



FY 2026 AMIS Training Manual for the Bank Enterprise Award Program Application

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 [CDFI Fund website](#).

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

Application Specific Guidance (Section 4) contains additional 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.

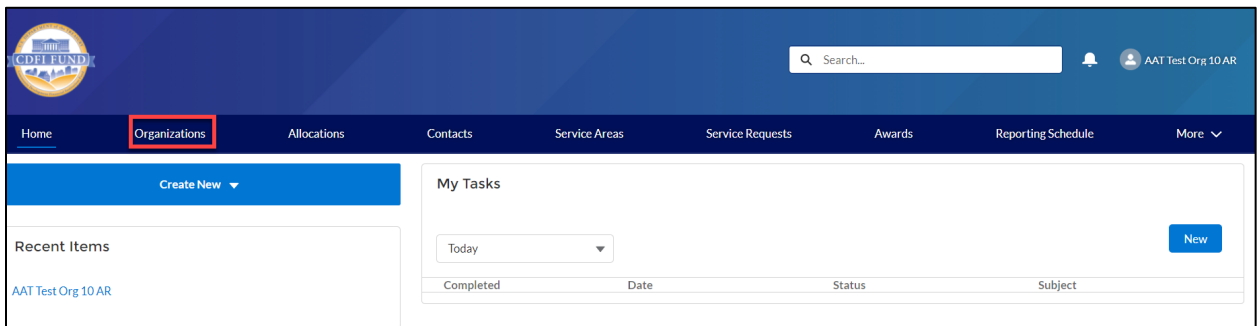


Figure 1: Organizations Home Page

2. Select your Organization name (please note, you may have to click on the “Recently Viewed” list, then select “All Organizations” to see your organization).

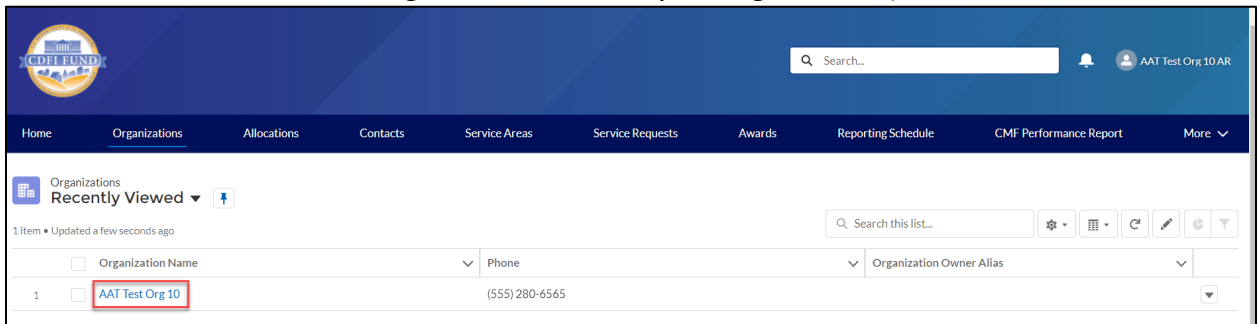


Figure 2: Organizations Home Page

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

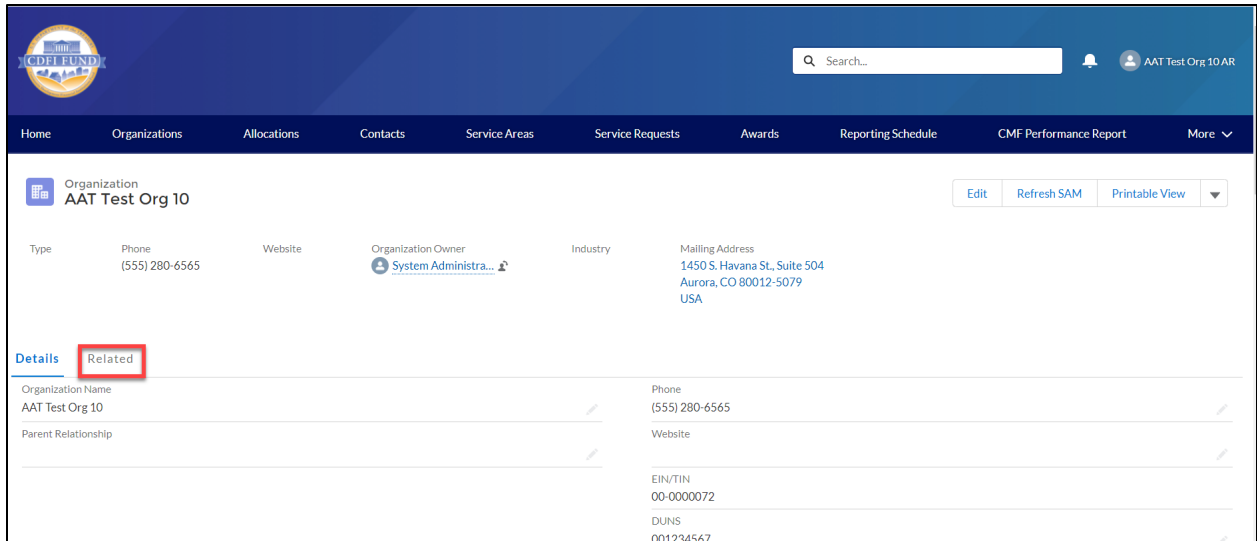


Figure 3: Organization Details Page

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



Figure 4: Related List Quick Links – Program Profiles

5. Please note that since 2024, only Organizations with a Financial Institution Type set to **Bank or Thrift** are allowed to apply for a BEA Application. Any other Financial Institution Types will get an error message when trying to apply for the 2026 BEA Application.

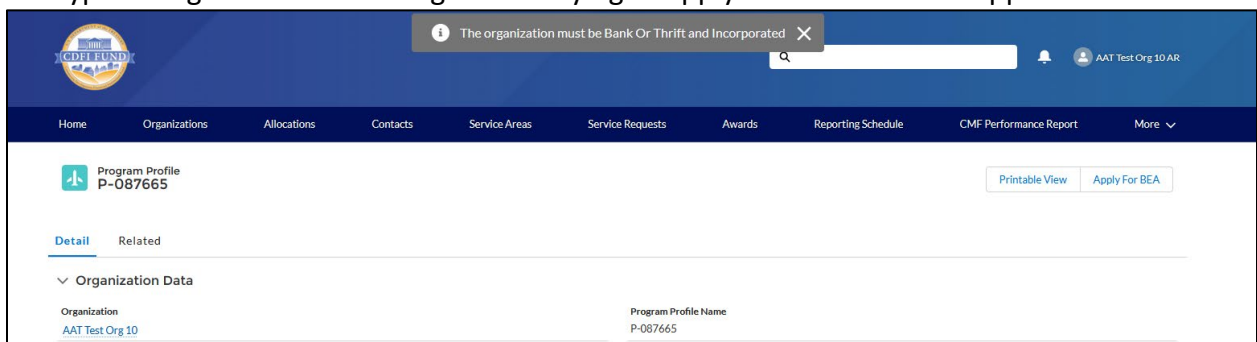


Figure 5: Error Message when Org is not a 'Bank or Thrift' Institution Type.

6. 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.

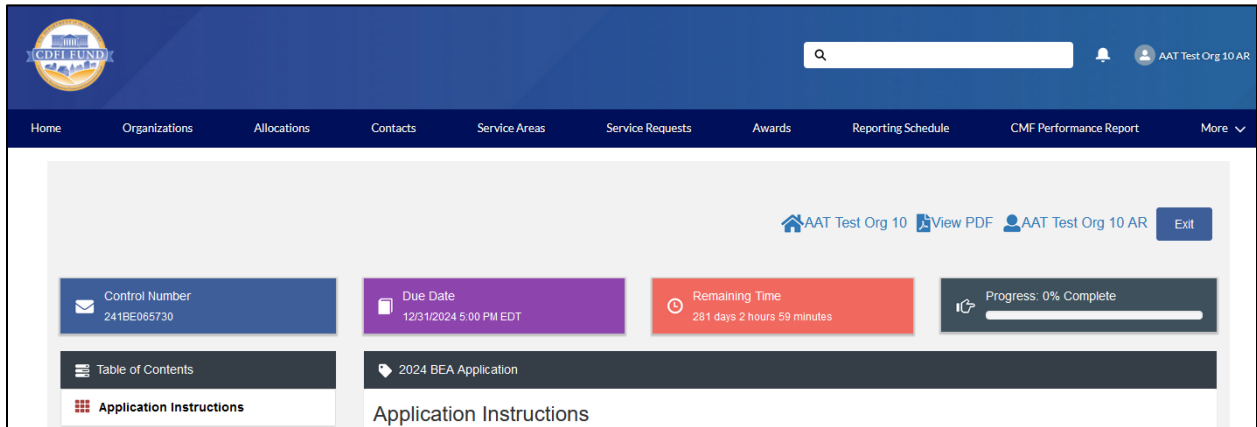


Figure 6: Application UI Home Page (BEA Program)

The header will include:

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

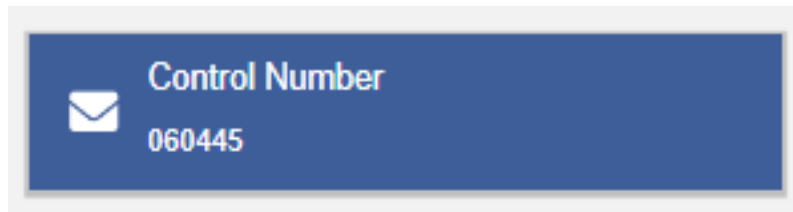


Figure 7: Application Control Number

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

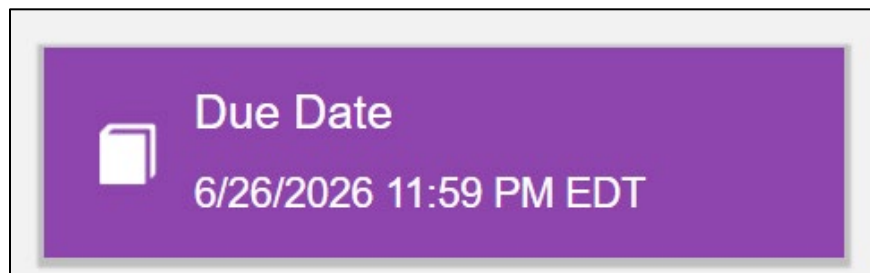


Figure 8: Notional Application Due Date (not actual Due Date)

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

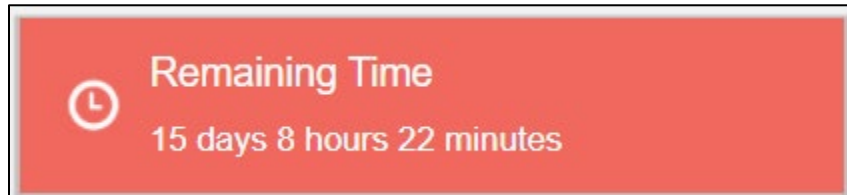


Figure 9: Remaining Time

- 4. Progress Bar:** Keeps track of your progress as you complete portions of the application.

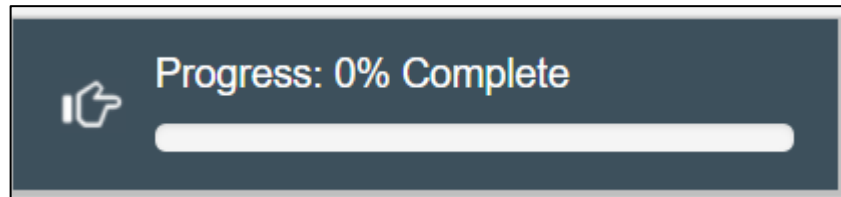


Figure 10: Application Progress Bar

- 5. Organization Name:** 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.
- 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:** Name of user profile currently editing the application.
- 8. Exit:** Use this button to Exit the application **after** saving 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.

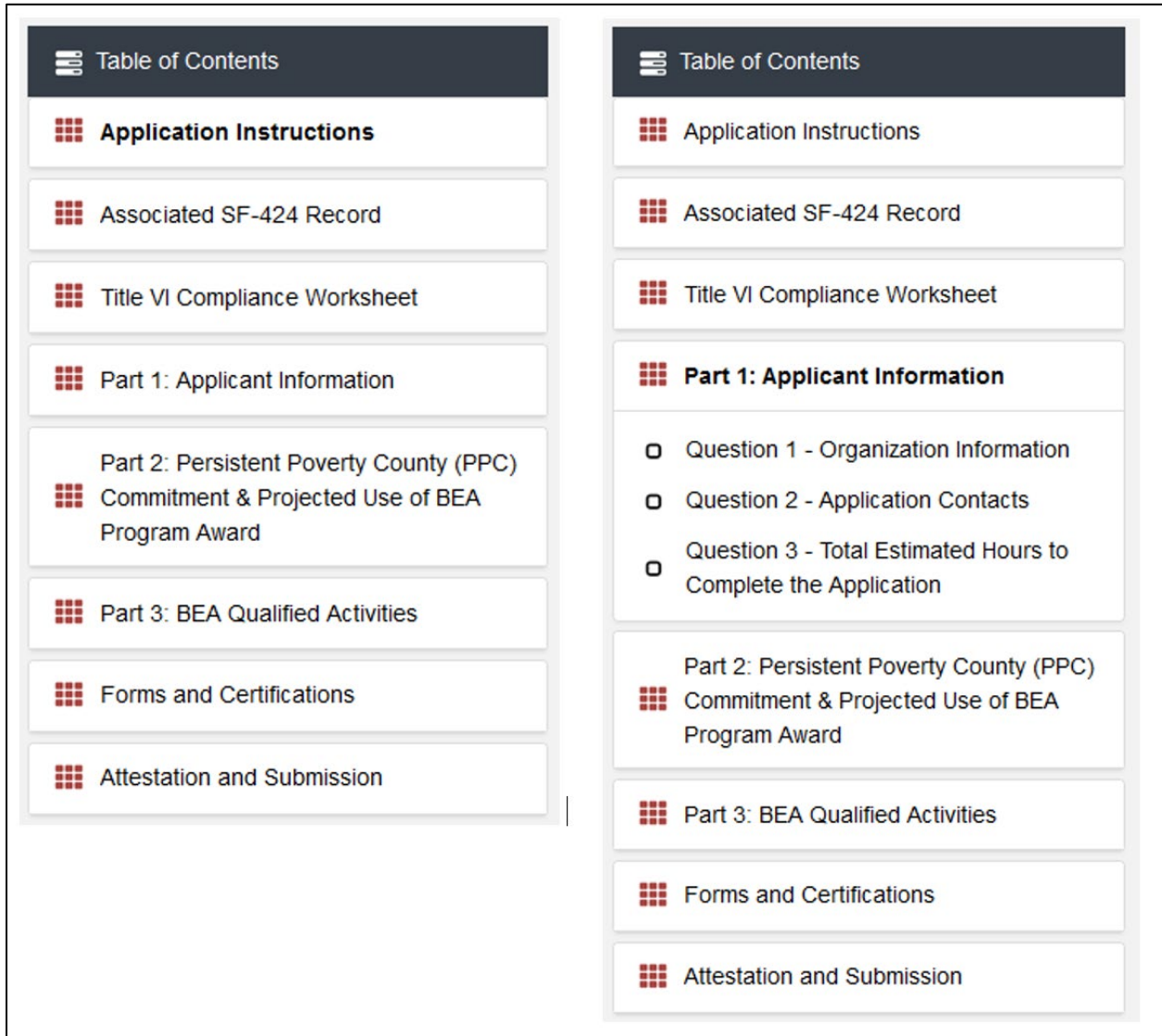


Figure 12: Collapsible Menu - Collapsed and Expanded

Click on the section title in the menu to expand and view subsections. This will display links to the subsections below the section title in the menu bar.

In the screenshot above, **Part 1: Applicant Information** was selected to expand Questions 1, 2, and 3.

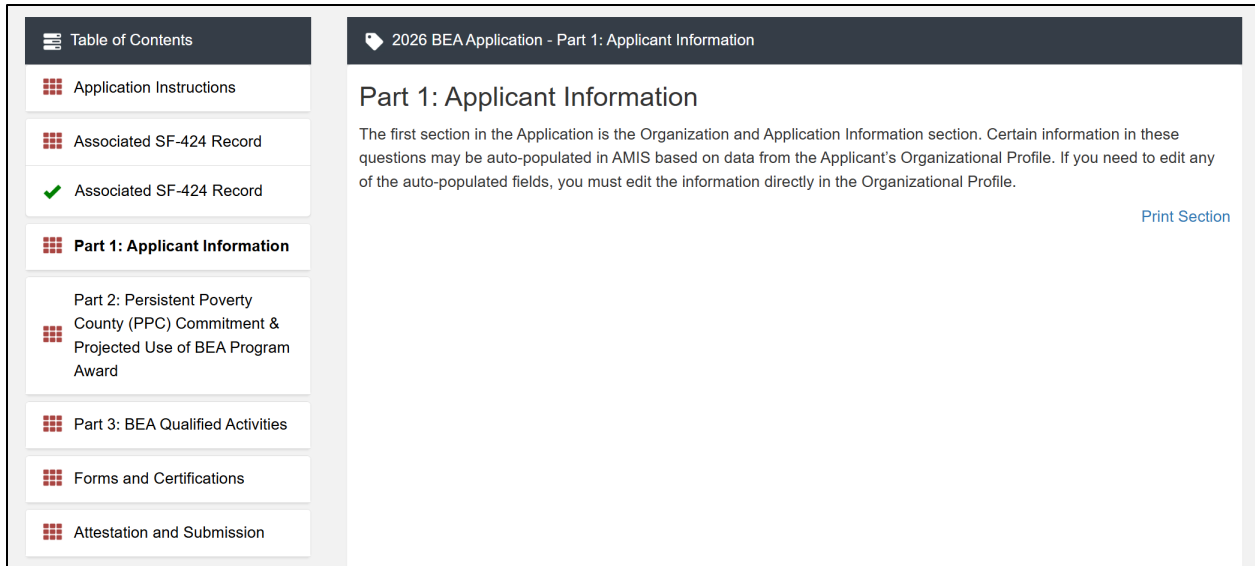


Figure 13: Expanded Section and Section Introduction Page

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

=

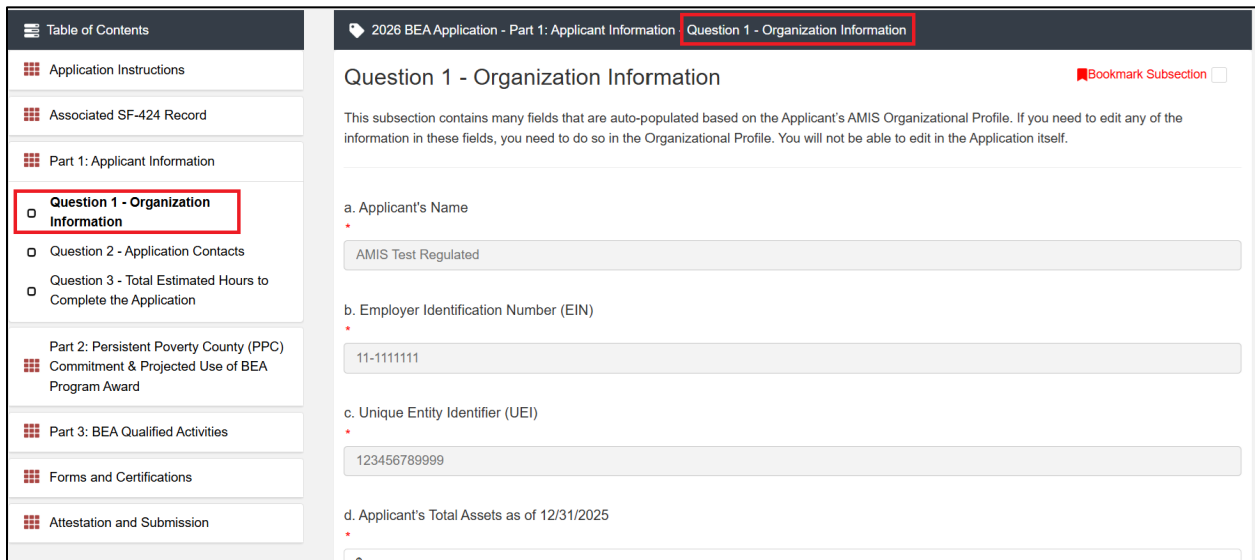


Figure 14: Subsection Page View

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.

The menu allows you to move from section to section as needed within the application. Be sure to always **Save** any entries you have entered for a subsection before navigating away from the page.

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.

2.3 Saving and Completing a Subsection

When you click **Save** at the bottom of a subsection page, the application will save your answers and run validations. If a validation error is encountered, you will receive an on-screen error message with the error's details and guidance.

After successfully completing all information with no validation errors, click **Save**. You can then navigate away from the subsection and your answers will be saved.

To complete a subsection, answer all necessary fields. All required questions are marked with a red asterisk (*).

Activities	Baseline Period (1/1/2024-12/31/2024)
CDFI RELATED ACTIVITIES	
CDFI Equity/ Equity-Like Loans	
Equity Investments (CEI) *	* <input type="text" value="\$"/> 0 Decimal Places
Equity-Like Loans (ELL) *	* <input type="text" value="\$"/> 0 Decimal Places
Grants (CG) *	* <input type="text" value="\$"/> 0 Decimal Places

Figure 15: Sample Required Questions

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

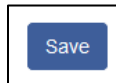


Figure 16: Save Button

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.”**

2026 BEA Application - Part 3: BEA Qualified Activities - Table 1: Baseline Period Activities

Your responses have been saved but a validation error occurred. Please fix the error and save again to complete the section.

Table 1: Baseline Period Activities Bookmark Subsection

The Applicant will report Baseline Period amounts by activity type in the applicable categories and/or subcategories in the BEA Program Application in AMIS. In **Table 1**, Applicants will identify BEA Program Qualified Activities which occurred in all BEA Eligible Census Tracts during the Baseline Period and then report the Qualified Activities during the Assessment Period in **Table 2**. This data will also populate in **Table 3** (BEA Estimated Award Calculation) and will be compared to the Applicant's Assessment Period data, resulting in an estimated BEA Award. Only activities undertaken during the Baseline Period (1/1/2024-12/31/2024) should be included in the table.

Please note: Only enter values for activities and sub-activities in **Table 1** if there is an increase from the Baseline to the Assessment Period for which the Applicant is requesting an Award.

Activities	Baseline Period (1/1/2024-12/31/2024)
CDFI RELATED ACTIVITIES	
CDFI Equity/ Equity-Like Loans	
Equity Investments (CEI) *	*This response is required. \$ <input type="text"/> 0 Decimal Places
Equity-Like Loans (ELL) *	*This response is required. \$ <input type="text"/> 0 Decimal Places
Grants (CG) *	*This response is required. \$ <input type="text"/> 0 Decimal Places

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.

Subsection was marked as completed!

Figure 18: Subsection Saved and Completed Message

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

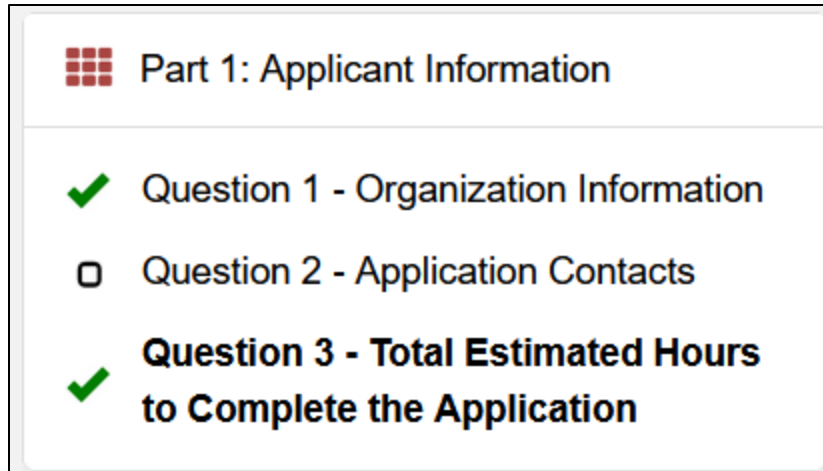


Figure 19: Completed Subsection Checkmark

2.4 Time Management

You may save data, log out, and return to your application at a later time. The application will automatically log out after two (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.

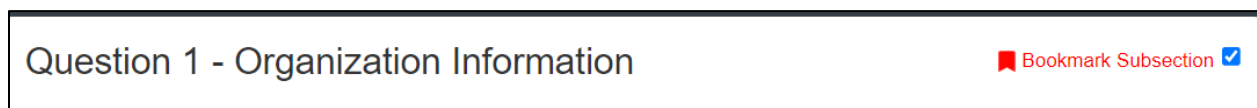


Figure 20: Bookmark Subsection Checkbox

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

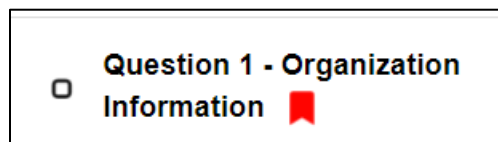


Figure 21: Bookmarked Subsection

To remove a bookmark, uncheck the checkbox.

2.6 Help Text

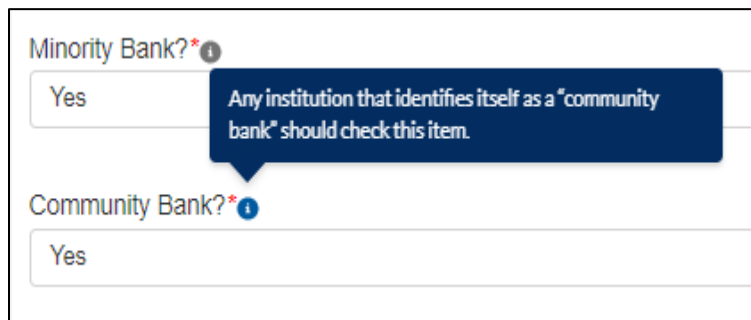
Some questions will have **Help Text** that will provide additional online guidance. A question that has **Help Text** available will have a small circle with a question mark in it following the question text.



A screenshot of a form question. The question text is "Community Bank?*" followed by a small blue circle containing a white question mark. Below the question is a text input field with the word "Yes" entered.

Figure 22: Question with Help Text

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



A screenshot of a form showing two questions. The top question is "Minority Bank?*" with a help text icon. A dark blue tooltip box is displayed over the help text icon, containing the text: "Any institution that identifies itself as a *community bank* should check this item." Below this is a text input field with "Yes" entered. The bottom question is "Community Bank?*" with a help text icon and a text input field with "Yes" entered.

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 certain 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
<u>BEA Qualified Activity</u>	
CDFI Related Activities *	*This response is required. <input type="text"/> % 0 Decimal Places
Distressed Community Financing Activities *	*This response is required. <input type="text"/> % 0 Decimal Places
Service Activities *	*This response is required. <input type="text"/> % 0 Decimal Places
Direct Administrative Expenses *	*This response is required. <input type="text"/> % 0 Decimal Places
Total Projected Use of BEA Program Award	The Total Projected Use of BEA Program Award must be 100%. <input type="text" value="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 and avoid validation errors.

Take for example **Question 5: Projected Use of BEA Program Award** above. The table has a validation that is stated in the subsections guidance.

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.

<u>Direct Administrative Expenses</u> *	<p>*The maximum percentage allowable for Direct Administrative Expenses is 15%.</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="25"/> % </div> <p style="text-align: right; font-size: small;">2 Decimal Places</p>
---	---

Figure 26: Direct Administrative Expense Percentage Limit

Even if you are unaware if a question has specific instructions like those above, validations are included to ensure accuracy and consistency.

3.2 Dependent Questions and Subsections

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.

🏠 2026 BEA Application - Forms and Certifications - Environmental Review Form

Environmental Review Form Bookmark Subsection

TIP: This form must be completed in AMIS by all Applicants. It is available on the AMIS Application under the Forms and Certifications Appendix. Note, by selecting "No" for the questions, the Applicant indicates that it does not have any projects that may require environmental review. The CDFI Fund's environmental review requirements are set forth in 12 CFR Part 1815. The Applicant should review such regulations carefully before completing this section. In order to assure compliance with those regulations and other requirements related to the environment, the Applicant shall provide the following information:

1. Are there any actions proposed in the Application that do not constitute a "categorical exclusion" as defined in 12 CFR 1815.110? *

Yes

1.1. If YES, would any of these actions normally require an environmental impact statement (see 12 CFR 1815.108)? *

Figure 27: Sample Question that Can Trigger a Dependent Question

For example, if you select Yes from the picklist in response to **Question 1** on the Environmental Review Form, two dependent questions appear below **Question 1 (Question 1.1. and Question 1.2)**.

The screenshot shows the 'Environmental Review Form' interface. At the top, there is a header '2026 BEA Application - Forms and Certifications - Environmental Review Form' and a 'Bookmark Subsection' checkbox. Below the title, a tip states: 'TIP: This form must be completed in AMIS by all Applicants. It is available on the AMIS Application under the Forms and Certifications Appendix. Note, by selecting "No" for the questions, the Applicant indicates that it does not have any projects that may require environmental review. The CDFI Fund's environmental review requirements are set forth in 12 CFR Part 1815. The Applicant should review such regulations carefully before completing this section. In order to assure compliance with those regulations and other requirements related to the environment, the Applicant shall provide the following information:'. The form contains three questions: '1. Are there any actions proposed in the Application that do not constitute a "categorical exclusion" as defined in 12 CFR 1815.110?*' with a dropdown menu showing 'Yes'; '1.1. If YES, would any of these actions normally require an environmental impact statement (see 12 CFR 1815.108)?*' with a dropdown menu; and '1.2. Response to Environmental Review Question 1- If the Applicant responded YES to Q1, enter a detailed description of the action, clearly identifying the category in which the action falls.*' with a large text area. A red box highlights question 1.2 and its text area. At the bottom right of the text area, it says '2000 Characters Remaining'.

Figure 28: Enabled Dependent Question

Many dependent questions require a narrative response. 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 be aware, word processing programs typically do **not** count line breaks as characters, but the template application in AMIS will include line breaks in your total character count.

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 your entire response.**

A close-up of a text response field. The field is empty and has a blue border. At the bottom right corner of the field, there is a small box containing the text '1000 Characters Remaining'.

Figure 29: 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 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. Additionally, 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 simple narrative text box.

3.3 Selecting Related Records

The application uses records associated with your organization in AMIS to help you populate information in certain fields, contacts or, the associated SF-424 record for your application (see *Section 5.1 for details on the SF-424 process*), or your associated Title VI Worksheet.

To select **Related Records**:

1. Click the field to display a list of relevant related records.

🏠 2026 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: *

Clear

[View Record](#)

Program: BEA

Funding Opportunity Number: TEST-TEST-NOFA-2025

Employer/Taxpayer Identification Number: 12-9953454

Save

Figure 30: A Selected SF-424 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's **Detail** page, where you can see more detailed information about the selected record (*this is useful for viewing records specific to your organization, like your organization contacts and related SF-424 records*).

3.4 Direct-Entry Tables

Direct-entry tables are configured to collect specific data directly from users.

Activities	Baseline Period (1/1/2024-12/31/2024)
CDFI RELATED ACTIVITIES	
CDFI Equity/ Equity-Like Loans	
Equity Investments (CEI) *	* <input type="text" value="\$"/> 0 Decimal Places
Equity-Like Loans (ELL) *	* <input type="text" value="\$"/> 0 Decimal Places
Grants (CG) *	* <input type="text" value="\$"/> 0 Decimal Places
CDFI Support Activities	
CDFI Deposit Shares (DS) *	* <input type="text" value="\$"/> 0 Decimal Places
Loans (LNS) *	* <input type="text" value="\$"/> 0 Decimal Places
Technical Assistance (TAC) *	* <input type="text" value="\$"/> 0 Decimal Places

Figure 31: Sample Direct-Entry Table

In the sample table above, you can see that a direct-entry table allows you to enter responses to multiple questions at the same time.

If you are unable to see the full table in the screen and need to scroll down the table, the table header will scroll down the table with you.

3.5 Auto-populated Entry Tables

Auto-populated tables are configured to collect specific data automatically.

Note: 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. Additionally, you can zoom-out by clicking simultaneously **Ctrl** and **-**. 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.

In the example below, **Table 3: Estimated BEA Program Award Calculation**, the Baseline Period column data comes from data inputted 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
<i>Estimated Award Amount for Equity Investments/ Equity-Like Loans</i>						\$ 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
<i>Estimated Award Amount for CDFI Support Activities</i>						\$ 46,440
TOTAL ESTIMATED AWARD AMOUNT FOR ALL CDFI RELATED ACTIVITIES						\$ 256,500
<u>DISTRESSED COMMUNITY FINANCING ACTIVITIES</u>						
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 column and row headers to aid data entry. 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 your Application as a 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.

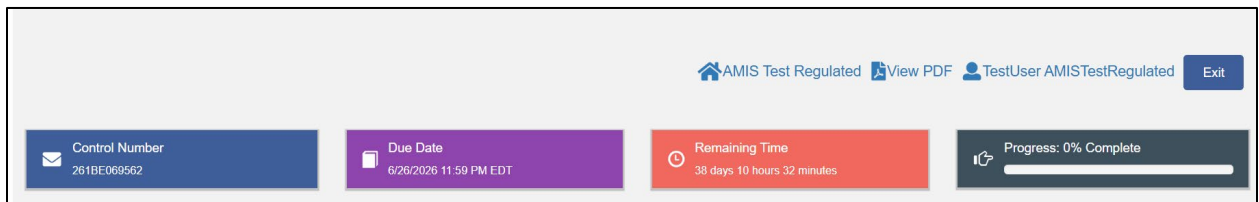


Figure 33: UI Menu Bar

2. Select **View PDF**.



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.

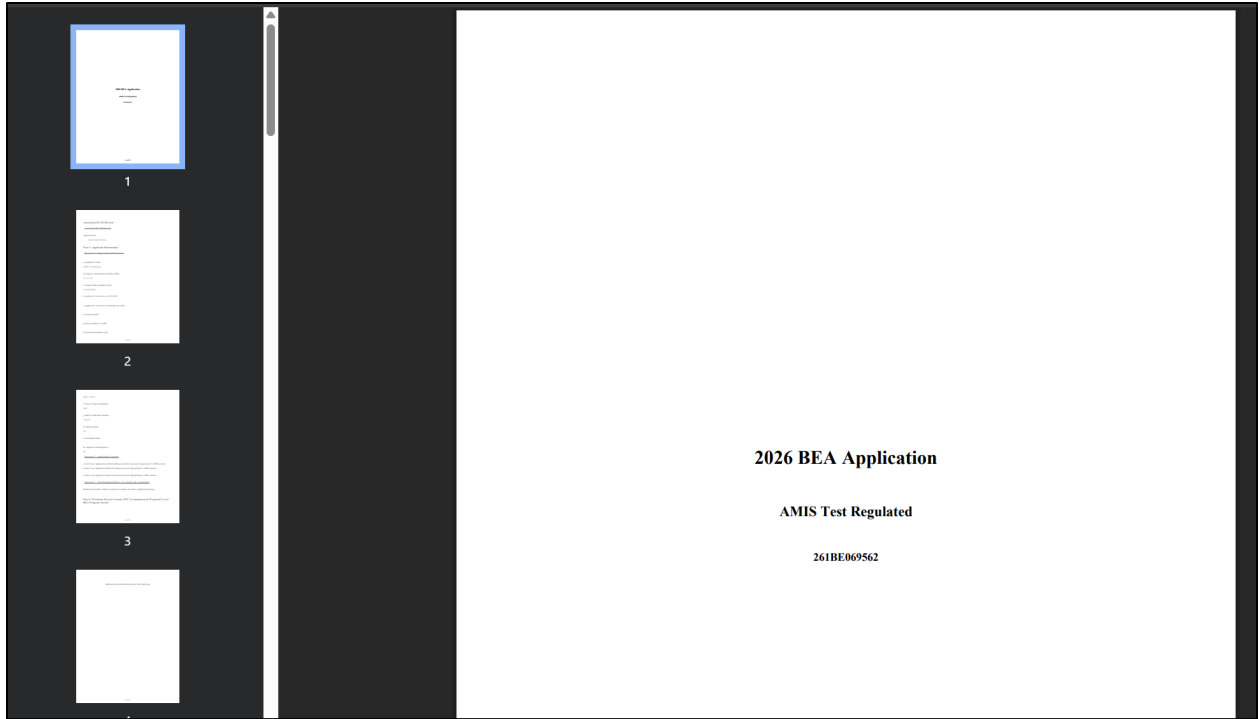


Figure 35: Application PDF Open in a New Browser Window

4.0 BEA Program Application Specific Guidance

This section includes additional guidance for completing select portions of the BEA Program Application sections/subsections in the Application Template UI, including:

- 4.1 **Associated SF-424 Record: Attaching your SF-424 to your Application**
- 4.2 **Uploading BEA Transactions using the BEA Transaction CSV file Template**
- 4.3 **Understanding Part 3: BEA Qualified Activities – Table 3: Estimated BEA Program Award Calculation**
- 4.4 **Answering Compliance Evaluation Questions**

Note: This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the Application.

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

All Applicants are required to submit the initial component of their BEA Program Application using the [Grants.gov](https://www.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.

To attach your SF-424:

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

Table of Contents	
■	Application Instructions
■	Associated SF-424 Record
□	Associated SF-424 Record
■	Title VI Compliance Worksheet
■	Part 1: Applicant Information
■	Part 2: Persistent Poverty County (PPC) Commitment & Projected Use of BEA Program Award
■	Part 3: BEA Qualified Activities
■	Forms and Certifications
■	Attestation and Submission

Figure 36: Associated SF-424 Record Subsection in Menu

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

1. Attach SF-424: *

Search Records...
Clear

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**.

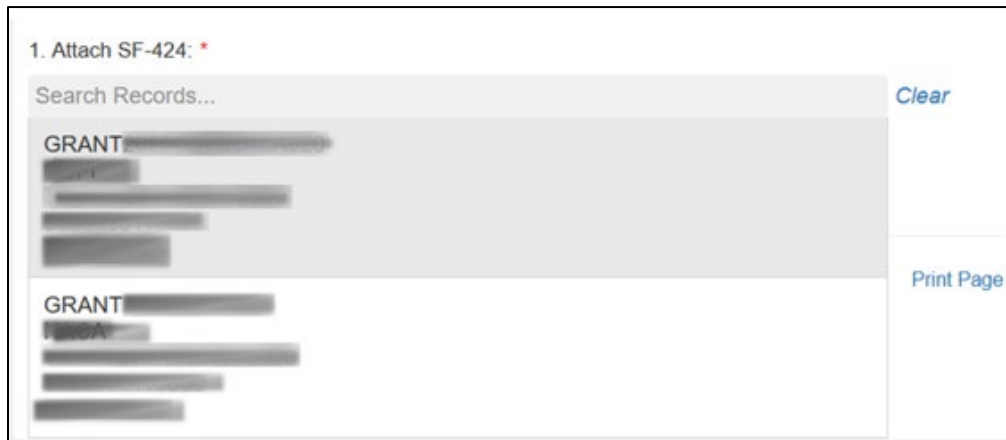


Figure 38: SF-424 Record for Your Organization in Related Record List

- 4) Verify that it is the correct record by confirming that the correct Program (BEA) is listed below the grant name, and the Funding Opportunity Number listed is **CDFI-20XX-BEA**. The SF-424 ID corresponds to your SF-424's Grants.gov Tracking Number (GRANTxxxxxxx).

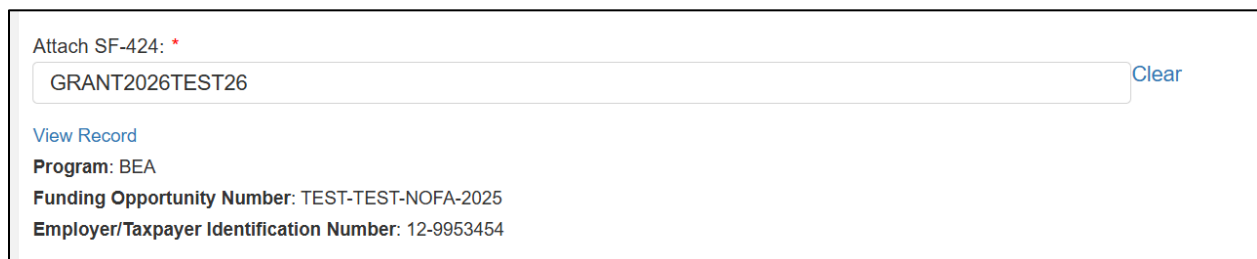


Figure 39: Selected SF-424 Record

- 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.

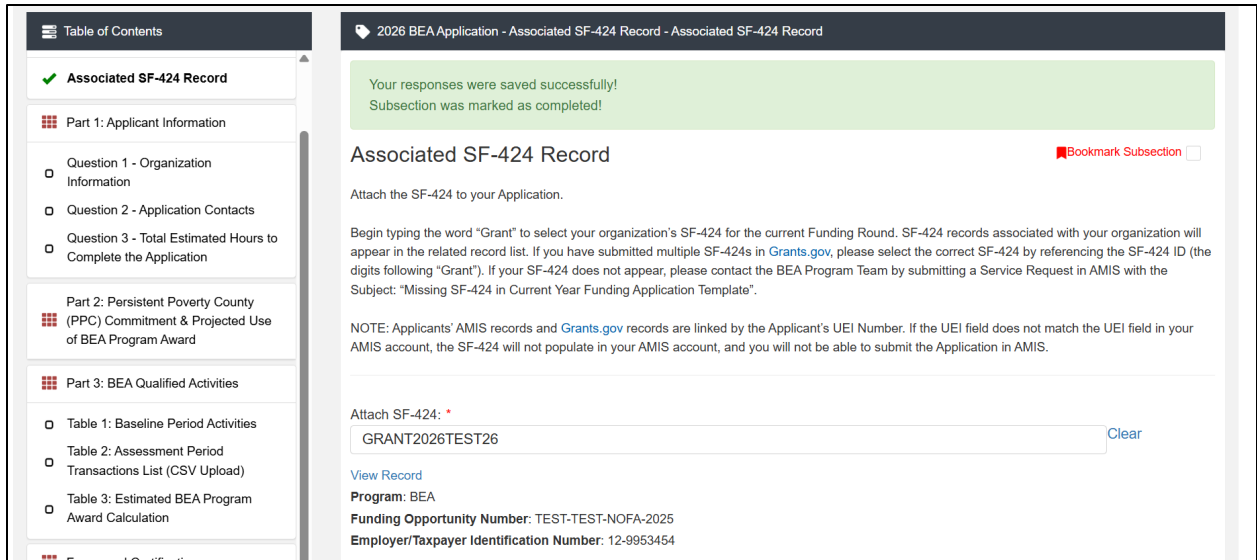


Figure 40: Subsection SF-424 Marked Complete in Menu

4.2 Inputting your Application Financial 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 categories or subcategory in the BEA Program Application in AMIS.

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)**.

Important: A response (even if zero “0”) is required in all data input fields in order to submit your Application. If a category is Not Applicable enter “0” in the “Baseline Period”.

Table 1: Baseline Period Activities

[Bookmark Subsection](#)

The Applicant will report Baseline Period amounts by activity type in the applicable categories and/or subcategories in the BEA Program Application in AMIS. In **Table 1**, Applicants will identify BEA Program Qualified Activities which occurred in all BEA Eligible Census Tracts during the Baseline Period and then report the Qualified Activities during the Assessment Period in **Table 2**. This data will also populate in **Table 3** (BEA Estimated Award Calculation) and will be compared to the Applicant's Assessment Period data, resulting in an estimated BEA Award. Only activities undertaken during the Baseline Period (1/1/2024-12/31/2024) should be included in the table.

Please note: Only enter values for activities and sub-activities in **Table 1** if there is an increase from the Baseline to the Assessment Period for which the Applicant is requesting an Award.

Activities	Baseline Period (1/1/2024-12/31/2024)
CDFI RELATED ACTIVITIES	
CDFI Equity/ Equity-Like Loans	
Equity Investments (CEI) *	* \$ <input type="text"/> 0 Decimal Places
Equity-Like Loans (ELL) *	* \$ <input type="text"/> 0 Decimal Places
Grants (CG) *	* \$ <input type="text"/> 0 Decimal Places
CDFI Support Activities	
CDFI Deposit Shares (DS) *	* \$ <input type="text"/> 0 Decimal Places
Loans (LNS) *	* \$ <input type="text"/> 0 Decimal Places
Technical Assistance (TAC) *	* \$ <input type="text"/> 0 Decimal Places
DISTRESSED COMMUNITY FINANCING ACTIVITIES	
Consumer Loans	

Figure 41: Table 1: Baseline Period Activities

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

The Transaction upload subsection allows Applicants to upload their BEA Transactions in one single batch. Once uploaded, Applicants will see the list of Transactions in this subsection of the table.

Applicants are required to provide information on the individual transactions reported as the increase in a BEA Qualified Activity.

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

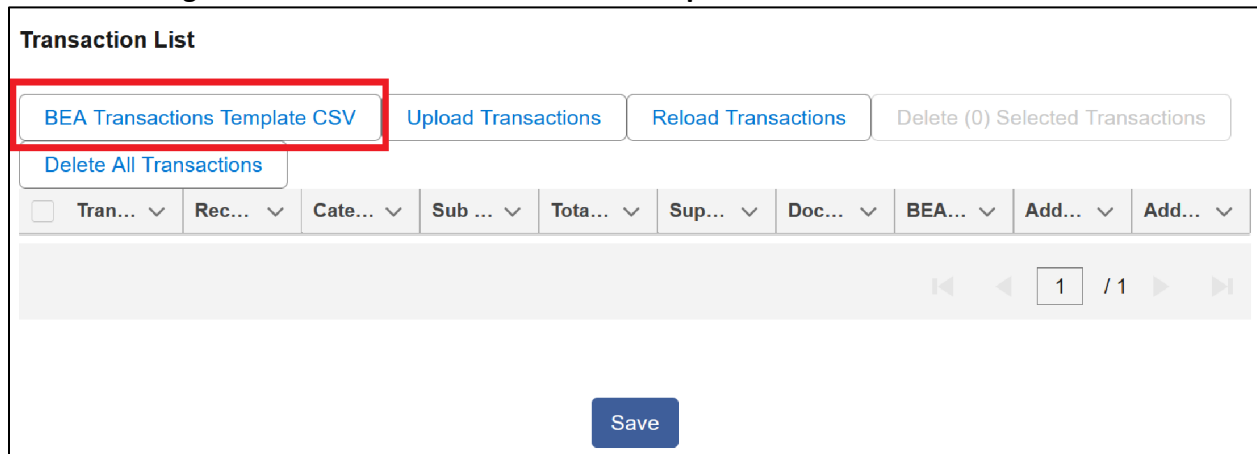


Figure 42: Upload Transaction Template

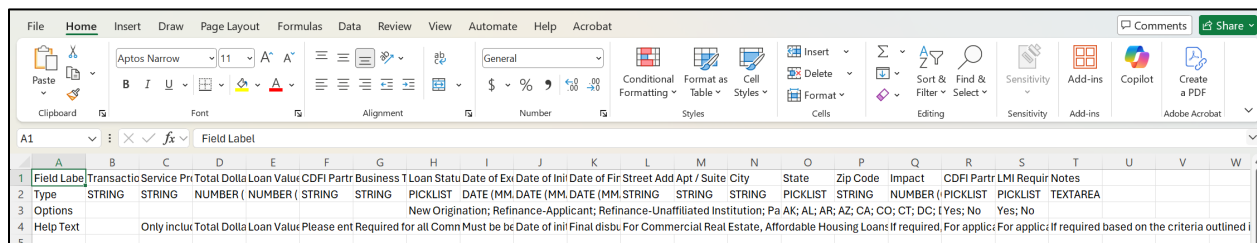


Figure 43: Transaction Template

- 2) Once the Applicant has downloaded the template, they can start entering their individual BEA Transactions on each row of the spreadsheet.

Field Label	Transactio Service	Pr	Total Dollo	Loan Valu	CDFI Partr	Business T	Loan Statu	Date of Ex	Date of Ini	Date of Fir	Street Address	Apt / Suite	City	State	Zip Code	Impact	CDFI Partr	LMI Requir	Notes	
Type	STRING	STRING	NUMBER (NUMBER (STRING	STRING	PICKLIST	DATE (MM.	DATE (MM.	DATE (MM.	STRING	STRING	STRING	PICKLIST	STRING	NUMBER (PICKLIST	PICKLIST	TEXTAREA	
Options								New Origination; Refinance-Applicant; Refinance-Unaffiliated Institution; Participation; Ren AK; AL; AR; AZ; CA; CO; CT; DC; TX										Yes	Yes	
Help Text			Only includ Total Dollo Loan Valu Please ent Required for all Comn Must be Date of ini Final disbu For Commercial Real Estate, Affordable Housing Loans, Home Improve If required, For applic: If required based on the																	
CEI	Test		5000	1000000	23-2956401			1/1/2025	1/2/2025	#####										
ELL	Test		5000	2000000	23-2956401			1/1/2025	1/2/2025	2/1/2025										
CG	Test		5000	3000000	23-2956401			1/1/2025	1/3/2025	2/2/2025										
DS	Test		5000	4000000	23-2956401			1/3/2025	1/4/2025	2/3/2025								Yes		
LNS	Test		5000	5000000	23-2956401		Refinance-	1/4/2025	1/5/2025	2/4/2025								Yes		
TAC	Test		5000	6000000	23-2956401			1/5/2025	1/6/2025	2/5/2025								Yes		
AHL	Test		500000	7000000	23-2956401		Refinance-	1/6/2025	1/7/2025	2/6/2025	1701 W TEST ALI BLVD		LOUISVILL KY		40203			Yes		
EDU	Test		500001	8000000	23-2956401		Refinance-	1/7/2025	1/8/2025	2/7/2025	1701 W TEST ALI BLVD		LOUISVILL KY		40203			Yes		
HIL	Test		15000	9000000	23-2956401		New Origir	1/8/2025	1/9/2025	2/8/2025	1701 W TEST ALI BLVD		LOUISVILL KY		40203			Yes		
SDL	Test		650	10000000	23-2956401		Refinance-	1/9/2025	2/9/2025	1701 W TEST ALI BLVD		LOUISVILL KY		40203				Yes		
AHD	Test		500500	11000000	23-2956401		Refinance- #####	#####	#####	#####	1701 W TEST ALI BLVD		LOUISVILL KY		40203		1	Yes		
CRE	Test		600000	12000000	23-2956401	Test	Refinance- #####	#####	#####	#####	1701 W TEST ALI BLVD		LOUISVILL KY		40203		1			
SBL	Test		750000	13000000	23-2956401	Test	Refinance- #####	#####	#####	#####	1701 W TEST ALI BLVD		LOUISVILL KY		40203		1			
D	Test		5000	14000000	23-2956401		#####	#####	#####	#####								1		
CS	Test		5000	15000000	23-2956401		#####	#####	#####	#####								1		
FS	Test		5000	16000000	23-2956401		#####	#####	#####	#####								1		
TFS	Test		5000	17000000	23-2956401		#####	#####	#####	#####								1		
TSP	Test		5000	18000000	23-2956401		#####	#####	#####	#####								1		

Figure 44: BEA Transactions entered in template

- 3) When all the individual BEA Transactions have been entered on the CSV file, **Save** your file on your computer.
- 4) Reopen the Application, **Part 3: BEA Qualified Activities - Table 2: Assessment Period Transactions List (CSV Upload)**
- 5) Click on **Upload Transactions**.

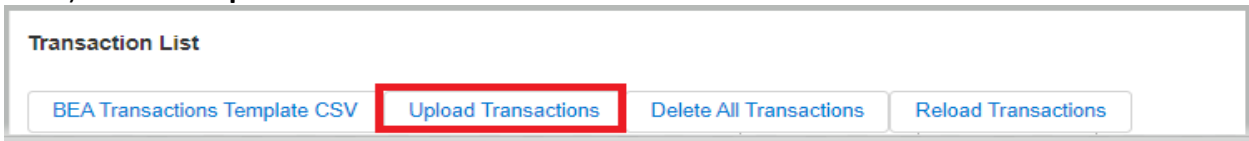


Figure 45: Upload Transactions

Applicants will be redirected to an upload page.

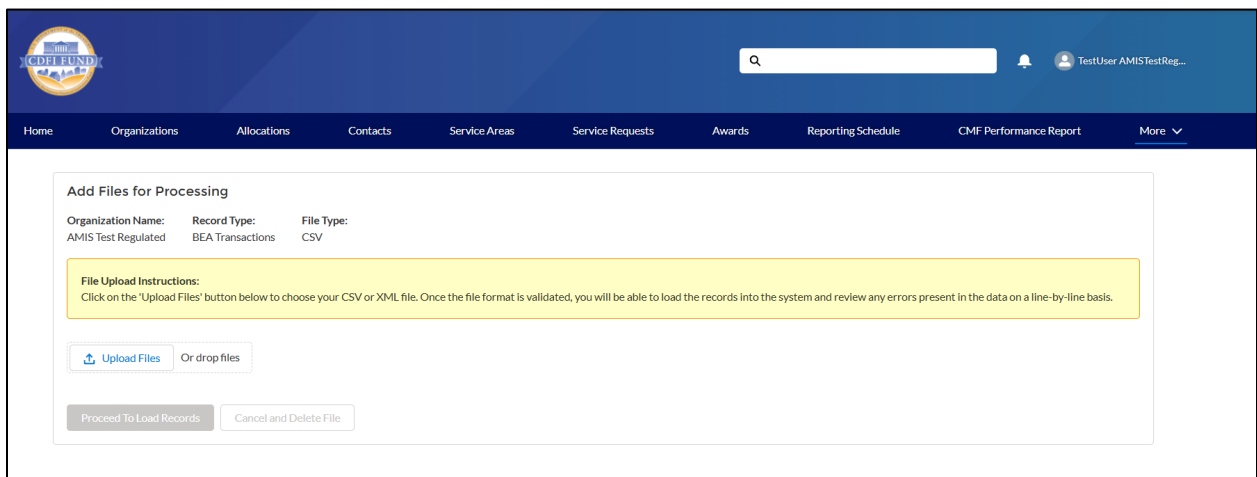


Figure 46: Upload Transactions

- 6) Click on **Upload Files**, select your BEA Transactions CSV file and click on **Proceed to Load Records**. You have the option to cancel the upload at any time by clicking **Cancel and Delete File**.

The screenshot shows the 'Add Files for Processing' interface. At the top, it displays 'Organization Name: AMIS Test Regulated', 'Record Type: BEA Transactions', and 'File Type: CSV'. Below this is a yellow box with 'File Upload Instructions: Click on the 'Upload Files' button below to choose your CSV or XML file. Once the file format is validated, you will be able to load the records into the system and review any errors present in the data on a line-by-line basis.' Underneath is a red-bordered box containing an 'Upload Files' button and the text 'Or drop files'. A green box below that shows 'Validated: File Headers Match Template', 'File Name: New_BEA_Transactions_Success 1.csv', and 'Total Records Included in File: 18'. At the bottom, a blue-bordered box highlights the 'Proceed To Load Records' button, with a 'Cancel and Delete File' button next to it.

Figure 47: Upload Transactions Proceed to Load Records Button

Next, click the **Continue** button.

This screenshot shows the same interface as Figure 47, but with a modal window titled 'Load Records From File' in the center. The modal displays '18 records loaded.' The 'Continue' button in the bottom right corner of the modal is highlighted with a red border. The background interface is dimmed.

Figure 48: Continue Button for Loading Records

Once the records have been loaded successfully, click the **Check for Errors** button.

The screenshot shows the 'Add Files for Processing' interface with a blue box indicating 'Records Loaded: Ready to Check For Errors'. It lists 'File Name: New_BEA_Transactions_with errors 1.csv' and '18 records loaded.' Below this, it says 'Click: 'Check for Errors' below to view and correct any errors present in the data prior to completing the upload process.' The 'Check For Errors' button at the bottom left is highlighted with a red border.

Figure 49: Check for Errors Button

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.

The screenshot shows a web interface titled "Add Files for Processing". At the top, it displays "Organization Name: AMIS Test Regulated", "Record Type: BEA Transactions", and "File Type: CSV". Below this is a "Clear All Rows" button. A status line indicates "Total Records to Create: 18". The main area is a table with columns: "Error Row", "Unique ID", "Error Message(s)", "Update Field(s)", and "Actions".

Error Row	Unique ID	Error Message(s)	Update Field(s)	Actions
5		Date of Execution must be between Assessment period Beginning and ending date. Date of Final Disbursement must be between Assessment period Beginning date and today's date. Date of Initial Disbursement must be between Assessment period Beginning and ending date.	Date of Execution: 1/1/2024 Date of Final Disbursement: 1/31/2024 Date of Initial Disbursement: 1/2/2024	Update Field(s) Remove and Delete Record
6		Date of Execution must be between Assessment period Beginning and ending date. Date of Final Disbursement must be between Assessment period Beginning date and today's date. Date of Initial Disbursement must be between Assessment period Beginning and ending date.	Date of Execution: 1/1/2026 Date of Final Disbursement: 2/1/2027 Date of Initial Disbursement: 1/2/2026	Update Field(s) Remove and Delete Record
8		For applicable CDFI Related Activities provide a response of "Yes" to attest that the CDFI Partner(s) receiving the CDFI Related Support Activities meet(s) the definition of Integrally Involved.	CDFI Partner(s) Integrally Involved?: Select New Value	Update Field(s) Remove and Delete Record

Figure 50: Error Found after Uploading Transactions

Depending on the field, Applicant will be able to directly update and fix the error on the File Upload page, see example above.

Other fields will require Applicants to re-upload their data by fixing the error directly on the CSV file.

Once all the identified errors have been fixed, the following message will appear: **No Errors Found on (#) records. Click submit to confirm upload into AMIS.**

Applicant can now click on **Submit** to upload their BEA Transaction onto their Application.

Please note that regardless of the size of the CSV file that you are uploading, small or large, the upload process will take a significant amount of time.

Do not close the upload page or click the refresh button. Closing the upload page or refreshing the page during the upload process can interrupt the process and cause you to lose your progress. It is important to be patient and wait until the upload is complete. Once the upload is complete, applicants can navigate back to the application.

Add Files for Processing

Organization Name:	Record Type:	File Type:
AMIS Test Regulated	BEA Transactions	CSV

No Errors Found:
All records ready for creation. Please press "Submit" to finish creating these records.

Total Records to Create: 18

Figure 51: Submit after Uploading Transactions

The list of BEA Transactions will then appear in the Application, under the section **Table 2: Assessment Period Transactions List (CSV Upload)** after refreshing the application or after clicking button **Reload Transactions**.

Transaction List									
BEA Transactions Template CSV		Upload Transactions		Reload Transactions		Delete (0) Selected Transactions			
Delete All Transactions									
<input type="checkbox"/>	Transa...	Recor...	Category	Sub C...	Total D...	Suppo...	Docum...	BEA Q...	Addre...
<input type="checkbox"/>	TN-289465	CEI	CDFI Relat...	CDFI Equit...	\$5,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289466	ELL	CDFI Relat...	CDFI Equit...	\$5,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289467	CG	CDFI Relat...	CDFI Equit...	\$5,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289468	DS	CDFI Relat...	CDFI Supp...	\$5,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289469	LNS	CDFI Relat...	CDFI Supp...	\$5,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289470	TAC	CDFI Relat...	CDFI Supp...	\$5,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289471	AHL	Distressed ...	Consumer ...	\$500,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289472	EDU	Distressed ...	Consumer ...	\$500,001.00	Required	✗	Qualified	Verified
<input type="checkbox"/>	TN-289473	HIL	Distressed ...	Consumer ...	\$15,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289474	SDL	Distressed ...	Consumer ...	\$650.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289475	AHD	Distressed ...	Commerci...	\$500,500.00	Required	✗	Qualified	Verified
<input type="checkbox"/>	TN-289476	CRE	Distressed ...	Commerci...	\$600,000.00	Required	✗	Qualified	Verified
<input type="checkbox"/>	TN-289477	SBL	Distressed ...	Commerci...	\$755,000.00	Required	✗	Qualified	Verified
<input type="checkbox"/>	TN-289478	D	Service Act...	Deposits	\$5,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289479	CS	Service Act...	Communit...	\$5,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289480	FS	Service Act...	Financial S...	\$5,000.00	Not Required	✓	Qualified	Verified
<input type="checkbox"/>	TN-289481	TFS	Service Act...	Targeted Fi...	\$5,000.00	Not Required	✓	Qualified	Verified

Figure 52: Transactions Uploaded

Applicants will be able to see different information regarding the individual Transactions, such as: **Transaction, Record Type, Category, Subcategory, Supporting Documents, Documentation Flag, BEA Qualification Status, Total Dollar Value/Amount Disbursed, Address Verification, and Address.**

Applicants may be required to attach documentation to transactions. If applicable, please upload documentation to transactions with documentation requirements in order to save the and complete the entire section.

The criteria for files to NOT be required is as follow:

- 1) The **Total Dollar Value/Amount Disbursed** field must be less than or equal to \$500,000.

If you see **Required** under the **Supporting Documentation** column and no files were uploaded then the column Documentation Flag will show a red cross. Once the Applicant upload their file(s) the Documentation Flag will turn into a green checkmark.

To upload files, follow the steps below:

- 1) Click on the transaction’s **hyperlink**.

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	Record Type	Category	Sub Category	Total Dollar Value/A...	Supporting Docume...	Documentation Flag	BEA Qualification St...	Address Verification
TN-219708	AHD	Distressed Community FL...	Commercial Loans / Inves...	\$1,000,000.00	Required	✘	Qualified	Verified
TN-219704	AHL	Distressed Community FL...	Consumer Loans	\$650,000.00	Required	✘	Qualified	Verified

Figure 53: Transaction Hyperlink

The BEA Transaction record will open in a new page.

- 2) Click on **Related**.

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

BEA Transactions
TN-219075 Printable View

Detail **Related**

<p>Transactions Name TN-219075</p> <p>BEA Summary BEASum-00001085</p> <p>Applicant Organization Name AAT Test Org 10</p>	<p>Category Distressed Community Financing Activities</p> <p>Sub Category Commercial Loans / Investments</p> <p>Record Type AHD</p>
<p>Transaction Information</p> <p>Total Dollar Value/Amount Disbursed \$1,000,000.00</p> <p>Loan Value \$1,000,000.00</p> <p>Loan Status Participation</p> <p>Business Type</p> <p>Notes</p>	<p>Service Provided/Borrower/Investee Test</p> <p>Date of Execution 1/1/2024</p> <p>Date of Initial Disbursement 1/1/2024</p> <p>Date of Final Disbursement 1/31/2024</p> <p>Impact 1</p>
<p>Address Information</p> <p>Street Address</p>	<p>Census Tract</p>

Figure 54: BEA Transaction – Related List

- 3) In the **Notes & Attachments** section, upload all the necessary documentations by either clicking on **Upload Files** or using the drag and drop function.

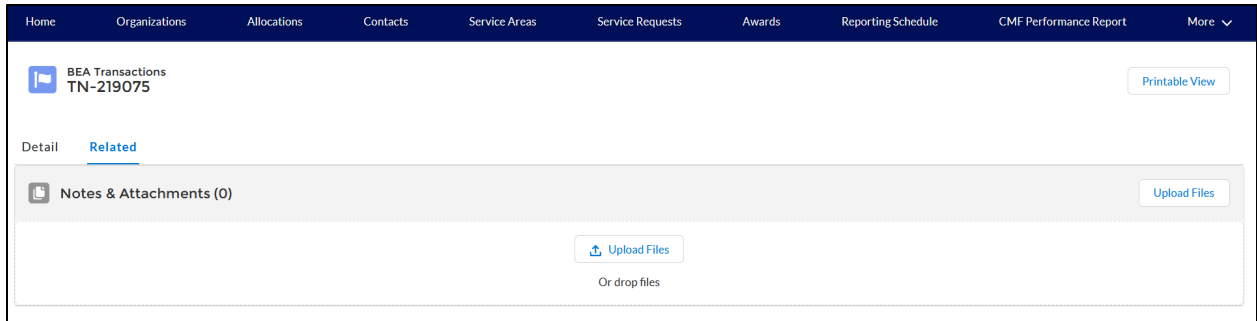


Figure 55: Transactions Attachment Section

- Return to your Application, click the button **Reload Transactions** button and verify the documentation flag has turned into a green checkmark.

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	Has Documentation		Qualified	Verified	
TN-219704	AHL	Distressed Community Fi...	Consumer Loans	\$650,000.00	Required		Qualified	Verified	

Figure 56: Documentation Flag – Green Checkmark

Repeat those steps until you only see green checkmarks under the **Documentation Flag** column.

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 57: Documentation Flag – All Green Checkmark

Verify that all the information in the section **Table 2: Assessment Period Transactions List (CSV Upload)** is correct and when ready click **Save**.

Once done, you will see that the answer to the question **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. 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 58: All of The Required Documentation Attached Question

5) Applicants are now able to delete transactions individually. To do so, select the Transactions you wish to delete and click on **Delete (#) Selected Transactions**.

Transaction List										
BEA Transactions Template CSV Upload Transactions Reload Transactions Delete (3) Selected Transactions Delete All Transactions										
Transaction	Record Type	Category	Sub Category	Total Dollar Val...	Supporting Do...	Documentation...	BEA Qualificati...	Address Verific...	Address	
<input checked="" type="checkbox"/>	TN-288569	CEI	CDFI Related Activi...	CDFI Equity Invest...	\$6,000.00	Required	✗	Qualified	Verified	
<input checked="" type="checkbox"/>	TN-288570	ELL	CDFI Related Activi...	CDFI Equity Invest...	\$6,001.00	Required	✗	Qualified	Verified	
<input checked="" type="checkbox"/>	TN-288571	CG	CDFI Related Activi...	CDFI Equity Invest...	\$6,002.00	Required	✗	Qualified	Verified	
<input type="checkbox"/>	TN-288572	DS	CDFI Related Activi...	CDFI Support Activi...	\$6,003.00	Required	✗	Qualified	Verified	
<input type="checkbox"/>	TN-288573	LNS	CDFI Related Activi...	CDFI Support Activi...	\$6,004.00	Required	✗	Qualified	Verified	
<input type="checkbox"/>	TN-288574	TAC	CDFI Related Activi...	CDFI Support Activi...	\$6,005.00	Required	✗	Qualified	Verified	
<input type="checkbox"/>	TN-288575	AHL	Distressed Commu...	Consumer Loans	\$6,006.00	Not Required	✓	Qualified	Verified	1701 W MUHAMM...
<input type="checkbox"/>	TN-288576	EDU	Distressed Commu...	Consumer Loans	\$6,007.00	Not Required	✓	Qualified	Verified	1701 W MUHAMM...
<input type="checkbox"/>	TN-288577	HIL	Distressed Commu...	Consumer Loans	\$6,008.00	Not Required	✓	Qualified	Verified	1701 W MUHAMM...
<input type="checkbox"/>	TN-288578	SDL	Distressed Commu...	Consumer Loans	\$4,000.00	Not Required	✓	Qualified	Verified	1701 W MUHAMM...
<input type="checkbox"/>	TN-288579	AHD	Distressed Commu...	Commercial Loans /...	\$6,010.00	Not Required	✓	Qualified	Verified	1701 W MUHAMM...
<input type="checkbox"/>	TN-288580	CRE	Distressed Commu...	Commercial Loans /...	\$40,000.00	Not Required	✓	Qualified	Verified	1701 W MUHAMM...
<input type="checkbox"/>	TN-288581	SBL	Distressed Commu...	Commercial Loans /...	\$4,500.00	Not Required	✓	Qualified	Verified	1701 W MUHAMM...
<input type="checkbox"/>	TN-288582	D	Service Activities	Deposits	\$50,000.00	Required	✗	Qualified	Verified	
<input type="checkbox"/>	TN-288583	CS	Service Activities	Community Services	\$52,014.00	Required	✗	Qualified	Verified	

Figure 59: Delete a Selected Number of Transactions

As a reminder, the BEA Qualification Status will say Qualified if the following conditions are met:

- 1) The census tract returns a BEA Qualification Status set to **Partially** or **Qualified**.
- 2) 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**.

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

In this section, Applicants will see an automatically populated table with information coming from **Table 1: Baseline Period Activities** and from their **Table 2: Assessment Period Transactions List (CSV Upload)**.

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
<i>Estimated Award Amount for Equity Investments/ Equity-Like Loans</i>						\$ 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
<i>Estimated Award Amount for CDFI Support Activities</i>						\$ 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
<i>Estimated Award Amount for Consumer Loans</i>						\$ 4,464,000
Commercial Loans and Investments						

Figure 60: Table 3: Estimated BEA Program Award Calculation

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 61: 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 (not the bottom of the browser window) 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. If you are unable to see the full table in the screen and need to scroll down the table, the table header will cascade down the table with you.

The column **Increase in Activity** will be calculated automatically using information from the **Baseline Period** and **Assessment Period** fields. The calculation for this field is **Assessment Period (–) Baseline Period = Increase in Activity**.

The **Assessment Period** column comes from the **Total Dollar Value/Amount Disbursed** entered in **Table 2: Assessment Period Transactions List (CSV Upload)**.

The **Award Percent** is calculated based on whether the Organization is Certified or Not Certified.

The **Priority Factor** is based on **Question 1's** question **e. Applicant's Asset Size Classification per CRA**. When applicable, if asset size is **Small** then Priority factor is 5; if **Intermediate** the Priority Factor is 3; if **Large** then Priority factor is 1.

The **Estimated Award Amount** is calculated using the **Increase in Activity (x) Award Percent** for CDFI Related Activities; or using the **Increase in Activity (x) Award Percent (x) Priority Factor** for Distressed Community Financing Activities and Service Activities.

For more information on each column of Table 3, please refer to the document ***BEA Program Application Instructions***.

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 62: 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. For more information on how to generate a PDF in this application, please see [section 4.7](#) of this document.

5.2 Submitting your Application

All subsections must be marked complete 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.

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 before trying to re-submit your application.

A validation error occurred in section "Part 3: BEA Qualified Activities - Table 2: Assessment Period Transactions List (CSV Upload)".
A validation error occurred in section "Part 1: Applicant Information - Question 2 - Application Contacts".
The section "Part 1: Applicant Information - Question 1 - Organization Information" has not been marked as completed.
The section "Part 1: Applicant Information - Question 2 - Application Contacts" has not been marked as completed.
The section "Part 1: Applicant Information - Question 3 - Total Estimated Hours to Complete the Application" has not been marked as completed.
The section "Part 2: Persistent Poverty County (PPC) Commitment & Projected Use of BEA Program Award - Question 4: Persistent Poverty County (PPC) Commitment" has not been marked as completed.
The section "Part 2: Persistent Poverty County (PPC) Commitment & Projected Use of BEA Program Award - Question 5: Projected Use of BEA Program Award" has not been marked as completed.
The section "Part 3: BEA Qualified Activities - Table 1: Baseline Period Activities" has not been marked as completed.
The section "Part 3: BEA Qualified Activities - Table 2: Assessment Period Transactions List (CSV Upload)" has not been marked as completed.
The section "Part 3: BEA Qualified Activities - Table 3: Estimated BEA Program Award Calculation" has not been marked as completed.
The section "Forms and Certifications - Environmental Review Form" has not been marked as completed.
The section "Forms and Certifications - A. Standard Form 424B: Assurances – Non-Construction Programs" has not been marked as completed.
The section "Forms and Certifications - B. Additional Certifications" has not been marked as completed.
The section "Forms and Certifications - C. Certification Regarding Debarment, Suspension, And Other Responsibility Matters -- Primary Covered Transactions: Instructions for Certification" has not been marked as completed.
The section "Forms and Certifications - D. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions" has not been marked as completed.
The section "Forms and Certifications - E. Certification Regarding Drug-Free Workplace Requirements" has not been marked as completed.
The section "Forms and Certifications - F. Certification Regarding Lobbying" has not been marked as completed.
The application has not been submitted. Please fix the errors and submit the application again.

Figure 63: Example of Error Message for Incomplete Subsections

Before you submit your Application, the CDFI Fund recommends you closely review and confirm the accuracy of your Application.

ONCE SUBMITTED, YOUR APPLICATION WILL BE LOCKED, AND RESPONSES CANNOT BE ALTERED.

An Authorized Representative will need to attest 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. Log in to the Application as an Authorized Representative. **Only Authorized Representatives will be able to Attest to the application.**
2. Select the **Attestation and Submission** section at the bottom of the menu bar.

Table of Contents	
Application Instructions	
Associated SF-424 Record	
Title VI Compliance Worksheet	
Part 1: Applicant Information	
Part 2: Persistent Poverty County (PPC) Commitment & Projected Use of BEA Program Award	
Part 3: BEA Qualified Activities	
Forms and Certifications	
Attestation and Submission	

Figure 64: Attestation and Submission Section

3. Read the attestation and sign the agreement 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. Once the statement is attested to, either an Authorized Representative, or a Point of Contact, may submit the application.

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: 11/19/2024 10:10:10 AM

Figure 65: Attestation and Submission Page

4. Click **Submit Application**. A dialog box will appear. Confirm you would like to submit the application and understand the application cannot be edited after this point.

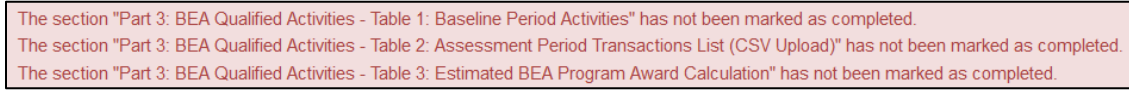
Submission
×

After submitting the application, you can no longer edit the application. Are you sure you would like to submit?

Close
Submit Application

Figure 66: Submission Dialog Box

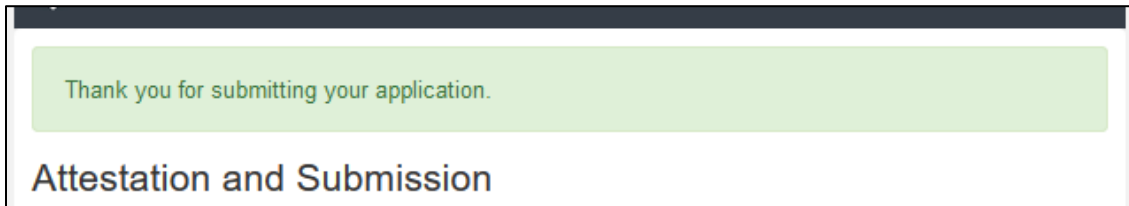
5. If any of your subsections are incomplete, your submission attempt will be unsuccessful. An error message will identify which subsection(s) is incomplete.

A screenshot of a failed submission error message. The text is displayed in a light red background with a thin black border. It lists three subsections that have not been marked as completed: "Part 3: BEA Qualified Activities - Table 1: Baseline Period Activities", "Part 3: BEA Qualified Activities - Table 2: Assessment Period Transactions List (CSV Upload)", and "Part 3: BEA Qualified Activities - Table 3: Estimated BEA Program Award Calculation".

The section "Part 3: BEA Qualified Activities - Table 1: Baseline Period Activities" has not been marked as completed.
The section "Part 3: BEA Qualified Activities - Table 2: Assessment Period Transactions List (CSV Upload)" has not been marked as completed.
The section "Part 3: BEA Qualified Activities - Table 3: Estimated BEA Program Award Calculation" has not been marked as completed.

Figure 67: Application Submission- Failed Attempt Error Message

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

A screenshot of a successful submission message. It features a green box with the text "Thank you for submitting your application." Below this, the text "Attestation and Submission" is displayed in a larger, bold font. The entire message is contained within a white box with a thin black border.

Thank you for submitting your application.

Attestation and Submission

Figure 68: 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.