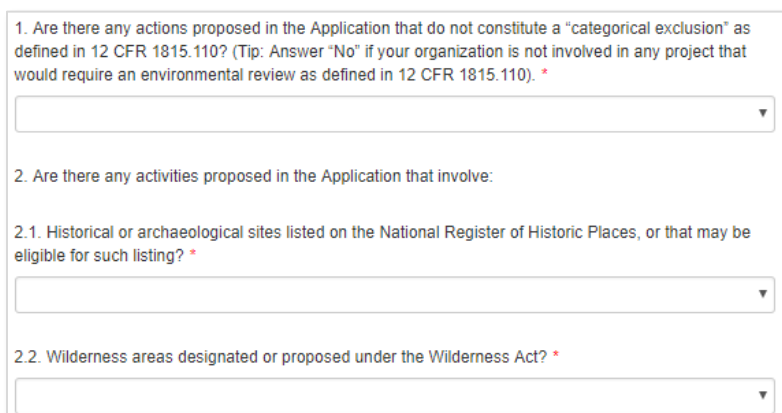
Figure 18: Sample Required Questions

At the bottom of the page, click the **Save** button.
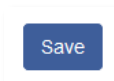
Figure 19: Save Button

The application will save all responses. If any of your responses fail the validation rules, the subsection will not be marked complete. Any validation errors or guidance will be displayed in red. For example, a field left empty will display "This response is required."

Figure 20: Validation Error Message

Correct any errors and try to save again. When the subsection page is successfully marked complete, this message will appear at the top of the display in green, just below the gray bar with the name of the section and subsection you are viewing.

Subsection was marked as completed!
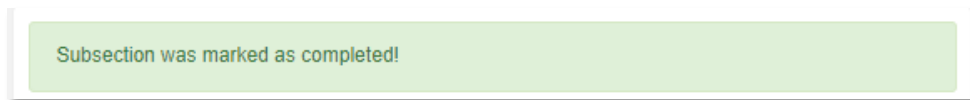
Figure 21: Subsection Saved and Completed Message

In the menu bar, a green checkmark will appear next to the saved and completed subsection.

☐ Applicant Verification

✔ **Environmental Review Criteria**

☐ Associated SF-424 Record
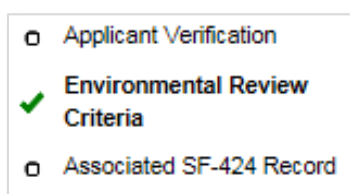
Figure 22: Completed Subsection Checkmark

3.4 Time Management

You may save data, log out, and return to your application at a later date. The electronic application will automatically log you off after 2 hours of inactivity (i.e., no movement between screens). **If this happens, you will lose any data that you have entered and did not save.**

3.5 Bookmarks

If you need to flag a subsection to return to later, use the bookmark feature. When you click on any subsection, you will see the **Bookmark Subsection** checkbox visible in the upper-right of the display.

Associated SF-424 Record   🔖 Bookmark Subsection ☐

Figure 23: Bookmark Subsection Checkbox

Click the checkbox to bookmark the subsection. A bookmark symbol will appear next to that subsection in the application menu.
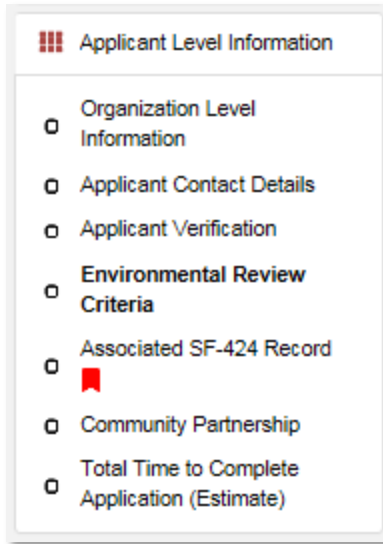
Figure 24: Bookmarked Subsection

To remove a bookmark, uncheck the checkbox.

3.6   Help Text

Some questions will have Help Text that will provide additional online guidance. A question that has Help Text available will have a small circle with a question mark in it following the question text.
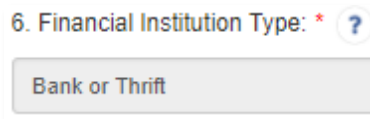
Figure 25: Question with Help Text

Hover your cursor over the Help Text button to view guidance.
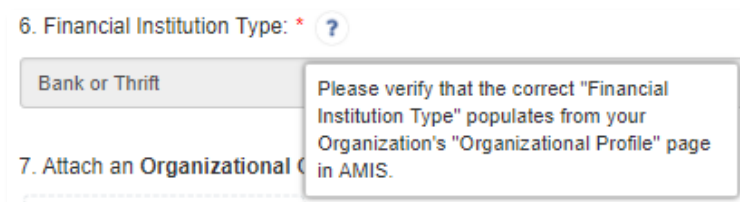
Figure 26: Help Text Displayed

If Help Text is not provided for that question or if you need additional guidance, please see the Additional Resources section of the Application for links to application guidance materials.

4.0 User Interface Form Features

4.1   Validation Rules, Error Messages, and Guidance

There are validation rules associated with required fields and other information in the application. When you **Save** a subsection, all validations will be executed. If errors are detected, you will see error messages displayed by the field that needs to be adjusted. Please follow all error message guidance accordingly.

Errors may range from entering an invalid value to omitting a required field. For example, in the CDFI RRP Request subsection below, both fields are required.

Figure 27: Required Field

If you click "Save" before you enter a response to these questions, you will receive a validation error for the omitted required field(s).

Figure 28: Response Required Validation Error Message

Required fields are easy to identify, but other fields that have validations are not always so obviously marked. Make sure to read the subsection guidance and use help text to understand question response requirements to avoid validation errors.

To return to the example of the "CDFI RRP Request Amount" above, this field also has an additional validation that you can identify through reading the guidance provided in this subsection. In the subsection guidance at the top of the page, the instructions explain the required response.

Figure 29: Subsection Guidance

The amounts you enter in these fields are validated against the amounts published in the NOFA, and the "CDFI RRP Request Amount" field will display a validation error when you **Save** if you input an invalid amount.

Award Amount Requested	Response
CDFI RRP Request Amount: *	* The maximum amount you may request is $5,000,000. Please ensure your CDFI RRP Request amount does not exceed 150% of your organization's Total Financing Activities for the most recent historic fiscal year, or $200,000, whichever of those two values is greater. $ 10,000,000 0 Decimal Places

Figure 31: "CDFI-RRP Request Amount" Field Maximum Validation Error

Even if you are unaware that a question has specific instructions like those in the examples above, validations are designed to catch any mistakes or discrepancies. The guidance provided in these error messages will give you a clear idea of how to correct the validation error.

4.2   Dependent Questions and Subsections

Responses to some questions will trigger the applicability of other dependent questions or subsections. Be careful when changing responses to questions, since the answers you input in earlier subsections may affect dependent subsections that you will have to complete later in the application.

Dependent Questions

A **Dependent Question** is triggered when your response to another question requires additional responses or explanation. Dependent Questions will appear on the same subsection page you are viewing once the dependent question is triggered.

C4. Are externally reviewed financial statements or audited financial statements completed annually within 180 days of the fiscal year end? *

Figure 32: Sample Question that Can Trigger a Dependent Question

For example, if you select "No" from the picklist in response to Question C4 on the Compliance Evaluation Questions subsection, a dependent question to provide an explanation appears below Question C4.

Figure 33: Enabled Dependent Question

Many dependent questions require a narrative response. Please note that each narrative response field has an identified maximum character length. These character maximums include spaces, punctuation, line breaks, and special characters. Please note that word processing programs typically do **not** count line breaks as characters, but the template application in AMIS will include line breaks in your total character count.

The text box will not allow you to exceed the maximum character limit. If you are copying a response from another source, please make sure you are within the character limit or the ***text box may truncate your response.***

Figure 34: Character Maximums for Text Responses

TIP: Type your narrative answers into a separate word processing program (e.g., Microsoft Word). Then copy and paste the answers into the appropriate sections of the electronic application. This will prevent the loss of information if you encounter problems saving your application or connection problems. It will also cut down on the time you spend directly filling out the application online. When copying and pasting the narrative responses from a word processing program into the narrative text box, any special indentations or spacing will not carry over. Formatting, such as bold, italicized, or underlined text, will not display in the simple narrative text box.

4.3   Selecting Related Records

The application uses records associated with your organization in AMIS to help you populate information in certain fields, such as information about Contacts you would like to associate with the application, as well as the associated SF-424 record for your application.

To select related records:

1. Related record fields display a list of relevant related records for your organization that are available for this question when you click on the field. Select the name of the contact, county/state, or other record type.
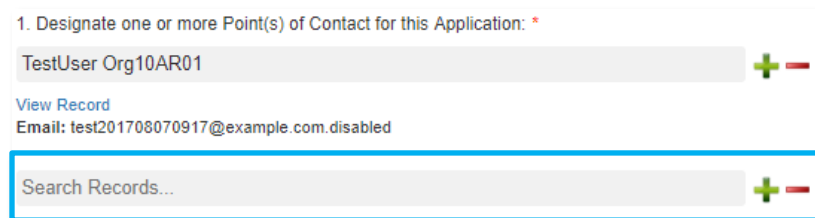
Figure 35: A Selected SF-424 Related Record

2. You can view the selected record's detail page by clicking the **View Record** link. This will direct you to the record detail page, where you can see more detailed information about the selected record (this is useful for viewing records specific to your organization, like your organization contacts and related SF-424 records).

3. Some related record fields will have a +/- sign next to them allow you to add multiple related records. Click on the green plus sign to add another related record selection field.

Figure 36: Additional Related Record Field Row

4. If you need to delete a related record, click on the red minus sign next to the record you wish to delete.

4.4   Adding Attachments

Attachments can be uploaded using the Drag & Drop. You will see the Drag & Drop box below any question that requires an attachment.

Figure 37: Drag & Drop Upload Box

To upload using the Drag & Drop:

1. Locate the file you wish to upload on your computer. Open the folder where the file is saved in File Explorer.
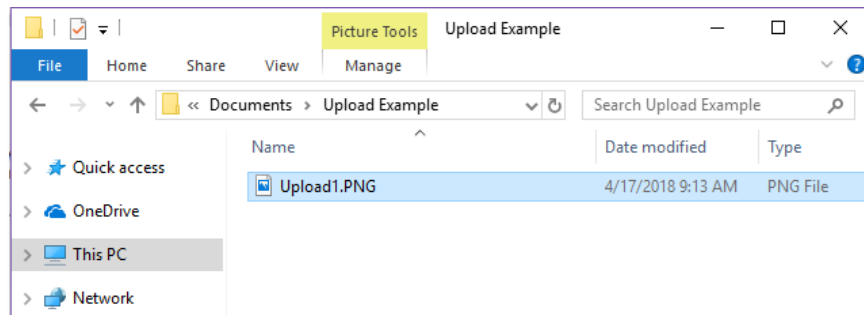
Figure 38: Attachment to Upload in File Explorer

2.   Return to the Application page. Using your cursor, drag the file you want to upload from File Explorer to the Drag & Drop upload box on the Application.

Note: Use caution to ensure you drag and drop the file directly over the Drag & Drop upload box area to prevent your web browser from inadvertently trying to open the file.
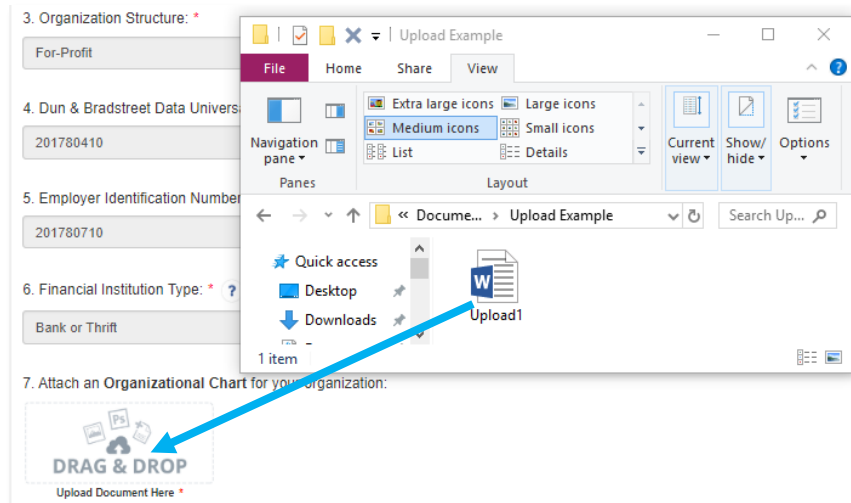
Figure 39: Upload File Using Drag & Drop

3. Once your file is successfully uploaded, the file name will be displayed below the Drag & Drop box.
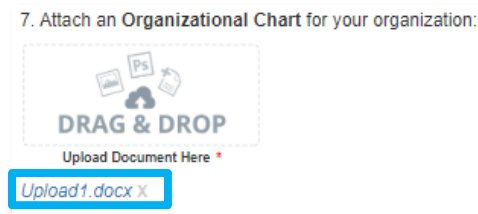
Figure 40: Successful File Upload

4. Upload any additional files using the same process. If you need to remove an uploaded file, click the gray "x" next to the file name.

4.5   Direct-Entry Tables

Direct-entry tables are configured to collect specific data directly from users. Unlike dynamic record tables, direct-entry tables allow you to input your data directly into the table.

	Historic 3	Historic 2	Historic 1	Current
Fiscal Year Selection *	* 2016	* 2017	* 2018	* 2019
Assets				
Unrestricted Cash & Cash Equivalents ($) *	* $ ____ 0 Decimal Places	* $ ____ 0 Decimal Places	* $ ____ 0 Decimal Places	* $ ____ 0 Decimal Places
Allowance for Loan and Lease Losses ($) *	* $ ____ 0 Decimal Places	* $ ____ 0 Decimal Places	* $ ____ 0 Decimal Places	* $ ____ 0 Decimal Places
Average Assets ($) *	* $ ____ 0 Decimal Places	* $ ____ 0 Decimal Places	* $ ____ 0 Decimal Places	* $ ____ 0 Decimal Places

Figure 41: Sample Direct-Entry Table

In the sample table above, you can see that a direct-entry table simply allows you to enter multiple responses (in columns) to multiple questions (in rows) at the same time.

If the number of columns exceeds the standard screen format, the slide bar at the **bottom of the table itself** (not the bottom of the browser window) will allow you to access the columns to the right.

If using the Tab key during data entry, please note the Tab key moves the cursor to the field in the column to the right.

If you are unable to see the full table in the screen and need to scroll down the table, the table header will cascade down the table with you.

Note: The large tables in the application are designed with cascading column and row headers to aid data entry. Due to the size of this table, you may experience a lag in header movement. If the moving headers are moving slowly or not at all, please try the following troubleshooting tactics:
*- Scroll to the bottom of the subsection and click **Save** to record any data you have already entered. Then, refresh the application page.*
-Try scrolling more slowly down or across the page.
*-After saving the subsection, the **Exit** button in the upper right-hand corner of the page to exit the application. Then, re-open the application and re-load this subsection.*
*- If possible, try opening the application in a different web browser or with a different internet connection.*
- Try zooming out within your browser window so that more of the table is visible.

Some tables have formula fields that auto-calculate a sum based on the formula configured and the table data entered. These fields will begin to populate as you enter your data into the table.

Financial Data Type	Historic 3	Historic 2	Historic 1
Total Equity Investments Closed ($) *	$ 20,000 0 Decimal Places	$ 2,000 0 Decimal Places	$ 0 Decimal Places
Total Equity Investments Closed in an Eligible Market and/or Target Market ($) *	$ 222,000 0 Decimal Places	$ 200,000 0 Decimal Places	$ 0 Decimal Places
% of Financial Products Closed in EM/TM ?	1,110.00	10,000.00	

Figure 42: Formula Field Calculated Totals from Application Financial Data subsection

4.6 Exporting your Application as a PDF

The Application can generate an Adobe PDF version of your application for your organization's records. You can also use this feature to view your current progress on the application at any point in the application process.

To generate a PDF version of the application:

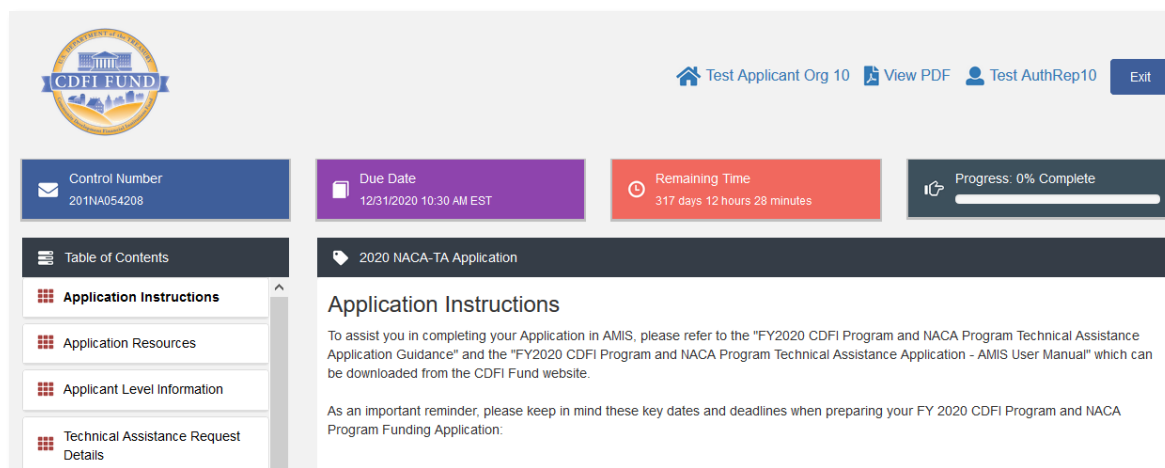1. Navigate to the stationary menu bar at the top of the application.

Figure 43: UI Menu Bar

2. Select **View PDF**.

Figure 44: View PDF

3. This will open a PDF of the application and your responses in a new window. Your browser's PDF viewer will have a button (usually an arrow as highlighted in the example below) that will allow you to download and save the PDF.

2020 CDFI-⬤ Application

AAT Test Org 2

201⬤.054065
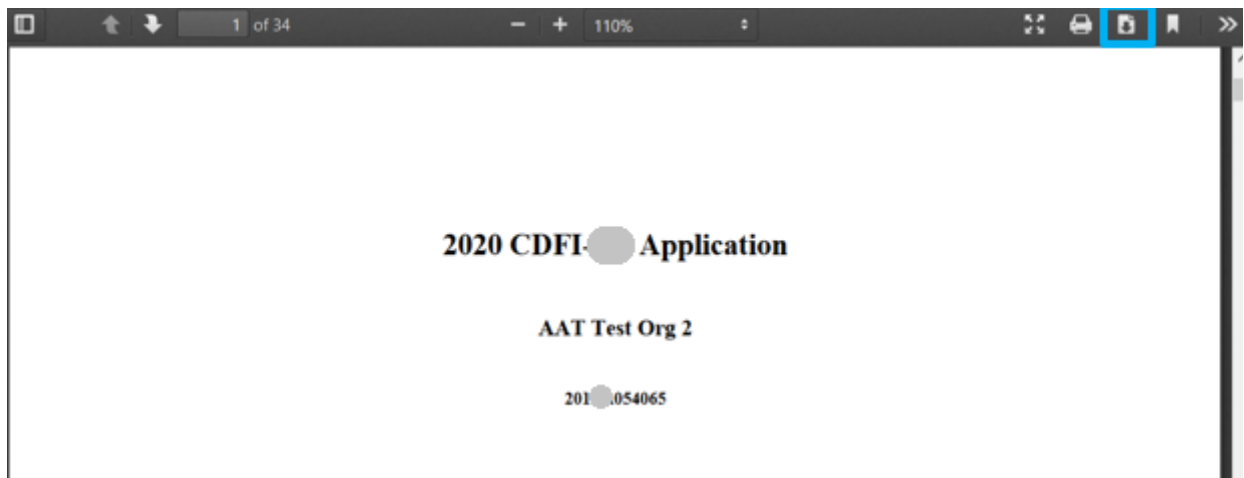
Figure 45: Application PDF Open in a New Browser Window (in Firefox)

5.0 CDFI-RRP Application Specific Guidance

This section includes additional guidance for navigating select RRP Application sections/subsections for the CDFI-RRP Application (Section 5.1) in the Application Template UI, including:

5.1 Entering Bank Holding Company subsidiary information, if applicable.
5.2 Uploading a Bank Holding Companies Subsidiary Certification Page, if applicable.
5.3 Submitting information for Native CDFI Designation.
5.4 Attaching your SF-424 form to your application.
5.5 Indicating your "CDFIRRP Request Amount".
5.6 Inputting your Application Financial Data.
5.7 Answering Compliance Evaluation Questions.

Note: *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the applicant specific subsection entitled: Bank Holding Companies.*

5.1   Bank Holding Companies: Application Specific Subsection

This subsection is only visible/applicable to Applicants that are Bank Holding Companies.

Figure 46: Bank Holding Companies Subsection

Bank Holding Companies are required to provide information on their subsidiaries in this subsection.

Question 1: Applicant's EIN
The Applicant's EIN is pre-populated from the Applicant's organization record in AMIS.

Question 2: Bank Holding Company Subsidiary Name
Enter the name of the Applicant's subsidiary.

Question 3: Bank Holding Company Subsidiary EIN
Enter the Subsidiary EIN. **Please enter numerals only,** omitting the dash typically used in EIN formatting.

The Subsidiary EIN <u>must</u> be distinct from the Applicant organization's EIN. Ensure that the EIN entered in this field does not match the Applicant EIN displayed in Question 1.

If you enter the same EIN, you will receive the following validation error that will need to be corrected before you are able to save this subsection:

Figure 47: Validation Error for Matching Subsidiary and Applicant EINs

Question 4: Subsidiary Authorized Representative

Enter the name of an Authorized Representative for the subsidiary. This representative will be required to complete and sign the Bank Holding Companies Subsidiary Certification Page in the next subsection. Please consult the CDFI RRP Application Guidance for more information about Authorized Representative eligibility.

Figure 48: Bank Holding Companies Subsection Continued

Questions 5 - 10:

Enter the mailing street, mailing city, mailing state/province, mailing zip/postal code of your Subsidiary Depository Institution that will carry out the activities of the award, as well as the name of this Subsidiary's Regulator.

Question 11: FDIC Cert # / NCUA Charter # / COSSEC #

Enter the FDIC certification number, the NCUA charter number or the COSSEC number of your Subsidiary Depository Institution.

5.2 Bank Holding Companies Subsidiary Certification Page: Applicant Specific Subsection

This subsection is only visible/applicable to Applicants that are Bank Holding Companies.

Bank Holding Companies Subsidiary Certification Page

This subsection only applies to Bank Holding Companies Applicants that **intend to carry out the activities of an award** through their Subsidiary CDFI Insured Depository Institution.

Guidance

1) The Applicant should review and confirm that the pre-populated data below is accurate.
2) Click the "Print Page" link located at the bottom right hand corner of the page to open a window that displays the Bank Holding Companies Subsidiary Certification page for printing. Print this page.
3) The Subsidiary Authorized Representative must manually write his/her title, signature, and date for the Bank Holding Companies Subsidiary Certification Page.
4) Scan and upload the signed Bank Holding Companies Subsidiary Certification Page to your computer.
5) Then, drag and drop it from the file on your computer to the "Drag and Drop" location on the 2020 TA Application template under the Bank Holding Companies Subsidiary Certification Page subsection.
6) There should be a link present with the name of the document that you just uploaded to indicate that you successfully attached the signed Bank Holding Companies Subsidiary Certification Page.
7) Click the Save button.

Applicant: *

> CDFI/NACA Test Org 20

Subsidiary Name: *

> Test Subsidiary

Subsidiary Authorized Representative Name: *

> Martha Jones

Subsidiary Authorized Representative Title (Please Print): _____

Subsidiary Authorized Representative Signature (Please Sign): _____

Date (Please Print): _____

Upload the Subsidiary Signed Certification

DRAG & DROP

Upload Document Here *

Save

Print Page

Figure 49: Bank Holding Companies Subsidiary Certification Page

The Subsidiary Authorized Representative (identified in the previous subsection) is required to review, print and sign this page.

1. The Applicant should review and confirm that the pre-populated data is accurate.
2. Click the "Print Page" link located at the bottom right hand corner of the page to open a window that displays the Bank Holding Companies Subsidiary Certification page for printing. Print this page.
3. The Subsidiary Authorized Representative must manually write his/her title, signature, and date for the Bank Holding Companies Subsidiary Certification Page.
4. Scan and upload the signed Bank Holding Companies Subsidiary Certification Page to your computer.
5. Then, drag and drop it from the file on your computer to the "Drag and Drop" location on the 2021 CDFI RRP Application template under the Bank Holding Companies Subsidiary Certification Page subsection.
6. There should be a link present with the name of the document that you just uploaded to indicate that you successfully attached the signed Bank Holding Companies Subsidiary Certification Page.
7. Click the Save button.

> *Note:* *This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: Associated SF-424 Record.*

5.3   Native American CDFI (Native CDFI) Designation

The Native American CDFI Designation subsection has been added to the Applicant Level Information section. Applicants will see one question:

Does your organization meet the definition of a "Native CDFI" as defined in the applicable NOFA?

Use the dropdown to answer **Yes** or **No** to this question. If Applicants select the **Yes** option, two checkboxes ("1.1 Checkbox #1" and "1.2 Checkbox #2") will appear. If Applicants select the No option, "1.1 Checkbox #1" and "1.2 Checkbox #2" will not appear and they can click **Save** and continue with the application.

Figure 50: Native CDFI Designation Subsection

"1.1 Checkbox #1" asks applicants to certify and attest to the following: "Our CDFI has identified a Native Community and/or Native Other Population (OTP) as our Target Market(s)."

"1.2 Checkbox #2" asks applicants to certify and attest to the following: "We can demonstrate that at least 50% of our past activities were in Native Communities."

Select the checkboxes and then click **Save**. If the Applicant clicks **Save** without selecting both of the checkboxes, a validation error will appear (shown below).

Figure 51: Native CDFI Designation Subsection Validation Error

5.4 Associated SF-424 Record: Attaching your SF-424 to your Application

All Applicants are required to submit the initial component of their FY 2021 CDFI Rapid Response Program Application using the Grants.gov portal, the official website for federal grant information and applications. The only component of the CDFI RRP Application submitted via Grants.gov is the Standard Form (SF-424) Mandatory Form. The SF-424 is required for all Applicants.

The registration for Grants.gov and the processing time needed to review your SF-424 submission will take several days so it is recommended that Applicants begin this process before they start their Application in AMIS.

Once your SF-424 is validated by Grants.gov, a record for your SF-424 will be generated in AMIS. You will need to link your SF-424 record to your CDFI Rapid Response Application in the Application UI.

To attach your SF-424:
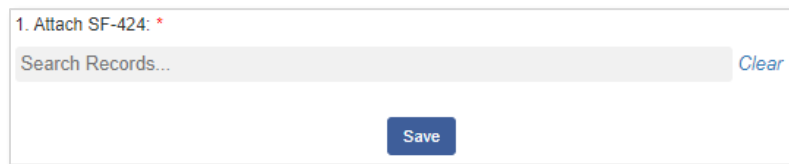
1. Within the 2021 CDFI Rapid Response Program application, expand the "Applicant Level Information" section in the menu bar. Click on the "Associated SF-424 Record" subsection.

Figure 52: Associated SF-424 Record Subsection in Menu

2. The subsection will display a single related record question. Click in the gray "Search Records" box and begin typing the word "Grant".
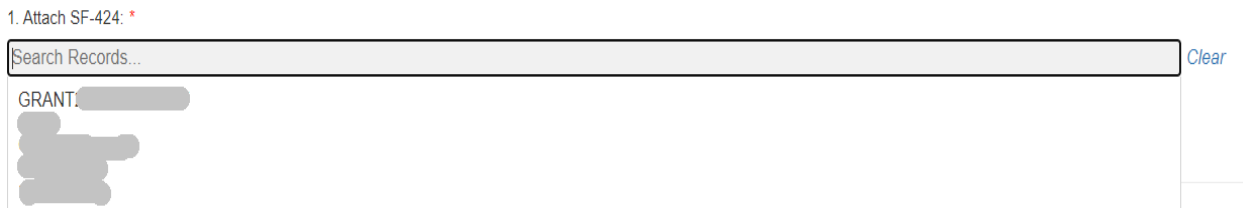
Figure 53: Attach SF-424 Related Record Field

3. SF-424 records associated with your organization will appear in the related record list. If you have submitted multiple SF-424s in Grants.gov, please select the correct SF-424 by referencing the SF-424 ID (the record number starting with "GRANT xxxxxxxx"). If your SF-424 does not appear, but you have received confirmation from Grants.gov that your SF-424 has been successfully submitted **and validated,** please contact the CDFI-NACA Program Team by submitting a Service Request in AMIS with the Subject: "Missing SF-424 in Current Year Funding Application Template".

Figure 54: SF-424 Record for Your Organization in Related Record List

4. Verify that it is the correct record by confirming that the correct Program (CDFI) is listed below the grant name, and the Funding Opportunity Number listed is "CDFI-2021-RRP". The SF-424 ID corresponds to your SF-424's Grants.gov Tracking Number (GRANTxxxxxxxx).

NOTE: Applicants' AMIS records and Grants.gov records are linked by the Applicant's DUNS Number. If the DUNS field does not match the DUNS field in your AMIS account, the SF-424 will not populate in your AMIS account, and you will not be able to submit the Application in AMIS. Check your Organization detail page in AMIS to ensure your DUNS Number matches the DUNS Number on your SF-424.

5. If you have selected the incorrect record and need to choose another, select the "Clear" button to the right of the gray box and re-select the correct record.

6. Once you select an SF-424 record and click **Save**, you will see additional information listed below the related record field.

Figure 56: Successfully Attached SF-424 Record

7. Your SF-424 record has successfully been attached if you receive the positive validation "Subsection was marked as completed!" and a green checkmark next to the Associated SF-424 Record subsection in the menu.

Figure 57: Subsection SF-424 Marked Complete in Menu

5.5   CDFI Rapid Response Program Request Details

This section collects data necessary for analyzing your organization's "CDFI-RRP Request Amount".

CDFI Rapid Response Program (CDFI RRP) Request
Within the CDFI Rapid Response Program (CDFI RRP) Request subsection, applicants should enter the amount that they are requesting.

Figure 58: CDFI Rapid Response Program Request Page

Question 1: CDFI-RRP Request Amount:
Enter your "CDFI-RRP Request Amount". This value must be a minimum of $200,000 and a maximum of $5,000,000. The value entered must be in the 1000s. For example, enter $200,000 instead of $200,352.

Question 2: CDFI-RRP First Payment Amount Request:

Enter your CDFI-RRP First Payment Amount Request. This amount must be less than or equal to the "CDFI-RRP Request Amount" you entered in Question 1. The value entered must be in the 1000s. For example, enter $200,000 instead of $200,352.

Validation Message: Your CDFI-RRP Request Amount may not exceed 150% of your organization's Total Financing Activities for the most recent historic fiscal year or $200,000, whichever of those two values is greater. The field below will calculate 150% of your Total Financing Activities based on the Application Financial Data you enter in the next section of the application.

If the field is blank at this time, please complete all subsections under the Application Financial Data section, including the last subsection entitled "Financial Data Certification", and then return to this subsection.

Please ensure your CDFI-RRP Request Amount does not exceed the amount displayed in the field below, or $200,000, whichever of those two values is greater.

Question 3: 150% of Total Financing Activities Validation:
150% of your organization's Total Financing Activities for the most recent historic fiscal year.

Subsection was marked as completed!

CDFI Rapid Response Program (CDFI RRP) Request

🔖 Bookmark Subsection ☐

Enter the CDFI RRP request amount.

90 percent of the first payment amount must be spent within the first year of the period of performance. 100 percent of the award must be spent by the end of the period of performance. Applicants should only request a first payment amount that reflects what they plan to spend within the first year of the period of performance.

Award Amount Requested	Response
CDFI RRP Request Amount: *	* Please ensure your CDFI RRP Request amount does not exceed 150% of your organization's Total Financing Activities for the most recent historic fiscal year, or $200,000, whichever of those two values is greater. $ 1,000,000 0 Decimal Places
CDFI RRP First Payment Amount Request: *	* $ 500,000 0 Decimal Places
Your CDFI RRP Request Amount may not exceed 150% of your organization's Total Financing Activities for the most recent historic fiscal year, or $200,000, whichever of those two values is greater. The field below will calculate 150% of your Total Financing Activities based on the Application Financial Data you enter in the next section of the application. **If the field is blank at this time, please complete all subsections under the Application Financial Data section, including the last subsection entitled "Financial Data Certification", and then return to this subsection.** Please ensure your request amount does not exceed the amount displayed in the field below, or $200,000, whichever of those two values is greater.	
150% of your organization's Total Financing Activities for the most recent historic fiscal year. *	* 0
Award Amount Requested	Response

Save

Figure 59: CDFI Rapid Response Program Request (CDFI RRP) Subsection - Validation Error

You may enter responses for Question 1 and 2 at this time and click **Save** to record your responses, however you will receive a validation error indicating that the CDFI RRP Request amount cannot exceed 150% of your organization's Total Financing Activities for the most recent historic fiscal year. You must return to this subsection **after completing the Application Financial Data section of the application** in order to validate your CDFI RRP Request Amount.

Once the Application Financial Data section is completed, your percentage of Total Financial Activities calculation will be auto-populated.

Figure 60: Percentage of Total Financing Activities Calculation on CDFI-RRP Request Amount Page

When this subsection is saved, the CDFI-RRP Request Amount will be compared to the value in this auto-populated field to ensure that the CDFI-RRP Request Amount does not exceed a percentage of your organization's Total Financial Activities as of the date of the most recent historic fiscal year end (150% for applicants).

5.6 Application Financial Data

This section is designed to collect financial data from your organization. Some data in this section will be auto-populated by AMIS.

Verify Financial Institution Category
Your organization's financial institution Category is displayed in the Verify Financial Institution Category subsection. Verify your institution category is correct and continue to the next

subsection. If this information is not correct, you must edit/update the information directly on your organization profile page in AMIS before continuing with your Application.

Figure 61: Verify Financial Institution Category Subsection

Financial Attachments (Unregulated Applicants Only)

This subsection is only applicable to Unregulated Applicants. Regulated Institutions will not see this subsection and should proceed to the [Application Financial Data](#) instructions.

Please refer to the Rapid Response Program (RRP) Application Guidance document for additional guidance on required financial attachments, located in the [FY 2021 Application Materials section](#).

Financial Attachments

Bookmark Subsection ☐

Unregulated Applicants (loan funds, venture capital funds, and other non-Insured Depository Institutions) must attach the required attachments.

1. **Audited Financial Statements** for your organization's three Most Recent Historical Fiscal Years.
   • **This question requires 3 attachments.**

   DRAG & DROP
   Upload Document Here *

2. **Interim Financial Statements:** Current Year-to-Date Unaudited Internally Prepared Financial Statements as of December 31.
   • **This question requires 1 attachment.**

   DRAG & DROP
   Upload Document Here *

3. A **Management Letter** for the Most Recent Historical Year <u>OR</u> a **Statement in Lieu of Management Letter** for the Most Recent Historic Fiscal Year is required from Applicants. If your organization did not receive a Management Letter, as defined in the applicable Notice of Funds Availability (NOFA), a template is provided in AMIS to be completed in this subsection. The Statement in Lieu of a Management Letter is attested to for accuracy and completeness by an Authorized Representative of your organization as part of the overall Attestation when you submit the Application**.**
Click to view a sample Management Letter. Note: this is not your auditor's opinion letter.
Management Letters: please read the three options below and select a corresponding choice that describes your organization from the drop-down box at the bottom of the section. All Applicants must select one of the three available Management Letter options for Question 3.1.

Figure 62: Financial Attachments Subsection

Applicants use the drag and drop upload field to provide all required Attachments.

3. A **Management Letter** for the Most Recent Historical Year OR a **Statement in Lieu of Management Letter** for the Most Recent Historic Fiscal Year is required from Applicants. If your organization did not receive a Management Letter, as defined in the applicable Notice of Funds Availablity (NOFA), a template is provided in AMIS to be completed in this subsection. The Statement in Lieu of a Management Letter is attested to for accuracy and completeness by an Authorized Representative of your organization as part of the overall Attestation when you submit the Application.
Click to view a sample Management Letter. Note: this is not your auditor's opinion letter.

Management Letters: please read the three options below and select a corresponding choice that describes your organization from the drop-down box at the bottom of the section. All Applicants must select one of the three available Management Letter options for Question 3.1.

3.1.a. **Applicant is a new CDFI with no Application Financial Data Attachments to provide:** As a newly formed CDFI (that has not yet been audited), we do not have any Application Financial Data Attachments, including Audited Financial Statements or Management Letters/Statements in Lieu of Management Letters to provide.
  - **This selection requires no attachments.**

3.1.b. **Applicant with a Management Letter to attach:** My CDFI has a management letter meeting the requirements as defined in the NOFA for Financial Assistance (FA) awards or Technical Assistance (TA) grants under the Community Development Financial Institutions Program (CDFI Program), or the NOFA for FA awards and TA grants under the Native American CDFI Assistance Program (NACA Program), or my CDFI's A-133 (Single Audit) is included in the attached audited financial statements. **Note: If you have questions about whether a document meets the requirements set forth in the FA Application guidance, reach out to CDFI Fund staff via a service request.**
  - **This selection requires 1 attachment.**

3.1.c. **Applicant needing to Attest to a Statement in Lieu of Management Letter in AMIS:** I do hereby certify and attest that the audit firm that conducted our CDFI's most recent historic fiscal year audit did not provide a Management Letter, as defined in the NOFA for Financial Assistance (FA) awards or Technical Assistance (TA) grants under the Community Development Financial Institutions Program (CDFI Program), or the NOFA for FA awards and TA grants under the Native American CDFI Assistance Program (NACA Program). *

Use the drop-down box to select one of the three options above.

Figure 63: Financial Attachments Question 3

Question 3 requires that an applicant select one of the following options from a dropdown:

3.1.a. Applicant is a new CDFI with no Application Financial Data Attachments to provide

3.1.b. Applicant with a Management Letter to attach

3.1.c. Applicant needing to Attest to a Statement in Lieu of Management Letter in AMIS

If 3.1.c. is selected, the Management Letter 3.2 & 3.3 subsection will appear (shown below) and applicants will have to complete two more dropdowns.

Management Letter 3.2 & 3.3

🔖 Bookmark Subsection ☐

For questions 3.2 and 3.3, please read both options and select the option from each drop-down box that describes your organization. Applicants must make a selection for both questions.

3.2.a. Applicant with Unqualified Opinion and no audit findings: I further certify and attest that for all audited financial information submitted as part of the FY 2021 Funding Round Application, that the Audit Opinion was Unqualified and denoted no deviations from GAAP.

3.2.b. Applicant with Qualified Opinion and/or audit findings: I further certify and attest that for all audited financial information submitted as part of the FY 2020 Funding Round Application, any qualified opinions, deviations from GAAP, and/or audit findings are thoroughly addressed in Question II of the Compliance Evaluation Questions in the aforementioned Application. *
Use the drop-down box to select one of the two options above.

3.2.a	⌄

3.3.a. Applicant with no additional items to report: I further certify and attest that in my opinion, my organization's accounting policies and procedures, internal controls, and operating policies are appropriate and prudent for a CDFI of our size and complexity, and; That our auditors did not inform us of, and I am not aware of, any issues with our accounting policies and procedures, internal controls, and operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit.

3.3.b. Applicant with additional items to report: I am aware of the following issues with our accounting policies and procedures, internal controls, and/or operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit. *
Use the drop-down box to select one of the two options above.

3.3.b	⌄

Save

Figure 64: Management Letter 3.2 & 3.3 Subsection

The first dropdown asks the applicant to choose between two options based on whether or not the applicant has a qualified opinion and/or audit findings. The second asks applicants to choose between **3.3.a. Applicant with no additional items to report** and **3.3.b. Applicant with additional items to report.**

If the Applicant has additional items to report, then select 3.3.b and the Management Letter 3.3.b subsection will appear.

Figure 65: Management Letter 3.3.b Subsection

Click **New Row** and fill in the following fields. It is recommended but not required to give the issue a name (question 1).

Figure 66: New Row Fields

Once you are done, click **Save**. You also have the option to download the Comma Separated Values File (CSV File) or to delete the record at the bottom of the page.

Application Financial Data

Applicants are required to enter financial data for the three most recent historic fiscal years, the current fiscal year, and three projected fiscal years. Applicants can use the Application Financial Data Inputs Workbook - FOR REFERENCE ONLY" workbook found on the webpage linked above to collect the required Application Financial Data offline before entering it into AMIS.

Important: A response (even if zero "0") is required in all data input fields in order to submit your Application. Only fields required of your organization, based on your organization's Financial Institution Type as defined in AMIS ((a) Unregulated, (b) Credit Union, or (c) Bank) are visible as you complete this section.

Figure 67: Application Financial Data Subsection

Table:

The Fiscal Year Selection row is automatically populated based on the Fiscal Year End field on your Organization Record in AMIS.

Enter the amount/number in the fields within the Application Financial Data subsection. Each field in this subsection has an error check in place to ensure data quality.

Note: This table is designed with a cascading column and row header to aid data entry. Due to the size of this table, you may experience a lag in header movement. If the moving headers are moving slowly or not at all, please try the following troubleshooting tactics:
- Scroll to the bottom of the subsection and click Save to record any data you have already entered. Then, refresh the application page.
-Try scrolling more slowly down or across the page.
-After saving the subsection, the Exit button in the upper right-hand corner of the page to exit the application. Then, re-open the application and re-load this subsection.
- If possible, try opening the application in a different web browser or with a different internet connection.
- Try zooming out within your browser window so that more of the table is visible.

Eligible Market and/or Target Market 60 Percent Validation

This subsection displays the percentage of the Applicant's on-balance sheet loans closed in an Eligible Market and/or approved Target Market. These calculations are derived from the financial inputs entered in the Application Financial Data subsection.

In this subsection Applicants verify that the percent of On-Balance Sheet Loans Closed in an Eligible Market and/or Target Market is 60 percent or above.

Eligible Market and/or Target Market 60 Percent Validation

🔖 Bookmark Subsection ☐

This subsection displays the percentage of the Applicant's Financial Products Closed in an Eligible Market and/or approved Target Market. (Please see the applicable NOFA for definition of Eligible Market.) These calculations are derived from the financial inputs entered in the Application Financial Data subsection.

For any of the years listed in the table below, is the calculated value below 60%?

Note: If you have already completed your Application Financial Data table, please consider any blank cells in the table below as 0% and select "Yes" for this question. *

Historic 3	Historic 2	Historic 1	Current
*	*	*	*
2017	2018	2019	2020
67	68	69	64
Historic 3	Historic 2	Historic 1	Current

Figure 68: Eligible Market and/or Target Market 60 Percent Validation Subsection

Question 1: For any of the years listed in the table below, is the calculated value below 60%?

Note: If you have already completed your Application Financial Data table, please consider any blank cells in the table below as 0% and select "Yes" for this question.
After verifying the data in the table, provide an answer to the stated question.

If any of the calculated values are below 60 percent or are blank (and your Application Financial Data table is complete) respond **Yes.** You will be prompted to provide a written justification.

If none of the calculated values are below 60 percent or blank respond **No.** You will not be prompted to provide a written justification.

Table:
Data in this table is being pulled from information entered in the Application Financial Data subsection.
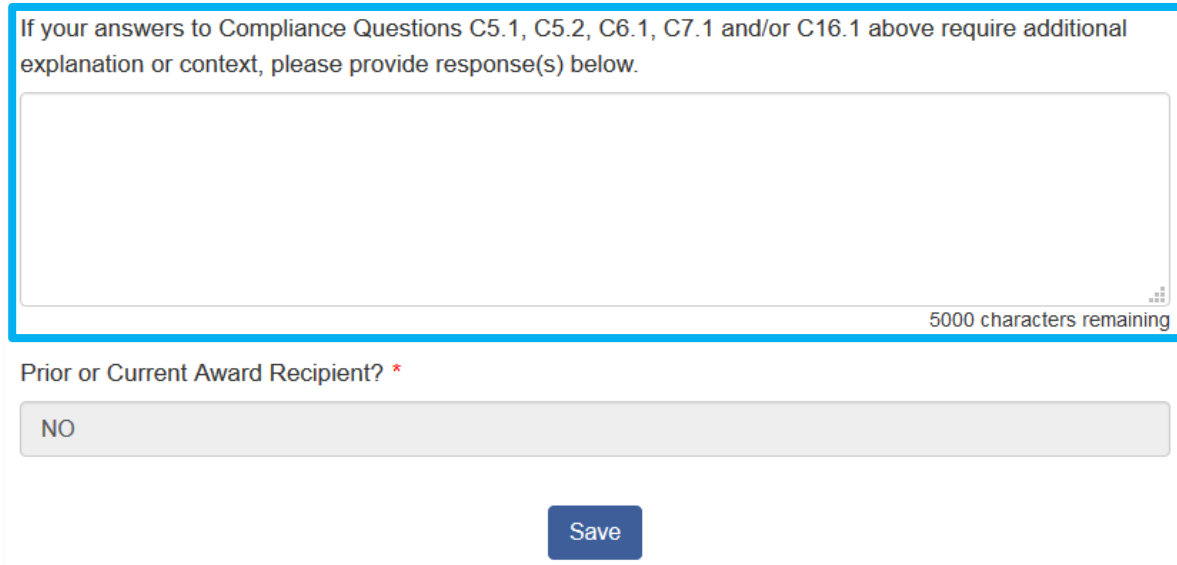
Verify the information displayed in the table is correct. If changes are needed, values must be changed on the Application Financial Data subsection.

5.7 Compliance Evaluation Questions

Responses are required to all Compliance Evaluation Questions.

Some question responses may trigger a justification to provide more context for your response. In such instances, a new mandatory * text entry box will appear directly beneath the question asking you to "Please provide an explanation:"

Note: C5.1, C5.2, C6.1, C7.1, and/or C.16.1 are conditionally required. These questions are only applicable and triggered to be viewable in AMIS based on an applicant's response to a preceding question, and thus not all questions apply, or are visible, to all applicants. If "No" is selected in response to these questions, you will NOT be prompted with an explanation textbox directly below the question. **You will be instructed to "(Provide explanation in the "Conditionally Required Responses" text box at the bottom of this page.)" and you will need to provide your explanation to these questions at the end of the subsection (at the very bottom of the page) in a large 5,000 character limit textbox entitled, "If your answers to Compliance Questions C5.1, C5.2, C6.1, C7.1 and/or C16.1 above require additional explanation or context, please provide response(s) below."**

Figure 69: Compliance Questions Subsection – Large textbox at bottom of page showing where to provide additional explanation or context for Questions C5.1, C5.2, C6.1, C7.1 and/or C16.1, if necessary.

To view the complete list of Compliance Evaluation Questions and answer options, see the Appendix in this year's CDFI RRP Application Guidance.

Prior or Current Award Recipient?

This field is a pre-populated field which will display YES or NO depending on if the organization has a prior or current award.

If this field is YES, then you will see the Compliance Questions for Prior or Current Award Recipients subsection.

Figure 70: Compliance Questions for Prior or Current Award Recipients Subsection

6.0 Completing and Submitting the Application

6.1 Printing your Application

To print your application, click the **View PDF** link in the navigation menu at the top of the User Interface.

Figure 71: View PDF Button

This will generate a PDF of your application that you can download using your browser's download function that enables you to save the application to your computer and print. For more information on how to generate a PDF in this application, please see section 4.7 of this document.

6.2 Submitting your Application

All subsections must be marked complete for you to submit your application. To check which subsections have been marked complete, look for a green checkmark next to that subsection on the menu bar. Subsections that are incomplete will not have a checkmark and will prevent you from successfully submitting the application.

You will not be able to submit an application until all items are marked complete.

If you attempt to submit your application before all subsections are complete, you will receive error messages identifying which subsections remain incomplete or contain validation errors. Correct these subsections before trying to re-submit your application.

The section "Applicant Level Information - Organization Level Information" has not been marked as completed.
The section "Applicant Level Information - Application Contact Details" has not been marked as completed.
The section "Applicant Level Information - Applicant Eligibility (AMIS)" has not been marked as completed.
The section "Applicant Level Information - Environmental Review Criteria" has not been marked as completed.

Figure 72: Example of Error Message for Incomplete Subsections

Before you submit your application, the CDFI Fund recommends you closely review your application. **ONCE SUBMITTED, YOUR APPLICATION WILL BE LOCKED, AND RESPONSES CANNOT BE ALTERED.**

An Authorized Representative will need to attest that the information provided in the application is accurate and complete to the best of your organization's knowledge. Before proceeding to this section, make **SURE** your application is complete, including the upload of all required attachments and table information.

To Attest and Submit an application:

1. Log in to the Application as an Authorized Representative. Only Authorized Representatives will be able to Attest to the application.

2. Select the **Attestation and Submission** tab from the very bottom of the menu bar.

3. Read the attestation and signify agreement with the statement by selecting the checkbox. Once the checkbox is selected, the Designated Authorized Representative's name and the time and date of attestation will appear on this page.

Attestation and Submission

Authorized Representative Signature

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

☑ **By selecting this checkbox, I agree to the terms stated above.** *(Any Authorized Representatives)*

Name: AR Test16
Date: 2/17/2020 6:12 PM

Submit Application

Figure 73: Attestation and Submission Page

4. Once the statement is attested to, either an Authorized Representative, or a Point of Contact, may submit the application. Click **Submit Application**. A dialog box will appear. Confirm that you would like to submit the application and understand the application cannot be edited after this point.
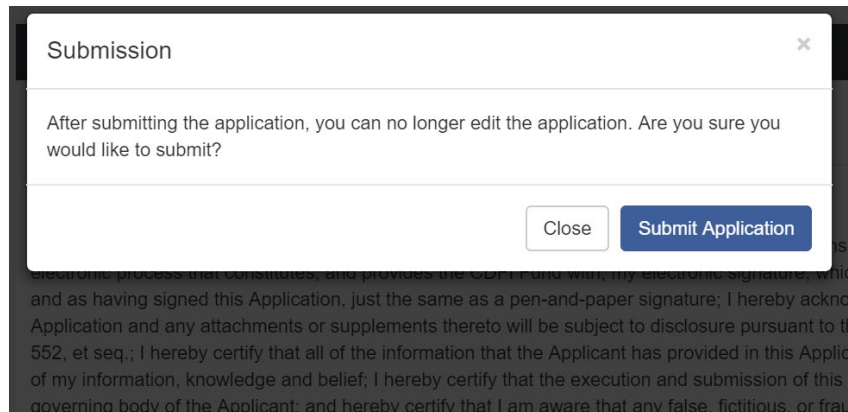
Figure 74: Submission Dialog Box

5. If any of your subsections are incomplete, your submission attempt will be unsuccessful. An error message will identify which subsection(s) is incomplete.

The section "Applicant Level Information - Organization Level Information" has not been marked as completed.
The section "Applicant Level Information - Application Contact Details" has not been marked as completed.
The section "Applicant Level Information - Applicant Eligibility (AMIS)" has not been marked as completed.
The section "Applicant Level Information - Environmental Review Criteria" has not been marked as completed.

Figure 75: Application Submission - Failed Attempt Error Message

6. If your submission is successful, the application will return this message:

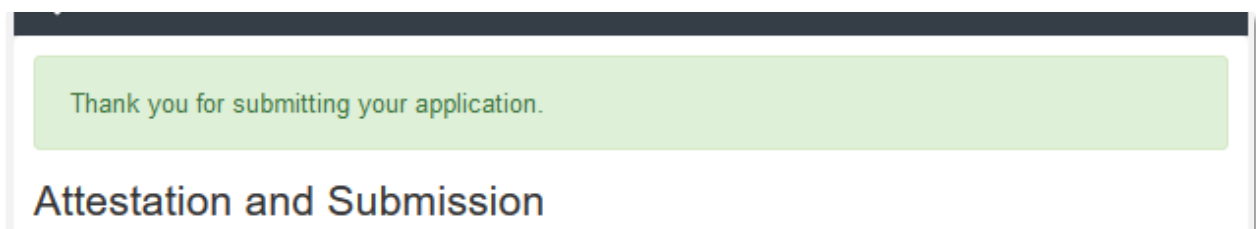Thank you for submitting your application.

Attestation and Submission

Figure 76: Application Submission- Successful Attempt Message

7. The user who is logged in when the application is submitted will receive an email confirming that the application has been submitted including the text of the Authorized Representative's attestation for reference.

--- END ---