

COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

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AMIS Training Manual: FY 2024 Small Dollar Loan (SDL) Program

Subsequent Payment Request Submission

Introduction

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

The objective of this training manual is to provide SDL Program Recipients with instructions and steps on how to create and submit subsequent payment requests in AMIS. Payment requests are approved in multiple steps by different CDFI Fund business units through AMIS. Subsequent payments are **only** for Recipients who have received an SDL Program TA Award and selected to receive the TA portion of the award in two payments.

After the initial payment is made, award Recipients must initiate subsequent payment requests through AMIS. As indicated in the FY 2024 SDL Program Assistance Agreement subsequent the payment request deadline is on **July 8, 2025** (within one year of the Federal Award Date).

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

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

Create and Submit a Payment Request

To request a subsequent payment:

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

Edit Test External

Contact Owner
AMIS Support User

Legacy ID

* Name
Salutation
--None--

First Name
Test

* Last Name
External

* Organization Name
CDFI Test Organization-Unregulated

Title

Type
Authorized Representative

Casefile ID
003t0000001Q904AAC
This field is calculated upon save

TEMP mark for mass email
☐

Save & New Save

Figure 1. Editing Contacts in AMIS

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

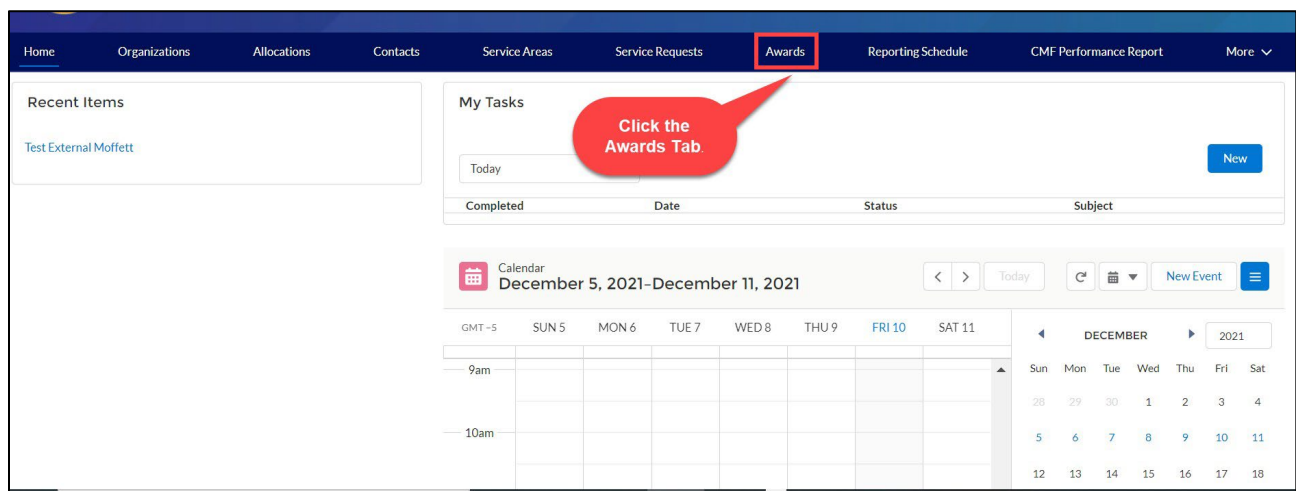
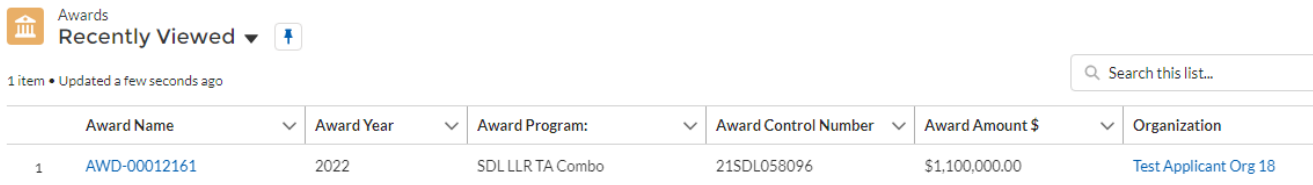


Figure 2. AMIS Portal Home Page

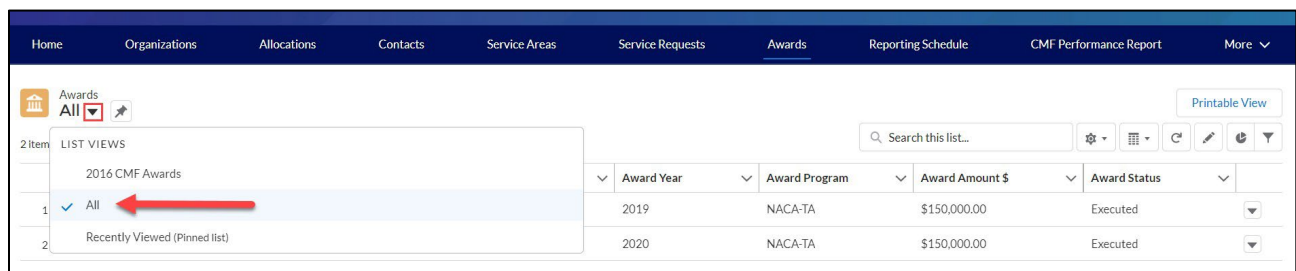
- The award should be listed under the **Recently Viewed Awards** section.



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

Figure 3. Awards Home - Recently Viewed

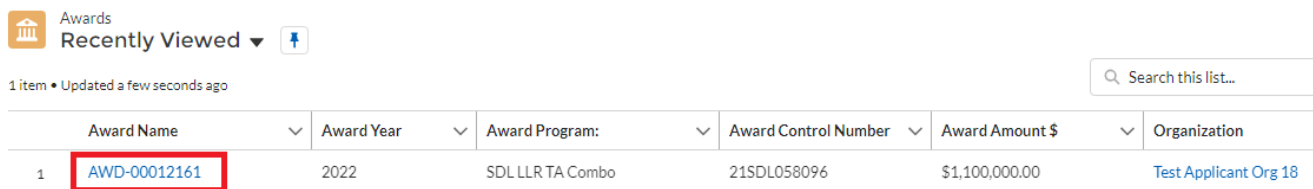
- If the award is not listed under **Recently Viewed**, select **All** from the dropdown menu.



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

Figure 4. Awards Home - All

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



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

Figure 5. Awards Home – Name

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

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

The screenshot shows the AMIS Awards Home page. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. Below the navigation bar, the page title is 'Award AWD-00012161'. To the right of the title are three buttons: 'Edit', 'New Performance Report', and 'Payment Request', with the 'Payment Request' button highlighted in red. Below the title, there are two tabs: 'Detail' and 'Related'. The 'Detail' tab is selected, showing the 'Award Detail' section. The details include: Award Name (AWD-00012161), Award Control Number (21SDL058096), Award Program (SDLLR TA Combo), Award Year (2022), Award Amount (\$1,100,000.00), Organization (Test Applicant Org 18), Closeout Date, and CDFI Certification Status (Certified).

Figure 6. Awards Home - Payment Request

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

The screenshot shows the AMIS Payment Request detail page. The top navigation bar is the same as in Figure 6. Below the navigation bar, the page title is 'Payment Request PYRQT-0000007250'. To the right of the title are three buttons: 'Edit', 'Submit Payment Request', and 'Printable View', with the 'Edit' button highlighted in red. Below the title, there are two tabs: 'Detail' and 'Related'. The 'Detail' tab is selected, showing the 'Payment Request Detail' section. The details include: Payment Request Name (PYRQT-0000007250), Payment Request Number (Second), Request Date, Payment Request Status (New), Award (AWD-00012161), Award Program (SDLLR TA Combo), Award Control Number (21SDL058096), Current Total Paid To Date (\$1,000,000.00), Available Award Amount (\$100,000.00), and Period of Performance End Date (9/30/2024).

Figure 7. Payment Request - Edit

9. Complete the Required Information on the page.

- i. Enter the **Requested Amount**.
- ii. Enter the **Justification**. The Justification **must** explain the Recipient's plans to expend the funds within the performance period, or how the Recipient has spent the funds if the award amount has already been expended. A Subsequent Payment can only be requested after at least ninety percent (90%) of the initial Payment has been expended on SDL Program Assistance authorized uses, as defined in the Assistance Agreement.
- iii. Enter the **Cumulative Uses of Award \$**. The amount entered must be at least 90% the initial TA Award payment. It also cannot exceed the Total TA Award Amount.
- iv. If you're the Authorized Representative for the organization, the **Payment Contact** should automatically populate. If not, in the Payment Contact field, please enter the name of an Authorized Representative.

Edit PYRQT-0000007250

Period of Performance End Date
9/30/2024

Request and Use of Funds

* Cumulative Uses of Award \$ ⓘ \$950,000.00	* Requested Amount ⓘ \$100,000.00
Total Payments Prior to Request Date \$1,000,000.00	* Justification ⓘ Justification Text
Use of Funds Comparison ⓘ 95.00%	* Payment Contact ⓘ John Henry Irons

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

Signature
☐

Figure 8. Payment Request - Fields

- 10. For non-regulated entities only:** Attach a current Certificate of Good Standing (COGS). Non-regulated Recipients must submit a COGS that is dated one hundred and eighty (180) days prior to the Subsequent Payment request. The COGS should be uploaded to your organization's associated Award record in AMIS (where the Assistance Agreement and all award documents are located).

Award
AWD-00012161

Edit 2022 SDL

Notes & Attachments (2) Upload Files

FY 2024 SDL Program Final Executed Assistance Agre... Jul 2, 2024 • Attachment	FY 2024 SDL Program Final Executed Assistance Agre... Jul 2, 2024 • Attachment
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- 11.** As the Authorized Representative, read the Payment Request Attestation and check the signature box. If the record has been saved without checking the box place your cursor over the signature box to sign the Payment Request as the Authorized Representative. A pencil icon is displayed. Select this icon and the signature box is available to check. Check the signature box.

Edit PYRQT-0000007250

Period of Performance End Date
9/30/2024

Request and Use of Funds

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

Payment Request Attestation

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


Signature
☐ 

Figure 9. Payment Request - Signature

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

Edit PYRQT-0000007250

Period of Performance End Date
9/30/2024

Request and Use of Funds

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

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

Signature
☒

Cancel

Save & New

Save

Figure 10. Edit - Save Button

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

The screenshot shows the AMIS web application interface. At the top, a green notification banner states: "Payment Request 'PYRQT-0000007250' was saved." Below the banner is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. The main content area displays the "Payment Request" details for PYRQT-0000007250. On the right, there are buttons for "Edit", "Submit Payment Request", and "Printable View". The details are organized into two columns under "Detail" and "Related" tabs. The "Detail" column lists: Payment Request Name (PYRQT-0000007250), Payment Request Number (Second), Request Date, and Payment Request Status (New). The "Related" column lists: Award (AWD-00012161), Award Program (SDL LLR TA Combo), Award Control Number (21SDL058096), Current Total Paid To Date (\$1,000,000.00), Available Award Amount (\$100,000.00), and Period of Performance End Date (9/30/2024).

Figure 11. Payment Request Saved

14. Select the **Submit Payment Request** button. The Payment Request must be submitted for approval to the CDFI Fund and undergo an approval process to determine whether the funds will be disbursed.

This screenshot is identical to Figure 11, but the "Submit Payment Request" button is highlighted with a red rectangular border to indicate it should be clicked.

Figure 12. Submit Payment Request

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

amis.cdfifund.gov says

Are you sure you want to submit this payment?

The confirmation dialog box features two buttons: a blue "OK" button with a red border, and a grey "Cancel" button.

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

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

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

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

The screenshot displays the AMIS web interface for a Payment Request. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, and Reporting Schedule. The main header shows the Payment Request ID PYRQT-0000007251 with 'Edit' and 'Submit Payment Request' buttons. Below this, the 'Detail' tab is active, showing a table of request information. The 'Payment Request Status' field is highlighted with a red box and shows 'Submitted'. To the right, additional details about the award are listed, including the Award ID, Program, Control Number, and various monetary and date values.

Detail	Related
Payment Request Name PYRQT-0000007251	Award AWD-00012161
Payment Request Number Second	Award Program SDL LLR TA Combo
Request Date 11/15/2023 9:16 AM	Award Control Number 21SDL058096
Payment Request Status Submitted	Current Total Paid To Date \$1,000,000.00
	Available Award Amount \$100,000.00
	Period of Performance End Date 9/30/2024

Figure 14. Payment Request Status - Submitted

17. If you receive an e-mail from AMIS that the Payment Request has been rejected, correct the issue outlined in the rejection comments made by CDFI Fund staff and **repeat steps 8-15 to edit** the Payment Request record and resubmit.