FY 2024 Capital Magnet Fund (CMF) Application: AMIS Navigation Guide

Capital Magnet Fund (CMF)

February 2024

Contents

1.0 Summary

This Application User Interface (UI) guide is intended to help Applicants complete the FY 2024 CMF Funding Application in the CDFI Fund's Award Management Information System (AMIS). It is a technical guide and is not intended to replace the FY 2024 CMF Application Instructions and other Application materials.

UI Appearance and Navigation (Section 4) and **UI Form Features** (Section 5) 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 6) contains additional instructions for completing specific sections of the CMF Application, such as: Setting Entity Type, Attaching an SF-424, Selecting Geographic Areas, and more. Please note that in order to launch the CMF Application, you will first need to set your Entity Type as described in Section 3.3.

Finally, **Completing and Submitting the Application** (Section 7) explains how to attest and successfully submit your CMF Funding Application.

2.0 New for 2024

2.1 Introduction

There are several sections and subsections in this guide that are new for FY 2024. This subsection will be used to link to new features of the Application for FY 2024. To use these links, Hold CTRL+Click on the applicable section. This will take you to the specific subsection in the guide.

2.2 Links

- Confirm Entity Approach
- Title VI Worksheet Attachment
- Question 25 – Rural Areas
- Question 27 – Previous Awards
- Appendix 1 – Financing Products
- Appendix 2 – Track Records and Projections
- Appendix 8 – Management Letters
- Appendix 8 – Proof of Name Change
- Appendix 9 – Environmental Review Attestation

3.0   Launching a CMF Application

3.1   Organization Record Fields

In order to launch a CMF Application, first an organization must have a Fiscal Year End Day, Fiscal Year End Month, and a Date of Incorporation on its organization detail page. In addition, the Application will require Congressional District and UEI to be populated.

Figure 1

Organization Detail – Fiscal Year End, Date of Incorporation, Congressional District and UEI

Note, that if an Organization's Date of Incorporation is less than three years from the Application Due Date listed on the NOFA, the Organization will not be eligible to apply.

3.2   Organization to Program Profile Navigation

In order to launch an application, you will need to navigate between the Organization detail page and the Program Profile. The Organization page is reached by clicking the 'Organization' tab, and selecting your organization from the list view. You may need to change the list view from 'Recently Viewed' to 'All Organizations' to see your organization by clicking the down arrow to bring up all the possible list views.
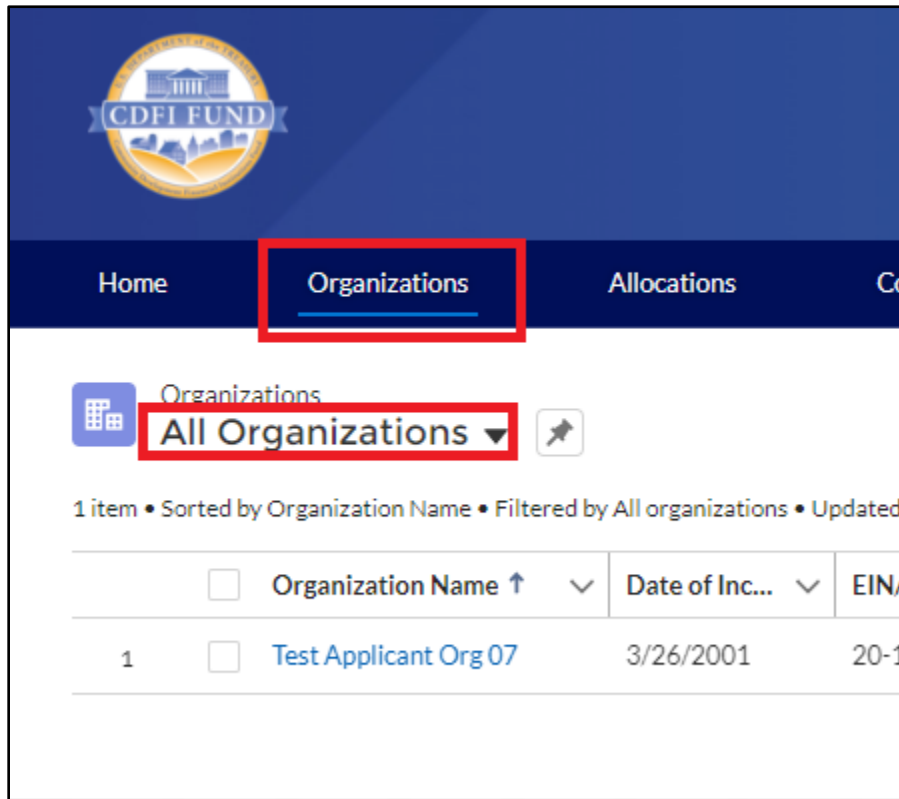
Figure 2

AMIS – Organizations Tab and List View

From the Organization detail, click on the 'Related' tab shown below. Then Navigate to the 'Program Profiles' list, and select the 'CMF' Program Profile (Figure 4). You may need to click the 'View All' button on the list to see the full list.
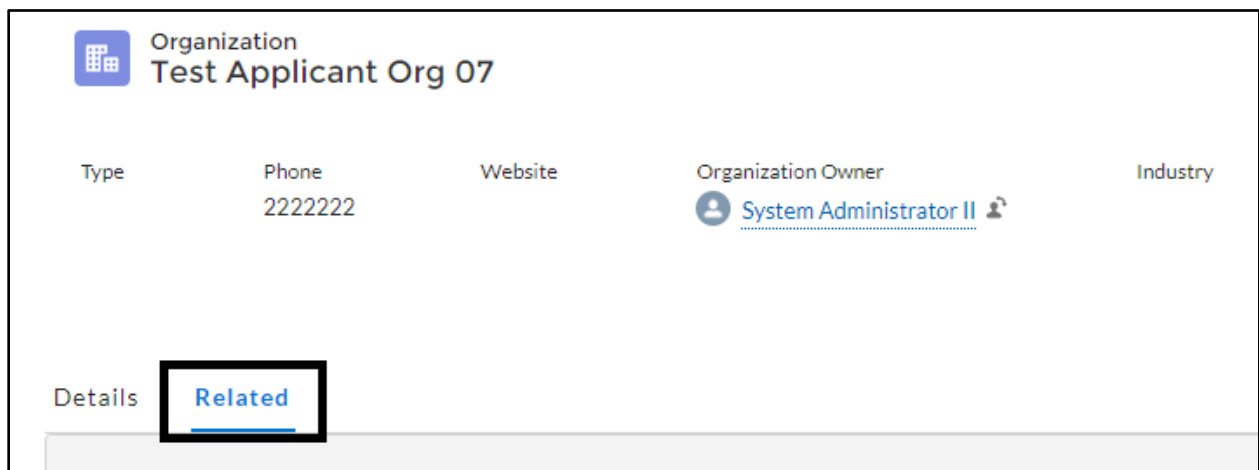

Figure 3

Organization – Related Records

Figure 4

Organization – Program Profiles

3.3   Entity Approach

Before you can begin entering your Application in the UI, you will need to set your organization's Entity Approach on the CMF Program Profile.

To update your Entity Approach:

1. On the Program Profile detail page, locate the field "**Entity Approach**" under the section "**Organization Data**."

Figure 5

CMF Program Profile- Entity Approach Field

2. Double click on the blank space or click the **Edit** button at the top of the page to enable the Entity Type picklist.

Figure 6

Entity Approach Picklist

3. Indicate whether your Organization is applying using a "**Financing Entity**" or "**Affordable Housing Developer/Manager**" Approach.

Figure 7

Saving Entity Type

4. Click **Save.**

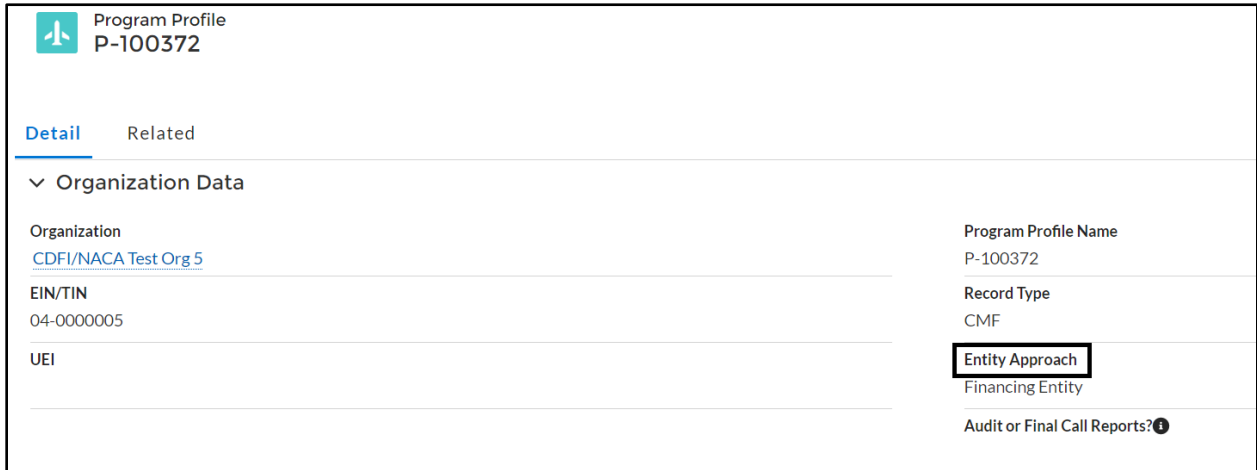5. Verify that your Entity Approach has been updated on the **Program Profile**.

Figure 8

New Entity Type Set

3.4   CMF Program Eligibility

Finally, a CMF Eligibility Object must be created for the current year. To create this record, from the Program Profile, click the CMF Program Eligibility button.
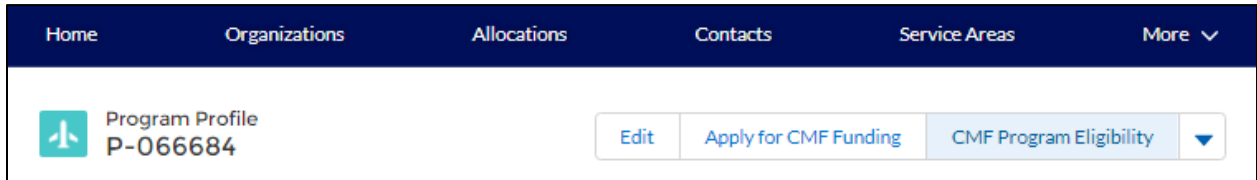

Figure 9

CMF Program Eligibility Button

Once you click this button, you will see one of two screens, depending on the Fiscal Year end of your organization.

Figure 10a

CMF Program Eligibility – Audit or Final Call Report

Figure 10b

CMF Program Eligibility – Historical and Current Years

If the first (Figure 10a) is shown, answer whether you have completed Audit or Final Call Report for the most recent historical fiscal year that ended on 6/30 or 9/30. After answering and clicking next, you will see Figure 10b.[1]

---

[1] As described in the FY 2024 CMF NOFA, an Applicant's most recent historic fiscal year is determined as follows:
(A) Applicants with a 6/30 fiscal year end date, or 9/30 fiscal year end date, and a completed FY 2023 audit will treat FY 2023 as their most recent historic fiscal year.
(B) Applicants with a 6/30 fiscal year end date, or a 9/30 fiscal year end date, but without a completed FY 2023 audit will treat FY 2022 as their most recent historic fiscal year.
(C) Applicants with a 3/31 fiscal year end date will treat FY 2023 as their most recent historic fiscal year.
(D) Applicants with a 12/31 fiscal year end date will treat FY 2022 as their most recent historic fiscal year.

If your fiscal year end is 12/31 or 3/31, you will be taken immediately to the screen that shows your Historical Fiscal Years, as well as your Current Fiscal Year (Figure 10b). Verify that the Historical and Current years are correct and hit next. If they are not correct, submit a Service Request.

Once all these steps have been completed, then an Applicant should be able to launch an application.

3.5   Application Launch

First, navigate to the Program Profile, using the above steps. Next to the CMF Eligibility button, there should be a 'Apply for CMF Funding' button.
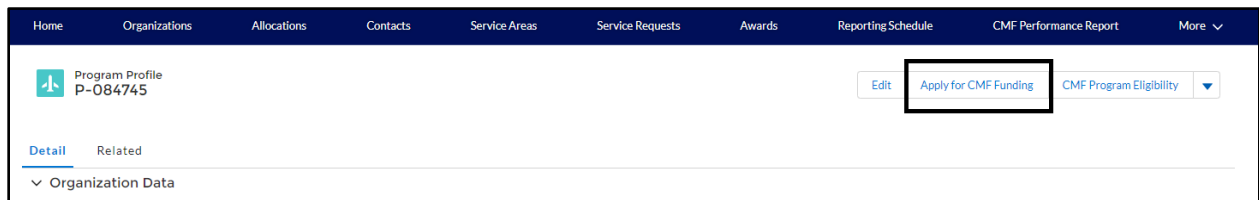

Figure 11

CMF Program Profile- Apply for CMF Funding

Click 'Apply for CMF Funding' button. If you have not completed all of the above listed steps, you will receive an error message telling you what was missed. If you have completed the steps, the Application will begin to launch.

3.6   Confirm Entity Approach

If all pre-launch activities are completed, when you click on the 'Apply for CMF Funding' button you will see a popup window asking to confirm your Entity Approach. The Entity Approach was discussed in section 3.3 above.
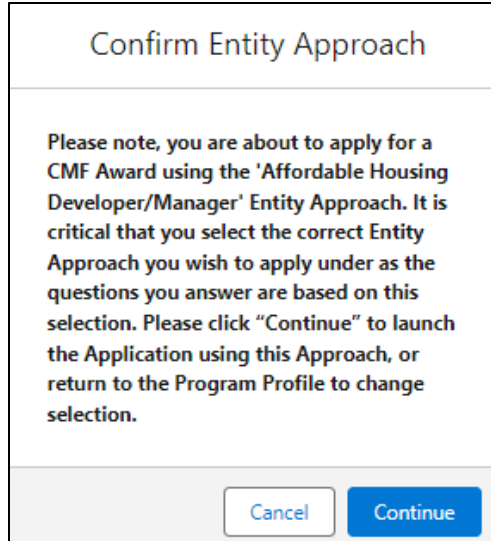
Figure 12

Confirm Entity Approach

When this window displays, you are given the option to cancel the launch of the application and return to the Program Profile to review and/or change your Entity Approach. Or you can press "Continue" and launch of the new application.

3.7   Application Status

Once an Application has been launched, you can view the status of the application anytime on the program profile, under the 'Related' tab. There are four statuses that a user will generally see: New, In Progress, Submitted, or Abandoned.
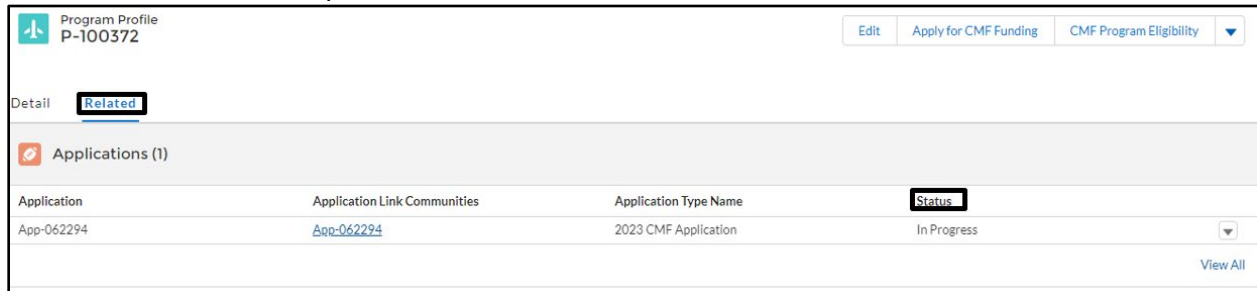
AMIS screenshot mark-up

Figure 13

CMF Program Profile- Application Status

New means that an application has been generated, but no data has been saved.

In Progress means that an application has been generated, and data has been saved.

Submitted means that an application has been attested, submitted, received by AMIS, and is now locked to editing.

Abandoned means that a deadline was not met. This can be the application submission deadline, or the deadline to attach an SF-424 to the application.

4.0 User Interface Appearance and Navigation

4.1 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.
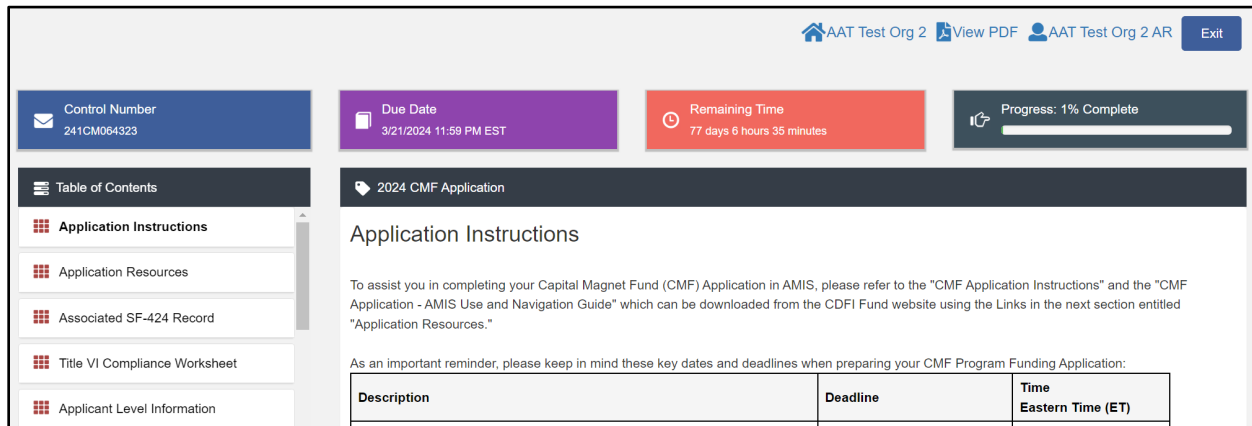
Figure 14

Application UI Home Page (CMF)

The header will include:

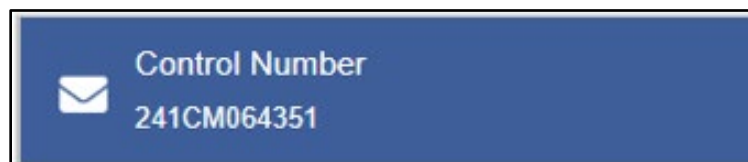1. Control Number: The system-generated number assigned to your Application.

Figure 15

2. Due Date: The date and time when the Application must be submitted. *Please note, this due date is an example and not reflective of the FY 2024 CMF Application due date.*
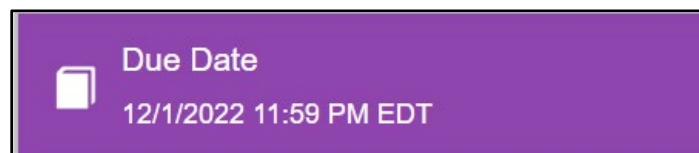

Figure 16

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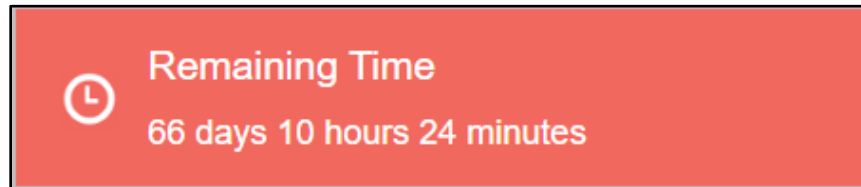

Figure 17

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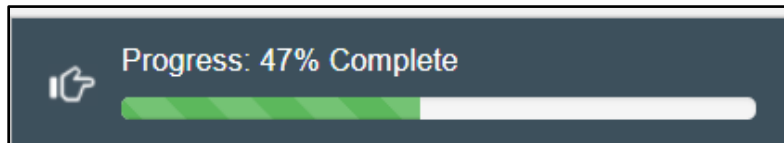

Figure 18

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. See Figure 18.

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. See Figure 18.

7. User: Name of user profile currently editing the Application. See Figure 18.

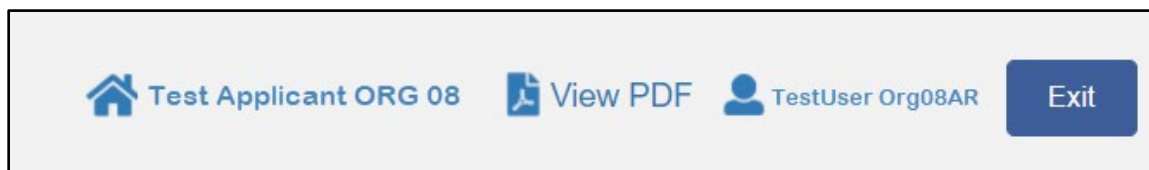8. Exit: Use this button to Exit the Application **after** saving your work. See Figure 18.

Figure 19

4.2   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 20

Figure 21

Collapsible Menu- Collapsed and Expanded

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.
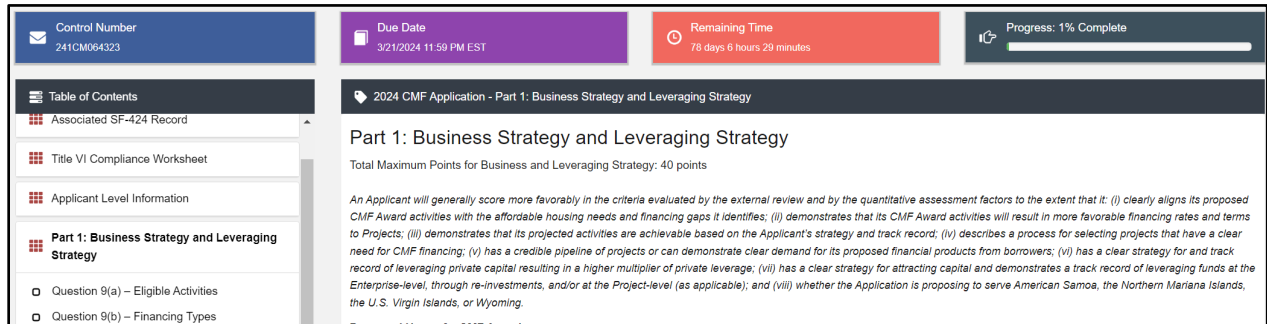

Figure 22

Expanded Section and Section Introduction Page

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.
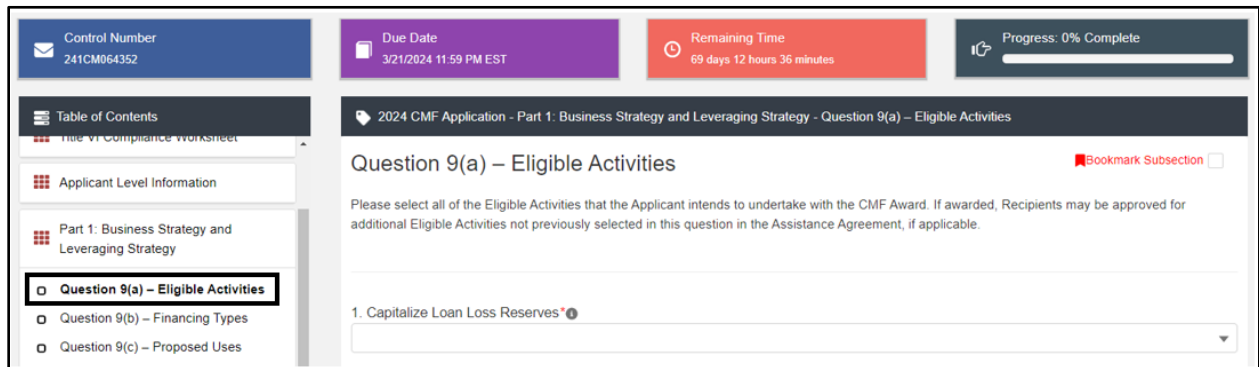

Figure 23

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 dark 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. Just be sure to always **Save** any entries you have entered for a subsection before navigating away from that page.

NOTE: If you do not Save before navigating away from a subsection, you will lose your work.

4.3   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 and questions. You will receive on-screen error messages and guidance based on the validation rules. After clicking **Save**, you can navigate away from the subsection and your answer will be saved.

Please Note: If you navigate away before you click save you will lose your responses/answers. **REMEMBER TO ALWAYS CLICK SAVE.**

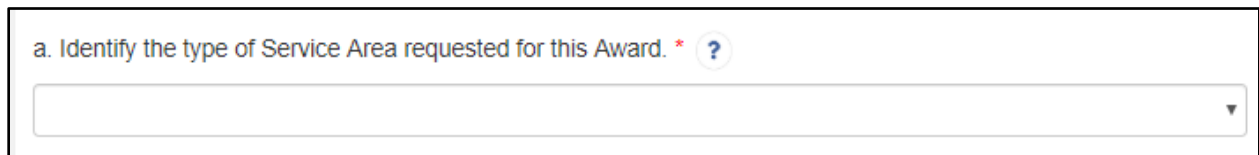To complete a subsection, fill in all necessary fields. All required questions are marked with a red asterisk*.

a. Identify the type of Service Area requested for this Award. * ?

▼

Figure 24

Sample Required Questions

At the bottom of the page click the **Save** button.
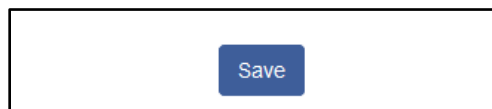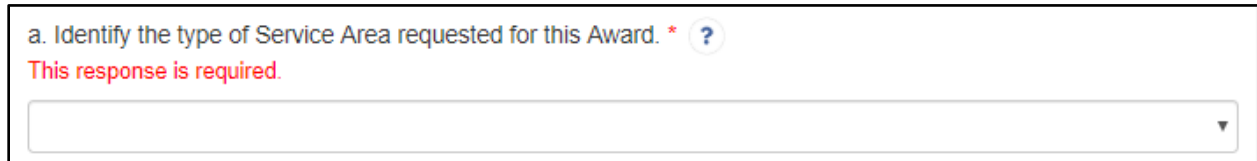
Save

Figure 25

Save Button

The Application will save all responses. If any of your responses fail validation, the subsection will not be Marked Complete. Any validation errors or guidance will be displayed. For example, a field left empty will display "this response is required."
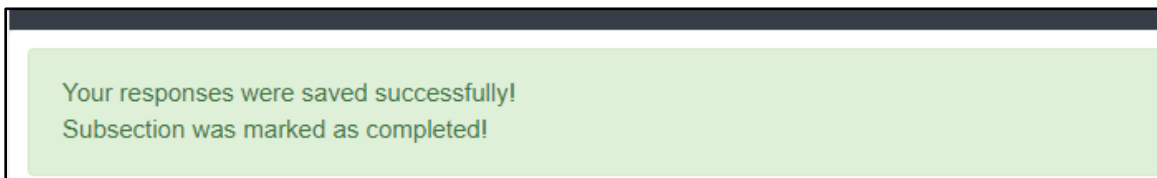

Figure 26

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, just below the dark gray bar with the name of the section and subsection you are viewing.
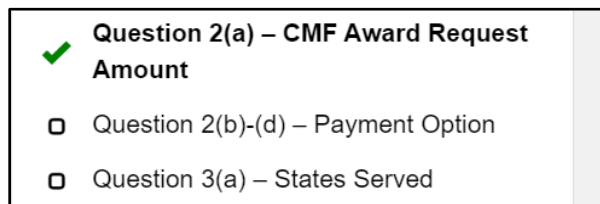
Figure 27a

Subsection Saved and Completed Message

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

Figure 27b

Completed Subsection Checkmark

4.4   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.**

4.5   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.
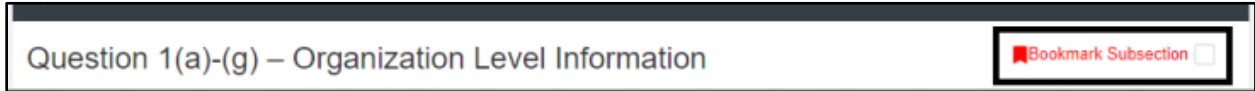

Figure 28

Bookmark Subsection Checkbox

Click the checkbox to bookmark the subsection. A bookmark symbol will appear next to that subsection in the Application menu.
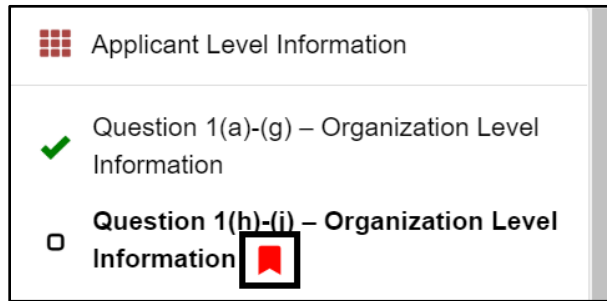

Figure 29

Bookmarked Subsection

To remove a bookmark, uncheck the checkbox.

4.6   Help Text

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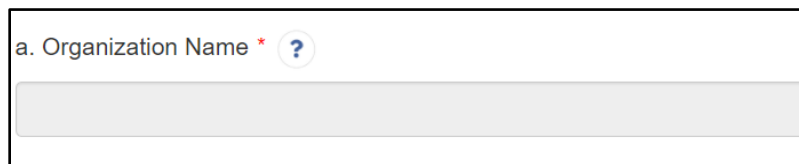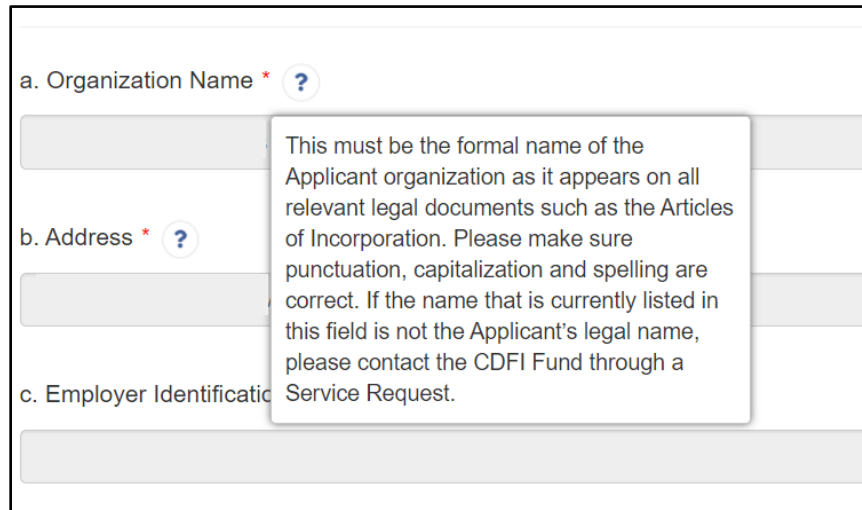

Figure 30

Question with Help Text

Hover your cursor over the Help Text button to view guidance.

Figure 31

Help Text Displayed

If Help Text is not provided for that question or if you need additional guidance, the "Need Help?" link at the bottom left of every subsection page will take you to the CDFI Fund's CMF Application materials website.

Figure 32

Linked Application Guidance from Subsection Page

5.0 User Interface Form Features

5.1 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.

These errors may range from entering an invalid value to omitting a required field. For example, in the Track Record and By Activity Type table below (Table A1), all the fields are required.

Figure 33

Table with Required Fields

If you click "Save" before you enter a response to each question, you will receive a validation error for any omitted required field.

Figure 34

Response Required Validation Error Message

5.2   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, the answers you input in earlier subsections may affect dependent subsections 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 subsection page you are currently viewing.

Figure 35

Sample Question that Can Trigger a Dependent Question

For example, if you select "Yes" from the picklist in response to Question 2b, two dependent questions (2c and 2d) appear below 2b.

Figure 36

Enabled Dependent Questions

Many dependent questions require a <u>narrative response</u>. 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 <u>will include line breaks in your total character count</u>.

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.***
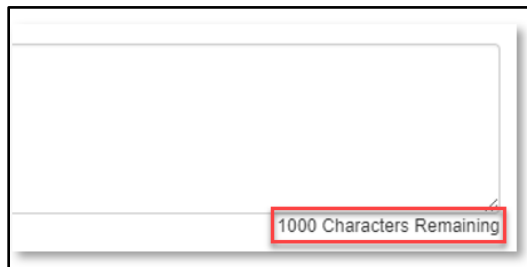

Figure 37

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 narrative.

Dependent Subsections

A **Dependent Subsection** is a subsection that is enabled for you to complete based on your response to one or more questions in a different subsection. This feature is designed to make it easier for you to navigate the Application by hiding/disabling sections that do not apply to your Application.

For example, your responses to the subsection "Question 17(a)-(c) Project-Level Leverage" will enable a dependent subsection, Question 17(d)-(e), if you indicate that you plan to leverage capital at the project-level.
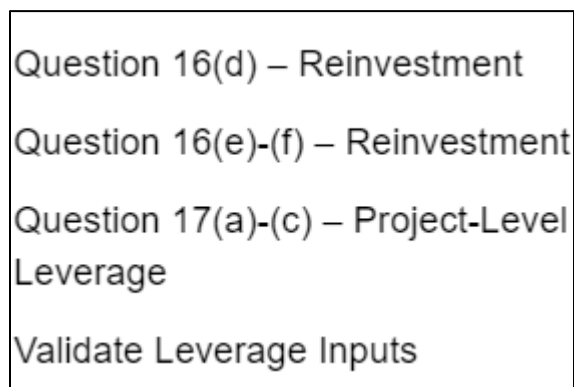

Figure 38

List of Subsections- Question 17(d)-(e) is By Default Disabled/Not Visible

If 17(c) – the total of 17(a)+(b) – is greater than zero, the Question 17(d)-(e) subsection will be enabled after you click **Save**.

Figure 39

Subsection Question 17(a)-(c)

When the subsection "Question 17(a)-(c)" is saved and marked complete, the response to 17(c) that is greater than zero enables the dependent subsection "Question 17(d)-(e)". It is now visible in the menu.
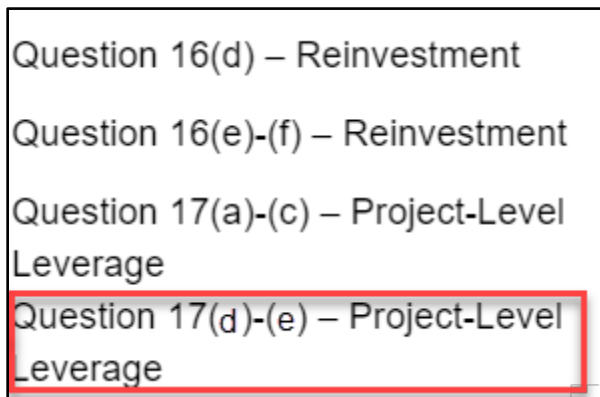

Figure 40

Enabled Dependent Subsection Visible in Menu

If your response to Question 17(c) was equal to zero, the subsection "Question 17(d)-(e)" will remain disabled.
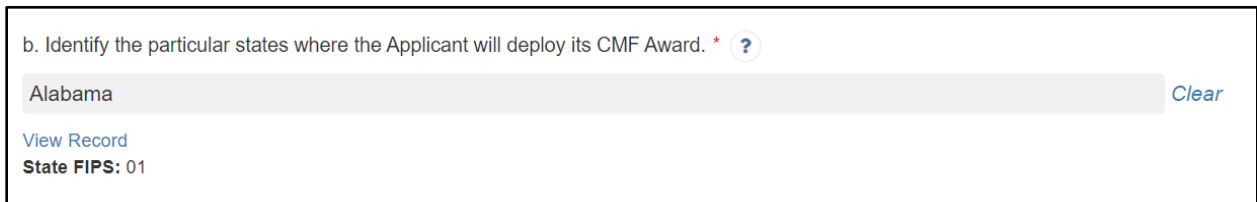
It is important to complete the Application questions in sequence because questions like these in earlier sections may enable dependent subsections you will need to complete for your Application.

5.3   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. You will also connect your SF-424 and Title VI and input information about Geographic Areas using related records (for specific guidance for these sections, see Sections 6.2, 6.3, and 6.5, respectively).

To select related records:

1. Related record fields display a list of possible related records for your organization available for this question when you click on the field. Select the name of the contact, state, or other record type.

Figure 41

A Selected State 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 more useful for records specific to your organization, like your organization contacts or SF-424s).

3. Some related record fields will have an "add row" button next to them that will allow you to add multiple related records. Click on the button to add another related record selection field.

Record Name	Completed	State	Worked in This State In The Last Five Years
1		Alaska	
2 (active)		Alabama	

Add Row

Figure 42

Additional Related Record Field Row

5.4 Adding Attachments

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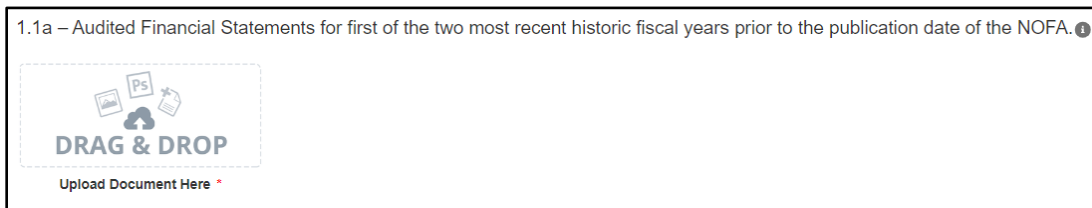

1.1a – Audited Financial Statements for first of the two most recent historic fiscal years prior to the publication date of the NOFA.

DRAG & DROP

Upload Document Here *

Figure 43

Drag & Drop Upload Box

To upload using the Drag & Drop:

1. Locate the file you wish to upload on your computer. Open the folder the where the file is saved in File Explorer.
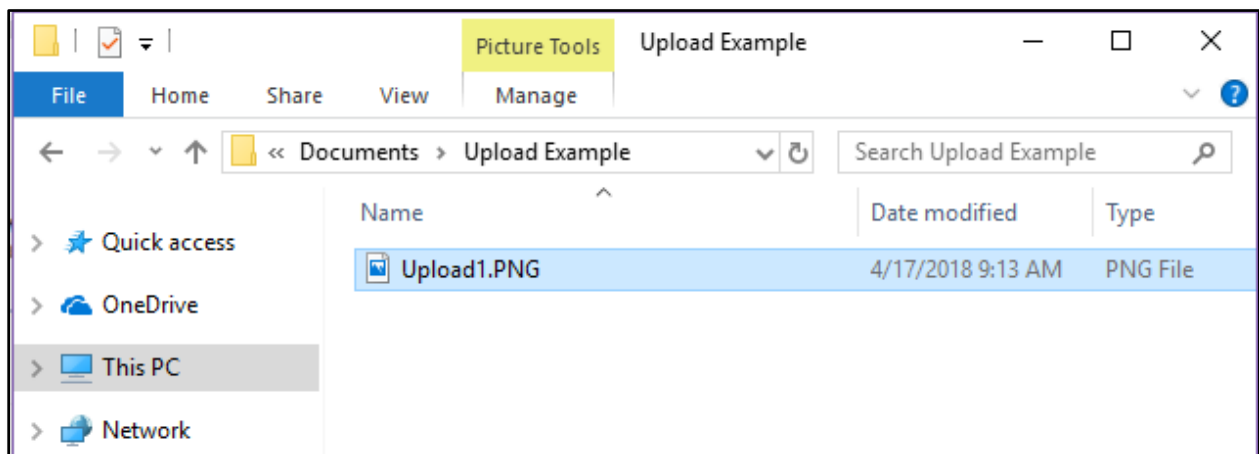
Figure 44

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.
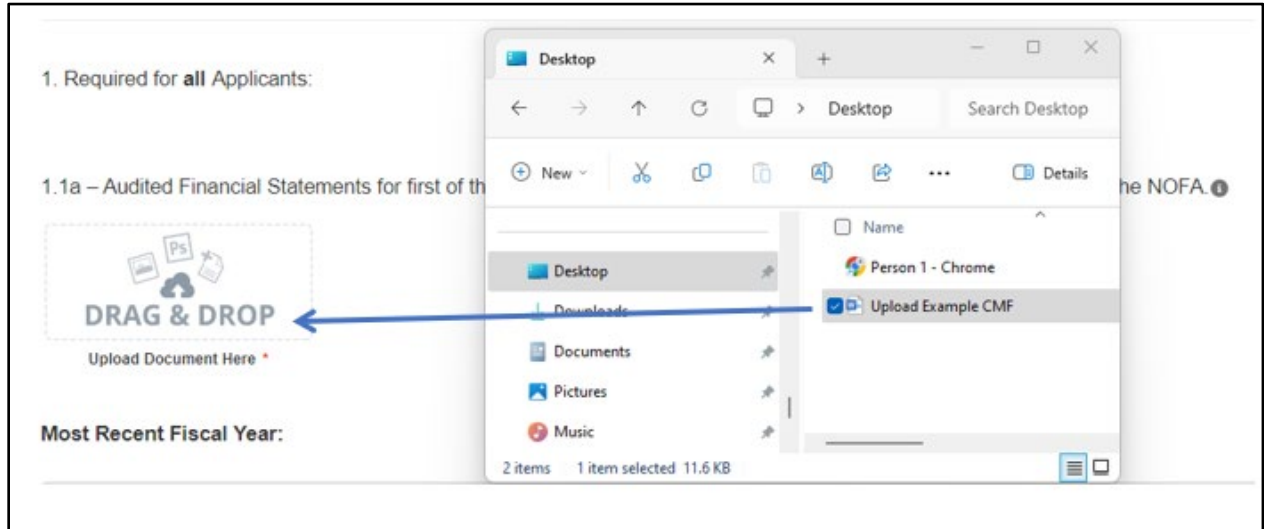
Figure 45

Upload File Using Drag & Drop

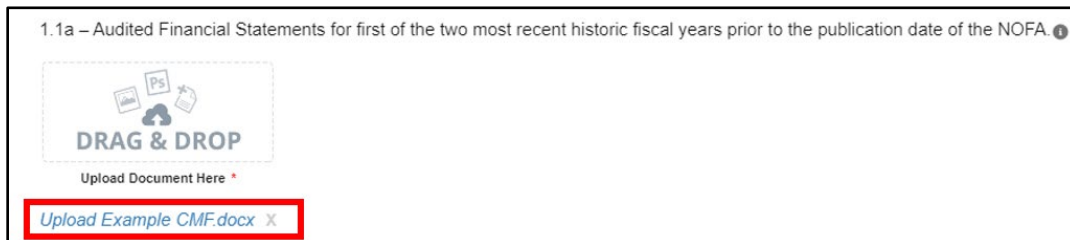3. Once your file is successfully uploaded, the file name will be displayed below the Drag & Drop box.

Figure 46

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.

5.5   Dynamic Record Tables

The Applicant will be required to enter a list of records, like Pipeline Projects or Key Personnel as part of the Application. These records are a series of questions that are repeated to the Applicant and are collected dynamically through the Application. An Applicant may need to add between 1 to 15 records depending on the Application question.

You will recognize dynamic record tables by the page setup. When you open a new subsection with one of these tables, an empty overview table will be displayed below the table instructions at the top of the page. As you add records to the table, they will appear in this table overview section.

Figure 47

Empty Overview Table

Below the table overview is the field entry form. Data is entered into this form and saved to create a single record row in the table. Additional rows are created by populating the fields with new data and saving the form again.

Figure 48

New Row Entry Fields

At the bottom of the page there are buttons to **Save**, **Download CSV**, and **Delete Record**.
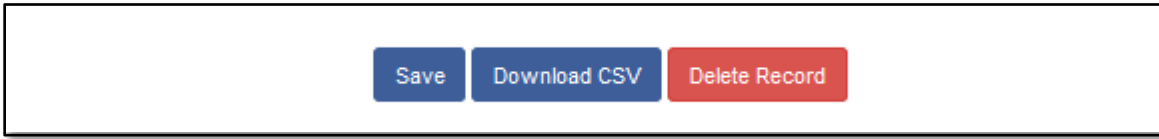
Figure 49

Dynamic Table Buttons

To add or edit dynamic table records:

1. Answer all questions on the field entry form for your first record.
2. When you have entered all data for a new record, click the **Save** button. This will create a new row in the table overview.

Figure 50

New Record Row in Table Overview

3. The record you just created will still be active, with its field data still visible on the screen. To create a new record, click **Add Row** to the right of the table overview.

Figure 51

Active Record Indicator and Add Row Links

4. This will create a new active record row in the overview table. Fill in the empty fields in the "New Row" section below just as you did for the first record. Click **Save** to populate the table overview with your second record's question response data.

Record Name	Completed	Name (Key Personnel)	Title (Key Personnel)	Firm (Key Personnel)	Years in field (Key Personnel)	Years (Key Pers
Overview (2)						Add Row
1	✔	John Doe	President	Test Firm	10	5
New Row (active)						
8 Remaining Rows						Add Row

Figure 52

Active New Record Indicator

Record Name	Completed	Name (Key Personnel)	Title (Key Personnel)	Firm (Key Personnel)	Years in field (Key Personnel)	Years (Key Pers
Overview (2)						Add Row
1	✔	John Doe	President	Test Firm	10	5
New Row (active)						
8 Remaining Rows						Add Row

Figure 53

New Active Record Row

5. Repeat this process to add additional records as needed.
6. To edit any record, click on the hyperlink of the record name in the overview table. This will pull up the record's field form/make it the active record. Update any information as needed and **Save**.

To delete dynamic table records:

1. If you need to delete a record, make sure that record is active in the overview table and select the **Delete Record** button at the bottom of the page.

Figure 54

Delete Record

To Download CSV:

1. The Application will allow you to download a Comma Separated File (CSV File) for the records you enter into the dynamic table that you can open in Excel. After all desired records are entered and saved, click the **Download CSV** button at the bottom of the page.

Figure 55

Download CSV Button

2. Download CSV using your browser's download feature. When you open the document in Excel it will display all the data you have entered for each record.

	A	B	C	D	E
1	Name	Name (Key Personnel)	Title (Key Personnel)	Firm (Key Personnel)	Years in field (Key Personnel)
2	1	John Doe	President	Test Firm	10

Figure 56

Sample CSV of Dynamic Record Table

5.6   Direct-Entry Tables

Most Applications will require the Applicant to enter table data. These direct-entry tables are configured to collect specific data and are easy to navigate. Unlike dynamic record tables, direct-entry tables allow you to input your data directly into the table.

	Financial Data 1	Financial Data 2	Financial Data 3
Fiscal Year * ⓘ	2021	2022	2023
Financial Data Type * ⓘ	▾	▾	
Financial Data Consolidation * ⓘ	▾	▾	
Single Audit Required? * ⓘ	▾	▾	
Assets			
Cash Restricted for Operations ($) * ⓘ	$ 0 Decimal Places	$ 0 Decimal Places	$ 0 Decimal
Unrestricted Cash and Cash Equivalents ($) * ⓘ	$ 0 Decimal Places	$ 0 Decimal Places	$ 0 Decimal
Other Real Estate Owned (OREO) ($) * ⓘ	$ 0 Decimal Places	$ 0 Decimal Places	$ 0 Decimal

Figure 57

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 will allow you to access the columns to the right.

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

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.

Figure 58

Formula Field Calculated Totals

5.7 Export to PDF

The Application can generate an Adobe PDF version of your Application for your organization's records. You can 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
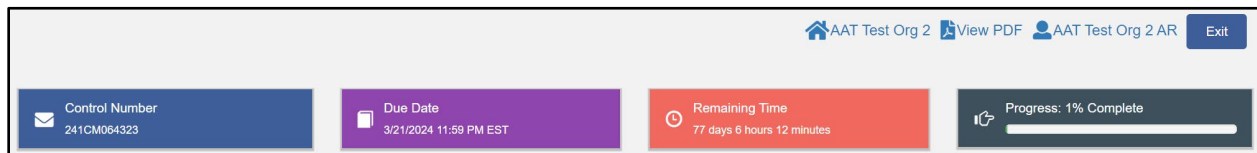
Figure 59

UI Menu Bar

2. Select **View PDF**.

Figure 60

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.

FY 2024 CMF Program Application (CMF Round-9) App-064323

AAT Test Org 2

241CM064323
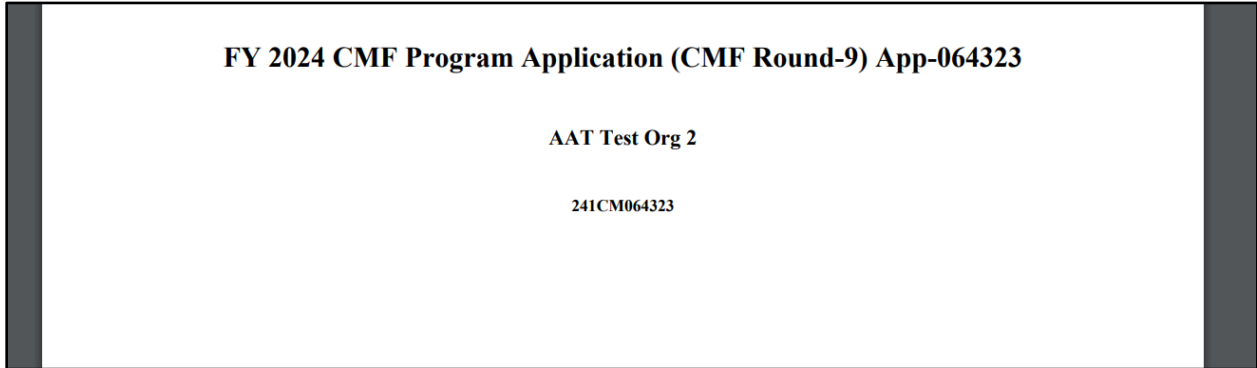
Figure 61

Application PDF Open in a New Browser Window (in Chrome)

6.0   Application Specific Guidance

This section includes additional guidance for navigating features unique to the CMF Application process in the Template Application UI.

6.1   Bank Holding Companies: Application Specific Subsections

Two subsections are only visible/applicable to Applicants that are Bank Holding Companies.

Figure 62

Bank Holding Company Subsidiary Information

First, in Question 1(h)-(j), Bank Holding Companies are required to provide information on their subsidiaries in this subsection.

Question 1(h): Bank Holding Company Subsidiary Name
Enter the name of the Applicant's subsidiary.

Question 1(i): 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.

Question 1(j): 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.

The second subsection is the Bank Holding Companies Subsidiary Certification Page.

Bank Holding Companies Subsidiary Certification Page

🔖Bookmark Subsection ☐

This subsection only applies to Bank Holding Company 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 CMF 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 FOR BANK HOLDING COMPANIES:
Reminder: review the requirements in the NOFA on the Title VI Worksheet. For Bank Holding Company Applicants that intend to carry out the activities of an award through their Subsidiary CDFI Insured Depository Institution, **BOTH** the Bank Holding Company **AND** the Subsidiary CDFI must submit a Title VI Worksheet in AMIS. Bank Holding Companies **WILL BE INELIGIBLE IF** their Subsidiary CDFI's Title VI Worksheet, for the correct calendar year, is not submitted in AMIS by the deadline in the NOFA.

Applicant: *
AAT Test Org 2

Subsidiary Name: *

Subsidiary Authorized Representative Name: *

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 *

Figure 63a and 63b

Bank Holding Company 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 2024 CMF 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.

6.2   Attaching SF-424

All Applicants are required to submit the initial component of their FY 2024 CMF Program Application using the Grants.gov portal, the official website for federal grant information and Applications. The only component of the CMF Application submitted via Grants.gov is the Standard Form (SF)-424 Mandatory Form. The SF-424 Mandatory Form (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. For more detailed instructions on how to submit your SF-424 to Grants.gov, please see the **FY 2024 CMF Application Instructions**.

Once your SF-424 is validated by Grants.gov, it will be synched with AMIS (this typically takes 1-2 business days), and a record for your SF-424 will be generated in AMIS. You will need to link your SF-424 record to your CMF Funding Application in the Application UI.

To attach your SF-424:

1. Expand the "Associated SF-424 Record" section in the menu bar. Click on the "Attach SF-424" subsection.
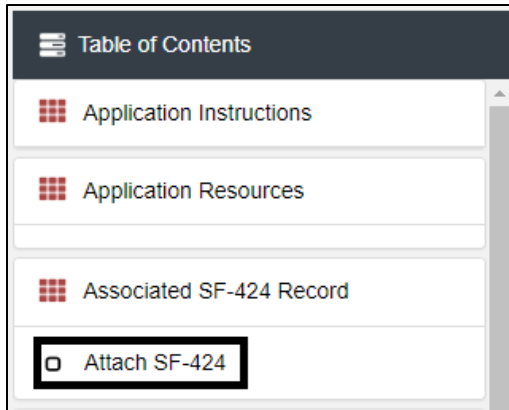
Figure 64

SF-424 Subsection in Menu

2. The subsection will display a single related record question. Click in the gray "**Search Records**" box. Begin typing "**GRANT**" to view the grant in the gray search box and select the record you would like to use.

Figure 65

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 digits following "Grant"). If your SF-424 does not appear, please contact the CMF Team by submitting a Service Request.

Figure 66

SF-424 Record for Your Organization in Related Record List

4. Verify that you have selected the correct record by confirming that the Funding Opportunity Number listed is "CDFI-2024-CMF" and the SF-424 ID corresponds to your SF-424's Grants.gov Tracking Number (GRANTxxxxxxxx).

Figure 67

Selected SF-424 Record

5. If you have selected the incorrect record and need to choose another, select the "**Clear**" button to the right of 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.
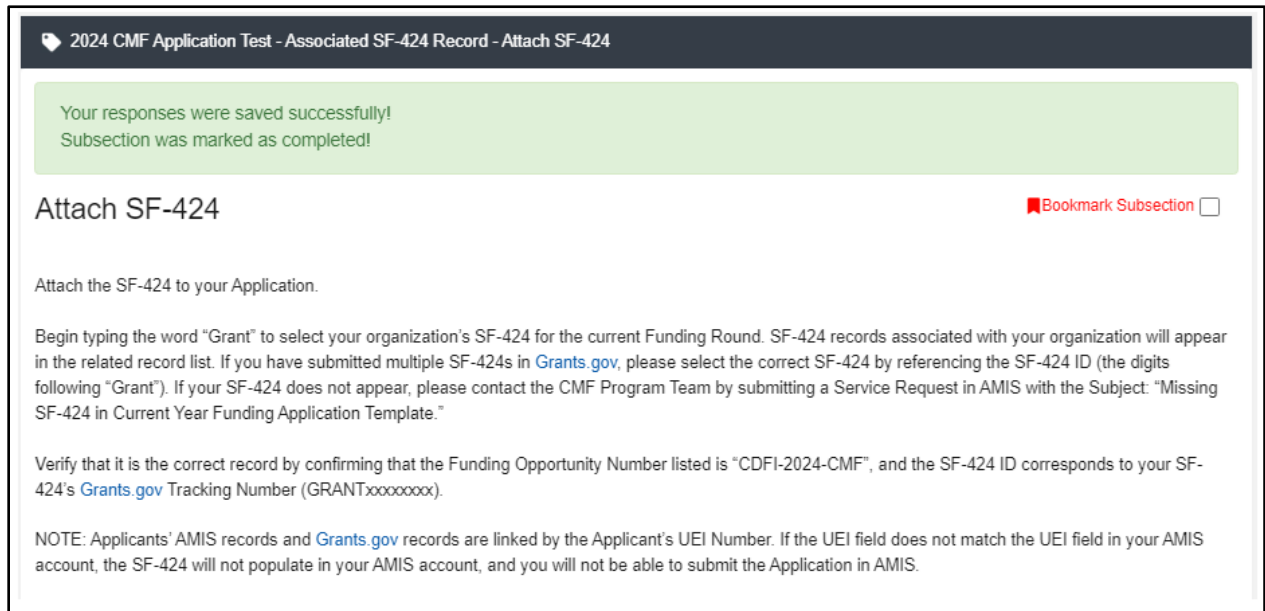
Figure 68

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 SF-424 subsection in the menu.

Figure 69

Subsection SF-424 Marked Complete in Menu

6.3   Attaching Title VI Worksheet

All Applicants are now required to complete the Organization's Title VI worksheet for the current calendar year and attach it to the application. This worksheet details the Applicant's compliance to the Civil Rights Act of 1964 and prohibits discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance.

To attach your Title VI Worksheet:

1. Expand the "Title VI Compliance Worksheet" section in the menu bar. Click on the "Title VI Compliance Worksheet" subsection.

Figure 70

Subsection in Menu

2. The subsection will display a single related record question. Click in the gray "**Search Records**" box. Begin typing "TITLE" to view the Title in the gray search box and select the record you would like to use.

Figure 71

Attach Title VI Related Record Field

3. Title VI records associated with your organization will appear in the related record list. If you have created multiple Title VI records for previous years, please select the correct Title VI by referencing the year in the Title VI record name. If your current year's Title VI does not appear, please contact the CMF Team by submitting a Service Request.
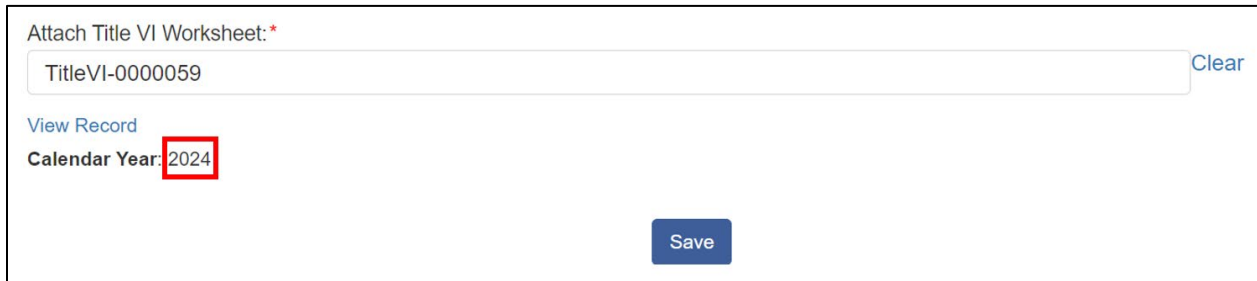
Figure 72

Title VI Record for Your Organization in Related Record List

4. Verify that you have selected the correct record by confirming that the Calendar Year listed is "2024.

Figure 73

Selected Title VI Record

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

6. Once you select a Title VI record and click **Save**, you will see additional information listed below the related record field.

Figure 74

Successfully Attached Title VI Record

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

Figure 75

Subsection Title VI Marked Complete in Menu

6.4   Payment Option

Applicants are now allowed to select Lump Sum or Initial and Subsequent Payments as options for Award Payment. This is handled in Question 2(b)-(d). An Organization can choose to have a single payment of the Award or two payments.

Figure 76

Question 2(b)

If a user selects Lump Sum Payment, no additional information is necessary. Click **Save** to continue.

Figure 77

Question 2(b) – Lump Sum Payment

If a user selects Initial Payment and Subsequent Payment, they will be required to tell the amount requested for each payment.

Figure 78

Question 2(b)-(d) – Initial Payment & Subsequent Payment

Question 2(c) will ask for the initial payment amount of the award. This is how much the Applicant would like to have as its first payment. Question 2(d) will auto-calculate based on the answer to Question 2(a) and Question 2(c). 2(d) is the difference of 2(a) minus 2(c).

6.5   Selecting Geographic Areas

In your CMF Funding Application, you will be asked to identify the Geographic Areas you plan to serve with your CMF Award.

First, you will need to indicate what type of Service Area you plan to serve with your award in "**Question 3- States Served**" in the "**Applicant Information**" section.

Figure 79

Subsection Question 5 - States Served

Select your Service Area type (Statewide or Multi-State) from the picklist in Question 3a.

Statewide Service Areas

For a statewide Service Area, select <u>one</u> state.

To select a state or US Territory, on Question 3a, select "**Statewide**".

a. Identify the type of Service Area requested for this Award. *ⓘ
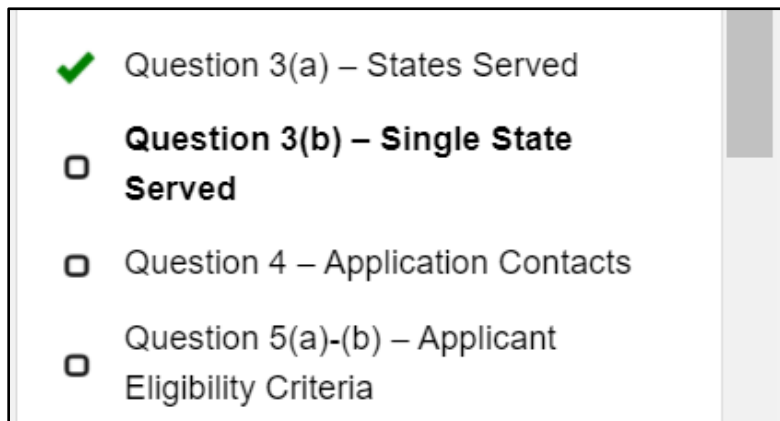
Statewide ▼

Save

Figure 80

States Served - Statewide Service Area

A new subsection will appear titled '**Single State Served**.'

✔ Question 3(a) – States Served

☐ **Question 3(b) – Single State Served**

☐ Question 4 – Application Contacts

☐ Question 5(a)-(b) – Applicant Eligibility Criteria

Figure 81

Table of Contents – Single State Served

To select the state or US Territory you plan to serve, click in the gray related record field. A list of US state or US Territory records will appear. Begin typing in the name of the state or Territory you want to select.

Figure 82

US State Records List

Note: You will only be able to search these records using the full state name, not postal abbreviations.

Figure 83

Selected State Record

The selected state and state FIPS code will be displayed.

If you select the wrong state, use the **Clear** button to the right of the related record row to remove a state record and select a new one.

Once you have selected your state, click **Save.** Verify that the subsection has successfully been marked completed and has a green checkmark next to the subsection name in the menu bar.

Multi-State Service Areas

For a multi-state Service Area, you may select any combination of Territories and states. You must select geographic areas in <u>more than one</u> state for this type of Service Area, but <u>you cannot select geographic areas in more than 15 states</u>.

To select a state or US Territory, on Question a. select "**Multi-State.**"

Figure 84

Application Geographic Areas- Multi-State Service Area

A new subsection will appear titled "**How Many States Served**."

Figure 85

Table of Contents – Single State Served

To select which US Territory and/or states you plan to serve, click in the gray related record field. A list of US Territory and state records will appear. Begin typing in the name of the Territory or state you want to select.

Note: You will only be able to search for territory or state records by the name, not the postal code abbreviation.

Figure 86

Example of Name Used in Multiple Records

Figure 87

State FIPS Code and State Name for Selected Record

To add another Territory/state, click on the **Add Row** button.

Figure 88

Use the Add Row Button to Create a New Record Row

To remove a selected territory/state, click the Delete Record bottom near the bottom of the screen.

Figure 89
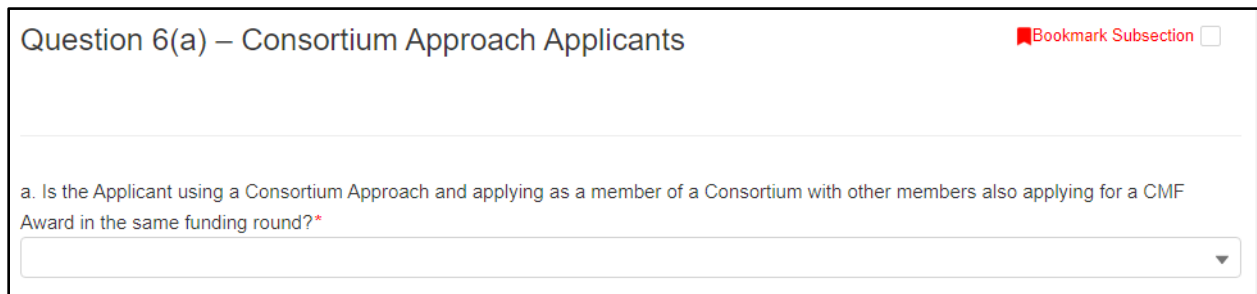
Use the Delete Record Button to Delete a Record Row

Verify that you selected your desired combination of territories and states. You must select geographic areas in more than one state for this type of Service Area, but you cannot select geographic areas in more than 15 states.

Click **Save.** Verify that the subsection is successfully marked completed and has a green checkmark next to the subsection name in the menu bar.

6.6   Consortium Approach
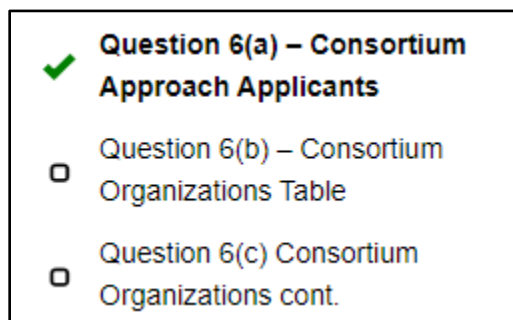
Applicants are now allowed to apply using a Consortium Approach. This is a part of Question 6 in the Application. Question 6 will ask if an Organization would like to apply as a Consortium, then will give more related questions if the answer is Yes (Figure 84).

Figure 90

Consortium Applicant Question

Figure 91

Consortium Applicant Dependent Questions

6(b) is a table to allow for up to 5 Consortium Applicants. Applicants will be required to enter at least one Consortium Applicant if 6(a) is answered 'Yes'. Applicants will need to enter the Full Legal Name of their Consortium Members, as well as the UEI of each member.

Figure 92

Consortium Applicant Dependent Questions

Question 6(c) requires a text area for Applicants to provide a description of the business relationship of the Consortium members.

Question 6(c) Consortium Organizations cont.

🚩Bookmark Subsection ☐

c. Describe the business relationship between Consortium Applicant(s) and the role each organization(s) will play in the CMF Award, specifically addressing: 1) The purpose, structure, and governance of the Consortium; and 2) The role in executing the proposed business and leveraging strategy outlined in the Application.

- Applicants using the Consortium Approach are asked to submit a Service Request in AMIS notifying the CMF Program of each organization's intent to apply as a member of a Consortium using the Consortium Approach by the date stipulated in Table 1 of the NOFA.
- A Consortium does not need to be legally formed in advance of submitting an Application for CMF. The CDFI Fund reserves the right to require Recipients using the Consortium Approach to enter into a CMF Recipient Consortium Member Agreement, which will specify the binding commitments of each member prior to Award execution.

*

2000 Characters Remaining

Figure 93

Consortium Applicant Dependent Questions

6.7   Validate Leverage Inputs

In the subsection "Validate Leverage Inputs", there are questions to ensure that the data entered in Question 14-17 is accurate. No data needs to be entered in this question, but you must successfully save it and get a green check mark in order to submit the Application. If you receive an error, you must update the data in Question 14-17 to resolve the issue.

📑 **Table of Contents**

☐ Validate Leverage Inputs
☐ Question 18 – Adaptability
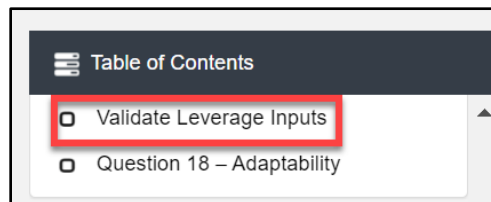
Figure 94

Validate Leverage Inputs Subsection in Menu

Leverage Type/Source	Leverage Amount
Leverage Types	
Enterprise-Level Leverage (Q.15(c)): ($)	$ 200,000 0 Decimal Places
Reinvestment Leverage (Q.16(a) + Q.16(b) + Q.16(c)): ($)	$ 300,000 0 Decimal Places
Project-Level Leverage (Q.17(c)): ($)	$ 200,000 0 Decimal Places
Total Leverage as Entered (Q.15(c) + Q.16(a) + Q.16(b) + Q.16(c) + Q.17(c)): ($) ℹ	$ 700,000 0 Decimal Places
Leveraged Costs (Q.14(e)): ($)	$ 700,000 0 Decimal Places
Private Sources	
Private Leverage as Entered (Q.15(a) + Q.16(b) + Q.17(a)): ($)	The total of 15(a) + 16(b) + 17(a) must be equal to 14(f), your Private Leveraged Costs. $ 300,000
Private Leverage (Q.14(f)): ($)	10,000
Public Sources	
Public Leverage as Entered (Q.15(b) + Q.16(a) + Q.16(c) + Q.17(b)): ($)	The total of 15(b) + 16(c) + 17(b) must be equal to 14(g), your Public Leveraged Costs. $ 400,000
Public Leverage (Q.14(g)): ($)	$ 10,000

Figure 95a

Error message when Totals do not match

Figure 95b

Successfully Saved when Totals match

6.8 Question 25(a) - Rural Areas

Question 25(a) asks for the percentage of CMF Award dollars that the Applicant is willing to commit to deploy in Rural Areas. The amount that Applicants can commit to Rural Areas is now 95%. The 95% maximum allows Applicants to use 5% of the award for Direct Administrative Expenses (DAE). If the Applicant attempts to commit more than 95% of their award they will get an error message.

Figure 96

Question 25(a) – Error Message

6.9   Question 27 – Previous Awards

Question 27 now includes a table detailing the CMF Performance Reports. This includes CMF Award information and the Snapshot As Of Date.

Figure 97

Snapshot As Of Date

Use this information to determine whether any CMF Performance Reports (CMF PRs) need to be updated. If any CMF PRs are updated while an Application is active, the updated information will be fed into the Application.

Note that if you have an Application opened in a browser tab and decide to update a CMF PR in another, you will need to save, exit, and re-open your Application to see changes.

A new column was added to the table after the FY 2023 round:
- 'Percentage of Award Committed', calculated by dividing the 'Total Amount Committed' by the 'Award Amount'

Figure 98

Question 27 Table – New Column

Header row titles changed for three of the existing columns. In each case, the formula that calculates the data remained the same.
- "Production Goal (# Units)" was changed to "Production Target (# Units)
- "Total Units Reported to Date" was changed to "Total Eligible Unites Completed"
- "Percentage of Goal Completed was changed to "Percentage of Production Target Completed"

The table below lists the current summarization of unit completion and outstanding units to be completed for past CMF Awards, blank cells in the table below mean the relevant data is not stored in AMIS; no action is needed, there is no data to be populated in the blank cells associated with CMF Award Year 2010.

Award Control Number	CMF Award Year	CMF Award Amount	Production Target (# Units)	Total Eligible Units Completed	Percentage of Production Target Completed	Percentage of Award Committed	Snapshot As Of Date
211CM050740	2021	$12,000,000.00	1400	0	0%	69.58%	2024-01-04

Figure 99

Question 27 Table – Updated Column Names

For 2010 Awards, CMF Performance Data is not stored in AMIS and therefore the row fields will be blank. If your table contains blank fields for 2010, no action is needed. See example below.

The table below lists the current summarization of unit completion and outstanding units to be completed for past CMF Awards, blank cells in the table below mean the relevant data is not stored in AMIS; no action is needed, there is no data to be populated in the blank cells associated with CMF Award Year 2010.

Award Control Number	CMF Award Year	CMF Award Amount	Production Target (# Units)	Total Eligible Units Completed	Percentage of Production Target Completed	Percentage of Award Committed	Snapshot As Of Date
███	2021	███ ███	0	0%		69.58%	2024-01-04
███	2019	███ ███	0	0%		100%	2024-01-04
███	2018	███ ███	███	███	100%	2024-01-04
███	2017	███ ███	███	███	100%	2024-01-04
███	2016	███ ███	███	███	100%	2024-01-04
███	2010	███		1001		305.08%	2024-01-07

Save

Figure 100

Question 27 Table – 2010 Awards

6.10   Appendix 1: Financing Products

Appendix 1, now allows users to select multiple Tenure Types for the financial products the Applicant plans to offer.

Figure 101

Appendix 1: Financial Products Tenure Type Multi-Select

6.11   Appendix 2: Track Record and Projections

Appendix 2, Tables B1 and B2 include columns specifically for 'In an AED' values and 'Not in an AED' values. Previously, in FY 2021 and previous rounds, these were both entered in the same column, however now they are in their own columns in order to separate the data more clearly. There is a 'Total' column, which will total the 'In an AED' and 'Not in an AED' columns to its left.

Several changes have been made to Tables B1 and B2 for the FY 2024 Application. These changes will align the rows and data between the two tables.

Both Tables B1 and B2 include a new header row called 'Rental Housing Calculations' located right below the 'Total – All Housing Units' row.
- A new calculation row was inserted called 'Percentage of Rental Units Restricted to Very Low Income and Below'. This row is calculated the same as the existing 'Percentage of Rental Units Restricted to very Low Income and Below' in Table B2
- The existing row 'Percentage of Rental Units Restricted to very Low Income and Below' in Table B2 has been moved to just under the 'Rental Housing Calculations' header row.
- A new calculated row has been inserted into both Table B1 and Table B2 called 'Percentage of Rental Units located in Areas of Economic Distress or High Opportunity Areas 5 Year Total'

- o This row is placed just below the Percentage of Rental Units Restricted to Very Low Income and Below' in both tables
- o The formula for this table is (('Total Rental Housing Units in an AED'+'Rental Units in High Opportunity Areas Not in an AED')/'Total Rental Housing Units')*100

Figure 102

Tables B1 and B2 Changes

Several new validations were added to Appendix 2.

1. Table A1: 'Total Rental Housing Units (#) must equal Table B1: 'Total Rental Housing Units'' under the 5 Year Total column.
2. Table A1: 'Total Homeownership Units (#) must equal Table B1: 'Total Homeownership Units'' under the 5 Year Total column.
3. Table A2: 'Total Rental Housing Units (#) must equal Table B2: 'Total Rental Housing Units'' under the 5 Year Total column.
4. Table A2: 'Total Homeownership Units (#) must equal Table B2: 'Total Homeownership Units'' under the 5 Year Total (2024-2028) column.
5. Table B2's 'Proposed homeownership units targeted to LI (80% of AMI or below) AND Homeownership units located in AEDs targeted to Families with incomes above 80% and no greater than 120% AMI (% of Total Units)' must be equal to the percentage given earlier in Question 22(c).
6. Table B2's 'Percentage of Rental Units Restricted to Very Low Income and Below' must equal the percentage given earlier in Question 21(a).
7. Table B2's 'Percentage of Rental Units located in Areas of Economic Distress or High Opportunity Areas' must equal the answer given for Question 20(c).

8. For Tables B1 and B2, the total rental units in HOAs cannot exceed the Total Rental Housing Units in any column (In an AED, Not In an AED, or Total).

6.12   Appendix 6: Previous CDFI Fund Awards/Allocations

Appendix 6 will now include two tables for Previous Awards. One will be for any CDFI Awards/Allocations and one will be from Bond Program Loans. The CDFI Award table feature is unchanged, and will show any previous awards a program might have from CMF or other programs such as New Markets Tax Credit (NMTC), Small Dollar Loan (SDL), or others (Figure 93). Bond Program Loans table will only show the Applicant's Bond Loans, if they have any. The table will not be shown if the Applicant has no Bond Loans (Figure 92).

Figure 103

Appendix 6, Question 2

Figure 104

Appendix 6, Question 2, Not Applicable
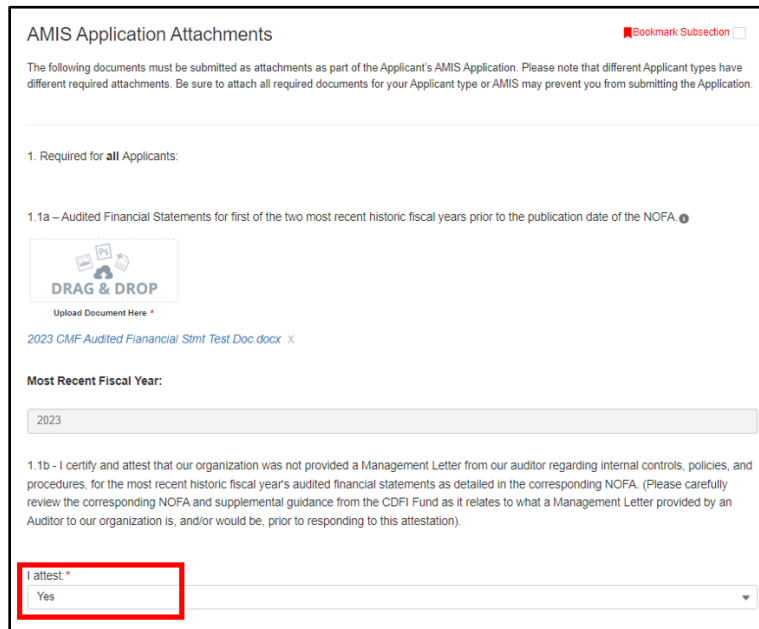
Figure 105

Appendix 6, Question 1, Filled out Table

6.13 Appendix 8: Application Attachments

Appendix 8 prompts Applicant to provide Audited Financial Statements for the two most recent historic years prior to the publication date of the NOFA. In addition to the Audited Financial Statements, the application asks the Applicant to include a Management Letter from the auditor regarding internal controls, policies, and procedures, for each of the two most recent historic fiscal year's audited financial statements.

If the Applicant did not receive a Management Letter from the auditor, the application now allows users to attest to this fact. If the user answers "Yes" to this attestation, no further action is required for that historic year.

Figure 106

Appendix 8 – Applicant Attests to no Management Letter

If the answer is "No", the Applicant must attach the management letter provided by the auditor.

Figure 107

Appendix 8 – Applicant attaches Management Letter

6.14   Appendix 8: AMIS Application Attachments (Non-Certified CDFI's only)

Under Appendix 8, subsection for AMIS Application Attachments (Non-Certified CDFI's only) a new question was added asking Applicants to attach proof of name change for non-profit organizations with a name change since the adoption of their Articles of Incorporation, by-laws, tax-exempt status, or other document uploaded. This field is not required and if not applicable to your organization, leave the attachment field blank.

2.4 Proof of Name Change (if applicable), for Nonprofit organizations with a name change since the adoption of their Articles of Incorporation, by-laws, tax-exempt status, or other document uploaded above. (If N/A, leave attachment field blank.)

DRAG & DROP
Upload Document Here

CMF Name Change Test Doc.lnk X

Save

Figure 108

Appendix 8 – Proof of Name Change

6.15   Appendix 9: Environmental Review Attestation

The first subsection under Appendix 9: Forms and Certifications is called 'Environmental Review Attestation.' This is a new and simplified subsection that replaces the old subsection called 'Environmental Review Form'. Instead of filling out a form with multiple questions, Applicants are asked to attest that they have reviewed and understand the CDFI Fund's Environmental Review Form and the requirements set forth in 12 CFR Part 1815.

Note: If the Applicant answers "No" to the attestation, the section can not be completed and the application cannot be submitted.
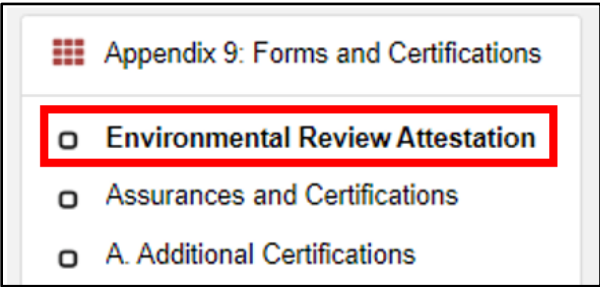

Appendix 9: Forms and Certifications

Environmental Review Attestation

Assurances and Certifications

A. Additional Certifications

Figure 109

Environmental Review Attestation Subsection

Figure 110

Environmental Review Attestation - Error Message

Figure 111

Environmental Review Attestation - Successful

7.0   Completing and Submitting the Application

7.1   Printing your Application

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

Figure 112

View PDF Button

This will generate a PDF of your Application you can download using your browser's download function that you will be able to save to your computer and print. For more information on how to generate a PDF in this Application, please see Section 3.7 of this document.

7.2   Submitting your Application

All subsections must be marked complete in order 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.
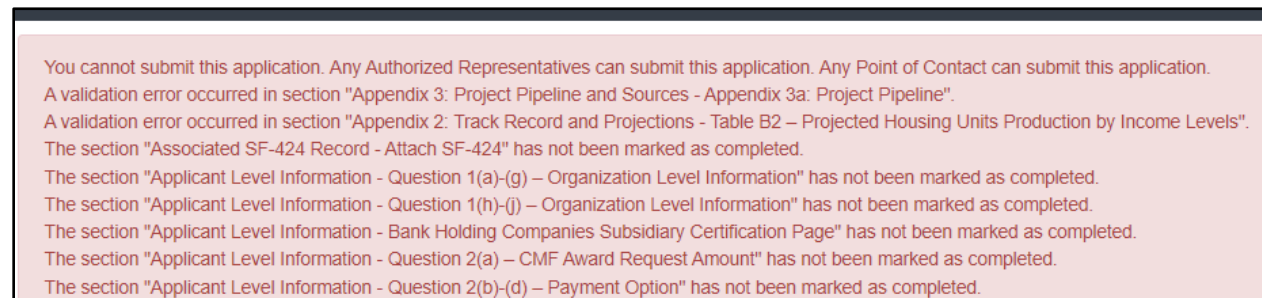

Figure 113

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 CAN NOT BE ALTERED.**

Any Authorized Representative listed as a contact for the organization in AMIS can 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 supplementary documents and table information that may be required in the question or appendix pages.

7.3   Attestation

1. Log in to the Application as an Authorized Representative listed in AMIS under Contacts. Only the Authorized Representative will be able to attest 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 Authorized Representative's name and the time and date of attestation will appear on this page.

Figure 114

Attestation and Submission Page

7.4   Submission

1. Log in to the Application as an Authorized Representative or Point of Contact listed in AMIS under Contacts. Either the Authorized Representative or Point of Contact will be able to submit the Application once it has been attested by the Authorized Representative.

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

3. 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.
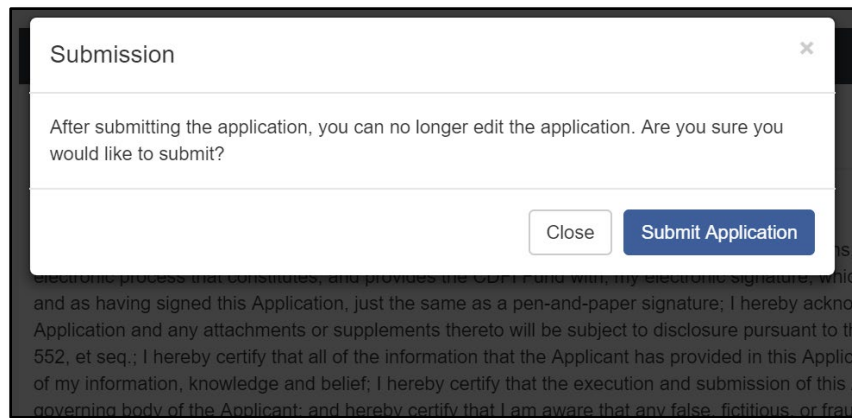

Figure 115

Submission Dialog Box

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

5. Note: The Authorized Representative who attests the Application will be listed as the Authorized Representative for all Application related communications. Only the Authorized Representative will receive the submission confirmation email. Application submission can be confirmed by checking the Application status on the Program Profile. For more information on this, see Section 3.6.