FY 2024 CDFI Information Mapping System (CIMS) Instructions for the
Bank Enterprise Award Program (BEA)

FY 2024 BEA Program CIMS Instructions

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CDFI FUND

U.S. Department of the Treasury

NOTE: These instructions are intended to serve as additional guidance for BEA Program Applicants and prior Award Recipients to determine whether a transaction occurred at an address or in a census tract that meets the definition of a BEA Distressed Community. The Bank Enterprise Award Program Notice of Funding Availability (NOFA) provides BEA Program Applicants with information on designating a Distressed Community.

For general instructions on using the CDFI Fund Information Mapping System (CIMS), please utilize these additional resources:

- CIMS Homepage | CDFIFund.gov

- Getting Started - Navigating AMIS Training Manual

- CIMS Webinar Demonstration - How to Use CIMS to Create, Analyze, and Validate a Target Market

Section 1 - How to Determine if an Individual Address or Census Tract Qualifies for BEA: Determining if a Transaction Occurred in a BEA Distressed Community

1. Users can access the CIMS mapping system via AMIS or the CDFI Fund's public website.

2. To login via AMIS:
   a. Login to AMIS user profile
   b. Click the **Organizations** tab
   c. Select your Organization
   d. Click **Related** tab
   e. Go to **Program Profiles**
   f. Click **CIMS for BEA** link (see below)
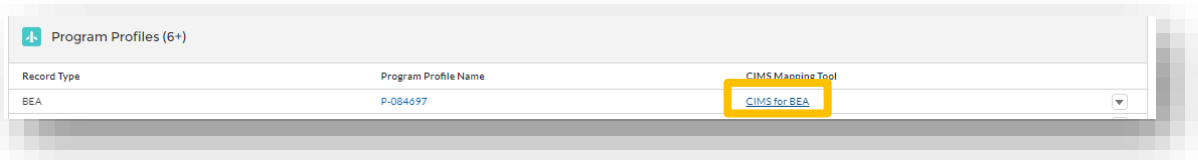

3. To login via the CDFI Fund's public website:
   a. Go to the CDFI Fund's Home Page
   b. Go to **Tools & Resources** section in the top right
   c. Click on **CIMS Mapping Tool**
   d. Click the **Public** button
   e. Select **BEA**

4. FY 2024 BEA Program Applicants must use the 2016-2020 American Community Survey (ACS) BEA Program Eligibility Data to determine if Qualified Activities occurred in Distressed Communities during the Baseline Period and Assessment Period. To access the data set, go to the **Layers** tab and select the **2020 BEA Tract** checkbox.
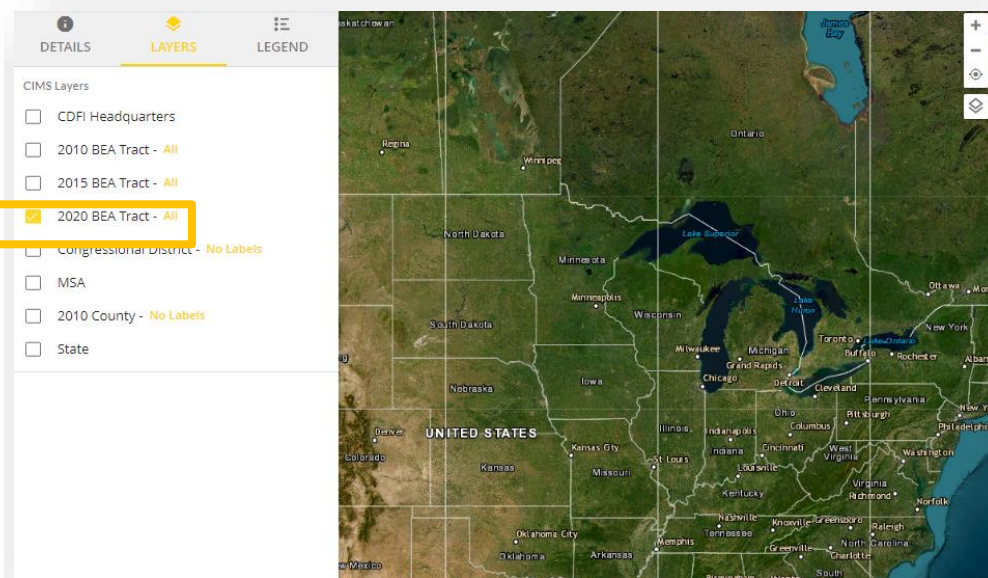
5. To determine whether a transaction has occurred in a BEA Distressed Community, users may search in CIMS by either (1) **address**, or (2) **census tract number**.

6. To search by **address**, enter the street address, city, and zip code into the **Search Addresses** bar (note the mailbox icon to the left of the search bar).

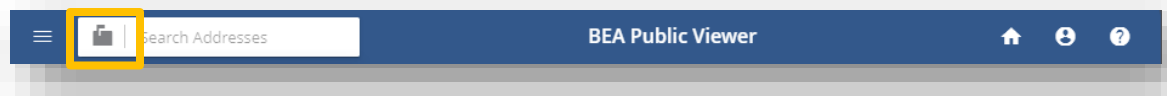a. Press **Enter** to begin the search. Then select the location identified by CIMS directly below the search box.
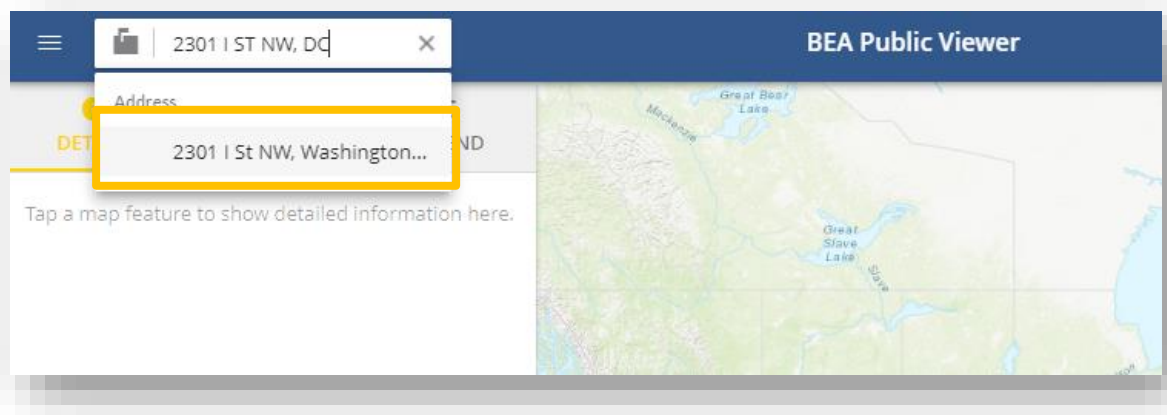
b. Tap the map to show detailed information about the address. BEA Tract information is displayed in the **Details** tab.
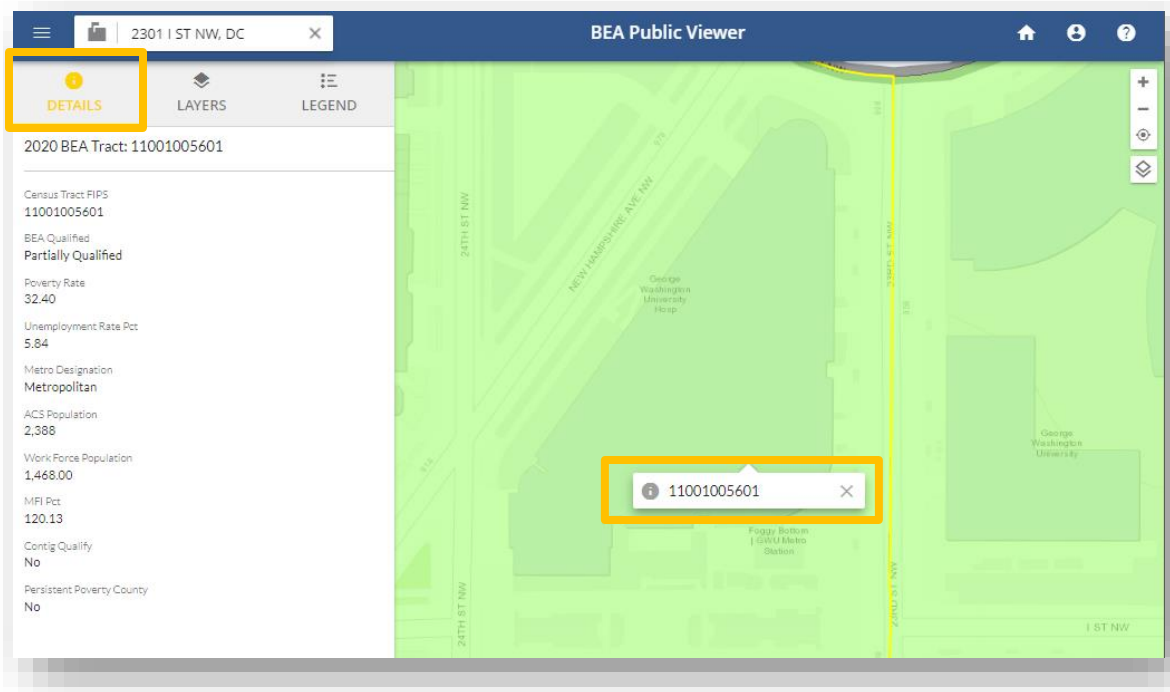
7. To search by **census tract**:

a. Click on the mailbox icon in the **Search Bar** to the left of the page.

b. Select **2020 BEA Tract** and enter the census tract number of the transaction[1] in the search bar to see if it qualifies.

NOTE on PPC Committment:

The Consolidated Appropriations Act of 2020 expanded the definition of PPCs to include territories and possessions of the United States (US) based on the Island Areas Decennial Censuses or equivalent data of the Bureau of the Census. BEA Program applicants should note that only Qualified Activity transactions that occur in areas determined by the CDFI Fund to be BEA qualified Distressed Communities will count towards a BEA Award PPC Commitment. The CDFI Fund has updated the BEA Program Eligibility Data spreadsheet to reflect the BEA Qualified Distressed Community Determination for census tracts located in the US territories and possessions, and the overall PPC designation of these areas.

For the FY 2024 funding round, Applicants must use the 2020 BEA Eligible Tracts for determining eligible activities in the baseline and assessment period. **However**, PPC Commitments for FY 2024 BEA Program Awards must only be deployed to PPCs as eligible per the 2020 Census.

c. Press **Enter** to begin the search. Then select the location identified by CIMS directly below the search box.

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[1] All transactions submitted by BEA Program Applicants or prior Award Recipients must meet the definition of a BEA Qualified Activity, as defined in the NOFA, in order to be considered for an award. For the FY 2024 funding round, Applicants must use the 2020 BEA Eligible Tracts.

d. Click the map to show detailed information about the address. BEA Tract information is displayed in the **Details** tab.
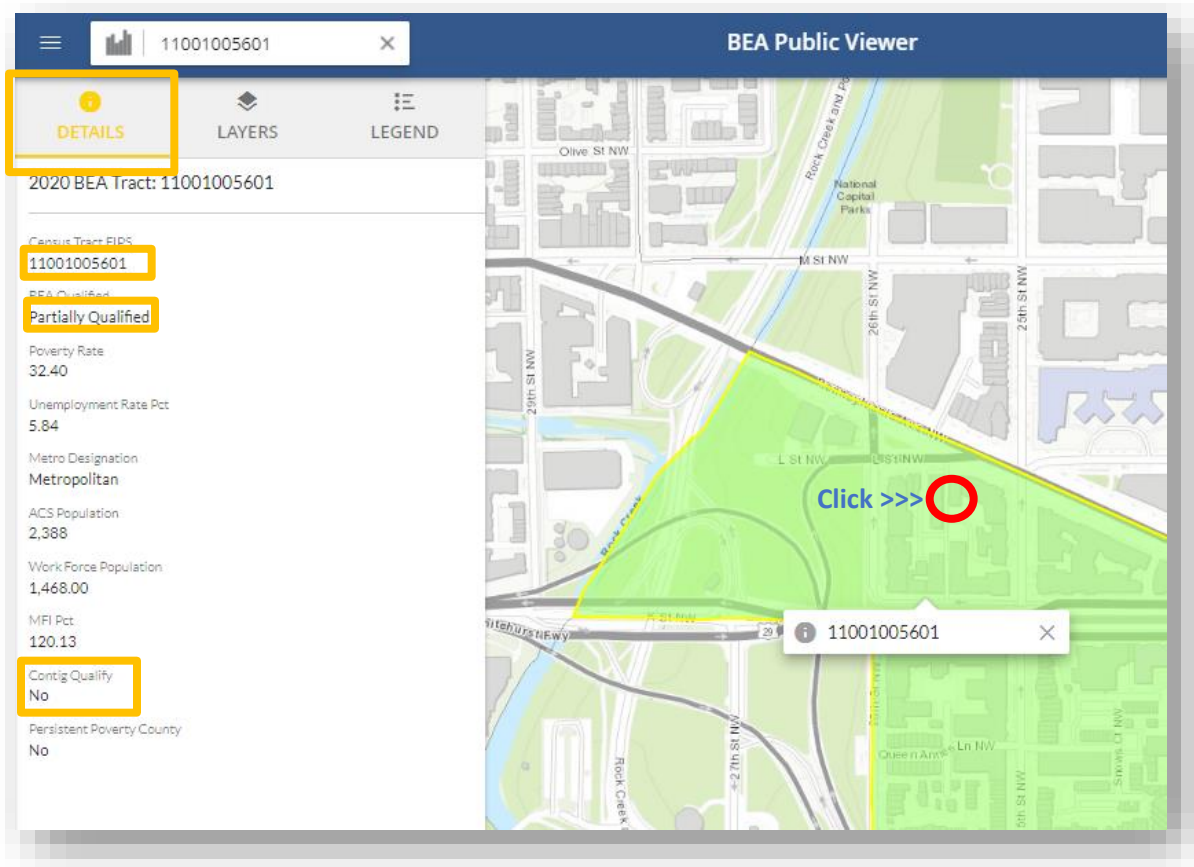
8. **BEA Qualified** section of the **Details** tab indicates each tracts BEA Qualification status:

a. *Fully Qualified* – No further action is necessary to determine qualification status and the transaction can be included in the BEA Program Application.

b. *Not Qualified* – No further action is necessary to determine qualification status and the transaction should not be included in the BEA Program Application.

c. *Partially Qualified* – To determine if the census tract ultimately meets the BEA definition of a Distressed Community, based on contiguous census tracts, the **Details** tab will indicate either "Yes" or "No" in the **Contig Qualify** section where "Yes" indicates that not only is the census tract contiguous to the correct combination of census tracts but together this specific combination of census tracts meets the qualifying total population or poverty rate and/or unemployment rate criteria for a distressed community.

NOTE on PPCs:

If the census tract is in a Persistent Poverty County (PPC), the **Details** tab will indicate "Yes". No further action is necessary, and the transaction can be considered in meeting the PPCs commitment. If the Census tract is not located in a PPC, the **Details** tab will indicate "No."[2]

> **NOTE:** Users can also review the BEA Program Eligibility tabular data and qualification status by going to the CDFI Fund's Research & Data website, then scroll down to the **Program Eligibility Guidance** section.

> **NOTE:** Census tracts are color coded, based on BEA qualification status. Color legends may reflect different colors when logged in via AMIS vs. the CDFI Fund's website. Please refer to the **Legend** icon below the search bar, to identify the appropriate color coding.
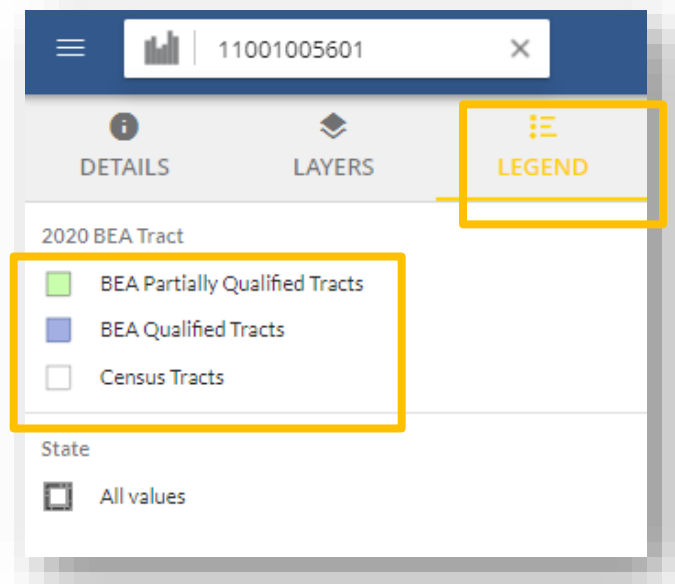
9. Prior BEA Award Recipients reporting on their use of **FY 2023** awards may determine if a census tract qualifies based on 2015 or 2020 eligibility criteria. Users can:

   a. Search by **Census Tract** as shown above, then go to the **Layers** tab and select either **2015 BEA Eligible Tract** or **2020 Eligible BEA Tract**. FY 2023 awards utilized 2015 and 2020 Eligible BEA Tract information since there was a transition period from utilizing legacy 2011-2015 American Community Survey (ACS) data to the new 2016-2020 ACS data.

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[2] Prior Award Recipients are required to meet the PPC commitment noted in their Award Agreement, when applicable.
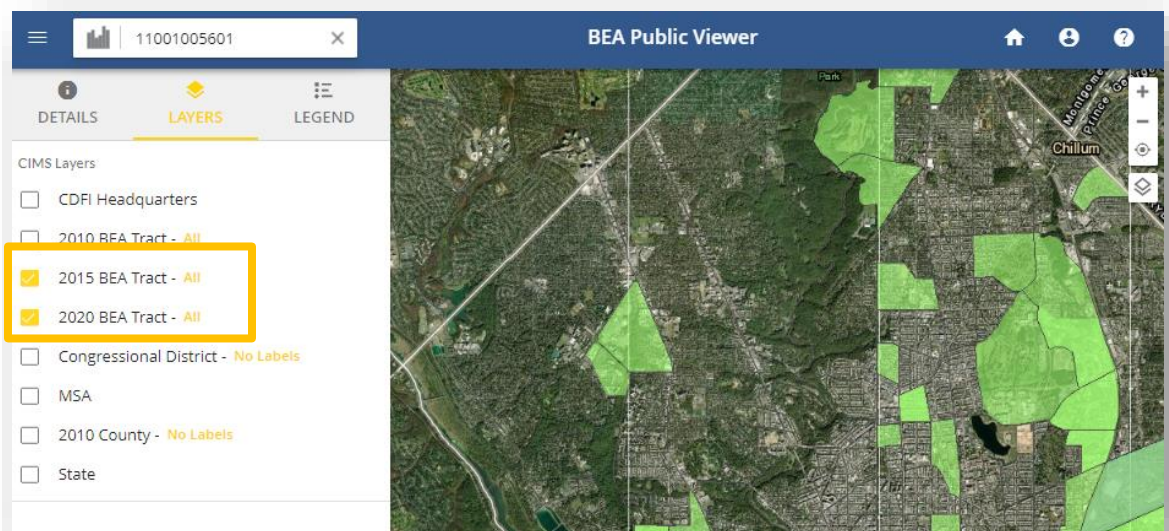
Section 2 - Bulk Address Management Tool

1. In **AMIS**, open the dropdown on the right-hand side of the page. Select **TLR Import/Export Certify Page**.
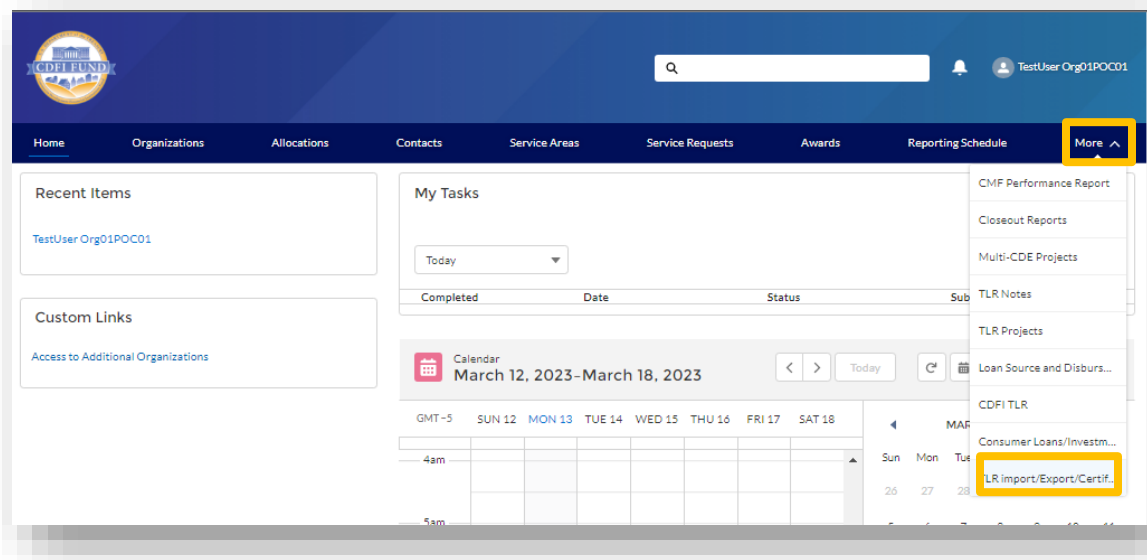
2. On the TLR Import/Export Certify page, search for the organization by clicking on the **magnifying glass icon**.

3. A Lookup page will open. You can enter the full or partial organization name in the search box and click the "**Go!**" button to see search results.

4. Click the **organization name** to select the organization for bulk address import.

5. The organization name will be selected. Click **Next**.

6. The import/export page for the selected organization will be displayed. Click the **New_GEOCODING_Address.csv** link under the CDFI CSV section of the page.

7. **Download** the file and **open**. This is the file that will need to be updated with the address entries for each import. The file includes the following text fields:

- Label
- Census Vintage Year
- Street Address 1
- City
- State
- Zip Code
- Generic Field 1
- Generic Field 2
- Generic Field 3
- Generic Field 4
- Generic Field 5

8. The five generic fields may contain any data the user wants included in the geocoding output results for that address entry. **Start to enter the address information to be geocoded on row five (5) of the template.**

	A	B	C	D	E	F	G	H	I	J	K
1	Label	Census Vintage Year	Street Address 1	City	State	Zip Code	Generic Field 1	Generic Field 2	Generic Field 3	Generic Field 4	Generic Field 5
2	Type	PICKLIST	TEXTAREA	TEXTAREA	TEXTAREA	TEXTAREA	STRING	STRING	STRING	STRING	STRING
3	Options	2010; 2020									
4	Help Text	Select the ACS year for determining Census Tracts				5-digit Zip Code					

9. Once all the entries have been made, **save** the Excel file. Go back to the AMIS page and return to the organization import/export page (you may have to hit the **Back** button of the internet browser to return to the import/export page). Click the **Import New GEOCODE**

Address Data link in the TLR Data Import Links section.

10. The GeoCoding Data File Upload page will display. Click the Add Files button.
11. Browse and **select** the import file.
12. The file will display on the Upload page. Click the **Start** upload button. The system will validate the address entries and notify you if there are any errors in your data.
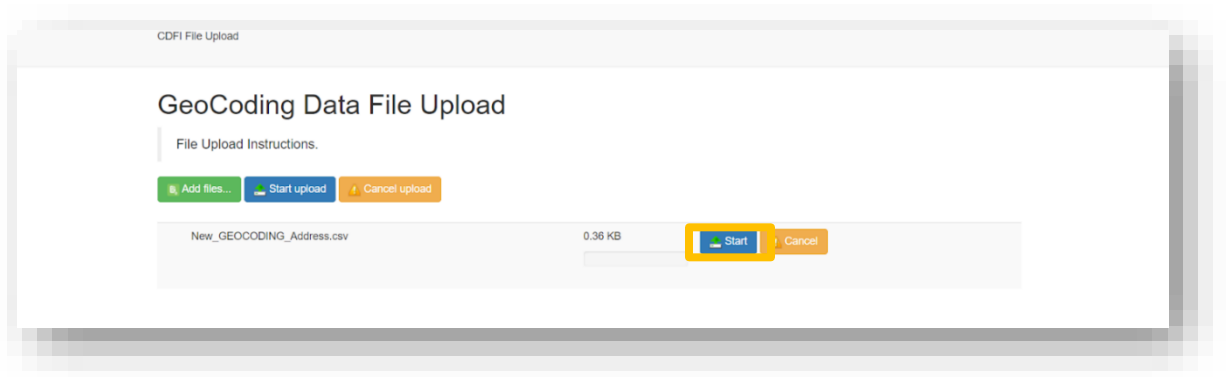
13. Click the **Submit** button to begin the upload process.
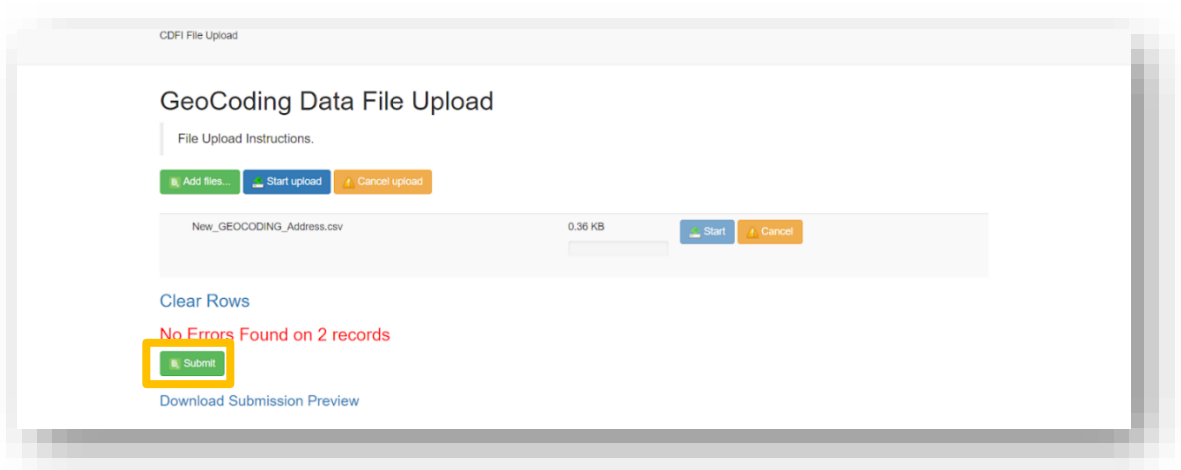
14. Select the **GeoCoding Data Report and Export** link to view your results. An entry will exist for each entry successfully geocoded. Click on a data result.

15. An entry will exist for each entry successfully geocoded. Click on a **data result**.

16. The detailed results for that address entry will display.

17. Go back (hit the **back** button of your internet browser) to the AMIS **GeoCodingData FIPS Export Report** page (can access by repeating instruction **Step #15**). Click the **Export** button.
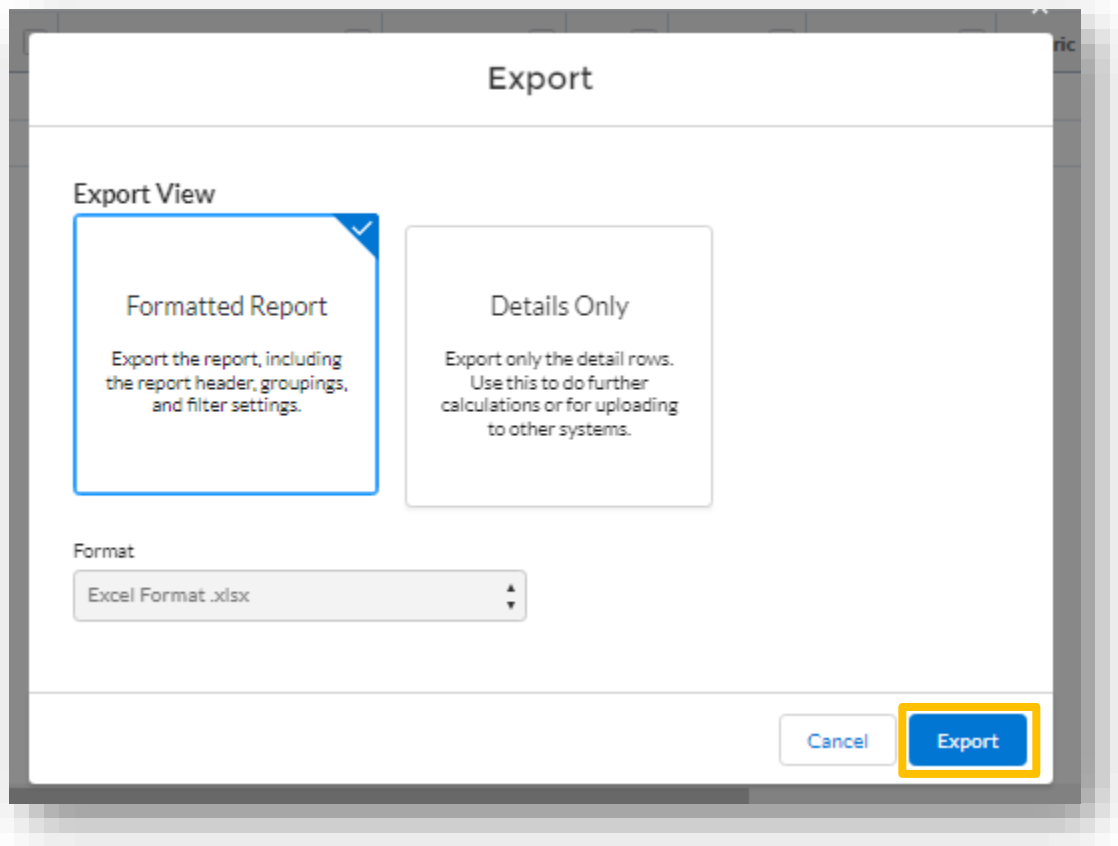

18. Click the **Export** button.

19. The geocoding output will be exported to Excel. The output will include the following fields:

- GeoCoding Data: ID
- GeoCoding Data: GeoCoding Data Number
- Street Address 1
- City
- State
- Zip Code
- Generic Field 1
- Generic Field 2
- Generic Field 3
- Generic Field 4
- Generic Field 5
- Latitude Y Coordinate (up to 8 decimal places)
- Longitude X Coordinate (up to 8 decimal places)
- Census Tract GEOID
- Project Address Accuracy Rate

GeoCodingData FIPS CensusTract Geocoding

As of 2024-04-08 15:32:22 Eastern Standard Time/EST • Generated by TestUser Org12AR01 • Sorted by GeoCoding Data: GeoCoding Data Number (Descending)

Filtered By
Show: All geocoding data
Census Tract GEOID equals

GeoCoding Data: ID	GeoCoding Data: GeoCoding Data Numb	Street Address 1	City	State	Zip Code	Generic Field 1	Generic Field 2	Generic Field 3	Generic Field 4	Generic Field 5	Latitude (Y-Coordinate)	Longitude (X-Coordinate)	Census Tract GEOID	Project Address Accuracy Rate
a503d0000013Xbf	GCD-0007822163	test	test 1	test 2	test 3	test 4	test 5	test 6	test 7	test 8	0	0		0
Total	Count	1												