

COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

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AMIS Training Manual Small Dollar Loan (SDL) Program

Subsequent Payment Request Submission

Introduction

AE101: Getting Started – Navigating AMIS (for External Users) is a pre-requisite for the training manual you are currently viewing, *AE104: SDL Program Payment Request Submission (for SDL Award Recipients)*.

The objective of this training manual is to provide SDL Program Recipients with instructions and steps on how to create and submit subsequent payment requests from AMIS. Payment requests are approved in multiple steps by different CDFI Fund business units through AMIS.

After the initial payment is made, award Recipients must initiate subsequent payment requests through AMIS.

Note: A user is prevented from submitting a subsequent payment request unless all of the following conditions are satisfied:

- a. At least 90% of the initial Award Payment has been expended.
- b. No previous payment request is pending payment.
- c. The sum of all payments is less than or equal to the Award Amount.
- d. The Requested Amount is greater than zero.
- e. The person signing and submitting a payment request is an Authorized Representative for the organization.

Create and Submit a Payment Request

To request a subsequent payment:

1. Log in to the AMIS Portal.
2. Select your organization.
 - Ensure you are an Authorized Representative of the organization.
 - To designate a Contact as an Authorized Representative within the Organization Profile, navigate to the Organization Detail page, Select the Related tab, scroll down to the Contact list, select the Contact Name, select the Edit link at the top of the screen
 - Then, set the Type to Authorized Representative (shown below). To be an Authorized Representative of a CDFI you must be authorized to sign legal agreements on behalf of your organization.

Edit Test External

Contact Owner: AMIS Support User

Legacy ID:

* Name: Test

Salutation: --None--

First Name: Test

* Last Name: External

* Organization Name: CDFI Test Organization-Unregulated

Casefied ID: 003t0000001Q904AAC
This field is calculated upon save

TEMP mark for mass email:

Title:

Type:

- Authorized Representative
- None--
- ✓ Authorized Representative
- Point of Contact

Buttons: Save & New, Save

Figure 1. Editing Contacts in AMIS

3. Click the Awards tab to access the Awards Home Page.

Home Organizations Allocations Contacts Service Areas Service Requests **Awards** Reporting Schedule CMF Performance Report More

Recent Items: Test External Moffett

My Tasks: Today [New]

Calendar: December 5, 2021–December 11, 2021

Completed	Date	Status	Subject
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GMT -5	SUN 5	MON 6	TUE 7	WED 8	THU 9	FRI 10	SAT 11
9am							
10am							

DECEMBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Figure 2. AMIS Portal Home Page

4. The award should be listed under the **Recently Viewed Awards** section.

	Award Name	Award Year	Award Program:	Award Control Number	Award Amount \$	Organization
1	AWD-00012161	2022	SDL LLR TA Combo	21SDL058096	\$1,100,000.00	Test Applicant Org 18

Figure 3. Awards Home - Recently Viewed

5. If the award is not listed under **Recently Viewed**, select **All** from the dropdown menu.

	Award Year	Award Program	Award Amount \$	Award Status
1	2019	NACA-TA	\$150,000.00	Executed
2	2020	NACA-TA	\$150,000.00	Executed

Figure 4. Awards Home - All

6. Click on the appropriate **Award Name** to access the **Award Detail** page.

	Award Name	Award Year	Award Program:	Award Control Number	Award Amount \$	Organization
1	AWD-00012161	2022	SDL LLR TA Combo	21SDL058096	\$1,100,000.00	Test Applicant Org 18

Figure 5. Awards Home – Name

7. From the Award Detail page, click on the **Payment Request** button located in the dropdown to generate a new subsequent payment request.

Note: The Recipient is allowed to make one subsequent payment request per award.

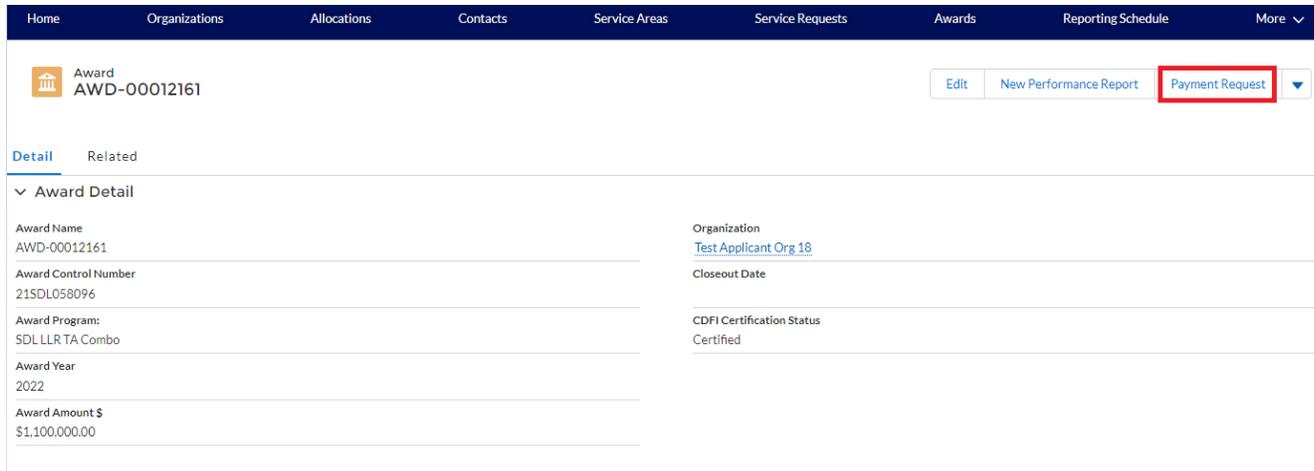


Figure 6. Awards Home - Payment Request

8. A new Payment Request will automatically generate, and you will be redirected to the new Payment Request detail page. From this page, click on the Edit button.

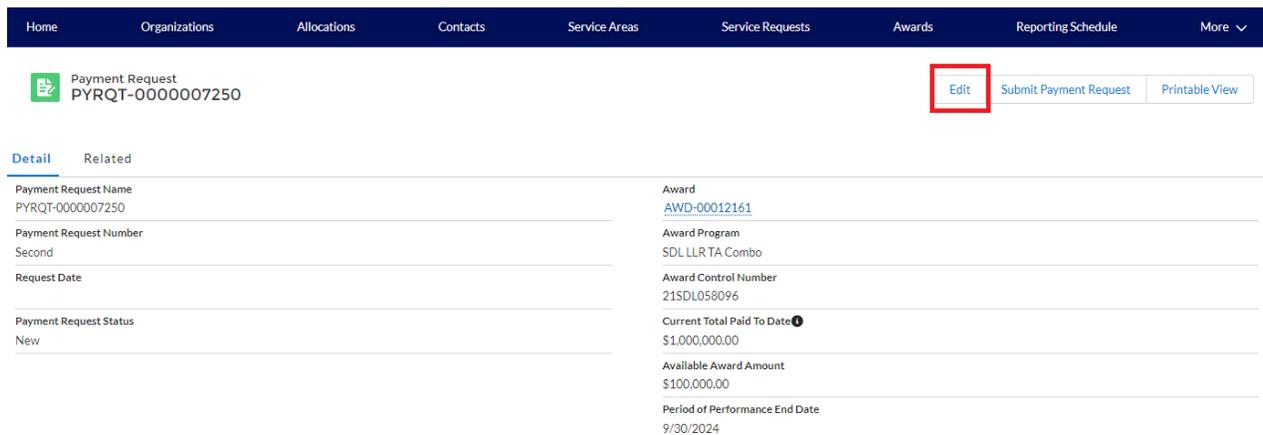


Figure 7. Payment Request - Edit

9. Complete the Required Information on the page.
 - i. Enter the **Requested Amount**.
 - ii. Enter the **Justification**.
 - iii. Enter the **Cumulative Uses of Award \$**. The amount entered must be at least 90% the initial payment. It also cannot exceed the Total Award Amount.
 - iv. If you're the Authorized Representative for the organization, the **Payment Contact** should automatically populate. If not, in the Payment Contact field, please enter the name of an Authorized Representative.

Note: The Justification must explain the Recipient's plans to expend the funds within the performance period, or how the Recipient has spent the funds if the award amount has already been expended. A Subsequent Payment can only be requested after at least ninety percent (90%) of the initial Payment has been expended on SDL Program Assistance authorized uses, as defined in the Assistance Agreement.

Edit PYRQT-0000007250

Period of Performance End Date
9/30/2024

Request and Use of Funds

<p>* Cumulative Uses of Award \$ ⓘ</p> <div style="border: 1px solid red; padding: 2px;">\$950,000.00</div> <p>Total Payments Prior to Request Date \$1,000,000.00</p> <p>Use of Funds Comparison ⓘ</p> <p>95.00%</p>	<p>* Requested Amount ⓘ</p> <div style="border: 1px solid red; padding: 2px;">\$100,000.00</div> <p>* Justification ⓘ</p> <div style="border: 1px solid red; padding: 2px;">Justification Text</div> <p>* Payment Contact ⓘ</p> <div style="border: 1px solid red; padding: 2px;">John Henry Irons</div>
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Payment Request Attestation

I, the Authorized Representative of the Recipient, do hereby certify on behalf of the Recipient: 1) The Recipient has performed and complied with all general award terms and conditions required by the Assistance Agreement. 2) The

Signature

Figure 8. Payment Request - Fields

10. As the Authorized Representative, read the Payment Request Attestation and check the signature box. If the record has been saved without checking the box place your cursor over the signature box to sign the Payment Request as the Authorized Representative. A pencil icon is displayed. Select this icon and the signature box is available to check. Check the signature box.

Edit PYRQT-0000007250

Period of Performance End Date
9/30/2024

Request and Use of Funds

* Cumulative Uses of Award \$ ⓘ
\$950,000.00

Total Payments Prior to Request Date
\$1,000,000.00

Use of Funds Comparison ⓘ
95.00%

* Requested Amount ⓘ
\$100,000.00

* Justification ⓘ
Justification Text

* Payment Contact ⓘ
John Henry Irons

Payment Request Attestation
I, the Authorized Representative of the Recipient, do hereby certify on behalf of the Recipient: 1) The Recipient has performed and complied with all general award terms and conditions required by the Assistance Agreement. 2) The

Signature

Figure 9. Payment Request - Signature

11. Select the **Save** button to save the record. Do not click the **Save & New** button.

Edit PYRQT-0000007250

Period of Performance End Date
9/30/2024

Request and Use of Funds

* Cumulative Uses of Award \$ ⓘ
\$950,000.00

Total Payments Prior to Request Date
\$1,000,000.00

Use of Funds Comparison ⓘ
95.00%

* Requested Amount ⓘ
\$100,000.00

* Justification ⓘ
Justification Text

* Payment Contact ⓘ
John Henry Irons

Payment Request Attestation
I, the Authorized Representative of the Recipient, do hereby certify on behalf of the Recipient: 1) The Recipient has performed and complied with all general award terms and conditions required by the Assistance Agreement. 2) The

Signature

Cancel Save & New **Save**

Figure 10. Edit - Save Button

12. You will receive a confirmation stating the Payment Request has been updated.

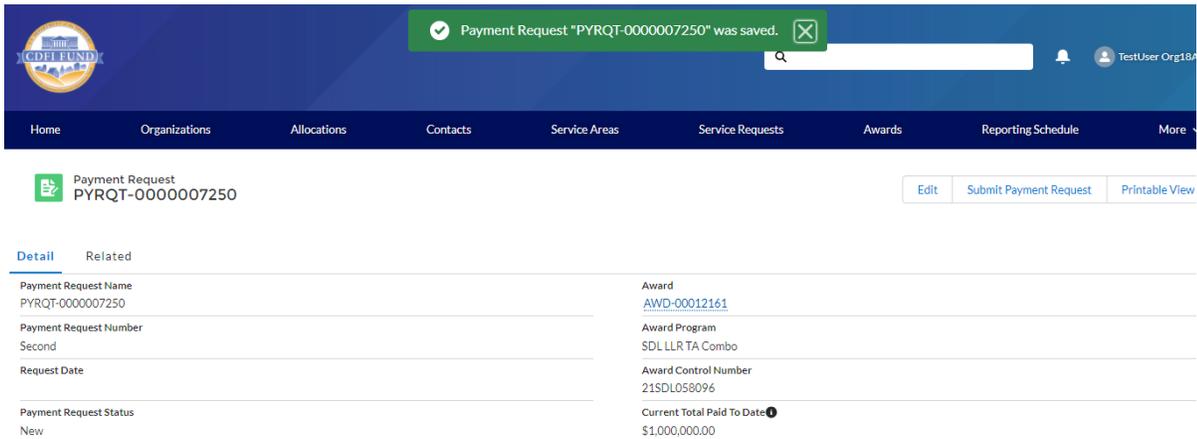


Figure 11. Payment Request Saved

13. Select the **Submit Payment Request** button. Payment Request must be submitted for approval to CDFI Fund and go through an approval process to determine if funds are disbursed.

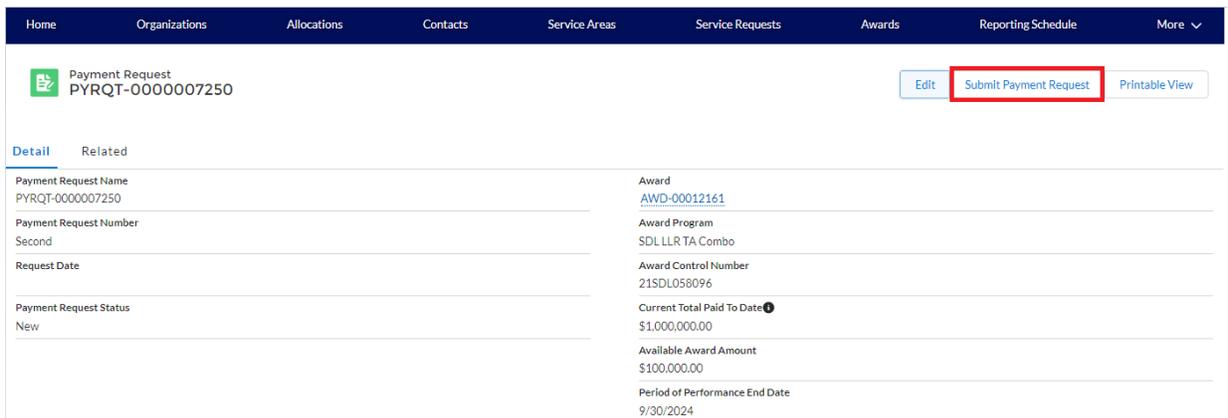


Figure 12. Submit Payment Request

14. Once you click the **Submit Payment Request** button, AMIS will display a message to confirm your intent to submit the payment request. Click the **OK** button to confirm.

amis.cdfifund.gov says

Are you sure you want to submit this payment?



Figure 13. Payment Request Detail Page - Submit for Approval Confirmation

Note: AMIS creates a Payment Request Review Pending Task and assigns it to the appropriate CDFI Fund staff for approval. You will not be able to edit the Payment Request while it is undergoing CDFI Fund staff review. If the submitted Payment Request is rejected by the CDFI Fund, you will be able to edit the Payment Request and provide the appropriate information.

15. Once submitted, the **Payment Request Status** field will update to “Submitted” on the Payment Request Detail page.

Note: You will receive email notification from SDL Program Staff if the Payment Request is rejected. If the Payment Request is rejected, SDL Program Staff will provide detailed comments regarding what has to be corrected in order to gain approval. The award recipient will then have the opportunity to correct the issue and resubmit the Payment Request by editing the rejected Payment Request to make the necessary corrections and resubmit for approval.

The screenshot shows the AMIS interface for a Payment Request. At the top, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, and Reporting Schedule. Below the navigation bar, the page title is "Payment Request PYRQT-0000007251". To the right of the title are two buttons: "Edit" and "Submit Payment Request". Below the title, there are two tabs: "Detail" (selected) and "Related". The main content area is divided into two columns. The left column contains the following fields: "Payment Request Name" (PYRQT-0000007251), "Payment Request Number" (Second), "Request Date" (11/15/2023 9:16 AM), and "Payment Request Status" (Submitted). The right column contains the following fields: "Award" (AWD-00012161), "Award Program" (SDL LLR TA Combo), "Award Control Number" (21SDL058096), "Current Total Paid To Date" (\$1,000,000.00), "Available Award Amount" (\$100,000.00), and "Period of Performance End Date" (9/30/2024). The "Payment Request Status" field is highlighted with a red border.

Figure 14. Payment Request Status - Submitted

16. If you receive an email from SDL Program Staff that the Payment Request has been rejected, correct the issue outlined in the rejection comments and repeat steps 8-14 to edit the Payment request record and resubmit.