FY 2024 AMIS Training Manual for Bank Enterprise Award Program (BEA)

FY 2024 BEA Program Application

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CDFI FUND
U.S. Department of the Treasury

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Summary

This AMIS Training Manual for Bank Enterprise Award (BEA) Program Applicants (AMIS Training Manual) is intended to help Applicants complete the BEA Program Funding Application in AMIS. This is a technical guide and is not intended to replace the BEA Program Application Guidance and other Application materials which are available on the BEA Program's public website.

Launching an Application (Section 1) describes how to create an application in AMIS.

User Interface (UI) Appearance and Navigation (Section 2) and **UI Form Features** (Section 3) provide guidance on navigating the application's UI and explain how to use the application's form features to complete the application.

Application Specific Guidance (Section 4) contains instructions for completing specific sections/subsections of the BEA Applications.

Finally, **Completing and Submitting the Application** (Section 5) explains how to attest and successfully submit your BEA Program Application.

1.0 Launching a BEA Program Application

This section includes guidance for updating your organization's Program Profile and launching a BEA Program Application. Please follow the steps for the application type you are attempting to launch.

1.1 Setting Fields on the BEA Program Profile and Launching Application

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

To update fields on the BEA Program Profile:

1. Log in to AMIS and click on the **Organizations** tab.

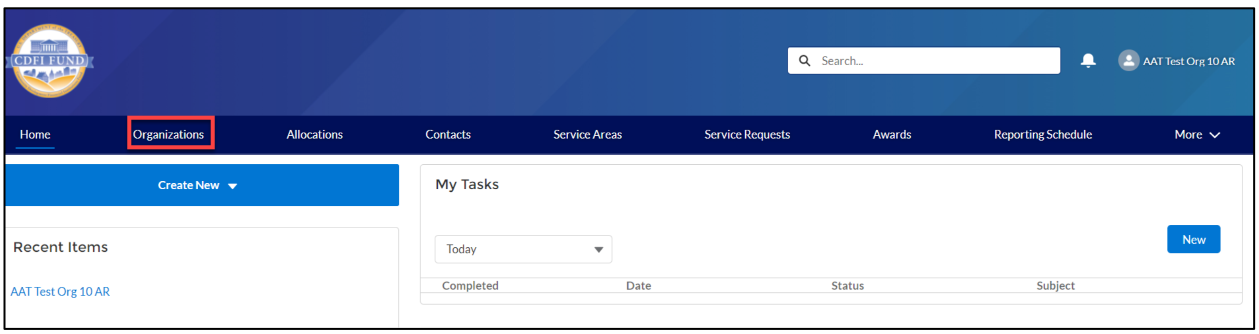

Figure 1: Organizations Home Page

2. Select your **Organization name**. If your organization does not automatically populate, click on the **Recently Viewed** dropdown list and select **All Organizations**.

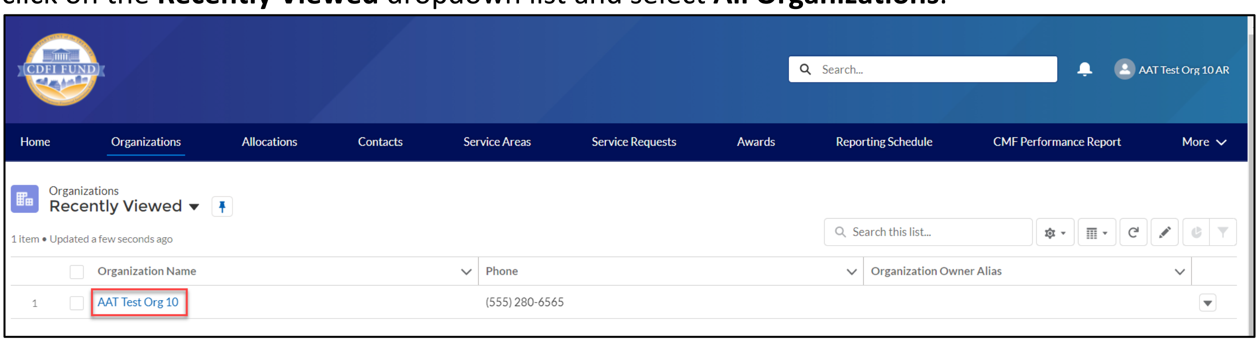

Figure 2: Organizations Home Page

3. Once on the Organizations page, click on the **Related** link.

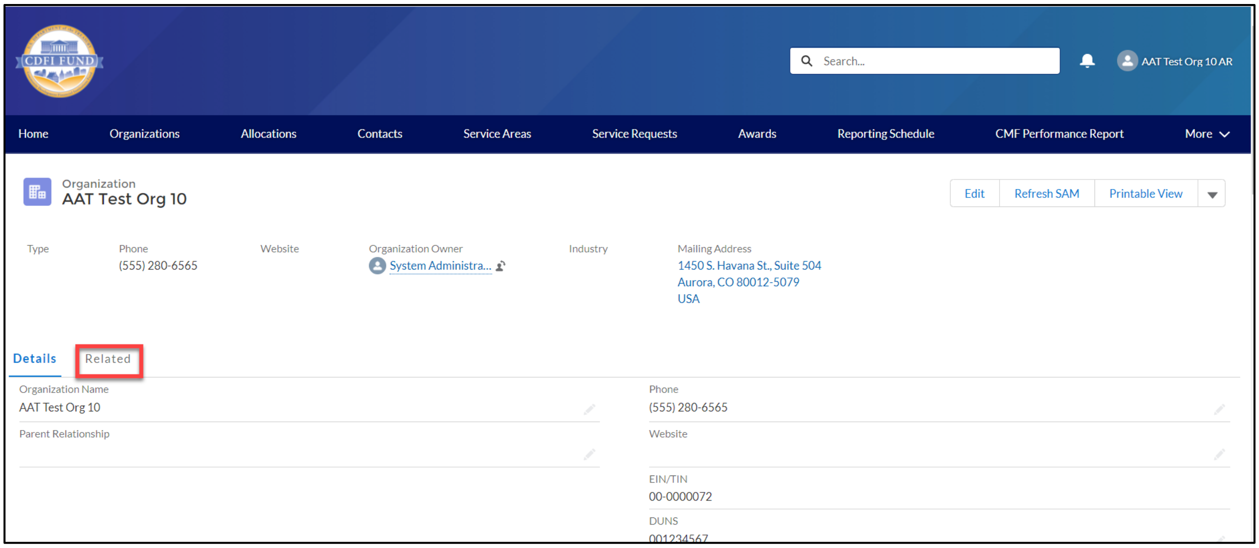

Figure 3: Organization Details Page

4. Scroll to **Program Profiles** and select the **Program Profile Name** that corresponds with the **BEA Record Type**.

Program Profiles (6+)

Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-056325	CIMS for BEA
BGP	P-056328	
CDE-CERT	P-056322	CIMS for CDE-CERT
CDFI-CERT	P-056326	CIMS for CDFI-CERT
CDFI-NACA	P-056323	CIMS for CDFI-NACA
CMF	P-056324	CIMS for CMF

View All

NOTE: Organizations with a Financial Institution Type set to “Bank or Thrift” are allowed to apply for a FY 2024 BEA Application. Any other Financial Institution Types will get the error message below when trying to apply for the 2024 BEA Application.

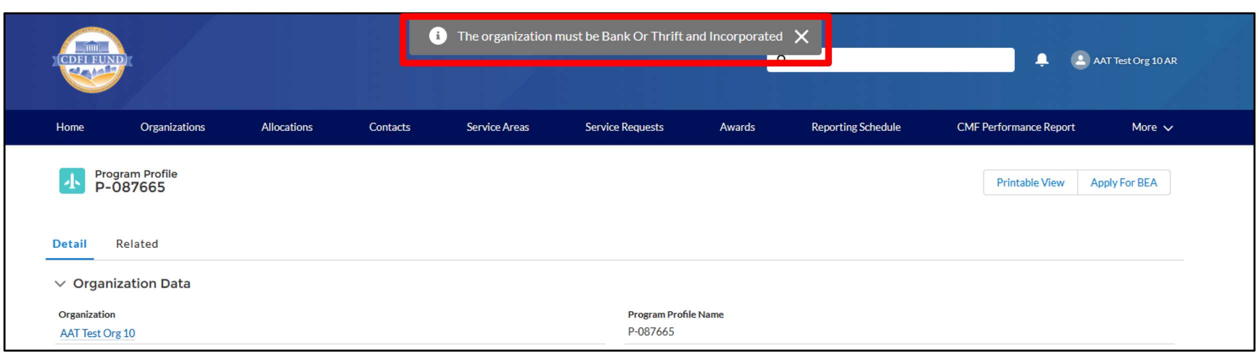

Figure 5: Error Message when Org is not a ‘Bank or Thrift’ Institution Type.

5. Once on the BEA Program Profile, launch the application by clicking on the **Apply for BEA** button on the Related screen.

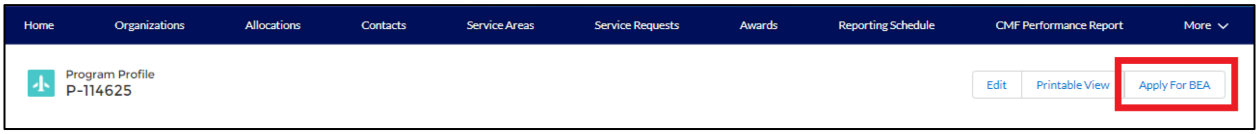

Figure 6: Related List Quick Links - Applications

When the application is finished rendering the Application UI will automatically open.

2.0 User Interface (UI) Appearance and Navigation

2.1 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.

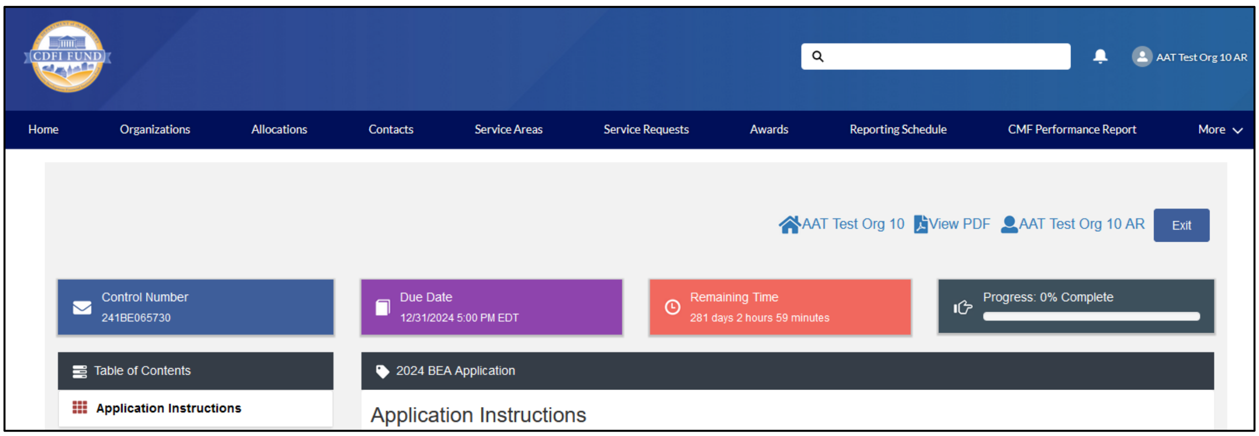

Figure 6: Application UI Home Page (BEA Program)

The header will include:

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

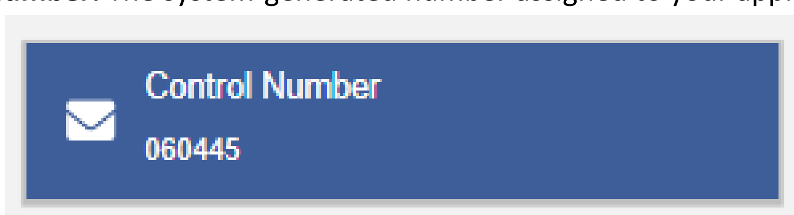

Figure 7: Application Control Number

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

Figure 8: 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 9: Remaining Time

4. **Progress Bar:** Keeps track of your progress as portions of the application are completed.

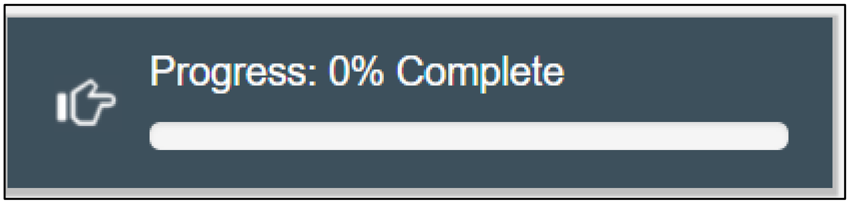

Figure 10: Application Progress Bar

5. **Organization:** A hyperlink to your Organization's AMIS detail page.

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. Please ensure all information is saved **before** exiting your work.

Figure 11: Quick Links Menu

2.2 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.

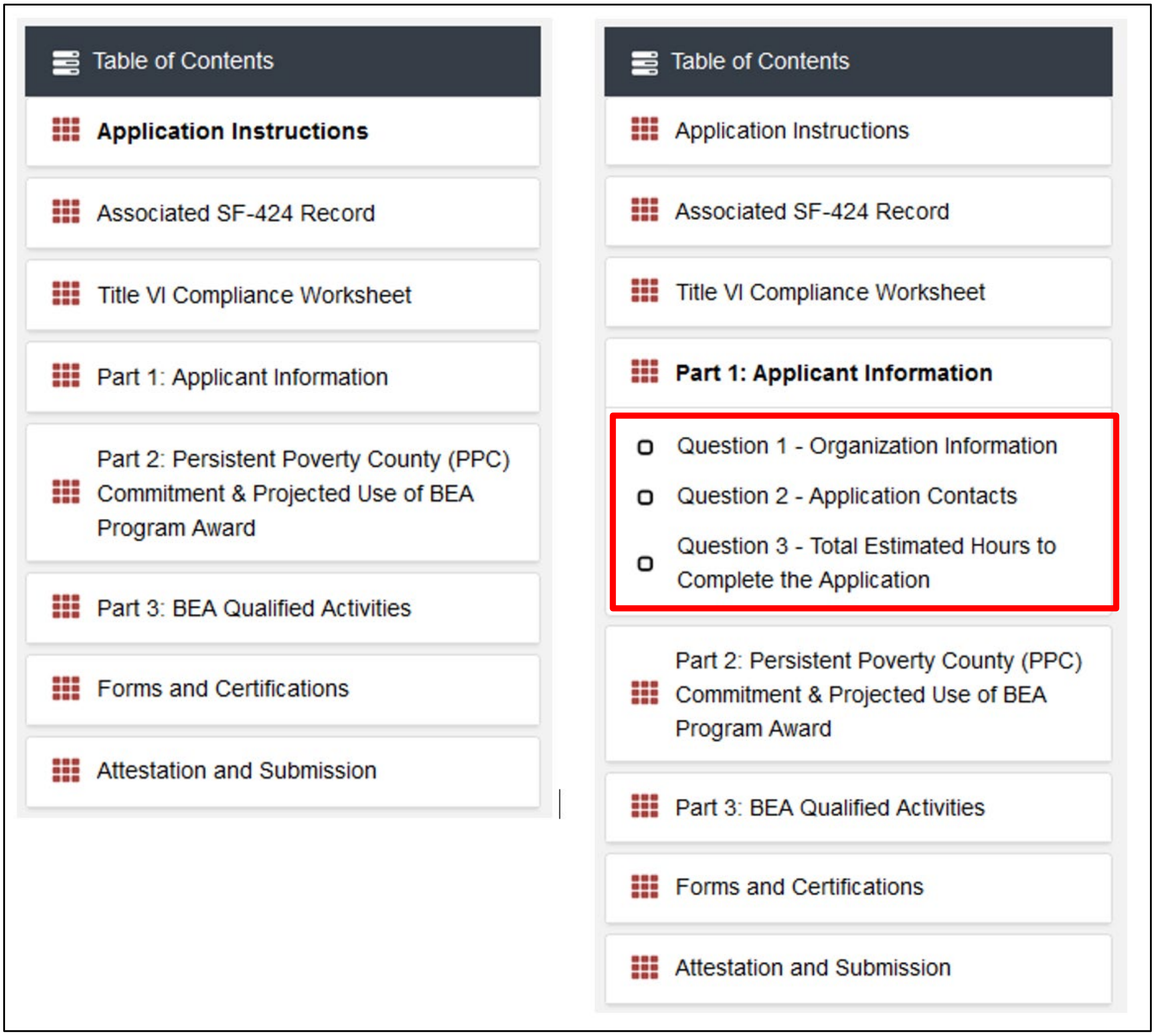

Figure 12: Collapsible Menu - Collapsed and Expanded

Click on the **section title** in the menu box to expand and view subsections.

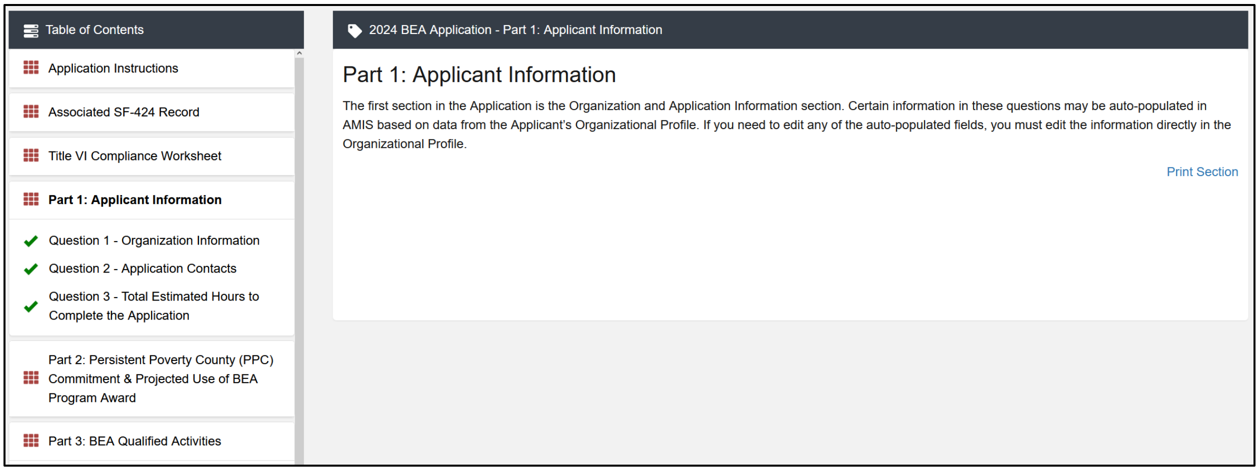

Figure 13: Expanded Section and Section Introduction Page

Clicking on a section title will also bring up a section introduction page in the interface to the right of the menu.

To view a subsection, click on the hyperlink to the subsection title in the menu bar.

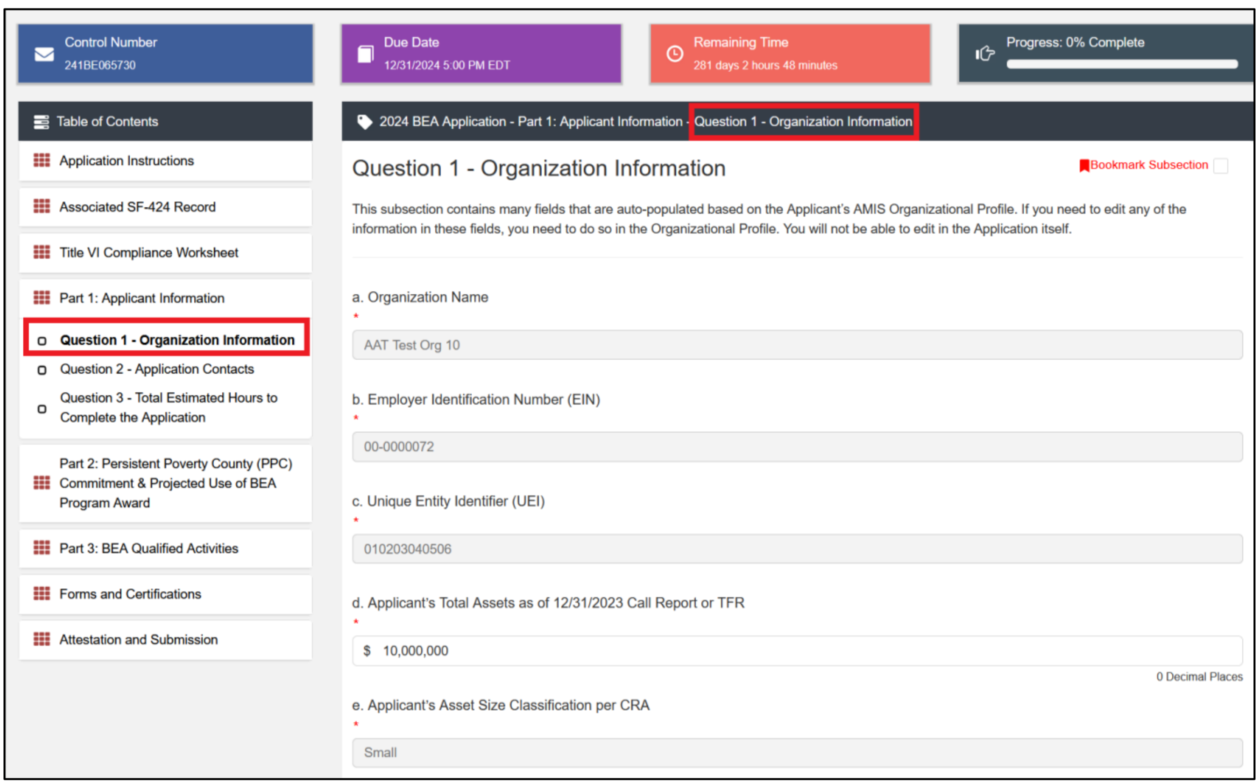

Figure 14: Subsection Page View

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.

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.

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2.3 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 *.

Activities	Baseline Period (1/1/2022-12/31/2022)
CDFI RELATED ACTIVITIES	
CDFI Equity/ Equity-Like Loans	
Equity Investments (CEI) *	* $ 10,000 0 Decimal Places
Equity-Like Loans (ELL) *	* $ 10,000 0 Decimal Places
Grants (CG) *	* $ 10,000 0 Decimal Places

Figure 15: Sample Required Questions

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

Figure 16: 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."

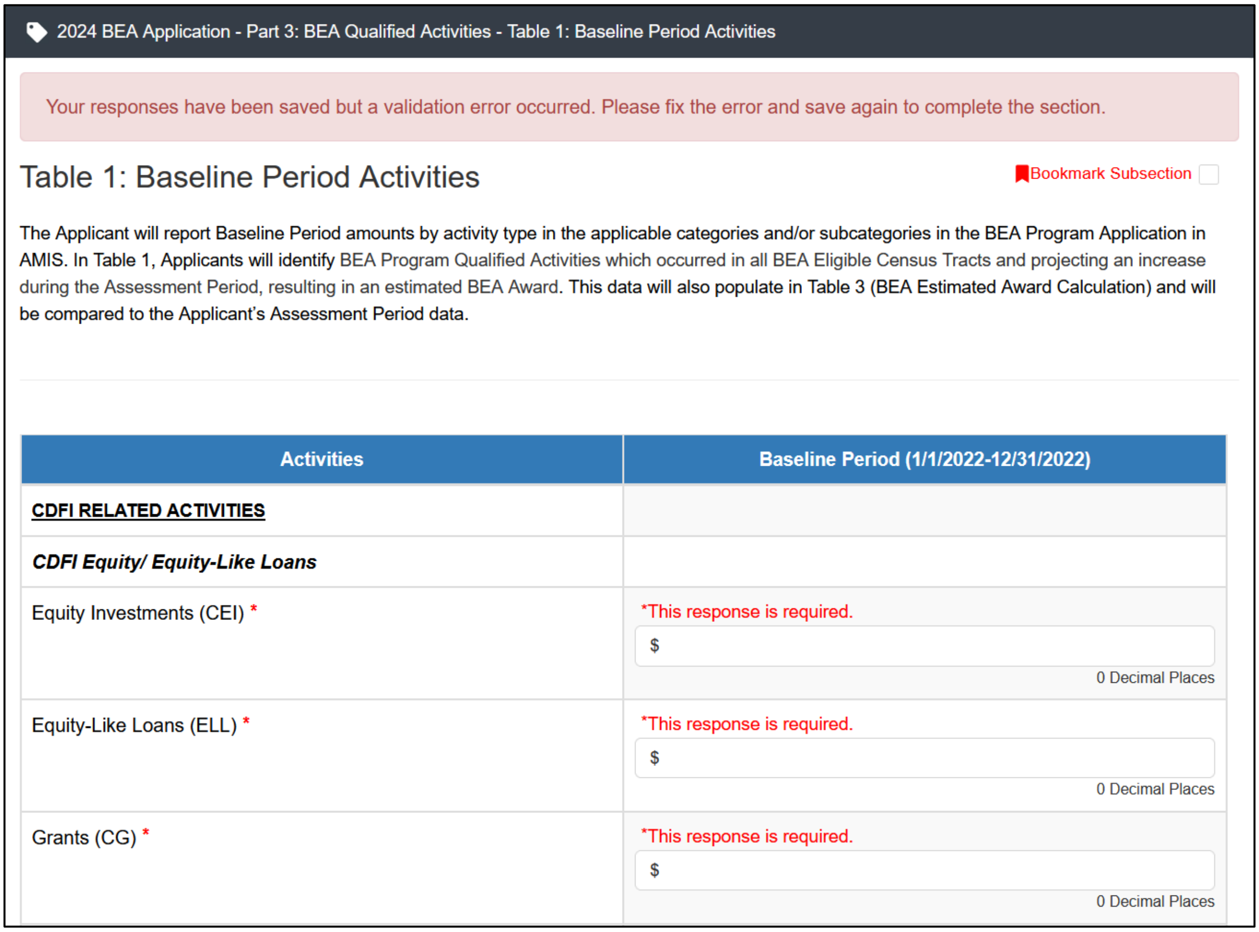


Figure 17: Validation Error Message

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.

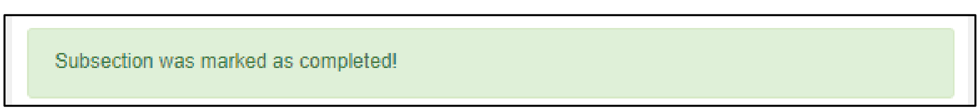


Figure 18: Subsection Saved and Completed Message

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

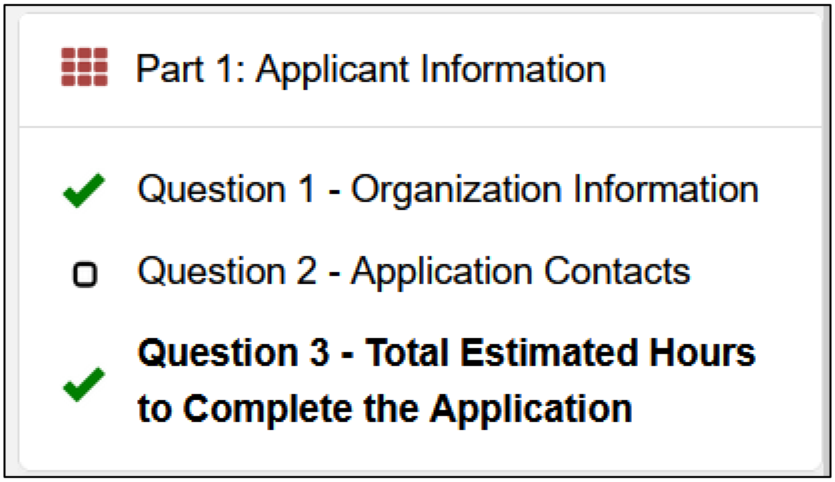


Figure 19: Completed Subsection Checkmark

2.4 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.**

2.5 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.

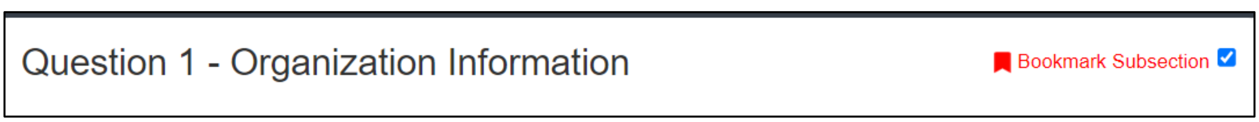


Figure 20: Bookmark Subsection Checkbox

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

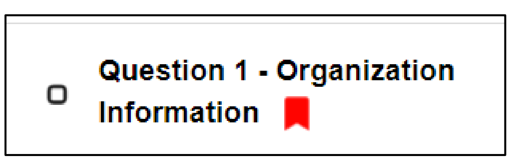


Figure 21: Bookmarked Subsection

To remove a bookmark, **uncheck the checkbox**.

2.6 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.

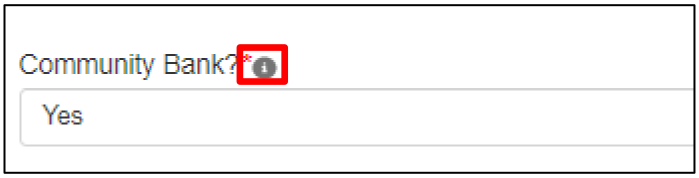


Figure 22: Question with Help Text

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

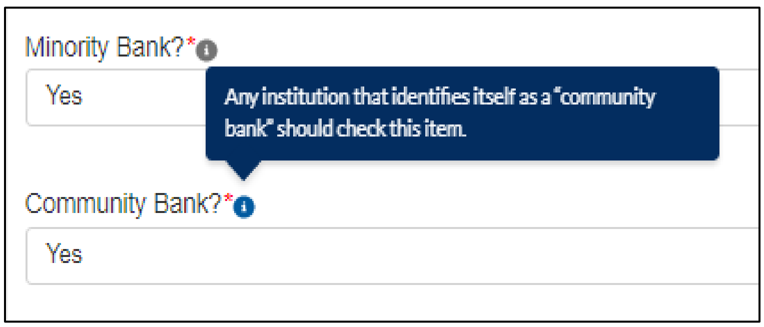


Figure 23: Help Text Displayed

3.0 User Interface Form Features

3.1 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.

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

Question 5: Projected Use of BEA Program Award

Bookmark Subsection

Question 5 Instructions: Indicate the projected percentage for BEA Qualified Activities and Direct Administrative Expenses. The Total Projected Use of BEA Project Award must equal 100%. Direct Administrative Expenses cannot exceed 15%.

Category	Percentage
BEA Qualified Activity	
CDFI Related Activities *	*This response is required. % 0 Decimal Places
Distressed Community Financing Activities *	*This response is required. % 0 Decimal Places
Service Activities *	*This response is required. % 0 Decimal Places
Direct Administrative Expenses *	*This response is required. % 0 Decimal Places
Total Projected Use of BEA Program Award	The Total Projected Use of BEA Program Award must be 100%. 0
Category	Percentage

Figure 24: Response Required 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 **Question 5: Projected Use of BEA Program Award** above, this table 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.

Question 5 Instructions: Indicate the projected percentage for BEA Qualified Activities and Direct Administrative Expenses. The Total Projected Use of BEA Project Award must equal 100%. Direct Administrative Expenses cannot exceed 15%.

Figure 25: Subsection Guidance

The amounts you enter in these fields are validated against sets rules and certain fields will display a validation error when you **Save** if you input an invalid amount.

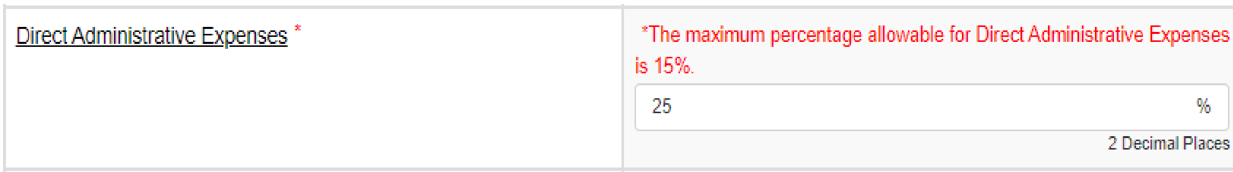


Figure 26: Direct Administrative Expense Percentage Limit

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.

3.2 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.

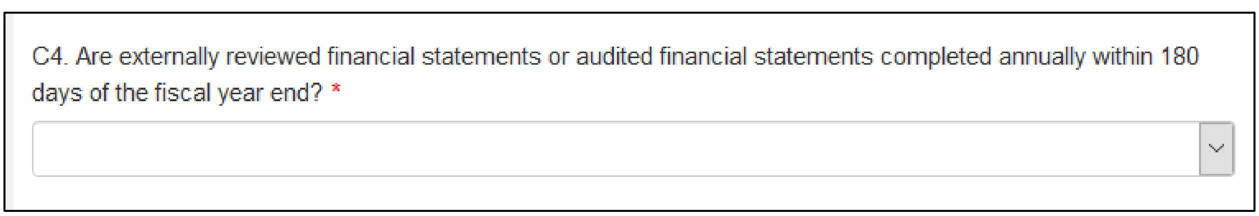


Figure 27: Sample Question that Can Trigger a Dependent Question

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

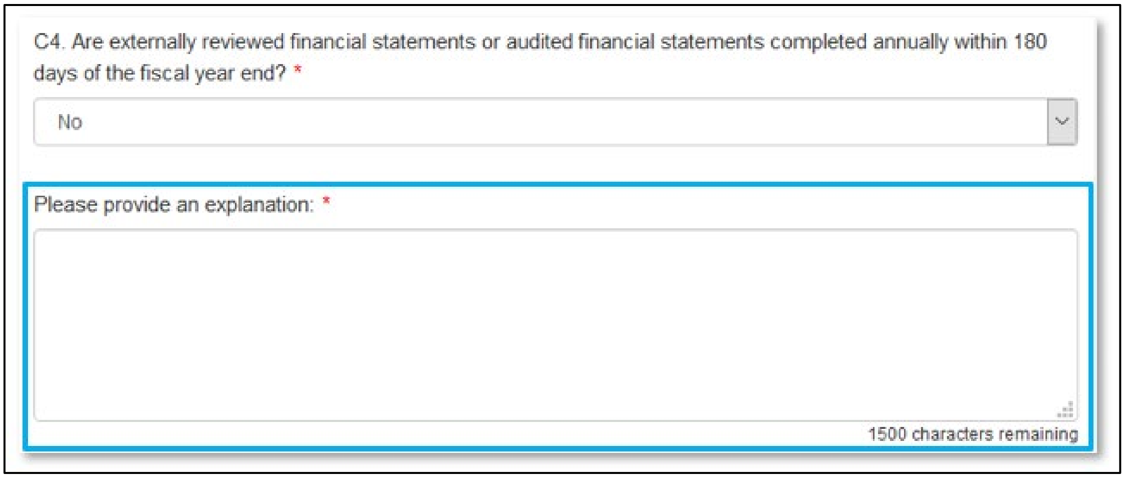


Figure 28: Enabled Dependent Question

Many dependent questions require a narrative response. Please note each narrative response field has an identified maximum character length. These character maximums include spaces, punctuation, line breaks, and special characters.

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 not include the entire response.***

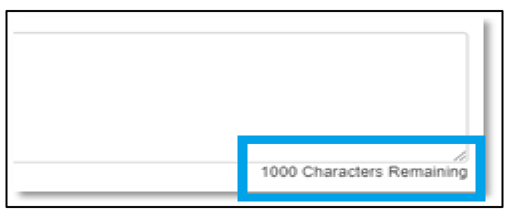


Figure 29: Character Maximums for Text Responses

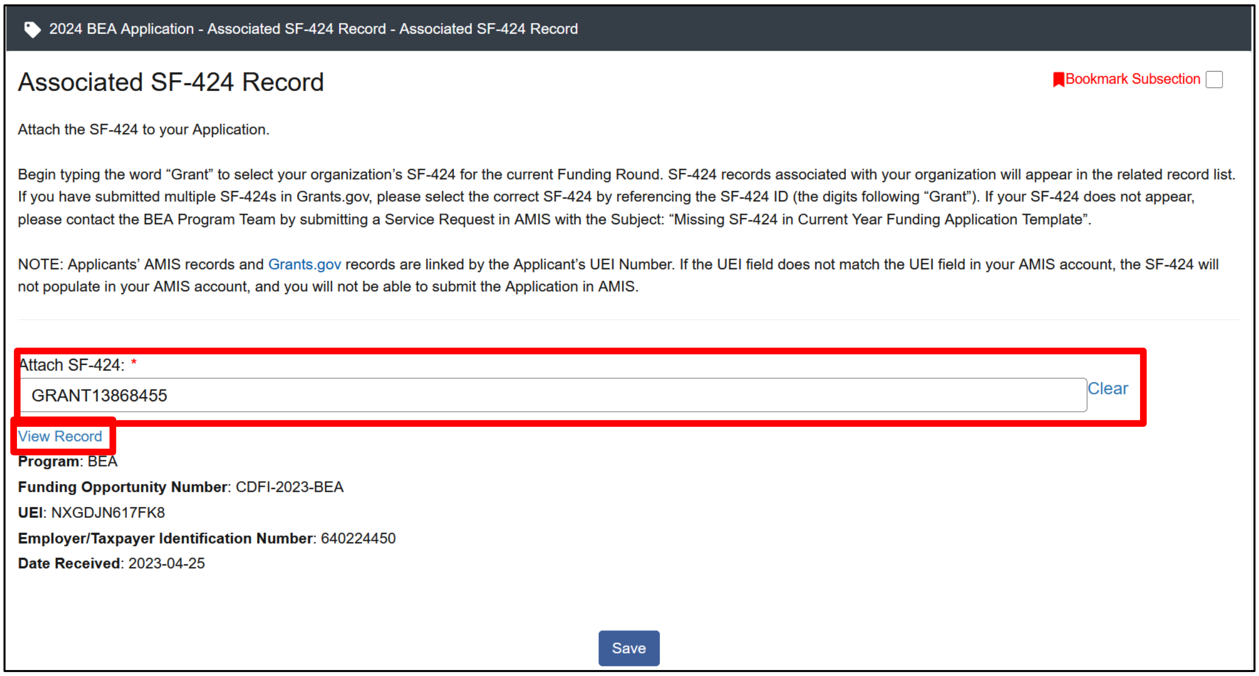
TIP: Type the narrative answers in a separate word processing program (e.g., Microsoft Word), then copy and paste the answers to the appropriate sections of the application. This will prevent the loss of information if you encounter problems saving your application or connection problems. When copying and pasting text into the narrative text box, any special indentations, spacing, or letter formatting (bold, italics, underline, etc.) will not carry over.

3.3 Selecting Related Records

The application uses records associated with your organization in AMIS to help you populate information in certain fields. This includes fields such as the contact list, SF-424, and the Title VI Worksheet section.

To select related records:

1. Click the **related record field** to display a list of related records.
2. Select the correct record for the application.


2024 BEA Application - Associated SF-424 Record - Associated SF-424 Record

Associated SF-424 Record

Bookmark Subsection

Attach the SF-424 to your Application.

Begin typing the word “Grant” to select your organization’s SF-424 for the current Funding Round. 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 BEA Program Team by submitting a Service Request in AMIS with the Subject: “Missing SF-424 in Current Year Funding Application Template”.

NOTE: Applicants’ AMIS records and Grants.gov records are linked by the Applicant’s UEI Number. If the UEI field does not match the UEI 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.

Attach SF-424: *

GRANT13868455

Clear

View Record

Program: BEA

Funding Opportunity Number: CDFI-2023-BEA

UEI: NXGDJN617FK8

Employer/Taxpayer Identification Number: 640224450

Date Received: 2023-04-25

Save

Figure 30: A Selected SF-424 Related Record

3. To view detailed information about the record, you can view the selected record’s detail page by clicking the **View Record** link.

3.4 Direct-Entry Tables

Direct-entry tables are designed to collect specific data directly from users. These tables allow you to enter responses to multiple questions at the same time.

Activities	Baseline Period (1/1/2022-12/31/2022)
CDFI RELATED ACTIVITIES	
CDFI Equity/ Equity-Like Loans	
Equity Investments (CEI) *	* $ 10,000 0 Decimal Places
Equity-Like Loans (ELL) *	* $ 11,000 0 Decimal Places
Grants (CG) *	* $ 12,000 0 Decimal Places
CDFI Support Activities	
CDFI Deposit Shares (DS) *	* $ 13,000 0 Decimal Places
Loans (LNS) *	* $ 14,000 0 Decimal Places
Technical Assistance (TAC) *	* $ 15,000 0 Decimal Places

Figure 31: Sample Direct-Entry Table

3.5 Auto-Populated Entry Tables

Auto-populated tables automatically collect and insert data into the application.

TIP: 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, or you can zoom out by clicking simultaneously **Ctrl + (-)**. Additionally, utilizing the **Tab** key moves the cursor to the field in the column to the right.

In the example below, **Table 3: Estimated BEA Program Award Calculation**, the Baseline Period column auto-populates data the Applicant inserted in Table 1.

Activities	Baseline Period	Assessment Period	Increase in Activity	Award Percent	Priority Factor	Estimated Award Amount
CDFI RELATED ACTIVITIES						
CDFI Equity/ Equity-Like Loans						
Equity Investments (CEI)	$ 10,000	$ 100,000.00	90,000	18 %		$ 16,200
Equity-Like Loans (ELL)	$ 11,000	$ 1,000,000.00	989,000	18 %		$ 178,020
Grants (CG)	$ 12,000	$ 100,000.00	88,000	18 %		$ 15,840
Estimated Award Amount for Equity Investments/ Equity-Like Loans						$ 210,060
CDFI Support Activities						
CDFI Deposit Shares (DS)	$ 13,000	$ 100,000.00	87,000	18 %		$ 15,660
Loans (LNS)	$ 14,000	$ 100,000.00	86,000	18 %		$ 15,480
Technical Assistance (TAC)	$ 15,000	$ 100,000.00	85,000	18 %		$ 15,300
Estimated Award Amount for CDFI Support Activities						$ 46,440
TOTAL ESTIMATED AWARD AMOUNT FOR ALL CDFI RELATED ACTIVITIES						$ 256,500
DISTRESSED COMMUNITY FINANCING ACTIVITIES						
Consumer Loans						
Affordable Housing Loans (AHL)	$ 16,000	$ 650,000.00	634,000	18 %	5	$ 570,600
Education Loans (EDU)	$ 17,000	$ 100,000.00	83,000	18 %	5	$ 74,700

Figure 32: Sample Auto-populated Table

Note: The large tables in the application are designed with cascading columns and row headers. 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.

3.6 Exporting the Application as a PDF

The AMIS Application can generate an Adobe PDF for your organization's records. You can use this feature 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.

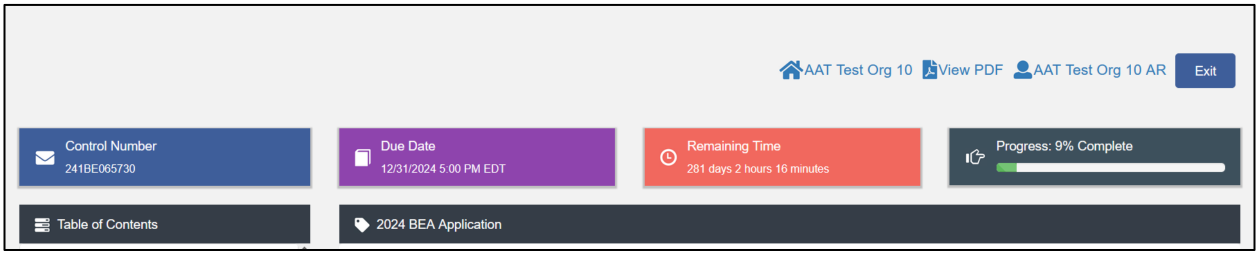


Figure 33: UI Menu Bar

2. Select **View PDF** in the top right corner.

Figure 34: 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.

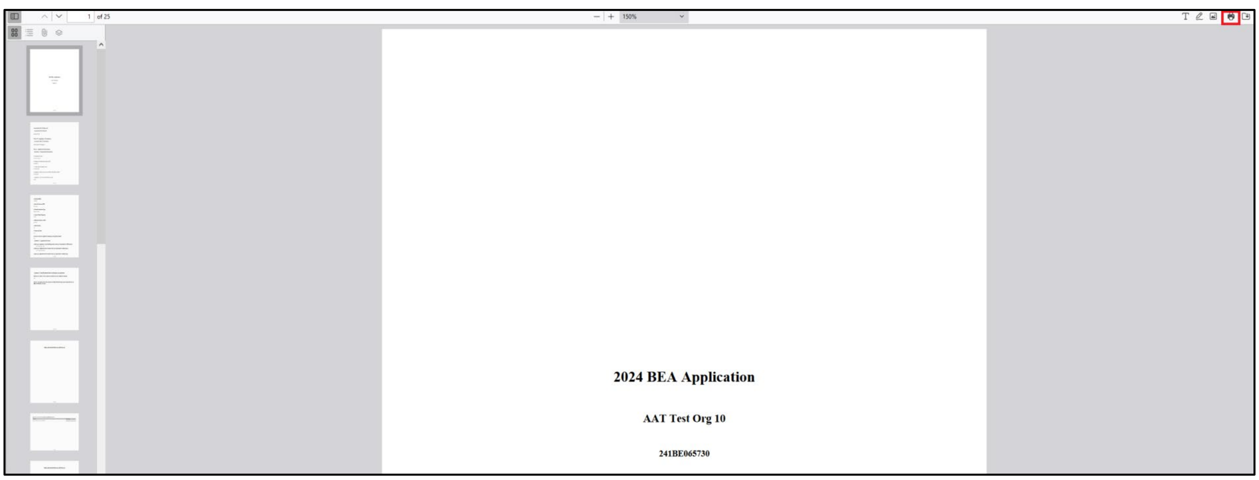


Figure 35: Application PDF Open in a New Browser Window

4.0 BEA Program Application Specific Guidance

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

All Applicants are required to submit the initial component of their FY 2024 BEA Program Application using the Grants.gov portal, the official website for federal grant information and applications. The only component of the BEA Program 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 BEA Program Application in the Application UI.

The Title VI Compliance Worksheet requires a similar process as the SF-424.

To attach your SF-424:

1) Within the 2024 BEA Program Application, expand the **Associated SF-424 Record** section in the menu bar. Click on the **Associated SF-424 Record** subsection.

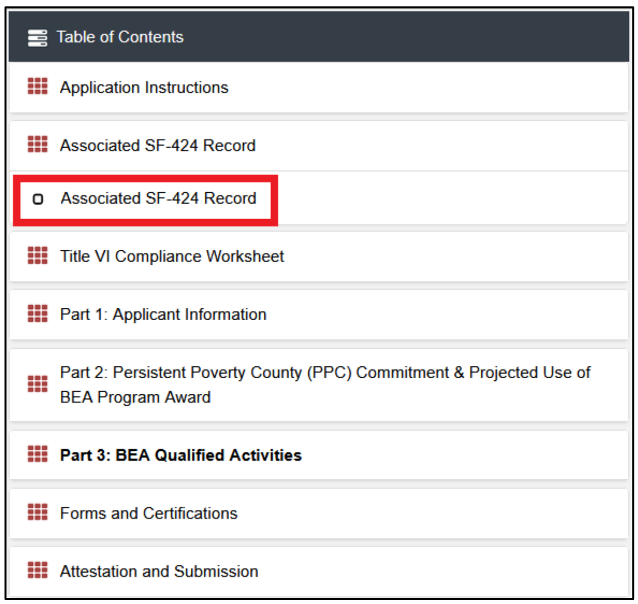


Figure 36: Associated SF-424 Record Subsection in Menu

2) The subsection will display a single related record question. Click in the **Search Records** box and begin typing the word **Grant**.

Figure 37: 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 BEA Program Team by submitting a Service Request in AMIS with the Subject: ***Missing SF-424 in Current Year Funding Application Template***.

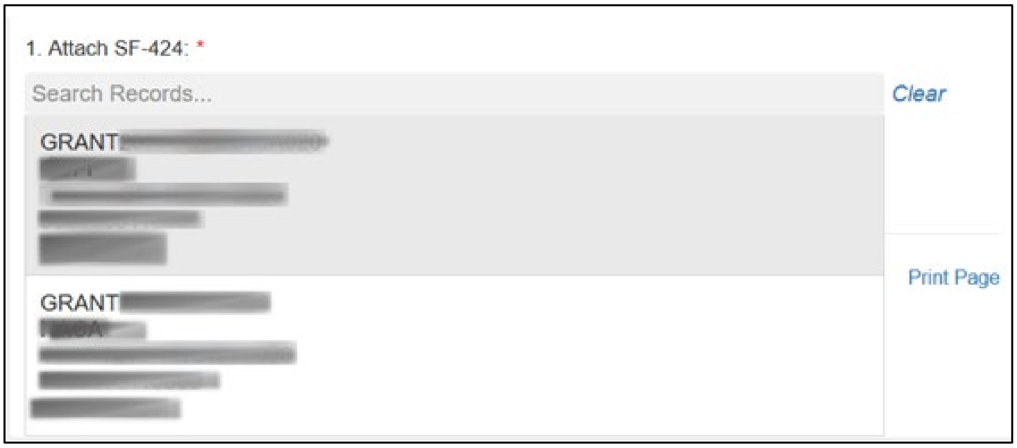


Figure 38: SF-424 Record for Your Organization in Related Record List

4) Verify it is the correct record by confirming the correct Program (BEA) is listed below the grant name, and the Funding Opportunity Number listed is **CDFI-2024-BEA**. The SF-424 ID corresponds to your SF-424's Grants.gov Tracking Number (GRANTxxxxxxxx).

Figure 39: 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 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.

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.

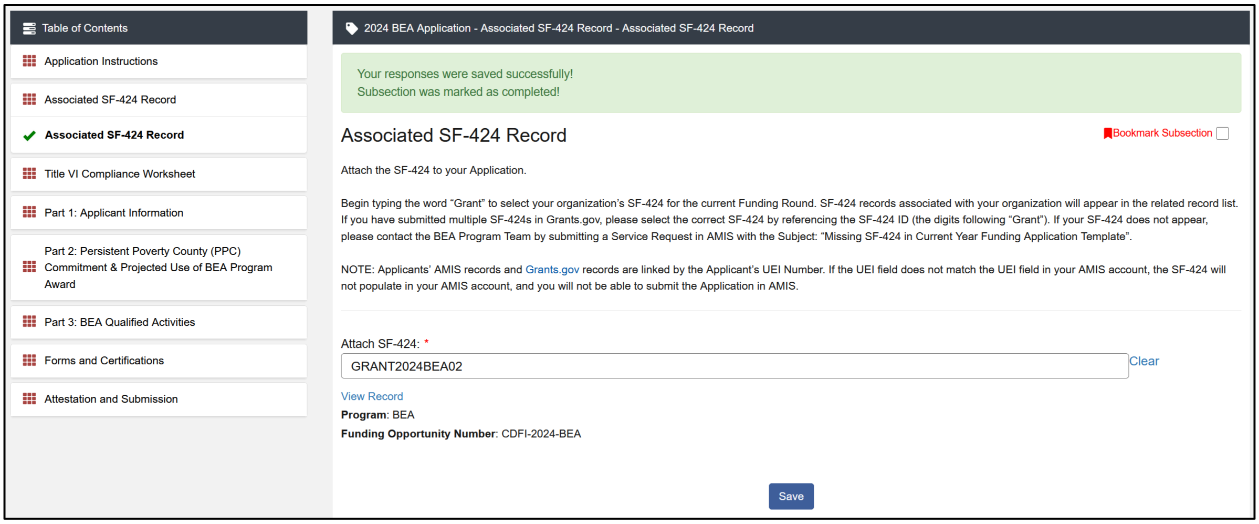


Figure 40: Subsection SF-424 Marked Complete in Menu

> ***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 subsections pertaining to: Inputting your Application Financial Data in Table 5: Reporting BEA Qualified Activities.*

4.2 Inputting Data in Table 1: Baseline Period Activities

This subsection is designed to collect financial data regarding the Applicant's Baseline Period amounts by activity type in the applicable BEA Program categories

Once **Table 1: Baseline Period Activities** is complete, an Applicant can then proceed to enter individual transactions in **Table 2: Assessment Period Transactions List (CSV Upload)**.

> ***Note:*** *A response is required in all data input fields to submit the Application. If a category is N/A, please enter **zero ($0)**.*

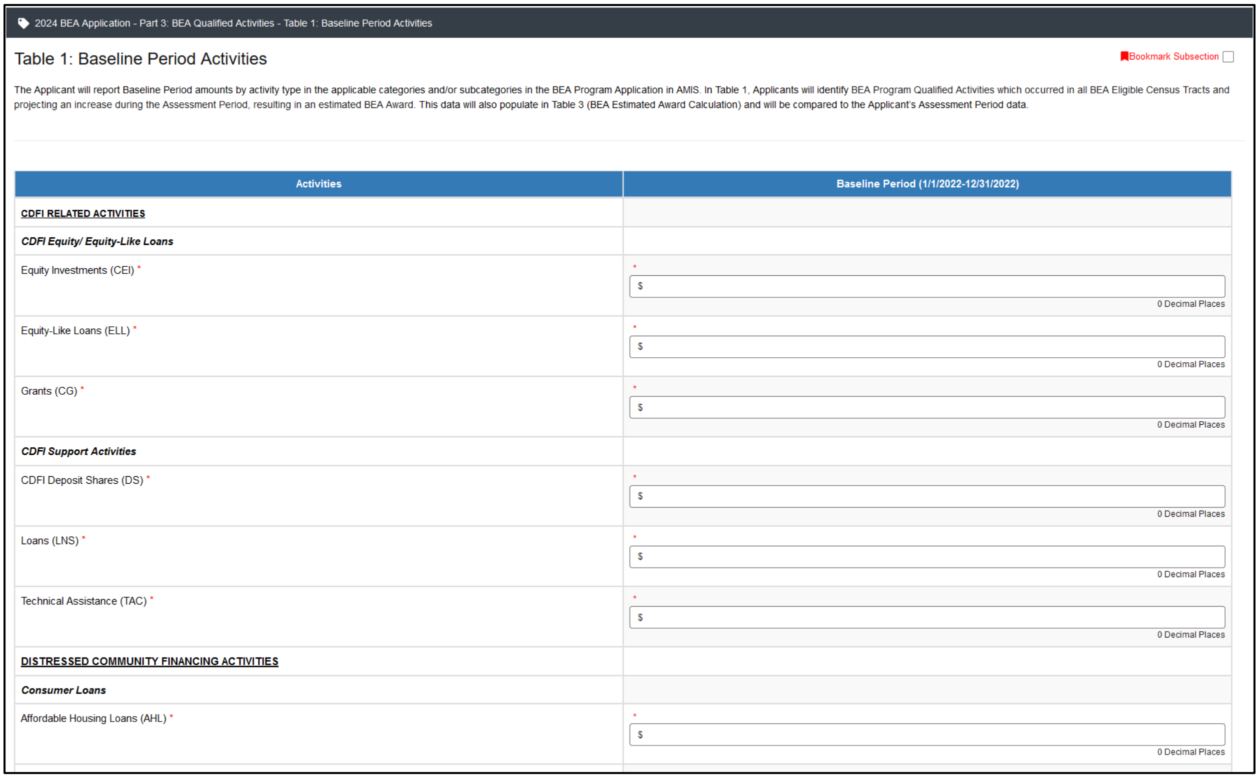


Figure 41: Table 1: Baseline Period Activities

> ***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: Part 3: BEA Qualified Activities - Table 2: Assessment Period Transactions List (CSV Upload)*

4.3 Inputting Data in Table 2: Assessment Period Transactions List (CSV Upload)

The transaction upload section allows Applicants to upload their BEA Transactions in one single CSV file. Once uploaded, Applicants will see the list of transactions in **Table 2 Assessment Period Transactions List**.

1) To upload your BEA Transactions, Applicants will first need to **download** the CSV file by clicking on the button **BEA Transactions Template CSV** within Table 2.

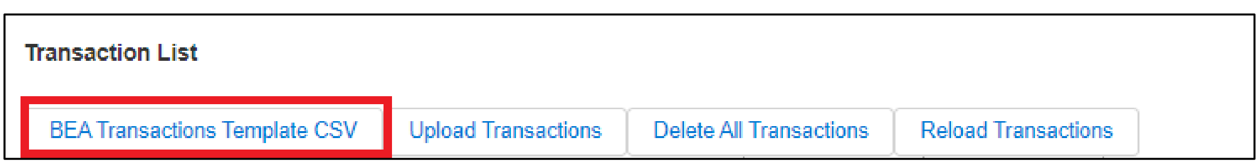


Figure 42: Upload Transaction Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Label	Record Ty	Service Pr	Total Doll	Loan Valu	CDFI Partr	Business T	Loan Statu	Date of Ex	Date of In	Date of Fi	Street Add	Apt / Suite	City	State	Zip Code	Impact	Notes
2	Type	STRING	STRING	NUMBER (	NUMBER (	STRING	STRING	PICKLIST	DATE (MM	DATE (MM	DATE (MM	STRING	STRING	STRING	PICKLIST	STRING	NUMBER (	TEXTAREA
3	Options							New Origination; Refinance-Applicant; Refinance-Unaffiliated Institutio							AK; AL; AR; AZ; CA; CO; CT; DC; DE; FL; GA;			
4	Help Text		Only inclu	Total Doll	Loan Valu	Please en	Required for all Com		Must be b	Date of in	Final disb	For Commercial Real Estate, Affordable Housing Loa					If require	If required

Figure 43: CSV File Template

2) Once the Applicant has downloaded the template, they may enter their individual BEA transactions starting on **row 5** of the CSV file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Label	Record Ty	Service Pr	Total Doll	Loan Valu	CDFI Partr	Business T	Loan Statu	Date of Ex	Date of In	Date of Fi	Street Add	Apt / Suite	City	State	Zip Code	Impact	Notes	
2	Type	STRING	STRING	NUMBER (	NUMBER (	STRING	STRING	PICKLIST	DATE (MM	DATE (MM	DATE (MM	STRING	STRING	STRING	PICKLIST	STRING	NUMBER (	TEXTAREA	
3	Options							New Origination; Refinance-Applicant; Refinance-Unaffiliated Institutio							AK; AL; AR; AZ; CA; CO; CT; DC; DE; FL; GA; HI; IA; II				
4	Help Text		Only inclu	Total Doll	Loan Valu	Please en	Required for all Com		Must be b	Date of in	Final disb	For Commercial Real Estate, Affordable Housing Loa					If require	If required based	
5		CEI	Test	100000	1000000	99-0000013			1/1/2024	1/1/2024	#########								
6		ELL	Test	1000000	1000000	99-0000013			1/1/2024	1/1/2024	#########								
7		CG	Test	100000	100000	99-0000013			1/1/2024	1/1/2024	#########								
8		DS	Test	100000	100000	99-0000014			1/1/2024	1/1/2024	#########								
9		LNS	Test	100000	100000	99-0000013		Refinance	1/1/2024	1/1/2024	#########								
10		TAC	Test	100000	100000	99-0000013													
11		AHL		650000	650000			Participati	1/1/2024	1/1/2024	#########	1 BOGEY LN		Wewoka	OK	74884			
12		EDU		100000	100000			Participati	1/1/2024	1/1/2024	#########	1 BOGEY LN		Wewoka	OK	74884			
13		HIL		100000	100000			Participati	1/1/2024	1/1/2024	#########	1 BOGEY LN		Wewoka	OK	74884			
14		SDL		5000	8000			Participati	1/1/2024	1/1/2024	#########	1 BOGEY LN		Wewoka	OK	74884			
15		AHD	Test	1000000	1000000			Participati	1/1/2024	1/1/2024	#########	1 BOGEY LN		Wewoka	OK	74884	1	1	
16		CRE	Test	1000000	1000000		Test	Participati	1/1/2024	1/1/2024	#########	1 BOGEY LN		Wewoka	OK	74884	1	1	
17		SBL	Test	5000	5000		Test	Participati	1/1/2024	1/1/2024	#########	1 BOGEY LN		Wewoka	OK	74884	1	1	
18		D	Test	1000000															
19		CS	Test	1000000													1	1	
20		FS	Test	1000000													1	1	
21		TFS	Test	1000000													1	1	
22		TSP	Test	1000000													1	1	
23																			

Figure 44: BEA Transactions entered in template

3) Once all transactions have been added to the CSV file, ensure the document is saved.
4) Navigate to the Application's **Table 2: Assessment Period Transaction List**.
5) Click on **Upload Transactions**. Applicants will be redirected to a custom upload page.

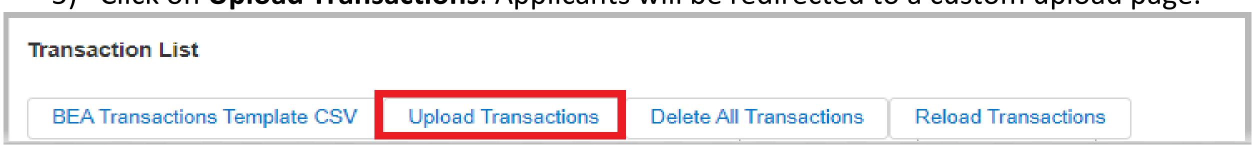


Figure 45: Upload Transactions

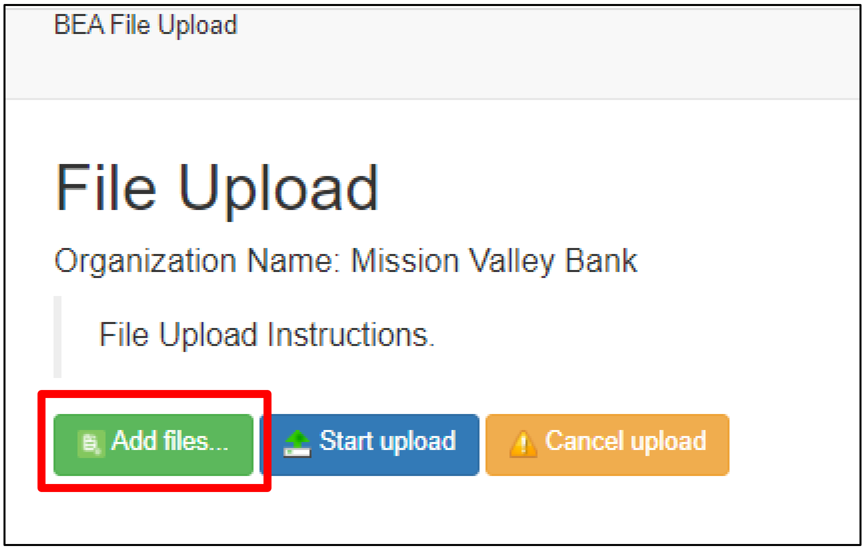


Figure 46: Upload Transactions

6) Click on **Add Files**, select your **BEA Transactions CSV file** and click on **Start**. You have the option to cancel the upload at any time by clicking **Cancel**. Please note that no matter the size of the CSV file that you are uploading, small or large, the upload process will take a significant amount of time.

Note: *Please note that no matter the size of the CSV file that you are uploading, small or large, the upload process will take a significant amount of time.*

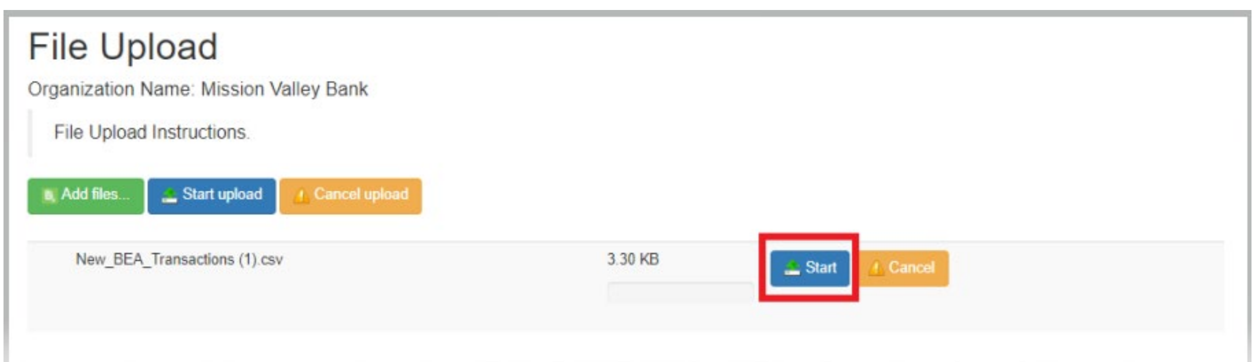


Figure 47: Upload Transactions Start Button

7) If any mistakes were made while inputting the BEA Transactions, the system will clearly indicate the error and prompt the Applicant to fix it before completing the upload.

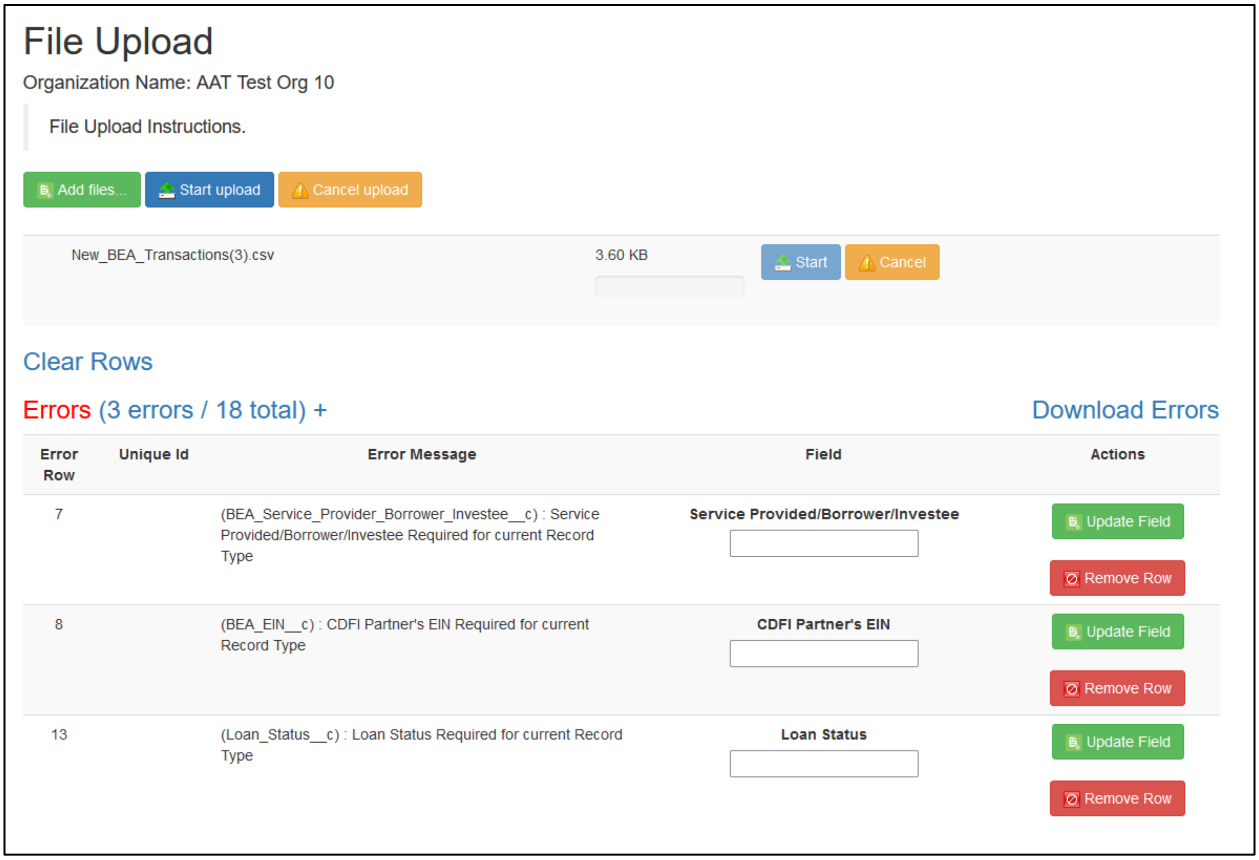


Figure 48: Error Found after Uploading Transactions

8) Depending on the field, Applicants may be able to directly update and fix the error on the File Upload page as shown in the example above.
9) Once all the identified errors have been fixed, the following message will appear: ***No Errors Found on X records. Click submit to confirm upload into AMIS***.
10) Click **Submit** to upload the BEA transaction(s) into the Application.

Please note that no matter the size of the CSV file that you are uploading, small or large, the upload process may take a few minutes

Note: ***<u>Do not close the upload page or click the refresh button during the upload process.</u>*** *Closing or refreshing the page can interrupt the process and cause you to lose your progress. It is important to be patient and wait until the upload is complete.*

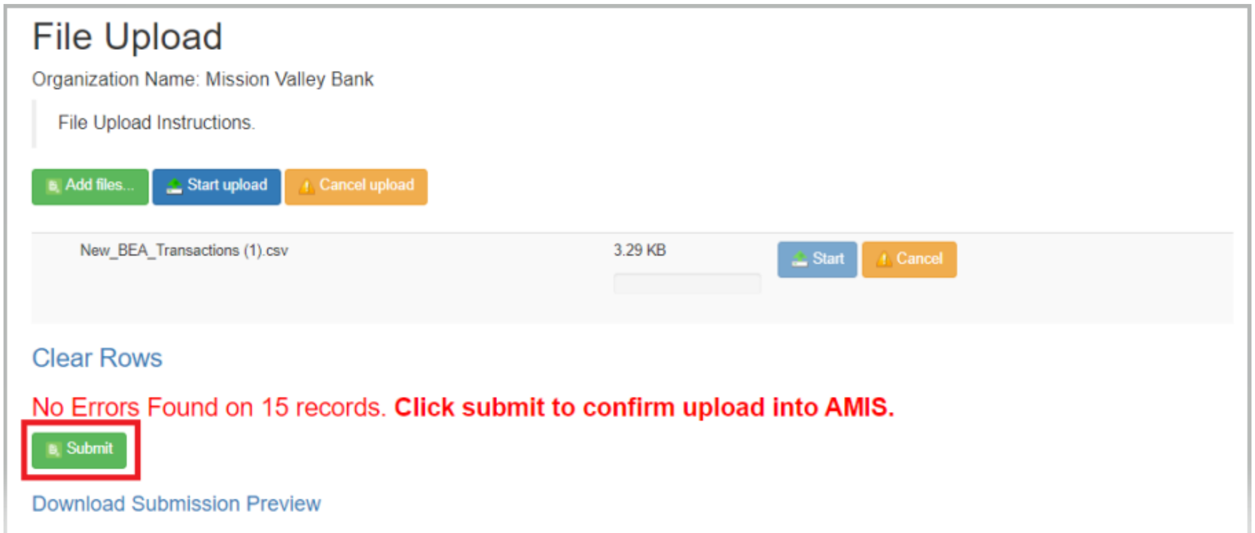
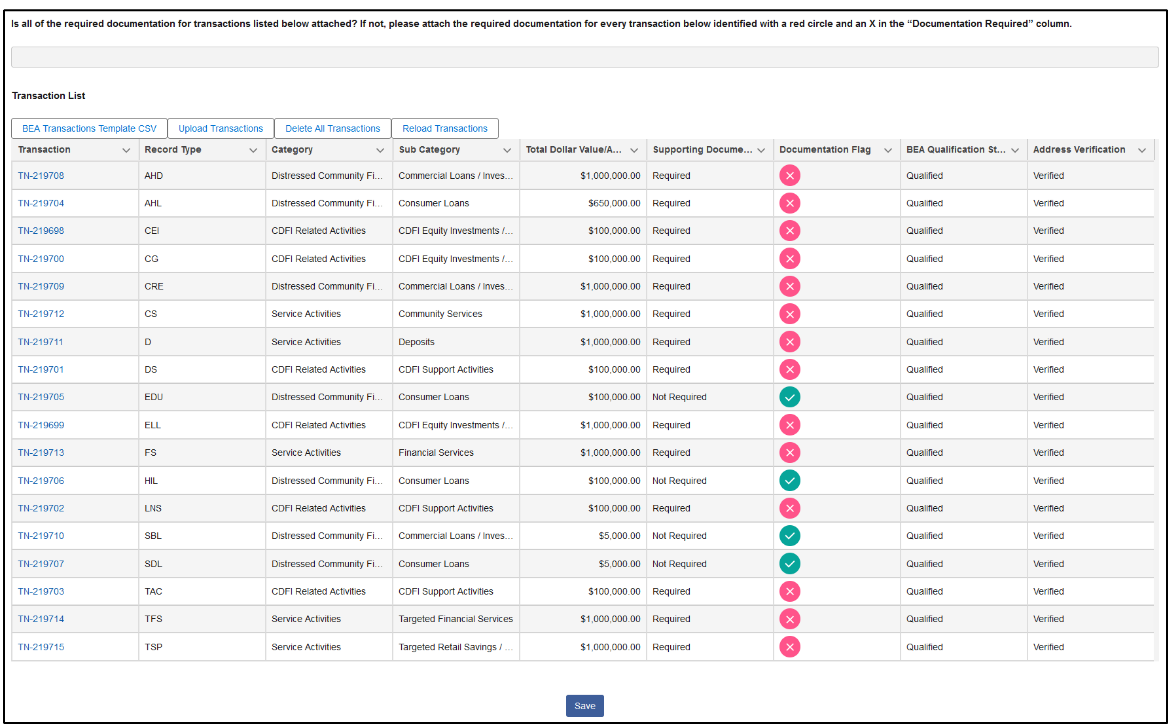


Figure 49: Submit after Uploading Transactions

11) The list of BEA Transactions will then appear in the Application, under the section **Table 2: Assessment Period Transactions List** (**CSV Upload**) after the Application is refreshed or by clicking **Reload Transactions** within Table 2.

> ***Note:*** *To delete all or individual transactions, click the* ***Delete All Transactions*** *button in Table 2, make all necessary updates to the CSV file, then complete the CSV upload process as demonstrated above.*



Is all of the required documentation for transactions listed below attached? If not, please attach the required documentation for every transaction below identified with a red circle and an X in the "Documentation Required" column.

Transaction List

BEA Transactions Template CSV | Upload Transactions | Delete All Transactions | Reload Transactions

Transaction	Record Type	Category	Sub Category	Total Dollar Value/A...	Supporting Docume...	Documentation Flag	BEA Qualification St...	Address Verification
TN-219708	AHD	Distressed Community Fi...	Commercial Loans / Inves...	$1,000,000.00	Required		Qualified	Verified
TN-219704	AHL	Distressed Community Fi...	Consumer Loans	$650,000.00	Required		Qualified	Verified
TN-219698	CEI	CDFI Related Activities	CDFI Equity Investments /...	$100,000.00	Required		Qualified	Verified
TN-219700	CG	CDFI Related Activities	CDFI Equity Investments /...	$100,000.00	Required		Qualified	Verified
TN-219709	CRE	Distressed Community Fi...	Commercial Loans / Inves...	$1,000,000.00	Required		Qualified	Verified
TN-219712	CS	Service Activities	Community Services	$1,000,000.00	Required		Qualified	Verified
TN-219711	D	Service Activities	Deposits	$1,000,000.00	Required		Qualified	Verified
TN-219701	DS	CDFI Related Activities	CDFI Support Activities	$100,000.00	Required		Qualified	Verified
TN-219705	EDU	Distressed Community Fi...	Consumer Loans	$100,000.00	Not Required		Qualified	Verified
TN-219699	ELL	CDFI Related Activities	CDFI Equity Investments /...	$1,000,000.00	Required		Qualified	Verified
TN-219713	FS	Service Activities	Financial Services	$1,000,000.00	Required		Qualified	Verified
TN-219706	HIL	Distressed Community Fi...	Consumer Loans	$100,000.00	Not Required		Qualified	Verified
TN-219702	LNS	CDFI Related Activities	CDFI Support Activities	$100,000.00	Required		Qualified	Verified
TN-219710	SBL	Distressed Community Fi...	Commercial Loans / Inves...	$5,000.00	Not Required		Qualified	Verified
TN-219707	SDL	Distressed Community Fi...	Consumer Loans	$5,000.00	Not Required		Qualified	Verified
TN-219703	TAC	CDFI Related Activities	CDFI Support Activities	$100,000.00	Required		Qualified	Verified
TN-219714	TFS	Service Activities	Targeted Financial Services	$1,000,000.00	Required		Qualified	Verified
TN-219715	TSP	Service Activities	Targeted Retail Savings / ...	$1,000,000.00	Required		Qualified	Verified

Save

Figure 50: Transaction Uploaded

12) Applicants will be able to see different information regarding the individual transactions, such as ***Transaction, Record Type, Category, Subcategory, Total Dollar Value/Amount Disbursed, Supporting Documents, Documentation Flag, BEA Qualification Status, and Address Verification.***
13) Applicants will be required to attach documentation to specific types of transactions to save the entire section. Transactions where documentation is **not** required must meet the following requirements:
    - Record Type = AHL, HIL, EDU, AHD, SBL, SDL, and CRE; **AND**
    - The **Total Dollar Value/Amount Disbursed** field must be less than $250,000.
14) As a reminder, the BEA Qualification Status will say Qualified if the following conditions are met:
    - The census tract returns a BEA Qualification Status of **BEA Qualified**.
    - Or if the record types of the Transactions are: CEI, CG, D, DS, ELL, LNS, CS, FS, TFS, TSP and TAC and the address verification is set to **Verified**.
15) If you see **Required** under the **Supporting Documentation** column and no files were uploaded then the column **Documentation Flag** will show a red "X". Once the Applicant upload their file(s) the Documentation Flag will turn into a green checkmark.
16) To upload documentation:
    - Click on the transaction's **hyperlink**. The BEA Transaction record will open in a new page.

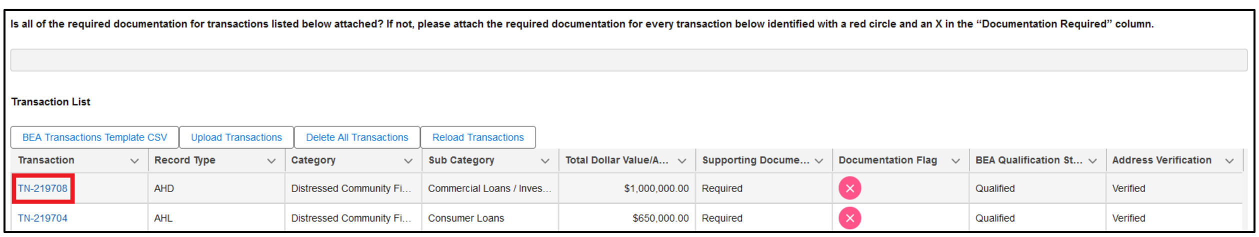


Figure 51: Transaction Hyperlink

- Click **Related**.

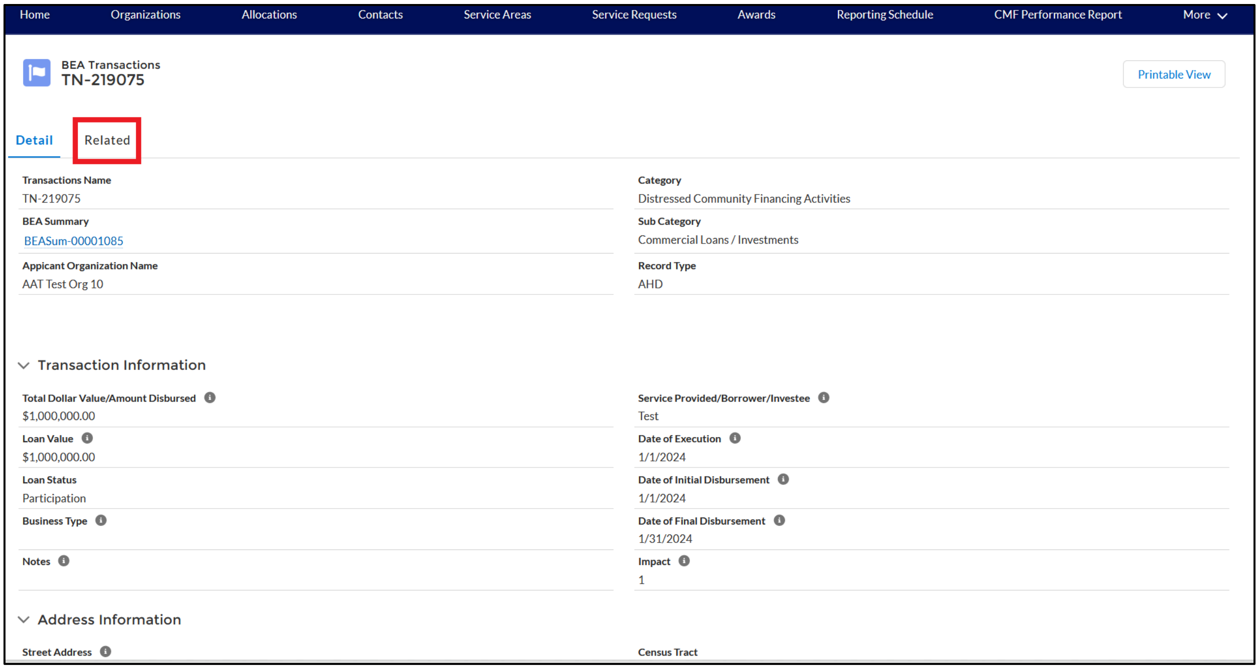


Figure 52: BEA Transaction – Related List

- Upload all the necessary documents by either clicking on **Upload Files** or using the **drag and drop function**.

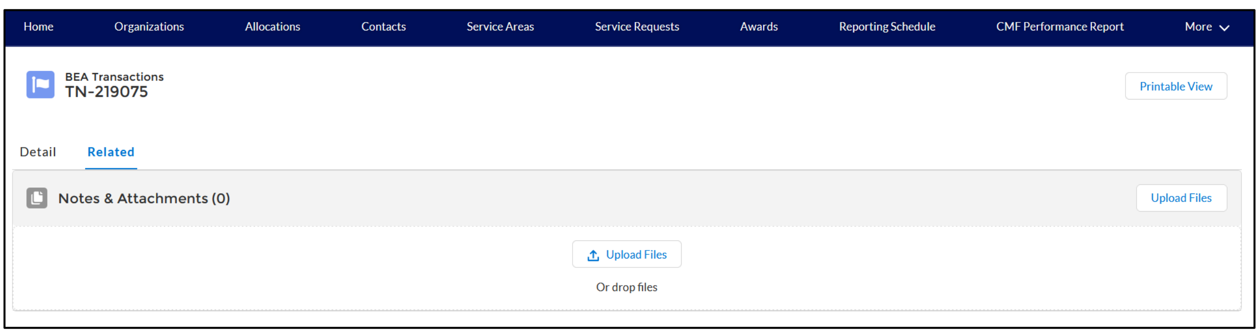


Figure 53: Transactions Attachment Section

- Return to **Table 2**, then click **Reload Transactions** and verify that the documentation flag has turned into a green checkmark. Repeat these steps until all transactions have a green Documentation Flag checkmark.

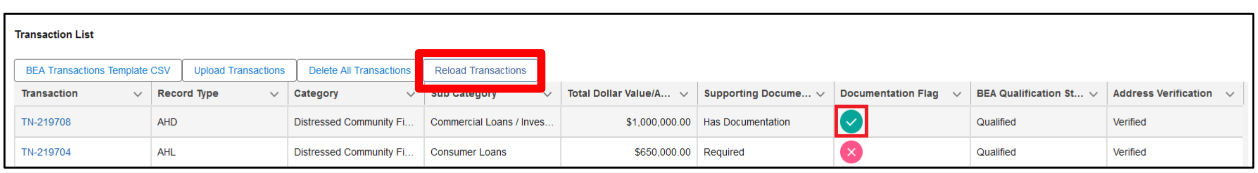


Figure 54: Documentation Flag – Green Checkmark

Transaction List

BEA Transactions Template CSV | Upload Transactions | Delete All Transactions | Reload Transactions

Transaction	Record Type	Category	Sub Category	Total Dollar Val...	Supporting Doc...	Documentation ...	BEA Qualificati...	Address Verific...
TN-219708	AHD	Distressed Commun...	Commercial Loans /...	$1,000,000.00	Has Documentation	✓	Qualified	Verified
TN-219704	AHL	Distressed Commun...	Consumer Loans	$650,000.00	Has Documentation	✓	Qualified	Verified
TN-219698	CEI	CDFI Related Activit...	CDFI Equity Investm...	$100,000.00	Has Documentation	✓	Qualified	Verified
TN-219700	CG	CDFI Related Activit...	CDFI Equity Investm...	$100,000.00	Has Documentation	✓	Qualified	Verified
TN-219709	CRE	Distressed Commun...	Commercial Loans /...	$1,000,000.00	Has Documentation	✓	Qualified	Verified
TN-219712	CS	Service Activities	Community Services	$1,000,000.00	Has Documentation	✓	Qualified	Verified

Figure 55: Documentation Flag – All Green Checkmark

17) Verify all the information in the table is correct, then click **Save**.
18) Once complete, you will see answer above the Transaction List table has updated to **Yes**.

Is all of the required documentation for transactions listed below attached? If not, please attach the required documentation for every transaction below identified with a red circle and an X in the "Documentation Required" column.

Yes

Figure 56: Required Documentation Attached Question

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: Part 3: BEA Qualified Activities - Table 3: Estimated BEA Program Award Calculation.*

4.4 Inputting Data in Table 3: Estimated BEA Program Award Calculation

1) In this section, Applicants will see a fully automatically populated table with information coming from ***Table 1: Baseline Period Activities*** and from their recent ***BEA Transactions upload***. ***Baseline Period*** data comes from ***Table 1***, and the ***Assessment Period*** comes from the ***Total Dollar Value/Amount Disbursed*** column in **Table 2**.

Activities	Baseline Period	Assessment Period	Increase in Activity	Award Percent	Priority Factor	Estimated Award Amount
CDFI RELATED ACTIVITIES						
CDFI Equity/ Equity-Like Loans						
Equity Investments (CEI)	$ 10,000	$ 1,000.00	0	18 %		$ 0
Equity-Like Loans (ELL)	$ 20,000	$ 100,000.00	80,000	18 %		$ 14,400
Grants (CG)	$ 30,000	$ 100,000.00	70,000	18 %		$ 12,600
Estimated Award Amount for Equity Investments/ Equity-Like Loans						$ 27,000
CDFI Support Activities						
CDFI Deposit Shares (DS)	$ 40,000	$ 100,000.00	60,000	18 %		$ 10,800
Loans (LNS)	$ 50,000	$ 100,000.00	50,000	18 %		$ 9,000
Technical Assistance (TAC)	$ 60,000	$ 100,000.00	40,000	18 %		$ 7,200
Estimated Award Amount for CDFI Support Activities						$ 27,000
TOTAL ESTIMATED AWARD AMOUNT FOR ALL CDFI RELATED ACTIVITIES						$ 54,000
DISTRESSED COMMUNITY FINANCING ACTIVITIES						
Consumer Loans						
Affordable Housing Loans (AHL)	$ 70,000	$ 5,000,000.00	4,930,000	18 %	5	$ 4,437,000
Education Loans (EDU)	$ 80,000	$ 100,000.00	20,000	18 %	5	$ 18,000
Home Improvement Loans (HIL)	$ 90,000	$ 100,000.00	10,000	18 %	5	$ 9,000
Small Dollar Consumer Loans (SDL)	$ 110,000	$ 3,000.00	0	18 %	5	$ 0
Estimated Award Amount for Consumer Loans						$ 4,464,000
Commercial Loans and Investments						

Figure 57: Table 3: Estimated BEA Program Award Calculation

2) Based on all the information, the Applicant's ***Estimated Award Amount*** is automatically calculated in the last row of the Table.

GRAND TOTAL: ESTIMATED BEA PROGRAM AWARD CALCULATION						$ 7,607,880
Activities	Baseline Period	Assessment Period	Increase in Activity	Award Percent	Priority Factor	Estimated Award Amount

Figure 58: Estimated BEA Program Award Amount

Note*:* If the number of columns exceeds the standard screen format, the slide bar at the ***bottom of the table itself*** 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.

3) The column **Increase in Activity** will be calculated automatically taking the **Assessment Period** and subtracting it by the **Baseline Period**.
4) The Assessment Period column will come from the amount entered in Table 2's **Total Dollar Value/Amount Disbursed** column.
5) The **Award Percent** is determined by the organization's CDFI certification status.

6) The **Priority Factor** is based on the information provided in **Question 1** to determine the organization's asset size classification per the Community Reinvestment Act's (CRA) guidance. **Small**, **Intermediate**, and **Large** asset size Priority Factors are 5, 3, and 1, respectively.
7) The **Estimated Award Amount** calculation is:
   - CDFI Related Activities = **Increase in Activity** (X) **Award Percent**; or
   - DCFAs and Service Activities = **Increase in Activity** (X) **Award Percent** (X) **Priority Factor**

> **Note:** For more information on each column of **Table 3**, please refer to the document ***FY 2024 BEA Program Application***.

4.5 Forms and Certification Questions

1) Responses are required for **<u>all</u>** questions in the Forms and Certifications section to successfully complete the Application.

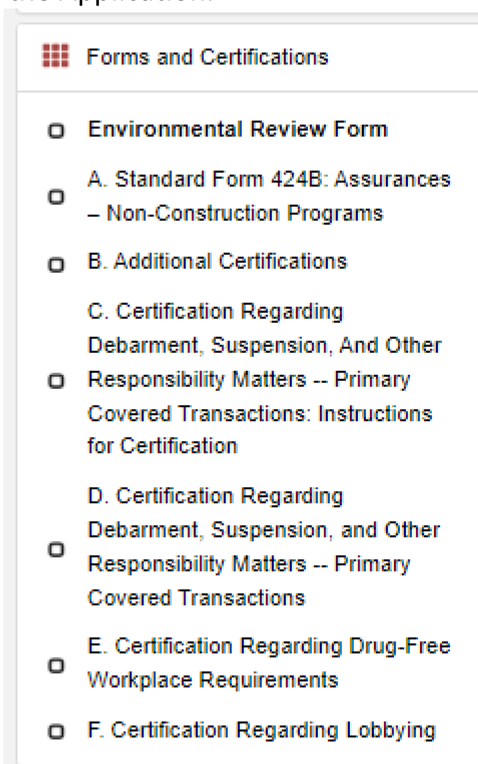


Figure 59: Forms and Certifications subsections

2) Some question responses in the Environmental Review Form may trigger a justification box 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 provide an explanation.

5.0 Completing and Submitting your Application

5.1 Printing your Application

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

Figure 60: 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.

5.2 Submitting your Application

All subsections must be marked complete 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 the 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.

Figure 62: 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. An Authorized Representative must log into the Application. **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.

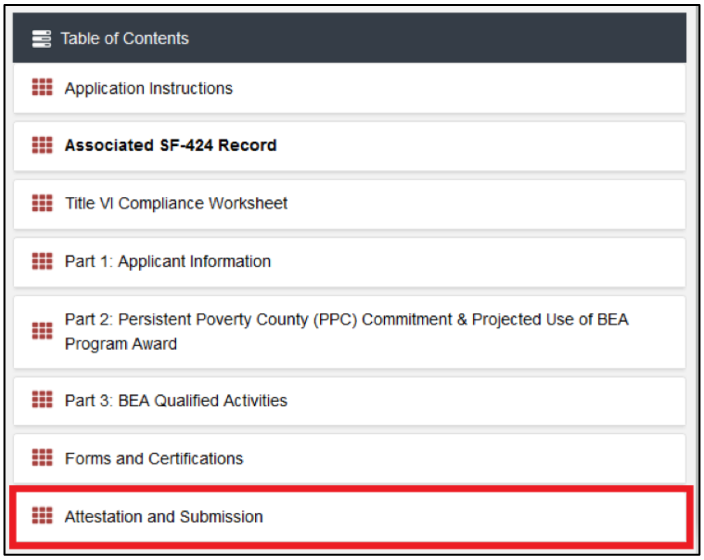
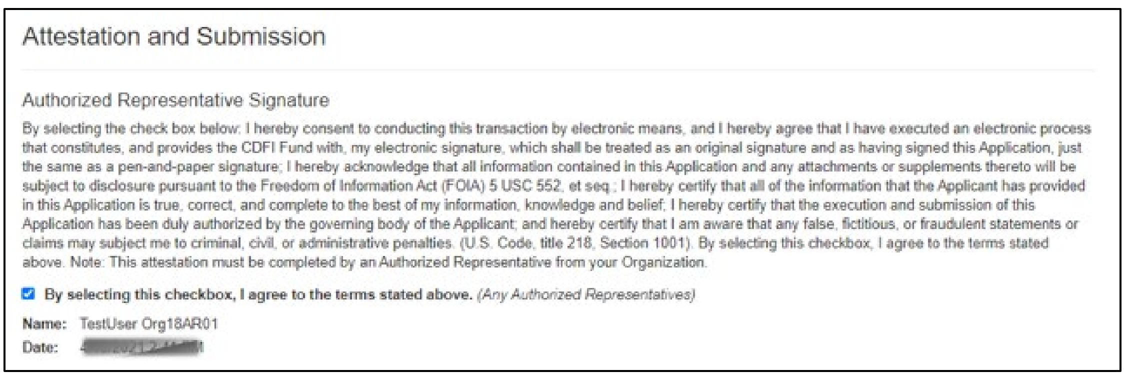


Figure 63: Attestation and Submission Section

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: TestUser Org18AR01
Date: [redacted]

Figure 64: 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.

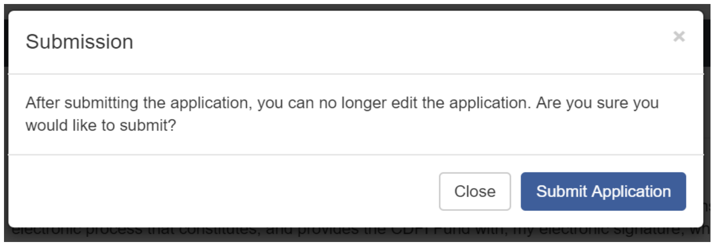


Figure 65: Submission Dialog Box

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

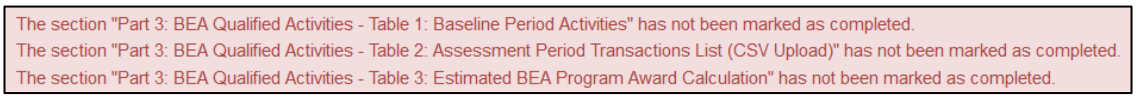


Figure 66: Application Submission- Failed Attempt Error Message

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

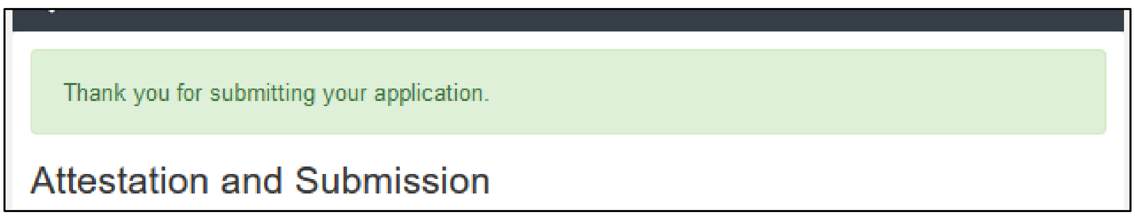


Figure 67: Application Submission- Successful Attempt Message

7. You will receive an email confirming that your application has been submitted including the text of the Authorized Representative's attestation for reference.