

COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

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AMIS TRAINING MANUAL

AEBEA: Uses of Bank Enterprise Award Program Award Report Completion (For BEA Recipients)

September 2021

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1 Introduction



AE101: Getting Started – Navigating AMIS (for External Users) is a pre-requisite for this training manual.

The purpose of this training manual is to provide instructions for Bank Enterprise Award Program (BEA Program) Recipients to submit the Uses of BEA Program Award Report to the Community Development Financial Institutions Fund (CDFI Fund). The Recipient is required to use the BEA Program Award by the end of its Performance Period to demonstrate it has met its Performance Goal. The organization must submit the required Performance Report to the CDFI Fund by the date set forth in its Assistance Agreement. Information regarding the Performance Report, Schedule, and Performance Goal can be found in Schedule 1, Sections A and B of the Assistance Agreement.

The Uses of BEA Program Award Report is completed in the Awards Management Information System (AMIS). Once the Uses of BEA Program Award Report is submitted, the CDFI Fund will review the report and render a compliance determination.

It is important to note:

- Required data fields are typically indicated with a red bar (" | "). However, not all required fields are indicated as such; other fields may also be required based upon validation rules.
- Errors and missing information are validated upon saving information and/or submitting the entered information. The errors may be identified via a message in red at the top of the page and/or red highlights in the fields themselves.
- This user guide only covers completing the Uses of BEA Program Award Report. Please refer to [Getting Started – Navigating AMIS](#) to learn, in detail, how to access AMIS. This user guide can be accessed by visiting <https://amis.cdfifund.gov/s/Training>.

Disclaimer: The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

2 BEA Program Compliance Reporting

2.1 Uses of BEA Program Award Report

To get started on the Uses of BEA Program Award Report:

1. Log into AMIS and click on the **Awards** tab.

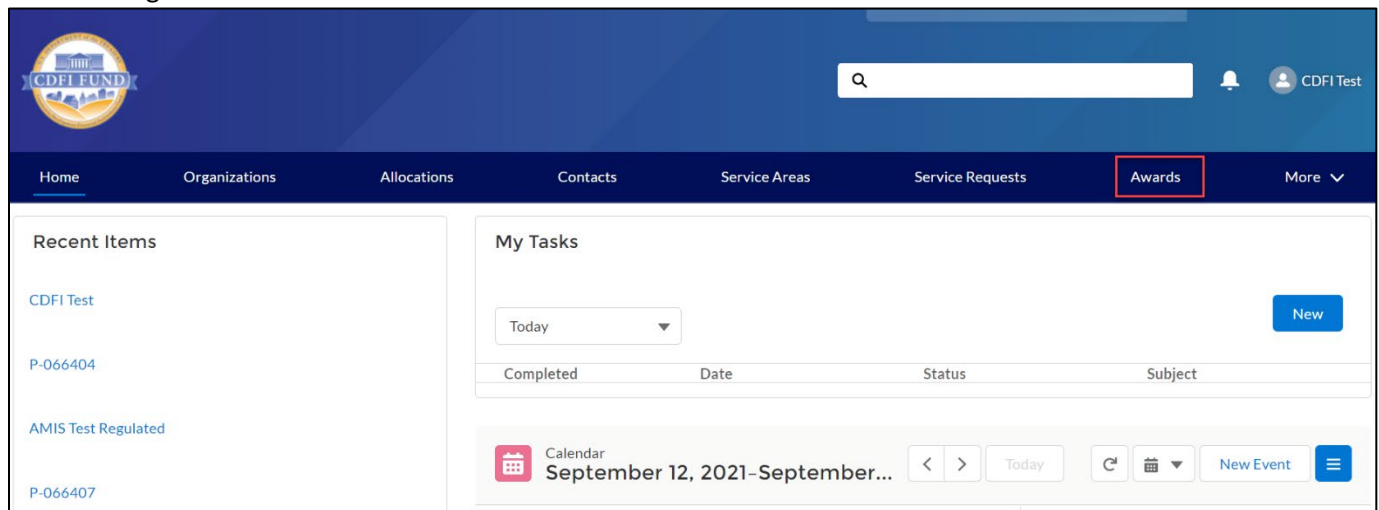


Figure 1. Awards Tab - Home Page

2. Click on the **Related** tab.

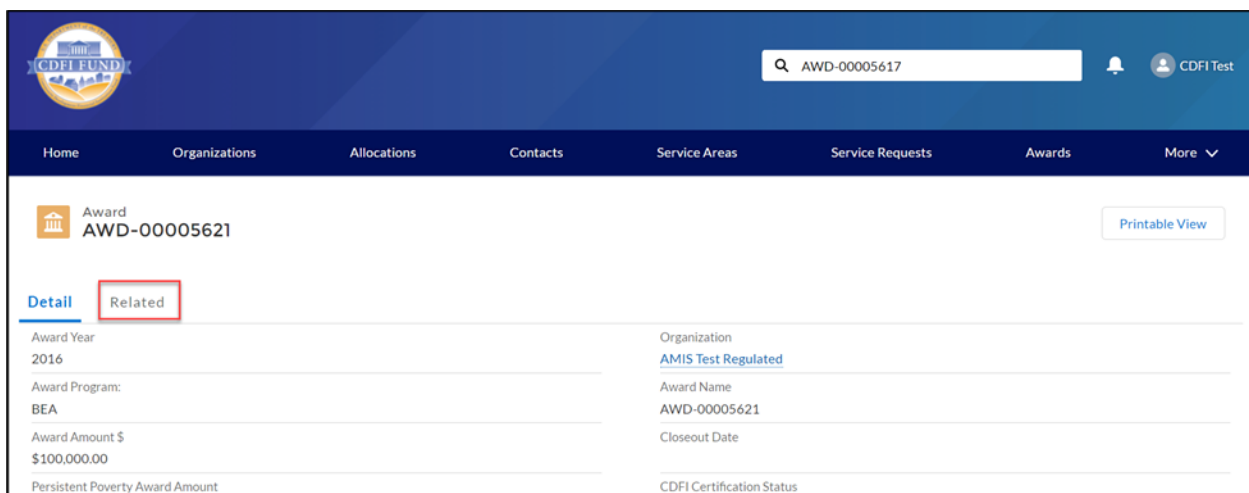


Figure 2. Award Detail Page - Related Tab

3. Scroll to the **Uses of BEA** section and select **New**.



Figure 3. Uses of BEA - New

4. You will be forwarded to the **New Use of BEA** edit page.
 - a. Confirm the **Award** AWD-number field is populated. Please note this is an AMIS generated record identification number and is not your BEA Award Number.
 - b. If the Recipient has not expended its BEA Program Award on Authorized BEA Program Activities by the end of the Performance Period, and there are no qualified transactions to report, click the **No Qualified Transactions to Report** checkbox. Please note that automatic compliance checks have been built into this report. You will not be able to submit the report if either the **No Qualified Transactions to Report** box is checked (if there are not any) or if the amount of qualified transactions does not equal or exceed the Award amount.
5. Select the **Save** button to save the **Use of BEA** record.

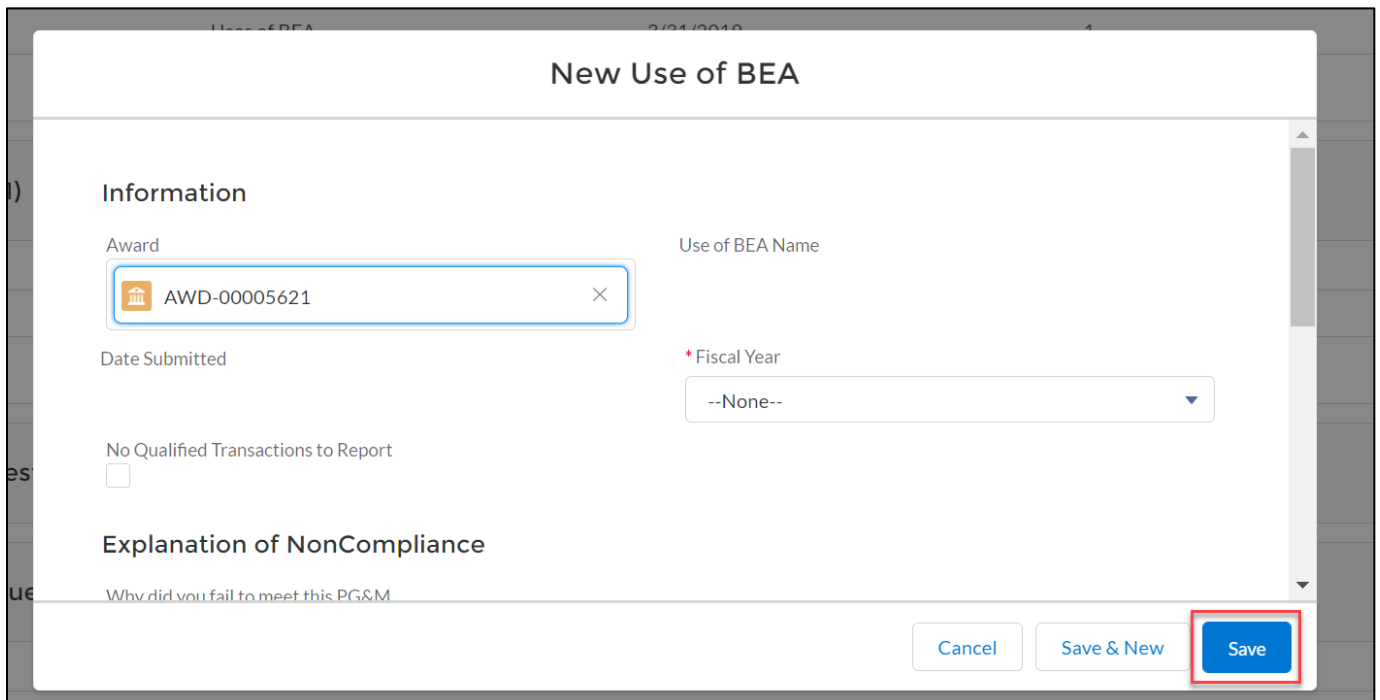


Figure 4. Uses of BEA Edit Page

1. You will be forwarded to the **Use of BEA Detail** page. All of the fields on this **Use of BEA Detail** page will be automatically populated based on information entered in the **New BEA Compliance Transactions**.

Use of BEA
UOB-0000128

Edit Printable View Clone

Detail Related

Award	Use of BEA Name
AWD-00005621	UOB-0000128
Organization	Fiscal Year
AMIS Test Regulated	2016
Award Control Number	
161BE020998	
Date Submitted	
Performance Period Start Date	
10/16/2017	
Performance Period End Date	
9/30/2018	
Total Award Amount	
\$100,000.00	

Figure 5. Uses of BEA Detail Page

2.2 Create New BEA Compliance Transactions

1. To report a BEA qualified transaction, click on the **Related** tab.

Home Organizations Allocations Contacts Service Areas Service Requests Awards More

Use of BEA
UOB-0000128

Edit Printable View Clone

Detail Related

Award	Use of BEA Name
AWD-00005621	UOB-0000128
Organization	Fiscal Year
AMIS Test Regulated	2016
Award Control Number	
161BE020998	
Date Submitted	

Figure 6. Uses of BEA Related Tab

2. Scroll to the **BEA Compliance Transactions** section and select **New**. Recipients are required to enter each qualified transaction separately.

Use of BEA
UOB-0000128

Edit Printable View Clone

Detail Related

BEA Compliance Transactions (2) **New**

Transaction Name	Record Type	Total \$ Amount	Administrative Costs
BCT-0001983	CG	\$1,000,000.00	
BCT-0001984	AHD	\$1,000,000.00	

View All

Figure 7. BEA Compliance Transactions - New

New BEA Compliance Transaction

Select a record type

☒ AHD
Affordable Housing Development Loans and Project Investments

☐ AHL
Affordable Housing Loans

☐ CEI
CDFI Equity Investments

☐ CG
Grants Made to Certified CDFI's

☐ CRE

Cancel **Next**

Figure 8. New BEA Compliance Transaction Record Type Page

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


Figure 9. BEA Compliance Transaction Record Type Categories

4. You will be forwarded to the **BEA Compliance Transaction Edit** page. Complete the mandatory data fields. Please note, required mandatory data fields are dependent upon the **BEA Compliance Transaction Record Type** selected.
5. Click the **Save** button when complete.
 - a. Select the **Save & New** button to create another **New BEA Compliance Transaction**, as needed (see **Figure 9. BEA Compliance Transaction Edit Page** below)
 - b. A new **BEA Compliance Transaction** can be created from the **Use of BEA Detail** page by clicking **New BEA Compliance Transaction** (see **Figure 10. BEA Compliance Transactions Related List** below)

New BEA Compliance Transaction: AHD

Information

* Use of BEA

 UOB-0000128

×

Transaction Name

Record Type

AHD

Help Tip

For the activity types listed below, which are associated with either Distressed Community Financing Activities or Service Activities, provide the number of the appropriate measure in aggregate for all transactions funded within the category:

*Affordable Housing Development: Total number of units developed or rehabilitated as part of the transaction.
*Small Business: Total number of full-time equivalent jobs created or maintained by borrower.
*Commercial Real Estate: Total number of commercial real estate properties acquired, developed or rehabilitated.
*Community Services: Number of individuals who received the identified service funded with the Award.

Cancel

Save & New

Save

Figure 10. New BEA Compliance Transaction Page 1

New BEA Compliance Transaction: AHD

Administrative Costs

* Total \$ Amount

* Transaction Date

related program funded with the Award.
 *Targeted Retail Savings/Investment Products: Number of products developed with funds from the Award sold or opened.

* Impact

Census Information

Help Tip
 For Distressed Community Financing Activities or Service Activities, input the census tract number that confirms the funds were deployed in a Distressed Community as defined in the applicable BEA Notice of Funds Availability (NOFA) and BEA Program Regulations. If the activity was CDFI Related...

Cancel
Save & New
Save

Figure 11. New BEA Compliance Transaction Page 2

- c. The BEA Compliance Transaction record(s) will be saved on the **Use of BEA Detail** page.

Detail Related			
BEA Compliance Transactions (2) New			
Transaction Name	Record Type	Total \$ Amount	Administrative Costs
BCT-0001983	CG	\$1,000,000.00	
BCT-0001984	AHD	\$1,000,000.00	
View All			

6. Repeat steps 1-6 until all qualified transactions have been entered. Once all BEA compliance transactions have been entered, the Uses of BEA Program Award Report is complete and may be submitted. Options are available to **Edit** or **Delete** each record, as needed.

Use of BEA
UOB-0000128

Edit Printable View Clone

Submit Use of BEA

Detail Related

BEA Compliance Transactions (2)

Transaction Name	Record Type	Total \$ Amount	Administrative Costs
BCT-0001983	CG	\$1,000,000.00	
BCT-0001984	AHD	\$1,000,000.00	

View All

Figure 13. Use of BEA Detail Page - Submit Uses of BEA

2.3 Submit the Uses of BEA Program Award Report

1. From the **Use of BEA Detail** page, click the **Submit Use of BEA** button to submit the Uses of BEA Program Award Report.
 - a. Once submitted, the report will be locked and made available for review to the CDFI Fund. Once locked, no further edits can be made to the report. If you need the report unlocked to make a correction, please submit a Service Request via your organization's AMIS account.
 - b. To confirm the report has been submitted, refer to the **Date Submitted** and **Report Status** fields. The **Date Submitted** field will populate with the date the report is submitted and the **Report Status** field will populate with "Submitted."
 - c. Automatic compliance checks have been built into the Uses of BEA Program Award Report. If you receive an error when submitting, please review the error messages, correct the data as needed, and resubmit.

Use of BEA
UOB-0000326

New Contact New Service Request Change Owner

Details Related

Award	Use of BEA Name
AWD-00007371	UOB-0000326
Organization	Report Status
	Approved
Award Control Number	Auto-Approved?
181BE023462	Yes
Date Submitted	CCME Analyst
6/25/2020 2:37 PM	
Performance Period Start Date	Fiscal Year
3/19/2019	2020
Performance Period End Date	No Qualified Transactions to Report

Activity

New Event New Task Log a Call

Set up an event... Add

Filters: All time • All activities • All types

Refresh • Expand All • View All

Upcoming & Overdue

No next steps.

Figure 14. Use of BEA Detail Page - Submitted Use of BEA Record