



U.S. DEPARTMENT OF THE TREASURY
COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

User Guide for Applications to the CDFI Bond Guarantee Program

(For External Users)

December 2024

TABLE OF CONTENTS

Contents

1. Overview	3
2. Getting Started	4
3. External User/External Admin User Navigation	4
3.1. How to Log in as an External User/External Admin User	4
3.2. Portal Overview	4
3.3. How to Log out as an External User/External Admin User	5
4. Qualified Issuer (QI) Application	5
4.1. How to create a new QI Application	5
4.2. How to provide or delete Application Documents	9
4.3. How to submit your QI Application	12
5. Guarantee Application, QI Portion	13
5.1. How to create a new Guarantee Application, QI Portion	13
5.2. How to associate ECDFIs to your Program Profile	17
5.3. How to edit Application Contacts on the QI Guarantee Application	21
5.4. How to provide or delete Application Documents	22
5.5. How to submit your QI Guarantee Application	23
6. Guarantee Application, ECDFI Portion	26
6.1. How to create a new ECDFI Guarantee Application	26
6.2. How to edit Application Contacts on the ECDFI Guarantee Application	29
6.3. How to provide or delete Application Documents	30
6.4. How to submit your ECDFI Guarantee Application	31

1. Overview

The **CDFI Bond Guarantee Program (BG Program)**, initiated by the Secretary of the Treasury, makes debt available to Community Development Financial Institutions (CDFIs) from the Federal Financing Bank (FFB). Enacted through the Small Business Jobs Act of 2010, the CDFI Bond Guarantee Program provides long-term, low-cost capital that can be used to spur economic growth and jumpstart community revitalization. Through the BG Program, Qualified Issuers (CDFIs or their designees) apply to the CDFI Fund for authorization to issue bonds worth a minimum of \$100 million in total. The bonds provide CDFIs with access to substantial capital that is then used to reignite the economies of some of our nation's most distressed communities. Unlike other CDFI Fund programs, the BG Program does not offer grants, but loans, and as such, it is instead a federal credit subsidy program, designed to function at no cost to taxpayers.

This user guide aims to help External Users and External Admin Users to easily navigate through the CDFI Fund's Awards Management Information System (AMIS) BG Program application and perform the following:

- Users registering and creating profiles.
- External Users/Admin Users to create, review, and provide documents for the Applications.
- External Users/Admin Users to submit/resubmit Qualified Issuer Applications and Bond Guarantee Applications (GA).

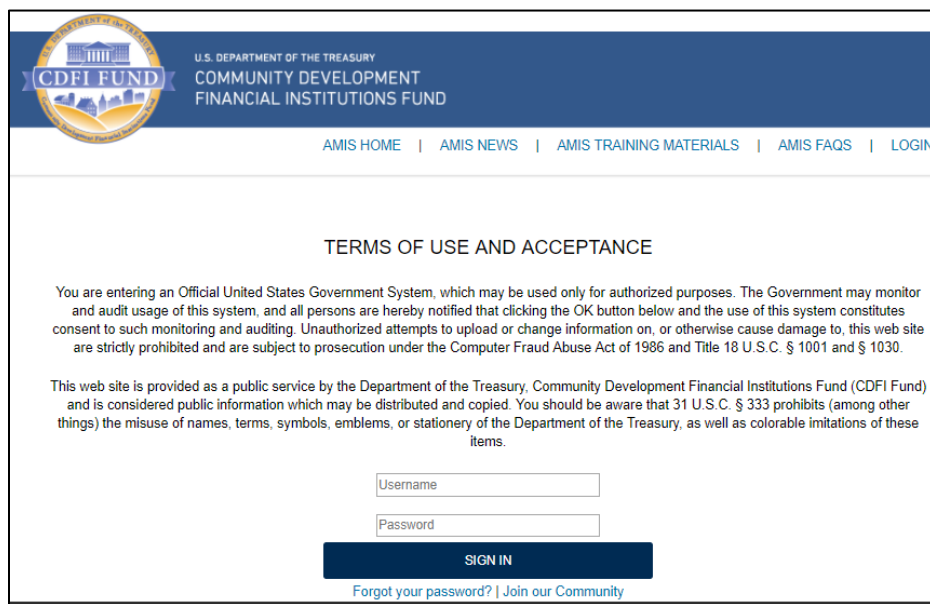
2. Getting Started

Open a browser and enter the URL <https://amis.cdfifund.gov/s/AMISHome> to login to the AMIS portal.

3. External User/External Admin User Navigation

3.1. How to Log in as an External User/External Admin User

Enter your username and password then click **Sign In**.



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Username

Password

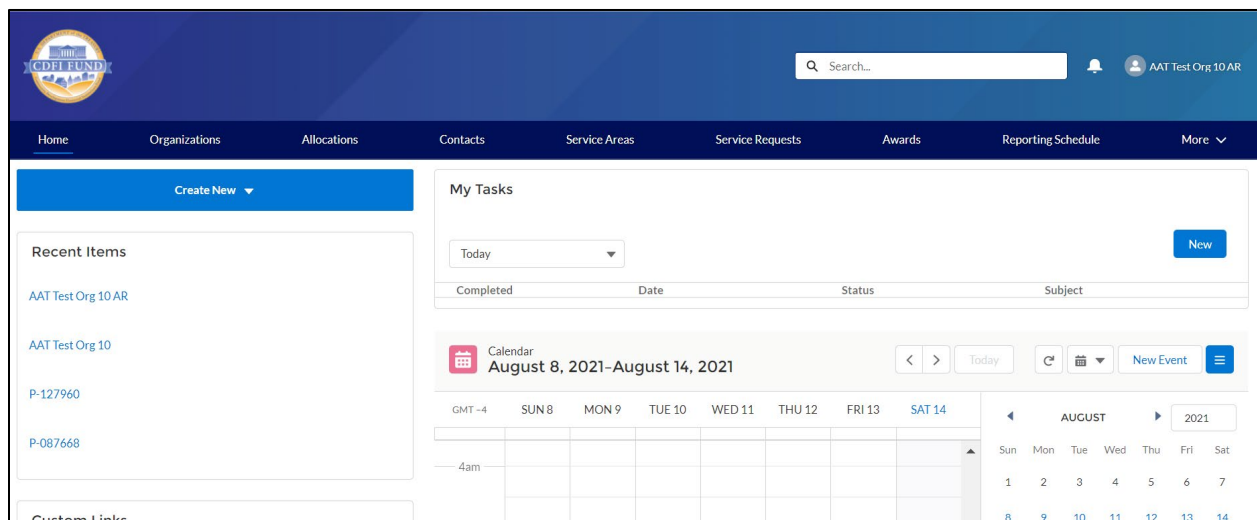
SIGN IN

[Forgot your password?](#) | [Join our Community](#)

Recommendation: Please use strong passwords that include numbers, special characters and alphabets with a length of at least 10 characters.

3.2. Portal Overview

Once you log in the following screen will be presented.



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Search...

AAT Test Org 10 AR

[Home](#) | [Organizations](#) | [Allocations](#) | [Contacts](#) | [Service Areas](#) | [Service Requests](#) | [Awards](#) | [Reporting Schedule](#) | [More](#)

Create New

Recent Items

- [AAT Test Org 10 AR](#)
- [AAT Test Org 10](#)
- [P-127960](#)
- [P-087668](#)

My Tasks

Today

Completed Date Status Subject

Calendar
August 8, 2021–August 14, 2021

GMT -4 SUN 8 MON 9 TUE 10 WED 11 THU 12 FRI 13 SAT 14

4am

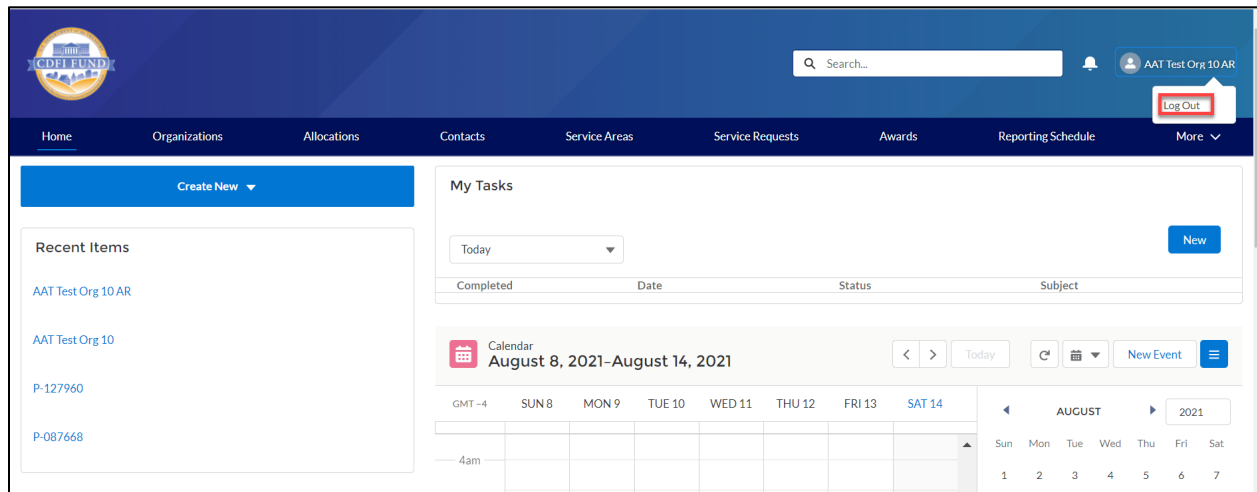
AUGUST 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Custom Links

3.3. How to Log out as an External User/External Admin User

To log out of the AMIS application, simply click on your username on the right-side top corner and select the **Log Out** option.



4. Qualified Issuer (QI) Application

For your organization to become a Qualified Issuer (QI) for the purposes of the CDFI BG Program, there are separate eligibility criteria for an applicant. Please ensure that the applicant meets the necessary criteria prior to applying to become a QI. Eligibility requirements are contained in the Notice of Guarantee Availability (NOGA) that is published each year at the beginning of an application round. If approved as a QI, this is a permanent designation, and a QI does not need to re-apply each time a QI submits a new Guarantee Application, although a QI will provide certain documents with each Guarantee Application, as described later in this document.

Existing Qualified Issuers approved in prior years, before the BG Program adopted the AMIS application for the 2020 application round, will already be set up as Approved QIs and do not need to resubmit a new QI Application. They may move on to the QI Portion of the Guarantee Application, which begins in section 5.

4.1. How to create a new QI Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations** dropdown menu.

The screenshot shows the CDFI Fund portal interface. The top navigation bar includes a search bar and a user profile icon labeled 'AAT Test Org 10 AR'. The main navigation menu has several items: Home, **Organizations**, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The 'Organizations' section is active, displaying a 'Recently Viewed' dropdown menu. The dropdown list includes 'All Organizations' (highlighted with a red box), 'Bond Program Organizations', 'New This Week', 'Recently Viewed (Pinned list)', 'Recently Viewed Organizations', and 'Test organizations'. The main content area shows a search bar and a table with columns for Organization Name, EIN/TIN, and others.

2. Select your **Organization Name**.

The screenshot shows the 'All Organizations' list in the CDFI Fund portal. The top navigation bar is the same as the previous screenshot. The main navigation menu is also the same. The 'Organizations' section is active, displaying a list of organizations. The list is sorted by Organization Name and filtered by All organizations. The table has columns for Organization Name, EIN/TIN, Mail, Financial I..., Phone, Type, DUNS, Organization Type, CDFI Cert..., Non..., CDE Cer..., and a dropdown menu. The first row is 'AAT Test Org 10' (highlighted with a red box), with EIN/TIN 00-0000072, CO, Loan Fund, (555) 280-6565, 001234567, Unregulated Institution, Certified, Yes, and Inactive.

3. Once on your **Organization** page, click on the **Related** link.

The screenshot shows the 'AAT Test Org 10' organization page in the CDFI Fund portal. The top navigation bar is the same as the previous screenshots. The main navigation menu is also the same. The 'Organizations' section is active, displaying the details for 'AAT Test Org 10'. The page has a header with 'Organization AAT Test Org 10' and buttons for 'Edit', 'Refresh SAM', and 'Printable View'. Below the header, there are fields for Type, Phone, Website, Organization Owner, Industry, and Mailing Address. The 'Related' link is highlighted with a red box. The 'Details' section shows the Organization Name 'AAT Test Org 10' and the Parent Relationship. The 'Related' section shows the Phone '(555) 280-6565', Website, and EIN/TIN '00-0000072'.

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name Link**.

Active Program Profiles (6+)		
Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	
		View All

5. On the BGP Profile page for your **Organization**, click on the **Related** link.



  AAT Test Org 10 AR

HomeOrganizationsAllocationsContactsService AreasService RequestsAwardsReporting ScheduleCMF Performance ReportMore

Program Profile
P-087668

Submit for ApprovalEditAdd CDFIs

DetailRelated

Organization Data

Organization
AAT Test Org 10

EIN/TIN
00-0000072

DUNS
001234567

UEI

Federal Registration

Record Type
BGP

Program Profile Name
P-087668

6. Scroll down to the **QI Applications** section and click on the **'New'** button.



  AAT Test Org 10 AR

HomeOrganizationsAllocationsContactsService AreasService RequestsAwardsReporting ScheduleCMF Performance ReportMore

Program Profile
P-087668

Submit for ApprovalEditAdd CDFIs

DetailRelated

Associated CDFIs (0)

QI Applications (0)

New

Guarantee Applications (0)

New

7. Select **Application** from the **New QI Application popup menu** and click '**Next**'.

The screenshot shows a web application interface with a dark blue navigation bar at the top containing the following links: Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and CMF Performance. A white modal window titled "New QI Application" is centered on the screen. Inside the modal, under the heading "Select a record type", there are two radio button options: "Application" (which is selected, indicated by a blue dot) and "Bond Issuance". At the bottom right of the modal, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red rectangular border. In the background, to the right of the modal, a "Submit for Approval" button is partially visible.

8. On the **New QI Application** edit screen, complete the **Application Contacts** section and click Save.
Tip: Do not edit the Program Profile field.

New QI Application: Application

* = Required Information

Information

Application Status

In Progress

* Program Profile

P-087066

X

Notice Template

-

Application Contacts

Authorized Representative Name

John Smith

X

Application Point of Contact Name

Sara Sample

X

Cancel

Save & New

Save

4.2. How to provide Application Documents

1. On the newly created **QI Application**, once saved initially, you can review and edit the **Application Contacts**. Begin providing application documents by clicking on the **'View Application'** button.

9

The screenshot shows the CDFI Fund application portal. At the top is a navigation bar with the CDFI Fund logo and a search bar. Below the navigation bar is a menu with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area displays the 'QI Application' details for QIA-000038. The application status is 'In Progress'. There are buttons for 'Edit', 'Printable View', and 'View Application' (highlighted with a red box). The 'Application Contacts' section lists the Authorized Representative Name as 'AAT Test Org 10 AR' and the Application Point of Contact Name as 'AAT Test Org 10 POC'. The 'Program Profile' section lists 'P-087668' and the 'Notice Template' as 'BGP 2021'.

2. On the Document portion of the **QI Application**, the left pane displays the required documents for the QI Application. Documents required as part of the QI Application are listed in the CDFI Bond Guarantee Program – Qualified Issuer Application (Reference Copy) published each year on the CDFI Fund’s website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2> . On the right side of the page is the drag and drop area; select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly ‘Not Applicable’. The type of document required for that field (i.e. ‘.doc .pdf .xls, etc.) is listed in the CDFI Bond Guarantee Program – Qualified Issuer Application (Reference Copy). Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If a file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.



AAT Test Org 10 AR

[Home](#)
[Organizations](#)
[Allocations](#)
[Contacts](#)
[Service Areas](#)
[Service Requests](#)
[Awards](#)
[Reporting Schedule](#)
[CMF Performance Report](#)
[More](#)

[Exit Application](#)

QI Application

APPLICANT
AAT Test Org 10
CONTROL NUMBER

APPLICATION NUMBER
QIA-000038
FISCAL YEAR
2021

STATUS
In Progress

QI APPLICATION REQUIREMENTS

[Required Documents](#)

- QI-1-Checklist
- QI-2A-SF-424 signed by Qualified Issuer Applicant
- QI-2B-SF-424 signed by proposed Program Administrator, if third-party
- QI-2C-SF-424 signed by proposed Servicer, if third-party
- QI-2D-SF-424 signed by Certified CDFI(s), as applicable

Document Requirements

Document Name	Upload	Files Provided	Date/Time Submitted	Document Comments
QI-1-Checklist	DRAG & DROP Upload Document Here Accepted File Types: pdf			
QI-2A-SF-424 signed by Qualified Issuer Applicant	DRAG & DROP Upload Document Here Accepted File Types: pdf			
QI-2B-SF-424 signed by proposed Program Administrator, if third-party	DRAG & DROP Upload Document Here Accepted File Types: pdf			

Note: Applicants will no longer be able delete their own documents before the application is submitted. If you have a document you wish to replace, please submit a Service Request ticket asking for the current document to be deleted. Once you have confirmation that the old document is gone, follow the steps above to add the correct version of the document.

5. From the pop up, click **'Selected Files'**.

4.3 How to submit your QI Application

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and, if prepared to submit, **check the box**.

The screenshot shows the 'QI Application' form. The top navigation bar includes links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The form header displays: APPLICANT: AAT Test Org 10, APPLICATION NUMBER: QIA-000038, STATUS: In Progress, and FISCAL YEAR: 2021. On the left, a sidebar lists 'Required Documents' including 'QI-1-Checklist', 'QI-2A-SF-424 signed by Qualified Issuer Applicant', and 'QI-2B-SF-424 signed by proposed Program'. The main content area contains a paragraph of legal text regarding electronic submission. Below this text is a checkbox labeled 'Please check the box to agree and submit the application.' which is currently unchecked. At the bottom, the form shows 'Name: AAT Test Org 10 AR' and 'Date: 14 August 2021'.

2. Click the **'Submit'** button.

This screenshot shows the same 'QI Application' form as before, but with an 'Agreement' pop-up dialog box centered on the screen. The dialog box contains the text: 'By agreeing, you are indicating that you are ready to submit your application. Please confirm to continue.' Below this text are two buttons: 'CONTINUE APPLICATION' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red rectangle. In the background, the checkbox from the previous screenshot is now checked.

3. Once you **Submit** your application, the status of the application will be 'submitted', and you will not be able to provide additional documents. The Control Number will now be visible on your QI Application screen.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

Note: After reviewing your application the Authorized Representative may be advised by the BG Program that certain documents need to be revised and re-uploaded, which will unlock the Application. You will then receive an email notification asking you to re-upload the requested document(s). Follow steps 4.2 and 4.3 to upload and submit the revised document(s). Only those items that the BG Program has requested to be revised will be unlocked. The other submitted documents that do not need revisions will remain locked.

5. Guarantee Application, QI Portion

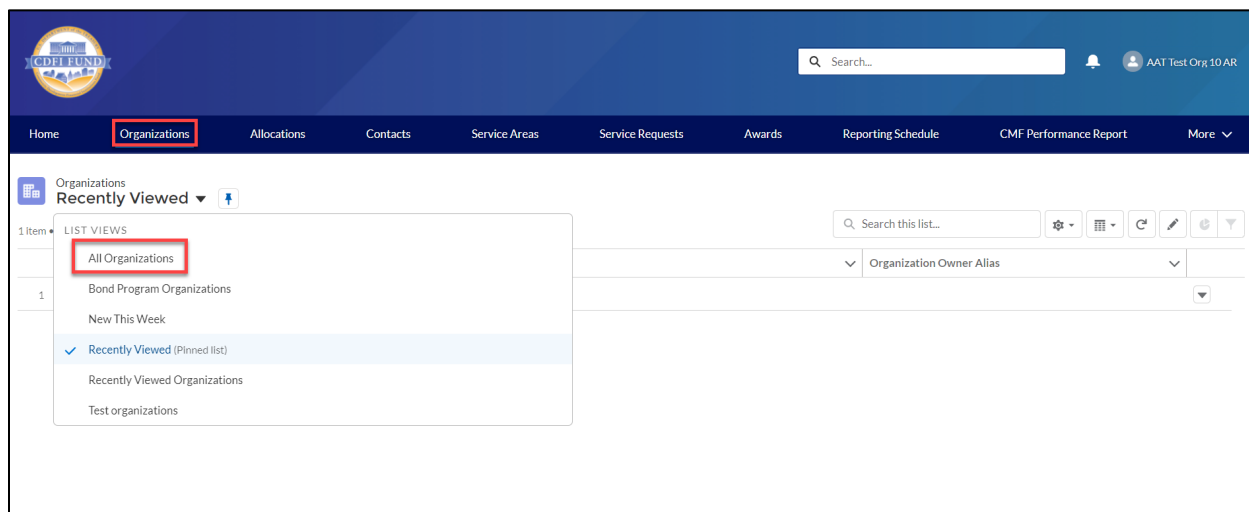
The BG Program Guarantee Application consists of two portions, the QI Portion and the Eligible CDFI (ECDFI) Portion. Both parts of the application may be worked on concurrently.

Only eligible Qualified Issuers or Organizations who have submitted a QI Application can create and submit the QI Portion of a Guarantee Application. The original QI Application does not need to be approved prior to submitting a Guarantee Application, but the QI Application will need to be approved before a Guarantee Application is approved.

ECDFIs that apply to the CDFI BG Program are associated with a QI Guarantee Application on the QI Guarantee Application screen. The following sub-sections will describe how to create the QI Guarantee Application record, associate ECDFIs to the QI Guarantee Application through the Program Profile record, add the appropriate documents to the QI Guarantee Application, and submit the completed QI Guarantee Application

5.1. How to create a new Guarantee Application, QI Portion

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations dropdown menu**.



2. Select your **Organization Name**.

The screenshot shows the CDFI Fund's 'All Organizations' page. The header includes the CDFI Fund logo, a search bar, and a user profile for 'AAT Test Org 10 AR'. The navigation menu includes Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area shows a list of organizations. The first organization, 'AAT Test Org 10', is highlighted with a red box. The table columns include Organization Name, EIN/TIN, Mail, Financial, Phone, Type, DUNS, Organization Type, CDFI Cert, Non-..., CDE Cert, and Inactive.

Organization Name	EIN/TIN	Mail	Financial	Phone	Type	DUNS	Organization Type	CDFI Cert	Non-...	CDE Cert	Inactive
AAT Test Org 10	00-000072	CO	Loan Fund	(555) 280-6565		001234567	Unregulated Institution	Certified	Yes	Inactive	

3. Once on your **Organization** page, click on the **Related** link.

The screenshot shows the CDFI Fund's 'Organization' page for 'AAT Test Org 10'. The header includes the CDFI Fund logo, a search bar, and a user profile for 'AAT Test Org 10 AR'. The navigation menu includes Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area shows the organization's details. The 'Related' link is highlighted with a red box. The table columns include Organization Name, Phone, Website, Organization Owner, Industry, and Mailing Address.

Organization Name	Phone	Website	Organization Owner	Industry	Mailing Address
AAT Test Org 10	(555) 280-6565		System Administra...		1450 S. Havana St., Suite 504 Aurora, CO 80012-5079 USA

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name** Link.

The screenshot shows the CDFI Fund's 'Active Program Profiles' section. The header includes the CDFI Fund logo and a search bar. The main content area shows a list of active program profiles. The 'BGP' program profile is highlighted with a red box. The table columns include Record Type, Program Profile Name, and CIMS Mapping Tool.

Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

5. On the BGP Profile page for your **Organization**, click on the **Related** link.

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail **Related**

Organization Data

Organization AAT Test Org 10	Record Type BGP
EIN/TIN 00-0000072	Program Profile Name P-087668
DUNS 001234567	
UEI	
Federal Acquisition	

6. Scroll down the **Guarantee Applications** section and click on the **'New'** button.

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail **Related**

Associated CDFIs (0)

QI Applications (1)

QI Application	Record Type	Application Status
QIA-000038	Application	Submitted

View All

Guarantee Applications (0)

New

7. On the New Guarantee Application popup, select the QI Guarantee record type (NOT the ECDFI Guarantee type) and click **'Next'**.

Contacts Service Areas Service Requests Awards Reporting Schedule

New Guarantee Application

Select a record type

☒ QI Guarantee
For Applicants who are approved as a Qualified Issuer

☐ ECDFI Guarantee
For CDFI Applicants who are not a Qualified Issuer

Cancel Next

8. On the New Guarantee Application edit screen, complete the required fields and click **'Save'**. The new QI Guarantee Application number will be listed under the Guarantee Application related list view of the organization's BG Program Profile record. Note that you will need this number to associate CDFIs to this specific QI-GA number in step 7 of section 5.2 below
Tip: Do not edit the Program Profile field.

New Guarantee Application: QI Guarantee

Information

Guarantee Application Number _____

Control Number _____

Application Status: Pending

Record Type: QI Guarantee

Program Profile: P-087668

Amount \$

Date Received _____

Notice: QI Application

QI Guarantee Application

Organization Information

Applicants Total Assets:

Minority Depository Institution: --None--

Community Bank: --None--

Application Contacts

Authorized Representative Name:

Search Contacts...

5.2. How to associate ECDFIs to your Program Profile

1. A QI should link the one, or more, ECDFIs that are part of its Guarantee Application in AMIS. To associate ECDFIs to your QI's Program Profile, log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations** dropdown menu.

Search...

AAT Test Org 10 AR

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

Organizations

Recently Viewed

1 Item

LIST VIEWS

All Organizations

Bond Program Organizations

New This Week

Recently Viewed (Pinned list)

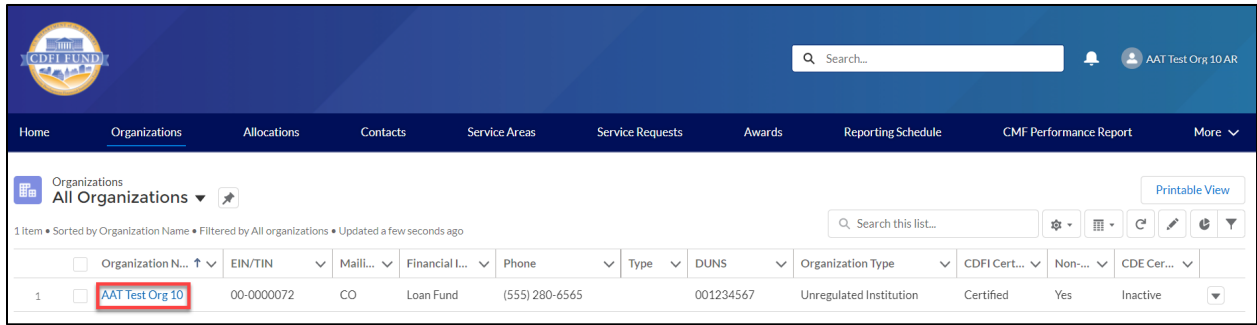
Recently Viewed Organizations

Test organizations

Search this list...

Organization Owner Alias

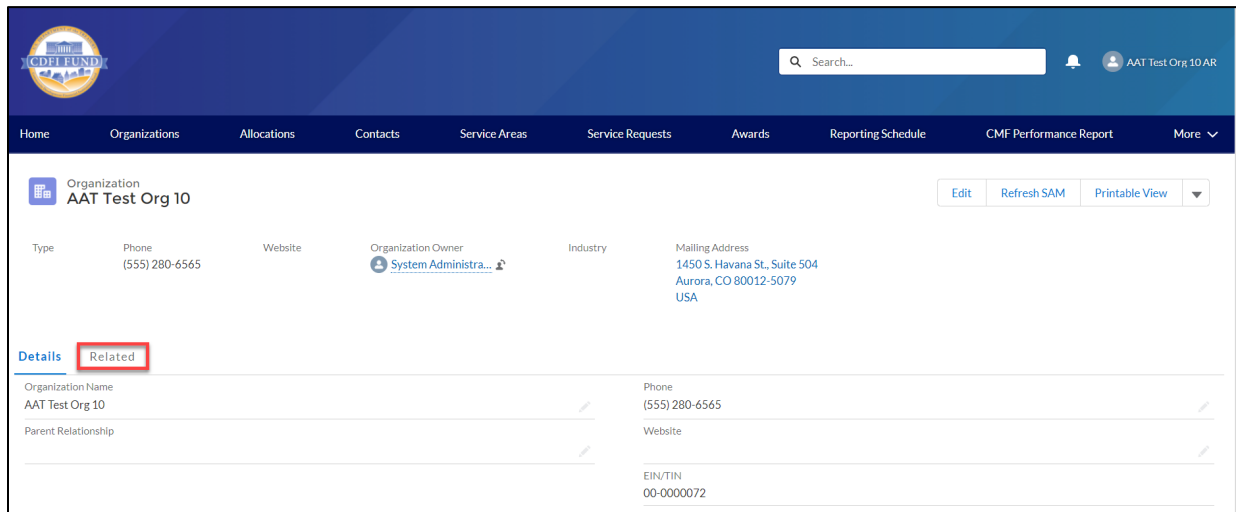
2. Select your **Organization Name**.



The screenshot shows the CDFI Fund's 'Organizations' page. The header includes the CDFI Fund logo, a search bar, and a user profile for 'AAT Test Org 10 AR'. The navigation menu includes Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area shows 'All Organizations' with a search bar and a list of organizations. The first organization, 'AAT Test Org 10', is highlighted with a red box.

Organization N...	EIN/TIN	Mall...	Financial I...	Phone	Type	DUNS	Organization Type	CDFI Cert...	Non...	CDE Cer...
1	AAT Test Org 10	00-0000072	CO	Loan Fund	(555) 280-6565	001234567	Unregulated Institution	Certified	Yes	Inactive

3. Once on your **Organization** page, click on the **Related** Link.



The screenshot shows the 'Organization' page for 'AAT Test Org 10'. The page includes a header with the CDFI Fund logo, a search bar, and a user profile for 'AAT Test Org 10 AR'. The navigation menu includes Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area shows the organization's details, including Type, Phone, Website, Organization Owner, Industry, and Mailing Address. The 'Related' link is highlighted with a red box.

Details **Related**

Organization Name	Phone	Website	Organization Owner	Industry	Mailing Address
AAT Test Org 10	(555) 280-6565		System Administra...		1450 S. Havana St., Suite 504 Aurora, CO 80012-5079 USA

Organization Name	Phone
AAT Test Org 10	(555) 280-6565

Parent Relationship	Website

EIN/TIN
00-0000072

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name** Link.



The screenshot shows the 'Active Program Profiles' section. The header includes the CDFI Fund logo, a search bar, and a user profile for 'AAT Test Org 10 AR'. The navigation menu includes Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area shows a table of active program profiles. The 'BGP' row is highlighted with a red box.

Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

[View All](#)

5. On the BGP Program Profile page for your **Organization**, click on the **'Add CDFIs'** button.

The screenshot shows the 'Program Profile' page for 'P-087668'. The header includes a search bar and navigation links. The main content area has tabs for 'Detail' and 'Related'. Under 'Organization Data', there are fields for Organization (AAT Test Org 10), EIN/TIN (00-0000072), DUNS (001234567), and UEI. To the right, there are fields for Record Type (BGP) and Program Profile Name (P-087668). At the top right, there are buttons for 'Submit for Approval', 'Edit', and 'Add CDFIs' (highlighted with a red box).

6. On the Add CDFIs popup, select the CDFI Organization(s) that will be applicants to the CDFI BG Program by using the check boxes to the left.

The 'Add CDFIs' popup window shows a table of organizations with checkboxes for selection. The 'Specified Guarantee Application' dropdown is set to '--None--'. The table has columns for Name, TIN, Street, and City. Two organizations are selected: 'The Electric Cooperatives of South Carol...' and 'Harborstone Credit Union'. A 'Process Selected' button is at the bottom.

☐	Name	TIN	Street	City
☒	The Electric Cooperatives of South Carol...	57-0308664	1 Main St	Rockville
☒	Harborstone Credit Union	91-0659059	9611 Gravelly Lake Drive SW	Lakewood
☐	Mission Community Loan Fund LLC	47-3607289	2301 Mission Street Suite 301	San Francisco
☐	Colorado Cleanup Coalition	47-1711305	4701 E. Mississippi Ave. Apt 318	Glendale
☐	Community 1st Credit Union	42-0686459	235 Richmond Ave.	Ottumwa

7. Click the picklist field 'Specified Guarantee Application' to select the Guarantee Application you would like to associate to a specific CDFI. If the QI has multiple applications already in AMIS, it must ensure that it is linking the ECDFIs to the most current application. Tip: The picklist may display multiple GA numbers. To select the correct number, reference the Guarantee Application related list view found on the organization's BG Program Profile record.

Add CDFIs

EIN/TIN #

Specified Guarantee Application
 --None--
 --None--
 GA-000060
 GA-000061

☐	Name	TIN	City
☒	The Electric Cooperatives of South Carol...	57-0308664	Rockville
☒	Harborstone Credit Union	91-0659059	Lakewood
☐	Mission Community Loan Fund LLC	47-3607289	San Francisco
☐	Colorado Cleanup Coalition	47-1711305	Glendale
☐	Community 1st Credit Union	42-0686459	Ottumwa

Process Selected

8. Click the **'Process Selected'** button to add the CDFI(s) to your Program Profile.

Add CDFIs

EIN/TIN #

Specified Guarantee Application
 GA-000060

☐	Name	TIN	Street	City
☒	The Electric Cooperatives of South Carol...	57-0308664	1 Main St	Rockville
☒	Harborstone Credit Union	91-0659059	9611 Gravelly Lake Drive SW	Lakewood
☐	Mission Community Loan Fund LLC	47-3607289	2301 Mission Street Suite 301	San Francisco
☐	Colorado Cleanup Coalition	47-1711305	4701 E. Mississippi Ave. Apt 318	Glendale
☐	Community 1st Credit Union	42-0686459	235 Richmond Ave.	Ottumwa

Process Selected

Close

Applications (2)

9. Associated CDFIs will be displayed within the Organization's Program Profile. These are the ECDFIs that will be part of a Guarantee Application under the same QI.

The initial application page for the QI Portion of the Guarantee Application with associated CDFIs should be saved prior to an ECDFI beginning the ECDFI Portion of the Application in the section that follows, so that the ECDFI Guarantee Application will be linked to the QI Portion once it has started.

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail Related

Associated CDFIs (2)

Associated CDFI Id	Organization
ACDFI-000028	The Electric Cooperatives of South Carolina
ACDFI-000029	Harborstone Credit Union

View All

Important: Please note that if you associate incorrect ECDFIs to your Program Profile, before submitting your application, you will need to contact the Help Desk to correct that error.

5.3. How to edit Application Contacts on the QI Guarantee Application

1. On the newly created QI Guarantee Application, you can review and edit the Application Contacts.
2. Scroll down to the Application Contacts section of the Guarantee Application Detail page.
3. Click on the edit icon to the right of the Authorized Representative Name. This opens a lookup search window that allows you to search for the contact you want to use.

Application Contacts

* Authorized Representative Name

Test

Authorized Representative Email
test201801252357@example.com.disabled

Save

Search "Test" in Contacts

- TestUser Org18AR01
Test Applicant Org 18
- TestUser Org18POC01
Test Applicant Org 18
- John Henry Irons
Test Applicant Org 18
- + New Contact

4. Select the appropriate contact from the dropdown list.
5. Click save on the Guarantee Application edit form.

5.4. How to provide Application Documents

1. Documents required as part of the QI Portion of the Guarantee Application are listed in the CDFI BG Program - Guarantee Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2>. Begin providing application documents by clicking the 'View Application' button.

Guarantee Application GA-000060

New Contact New Service Request Edit

Printable View View Application

Detail Related

Guarantee Application Number
GA-000060

Organization Name
AAT Test Org 10

Control Number
21-BGA-00060

Application Status
Pending

Amount \$
\$10,000,000.00

Date Received

Record Type
QI Guarantee

Program Profile
[P-087668](#)

Notice
[BGP 2021](#)

QI Application
[QI Guarantee Application](#)

QI Applicant Name

Organization Information

2. On the Document portion of the **QI Guarantee Application**, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area, select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable'. The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI BG Program - Guarantee Application (Reference Copy), Section 1.0. Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary.

[Exit Application](#)

Guarantee Application

APPLICANT
AAT Test Org 4
CONTROL NUMBER

APPLICATION NUMBER
GA-000139
FISCAL YEAR
2024

STATUS
Pending

GUARANTEE APPLICATION REQUIREMENTS

Required Documents

- A-1-Checklist
- A-2a-No Material Change Certification
- A-2b-SF-424
- A-2c-Federal assurances and certifications
- A-2d-EIN/TIN letter
- A-3-Bond Issue Narrative
- A-4-Statement of Proposed Sources and Uses of Funds
- A-5-Bond Issue Qualified Issuer Cash Flow Model
- A-6-Credit Enhancement
- A-7-Draft Term Sheet

Document Requirements

Document Name	Upload	Files Provided	Date/Time Submitted	Document Comments
A-1-Checklist	DRAG & DROP Upload Document Here Accepted File Types: pdf	A-1-Checklist/BGP Test Attachment.pdf	11/24/23 12:58 PM	
A-2a-No Material Change Certification	DRAG & DROP Upload Document Here Accepted File Types: pdf	A-2a-No Material Change Certification/BGP Test Attachment.pdf	11/24/23 12:58 PM	
A-2b-SF-424	DRAG & DROP Upload Document Here Accepted File Types: pdf			
A-2c-Federal assurances and certifications	DRAG & DROP Upload Document Here Accepted File Types: pdf			

Note: Applicants will no longer be able delete their own documents before the application is submitted. If you have a document you wish to replace, please submit a Service Request ticket asking for the current document to be deleted. Once you have confirmation that the old document is gone, follow the steps above to add the correct version of the document

5.5. How to submit your QI Guarantee Application

- Once you drag and drop the document, it is automatically saved. After all required documents are uploaded, scroll to the bottom of the page to read the **Attestation** and if prepared to submit, **check the box**.

2. Click the **Submit** button.

3. Once you **Submit** your application, the status of the application will be submitted, and you will not be able to provide additional documents. The Control Number will now be visible on your QI Guarantee Application.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

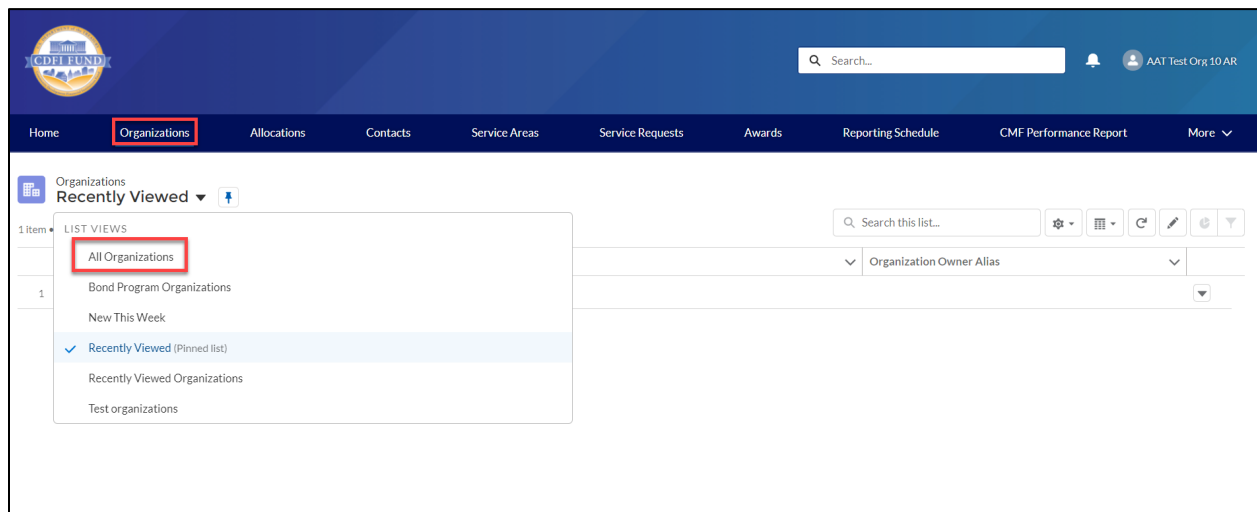
Note: After reviewing your application the Authorized Representative may be advised by the BG Program that some documents need to be re-uploaded which will unlock the Application. You will then receive an email notification asking you to re-upload the requested document(s). Follow steps 5.4 and 5.5 to upload and submit the revised document(s). Only those items that the BG Program has requested to be revised will be unlocked. The other submitted documents that do not need revisions will remain locked.

6. Guarantee Application, ECDFI Portion

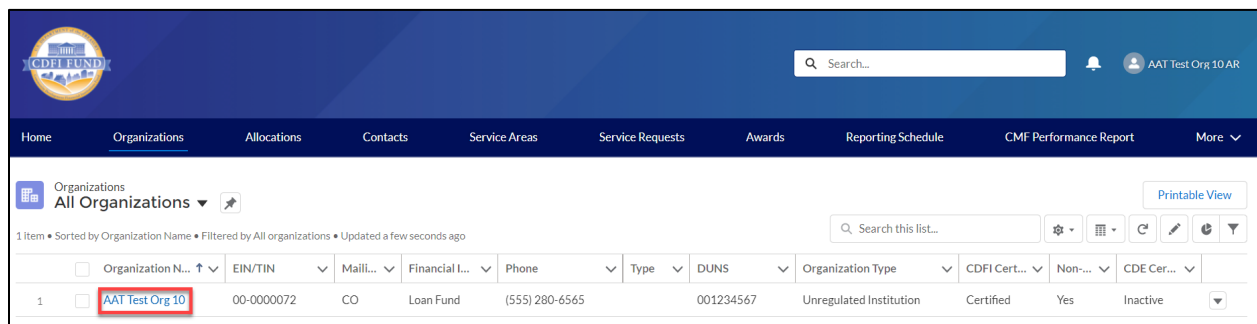
Only Eligible Community Development Financial Institutions (ECDFI) create and submit a ECDFI Portion of the Guarantee Application.

6.1. How to create a new ECDFI Guarantee Application

1. Log into the application and navigate to the **Organizations** tab. On the **Organizations** tab, select **All Organizations** from the **Organizations dropdown menu**.



2. Select your **Organization Name**.



3. Once on your **Organization** page, click on the **Related** link.

The screenshot shows the CDFI Fund website with the user logged in as 'AAT Test Org 10 AR'. The navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area displays the Organization page for 'AAT Test Org 10'. The 'Related' link is highlighted in the top navigation bar.

Organization: AAT Test Org 10

Type: Phone: (555) 280-6565 Website: Organization Owner: System Administra... Industry: Mailing Address: 1450 S. Havana St., Suite 504 Aurora, CO 80012-5079 USA

Details Related

Organization Name: AAT Test Org 10 Phone: (555) 280-6565

Parent Relationship: Website:

EIN/TIN: 00-0000072

4. Scroll down to the **Active Program Profiles** section and click on the **BGP Program Profiles Name Link**.

The screenshot shows the 'Active Program Profiles (6+)' section. The table lists various program profiles, with the BGP profile highlighted.

Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

View All

5. On the BGP Profile page for your **Organization**, click on the **Related** link.

The screenshot shows the CDFI Fund website with the user logged in as 'AAT Test Org 10 AR'. The navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area displays the Program Profile page for 'P-087668'. The 'Related' link is highlighted in the top navigation bar.

Program Profile: P-087668

Submit for Approval Edit Add CDFIs

Detail Related

Organization Data

Organization: AAT Test Org 10 Record Type: BGP

EIN/TIN: 00-0000072 Program Profile Name: P-087668

DUNS: 001234567

UEI:

Federal Regulator:

6. Scroll down the **Guarantee Applications** section and click on the **'New'** button.

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail Related

Associated CDFIs (0)

QI Applications (1) [New](#)

QI Application	Record Type	Application Status
QIA-000038	Application	Submitted

[View All](#)

Guarantee Applications (0) [New](#)

7. On the New Guarantee Application screen, select the ECDFI Guarantee (NOT the QI Guarantee) record type and click **'Next'**.

New Guarantee Application

Select a record type:

☐ QI Guarantee
For Applicants who are approved as a Qualified Issuer

☒ ECDFI Guarantee
For CDFI Applicants who are not a Qualified Issuer

[Cancel](#) [Next](#)

8. On the New Guarantee Application edit screen, complete the required fields and click **'Save'**.
Tip: Do not edit the Program Profile field.

New Guarantee Application: ECDFI Guarantee

Information

Guarantee Application Number

Record Type
ECDFI Guarantee

Application Status
Pending

* Program Profile
P-087668

* Amount \$

Date Received

Notice
QI Guarantee Application

Control Number

Associated CDFI

Organization Information

Applicants Total Assets

Minority Depository Institution
--None--

Community Bank
--None--

Application Contacts

* Authorized Representative Name
Search Contacts...

Cancel Save & New Save

6.2. How to edit Application Contacts on the ECDFI Guarantee Application

1. On the newly created **ECDFI Guarantee Application**, once saved, the applicant can review and edit the **Application Contacts**.
2. Scroll down to the Application Contacts section of the Guarantee Application Detail page.
3. Click on the edit icon to the right of the Authorized Representative Name. This opens a lookup search window that allows you to search for the contact you want to use.

Application Contacts

* Authorized Representative Name

Test

Authorized Representative Email
test201801260003@example.com.disabled

Save

Test

"Test" in Contacts

TestUser Org21AR01
Test Applicant Org 21

TestUser Org21POC01
Test Applicant Org 21

+ New Contact

4. Select the appropriate contact from the dropdown list.
5. Click save on the Guarantee Application edit form.

6.3. How to provide Application Documents

1. Begin providing application documents by clicking on the **'View Application'** button.

Note that the QI that is managing the Bond Guarantee Application should show up as linked in the right portion of the screen.

Important: Note that if this field shows a QI name different from the one intended, before submitting the application, you will need to contact the Help Desk to have the correct QI name placed in the field.

The screenshot shows the CDFI Fund website interface. At the top is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below this is a search bar and a user profile for 'AAT Test Org 10 AR'. The main content area displays the 'Guarantee Application GA-000061'. On the right side of this application card, there are buttons for 'New Contact', 'New Service Request', 'Edit', and 'View Application'. The 'View Application' button is highlighted with a red rectangular box. Below the buttons, there are tabs for 'Detail' and 'Related'. The 'Detail' tab is active, showing various fields for the application, including Guarantee Application Number, Organization Name, Application Status, Amount, Date Received, Control Number, Record Type, Program Profile, Notice, QI Guarantee Application, QI Applicant Name, and Associated CDFI. The 'View Application' button is located in the top right corner of the application card.

2. Documents required as part of the ECDFI Portion of the Guarantee Application are listed in the CDFI Bond Guarantee Program - Guarantee Application (Reference Copy) published each year on the CDFI Fund's website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2>.

On the Document portion of the **ECDFI Guarantee Application**, the left pane displays the required documents for the application. On the right side of the page is the drag and drop area; select the document from your computer and drag it to the appropriate upload area to fulfill that requirement. For all fields listed as requiring a document, a document must be uploaded. For any document the applicant believes does not apply to its application, a simple document should be uploaded that states clearly 'Not Applicable.' The type of document required for that field (i.e. '.doc .pdf .xls, etc.) is listed in the CDFI Bond Guarantee Program - Guarantee

Application (Reference Copy), Section 2.0. Only that type of document may be uploaded to that field.

Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary

The screenshot displays the 'Guarantee Application' page in the AMIS system. The top navigation bar includes links for Home, Organizations, Contacts, Notices, Funding Applications, Reports, Certification Applications, Questionnaire, Questions, Chatter, Reviewer Profiles, Scorecards, and Annual Review Templates. The main content area is titled 'Guarantee Application' and shows application details: APPLICANT (Test Applicant Org 01), CONTROL NUMBER (21-BGA-00058), APPLICATION NUMBER (GA-000058), FISCAL YEAR (2021), and STATUS (Additional Information Needed). A sidebar on the left lists 'Required Documents' with a search bar and a list of document types including B-ID-1-Checklist, B-ID-10A-Current grant funding, B-ID-10B-Projected grant funding, B-ID-10C-Credit Enhancements, B-ID-10D-Historical investor renewal rule, B-ID-10E-Covenant compliance, B-ID-10F-Off balance sheet contingencies, B-ID-10G-Earned revenues, B-ID-10H-Debt capital statistics, B-ID-10I-Restricted Funds, B-ID-11-Other, and B-ID-2A-9F-424. The main table lists document requirements with columns for Document Name, Upload, Files Provided, Date/Time Submitted, and Document Comments. The 'Upload' column is highlighted with a red box, showing a 'DRAG & DROP' interface with instructions to 'Upload Document Here' and 'Accepted File Types: pdf'. The first row shows a document named 'B-ID-1-Checklist' with a file named 'B-ID-1-Checklist TEST PDF.pdf' uploaded on 08/17/21 at 03:19 PM.

Note: Applicants will no longer be able delete their own documents before the application is submitted. If you have a document you wish to replace, please submit a Service Request ticket asking for the current document to be deleted. Once you have confirmation that the old document is gone, follow the steps above to add the correct version of the document

6.4. How to submit your ECDFI Guarantee Application

1. Once you drag and drop the document, it is automatically saved. After all required documents are provided, scroll to the bottom of the page to read the **Attestation** and if prepared to submit, **check box**.

Guarantee Application

APPLICANT: AAT Test Org 10
CONTROL NUMBER: [link]

APPLICATION NUMBER: GA-000061
FISCAL YEAR: 2021

STATUS: Pending
QI APPLICANT NAME: [link]

GUARANTEE APPLICATION REQUIREMENTS

Search Requirements...

Required Documents

Attestation

By selecting the checked box: 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).

☐ Please check the box to agree and submit the application.

Name: AAT Test Org 10 AR
Date: 14 August 2021

2. Click the **Submit** button.

Guarantee Application

APPLICANT: AAT Test Org 10
CONTROL NUMBER: [link]

APPLICATION NUMBER: GA-000061
FISCAL YEAR: 2021

STATUS: Pending
QI APPLICANT NAME: [link]

GUARANTEE APPLICATION REQUIREMENTS

Search Requirements...

Required Documents

Attestation

By selecting the checked box: 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).

☐ Please check the box to agree and submit the application.

Agreement

By agreeing, you are indicating that you are ready to submit your application. Please confirm to continue.

CONTINUE APPLICATION SUBMIT

3. Once you **Submit** your application, the status of the application will be submitted, and you will not be able to provide additional documents. The Control Number will now be visible on your ECDFI Guarantee Application.

The Authorized Representative and/or Application Point of Contact will receive email correspondence from the system regarding the application status.

Note: After reviewing your application the Authorized Representative may be advised that some documents need to be re-uploaded which will unlock the Application. You will then receive an email

notification asking you to re-upload the requested document(s). Follow step 6.3 and 6.4 to upload and submit the revised document(s). Only those items that the BG Program has requested to be revised will be unlocked. The other submitted documents that do not need revisions will remain locked.