

COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

[www.cdfifund.gov](http://www.cdfifund.gov)



# **AMIS Training Manual**

**AE103: CDFI/NACA Application Submission  
(for CDFI/NACA Program Applicants)**

*March 2016*

## Table of Contents

1	Introduction.....	11
2	The Organization Profile.....	11
2.1	Update Your Organization Profile.....	13
2.2	Complete the Org Related Attachments.....	15
3	The Organization Profile Financial Data.....	18
3.1	Complete a Credit Union Financial Data Record.....	19
3.2	Complete a Bank/Bank Holding Company Financial Data Record.....	26
3.3	Complete an Unregulated CDFI Financial Data Record.....	34
4	Update the CDFI/NACA Program Profile.....	44
4.1	NACA Eligibility (if applicable).....	48
4.2	Create/Update Matching Funds (if applicable).....	51
4.2.1	Complete Matching Funds Grant/In-Kind Below 100k.....	55
4.2.2	Complete Matching Funds Information for Loans.....	61
4.2.3	Complete Matching Funds Information for Other Fund Types.....	69
4.2.4	Complete Matching Funds Information for Retained Earnings.....	76
5	Create/Update CDFI/NACA Program Funding Applications.....	85
5.1	CDFI-FA & NACA-FA Application.....	89
5.1.1	Attach Standard Form 424 (SF-424) to a FA Application.....	94
5.1.2	Application Financial Data Related List Section.....	98
5.1.3	Complete Current Application Financial Data Record.....	100
5.1.4	Projected Application Financial Data Records.....	107
5.1.5	Verify Required Application Financial Record Added Successfully.....	110
5.1.6	Complete the Matching Funds Used Related List.....	113
5.1.7	Customer Snapshot Table Related List.....	117
5.1.8	Key Personnel Related List.....	123
5.1.9	Policies Related List.....	128
5.1.10	Product Design.....	132
5.1.11	Related Attachments Related List.....	137
5.1.12	Narratives Related List.....	141
5.1.13	Validate & Submit Application.....	144
5.2	HFFI-FA Program Application.....	149
5.2.1	Narratives Related List.....	154
5.2.2	Submit Application.....	157
5.3	CDFI-TA & NACA-TA Application.....	162
5.3.1	Attach Standard Form (SF-424) to a TA Application.....	167
5.3.2	Technical Assistant Request Related List.....	171

5.3.3	Customer Snap Shot Table Related List .....	174
5.3.4	Key Personnel Related List .....	181
5.3.5	Product Design Related List.....	185
5.3.6	Related Attachments Related List.....	189
5.3.7	Narratives Related List.....	194
5.3.8	Submit Application .....	198

## Table of Figures

Figure 1.	Organization Tab .....	12
Figure 2.	Organization Name Link .....	12
Figure 3.	Organization Home/Detail Page.....	12
Figure 4.	Organization Edit Page .....	14
Figure 5.	Organization Detail Page - Saved Record Confirmation.....	15
Figure 6.	Organization Detail Page .....	16
Figure 7.	Org Related Attachments Related List.....	16
Figure 8.	Attach File Page .....	17
Figure 9.	Attach File Page.....	17
Figure 10.	Organization Detail Page .....	18
Figure 11.	Org Related Attachments Related List .....	18
Figure 12.	Organization Detail Page .....	19
Figure 13.	Financial Data Related List.....	19
Figure 14.	New Financial Data Edit Page - Credit Unions.....	20
Figure 15.	New Financial Data Edit Page - Credit Unions.....	22
Figure 16.	New Financial Data Edit Page - Credit Unions.....	22
Figure 17.	Financial Data Detail Page - Save Confirmation .....	23
Figure 18.	Impacts Financial Data Related List .....	23
Figure 19.	New Impact Edit Page .....	23
Figure 20.	Impact Detail Page .....	24
Figure 21.	Financial Data Detail Page .....	24
Figure 22.	Activities Level Related List.....	24
Figure 23.	New Activities Level Edit Page.....	25
Figure 24.	Activities Level Detail Page .....	25
Figure 25.	Financial Data Detail Page .....	26
Figure 26.	Organization Detail Page .....	26
Figure 27.	Organization Detail Page .....	27
Figure 28.	Financial Data Related List.....	27
Figure 29.	New Financial Data Edit Page – Bank/Holding Company.....	28
Figure 30.	Financial Data Edit Page – Bank/Holding Company.....	28
Figure 31.	Financial Data Edit Page – Bank/Holding Company.....	29
Figure 32.	New Financial Data Edit Page – Bank/Holding Company.....	30
Figure 33.	Financial Data Detail Page - Save Confirmation .....	31
Figure 34.	Impacts Financial Data Related List .....	31
Figure 35.	New Impact Edit Page .....	31
Figure 36.	Impact Detail Page .....	32

Figure 37. Financial Data Detail Page .....	32
Figure 38. Activities Level Related List.....	33
Figure 39. New Activities Level Edit Page.....	33
Figure 40. Activities Level Detail Page .....	33
Figure 41. Financial Data Detail Page .....	34
Figure 42. Organization Detail Page .....	34
Figure 43. Organization Detail Page .....	35
Figure 44. Financial Data Related List.....	35
Figure 45. New Financial Data Edit Page – Unregulated CDFI.....	36
Figure 46. Financial Data Edit Page – Unregulated CDFI.....	36
Figure 47. Financial Data Edit Page – Unregulated CDFI.....	37
Figure 48. New Financial Data Edit Page – Unregulated CDFI.....	37
Figure 49. Financial Data Detail Page - Save Confirmation.....	38
Figure 50. Impacts Financial Data Related List .....	38
Figure 51. New Impact Edit Page .....	39
Figure 52. Impact Detail Page .....	39
Figure 53. Financial Data Detail Page .....	40
Figure 54. Activities Level Related List.....	40
Figure 55. New Activities Level Edit Page.....	40
Figure 56. Activities Level Detail Page .....	41
Figure 57. Financial Data Detail Page .....	41
Figure 58. Funders Related List.....	42
Figure 59. Funders Edit Page .....	42
Figure 60. Funders Detail Page - Save Confirmation.....	43
Figure 61. Organizations Home.....	44
Figure 62. Organization Detail Page – Program Profiles.....	45
Figure 63. Program Profiles Related List- CDFI-NACA.....	45
Figure 64. CDFI/NACA Program Profile Detail Page .....	46
Figure 65. Program Profile Detail Page - Eligibility Category Example.....	46
Figure 66. CDFI/NACA Program Profile Edit Page .....	47
Figure 67. Program Profile Detail Page .....	48
Figure 68. Program Profile Detail Page .....	48
Figure 69. Program Profile Detail Page - NACA Eligibility Related List .....	48
Figure 70. Select NACA Eligibility Record Type Page.....	49
Figure 71. NACA Eligibility Edit Page.....	50
Figure 72. NACA Eligibility Detail Page.....	50
Figure 73. Program Profile Detail Page .....	51
Figure 74. Organization Detail Page .....	52
Figure 75. Program Profiles Related List.....	52
Figure 76. Program Profile Detail Page .....	53
Figure 77. Matching Funds Related List – Started.....	53
Figure 78. Matching Funds Related List – Records Added.....	53
Figure 79. Select Matching Funds Record Type Page – Grant/In-Kind Below 100K.....	55
Figure 80. Matching Funds Edit Page.....	55
Figure 81. Matching Funds Detail Page - Grant/In-Kind Below 100K .....	56
Figure 82. Select Receipt Summary Record Type Page.....	57
Figure 83. Receipt Summary Edit Page – Year of Receipt.....	57
Figure 84. Receipt Summary Detail Page.....	58

Figure 85. New Receipt Detail Edit Page.....	58
Figure 86. Receipt Summary Detail Page.....	59
Figure 87. Matching Funds Detail Page.....	59
Figure 88. Matching Fund Detail Page.....	60
Figure 89. Program Profile Detail Page – Matching Funds Related List.....	60
Figure 90. Select Matching Funds Record Type Page – Loan Type.....	61
Figure 91. Matching Funds Edit Page – Loan Type.....	62
Figure 92. Matching Funds Detail Page – Loan Type.....	62
Figure 93. Attach File to Matching Funds Page – Loan Type.....	63
Figure 94. Receipt Summaries Related List.....	63
Figure 95. Select Receipt Summary Record Type Page.....	64
Figure 96. Receipt Summary Edit Page – Loan Type.....	65
Figure 97. Receipt Summary Edit Page – Error Message.....	65
Figure 98. Receipt Summary Detail Page – Loan Type.....	66
Figure 99. Attach File to Receipt Summary Page – Loan Type.....	66
Figure 100. Receipt Summary Detail Page – Loan Type.....	66
Figure 101. Matching Funds Detail Page – Loan Type.....	67
Figure 102. Program Profile Detail Page – Matching Funds Related List.....	68
Figure 103. Matching Funds Related List.....	69
Figure 104. Select Matching Funds Record Type Page – Other Fund Type.....	69
Figure 105. Matching Funds Edit Page – Other Fund Type.....	70
Figure 106. Matching Funds Detail Page – Other Fund Type.....	70
Figure 107. Receipt Summaries Related List.....	71
Figure 108. Select Receipt Summary Record Type Page.....	71
Figure 109. Receipt Summary Edit Page – Other Fund Type.....	72
Figure 110. Receipt Summary Detail Page – Other Fund Type.....	72
Figure 111. Attach File to Receipt Summary Page – Other Fund Type.....	73
Figure 112. Receipt Summary Detail Page – Other Fund Type.....	73
Figure 113. Matching Funds Detail Page – Other Fund Type.....	74
Figure 114. Program Profile Detail Page – Matching Funds Related List.....	75
Figure 115. Matching Funds Related List.....	76
Figure 116. Select Matching Funds Record Type Page – Retained Earnings.....	76
Figure 117. Matching Funds Edit Page – Retained Earnings.....	77
Figure 118. Matching Funds Detail Page – Retained Earnings.....	77
Figure 119. Retained Earnings Template – Excel Workbook.....	78
Figure 120. Matching Funds Detail Page – Receipt Summary Related List.....	78
Figure 121. Attach File to Matching Funds Page – Retained Earnings.....	79
Figure 122. Receipt Summaries Related List.....	79
Figure 123. Select Receipt Summary Record Type Page.....	80
Figure 124. Receipt Summary Edit Page – Retained Earnings.....	81
Figure 125. Receipt Summary Detail Page – Retained Earnings.....	81
Figure 126. Attach File to Receipt Summary Page – Retained Earnings.....	82
Figure 127. Receipt Summary Detail Page – Retained Earnings.....	82
Figure 128. Matching Funds Detail Page – Retained Earnings.....	83
Figure 129. Program Profile Detail Page.....	83
Figure 130. Program Profile Detail Page – Matching Funds Related List.....	84
Figure 131. Organizations Home.....	85
Figure 132. Organization Detail Page – Program Profiles.....	85

Figure 133. Program Profiles Related List .....	86
Figure 134. Program Profile Detail Page - Funding Applications .....	86
Figure 135. Program Profile Detail Page Related Lists.....	86
Figure 136. Funding Application Related List - New Funding Application .....	87
Figure 137. New Application Select Record Type Page .....	87
Figure 138. FA Funding Application Selection .....	89
Figure 139. FA Funding Application Edit Page .....	90
Figure 140. FA Funding Application Edit Page - Requested Financial Assistance Amount.....	91
Figure 141. FA Funding Application Edit Page - Requested Financial Assistance Amount.....	91
Figure 142. FA Funding Application Edit Page - Environmental Review.....	92
Figure 143. FA Funding Application Edit Page - 501 (c)(4).....	93
Figure 144. Funding Application Edit Page.....	93
Figure 145. FA Funding Application Detail Page - Related List.....	94
Figure 146. FA Funding Application Detail Page - Related List.....	95
Figure 147. Funding Application Edit Page - SF424 Lookup Page .....	95
Figure 148. Attached SF424.....	96
Figure 149. Funding Application Updated Confirmation - Attach SF 424 .....	96
Figure 150. FA Funding Application Detail Page - Related List.....	97
Figure 151. Funding Application Detail Page - Related List.....	97
Figure 152. FA Funding Application Detail Page - Application Financial Data.....	99
Figure 153. Application Financial Data Related List .....	99
Figure 154. Application Financial Data Related List .....	100
Figure 155. Application Financial Data Edit Page.....	101
Figure 156. Application Financial Data Edit Page.....	101
Figure 157. Application Financial Data Detail Page.....	102
Figure 158. Application Financial Data Related List .....	102
Figure 159. Application Activities Level Edit Page.....	103
Figure 160. Application Activities Level Detail Page.....	103
Figure 161. Application Financial Data Detail Page.....	104
Figure 162. Application Financial Data Related List .....	104
Figure 163. New Impact Edit Page.....	105
Figure 164. Impact Detail Page .....	106
Figure 165. Application Financial Data Detail Page.....	106
Figure 166. Funding Application Detail Page.....	107
Figure 167. Application Financial Data Related List .....	107
Figure 168. Application Financial Data Edit Page.....	108
Figure 169. Application Financial Data Detail Page.....	108
Figure 170. Application Financial Data Detail Page – Projected.....	109
Figure 171. Funding Application Detail Page.....	109
Figure 172. Application Financial Data Related List .....	109
Figure 173. Application Financial Data Related List. ....	110
Figure 174. Funding Application Detail Page.....	110
Figure 175. Application Financial Data Related List Section.....	111
Figure 176. Got To List View - Application Financial Data List.....	111
Figure 177. Funding Application Detail Page.....	112
Figure 178. Funding Application Detail Page.....	113
Figure 179. Matching Funds Related List.....	113
Figure 180. Matching Funds Used Lookup Page .....	114

Figure 181. Matching Funds Edit Page - Receipt Summary Lookup Screen .....	114
Figure 182. Matching Funds Used Edit Page .....	114
Figure 183. Matching Funds Edit Page.....	115
Figure 184. Matching Funds Summary - Total Matching Funds .....	115
Figure 185. FA Application Detail Page .....	116
Figure 186. Funding Application - Matching Funds Related List.....	116
Figure 187. Funding Application Detail Page.....	117
Figure 188. Application Detail Page - Customer Snapshot Related List.....	117
Figure 189. Customer Snapshot Edit Page .....	118
Figure 190. Customer Snapshot Edit Page .....	119
Figure 191. Customer Snapshot Edit Page .....	120
Figure 192. Figure 191. FA Application - Customer Snapshot Page – Saved Record.....	121
Figure 193. Figure 191. FA Application - Customer Snapshot Page - Saved Record Cont. ....	122
Figure 194. FA Application - Customer Snapshot Page.....	122
Figure 195. Funding Application Detail Page – New Customer Snapshot Related List .....	123
Figure 196. Funding Application Detail Page.....	123
Figure 197. Funding Application Detail Page.....	124
Figure 198. Funding Application Detail Page - Key Personnel Related List.....	124
Figure 199. Key Personnel Edit Page – Key Staff.....	125
Figure 200. Key Personnel Edit Page - Committees .....	125
Figure 201. Key Personnel Edit Page – Board Members.....	126
Figure 202. Key Personnel Detail Page .....	126
Figure 203. Funding Application Detail Page - Key Personnel Related List.....	127
Figure 204. Funding Application Detail Page.....	127
Figure 205. Funding Application Detail Page.....	128
Figure 206. Funding Detail Page - Policies Related List.....	128
Figure 207. Policy Edit Page.....	129
Figure 208. Policy Edit Page.....	130
Figure 209. Policy Detail Page.....	130
Figure 210. Funding Application Detail Page.....	131
Figure 211. Funding Application Detail Page - Policies Related List.....	131
Figure 212. Funding Application Detail Page.....	132
Figure 213. Product Design Related List .....	132
Figure 214. Product Design Edit Page.....	133
Figure 215. Product Design Edit Page.....	133
Figure 216. Product Design Edit Page.....	134
Figure 217. Product Design Detail Page.....	135
Figure 218. Funding Application Detail Page.....	135
Figure 219. Funding Application Detail Page - New Product Design.....	136
Figure 220. Funding Application Detail Page.....	137
Figure 221. New Related Attachments Related List .....	137
Figure 222. Attach File Page .....	138
Figure 223. Attach File Page - Type of Documents.....	139
Figure 224. Attach File Page .....	139
Figure 225. Funding Application Detail Page.....	140
Figure 226. Funding Application Detail Page - Related Attachments.....	140
Figure 227. Funding Application Detail Page.....	141
Figure 228. Narratives Related List.....	141

Figure 229. Narrative Edit Page.....	142
Figure 230. Narrative Edit Page.....	142
Figure 231. Narrative Edit Page.....	143
Figure 232. Narrative Edit Page.....	143
Figure 233. FA Application – Narrative Detail Page.....	144
Figure 234. Funding Application Detail Page.....	144
Figure 235. Funding Application – Validate.....	145
Figure 236. Funding Application Detail Page- Verification Validation.....	145
Figure 237. Validate CDFI-FA - Validation Error Message - missing data.....	146
Figure 238. Example of correcting missing data for Application Validation .....	146
Figure 239. Funding Application – Validate.....	147
Figure 240. Example of Successful Validation of CDFI-FA Application .....	147
Figure 241. Funding Application Detail Page - Submit CDFI-FA Application.....	148
Figure 242. Funding Application Detail Page - Submit Application Confirmation .....	148
Figure 243. Submitted CDFI-FA-Funding Application – Application Status Under Review .....	148
Figure 244. Funding Application Detail Page.....	149
Figure 245. Funding Application Detail Page –HFFI-FA.....	150
Figure 246. Program Profile Detail Page .....	150
Figure 247. Funding Applications Related List.....	151
Figure 248. HFFI-FA Funding Application Detail Page.....	151
Figure 249. HFFI-FA Funding Application Edit Page .....	152
Figure 250. CDFI-HFFI-FA Funding Application Edit Page.....	152
Figure 251. Funding Application Edit Page.....	153
Figure 252. HFFI-FA Funding Application Detail Page.....	154
Figure 253. HFFI-FA Funding Application - Narratives Related List.....	154
Figure 254. HFFI-FA Narratives Edit Page.....	155
Figure 255. HFFI-FA Narratives Edit Page.....	155
Figure 256. CDFI HFFI-FA Narratives Edit Page.....	156
Figure 257. CDFI-HFFI-FA Narratives Edit Page.....	156
Figure 258. CDFI HFFI-FA Narrative (CDFI) Detail Page.....	157
Figure 259. HFFI-FA Funding Application Detail Page.....	157
Figure 260. Validate CDFI-FA - Validation Error Message - missing data.....	158
Figure 261. Example of correcting missing data for Application Validation .....	159
Figure 262. Funding Application – Validate.....	159
Figure 263. Example of Successful Validation of CDFI-FA Application .....	160
Figure 264. Funding Application Detail Page - Submit HFFI Application .....	161
Figure 265. Funding Application Detail Page - Submit Application Confirmation .....	161
Figure 266. Submitted CDFI-FA-Funding Application – Application Status Under Review .....	162
Figure 267. Program Profile Detail Page .....	162
Figure 268. Funding Applications Related List.....	162
Figure 269. TA Funding Application Selection .....	163
Figure 270. TA Funding Application Edit Page .....	164
Figure 271. TA Funding Application Edit Page .....	165
Figure 272. TA Funding Application - 501(c)(4) Questionnaire section.....	165
Figure 273. Funding Application Edit Page.....	166
Figure 274. TA Funding Application Detail Page .....	167
Figure 275. TA Funding Application Detail Page – Insert SF424 .....	168
Figure 276. Funding Application Edit Page - SF424 Lookup Page .....	168

Figure 277. Attached SF424.....	169
Figure 278. Funding Application Updated Confirmation - Attach SF 424.....	169
Figure 279. CDFI-TA Funding Application Detail Page - Related List.....	170
Figure 280. TA Funding Application Related Lists.....	170
Figure 281. TA Funding Application Detail Page - Technical Assistance Requests.....	171
Figure 282. Technical Assistance Request Related List.....	171
Figure 283. Select Technical Assistance Request Record Type.....	172
Figure 284. Technical Assistance Request Edit Page.....	172
Figure 285. Technical Assistance Request Edit Related List.....	173
Figure 286. Technical Assistance Request Detail Page.....	173
Figure 287. CDFI-TA Application Detail Page.....	174
Figure 288. Funding Application Detail Page.....	174
Figure 289. Application Detail Page - Customer Snapshot Related List.....	175
Figure 290. Customer Snapshot Edit Page.....	175
Figure 291. Customer Snapshot Edit Page.....	177
Figure 292. Customer Snapshot Edit Page.....	178
Figure 293. TA Application - Customer Snapshot Page – Saved Record.....	179
Figure 294. TA Application - Customer Snapshot Page - Saved Record Cont.....	180
Figure 295. TA Application - Customer Snapshot Page.....	180
Figure 296. Funding Application Detail Page.....	181
Figure 297. Funding Application Detail Page - Key Personnel Related List.....	181
Figure 298. Key Personnel Edit Page – Key Staff.....	182
Figure 299. Key Personnel Edit Page - Committees.....	182
Figure 300. Key Personnel Edit Page – Board Members.....	183
Figure 301. Key Personnel Detail Page.....	183
Figure 302. Funding Application Detail Page.....	184
Figure 303. Funding Application Detail Page - Key Personnel Related List.....	184
Figure 304. Funding Application Detail Page.....	185
Figure 305. Product Design Related List.....	185
Figure 306. Product Design Edit Page.....	186
Figure 307. Product Design Edit Page.....	186
Figure 308. Product Design Edit Page.....	187
Figure 309. Product Design Detail Page.....	187
Figure 310. Funding Application Detail Page.....	188
Figure 311. Funding Application Detail Page - New Product Design.....	188
Figure 312. Funding Application Detail Page.....	189
Figure 313. New Related Attachments Related List.....	189
Figure 314. Attach File Page.....	190
Figure 315. Attach File Page - Type of Documents.....	191
Figure 316. Attach File Page.....	191
Figure 317. Attach File Page.....	192
Figure 318. Funding Application Detail Page.....	192
Figure 319. Funding Application Detail Page - Related Attachments.....	193
Figure 320. Funding Application Detail Page.....	194
Figure 321. Technical Assistance Narrative Related List.....	194
Figure 322. Narrative (CDFI) Edit Page.....	195
Figure 323. Narrative (CDFI) Edit Page.....	195
Figure 324. Narrative (CDFI) Edit Page.....	196

Figure 325. Narrative (CDFI) Edit Page..... 196  
Figure 326. Narrative (CDFI) Edit Page..... 197  
Figure 327. Narrative (CDFI) Edit Page..... 197  
Figure 328. TA Application – Narrative Detail Page ..... 198  
Figure 329. Funding Application – Validate..... 198  
Figure 330. Validate CDFI-TA - Validation Successfully Completed ..... 199  
Figure 331. Validate CDFI-TA - Validation Error Message - missing data..... 199  
Figure 332. Example of correcting missing data for Application Validation ..... 200  
Figure 333. Funding Application – Validate..... 200  
Figure 334. Example of Successful Validation of CDFI-TA Application ..... 201  
Figure 335. Funding Application Detail Page - Submit TA Application ..... 201  
Figure 336. Funding Application Detail Page - Submit Application Confirmation ..... 202  
Figure 337. Submitted CDFI-TA-Funding Application – Application Status Under Review..... 202

# 1 Introduction



*AE101: Getting Started – Navigating AMIS (for External Users)* is a pre-requisite for the training manual you are currently viewing, *AE103: CDFI/NACA Program Application Submission (for CDFI/NACA Program Applicants)*.

An entity seeking to apply for Financial Assistance and Technical Assistance Awards through the Community Development Financial Institutions Program (CDFI Program) or the Native American CDFI Assistance Program (NACA Program) will have the ability to submit a CDFI Program and/or NACA Program funding Application via the CDFI Fund’s Award Management Information System (AMIS). To submit an application through AMIS, an online platform, organizations must have an AMIS account. Please refer to the *AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* training manual on how to set up an account.

The objective of this training manual is to provide CDFI/NACA Program Applicants with instructions on how to create, complete, and submit an application in AMIS. Applicants will also learn how to enter information in the Organization Profile or Program Profile and reference it in the application, rather than providing it multiple times.

## 2 The Organization Profile

AMIS automatically creates your Organization Profile once your organization is registered. The Organization Profile created automatically by AMIS contains partial information; an authorized user from the organization must complete all the necessary information. An authorized user is anyone in the organization with the **User** profile or **Admin User** profile. A user’s profile is displayed on their Contact Detail page.

The first person to register the organization becomes the administrator for the organization’s AMIS account and is responsible for assigning permissions to other users to create or update records in their organization. To learn more about authorized users, please refer to the Permissions and Security section described in our [Getting Started – Navigating AMIS](#) training manual.

In this section, you will learn how to:

- Update your Organization Profile
- Complete the organization related attachments

This course only covers updating organization information required in order to complete the application. Please refer to [Getting Started – Navigating AMIS](#) to learn, in detail, how to update your Organization and Program Profiles.

Make sure you are on the Organizations Home page by clicking the **Organizations** tab. Click on the **Organization Name** link to open the Organization Detail page.

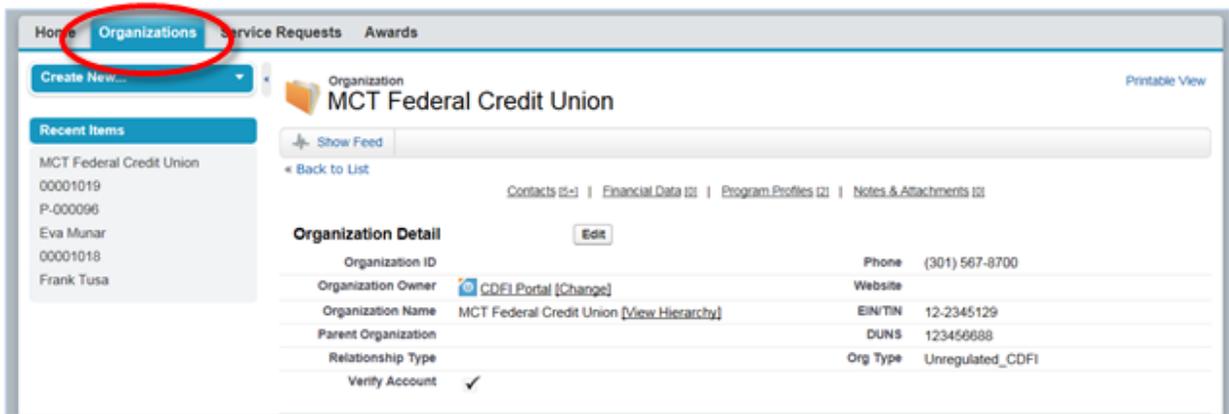


Figure 1. Organization Tab

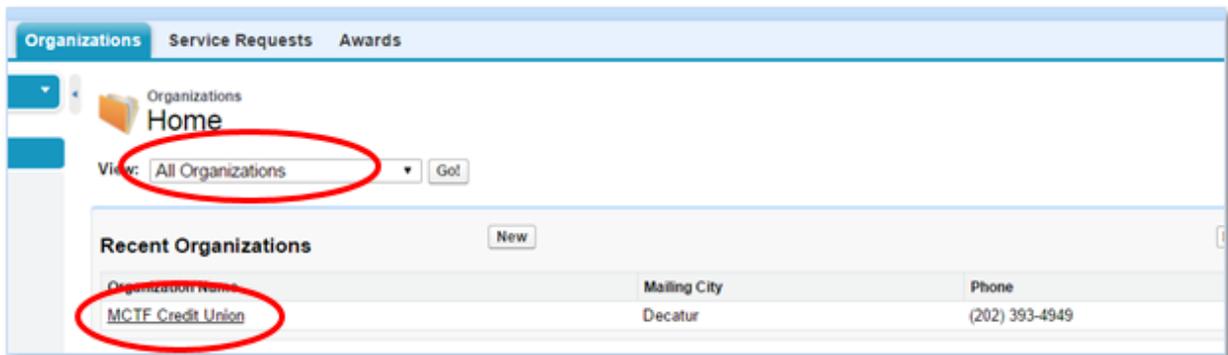


Figure 2. Organization Name Link

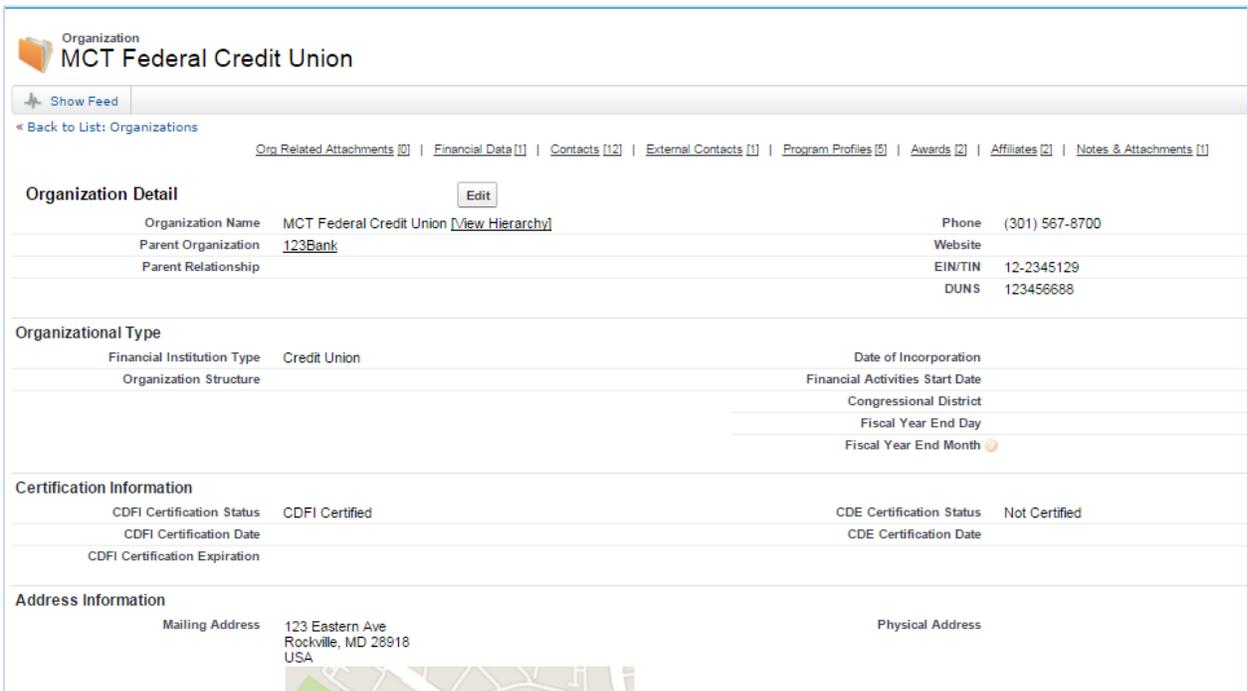


Figure 3. Organization Home/Detail Page

While it is important to keep all information current, ensure the following are accurate:

#### Organization Detail

- EIN/TIN
- DUNS

#### Organization Type

- Financial Institution Type
- Organization Structure
- Fiscal Year End Day
- Fiscal Year End Month

#### Contacts

Under **Contacts**, verify that the appropriate users have been designated as **Authorized Representatives** and **Points of Contact**. An Authorized Representative is an individual who has been authorized by the organization to sign the application, and in doing so, certifies that the information in the application is true, complete and accurate. The Authorized Representative also agrees to comply with any resulting terms if an award is accepted. Only users designated as Authorized Representatives can sign an application. Only users designated as either a Point of Contact or an Authorized Representative can submit an application.

## 2.1 Update Your Organization Profile

To edit the organization detail information:

1. Click the **Edit** button.
  - a. The Financial Institution Type will determine the type of financial data requested from the organization. **IMPORTANT: CDFI and NACA Program applicants CANNOT select “Other,” “Not Applicable,” or “Housing Organization” as their financial institution type.**
  - b. Your organization’s Certification Information will automatically populate.
  - c. You must complete the **Financial Activities Start Date** field as this will inform the Eligibility Category that displays in the Program Profile. This is a critical in ensuring that your organization has access to the correct application(s).
  - d. **Total Asset Size** will automatically populate from the Total Assets field in the financial data record for your organization’s most recent fiscal year end. This will also inform the Eligibility Category that displays in the Program Profile. This is critical in ensuring that your organization has access to the correct application(s).



**NOTE:** If you do not see an Edit button, you may not have the permission to create and edit records. Please contact an administrator for your organization’s AMIS account, if you require these capabilities.

Organization Edit  
MCT Federal Credit Union

Organization Edit [Save] [Cancel]

Organization Name: MCT Federal Credit Union  
Parent Organization: 123Bank  
Parent Relationship: --None--

Phone: (301) 567-8700  
Website:  
EIN/TIN: 12-2345129  
UICRS: 123456666

Organizational Type [Required Information]

Financial Institution Type: Bank Holding Company  
Organization Structure: --None--

Date of Incorporation: [1/26/2016]  
Financial Activities Start Date: [1/26/2016]  
Total Asset Size: \$300,000,000.00  
Professional District:  
Fiscal Year End Day: --None--  
End Month: --None--

Certification Information

CDFI Certification Status:  
CDFI Certification Date:  
CDFI Certification Expiration:

Address Information [Copy Mailing Address to Physical Address]

Mailing Street: 123 Eastern Ave  
Mailing City: Rockville  
Mailing State/Province: MD  
Mailing Zip/Postal Code: 28918  
Mailing Country: USA

Physical Street:  
Physical City:  
Physical State/Province:  
Physical Zip/Postal Code:  
Physical Country:

[Save] [Cancel]

Select a Financial Institution Type. This type will determine the type of financial data requested from the organization.

Complete any other information on the page and select the Save button.

Figure 4. Organization Edit Page

2. Complete all the remaining information on the page such as Organization Structure, and Address Information.



**NOTE:** It is important to ensure the Financial Institution Type is accurate. AMIS uses the Financial Institution Type to determine which financial data an applicant must provide.

3. Select the **Save** button to save your work and return to the Organization Detail page. You will receive a message stating the Organization has been updated.

The screenshot shows the 'Organization Detail' page for 'MCT Federal Credit Union'. At the top, there is a 'Show Feed' button and a green confirmation message: 'Organization has been updated.' Below this, there are navigation links for 'Org Related Attachments [1]', 'Financial Data [1]', 'Contacts [12]', 'External Contacts [1]', 'Program Profiles [5]', 'Awards [2]', 'Affiliates [2]', and 'Notes & Attachments [1]'. The main content is divided into three sections: 'Organization Detail', 'Organizational Type', and 'Certification Information'. Each section contains a table of fields and values.

Organization Detail		Edit	
Organization Name	MCT Federal Credit Union	Phone	(301) 567-8700
Parent Organization	123Bank	Website	
Parent Relationship		EIN/TIN	12-2345129
		DUNS	123456688

Organizational Type	
Financial Institution Type	Credit Union
Organization Structure	
	Date of Incorporation
	Financial Activities Start Date
	Congressional District
	Fiscal Year End Day
	Fiscal Year End Month

Certification Information			
CDFI Certification Status	CDFI Certified	CDE Certification Status	Not Certified
CDFI Certification Date		CDE Certification Date	
CDFI Certification Expiration			

Figure 5. Organization Detail Page - Saved Record Confirmation

## 2.2 Complete the Org Related Attachments

The Org Related Attachments is where you attach key documents. Once a document is attached in this section of the Organization Profile, AMIS allows you to look it up and reference it in an application or report instead of re-uploading it multiple times. Given that the Organization Profile applies to all CDFI Fund program, so you will see document types that apply to CDFI/NACA as well as other CDFI Fund programs. The documents that pertain to the CDFI Program and NACA Program applications are as follows:

- Audited Financial Statement, per Fiscal Year
- Unaudited Financial Statements, per Fiscal Year
- Management Letters
- Policies and Procedures
- Key Staff Resumes
- Call Reports
- Organizational Chart

To complete the Org Related Attachments section:

1. From the Organization Detail page, click the **Org Related Attachments** related list link.

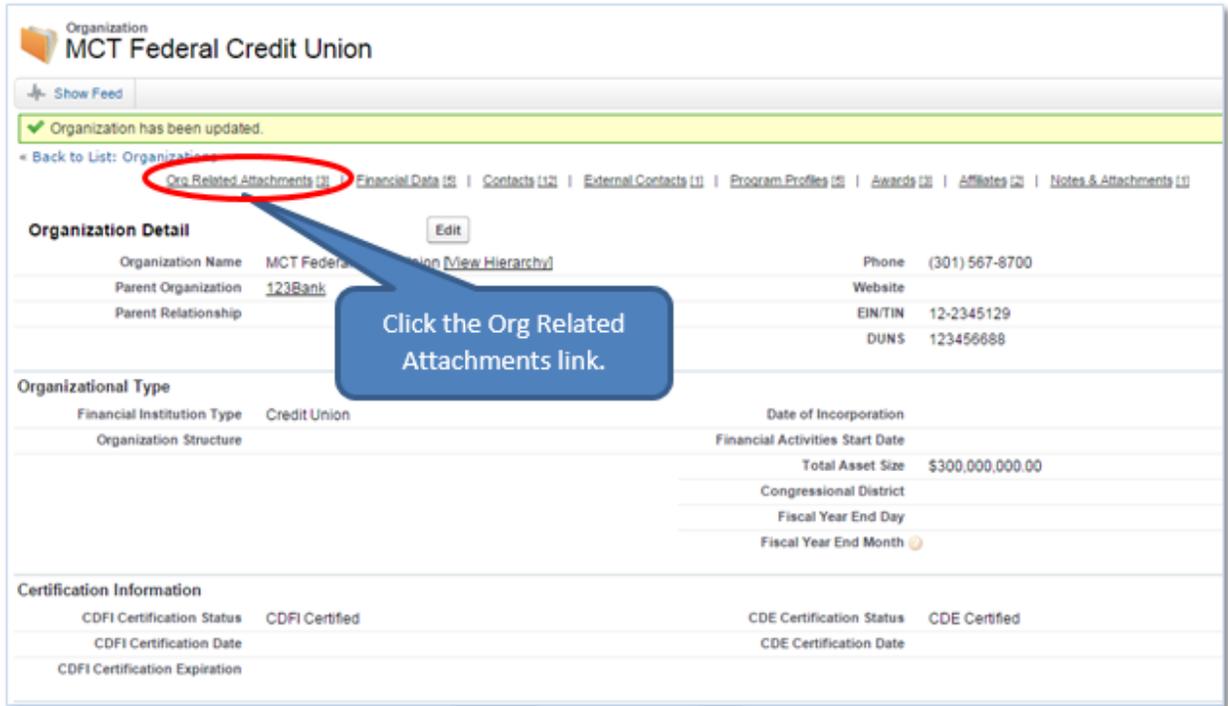


Figure 6. Organization Detail Page

2. You will be forwarded to the Org Related Attachments related list section. Select the **New Related Attachments** button.

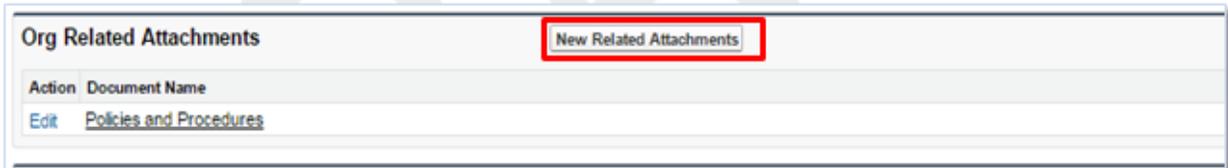


Figure 7. Org Related Attachments Related List

3. Select the Choose File button and search for the file you need to attach.
4. Complete the following required information on the page:

- a. Select a **Type** of document you want to attach.

AMIS Test  
Attach File

Back to the Organization AMIS Test Cancel

File Choose File No file chosen

Type --None--

Description

Date Approved by Board [ 2/5/2016 ]

Attach File

Back to the Organization AMIS Test Cancel

Figure 8. Attach File Page

5. Provide a **Description** of the document and the **Date Approved by Board** only if the particular document was approved by your Board of Directors. Date Approved by Board is not a required field so it does not have to be completed if it is not applicable.

AMIS Test  
Attach File

Back to the Organization AMIS Test Cancel

File Choose File Loan Depos...Screen.pdf

Type Proof of EIN

Description proof

Date Approved by Board 2/5/2016 [ 2/5/2016 ]

Attach File

Back to the Organization AMIS Test Cancel

Figure 9. Attach File Page

6. Click the **Attach File** button to attach this record to return to the Organization Detail Page.
7. Click the **Org Related Attachments** link to view the records added or provide additional Attachments.

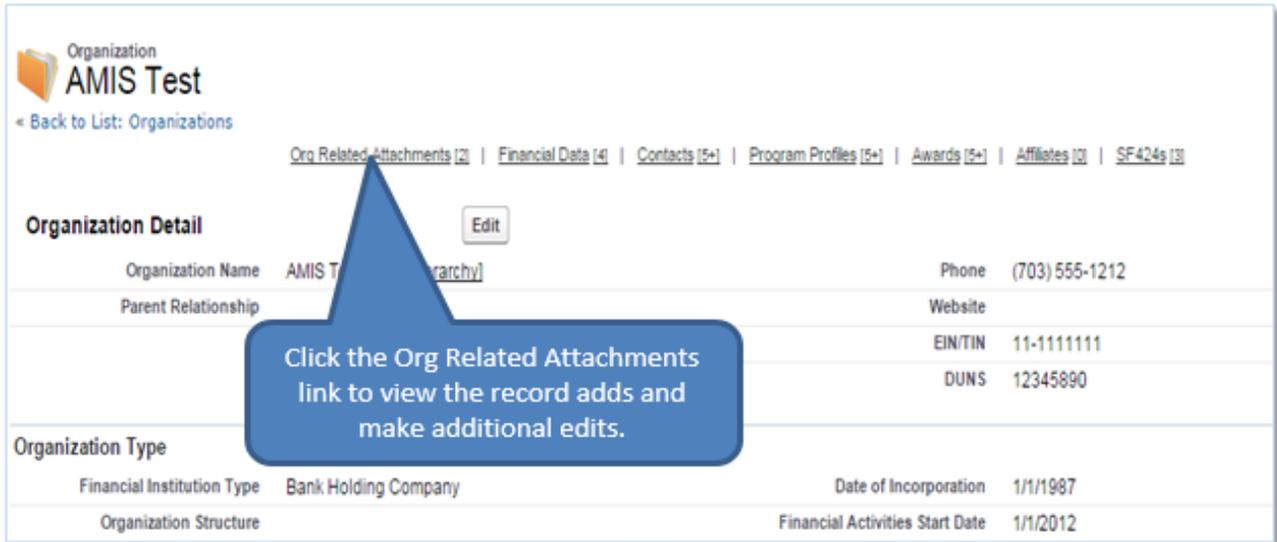


Figure 10. Organization Detail Page

8. To provide additional attachments that are required, follow steps 3-7 above.

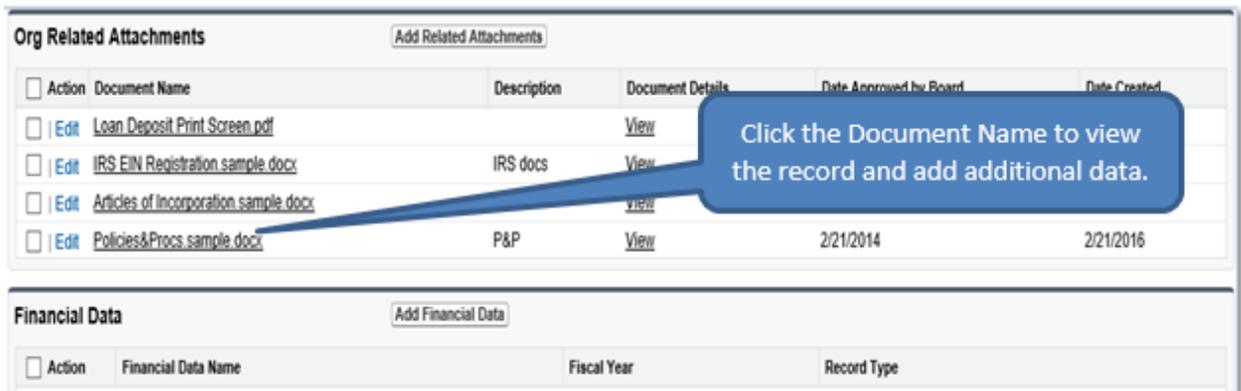


Figure 11. Org Related Attachments Related List

### 3 The Organization Profile Financial Data

An applicant must complete the Organization’s Financial Data for the previous 3 years before starting their CDFI/NACA Program Application. This is known as the Historic data and can be entered by adding Financial Data records. Based on the Organization Financial Institution Type, the financial data records will be slightly different. Instructions on how to complete a financial data record for the three main Financial Institution Types are outlined below.



**NOTE:** The financial data required will be slightly different depending on which Financial Institution Type was selected on the Organization Detail page. The next few sections explain how to complete financial data for the following main Financial Institution Types: Credit Union, Bank/Holding Company, and Unregulated CDFI (i.e. Venture Capital, Other, Housing Organization, Sponsoring Entity, Not Applicable, etc.).

### 3.1 Complete a Credit Union Financial Data Record

To complete a Credit Union Financial Data Record, the Financial Institution Type on the Organization Detail Page must be Credit Union.

1. Click the Financial Data related list link.

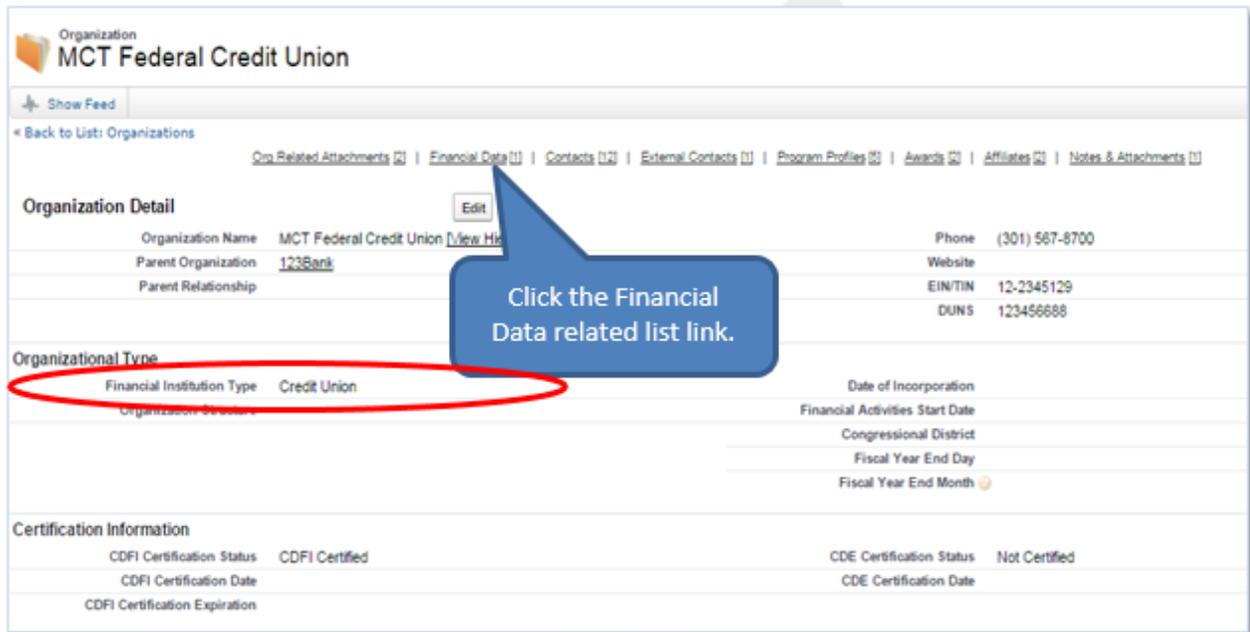


Figure 12. Organization Detail Page

2. Select the **Add Financial Data** button.



Figure 13. Financial Data Related List

3. Complete the required information on the page. Click the **Help (?)** icon next to each field to view help text for each question.
4. Select a Fiscal Year for each financial record you are providing.
5. Enter the data for the following sections:
  - a. Assets
  - b. Liabilities
  - c. Shares/Deposits
  - d. Net Assets
  - e. Income
  - f. Expenses
  - g. Membership

- h. Loan Portfolio
- i. Current Loan Portfolio
- j. Equity Investment Portfolio Evaluation
- k. Financial MPS Ratios for Credit Union CDFIs

The Membership group requires a combination of number (#) values and percentage (%) values. For Total Members, enter the total number (#) of members your credit union has (or will have for projected years) under the “Total” sub-headings. In the “Percentage to TM” sub-headings, enter the percentage (%) of total members that are target market members.

For Total Field of Membership, enter the total number (#) of persons under the “Total” sub-headings. In the “Percentage to TM” sub-headings, enter the percentage (%) of the total that are also in your target market. This demonstrates the overlap between your field of membership and target market.

The screenshot shows the 'New Financial Data' form for Credit Unions. At the top, there are buttons for 'Save', 'Save & New', and 'Cancel'. Below this is the 'Historic Information' section, which includes 'Organization' (MCT Federal Credit Union) and 'Fiscal Year' (a dropdown menu currently set to '--None--'). A callout box points to the Fiscal Year dropdown with the text: 'Select the Fiscal Year and complete the information on the page.'

The 'Assets' section contains the following items with input fields: Cash and Cash Equivalents, Unrestricted Cash and Cash Equivalents, Total Investments, Cash on Deposit, Short Term Investments, Total Loans and Leases, Less: Allowance for Loans and Lease Loss, and Total Assets. A callout box points to this section with the text: 'Enter Assets.'

The 'Liabilities' section contains: Total Borrowings (with '50k' entered), Accrued Dividends & Interest Payable, Accounts Payable and Other Liabilities, and Total Liabilities. A callout box points to this section with the text: 'Enter Liabilities'.

The 'Shares/Deposits' section contains: Total Member Deposits, Total Non-Member Deposits, and Total Shares and Deposits. A callout box points to this section with the text: 'Enter Shares/Deposit'.

Figure 14. New Financial Data Edit Page - Credit Unions

Net Assets	
Total Net Assets Available for Financing	<input type="text"/>
Unrestricted Net Assets	<input type="text"/>
Temporarily Restricted Net Assets	<input type="text"/>
Permanently Restricted Net Assets	<input type="text"/>
Total Net Assets or Equity	<input type="text"/>
Change in Net Assets	<input type="text"/>

**Enter Net Assets**

Income	
Total Interest Income	<input type="text"/>
Fee Income	<input type="text"/>
Total Earned Revenue	<input type="text"/>
Total Grants and Contributions	<input type="text"/>
Total Income	<input type="text"/>

**Enter Income**

Expenses	
Total Interest Expense	<input type="text"/>
Total Pre-tax Operating Expense	<input type="text"/>
Provision for Loan Loss Reserve	<input type="text"/>
Total Expenses	<input type="text"/>

**Enter Expenses**

Membership	
Total Member #	<input type="text"/>
Total Field of Membership #	<input type="text"/>
Total Member % to TM	<input type="text"/>
Total Field of Membership % to TM	<input type="text"/>

**Enter Membership**

Loan Portfolio	
Total On-Balance Sheet Loans Closed #	<input type="text"/>
Total On-Balance Sheet Loans Closed \$	<input type="text"/>
Total On-Balance Sheet Loans Disbursed #	<input type="text"/>
Total On-Balance Sheet Loans Disbursed \$	<input type="text"/>
Total On-Balance Sheet Outstanding Loan#	<input type="text"/>
Total On-Balance Sheet Outstanding Loan\$	<input type="text"/>
Off-Balance Sheet Loans Closed #	<input type="text"/>
Off-Balance Sheet Loans Closed \$	<input type="text"/>
Total Off-Balance Sheet Loans Managed #	<input type="text"/>
Total Off-Balance Sheet Loans Managed \$	<input type="text"/>
Total On-Balance Sheet Lending/Equity \$	<input type="text"/>
Total On-Bal Sheet Lending/Equity TM \$	<input type="text"/>

**Enter Loan Portfolio**

**Current Loan Portfolio**

# Total Loans Charged-Off	<input type="text"/>
\$ Total Loans Charged-Off	<input type="text"/>
# Troubled Debt Restructuring (TDR)	<input type="text"/>
\$ Troubled Debt Restructuring (TDR)	<input type="text"/>
# Recoveries	<input type="text"/>
\$ Recoveries	<input type="text"/>
# Total Loans Delinquent 31 to 60 days	<input type="text"/>
\$ Total Loans Delinquent 31 to 60 days	<input type="text"/>
# Total Loans Delinquent 61 to 90 days	<input type="text"/>
\$ Total Loans Delinquent 61 to 90 days	<input type="text"/>
# Total Delinquent Loans (90+ Days)	<input type="text"/>
\$ Total Delinquent Loans (90+ Days)	<input type="text"/>

Enter Current Loan Portfolio

Figure 15. New Financial Data Edit Page - Credit Unions

**Equity Investment Portfolio Valuation**

Total Number of Equity Investments #	<input type="text"/>
Combined value of Equity Investments \$	<input type="text"/>
Investments Exited During the Year #	<input type="text"/>
Investments Exited During the Year \$	<input type="text"/>
Investments Written-Off During the Yr #	<input type="text"/>
Investments Written-Off During the Yr \$	<input type="text"/>
Unrealized Gains(Losses) #	<input type="text"/>
Unrealized Gains(Losses) \$	<input type="text"/>
Realized Gains (Losses) #	<input type="text"/>
Realized Gains (Losses) \$	<input type="text"/>
Target Rate of Return	<input type="text"/>
Actual Rate of Return	<input type="text"/>

Enter Equity Investment Portfolio Valuation

Complete the Loan Portfolio MPS Ratios and select the Save button.

**Financial MPS Ratios for Credit Union CDFIs**

Return on Average Assets	<input type="text"/>
Yield on Average Loans	<input type="text"/>
Net Long-Term Assets/Total Assets	<input type="text"/>
Members/Potential Members	<input type="text"/>
Borrowers/Members	<input type="text"/>
Net Worth Growth	<input type="text"/>
Membership Growth	<input type="text"/>

**Loan Portfolio MPS Ratios**

Provision for Loan Loss Reserve	<input type="text"/>
---------------------------------	----------------------

Save Save & New Cancel

Select the Save button.

Figure 16. New Financial Data Edit Page - Credit Unions

6. Select the **Save** button. You will be forwarded to the Financial Data Detail page with a message stating the Financial Data has been saved.

Financial Data  
FIN-00000034

✓ Financial Data has been updated.

« Back to Organization: MCT Federal Credit Union

[Impacts \[0\]](#) | [Activities Level \[0\]](#)

**Financial Data Detail**

**Historic Information**

Organization	MCT Federal Credit Union	Record Type	Credit Unions <a href="#">[Change]</a>
Financial Data Name	FIN-00000034		
Fiscal Year	2013		

**Assets**

Figure 17. Financial Data Detail Page - Save Confirmation

 **NOTE:** CDFIs should provide the Impacts and Activities Level information, for each fiscal year, by clicking the appropriate add button for each related list. Enter the Impact for each financial data record each year.

7. Click the Impacts related list and click the **New Impact** button.

**Impacts**  Select the Impact button.

No records to display

**Activities Level**

No records to display

Figure 18. Impacts Financial Data Related List

8. Complete the information on the page, then click the **Save** button to save an impact record for that specific year.

Impact Edit  
New Impact

**Information**

Financial Data	FIN-00000034	Owner	Michael Major
Category	--None--	Total	<input type="text"/>
If Other, Enter Description	<input type="text"/>	% to TM	<input type="text"/>
		Methodology	<input type="text"/>

Select the Save button to save the impact record.

Select the category from the drop down list and complete the information.

Figure 19. New Impact Edit Page

- You will receive a message stating the Impact has been saved. Click the **Financial Data** link to return to the financial record.

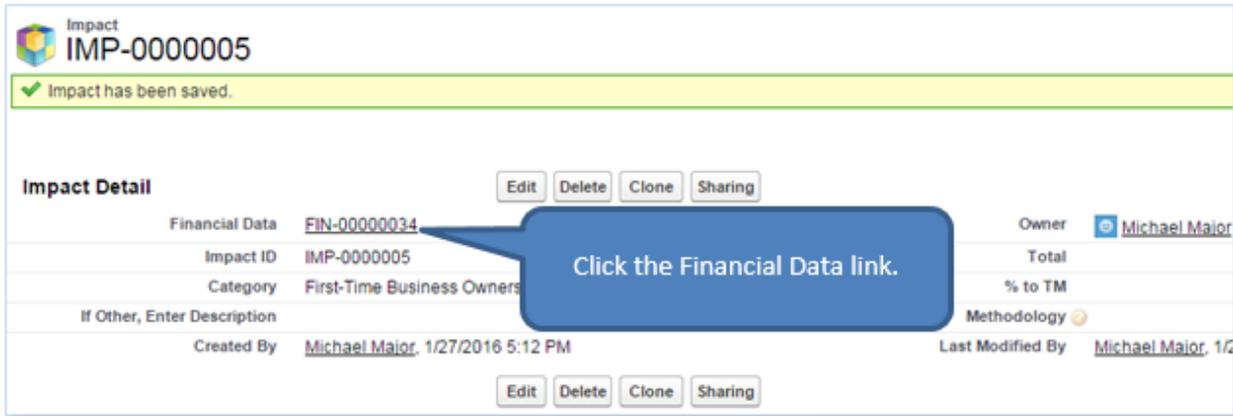


Figure 20. Impact Detail Page

- CDFIs can add multiple impacts for each fiscal year. To add more impacts, repeat steps 7-9 above.
- From the Financial Data Detail page, click the **Activities Level** related list link. Enter the Activities Level information for the specific financial data record.

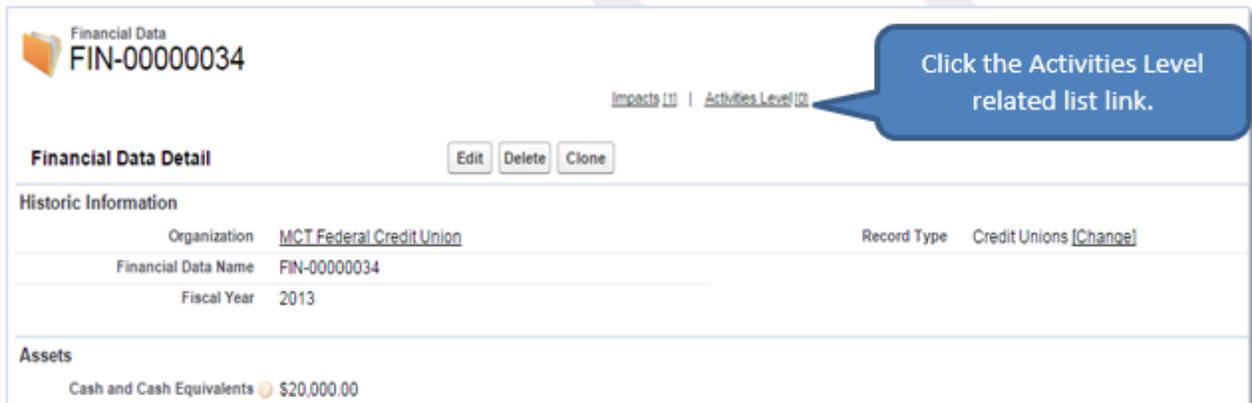


Figure 21. Financial Data Detail Page

- Select the **New Activities Level** button to add Activities Level data for each fiscal year.

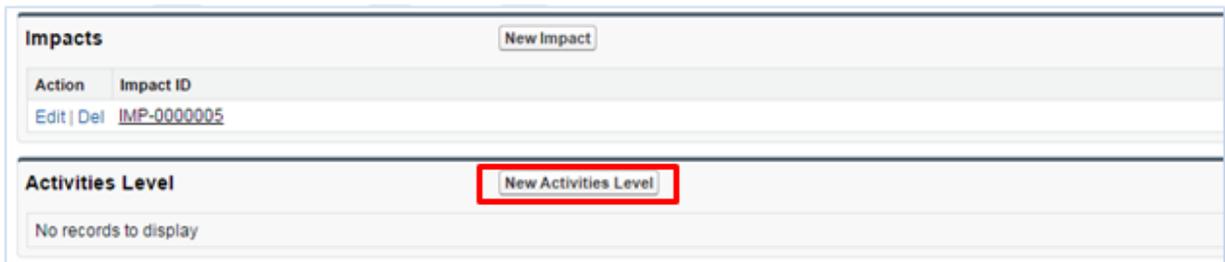


Figure 22. Activities Level Related List

13. Complete all the information on the page.

Figure 23. New Activities Level Edit Page

14. Click the **Save** button. You will be forwarded to the Activities Level Detail Page with a message stating the Activities Level has been saved.

Figure 24. Activities Level Detail Page

15. From the Activities Level Detail page, click the **Financial Data** link to return to the financial record.
16. CDFIs can add multiple Activities Levels for each fiscal year. To add more Activities Levels, repeat steps 12-15 above.
17. Click the Organization link to be forwarded to the Organization Detail page.

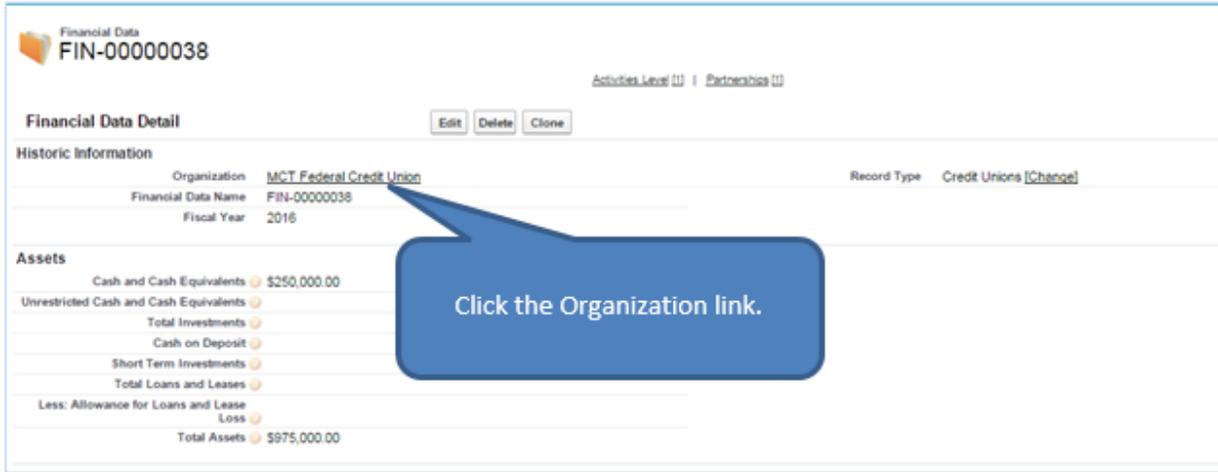


Figure 25. Financial Data Detail Page

18. Click the Financial Data related list link and repeat Steps 2-13 to add additional Credit Union Financial Data records.
  - a. CDFIs should add financial data for the previous three years.

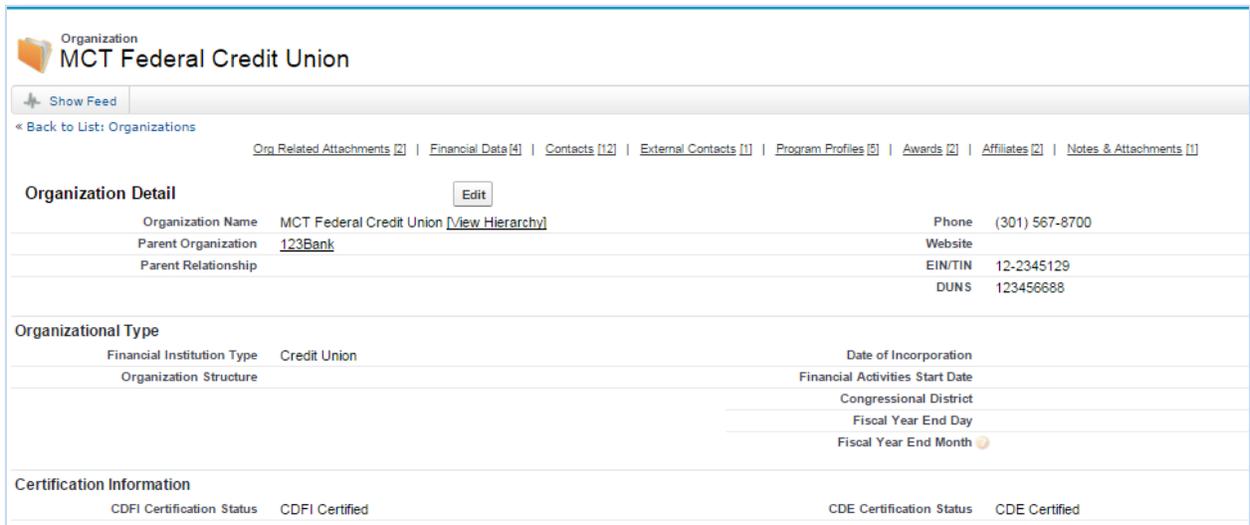


Figure 26. Organization Detail Page

### 3.2 Complete a Bank/Bank Holding Company Financial Data Record

To complete a Bank/Bank Holding Company Financial Data Record the Financial Institution Type on the Organization Detail Page must be Bank or Bank Holding Company.

1. Click the Financial Data related list link.

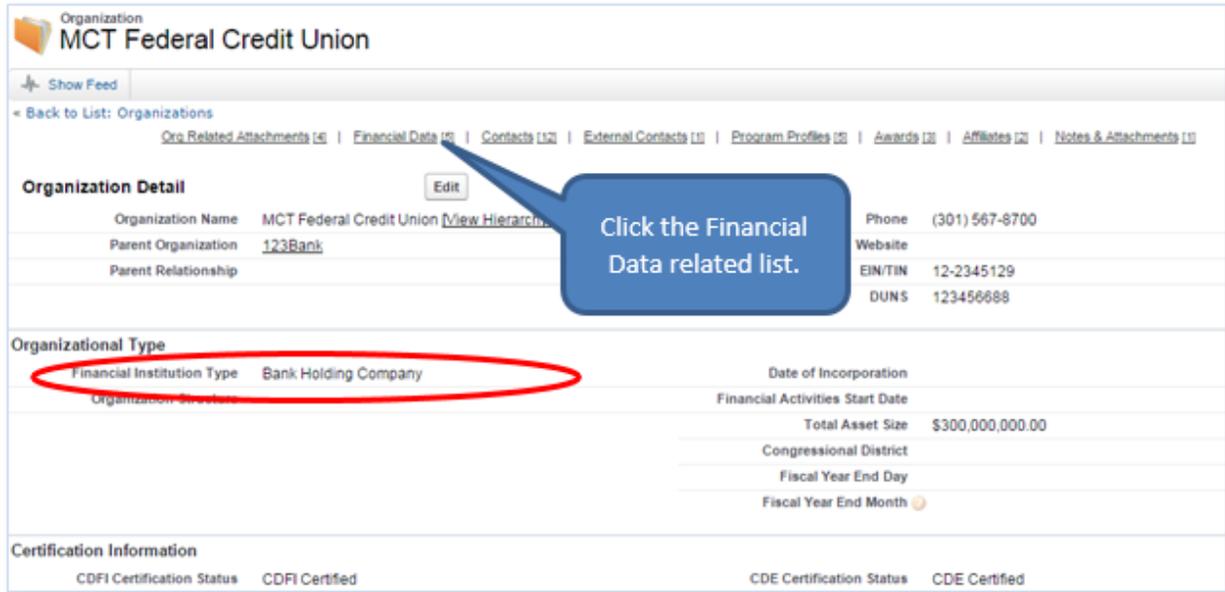


Figure 27. Organization Detail Page

2. Select the **Add Financial Data** button.

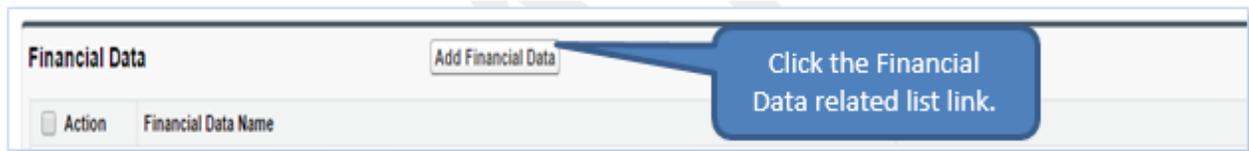


Figure 28. Financial Data Related List

3. Complete the required information on the page. Click the **Help (?)** icon next to each field to view help text for each question.
4. Select a Fiscal Year for each financial record you are providing.
5. Complete all sections, including.
  - a. Assets
  - b. Liabilities
  - c. Net Assets
  - d. Income
  - e. Expenses
  - f. Loan Portfolio
  - g. Current Loan Portfolio
  - h. Equity Investment Portfolio Valuation
  - i. Financial MPS Ratios for Bank/Holding Company CDFIs

Financial Data Edit  
New Financial Data

Financial Data Edit [Save] [Save & New] [Cancel]

Historical Information ! = Required Information

Organization: MGT Federal Credit Union

Fiscal Year: --None--

**Assets**

- Cash and Cash Equivalents
- Unrestricted Cash and Cash Equivalents
- Total Investments
- Short Term Investments
- Short-term Investments (Banks)
- Long Term Investments
- Total Loans and Leases, Net of Unearned
- Less: Allowance for Loans and Lease Loss
- Average Assets
- Earning Assets
- Long Term Assets
- Total Assets

Figure 29. New Financial Data Edit Page – Bank/Holding Company

**Liabilities**

- Interest-bearing Deposits
- Total Deposits
- Total Notes Payable
- Total Notes Payable (Banks)
- Non-Core Liabilities
- Other Liabilities
- Total Liabilities

**Net Assets**

- Perpetual Preferred Stock
- Common Stock
- Surplus
- Undivided Profits
- Tier 1 Core Capital
- Tier 2 Core Capital
- Total Equity Capital

Figure 30. Financial Data Edit Page – Bank/Holding Company

Income	
Total Interest Income	<input type="text"/>
Total Non-Interest Income	<input type="text"/>
Income Before Taxes and Adjustments	<input type="text"/>
Net Income	<input type="text"/>

**Enter Income**

Expenses	
Total Interest Expense	<input type="text"/>
Provision for Loan and Lease Losses	<input type="text"/>
Total Non-Interest Expense	<input type="text"/>

**Enter Expenses**

Loan Portfolio	
Total On-Balance Sheet Loans Closed #	<input type="text"/>
Total On-Balance Sheet Loans Closed \$	<input type="text"/>
Total On-Balance Sheet Loans Disbursed #	<input type="text"/>
Total On-Balance Sheet Loans Disbursed \$	<input type="text"/>
Total On-Balance Sheet Outstanding Loan#	<input type="text"/>
Total On-Balance Sheet Outstanding Loan\$	<input type="text"/>
Off-Balance Sheet Loans Closed #	<input type="text"/>
Off-Balance Sheet Loans Closed \$	<input type="text"/>
Total Off-Balance Sheet Loans Managed #	<input type="text"/>
Total Off-Balance Sheet Loans Managed \$	<input type="text"/>
Total On-Balance Sheet Lending/Equity \$	<input type="text"/>

**Enter Loan Portfolio**

Figure 31. Financial Data Edit Page – Bank/Holding Company

**Current Loan Portfolio**

# Total Loans Charged-Off	<input type="text"/>
\$ Total Loans Charged-Off	<input type="text"/>
# Troubled Debt Restructuring (TDR)	<input type="text"/>
\$ Troubled Debt Restructuring (TDR)	<input type="text"/>
# Recoveries	<input type="text"/>
\$ Recoveries	<input type="text"/>
# Total Loans Delinquent 31 to 60 days	<input type="text"/>
\$ Total Loans Delinquent 31 to 60 days	<input type="text"/>
# Total Loans Delinquent 61 to 90 days	<input type="text"/>
\$ Total Loans Delinquent 61 to 90 days	<input type="text"/>
# Total Delinquent Loans (90+ Days)	<input type="text"/>
\$ Total Delinquent Loans (90+ Days)	<input type="text"/>

**Equity Investment Portfolio Valuation**

Total Equity and Combined Value #	<input type="text"/>
Actual Rate of Return	<input type="text"/>
Target Rate of Return	<input type="text"/>
Realized Gains (Losses) \$	<input type="text"/>
Realized Gains (Losses) #	<input type="text"/>
Unrealized Gains(Losses) \$	<input type="text"/>
Unrealized Gains(Losses) #	<input type="text"/>
Investments Written-Off During the Yr \$	<input type="text"/>
Investments Written-Off During the Yr #	<input type="text"/>
Investments Exited During the Year \$	<input type="text"/>
Investments Exited During the Year #	<input type="text"/>
Total Equity and Combined Value \$	<input type="text"/>

**Financial MPS Ratios for Bank/Holding Company CDFIs**

Tier One Leverage	<input type="text"/>
Net Interest Income (TE)	<input type="text"/>
Net Income (Banks)	<input type="text"/>
S.T. Assets to S.T. Liabilities	<input type="text"/>
Total Assets Growth	<input type="text"/>
Tier One Capital Growth	<input type="text"/>
Efficiency Ratio	<input type="text"/>
Yield on Cost of Total Loans & Leases	<input type="text"/>

Save Save & New Cancel

Enter the Equity Investment Portfolio Valuation.

Complete the Financial MPS Ratios for Bank/Holding Company CDFIs and select the Save button.

Figure 32. New Financial Data Edit Page – Bank/Holding Company

- Select the **Save** button. You will be forwarded to the Financial Data Detail page with a message stating the Financial Data has been saved.

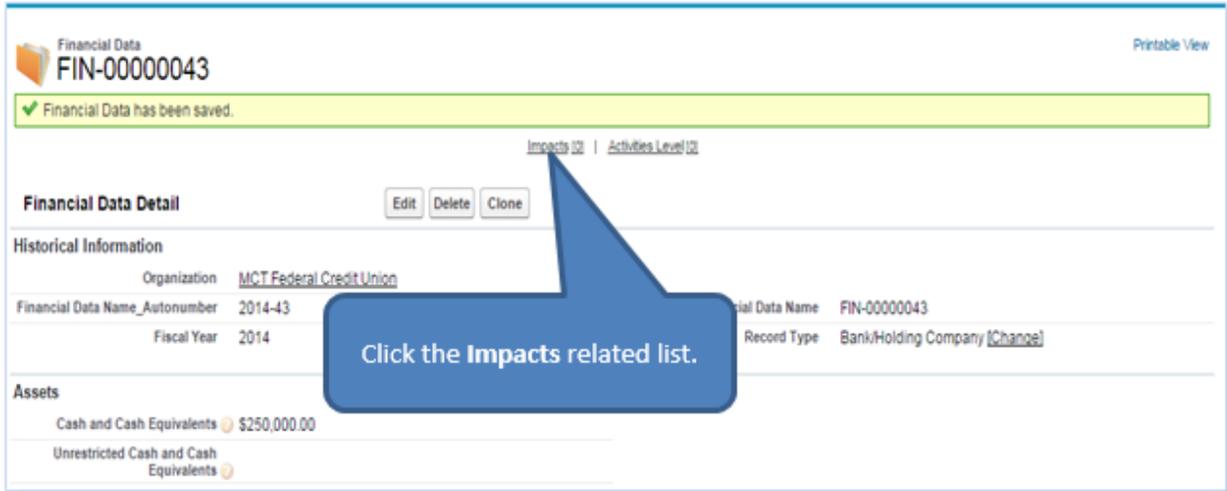


Figure 33. Financial Data Detail Page - Save Confirmation

 **NOTE:** CDFIs should provide the Impacts and Activities Level information, for each fiscal year, by clicking the appropriate add button.

7. Click the Impacts related list and click the **New Impact** button.



Figure 34. Impacts Financial Data Related List

8. Complete the information on the page and click the **Save** button to save an impact record.



Figure 35. New Impact Edit Page

- You will receive a message stating the Impact has been saved. Click the **Financial Data** link to return to the financial record.

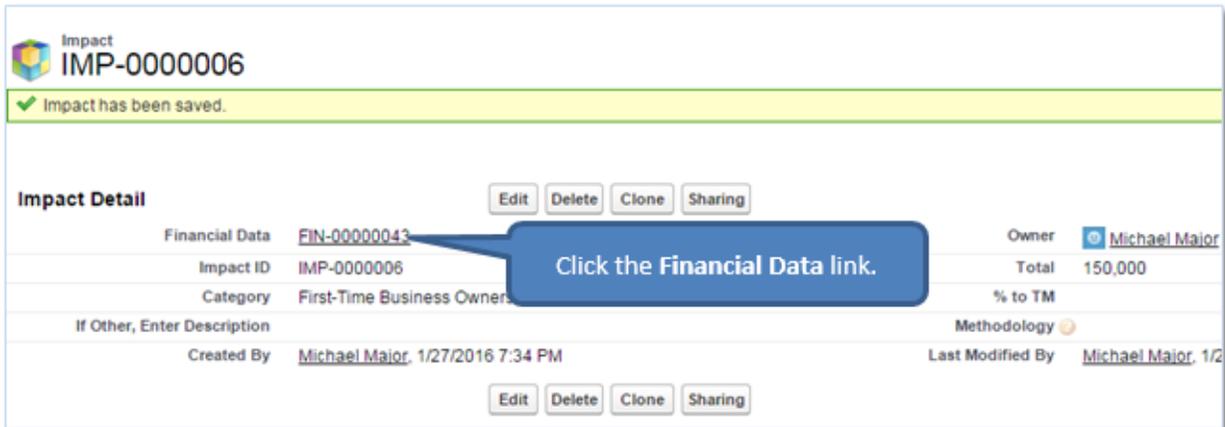


Figure 36. Impact Detail Page

- CDFIs can add multiple impacts for each fiscal year. To add more impacts, repeat steps 7-9 above.
- From the Financial Data Detail page, click the **Activities Level** related list link.

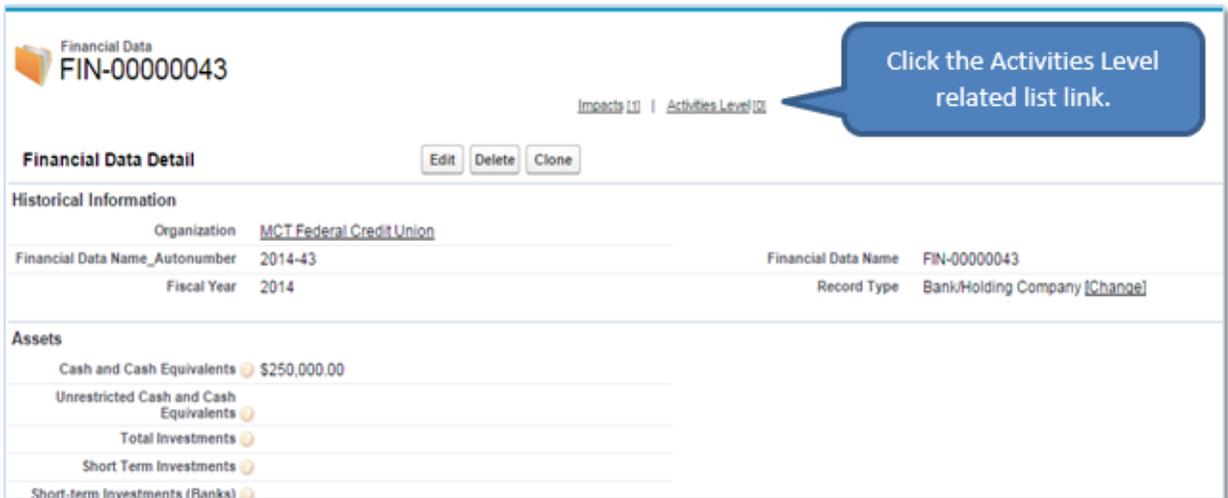


Figure 37. Financial Data Detail Page

- Click the **New Activities Level** button.



Figure 38. Activities Level Related List

13. Complete all the information on the page.

Figure 39. New Activities Level Edit Page

14. Click the **Save** button. You will be forwarded to the Activities Level Detail Page with a message stating the Activities Level has been saved.

Figure 40. Activities Level Detail Page

15. From the Activities Level Detail page, click the **Financial Data** link to return to the financial record.
16. CDFIs can add multiple Activities Levels for each fiscal year. To add more Activities Levels, repeat steps 12-15 above.
17. Click the **Organization** link to be forwarded to the Organization Detail page.

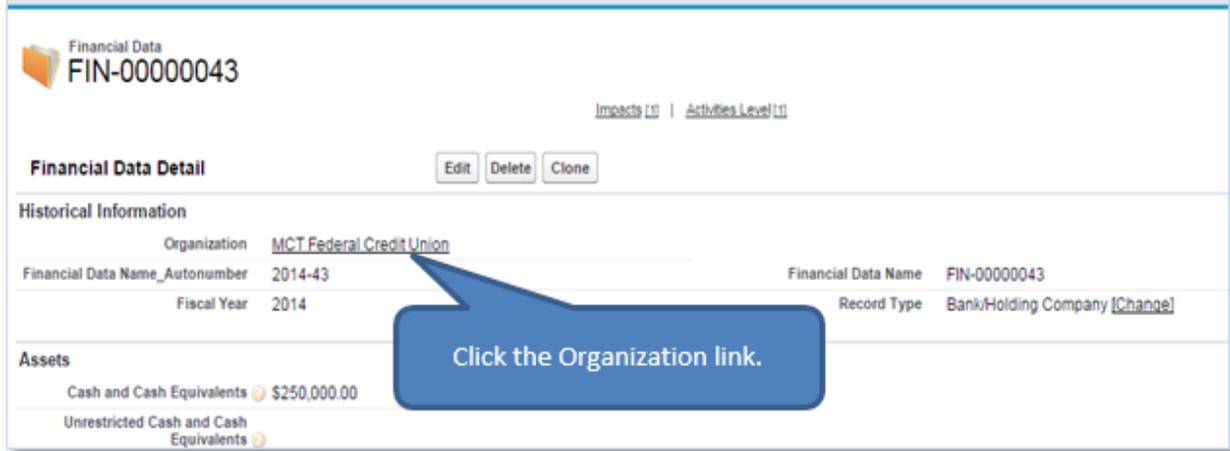


Figure 41. Financial Data Detail Page

18. Click the **Financial Data** related list link and repeat Steps 2-17 to add additional Bank/Holding financial data records for other fiscal years.
  - a. CDFIs should add financial data for the previous three years.

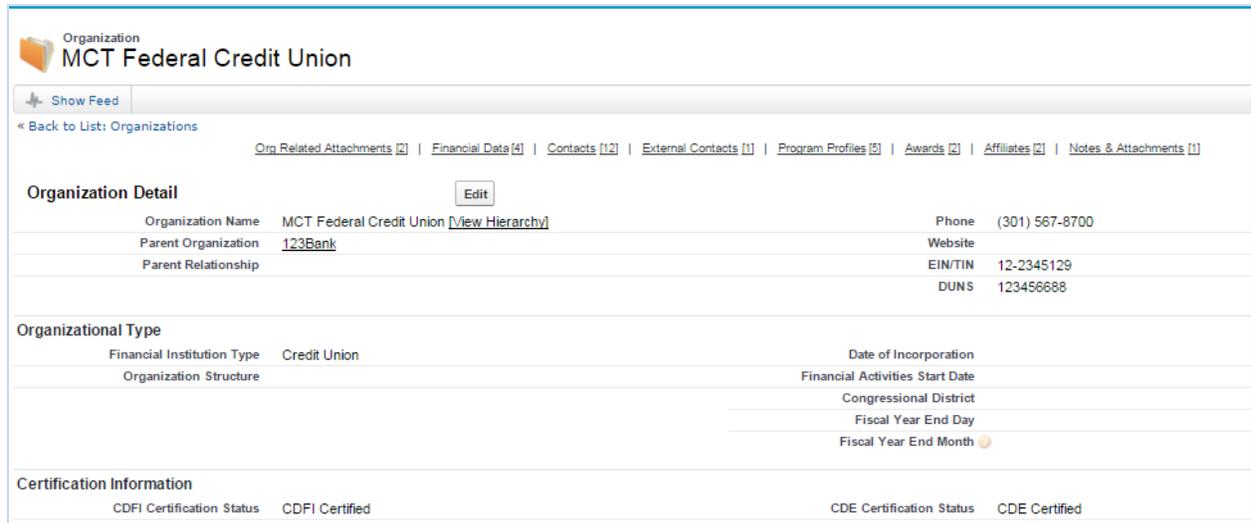


Figure 42. Organization Detail Page

### 3.3 Complete an Unregulated CDFI Financial Data Record

To complete an Unregulated CDFI Financial Data Record, the Financial Institution Type on the Organization Detail Page must be an Unregulated CDFI types (including Loan Fund or Venture Capital) as shown below.

1. Click the **Financial Data** related list link.

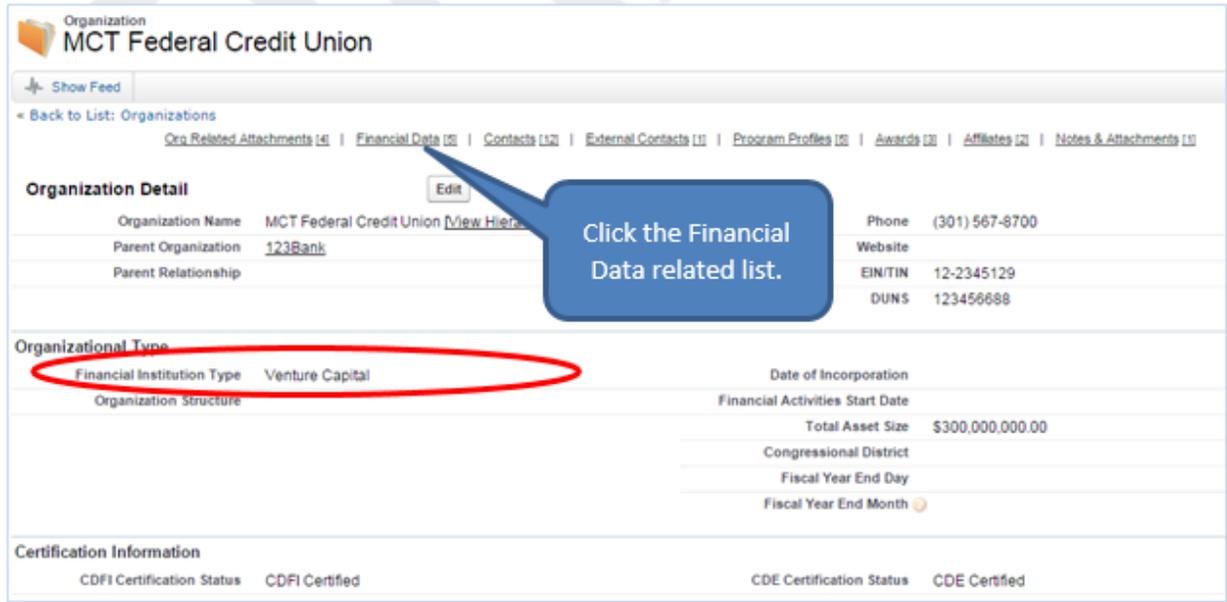


Figure 43. Organization Detail Page

2. Click the **Add Financial Data** button.



Figure 44. Financial Data Related List

3. Complete the required information on the page. Click the **Help (?)** icon next to each field to view help text for each question.
4. Select a Fiscal Year for each financial record you are providing.
5. Complete all sections, including.
  - a. Assets
  - b. Liabilities
  - c. Net Assets
  - d. Income
  - e. Expenses
  - f. Loan Portfolio
  - g. Current Loan Portfolio
  - h. Equity Investment Portfolio Valuation
  - i. Financial MPS Ratios for Unregulated CDFIs

Financial Data Edit  
New Financial Data

Financial Data Edit [Save] [Save & New] [Cancel]

Information Required Information

Organization: MCT Federal Credit Union

Record Type: Unregulated CDFI

Fiscal Year: --None--

**Assets**

- Cash and Cash Equivalents
- Unrestricted Cash and Cash Equivalents
- Total Investments
- Current Gross Loans Receivables
- Total Commitments
- Total Current Assets
- Noncurrent Gross Loans Receivables
- Loan Loss Reserves (Cash)
- Loan Loss Reserves (Accrual)
- Total Outstanding Equity Investment
- Net Unrealized Loss (Gains)
- Total Off-Balance Sheet Assets for Fin
- Total Assets

Figure 45. New Financial Data Edit Page – Unregulated CDFI

**Liabilities**

- Current Liabilities
- Total Notes Payable
- Total Adjusted Notes Payable
- Non-Current Liabilities Due
- Senior Debt
- Subordinated Debt/EQ2
- Total Off-Balance Sheet Liabilities
- Total Liabilities

**Net Assets**

- Total Net Assets Available for Financing
- Unrestricted Net Assets
- Temporarily Restricted Net Assets
- Permanently Restricted Net Assets
- Total Net Assets or Equity
- Change in Net Assets

Figure 46. Financial Data Edit Page – Unregulated CDFI

**Income**

Total Interest Income

Total Non-Interest Income

Income Before Taxes and Adjustments

Net Income

**Expenses**

Total Interest Expense

Provision for Loan and Lease Losses

Total Non-Interest Expense

**Loan Portfolio**

Total On-Balance Sheet Loans Closed #

Total On-Balance Sheet Loans Closed(\$)

Total On-Balance Sheet Loans Disbursed #

Total On-Balance Sheet Loans Disbursed \$

Total On-Balance Sheet Outstanding Loan#

Total On-Balance Sheet Outstanding Loan\$

Total On-Balance Outstanding Loans TM \$

Total On-Balance Sheet Lending/Equity TM

Off-Balance Sheet Loans Closed #

Off-Balance Sheet Loans Closed \$

Total On-Balance Sheet Lending/Equity #

**Enter Income, Expenses, and Loan Portfolio/**

Figure 47. Financial Data Edit Page – Unregulated CDFI

**Equity Investment Portfolio Valuation**

Total Equity and Combined Value #

Total Equity and Combined Value \$

Investments Exited During the Year #

Investments Exited During the Year \$

Investments Written-Off During the Yr #

Investments Written-Off During the Yr \$

Unrealized Gains(Losses) #

Unrealized Gains(Losses) \$

Realized Gains (Losses) #

Realized Gains (Losses) \$

Target Rate of Return

Actual Rate of Return

**Complete the Equity Investment Portfolio Valuation section and select the Save button.**

**System Information**

Save Save & New Cancel

Figure 48. New Financial Data Edit Page – Unregulated CDFI

6. Click the **Save** button. You will be forwarded to the Financial Data Detail page with a message stating the Financial Data has been saved.

The screenshot shows the 'Financial Data Detail' page for record 'FIN-00000144'. At the top, there is a green confirmation message: 'Financial Data has been updated.' Below this, there are navigation links for 'Impacts', 'Activities Level', and 'Funders'. The main section is titled 'Financial Data Detail' and includes buttons for 'Edit', 'Delete', and 'Clone'. The data fields are as follows:

Organization	AMIS Test2	Record Type	Unregulated CDFI
Financial Data Name	FIN-00000144		
Fiscal Year	2012		

Below the data fields, there is an 'Assets' section with the following entry:

Cash and Cash Equivalents	\$150,000.00
---------------------------	--------------

Figure 49. Financial Data Detail Page - Save Confirmation

 **NOTE:** CDFIs should provide the Impacts, Activities Level, and Funders information, for each fiscal year, by clicking the appropriate add button.

7. Click the **Impacts** related list and then click the **New Impact** button.

The screenshot shows three related lists: 'Impacts', 'Activities Level', and 'Funders'. Each list has a 'No records to display' message and a corresponding 'New' button. The 'New Impact' button is highlighted with a red box, and a blue callout bubble points to it with the text 'Select the Impact button.'

Figure 50. Impacts Financial Data Related List

8. Complete all the information on the page and then click the **Save** button to save an impact record.

Figure 51. New Impact Edit Page

9. You will receive a message stating the Impact has been saved. Click the **Financial Data** link to return to the financial record.

Figure 52. Impact Detail Page

10. CDFIs can add multiple impacts for each fiscal year. To add more impacts, repeat steps 7-9 above.
11. Click the **Activities Level** related list link.

Figure 53. Financial Data Detail Page

12. Click the **New Activities Level** button.

The screenshot shows a web interface with three main sections: 'Impacts', 'Activities Level', and 'Funders'. The 'Impacts' section contains a table with one row: 'IMP-0000103' under 'Impact ID', 'First-Time Business Owners' under 'Category', '20.00' under '% to TM', and 'METHOD' under 'Methodology'. The 'Activities Level' section has a 'New Activities Level' button highlighted with a red box and the text 'No records to display' below it. The 'Funders' section also has a 'New Funders' button and 'No records to display' text.

Figure 54. Activities Level Related List

13. Complete all the information on the page and then click the **Save** button.

The screenshot shows the 'New Activities Level Edit' page. At the top, there are buttons for 'Save', 'Save & New', and 'Cancel'. Below is the 'Information' section with a 'Financial Data' field containing 'FIN-0000044'. The 'Product Category' section has a dropdown menu currently set to '--None--'. To the right of the dropdown are two input fields for 'Total \$' and '\$ in TM'. A blue callout bubble with the text 'Select the Product Category and enter the totals.' points to the dropdown menu. At the bottom, there are buttons for 'Save', 'Save & New', and 'Cancel', with the 'Save' button highlighted in red.

Figure 55. New Activities Level Edit Page

14. Click the **Save** button. You will be forwarded to the Activities Level Detail Page with a message stating the Activities Level has been saved.

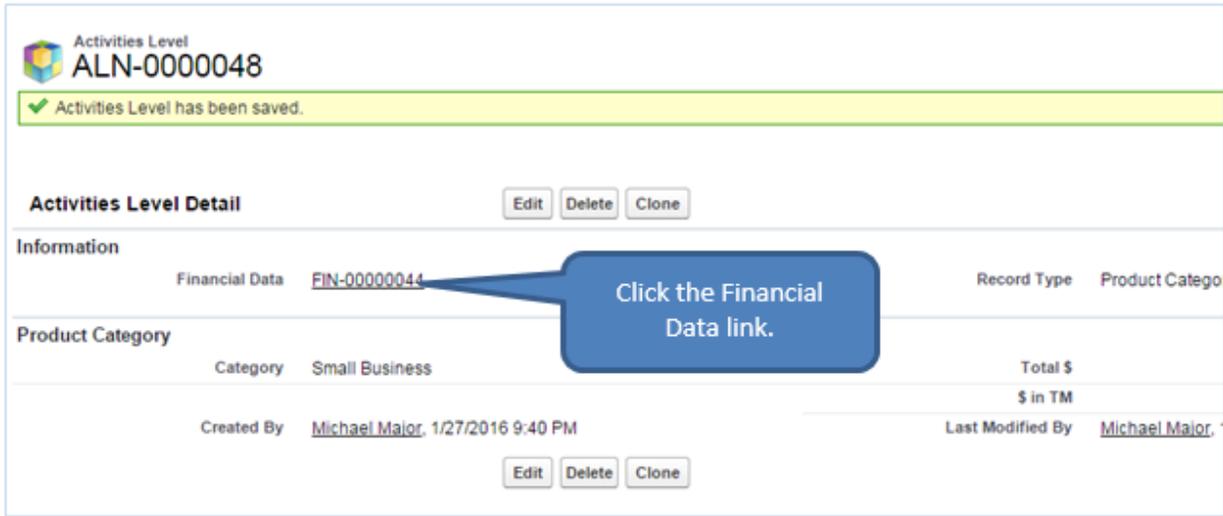


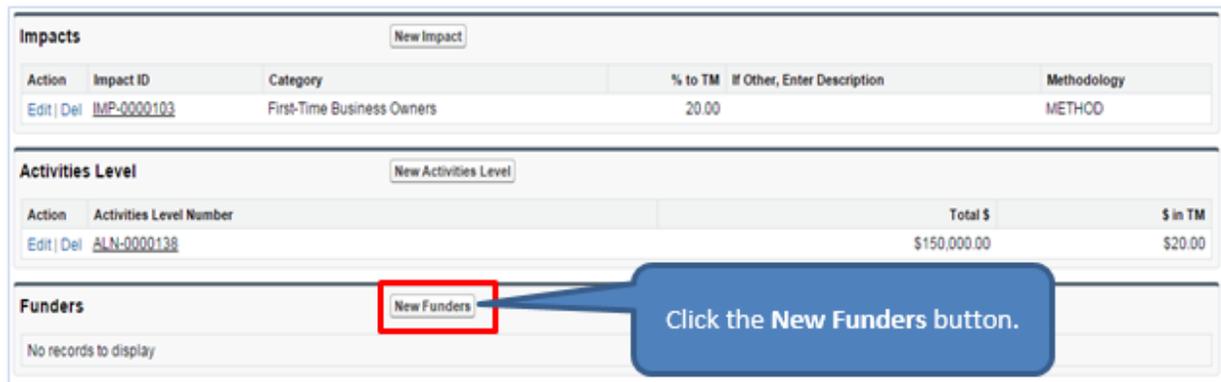
Figure 56. Activities Level Detail Page

15. CDFIs can add multiple Activity Levels for each fiscal year. To add more Activity Levels, repeat steps 11-14 above.
16. Click the **Organization** link to be forwarded to the Organization Detail page and complete the next Financial Data record.



Figure 57. Financial Data Detail Page

17. Click the **Funders** related list, then click the **New Funders** button.



**Figure 58. Funders Related List**

The Funders Table captures your organization’s various sources of capital and what percent of your total assets this capital represents. Information on the past three fiscal years is required. This information will be used to better understand the capital your organization has historically obtained from other sources. The Funders Table is required for Unregulated Institutions. Regulated Institutions do not have the ability to fill out the Funders table.

Provide the information for the funders that have the largest impact on your CDFIs operations for the past three fiscal years. You may only enter up to ten funders that cover all three fiscal years.

First, enter the name of the funder in “Name of Funder” field. Next, enter the dollar (\$) amount of capital provided in the given fiscal year. Next, select the type of capital provided in the drop-down menu. Then, enter the percentage (%) cost (or rate) of the capital provided. The Percentage of Total Assets cell will automatically calculate based on your entries in the Input Tab.

Repeat these steps for each fiscal year if you have received capital from the same Funder over multiple years.

18. Complete the required information on the page for the selected fiscal year, including:
  - a. Name of Funder
  - b. Amount of Capital Provided
  - c. Type of Capital
19. Complete the remaining information on the page and click the **Save** button.



The screenshot shows the 'Funders Edit' page with the following fields and controls:

- Financial Data:** A text input field containing 'FIN-0000199' with a search icon to its right.
- Name of Funder:** A text input field.
- Amount of Capital Provided:** A text input field.
- Type of Capital:** A dropdown menu currently set to 'None'.
- Cost of Capital %:** A text input field.

At the top of the form are buttons for 'Save', 'Save & New', and 'Cancel'. A red asterisk icon indicates required information. A blue callout box points to the 'Name of Funder' field with the text: 'Enter the Name of Funder and complete the required information.'

**Figure 59. Funders Edit Page**

20. You will be forwarded to the Funders Detail page with a message stating the Funder has been saved.

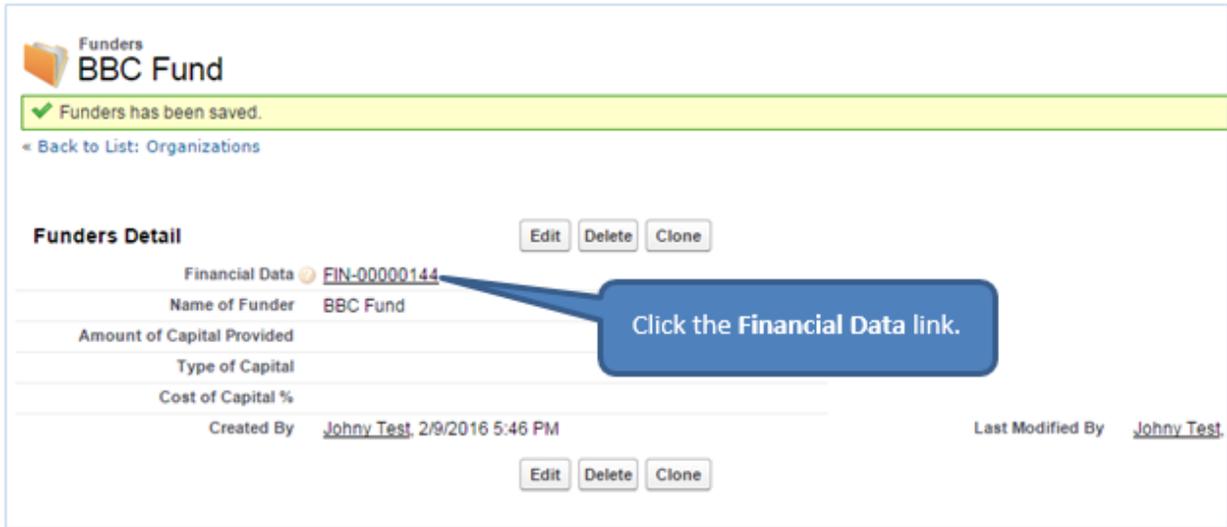


Figure 60. Funders Detail Page - Save Confirmation

21. CDFIs can add multiple Funders for each fiscal year. To add more Funders, repeat steps 17-20 above.
22. Click the **Financial Data** link and repeat Steps 2-17 to add financial data for another fiscal year.
  - a. CDFIs should add financial data for the previous three years.

## 4 Update the CDFI/NACA Program Profile

The Program Profiles related list allows you to add or update your organizational data that is specific to a CDFI Fund program from a single area. This section is required in order for you to complete an application. AMIS automatically creates a Program Profile, with partial data, for each of the CDFI Fund's programs when the organization is created. Organizations applying for CDFI/NACA Program funding are required to complete the rest of the Program Profile information and specify information such as the funding program, geographic markets, and lines of business.

In addition, the CDFI/NACA Program Profile allows is where the NACA eligibility is determined, matching funds are provided, and where an application is started. For more information about a Program Profile, please refer to our [Getting Started – Navigating AMIS](#) training manual.

To update the CDFI/NACA Program Profile:

1. Ensure you are logged in to AMIS.
2. Click the **Organizations** tab to be forwarded to the Organizations Home page.
  - a. The organization is listed under the Recent Organizations section; alternatively,
  - b. If the organization is not listed, click the **Go!** button next to View to be forwarded to the Organizations list view.

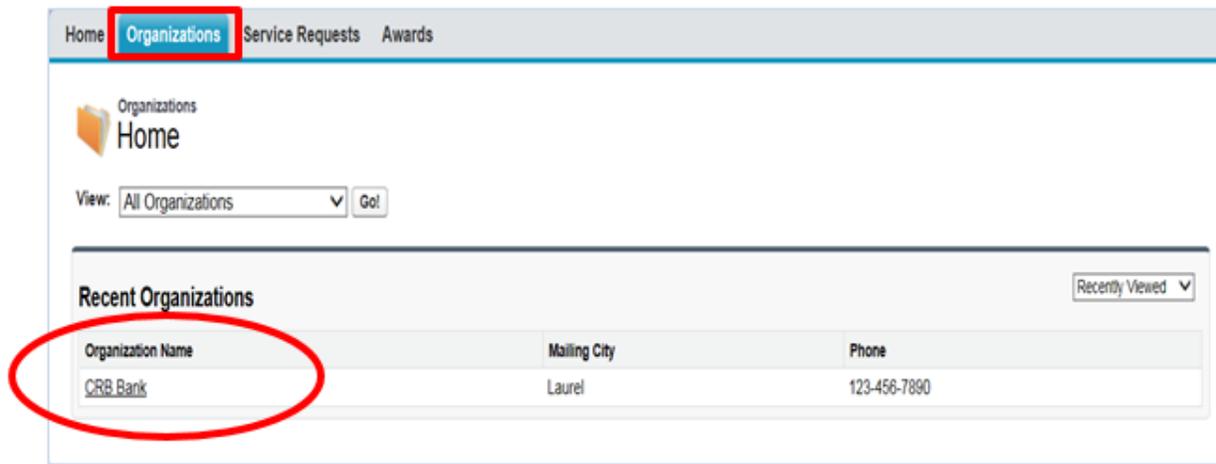


Figure 61. Organizations Home

3. Click the **Organization Name** link to access an Organization Profile.
4. From the Organization Detail page, click the **Program Profiles** link to navigate to the Program Profiles related list.

Organization  
CRB Bank

Printable View

Show Feed

< Back to List: Organizations

Org Related Attachments (1) | Financial Data (4) | Contacts (4) | External Contacts (1) | **Program Profiles (5)** | Awards (2) | Affiliates (0) | Notes & Attachments (1)

**Organization Detail** Edit

Organization Name	CRB Bank <a href="#">[View Hierarchy]</a>	Phone	123-456-7890
Parent Organization		Website	
Parent Relationship		EIN/TIN	12-3456787
		DUNS	

**Organizational Type**

Financial Institution Type	Bank Holding Company	Date of Incorporation	2/17/2015
----------------------------	----------------------	-----------------------	-----------

Figure 62. Organization Detail Page – Program Profiles

5. From the Program Profiles related list, click the **Program Profile Name** link for the CDFI-NACA record type.
  - a. The Program Profile Name will be a Number that starts with a P. i.e. P-104243 displayed below.

Action	Record Type	Program Profile Name
<a href="#">Edit</a>	BEA	<a href="#">P-104239</a>
<a href="#">Edit</a>	NMTC	<a href="#">P-104240</a>
<a href="#">Edit</a>	BGP	<a href="#">P-104241</a>
<a href="#">Edit</a>	CMF	<a href="#">P-104242</a>
<a href="#">Edit</a>	CDFI-NACA	<a href="#">P-104243</a>
<a href="#">Edit</a>	CDE-CERT	<a href="#">P-104244</a>
<a href="#">Edit</a>	CDFI-CERT	<a href="#">P-104245</a>

Figure 63. Program Profiles Related List- CDFI-NACA



**Note:** When a user creates an organization, AMIS automatically creates a Program Profile, tied to the Organization for each CDFI Fund program. Users are required to edit the Program Profile information adding information requested such as the geographic markets and lines of business.

6. You will be forwarded to the Program Profile Detail page. There are three related list on the CDFI Program Profile Detail page: NACA Eligibility, Matching Funds, Funding Application.

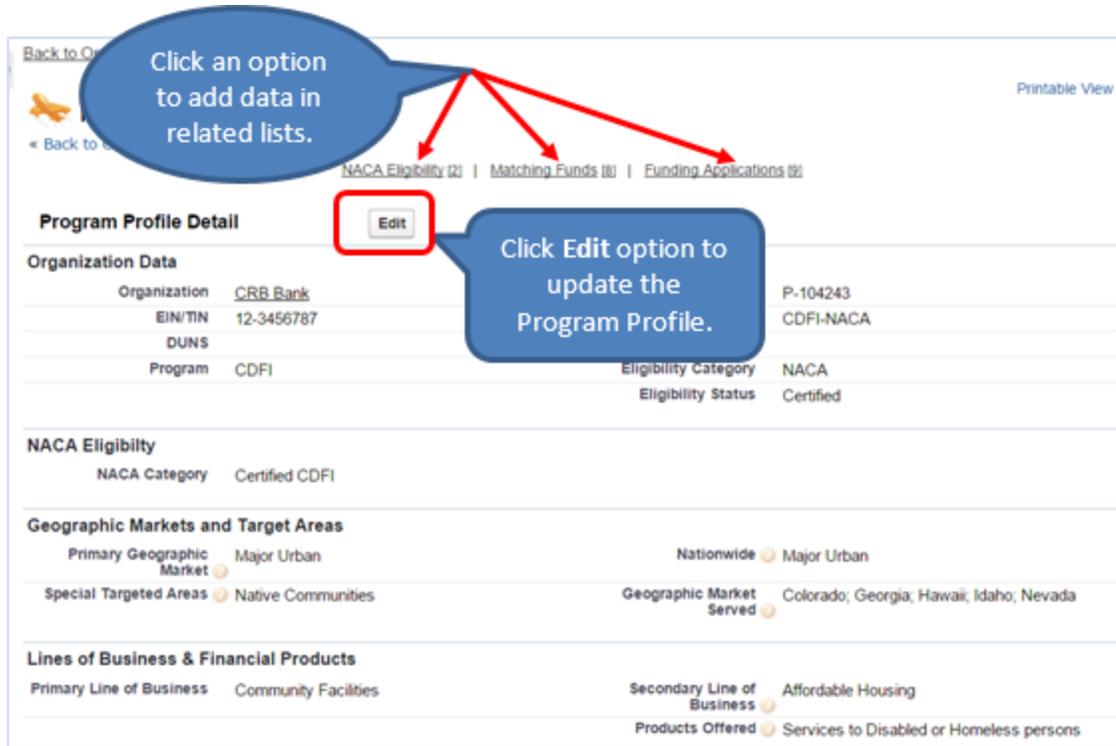


Figure 64. CDFI/NACA Program Profile Detail Page

6. From the Program Profile Detail page, click the **Edit** button to update the CDFI-NACA Program Profile Detail information.
7. The Program Profile will display the Eligibility Category (ie. Core or SECA) based on the following information from the Organization Profile:
  - a. Financial Institution Type
  - b. Financial Activities Start Date
  - c. Total Asset Size

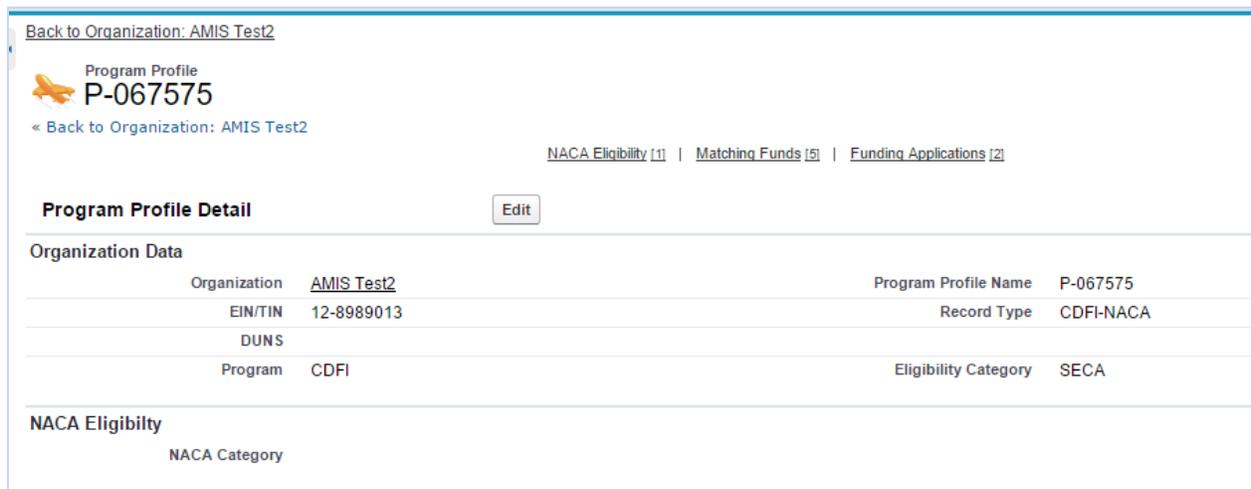


Figure 65. Program Profile Detail Page - Eligibility Category Example

8. Complete the required information on the page.
  - a. Select a Program for which you are applying for:
    - i. Select “NACA” to apply for the NACA Program or
    - ii. Select “CDFI” to apply for the CDFI Program
  - b. Select the Primary Line of Business
9. Complete any other information on the page.
  - a. Select Geographic Markets and Target Areas
  - b. Add the Line of Businesses and Financial Products

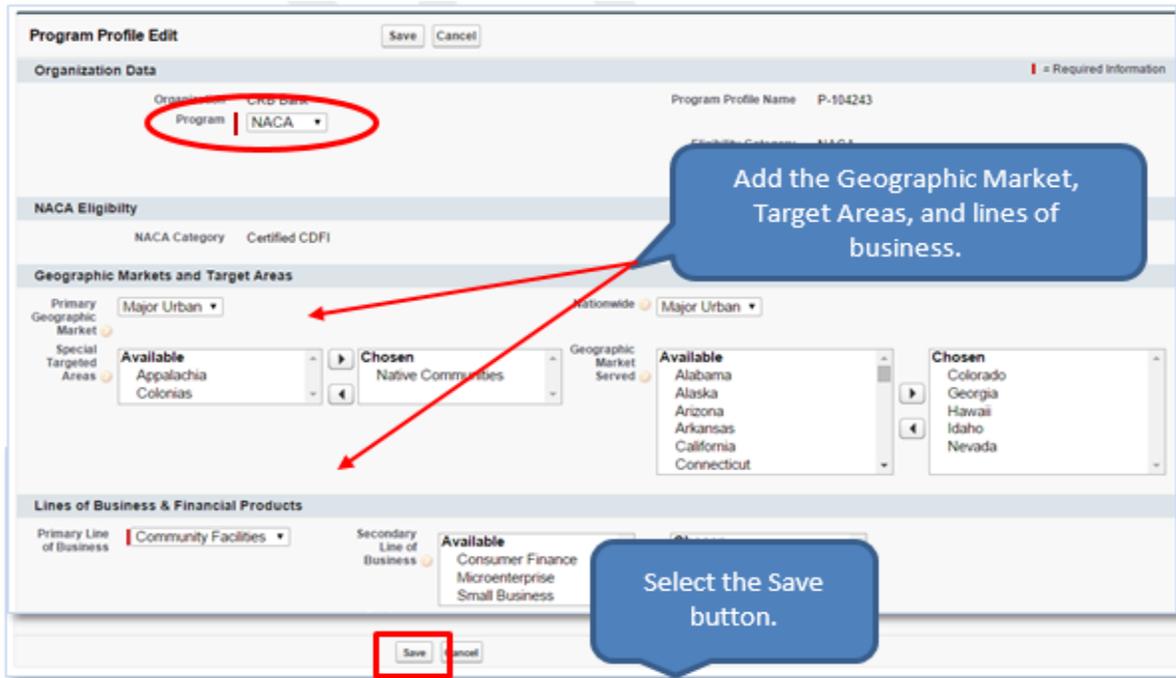


Figure 66. CDFI/NACA Program Profile Edit Page

10. Click the **Save** button to save your updates.
11. You will receive a confirmation message stating the Program Profile has been updated. Click on the related list to proceed with entering information for the Organization where applicable.

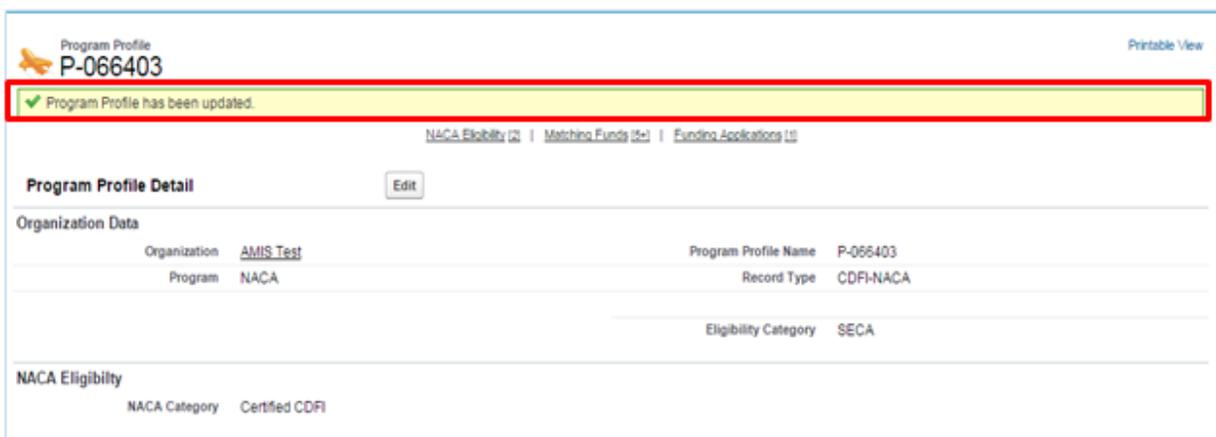


Figure 67. Program Profile Detail Page

#### 4.1 NACA Eligibility (if applicable)

The NACA Eligibility section is used to determine if an applicant is eligible to apply for the NACA Program. **This section should only be completed by NACA Program applicants.** The NACA Eligibility Form should be completed by all NACA Program applicants in order to determine eligibility to apply for a FA or TA award.



**Note:** Applicants are NOT able to delete a NACA Eligibility record. As a result, NACA Program applicants should be careful to select the correct record type – Certified, Certifiable, Emerging, and Sponsoring Entity. Please refer to the NOFA for definitions of each of these categories. Please use these definitions to determine the appropriate category for your organization.

1. From the Program Profile Detail page, click the **NACA Eligibility** related list.

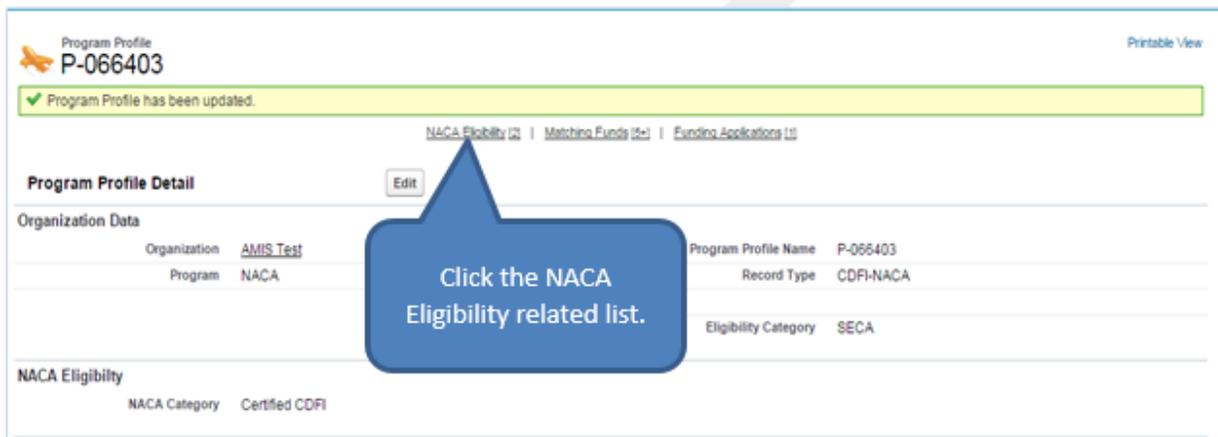


Figure 68. Program Profile Detail Page

2. Select the **New NACA Eligibility** button.

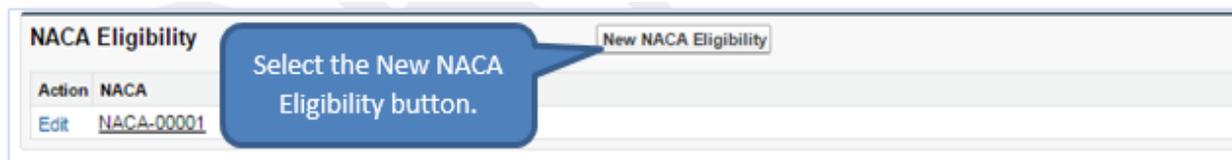


Figure 69. Program Profile Detail Page - NACA Eligibility Related List

3. Select a NACA Eligibility **Record Type of new record** -that represents your organization. There are four options to choose from:
  - a. Certifiable CDFI
  - b. Certified CDFI
  - c. Emerging CDFI
  - d. Sponsoring Entity

Again, please refer to the NOFA for the definition of the categories.

4. Select an option based on the CDFI that will be applying for the award and click the **Continue** button.

**Example:** Your organization is an uncertified Native CDFI (that will NOT submit a certification application by the deadline stated in the NOFA) that intends to apply for a TA award to assist with obtaining CDFI certification. You should select the “Emerging” record type since, at the time of completing the application, your organization is not certified and will not submit a certification application by the deadline stated in the NOFA.

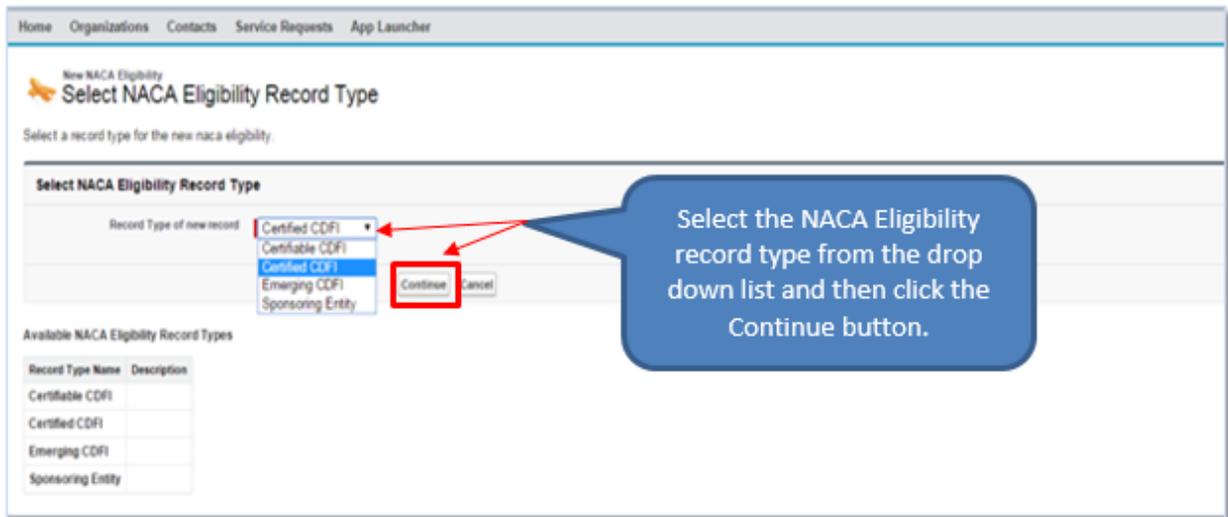


Figure 70. Select NACA Eligibility Record Type Page

5. You will be forwarded to the NACA Eligibility Edit page. Answer the NACA eligibility questions. Click the **Help (?)** icon next to each field to view the full text for each question.

 **Note:** The NACA Eligibility Edit page displayed below will be different depending on the NACA Eligibility Record Type the applicant selects. The below instructions displays the **Certified CDFI** NACA Eligibility Record Type Edit page.

6. Select answers to each question from the pick list menu.
  - a. “2016” is the only pick list option that will display for the **Funding Round Fiscal Year**
  - b. All questions are required to be answered.
7. Click the **Save** button when complete.

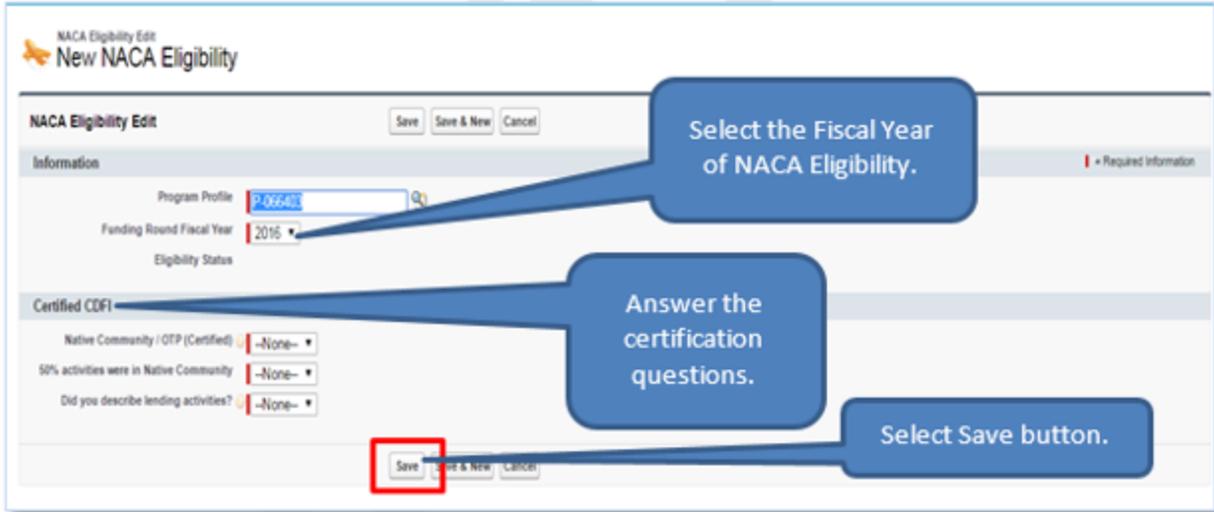


Figure 71. NACA Eligibility Edit Page

8. You will be forwarded to the NACA Eligibility Detail page with a confirmation message stating the record has been saved.
9. The **Eligibility Status** field will be updated to indicate if your organization is eligible or ineligible to apply for a NACA Program award.
  - a. In the example below, the eligibility status reads, “Eligible to apply for NACA FA or NACA TA.”

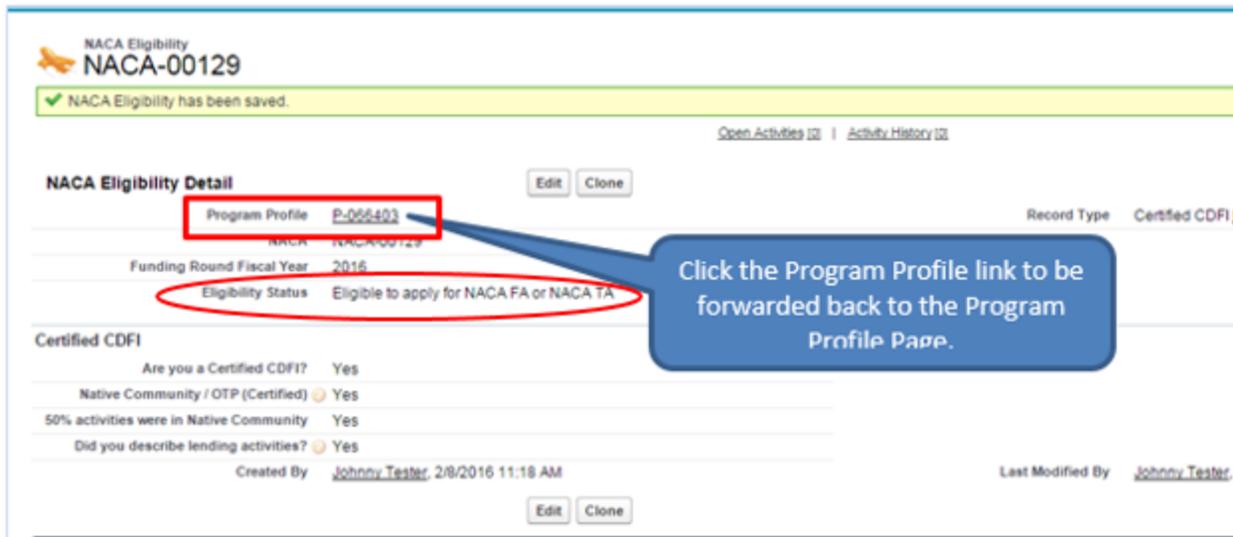


Figure 72. NACA Eligibility Detail Page

10. Click the **Program Profile** link to be forwarded to the Program Profile Detail page. Your NACA Program eligibility will be computed by the system and displayed on the page.

NACA Eligibility (3) | Matching Funds (3) | Funding Applications (2)

### Program Profile Detail

[Edit](#)

**Organization Data**

Organization	CRB Bank	Program Profile Name	P-104243
EIN/TIN	12-3456787	Record Type Name	CDFI-NACA
DUNS			
Program	NACA	Eligibility Category	NACA

**NACA Eligibility**

NACA Category	Certified CDFI
---------------	----------------

**Geographic Markets and Target Areas**

Primary Geographic Market	Major Urban
Special Targeted Areas	Native Communities

**Lines of Business & Financial Products**

Primary Line of Business	Community Development
Products Offered	Affordable Housing, Services to Disabled or Homeless persons

Program, Eligibility Category and NACA Category will be displayed on the Program Detail Page.

Figure 73. Program Profile Detail Page

## 4.2 Create/Update Matching Funds (if applicable)

The matching funds section of the Program Profile allows you to submit your matching funds information to the CDFI Fund. The Matching Funds section is only required when applying for a CDFI-Core FA award. Entities applying for other funding types should not complete this section.

Once matching funds are added at the Program Profile level, they can be associated to multiple applications in multiple funding years.

 **Note:** Entities that are **not** applying for the CDFI Core FA Program should not complete this section, instead, proceed to Section **Error! Reference source not found.** below.

To add information on matching funds:

1. From the Organization Detail page, click the **Program Profiles** link to navigate to the Program Profiles related list.

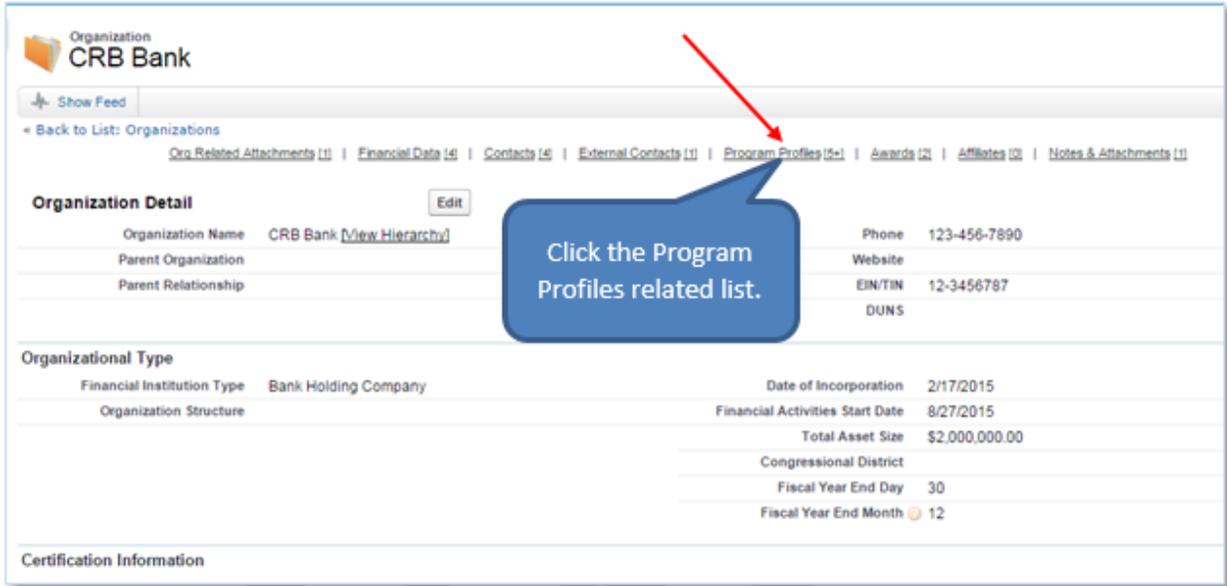


Figure 74. Organization Detail Page

- From the Program Profiles related list, click the **Program Profile Name** link for the CDFI/NACA Record Type to be forwarded to the Program Profile Detail page.

Action	Record Type	Program Profile Name
<a href="#">Edit</a>	BEA	<a href="#">P-104239</a>
<a href="#">Edit</a>	NMTC	<a href="#">P-104240</a>
<a href="#">Edit</a>	BGP	<a href="#">P-104241</a>
<a href="#">Edit</a>	CMF	<a href="#">P-104242</a>
<a href="#">Edit</a>	CDFI-NACA	<a href="#">P-104243</a>
<a href="#">Edit</a>	CDE-CERT	<a href="#">P-104244</a>
<a href="#">Edit</a>	CDFI-CERT	<a href="#">P-104245</a>

Figure 75. Program Profiles Related List

- From the Program Profile Detail page, click the **Matching Funds** link to navigate to the Matching Funds related list.

**Program Profile**  
P-104243

[NACA Eligibility \(2\)](#) | [Matching Funds \(0\)](#) | [Funding Applications \(0\)](#)

**Program Profile Detail**

**Organization Data**

Organization	CRR Bank	Program Profile Name	P-104243
EIN/TIN	12-3456787	Record Type	CDFI-NACA [Change]
DUNS			
Eligibility Category	NACA		
Program			

**NACA Eligibility**

NACA Category: Certified CDFI

**Geographic Markets and Target Areas**

Primary Geographic Market: Major Urban  
Special Targeted Areas: Native Communities

Nationwide: Major Urban  
Geographic Market Served: Colorado; Georgia; Hawaii; Idaho; Nevada

**Lines of Business & Financial Products**

Primary Line of Business: Community Facilities  
Secondary Line of Business: Affordable Housing  
Products Offered: Services to Disabled or Homeless persons

Figure 76. Program Profile Detail Page

- From the Matching Funds related list, click the **New Matching Funds** button.

**NACA Eligibility**

Action: NACA

Edit: [NACA-00001](#)

Edit: [NACA-00006](#)

**Matching Funds**

Action	Matching Fund Name	Amount \$	Name of the Provider	Type	In-hand Matching Fund Amount	Record Type	Comments
--------	--------------------	-----------	----------------------	------	------------------------------	-------------	----------

Figure 77. Matching Funds Related List – Started

**NACA Eligibility**

Action: NACA

Edit: [NACA-00001](#)

Edit: [NACA-00006](#)

**Matching Funds**

Action	Matching Fund Name	Amount \$	Name of the Provider	Type	In-hand Matching Fund Amount	Record Type	Comments
Edit   Del	MFN-0000175	\$175,000.00	Wells Fargo	Equity Investment	\$175,000.00	Other Fund Type	Equity Test
Edit   Del	MFN-0000176	\$30,000.00	BBT	Loan	\$30,000.00	Loan	loan
Edit   Del	MFN-0000177				\$0.00	Grant/In-Kind Below 100K	
Edit   Del	MFN-0000178				\$0.00	Grant/In-Kind Below 100K	
Edit   Del	MFN-0000179				\$90,000.00	Grant/In-Kind Below 100K	

Show 3 more » | Go to list (8) »

Figure 78. Matching Funds Related List – Records Added

- You will be forwarded to the Select Matching Funds Record Type page, where you can select the type of matching funds to be added. The match information to be completed will change based

on the type of match selected. Sections 4.3.1- 4.3.4 provides detailed instructions to complete each matching fund record type.



**NOTE:** There are four types of matching funds:

1. Grants/In-kind Below 100K – Use this type to record and compile Matching Funds consisting of Grants and/or In-kind Contributions under \$100k.
2. Loan – Use this type to record match types of Loans.
3. Other Fund Type – Use this type to record match types of Grants (\$100k and over), In-Kind Contributions (\$100k and over), Equity Investments, Secondary Capital, or Shares/Deposits.
4. Retained Earnings – Use this type to record matches related to Retained Earnings.

All Matching Fund records will require a receipt showing either In-Hand or Committed funds proof. In this matching Fund section the applicant will learn how to create a matching fund record based on the type of matching fund they are applying as well as learn how to add corresponding receipts, known as the Receipt Summary, to each matching fund record.

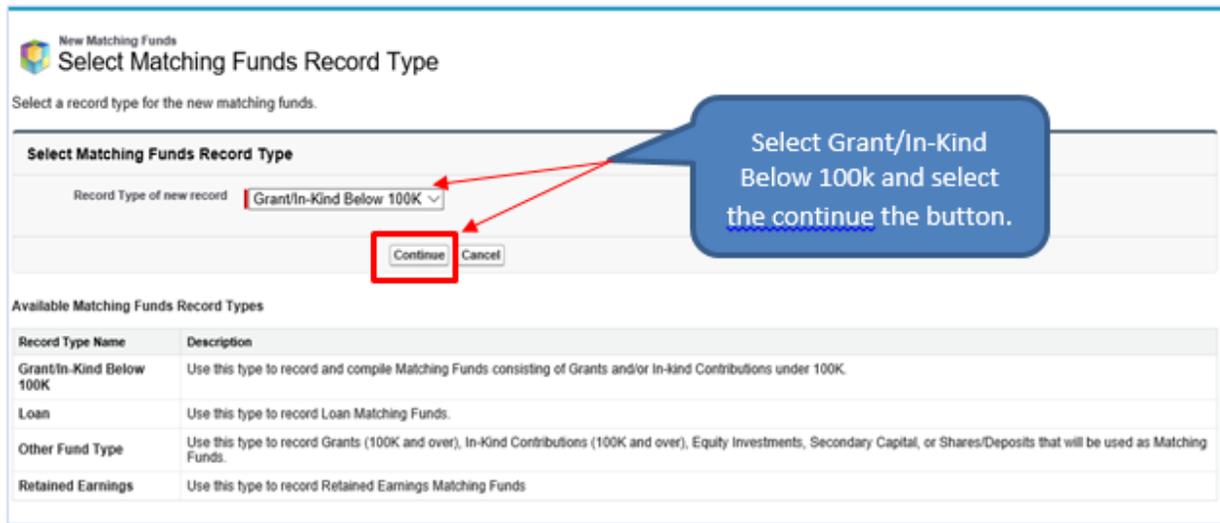
#### 4.2.1 Complete Matching Funds Grant/In-Kind Below 100k



**Note:** Applicants are required to complete all the required Matching Funds information. Required fields are highlighted with a red line next to the field. This Grant/In-Kind Below 100k Matching Fund Record type is used to total matching funds with multiple receipts under 100k. Applicants should enter the total matching funds they intend to apply where the receipts are under 100k, then use the Receipt Summary related list within the Matching Fund Records to attach each receipt record under 100k one by one to equal the total matching fund applied. Receipt summaries will be added based on the year and verified by CDFI Fund Staff.

To complete matching funds information for Grants/In-Kind Below 100k:

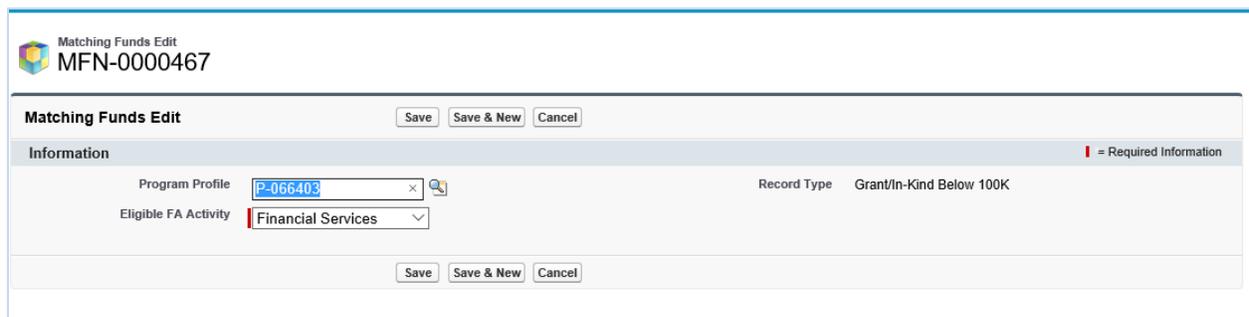
1. Select **Grants/In-Kind Below 100k** from the Record Type of new record drop-down menu and then click the **Continue** button.



Record Type Name	Description
Grant/In-Kind Below 100K	Use this type to record and compile Matching Funds consisting of Grants and/or In-kind Contributions under 100K.
Loan	Use this type to record Loan Matching Funds.
Other Fund Type	Use this type to record Grants (100K and over), In-Kind Contributions (100K and over), Equity Investments, Secondary Capital, or Shares/Deposits that will be used as Matching Funds.
Retained Earnings	Use this type to record Retained Earnings Matching Funds

Figure 79. Select Matching Funds Record Type Page – Grant/In-Kind Below 100K

2. Select the Eligible FA Activity from the drop-down menu and click the Save button.



Matching Funds Edit MFN-0000467

Save Save & New Cancel

Information | = Required Information

Program Profile P-066403 Record Type Grant/In-Kind Below 100K

Eligible FA Activity Financial Services

Save Save & New Cancel

Figure 80. Matching Funds Edit Page

3. You will be forwarded to the Matching Funds Detail page with a message stating the record has been saved.
4. Enter the receipt summary information by selecting the **New Receipt Summary** button.

Matching Funds  
MFN-0000467

✓ Matching Funds has been saved.

Receipt Summaries (0)

**Matching Funds Detail** Edit Delete Clone

Program Profile P-066403 Record Type Grant/In-Kind Below 100K [Change]

Eligible FA Activity Financial Services In-hand Matching Funds Amount \$0.00

Committed Matching Funds Amount \$0.00

Created By Johnny Tester, 2/21/2016 7:12 PM Last Modified By Johnny Tester, 2/21/2016 7:12 PM

Edit Delete Clone

**Receipt Summaries** **New Receipt Summary**

No records to display

Figure 81. Matching Funds Detail Page - Grant/In-Kind Below 100K

**NOTE:** Receipt Summary records are used to record and validate matching funds records. For Grants/In-kind Below 100k, you will enter a separate Receipt Summary for each fiscal year for which you will compile and report grants and in-kind contributions under 100k. Upon creating a Receipt Summary, you will be directed to enter a Receipt Detail entry (including amount, date, and contact information for Matching Funder Provider) for each grant and/or in-kind contribution under 100k.



**You must enter a receipt summary for all Matching Funds sources. Without a receipt summary you will NOT be able to apply the entered Matching Funds information to an application.**

There are five receipt summary options; however, **for Grants/In-kind Below 100k record types you must only select “Committed below 100k” or “In-hand below 100k”:**

1. **Committed below 100k** – Use this option to record receipts for Committed Grants and/or In-Kind Contributions under 100K that are not yet In-Hand.
2. **In-hand below 100k** – Use this option to record receipts for In-Hand Grants and/or In-Kind Contributions under 100K.

5. Select a receipt summary option from the Record Type of New Record drop-down menu and then click the **Continue** button.

New Receipt Summary  
**Select Receipt Summary Record Type**

Select a record type for the new receipt summary.

**Select Receipt Summary Record Type**

Record Type of new record

Available Receipt Summary Record Types

Record Type Name	Description
Committed	Use this option to record Committed receipts that are not yet In-Hand.
Committed Below 100K	Use this option to record receipts for Committed Grants and/or In-Kind Contributions under 100K that are not yet In-Hand.
In-Hand	Use this option to record In-Hand receipts.
In-Hand Below 100K	Use this option to record receipts for In-Hand Grants and/or In-Kind Contributions under 100K.
Retained Earnings	Use this option to record the amount of available Retained Earnings.

Figure 82. Select Receipt Summary Record Type Page

6. You will be forwarded to the Receipt Summary Edit page. Enter the **Year of Receipt** and select the **Save** button to record the year of the receipt.

Receipt Summary Edit  
**New Receipt Summary**

Save Save & New Cancel

Information = Required Information

Matching Fund

Year of Receipt

Record Type

Figure 83. Receipt Summary Edit Page – Year of Receipt

7. You will receive a message stating the Receipt Summary has been saved.

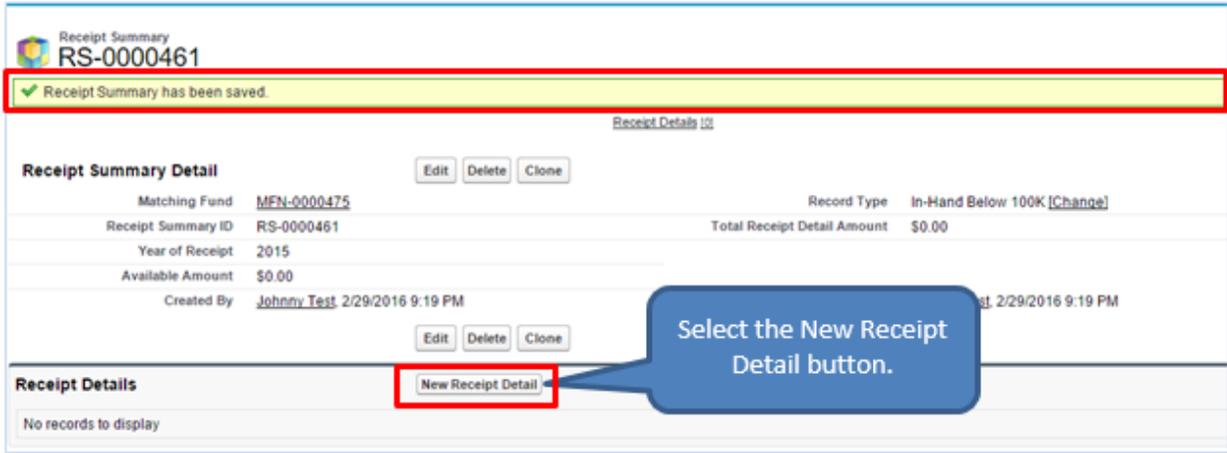


Figure 84. Receipt Summary Detail Page

8. Select the **New Receipt Detail** button to add the receipt details.
9. Complete the required information on the page.
  - a. Enter the **Date of Receipt** by selecting the calendar.
  - b. Enter the check or wire transfer amount in the **Amount \$** field
  - c. Enter **Contact Name**.

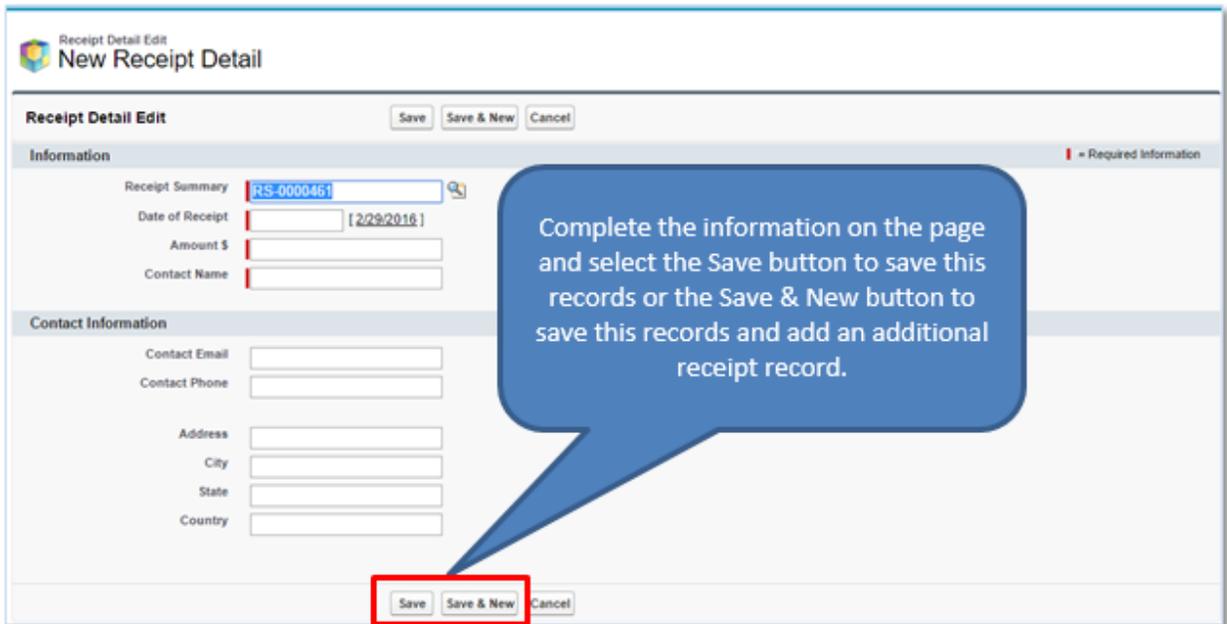


Figure 85. New Receipt Detail Edit Page

10. Complete the Contact Information section.
  - a. Contact Email or Contact Phone number is a required field. If one of these fields is not completed, the applicant will receive an error msg to enter the missing data in order to Save the record.

11. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary for the same matching funds source quickly.)

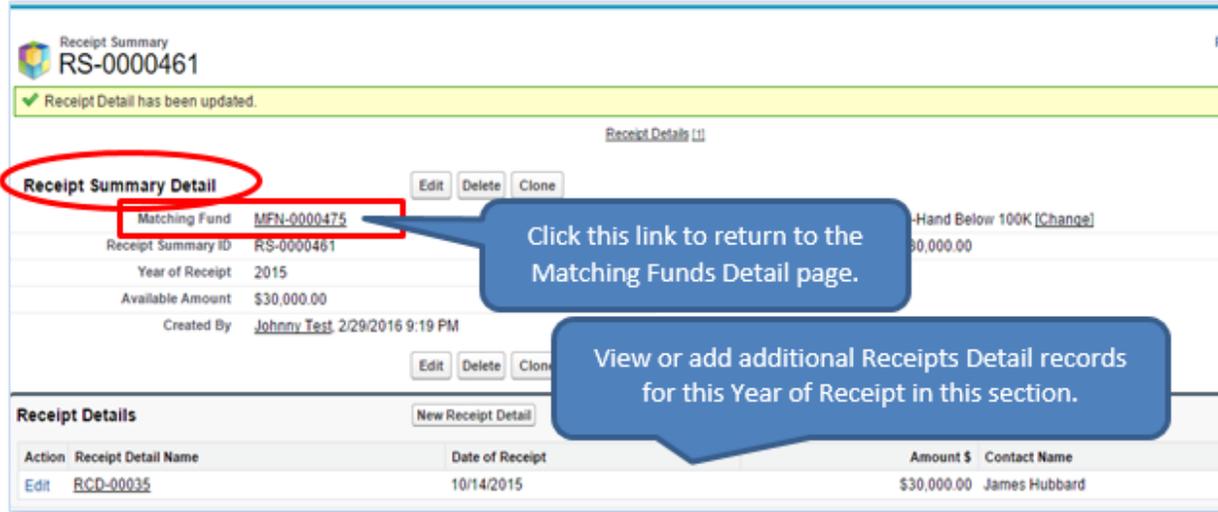


Figure 86. Receipt Summary Detail Page

12. Click the Matching Fund link to be forwarded to the Matching Fund Detail Page.

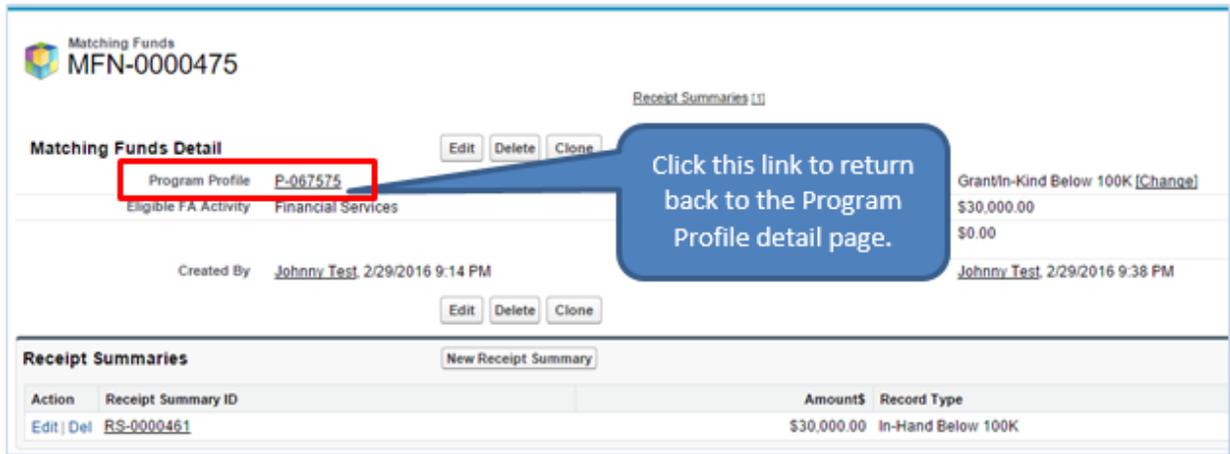


Figure 87. Matching Funds Detail Page

13. The Matching Funds Detail page is displayed with the receipt summary(ies) that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

Matching Funds  
MFN-0000467

Receipt Summaries (1)

Matching Funds Detail

Program Profile [P-066403](#)

Record Type Grant/In-Kind Below 100K [\[Change\]](#)

ing Funds Amount \$40,000.00

d Matching Funds \$0.00

Created By [Johnny Tester](#), 2/21

Click the Program Profile link to return back to the Program Profile Detail page.

The receipt summaries added are displayed here.

Receipt Summaries [New Receipt Summary](#)

Action	Receipt Summary ID	Amount\$	Record Type
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">RS-0000456</a>	\$40,000.00	In-Hand

Figure 88. Matching Fund Detail Page

14. The Program Profile Detail page is displayed with the matching funds that you have added. Scroll down to the Matching Funds related list.

Program Profile  
P-104243

Printable View

Program Profile Detail

Organization Data

Organization [CRR Bank](#)

EIN/TIN 12-3456787

DUNS

Eligibility Category [NACA](#)

Program

NACA Eligibility

NACA Category [Certified CDFI](#)

Geographic Markets and Target Areas

Primary Geographic Market  Major Urban  Nationwide  Major Urban

Special Targeted Areas  Native Communities

Geographic Market Served  Colorado; Georgia; Hawaii; Idaho; Nevada

Lines of Business & Financial Products

Primary Line of Business [Community Facilities](#)

Secondary Line of Business  Affordable Housing

Products Offered  Services to Disabled or Homeless persons

Matching Funds Summary

Matching Funds [New Matching Funds](#)

Action	Matching Funds Name	Amount \$	Name of the Provider	Type	In-hand Matching Funds Amount	Record Type	Comments
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000434</a>				\$30,000.00	Grant/In-Kind Below 100K	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000439</a>	\$450,000.00	BOA	Grant	\$450,000.00	Other Fund Type	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000440</a>				\$30,000.00	Grant/In-Kind Below 100K	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000441</a>	\$30,000.00	Cit Bank	Loan	\$30,000.00	Loan	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000442</a>	\$5,000,000.00	Citizen Bank	Grant	\$5,000,000.00	Other Fund Type	

Show 2 more » | [Go to list \(7\)](#) »

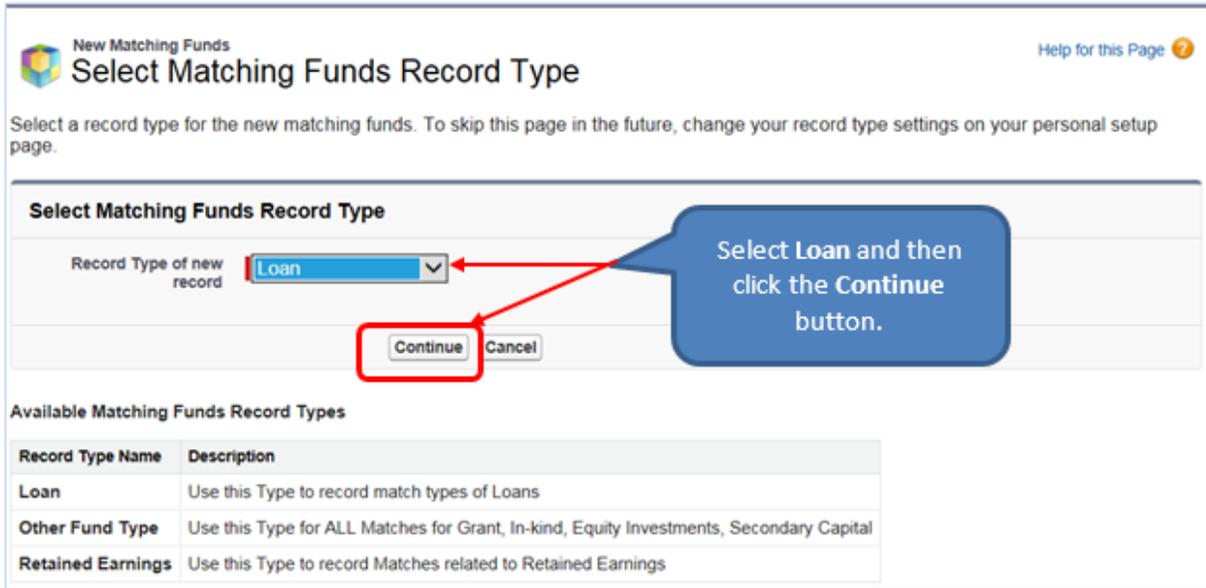
Figure 89. Program Profile Detail Page – Matching Funds Related List

#### 4.2.2 Complete Matching Funds Information for Loans

 **Note:** Applicants are required to complete all the required Matching Funds information. Required fields are highlighted with a red line next to the field.

To complete matching funds information for loans:

15. Select **Loan** from the Record Type of new record drop-down menu and then click the **Continue** button.



**Select Matching Funds Record Type**

Record Type of new record: **Loan**

**Continue** **Cancel**

Available Matching Funds Record Types

Record Type Name	Description
Loan	Use this Type to record match types of Loans
Other Fund Type	Use this Type for ALL Matches for Grant, In-kind, Equity Investments, Secondary Capital
Retained Earnings	Use this Type to record Matches related to Retained Earnings

Figure 90. Select Matching Funds Record Type Page – Loan Type

16. You will be forwarded to the Matching Funds Edit page.
17. Complete the information on the page (fields highlighted in red are required):
  - a. Enter the Name of the Provider.
  - b. Select **Loan** from the Type drop-down menu.
  - c. Specify if the loan term is three or more years.

 **NOTE:** Loans less than three years are not eligible as matching funds.

- d. Enter comments in the Comments text field, as necessary.
- e. Enter the **total loan amount received from the Matching Funds Provider** in the Amount \$ field. This should match the amount in the loan agreement, promissory note, etc.
- f. Select an activity from the Eligible FA Activity drop-down menu.

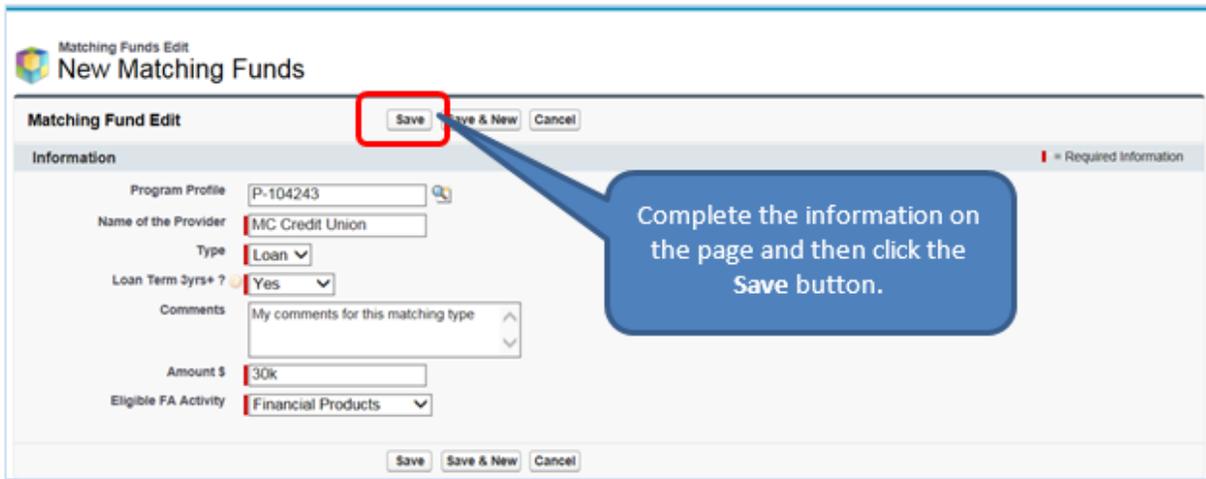


Figure 91. Matching Funds Edit Page – Loan Type

18. Click the **Save** button to be forwarded to the Matching Funds Detail page. (Clicking the Save & New button saves the record and re-displays another blank form to create a new record. Use this button when you want to create multiple matching funds quickly.)

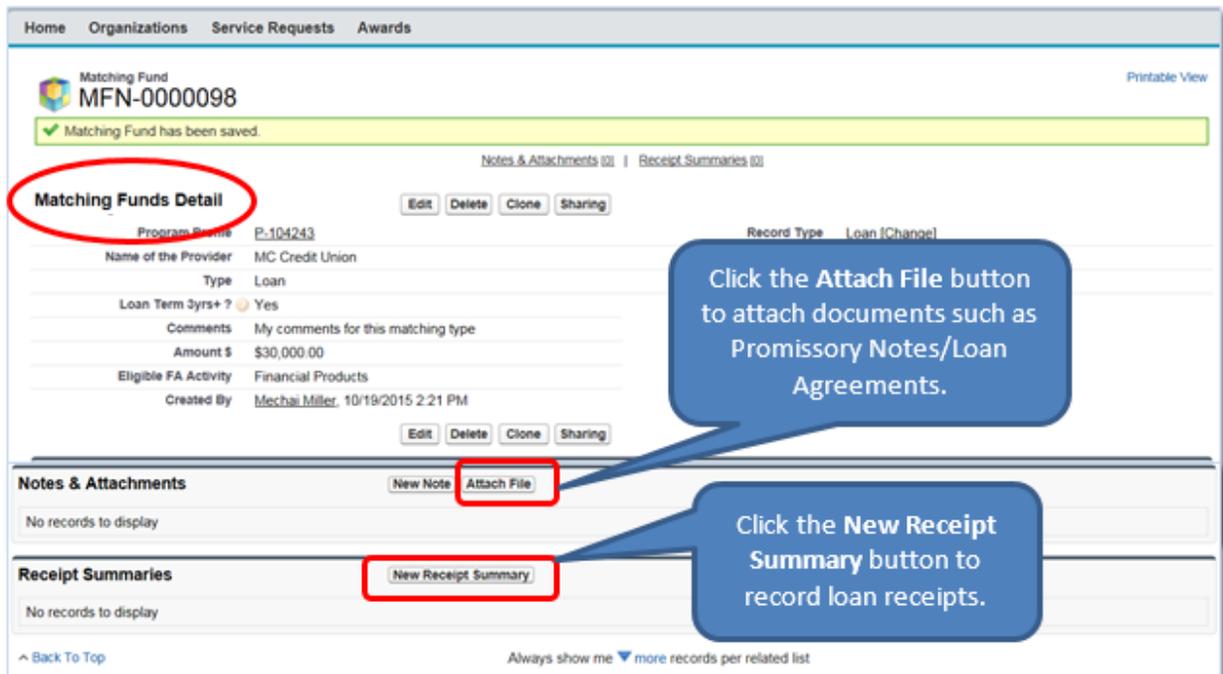


Figure 92. Matching Funds Detail Page – Loan Type

19. From the Matching Funds Detail page, click the **Attach File** button under the Notes & Attachments related list to add matching funds documentation such as Promissory Notes and Loan Agreements. You will be forwarded to the Attach File to Matching Funds page.

**Attach File to Matching Funds MFN-0000098**

**1. Select the File**  
Type the path of the file or click the Browse button to find the file.

**2. Click the "Attach File" button.**  
Repeat steps 1 and 2 to attach multiple files.  
( When the upload is complete the file information will appear below. )

**3. Click the Done button to return to the previous page.**  
( This will cancel an in-progress upload. )

Figure 93. Attach File to Matching Funds Page – Loan Type

20. Follow the instructions on the page to attach a file:
  - a. Click the **Browse** button and select a file.
  - b. Click the **Attach File** button.
  - c. Click the **Done** button.
  - d. The attached file will be displayed under the Notes & Attachments related list.
21. From the Matching Funds Detail page, click the **New Note** button under the Notes & Attachments related list to add a note about the matching funds source and/or the attached documentation, if necessary.
22. Scroll down to the Receipt Summaries related list and click the **New Receipt Summary** button.

**Receipt Summaries**

No records to display

Figure 94. Receipt Summaries Related List

23. You will be forwarded to the Select Receipt Summary Record Type page.

Record Type Name	Description
Committed	Please use this type to record committed receipts not yet in-hand
In-Hand	Use this Type record checks or wire transfers related to Other Fund Types
Retained Earnings	Use this type to record results of Retained Earning Calculations

Figure 95. Select Receipt Summary Record Type Page

24. Select a receipt summary option from the Record Type of New Record drop-down menu and then click the **Continue** button.



**NOTE:** Receipt Summary records are used to record and validate matching funds records. You can enter more than one Receipt Summary for each Matching Funds source to demonstrate multiple disbursements from the Matching Funds Provider and/or that funds are in-hand or committed. For example, if a \$40k loan was disbursed in two \$20k payments, two corresponding receipt summaries should be created.

Please note that the sum of all receipt summaries entered cannot exceed the amount entered in the Amount \$ field in the Matching Funds Detail section.

**You must enter a receipt summary for all Matching Funds sources. Without a receipt summary you will NOT be able to apply the entered Matching Funds information to an application.**

There are five receipt summary options; however, **for loan record types you must only select “Committed” or “In-hand”:**

1. Committed – Use this option to record committed receipts not yet in-hand.
2. In-hand – Use this option to record in-hand receipts.

25. You will be forwarded to the Receipt Summary Edit page.

Figure 96. Receipt Summary Edit Page – Loan Type

26. Complete the information on the page:
- a. Enter the check or wire transfer amount in the Amount \$ field. (If the check/wire transfer amount entered is more than the amount entered in the Amount \$ field in the Matching Funds Detail section, you will receive an error message.)

Figure 97. Receipt Summary Edit Page – Error Message

- b. Enter the check/wire transfer number in the Check/Wire Transfer# field.
  - c. Enter the check date/wire transfer date in the Date of Receipt field.
27. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary for the same matching funds source quickly.)

Figure 98. Receipt Summary Detail Page – Loan Type

28. Click the **Attach File** button under the Notes & Attachments related list to attach documents related to loan receipts, such as copies of checks, wire transfers, bank statements, etc. You will be forwarded to the Attach File to Receipt Summary page.

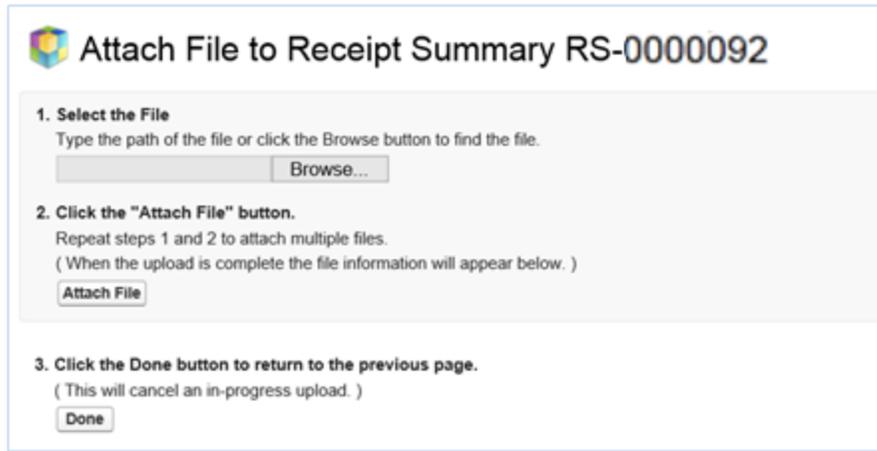


Figure 99. Attach File to Receipt Summary Page – Loan Type

29. Follow the instructions on the page to attach a file:
  - a. Click the **Browse** button and select a file.
  - b. Click the **Attach File** button.
  - c. Click the **Done** button.
  - d. The attached file will be displayed under the Notes & Attachments related list.
  - e. Repeat Steps 14-15 to attach all your receipts.
30. From the Receipt Summary Detail page, click the **link** next to the Matching Fund field to return to the Matching Funds Detail page.

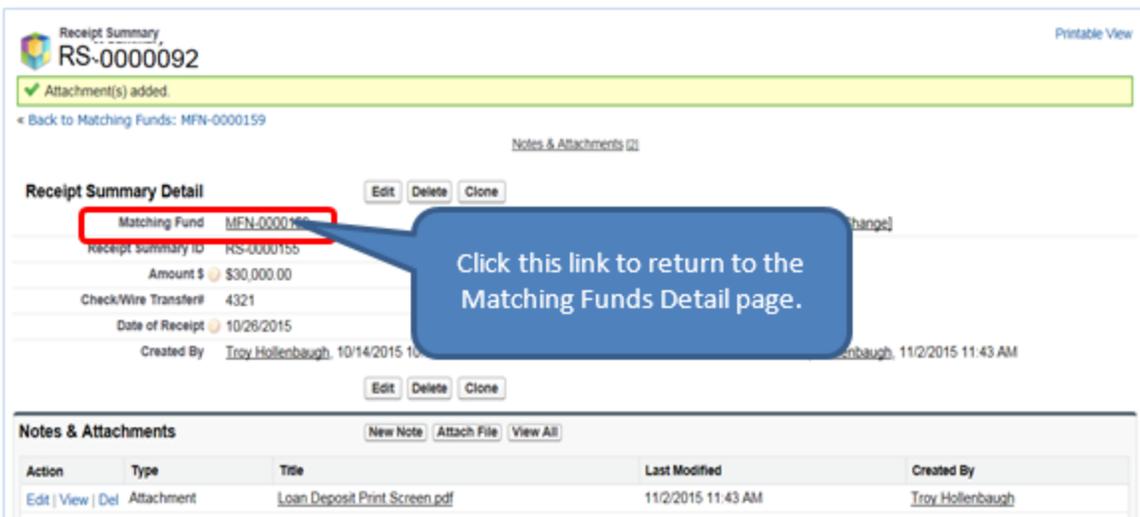


Figure 100. Receipt Summary Detail Page – Loan Type

31. The Matching Funds Detail page is displayed with the receipt summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

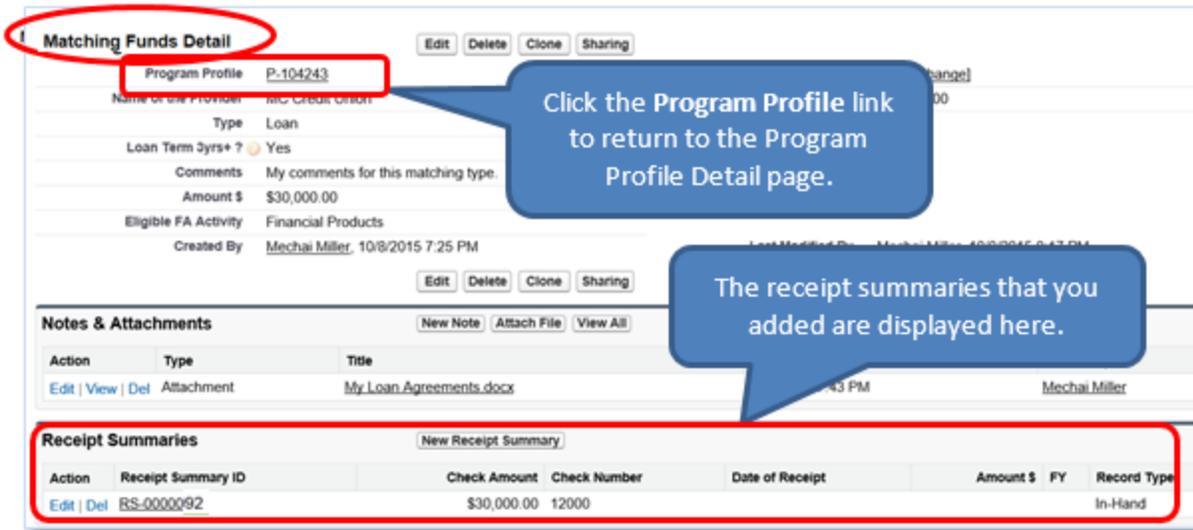
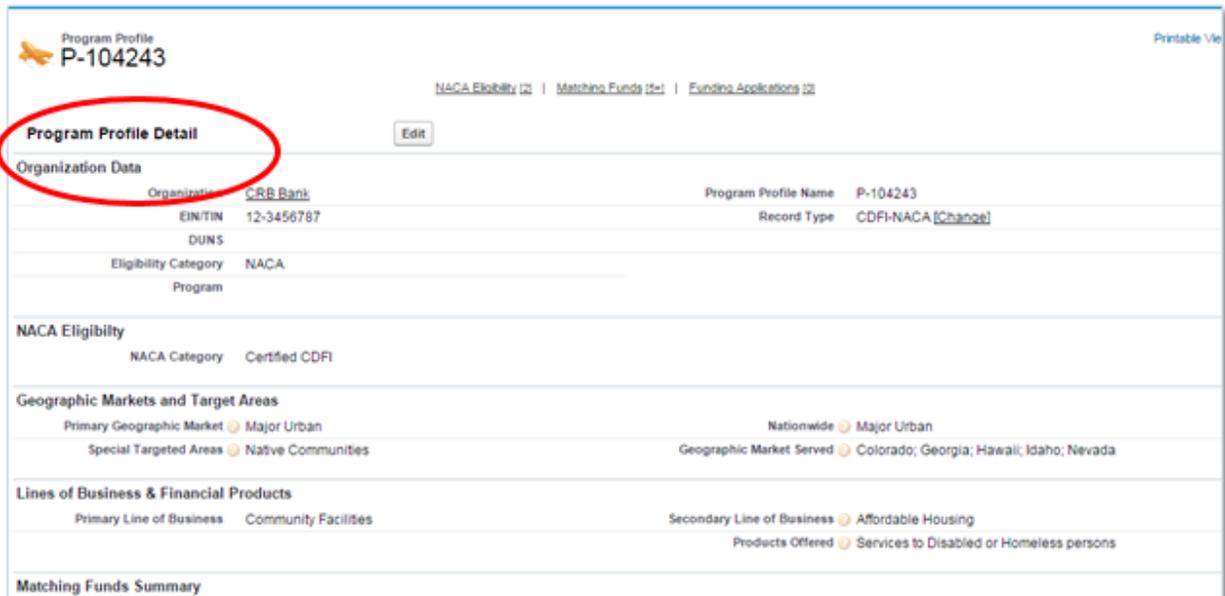


Figure 101. Matching Funds Detail Page – Loan Type

32. The Program Profile Detail page is displayed with the matching funds that you have added. Scroll down to the Matching Funds related list.



Matching Funds							
<a href="#">New Matching Fund</a>							
Action	Matching Fund Name	Amount \$	Name of the Provider	Type	In-hand Matching Fund Amount	Record Type	Comments
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000175</a>	\$175,000.00	Wells Fargo	Equity Investment	\$175,000.00	Other Fund Type	Equity Test
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000176</a>	\$30,000.00	BBT	Loan	\$30,000.00	Loan	loan
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000177</a>				\$0.00	Grant/In-Kind Below 100K	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000178</a>				\$0.00	Grant/In-Kind Below 100K	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000179</a>				\$90,000.00	Grant/In-Kind Below 100K	

[Show 3 more >](#) | [Go to list \(8\) >](#)

Matching funds you have added are displayed in this related lists.

Figure 102. Program Profile Detail Page – Matching Funds Related List

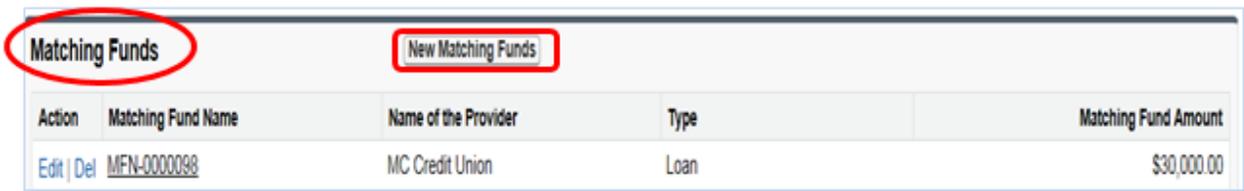
### 4.2.3 Complete Matching Funds Information for Other Fund Types

 **Note:** Applicants are required to complete all the required Matching Funds information. Required fields are highlighted with a red line next to the field.

To complete information on Grants of 100k and over, In-Kind Contributions of 100k and over, Equity Investments, Secondary Capital, or Shares/Deposits, you will use the Other Fund Type as the matching funds record type.

To complete information on Grants of 100k and over, In-Kind Contributions of 100k and over, Equity Investments, Secondary Capital, or Shares/Deposits:

1. Ensure you are on the CDFI/NACA Program Profile Detail page.
2. Scroll down to the Matching Funds related list on the Program Profile Detail page and then click the **New Matching Funds** button.



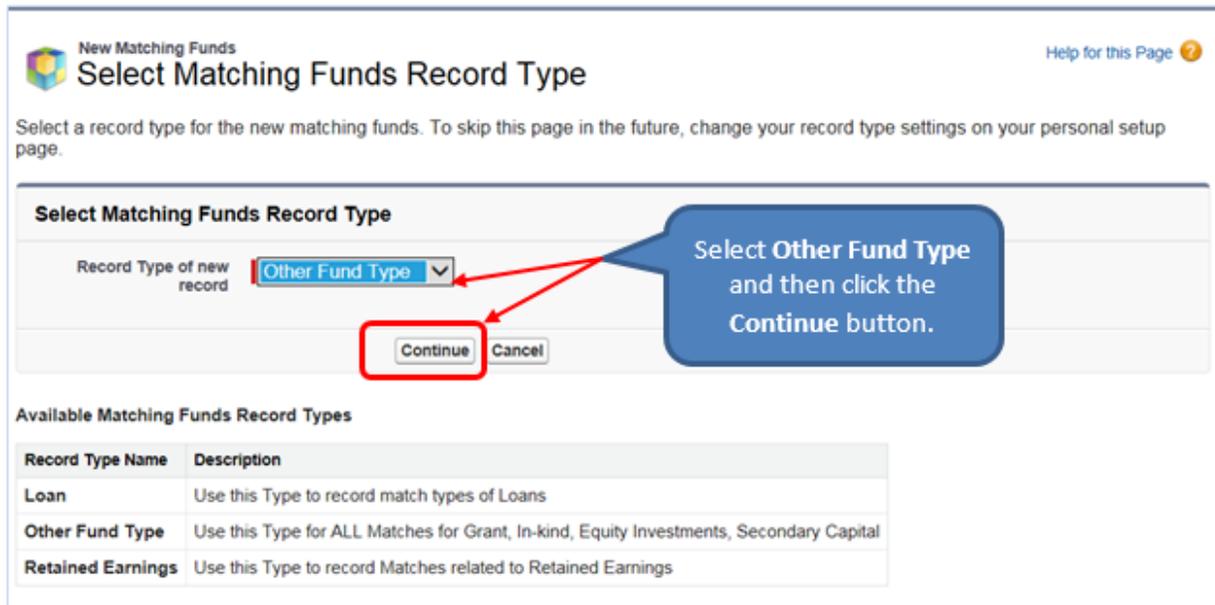
The screenshot shows a table with the following data:

Action	Matching Fund Name	Name of the Provider	Type	Matching Fund Amount
<a href="#">Edit</a>   <a href="#">Del</a>	MFN-0000098	MC Credit Union	Loan	\$30,000.00

Red boxes highlight the 'Matching Funds' header and the 'New Matching Funds' button.

Figure 103. Matching Funds Related List

3. You will be forwarded to the Select Matching Funds Record Type page. Select **Other Fund Type** from the Record Type of New Record drop-down menu and then click the **Continue** button.



The screenshot shows the 'Select Matching Funds Record Type' page. The 'Record Type of new record' dropdown menu is set to 'Other Fund Type'. A blue callout box with red arrows points to the dropdown and the 'Continue' button, containing the text: 'Select Other Fund Type and then click the Continue button.' Below the form is a table of available record types:

Record Type Name	Description
Loan	Use this Type to record match types of Loans
Other Fund Type	Use this Type for ALL Matches for Grant, In-kind, Equity Investments, Secondary Capital
Retained Earnings	Use this Type to record Matches related to Retained Earnings

Figure 104. Select Matching Funds Record Type Page – Other Fund Type

4. You will be forwarded to the Matching Funds Edit page.

5. Complete the information on the page:
  - a. Enter the Name of the Provider.
  - b. Select a type of matching funds from the Type drop-down menu.
  - c. Enter comments in the Comments text field, as necessary.
  - d. Enter the **total loan amount received from the Matching Funds Provider** in the Amount \$ field. This should match the amount in the agreement documentation between your organization and the Matching Funds Provider.
  - e. Select an activity from the Eligible FA Activity drop-down menu.

Figure 105. Matching Funds Edit Page – Other Fund Type

6. Click the **Save** button to be forwarded to the Matching Funds Detail page. (Clicking the Save & New button saves the record and re-displays another blank form to create a new record. Use this button when you want to create multiple matching funds quickly.)

Figure 106. Matching Funds Detail Page – Other Fund Type

7. Scroll down to the Receipt Summaries related list and click the **New Receipt Summary** button.

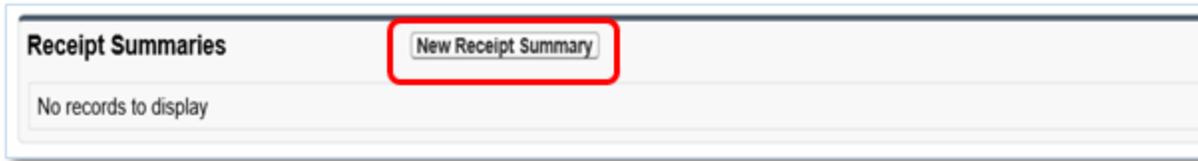


Figure 107. Receipt Summaries Related List

8. You will be forwarded to the Select Receipt Summary Record Type page. (Figure 106. Select Receipt Summary Record Type Page)

 **NOTE:** Receipt Summary records are used to record and validate matching funds records. You can enter more than one Receipt Summary for each Matching Funds source to demonstrate multiple disbursements from the Matching Funds Provider and/or that funds are in-hand or committed. For example, if a \$500k grant was disbursed in two \$250k payments, two corresponding receipt summaries should be created.

Please note that the sum of all receipt summaries entered cannot exceed the amount entered in the Amount \$ field in the Matching Funds Detail section.

**You must enter a receipt summary for all Matching Funds sources. Without a receipt summary you will NOT be able to apply the entered Matching Funds information to an application.**

There are five receipt summary options; however, **for loan record types you must only select “Committed” or “In-hand”:**

1. Committed – Use this option to record committed receipts not yet in-hand.
2. In-hand – Use this option to record in-hand receipts.

9. Select a receipt summary option from the Record Type of New Record drop-down menu and then click the **Continue** button.

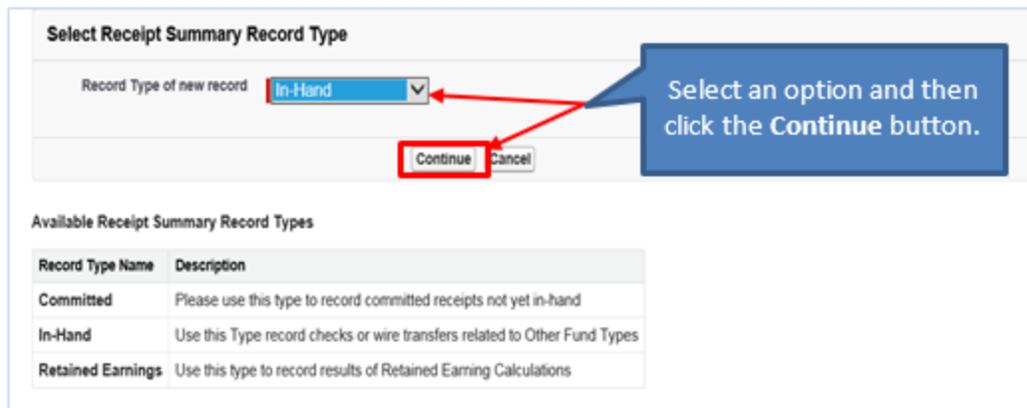


Figure 108. Select Receipt Summary Record Type Page

10. You will be forwarded to the Receipt Summary Edit page.  
11. Complete the information on the page:

- a. Enter the check/wire amount in the Amount \$ field.
- b. Enter the check/wire transfer number in the Check/Wire Transfer# field.
- c. Enter the check date/wire transfer date in the Date of Receipt field.

Figure 109. Receipt Summary Edit Page – Other Fund Type

12. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary quickly.)

Figure 110. Receipt Summary Detail Page – Other Fund Type

13. Click the **Attach File** button under the Notes & Attachments related list to attach documents related to matching funds receipts. You will be forwarded to the Attach File to Receipt Summary page.

**Attach File to Receipt Summary RS-0000203**

- 1. Select the File**  
Type the path of the file or click the Browse button to find the file.
- 2. Click the "Attach File" button.**  
Repeat steps 1 and 2 to attach multiple files.  
( When the upload is complete the file information will appear below. )
- 3. Click the Done button to return to the previous page.**  
( This will cancel an in-progress upload. )

Figure 111. Attach File to Receipt Summary Page – Other Fund Type

14. Follow the instructions on the page to attach a file:
  - a. Click the **Browse** button and select a file.
  - b. Click the **Attach File** button.
  - c. Click the **Done** button.
  - d. The attached file will be displayed under the Notes & Attachments related list.
  - e. Repeat Steps 16-17 to attach all your receipts.
15. From the Receipt Summary Detail page, click the **link** next to the Matching Fund field to return to the Matching Funds Detail page.

Receipt Summary RS-0000203 Printable View

✓ Receipt Summary has been saved.

Notes & Attachments (0)

**Receipt Summary Detail**

Matching Fund [MEN-0000154](#)

Receipt Summary ID: RS-0000004

Check/Wire Transfer Amount: \$250,000.00

Check/Wire Transfer#: 12346

Date of Receipt: 9/29/2015

Created By: Mechai Miller, 10/19/2015 8:19 PM Last Modified By: Mechai Miller, 10/19/2015 8:19 PM

**Notes & Attachments**

Action	Type	Title	Last Modified	Created By
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	Check Deposit A.pdf	10/8/2015 9:44 PM	Mechai Miller

Figure 112. Receipt Summary Detail Page – Other Fund Type

16. The Matching Funds Detail page is displayed with the receipt summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

**Matching Funds Detail**

Program Profile: [P-104243](#) Edit

Name of the Provider: BOA Other Fund Type [\[Change\]](#)

Type: In-Kind

Comments: 250k developmental svcs funds

Amount: \$250,000.00

Eligible FA Activity: Development Services

Created By: [Mechal Miller](#), 10/27/2015 1:54 PM

Custom Links: [Matching Funds under 50k](#)

Edit Delete Clone Sharing

**Notes & Attachments** New Note Attach File

No records to display

**Receipt Summaries** New Receipt Summary

Action	Receipt Summary ID	Amount	Record Type
<a href="#">Edit</a>   <a href="#">Del</a>	RS-0000203	\$250,000.00	In-Hand

Figure 113. Matching Funds Detail Page – Other Fund Type

- The Program Profile Detail page is displayed with the matching funds that you have added. Click the Matching Funds related list.

**Program Profile**  
P-104243

[NACA Eligibility \(2\)](#) | [Matching Funds \(5\)](#) | [Funding Applications \(0\)](#)

**Program Profile Detail** Edit

**Organization Data**

Organization: [CRR Bank](#) Program Profile Name: P-104243

EIN/TIN: 12-3456787 Record Type: [CDFI-NACA \[Change\]](#)

DUNS: \_\_\_\_\_

Eligibility Category: NACA

Program: \_\_\_\_\_

**NACA Eligibility**

NACA Category: Certified CDFI

**Geographic Markets and Target Areas**

Primary Geographic Market:  Major Urban Nationwide:  Major Urban

Special Targeted Areas:  Native Communities Geographic Market Served:  Colorado; Georgia; Hawaii; Idaho; Nevada

**Lines of Business & Financial Products**

Primary Line of Business: Community Facilities Secondary Line of Business:  Affordable Housing

Products Offered:  Services to Disabled or Homeless persons

**Matching Funds Summary**

**NACA Eligibility** [New NACA Eligibility](#)

Action: **NACA**  
[Edit](#) [NACA-00001](#)  
[Edit](#) [NACA-00006](#)

**Matching Funds** [New Matching Fund](#)

Action	Matching Fund Name	Amount \$	Name of the Provider	Type
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000175</a>	\$175,000.00	Wells Fargo	Equity Invest
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000176</a>	\$30,000.00	BBT	Loan
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000177</a>			\$0.00 GrantN-Kind Below 100K
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000178</a>			\$0.00 GrantN-Kind Below 100K
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000179</a>			\$90,000.00 GrantN-Kind Below 100K

[Show 3 more »](#) | [Go to list \(8\) »](#)

Figure 114. Program Profile Detail Page – Matching Funds Related List

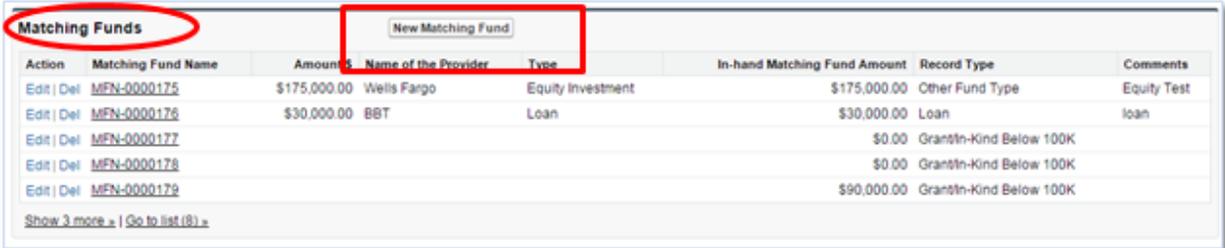
#### 4.2.4 Complete Matching Funds Information for Retained Earnings



**Note:** Applicants are required to complete all the required Matching Funds information. Required fields are highlighted with a red line next to the field.

To complete information on matching funds for retained earnings:

1. Ensure you are on the CDFI/NACA Program Profile Detail page.
2. Scroll down to the Matching Funds related list on the Program Profile Detail page and then click the **New Matching Funds** button.

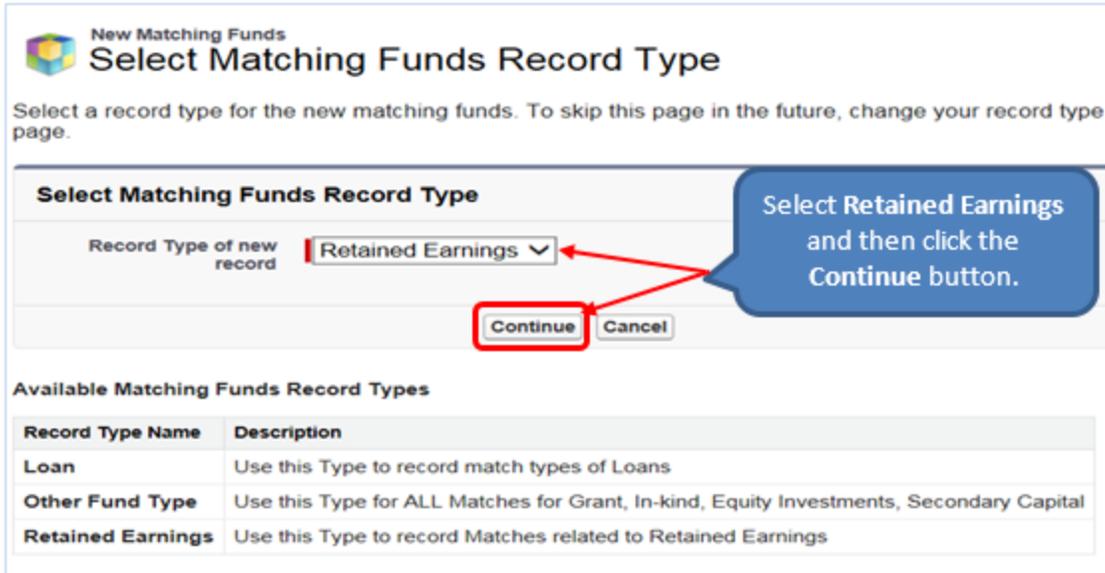


Action	Matching Fund Name	Amount \$	Name of the Provider	Type	In-hand Matching Fund Amount	Record Type	Comments
Edit   Del	MFN-0000175	\$175,000.00	Wells Fargo	Equity Investment	\$175,000.00	Other Fund Type	Equity Test
Edit   Del	MFN-0000176	\$30,000.00	BBT	Loan	\$30,000.00	Loan	loan
Edit   Del	MFN-0000177				\$0.00	Grant/In-Kind Below 100K	
Edit   Del	MFN-0000178				\$0.00	Grant/In-Kind Below 100K	
Edit   Del	MFN-0000179				\$90,000.00	Grant/In-Kind Below 100K	

Show 3 more » | Go to list (8) »

Figure 115. Matching Funds Related List

3. You will be forwarded to the Select Matching Funds Record Type page. Select **Retained Earnings** from the Record Type of New Record drop-down menu and then click the **Continue** button.



**New Matching Funds**  
**Select Matching Funds Record Type**

Select a record type for the new matching fund. To skip this page in the future, change your record type page.

**Select Matching Funds Record Type**

Record Type of new record: Retained Earnings

Continue Cancel

**Available Matching Funds Record Types**

Record Type Name	Description
Loan	Use this Type to record match types of Loans
Other Fund Type	Use this Type for ALL Matches for Grant, In-kind, Equity Investments, Secondary Capital
Retained Earnings	Use this Type to record Matches related to Retained Earnings

Figure 116. Select Matching Funds Record Type Page – Retained Earnings

4. You will be forwarded to the Matching Funds Edit page.
5. Complete the information on the page:
  - a. Select **Retained Earnings** from the Type drop-down menu.
  - b. Enter comments in the Comments text field, as necessary.
  - c. Select an activity from the Eligible FA Activity drop-down menu.

Figure 117. Matching Funds Edit Page – Retained Earnings

6. Click the **Save** button to be forwarded to the Matching Funds Detail page. (Clicking the Save & New button saves the record and re-displays another blank form to create a new record. Use this button when you want to create multiple matching funds quickly.)

Figure 118. Matching Funds Detail Page – Retained Earnings

7. Click the **Retained Earnings Calculator** link for the Financial Institution Type to download a Retained Earnings Template with formulas that you will use to calculate the retained earnings.
8. Within the Retained Earnings Templates there are two tabs, one is a guide providing instructions on how to use the retained earnings calculator and the 2<sup>nd</sup> tab is the retained earnings calculator for that Financial Institution Type. Enter the retained earnings totals as instructed to calculate. The end result will give you a section listing the results you can use for matching funds.

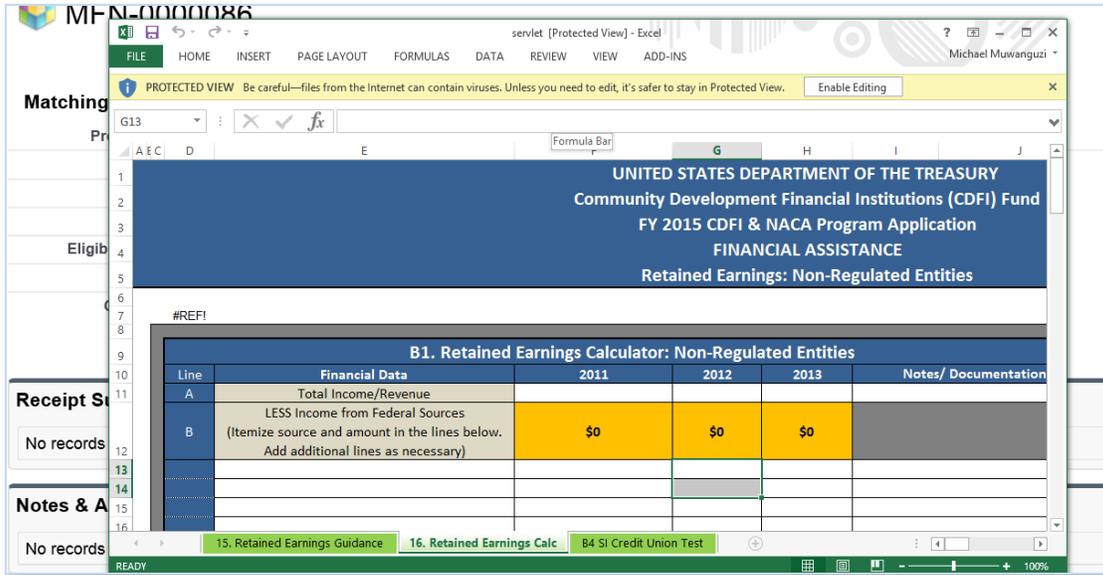


Figure 119. Retained Earnings Template – Excel Workbook

- Once the Retained Earnings matching fund amount is clear, return back to the Matching Fund detail page and select the **New Receipt Summary** button.

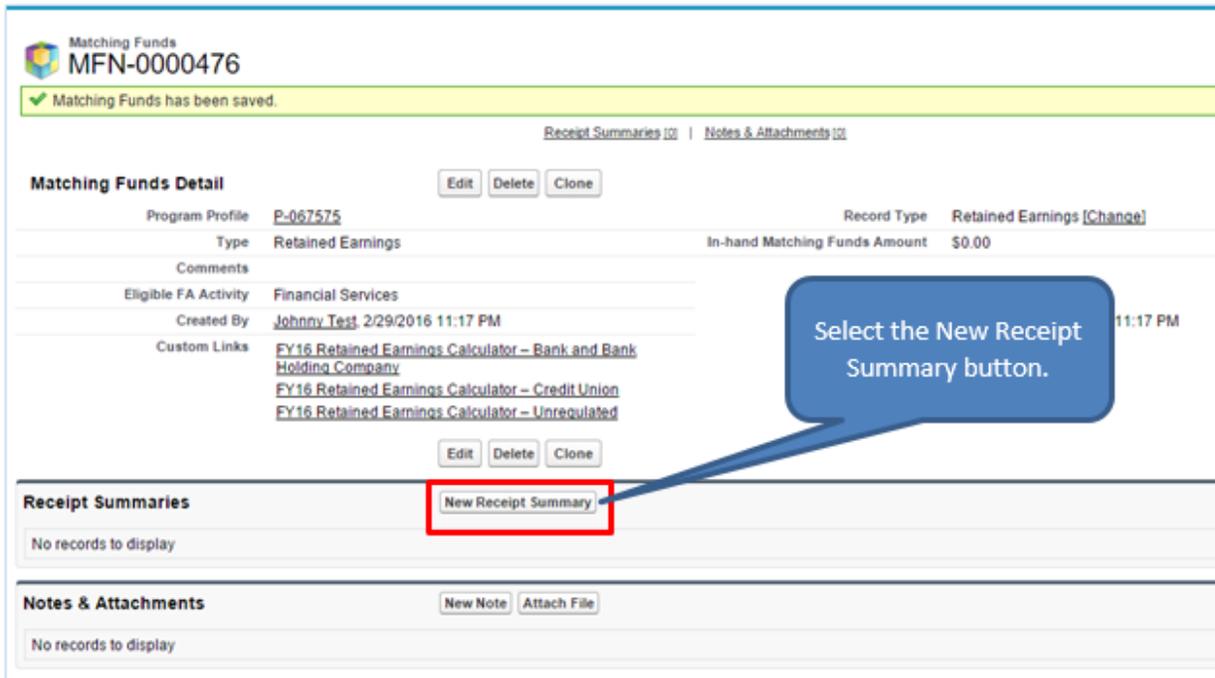
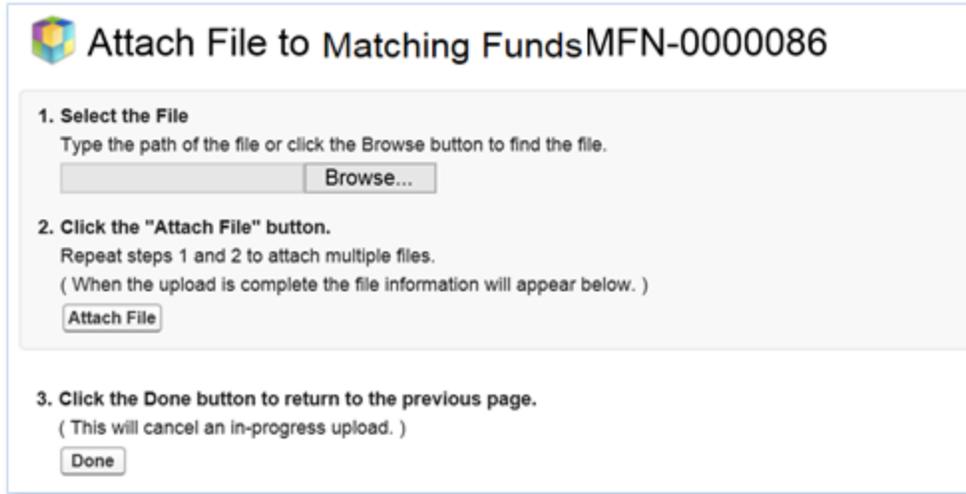


Figure 120. Matching Funds Detail Page – Receipt Summary Related List

- a. From the Matching Funds Detail page, click the **Attach File** button under the Notes & Attachments related list to add retained earnings documentation which may include audited financial statements. You will be forwarded to the Attach File to Matching Funds page.



**Attach File to Matching Funds MFN-0000086**

1. **Select the File**  
Type the path of the file or click the Browse button to find the file.
2. **Click the "Attach File" button.**  
Repeat steps 1 and 2 to attach multiple files.  
( When the upload is complete the file information will appear below. )
3. **Click the Done button to return to the previous page.**  
( This will cancel an in-progress upload. )

Figure 121. Attach File to Matching Funds Page – Retained Earnings

- b. Follow the instructions on the page to attach a file:
    - i. Click the **Browse** button and select a file.
    - ii. Click the **Attach File** button.
    - iii. Click the **Done** button.
    - iv. The attached file will be displayed under the Notes & Attachments related list.
10. Scroll down to the Receipt Summaries related list and click the **New Receipt Summary** button.



**Receipt Summaries**

No records to display

Figure 122. Receipt Summaries Related List

11. You will be forwarded to the Select Receipt Summary Record Type page.



**NOTE:** Receipt Summary records are used to record and validate matching funds records. For Retained Earnings, enter the total amount of Retained Earnings that are available per the completed Retained Earnings Calculator.

Please note that the sum of all receipt summaries entered cannot exceed the amount entered in the Amount \$ field in the Matching Funds Detail section.

**You must enter a receipt summary for all Matching Funds sources. Without a receipt summary you will NOT be able to apply the entered Matching Funds information to an application.**

There are five receipt summary options; however, **for Retained Earnings record types you must only select “Retained Earnings”:**

1. Retained Earnings – Use this option to record the amount of available Retained Earnings.

12. Select **Retained Earnings** Record Type of new record from the drop-down menu and then click the **Continue** button.

 **New Receipt Summary**  
**Select Receipt Summary Record Type**

Select a record type for the new receipt summary.

---

**Select Receipt Summary Record Type**

Record Type of new record: Retained Earnings ▼

---

**Available Receipt Summary Record Types**

Record Type Name	Description
Committed	Use this option to record Committed receipts that are not yet In-Hand.
Committed Below 100K	Use this option to record receipts for Committed Grants and/or In-Kind Contributions under 100K that are not yet In-Hand.
In-Hand	Use this option to record In-Hand receipts.
In-Hand Below 100K	Use this option to record receipts for In-Hand Grants and/or In-Kind Contributions under 100K.
Retained Earnings	Use this option to record the amount of available Retained Earnings.

**Figure 123. Select Receipt Summary Record Type Page**

13. You will be forwarded to the Receipt Summary Edit page. Complete the required information on the page.
  - a. Enter the check or wire transfer amount in the Amount \$ field
14. Complete the remaining information on the page.

Figure 124. Receipt Summary Edit Page – Retained Earnings

15. Click the **Save** button to be forwarded to the Receipt Summary Detail page. (Use the Save & New button only if you want to enter another receipt summary quickly.)



**NOTE:** If there are retained earnings available for more than one fiscal year that falls within the matching funds window, enter separate Receipt Summary records for each fiscal year. For example, an award/allocation recipient that needs to provide \$600,000 in additional matching funds has the following Retained Earnings Calculator results:

FY 2012 - \$150,000  
FY 2013 - \$250,000  
FY 2014 - \$350,000

The award/allocation recipient would enter two separate Receipt Summary records including a record for \$250,000 for the retained earnings available from FY 2013 and another record for \$350,000 for the retained earnings available from FY 2014. (FY 2012 is not within the matching funds window for the FY 2015 funding round).

Figure 125. Receipt Summary Detail Page – Retained Earnings

16. Click the **Attach File** button under the Notes & Attachments related list to attach the completed Retained Earnings Calculator spreadsheet. You will be forwarded to the Attach File to Receipt Summary page.

**Attach File to Receipt Summary RS-0000204**

**1. Select the File**  
Type the path of the file or click the Browse button to find the file.

**2. Click the "Attach File" button.**  
Repeat steps 1 and 2 to attach multiple files.  
( When the upload is complete the file information will appear below. )

**3. Click the Done button to return to the previous page.**  
( This will cancel an in-progress upload. )

Figure 126. Attach File to Receipt Summary Page – Retained Earnings

17. Follow the instructions on the page to attach a file:
  - a. Click the **Browse** button and select a file.
  - b. Click the **Attach File** button.
  - c. Click the **Done** button.
  - d. The attached file will be displayed under the Notes & Attachments related list.
  - e. Repeat Steps 16-17 to attach all your receipts.
18. From the Receipt Summary Detail page, click the **link** next to the Matching Fund field to return to the Matching Funds Detail page.

Receipt Summary  
**RS-0000204**

Notes & Attachments (1)

**Receipt Summary Detail**

Matching Fund [MFN-0000155](#) Record Type Retained Earnings [\[Change\]](#)

Receipt Summary ID RS-0000204

Amount \$20,000.00

FY 2015

Total Val \$40,000.00

Created By [Mechal Miller](#) 10/27/2015 3:02 PM [Mechal Miller](#) 10/27/2015 3:02 PM

**Notes & Attachments**

Action	Type	Title	Last Modified	Created By
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	<a href="#">Retained Receipts.pdf.xlsx</a>	10/27/2015 3:10 PM	<a href="#">Mechal Miller</a>

Figure 127. Receipt Summary Detail Page – Retained Earnings

19. The Matching Funds Detail page is displayed with the receipt summaries that you added. Click the **Program Profile** link to return to the Program Profile Detail page.

**Matching Fund Detail** [Edit](#) [Delete](#)

Program Profile [P-104243](#)

Type: Retained Earnings  
Amount: \$20,000.00  
Comments: Retained earnings comments  
Eligible FA Activity: Financial Services  
Created By: Mechal Miller, 10/8/2015 10:14 PM  
Custom Links: [Retained Earning Calculator](#)

[Edit](#) [Delete](#) [Clone](#) [Printing](#)

**Receipt Summaries** [New Receipt Summary](#)

Action	Receipt Summary ID	Check Amount	Check Number	Date of Receipt	FY	Amount
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">RS-0000070</a>				2015	\$10,000.00

**Notes & Attachments** [New Note](#) [Attach File](#) [View All](#)

Action	Type	Title	Last Modified	Created By
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	<a href="#">My Grant Agreements.docx</a>	10/8/2015 10:31 PM	Mechal Miller

Figure 128. Matching Funds Detail Page – Retained Earnings

20. The Program Profile Detail page is displayed with the matching funds that you have added. Scroll down to the Matching Funds related list.

Program Profile **P-104243**

[NACA Eligibility \(2\)](#) | [Matching Funds \(1\)](#) | [Funding Applications \(2\)](#)

**Program Profile Detail** [Edit](#)

**Organization Data**

Organization: [CRR Bank](#) Program Profile Name: P-104243  
EIN/TIN: 12-3456787 Record Type: CDFI-NACA [\[Change\]](#)  
DUNS: Eligibility Category: NACA Program

**NACA Eligibility**

NACA Category: Certified CDFI

**Geographic Markets and Target Areas**

Primary Geographic Market:  Major Urban  Nationwide  Major Urban  
Special Targeted Areas:  Native Communities Geographic Market Served:  Colorado; Georgia; Hawaii; Idaho; Nevada

**Lines of Business & Financial Products**

Primary Line of Business: Community Facilities Secondary Line of Business:  Affordable Housing  
Products Offered:  Services to Disabled or Homeless persons

**Matching Funds Summary**

Figure 129. Program Profile Detail Page



**NACA Eligibility** [New NACA Eligibility](#)

Action: **NACA**  
[Edit](#) **NACA-00001**  
[Edit](#) **NACA-00006**

**Matching Funds** [New Matching Fund](#)

Action	Matching Fund Name	Amount \$	Name of the Provider	Type
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000175</a>	\$175,000.00	Wells Fargo	Equity Invest
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000176</a>	\$30,000.00	BBT	Loan
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000177</a>	\$0.00	GrantIn-Kind Below 100K	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000178</a>	\$0.00	GrantIn-Kind Below 100K	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000179</a>	\$90,000.00	GrantIn-Kind Below 100K	

[Show 3 more >](#) | [Go to list \(8\) >](#)

Matching Finds you have added are displayed here in this related list on the Program Profile detail page.

**Figure 130. Program Profile Detail Page – Matching Funds Related List**

21. If you can see your matching funds in the Matching Funds related list, this is confirmation that your matching funds information has been submitted to the CDFI Fund for review. You will be contacted if the information submitted is not complete or if any other questions arise.

## 5 Create/Update CDFI/NACA Program Funding Applications

Once the organization Program Profile has been updated, the CDFI/NACA Program Application can be created and completed.

To create a CDFI/NACA application...

1. Click the **Organizations** tab to be forwarded to the Organizations Home page.
  - a. The organization is listed under the Recent Organizations section; alternatively,
  - b. If the organization is not listed, click the **Go!** button next to View to be forwarded to the Organizations list view.

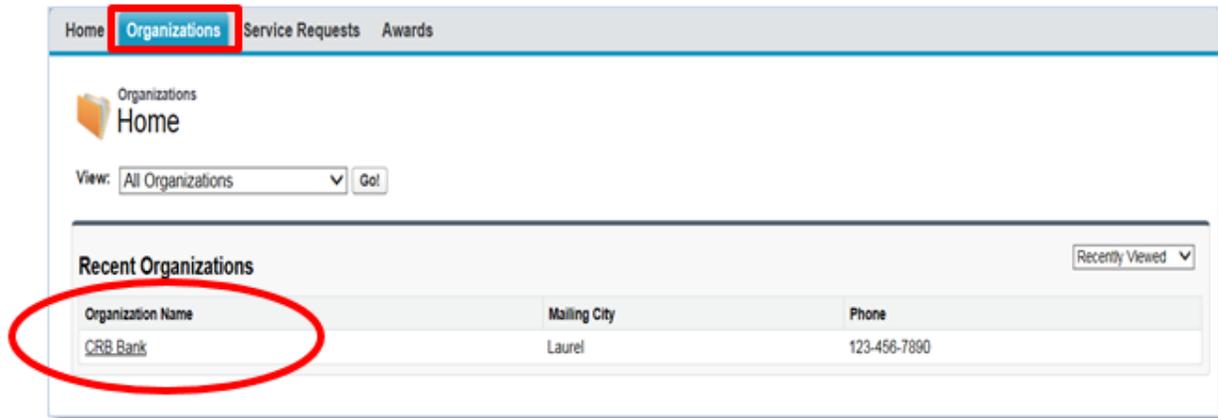


Figure 131. Organizations Home

2. Click the **Organization Name** link to access an Organization Profile.
3. From the Organization Detail page, click the **Program Profiles** related list to navigate to the Program Profiles.

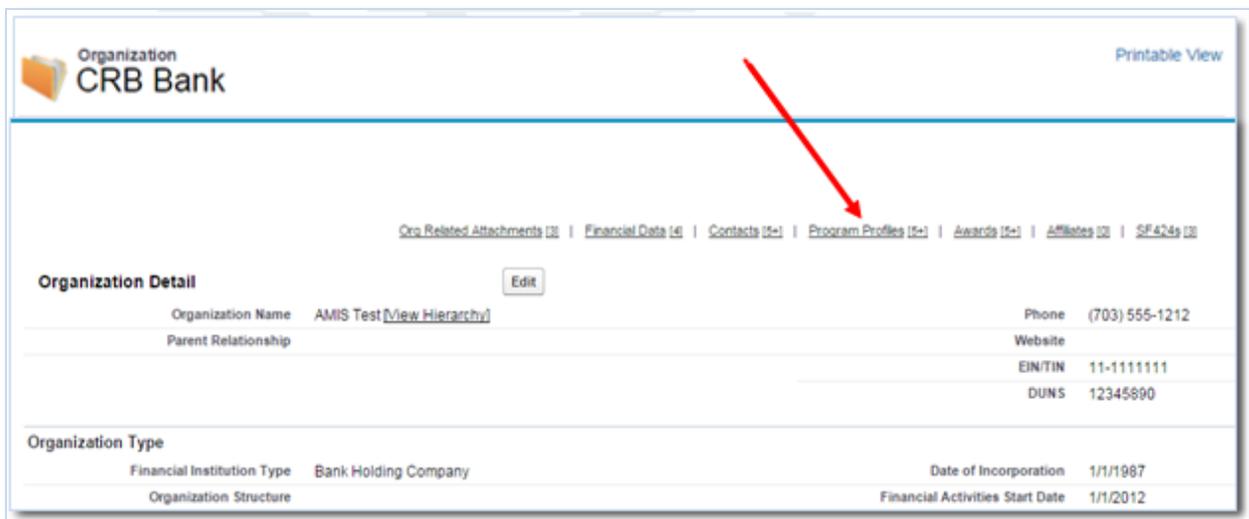


Figure 132. Organization Detail Page – Program Profiles

- From the Program Profiles related list, click the **Program Profile Name** link for the CDFI/NACA Record Type to be forwarded to that Program Profile Detail page.

Action	Record Type	Program Profile Name
<a href="#">Edit</a>	BEA	<a href="#">P-104239</a>
<a href="#">Edit</a>	NMTC	<a href="#">P-104240</a>
<a href="#">Edit</a>	BGP	<a href="#">P-104241</a>
<a href="#">Edit</a>	CMF	<a href="#">P-104242</a>
<a href="#">Edit</a>	CDFI-NACA	<a href="#">P-104243</a>
<a href="#">Edit</a>	CDE-CERT	<a href="#">P-104244</a>
<a href="#">Edit</a>	CDFI-CERT	<a href="#">P-104245</a>

Figure 133. Program Profiles Related List

- From the Program Profile Detail page, click the **Funding Applications** related list link.

Program Profile  
P-067575

[NACA Eligibility \(1\)](#) | [Matching Funds \(5+\)](#) | [Funding Applications \(2\)](#)

**Program Profile Detail** [Edit](#)

Organization Data

Organization	<a href="#">AMIS Test2</a>	Name	P-067575
EIN/TIN	12-8989013	Type	CDFI-NACA
DUNS			
Program	CF	Eligibility Category	SECA

NACA Eligibility

NACA Category

Figure 134. Program Profile Detail Page - Funding Applications

**NACA Eligibility** [New NACA Eligibility](#)

Action: NACA

[Edit](#) [NACA-00001](#)

[Edit](#) [NACA-00006](#)

---

**Matching Funds** [New Matching Fund](#)

Action	Matching Fund Name	Amount \$	Name of the Provider	Type	In-hand Matching Fund Amount	Record Type	Comments
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000175</a>	\$175,000.00	Wells Fargo	Equity Investment	\$175,000.00	Other Fund Type	Equity Test
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000176</a>	\$30,000.00	BBT	Loan	\$30,000.00	Loan	loan
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000177</a>				\$0.00	Grant/In-Kind Below 100K	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000178</a>				\$0.00	Grant/In-Kind Below 100K	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">MFN-0000179</a>				\$90,000.00	Grant/In-Kind Below 100K	

[Show 3 more »](#) | [Go to list \(8\) »](#)

---

**Funding Applications** [New Funding Application](#)

No records to display

Figure 135. Program Profile Detail Page Related Lists

6. Click the **New Funding Application** button.

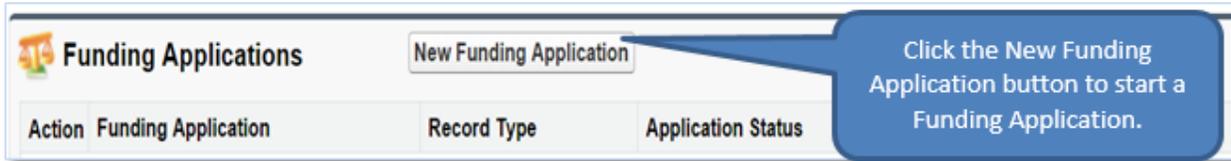


Figure 136. Funding Application Related List - New Funding Application

7. You will be forwarded to the New Application Select Application Record Type page.
8. Select the type of CDFI/NACA Funding Application record type from the drop-down menu and click the **Continue** button. You will see different options in this area depending on what you are eligible to apply for:



Figure 137. New Application Select Record Type Page



**Note:** Ensure you select the appropriate Funding Application type that you wish to apply for. There are four application types to choose from:

1. **CDFI-FA** – Allows eligible applicants to complete a CDFI Program Financial Assistance Application. Applicants will have a chance to create a Healthy Food Financing Initiative Financial Assistance Application (HFFI-FA) upon accessing the CDFI-FA Application.
2. **CDFI-TA** – Allows eligible applicants to complete a CDFI Program Technical Assistance Application.
3. **NACA-FA** – Allows eligible applicants to create a NACA Program Financial Assistance Application. Applicants will have a chance to create a Healthy Food Financing Initiative Financial Assistance Application (HFFI-FA) upon accessing the NACA-FA Application.
4. **NACA-TA** – Allows eligible applicants to create a NACA Technical Assistance Application.

You will only see application types that your institution is qualified to apply for based on the Eligibility Category displayed in the Program Profile as well as the “Program” (CDFI or NACA) that you selected in the Program Profile.

## 5.1 CDFI-FA & NACA-FA Application

To complete the CDFI-FA or NACA-FA Application:

1. Select the **CDFI-FA or NACA-FA** Funding Application Record Type from the drop-down menu and click the **Continue** button.

**New Application**  
**Select Application Record Type**

Available Application Record Types

Record Type of New Record: CDFI-FA

Continue Cancel

Record Type Name	Description
CDFI-FA	CDFI Financial Assistance
CDFI-TA	CDFI Technical Assistance
NACA-FA	NACA Financial Assistance
NACA-TA	NACA Technical Assistance

Figure 138. FA Funding Application Selection

2. You will be forwarded to the Funding Application Edit Page.

 **Note:** Applicants are required to complete all the required information in the application. Required fields are highlighted with red line next to the field.

3. Complete the Application Point of Contact and Authorized Representative using the Lookup feature. You must provide at least one Point of Contact and no more than three.

Please note the following critical information about the roles of the Authorized Representative and Application Point of Contact.

- Only the Authorized Representative can sign the application. The Authorized Representative must be logged into AMIS in order to complete this action.
- The Authorized Representative and the designated Application Points of Contact are the only users allowed to submit the Application to the CDFI Fund in AMIS.

**New Funding Application**

**Funding Application Edit** [Save] [Save & New] [Cancel]

**Financial Assistance** ! Required Information

Program Profile:

Record Type: CDFI-FA

Notice Template:

Owner: Mechai Miller

Eligibility Category(CDFI):

City: New

**Organization Information**

**SF424**

Funding Opp Number:

Grants.gov Received Date/Time:

**Contact Information**

1. Application Point of Contact Name:  Authorized Representative Name:

2. Application Point of Contact Name:

3. Application Point of Contact Name:

**Requested Financial Assistance Amount**

Maximum Request (CORE)	\$2M	Minimum Request (CORE)	\$100K
Maximum Request (SECA)	\$700K	Minimum Request (SECA)	\$100K

Figure 139. FA Funding Application Edit Page

4. Enter Financial Assistance Request Amount
  - a. Enter the amount that you are requesting for each eligible FA activity. Note that only Insured Depository Institution applicants may enter requests for Financial Services and Capital Reserves. Because the FA activity fields are required, you must enter \$0 for any activity that is not included in your request.
  - b. In the *FA First Payment* field, enter the estimated amount of the requested award that they expect to expend on eligible FA activities during the first 12 months of the performance period. The CDFI Fund anticipates making award announcements for the FY 2016 funding round in the fall of Calendar Year 2016. The award announcement signifies the commencement of the performance period. The amount included here will determine the initial payment of award funds for FA Award Recipients.
  - c. In the *Affiliate/Subsidiary FA/TA \$ Past 2 Yrs* field, enter the total amount of FA and/or TA awards that your organization's affiliates and/or subsidiaries have received in the prior two CDFI Program and NACA Program funding rounds (FY14 and FY15). This should not include prior HFFI-FA awards.
  - d. The *Applicant FA & TA Awards in Past 2 Yrs \$* will automatically populate with the total amount of FA and/or TA awards that your organization has received in the prior two CDFI Program and NACA Program funding rounds (FY14 and FY15). This will not include prior HFFI-FA awards.
  - e. AFTER saving the record the *Total Requested Amount* field will automatically populate by summing the amounts entered into the eligible FA activity fields.

Note the following:

- The maximum and minimum requests for each applicant category is displayed. In order to determine the appropriate Applicant Category for your organization, please refer to the Applicant Category descriptions provided in the FY 2016 CDFI and/or NACA Program NOFA.

The screenshot shows the 'Requested Financial Assistance Amount' section of the application. It includes fields for Maximum Request (CORE) at \$2M and Maximum Request (SECA) at \$700K. On the right, it shows Minimum Request (CORE) at \$100K and Minimum Request (SECA) at \$100K. Below these are input fields for Financial Products, Capital Reserves, Loan Loss Reserves, Development Services, and Financial Services, all currently set to \$0.00. There are also fields for FA First Payment, Affiliate/Subsidiary FA/TA in the past 2 years, and Applicant FA & TA Awards in the past 2 years. A blue callout box with the text 'Enter the Financial Assistance amounts' points to the input fields.

Figure 140. FA Funding Application Edit Page - Requested Financial Assistance Amount

This screenshot shows the same 'Requested Financial Assistance Amount' section as Figure 140, but with numerical values entered. The Maximum Request (CORE) is \$2M and Maximum Request (SECA) is \$700K. The Minimum Request (CORE) is \$100K and Minimum Request (SECA) is \$100K. The input fields now contain: Financial Products \$ 2,000,000.00, Capital Reserves \$ 0.00, Loan Loss Reserves \$ 0.00, Development Services \$ 0.00, and Financial Services \$ 0.00. The FA First Payment is \$ 500,000.00, Affiliate/Subsidiary FA/TA in the past 2 years is 0.00, and Applicant FA & TA Awards in the past 2 years is \$0.00.

Figure 141. FA Funding Application Edit Page - Requested Financial Assistance Amount

5. Complete the questions in the Environmental Review Part 1 and Environmental Review Part 2 sections. Click the **Help (?)** icon next to each field to view help text for each question.

- If you answer “Yes” to any question you are required to attach an explanation to your application.
- Please refer to the *FY2016 Forms, Assurances, and Certifications Guidance*, found on the CDFI Program and Native Initiatives webpages on the CDFI Fund’s website, for instructions on completing the Environmental Review form as well as full question text.

The image shows a screenshot of the 'Environmental Review' section of a funding application. It is divided into two parts. Part 1 contains two questions: '1a. "Categorical Exclusion"?' and '1b. Environmental Impact Statement?', both with dropdown menus set to '--None--'. Part 2, titled 'Environmental Review Part 2 - Do proposed activities in the Application involve:', lists various environmental categories with dropdown menus, all set to '--None--'. A blue callout box points to the help '?' icons next to the dropdowns, stating 'Click the help "?" icon to display the full question next to each field.' A red oval highlights the help '?' icons for the first five questions in Part 2. A yellow callout box points to the dropdown menu for 'Violating Facilities?', which contains the text 'Properties listed or under consideration for listing on the Environmental Protection Agency's List of Violating Facilities?'.

Figure 142. FA Funding Application Edit Page - Environmental Review

6. 501(c)(4) entities must complete the 501(c)(4) Questionnaire section. If your organization is NOT a 501(c)(4), please leave this section blank.
  - If you answer “Yes” to any question you are required to provide an explanation via the text box provided in the application or by attaching a written explanation to your application.
  - Please refer to the *FY2016 Forms, Assurances, and Certifications Guidance*, found on the CDFI Program and Native Initiatives webpages on the CDFI Fund’s website, for instructions on completing the 501(c)(4) Questionnaire as well as full question text.

Figure 143. FA Funding Application Edit Page - 501 (c)(4)

7. Enter the Total Estimated Hours to Complete the Application.
8. The Authorized Representative must be logged in to complete the Applicant Signature section.
  - a. Read the Signature Attestation
  - b. Sign the application by checking the signature check box.

Figure 144. Funding Application Edit Page

9. Click the **Save** button to save your application. You will receive a confirmation message stating the information saved successfully.

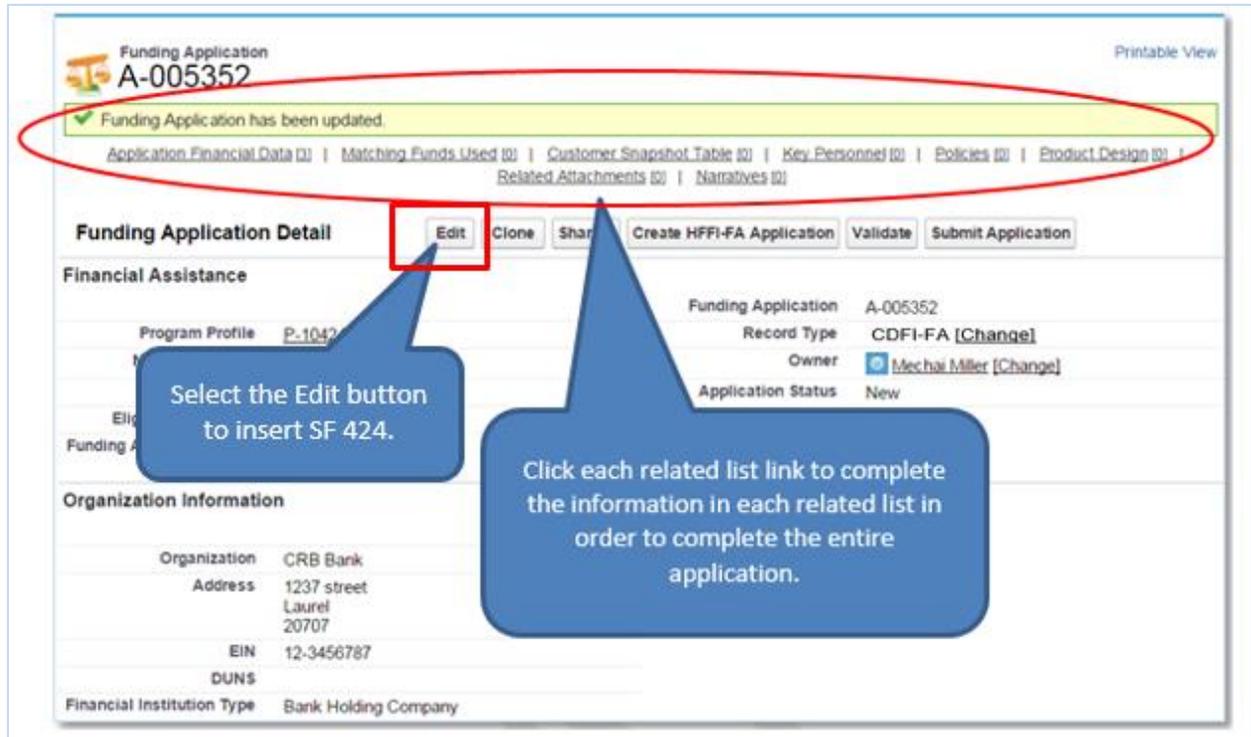


Figure 145. FA Funding Application Detail Page - Related List

### 5.1.1 Attach Standard Form 424 (SF-424) to a FA Application

Shortly after successful submission of the SF-424 in Grants.gov, a copy of the form will automatically be transferred into your Organization Profile in AMIS. The applicant must attach the SF-424 to the corresponding CDFI Program or NACA Program application.

To Attach the SF-424:

1. From the Funding Application Detail Page select the Edit button.

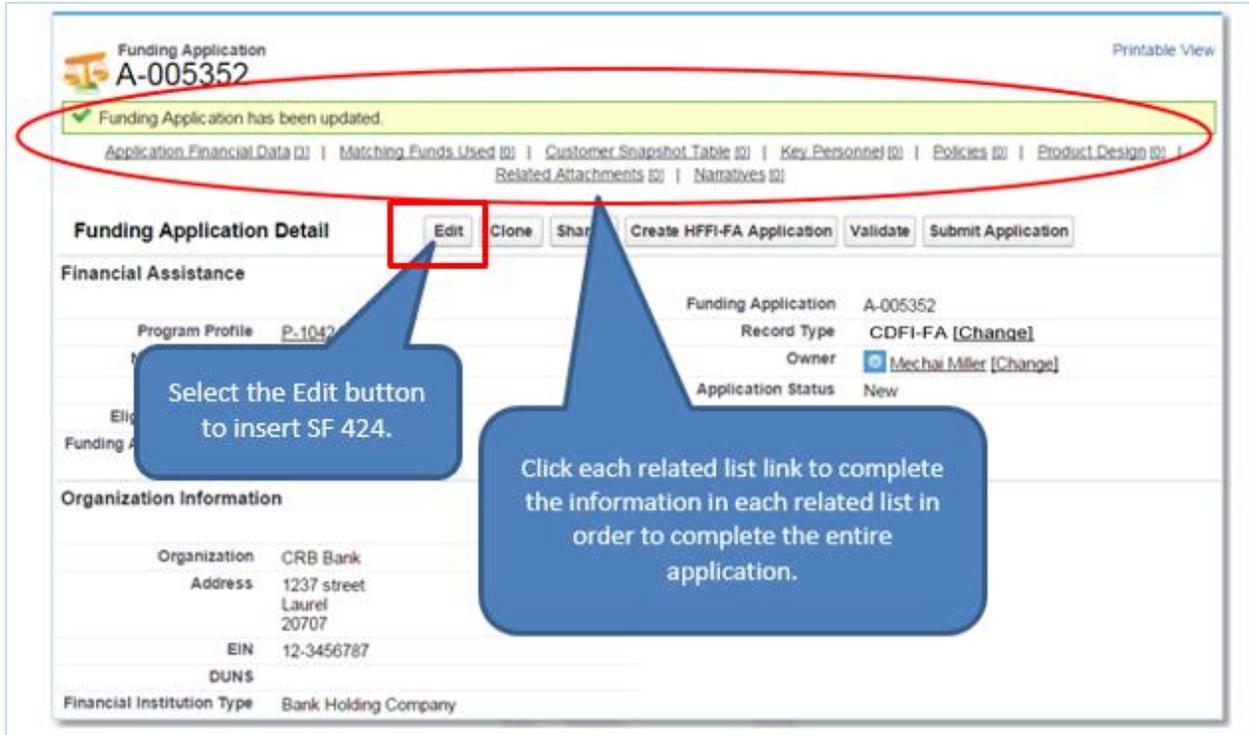


Figure 146. FA Funding Application Detail Page - Related List

2. Click the **Lookup** icon next to the SF-424 field to search for the SF-424.
3. Type '**SF424**' in the search box and select the **Go** button.
4. The SF-424 will appear in the search results. Please note that you will only see the SF-424 form associated with the Grants.gov Funding Opportunity Number that matches the program (CDFI or NACA) you are completing an application for.
5. Select the **SF-424 ID** link to insert the SF-424 to the application.

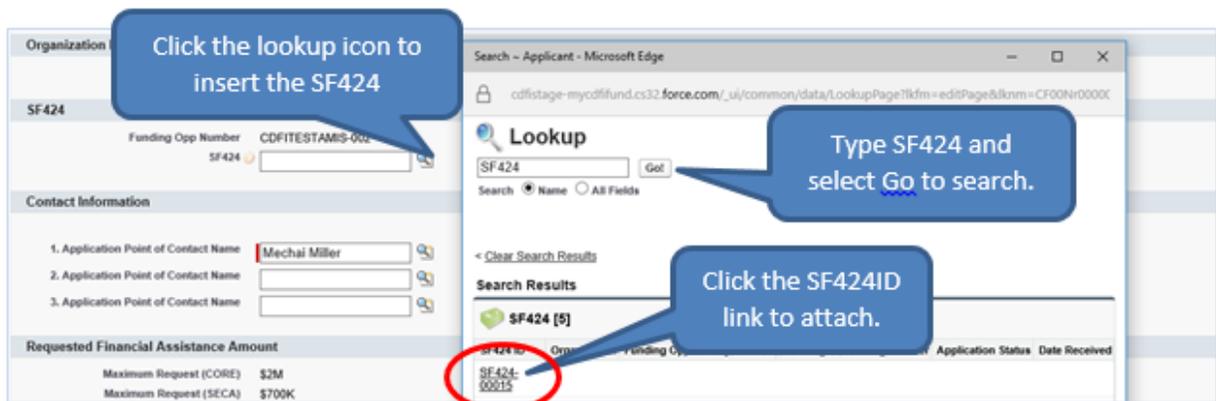


Figure 147. Funding Application Edit Page - SF424 Lookup Page

6. Select the Save button to update the Funding Application record with the SF-424.

**Funding Application Edit** Save Save & New Cancel

**Financial Assistance**

Program Profile  
Notice Template  
Eligibility Category(CDFI)

**Organization Information**

**SF424**

Funding Opp Number CDFITESTAMIS-002  
SF424 SF424-00015

**Figure 148. Attached SF424**

7. You will be forwarded to the Funding Application Detail page with a message stating the application has been updated.

Funding Application  
A-000190

✓ Funding Application has been updated.

< Back to Program Profile: P-067421

Application Financial Data (0) | Matching Funds Used (0) | Customer Snapshot Table (0) | Key Personnel (0) | Policies (0) | Product Design (0) | Related Attachments (0) | Narratives (0)

**Figure 149. Funding Application Updated Confirmation - Attach SF 424**

Funding Application  
A-005352

Printable View

Funding Application has been updated

Application Financial Data | Matching Funds Used | Customer Snapshot Table | Key Personnel | Policies | Product Design | Related Attachments | Narratives

**Funding Application Detail** Edit Clone Share Create HFFI-FA Application Validate Submit Application

**Financial Assistance**

Program Profile	P-104243	Funding Application	A-005352
Notice Template	NACA	Record Type	CDFI-FA [Change]
Fiscal Year	2016	Owner	Mechai Miller [Change]
Eligibility Category		Application Status	New
Funding Application Date	1/6/2016		

**Organization Information**

Organization	CRB Bank
Address	1237 street Laurel 20707
EIN	12-3456787
DUNS	
Financial Institution Type	Bank Holding Company

Click each related list link to complete the information in each related list in order to complete the entire application.

Figure 150. FA Funding Application Detail Page - Related List

8. Select a related list/section and complete the required information.

**Application Financial Data** Add Application Financial Data

Action	Application Financial Data Name	Fiscal Year
Edit	2013-31	2013
Edit	2014-24	2014
Edit	2015-23	2015

**Matching Funds Used** Add Matching Funds  
No records to display

**Customer Snapshot Table** New Customer Snapshot  
No records to display

**Key Personnel** Add Key Personnel Add Committee Add Board Members  
No records to display

**Policies** New Policy  
No records to display

**Product Design** New Product Design  
No records to display

Click the "Add..." or "New..." buttons to complete each Funding Application Related List.

Figure 151. Funding Application Detail Page - Related List

### 5.1.2 Application Financial Data Related List Section

The Application Financial Data related list section must contain historic financial data for the previous 3 fiscal years, the current fiscal year, and the subsequent 3 years financials. There must be a total of seven financial records in your Application Financial Data related list section, one per year, in order to submit the CDFI-FA application. The exception is for institutions that have not been in existence for at least 3 years. If your organization does not have 3 years of historic data, provide historic data for the years available, if any, as well as financial data for the current year and 3 projected years.

There are twelve groups of data fields: Assets, Liabilities, Shares/Deposits (Credit Unions only), Net Assets, Income, Expenses, Loan Portfolio, Current Loan Portfolio, Equity Investment Portfolio Valuation, Membership (Credit Unions only), Activities Level, Impacts, Funders (historic records only for unregulated applicants only).

Based on your organization type you previously selected in the Organization Profile, AMIS will only display the data fields required for the selected organization type (non-required fields will be hidden).

	<p><b>Note:</b> The Organization’s audited or regulator reviewed Financial Data for the previous 3 years (refer to FAQs for exceptions) should have been completed on the Organization Detail page prior to starting a funding application. On the Funding Application Detail page, you will notice those financial data records previously added appear in the funding application.</p> <p>Refer to Section 3, The Organization Profile Financial Data or <i>Course AE101: Getting Started – Navigating AMIS (for External Users)</i>, to understand how to add financials in the Organization Profile.</p> <p>Follow the instructions in the FAQs document and Application Quick Start Guide regarding what years of financial information should be entered at the Application level.</p>
--	--

To verify and complete Application Financial data:

1. From the Funding Application page, click the **Application Financial Data** related list link.

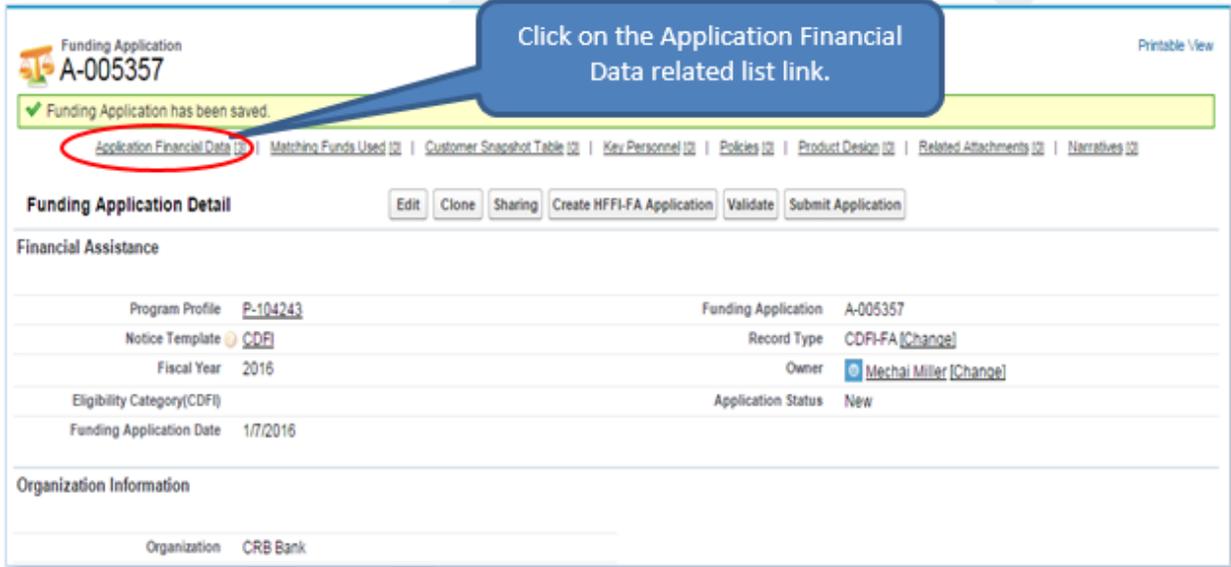


Figure 152. FA Funding Application Detail Page - Application Financial Data

2. Based on your organization’s fiscal year end date, the required fiscal years’ historic financial data has been auto copied from the Organization Detail page and is displayed here.
3. Enter the current fiscal year financials by selecting the **Add Current** button.
4. The financials for the next three subsequent projected fiscal years will also have to be added, one record at a time by selecting the **Add Projected** button.



**Note:** Dollar (\$) value data should be entered into data fields in the following groupings: Assets, Liabilities, Shares/Deposits, Net Assets, Income, Expenses, and Activities Level.

Loan Portfolio, Loan Portfolio Quality, and Equity Investment Portfolio Quality require both dollar (\$) value data and number (#) data.

Membership (Credit Unions only), Impact, and Activities Level require a combination of dollar (\$) value data, number (#) data, percentage (%) value data, as well as text.



Figure 153. Application Financial Data Related List

 **Note:** refer to *Course AE101: Getting Started – Navigating AMIS (for External Users)*, to understand fiscal year ends for Organization.

The Application Financial Data related list section contains three buttons to select from in order to add the application financial data required records. Again this section must contain historic financial data for the previous 3 fiscal years, the current fiscal year, and the subsequent 3 years financials.

Continue the application process by adding the current and projected organization financials:

1. Select the Add Current button to add the current fiscal year’s financial data up to December 31, 2015.
2. Select the Add Projected button to add each year of projected financial data records. Repeat this step to add three projected financial records.

### 5.1.3 Complete Current Application Financial Data Record

1. Add the current fiscal year’s financial data by selecting the **Add Current** button. The current fiscal year includes financials up to 12/31/15.

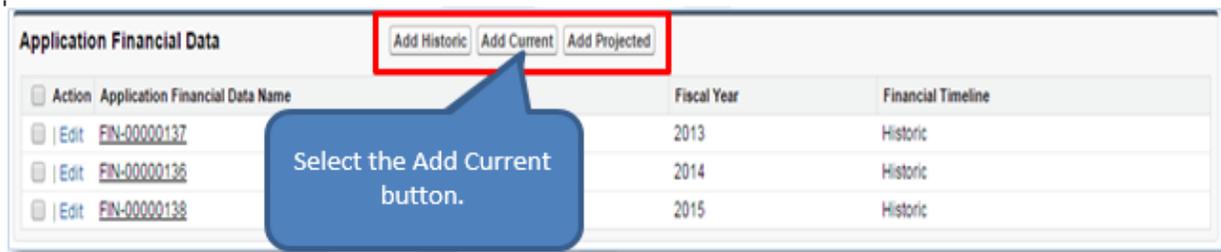


Figure 154. Application Financial Data Related List

2. Complete the required information on the page.
  - a. Enter the Application Financial Data Name. This can be any naming convention of your choice.
  - b. Select the Fiscal Year and Quarter as of 12/31/15.
  - c. Enter financial data.

Application Financial Data Edit  
New Application Financial Data

Application Financial Data Edit [Save] [Save & New] [Cancel]

Information Required Information

Application Financial Data Name  Application

Financial Timeline: Current Record Type: Bank/Holding Company-Current

Fiscal Year: -None-  
Quarter: -None-

Assets

Cash and Cash Equivalents: 120k  
Unrestricted Cash and Cash Equivalents  
Total Investments  
Short Term Investments  
Long Term Investments  
Total Loans and Leases

Enter the Application Financial Data Name, the Fiscal Year and Quarter.

Click the help "?" icon to view the help for a field.

Figure 155. Application Financial Data Edit Page

3. After you have completed entering your financial data for the selected fiscal year, click the Save or Save & New button.

Equity Investment Portfolio Valuation

Total Equity and Combined Value #

Total Equity and Combined Value \$

Investments Existed During the Year #

Investments Existed During the Year \$

Investments Written-Off During the Yr #

Investments Written-Off During the Yr \$

Unrealized Gains(Losses) #

Unrealized Gains(Losses) \$

Realized Gains (Losses) #

Realized Gains (Losses) \$

Target Rate of Return

Actual Rate of Return

[Save] [Save & New] [Cancel]

Click the Save button to save this records data or Save & New to save this record and create a new application financial data record.

Figure 156. Application Financial Data Edit Page

4. You will receive a confirmation message stating the data has been saved. Click on the related lists to add additional information.

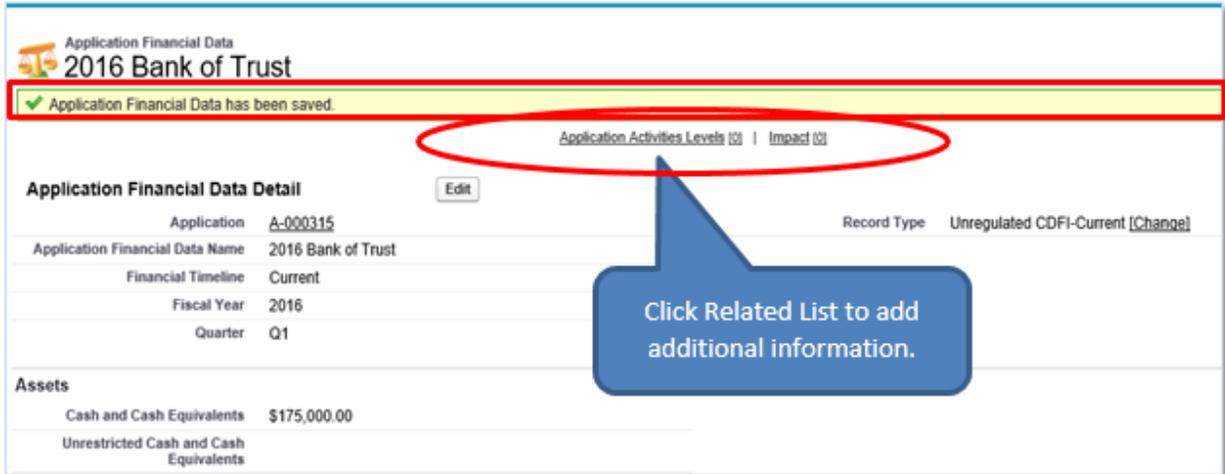


Figure 157. Application Financial Data Detail Page

### 5.1.3.1 Application Activities Level Related List

1. Select the **New Application Activities Level** button. The Activities Level data field grouping describes the activity level of each major financial product or financial service. Proposed financial products and services can be listed in this grouping as well.

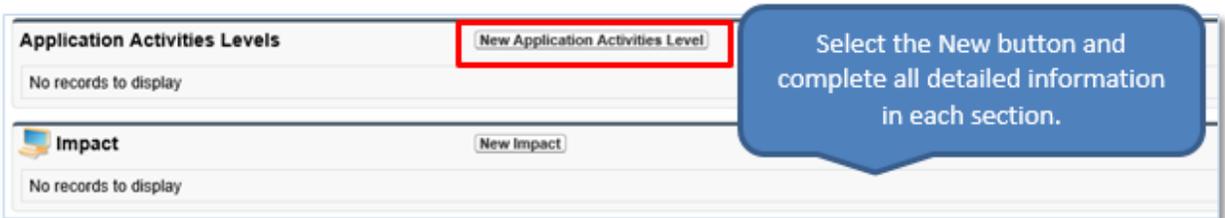


Figure 158. Application Financial Data Related List

2. You will be forwarded to the Application Activities Level Edit page. Complete the required information on the page:
  - a. Category
  - b. Total \$
  - c. \$ in TM
3. Select the Save button.

Application Activities Level Edit

Save Save & New Cancel

Information

Application Financial Data

Category

Total \$

\$ in TM

Save Save & New Cancel

Complete the required information on page, then click the Save button.

Figure 159. Application Activities Level Edit Page

4. You will receive a confirmation message stating the Activities level has been saved. Click the Application Financial Data link to be forwarded to the detail page.

Application Activities Level

ACT ID-00249

Application Activities Level has been saved.

Application Activities Level Detail

Application Financial Data [2016 Bank of Trust](#)

Application Activities Level ACT ID-00249

Category Small Business

Total \$ \$150,000.00

\$ in TM \$20,000.00

Created By [Johnny Tester](#), 2/9/2016 9:36 AM

Last Modified By [Johnny Tester](#)

Click the Application Financial Data link to be forwarded to the Application Financial Data Detail page.

Figure 160. Application Activities Level Detail Page

5. From the Application Financial Data Detail page select the **Impacts** related list link to complete the impact of the financial record.

### 5.1.3.2 Impact Related List

Application Financial Data  
2016 Bank of Trust

Application Activities Levels (1) | Impact (0)

**Application Financial Data Detail** Edit

Application	A-000315	Record Type	Unregulated CDFI-Current [Change]
Application Financial Data Name	2016 Bank of Trust		
Financial Timeline	Current		
Fiscal Year	2016		
Quarter	Q1		

**Assets**

Cash and Cash Equivalents	\$175,000.00
Unrestricted Cash and Cash Equivalents	
Total Investments	
Current Gross Loans Receivables	

Click the Impacts related list.

Figure 161. Application Financial Data Detail Page

1. Select the **New Impacts** button.

Application Activities Levels New Application Activities Level

Action	Application Activities Level	Category	\$ in TM	Total \$
<a href="#">Edit</a>   <a href="#">Del</a>	ACT ID-00286	Small Business	\$20,000.00	\$150,000.00

**Impact** New Impact

No records to display

Select the New Impacts button.

Figure 162. Application Financial Data Related List

**Note:** The Impacts grouping describes the type and number of impacts your organization has generated each year, the type and number of impacts your organization has generated in your target market, and your impact projections for future years.

There are seven static impacts already listed: (1) Jobs Created/Retained, (2) Housing Units Developed/Rehabilitated, (3) Square Feet of Real Estate Developed/Rehabilitated, (4) First-time Homeowners, (5) First-Time Account Holders, (6) First-time Business Owners, and (7) Foreclosures Prevented.

If you have generated or will generate any of the seven types of impacts, please provide the data here. If none of the seven types of impacts apply to your organization, you must include at least one impact type by selecting “Other” and providing a description. All applicants must select from either the seven automatically generated options or the “Other” option.

The Impacts data field grouping provides all applicants with the same seven impact categories; however, we recognize that not all applicants define each category in the same way. Therefore, the “Methodology” field is provided for you to describe how you define each impact category. For example, if you define the creation of one job to be equivalent to one \$50,000 loan, enter “one job = one \$50,000 loan” in the Methodology field.

For each fiscal year, enter the number (#) of total impacts you have generated (or will generate for projected years) under the “Total” fields. In the “Percentage to TM” fields, enter the percentage (%) of the total number generated in your Target Market.



2. You will be forwarded to the New Impact Edit page.

Figure 163. New Impact Edit Page

3. Complete the required information on the page.
  - a. Select the impact Category.
  - b. Enter the Methodology
  - c. Enter the %if TM
  - d. Enter the Total
4. Complete any other information and select the **Save** button.
5. You will be forwarded to the New Impact Detail page with a message stating the Impact has been saved. Click the **Application Financial Data** link to return to the Application Financial Data Detail page.

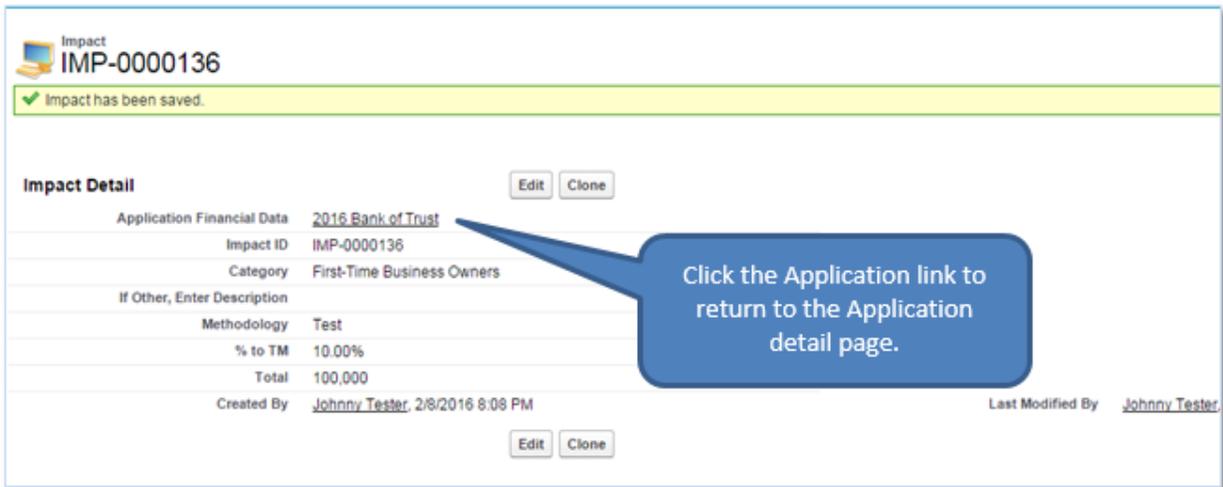


Figure 164. Impact Detail Page

6. Click the **Application** link to return to the Application Detail page.



Figure 165. Application Financial Data Detail Page

7. From the Funding Application page, click the **Application Financial Data** related list link.

**Funding Application** A-005357 Printable View

[Application Financial Data \[4\]](#) | [Matching Funds Used \[0\]](#) | [Customer Snapshot Table \[0\]](#) | [Key Personnel \[0\]](#) | [Policies \[0\]](#) | [Product Design \[0\]](#) | [Related Attachments \[0\]](#) | [Narratives \[0\]](#)

**Funding Application Detail** Edit Clone Sharing Create HFFI-FA Application Validate Submit CDFI FA Application

**Financial Assistance**

Program Profile	P-104243	Funding Application	A-005357
Notice Template	<a href="#">CDFI</a>	Record Type	CDFI-FA <a href="#">[Change]</a>
Fiscal Year	2016	Owner	<a href="#">Mechai Miller [Change]</a>
Eligibility Category(CDFI)		Application Status	New
Funding Application Date	1/7/2016	Control Number	160FA

**Organization Information**

Organization	CRB Bank
--------------	----------

Figure 166. Funding Application Detail Page

8. Select the **Add Projected** button to complete the next year projected financials in order to continue completing the organization’s financial data records.

**Application Financial Data** Add Historic Add Current Add Projected

Action	Application Financial Data Name	Fiscal Year	Financial Timeline
<a href="#">  Edit</a>	<a href="#">FIN-00000137</a>	2013	Historic
<a href="#">  Edit</a>	<a href="#">FIN-00000136</a>	2014	Historic
<a href="#">  Edit</a>	<a href="#">FIN-00000138</a>	2015	Historic
<a href="#">  Edit</a>	<a href="#">2016_Bank_of_Trust</a>	2016	Current

Select the Add Application Financial Data button to add another record.

Figure 167. Application Financial Data Related List

#### 5.1.4 Projected Application Financial Data Records

1. Complete the projected Application Financial Data record by completing the information on Application Financial Data Edit page.
  - a. Enter the Application Financial Data Name. This can be any naming convention of your choice.
  - b. Select the Projected Fiscal Year.
  - c. Enter financial data.

**Application Financial Data Edit** Save Save & New Cancel

**Information** ⓘ = Required Information

Application Financial Data Name: 2017- BBT Application: A-005352

Fiscal Year: 2017 Record Type: Bank/Holding Company

**Assets**

Cash and Cash Equivalents: 450k

Unrestricted Cash and Cash Equivalents: [ ]

Total Investments: [ ]

Short Term Investments: [ ]

Long Term Investments: [ ]

Total Loans and Leases: [ ]

Complete all the information on the page.

Figure 168. Application Financial Data Edit Page

2. Once all financial data has been entered, select the **Save** or **Save & New** button to save this projected year financial data record.
3. You will receive a message stating the application financial data record has been saved.
4. Complete the related list information.

Application Financial Data  
2017 BBT

✓ Application Financial Data has been saved.

[Application Activities Levels ⓘ](#) | [Impact ⓘ](#)

**Application Financial Data Detail** Edit

Application: A-000315 Record Type: Unregulated CDFI-Projected [Change]

Application Financial Data Name: 2017 BBT

Financial Timeline: Projected

Fiscal Year: 2017

**Assets**

Unrestricted Cash and Cash Equivalents: \$450,000.00

Current Gross Loans Receivables: [ ]

Total Commitments: [ ]

Click the related list links to complete additional financial information.

Figure 169. Application Financial Data Detail Page

 **Note.** Refer to section 5.1.2.1 Application Activities Level Related List and section 5.1.2.2 Impacts Related List for instructions on completing the application financial data record related list. Once complete, click the Application link to be forwarded to the application main page.

- Click the **Application** link to be forwarded to the Application Detail page.

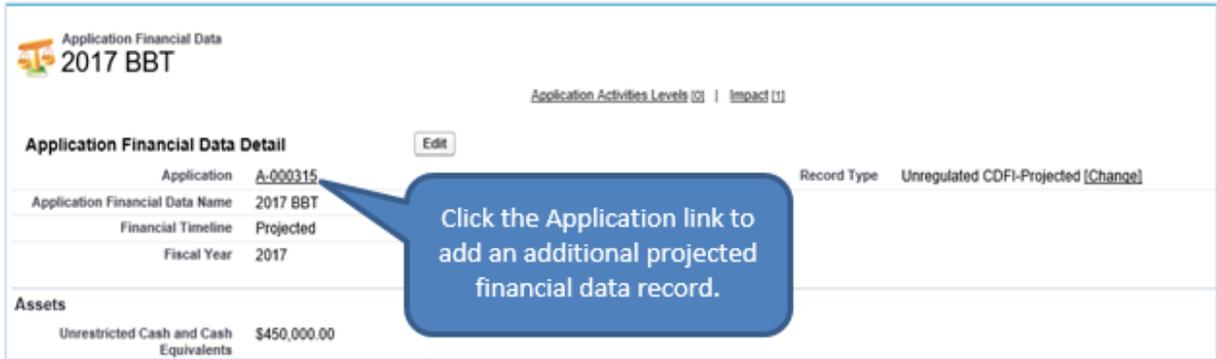


Figure 170. Application Financial Data Detail Page – Projected

- Click the **Application Financial Data** related list to view the projected financial data record just added and add an additional financial data record.

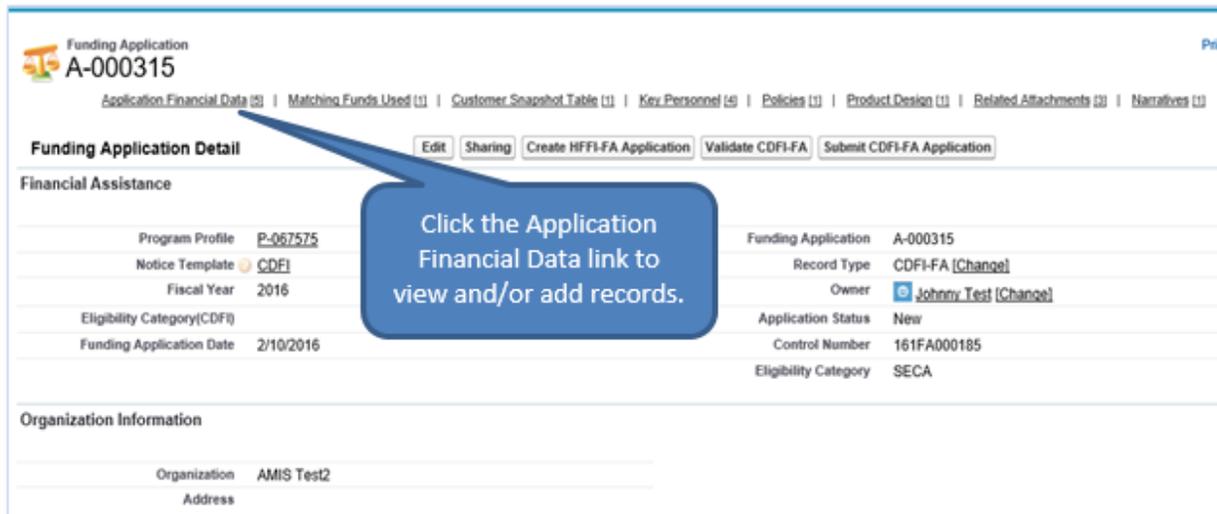


Figure 171. Funding Application Detail Page

- Select **Add Projected** button to remaining projected records required.

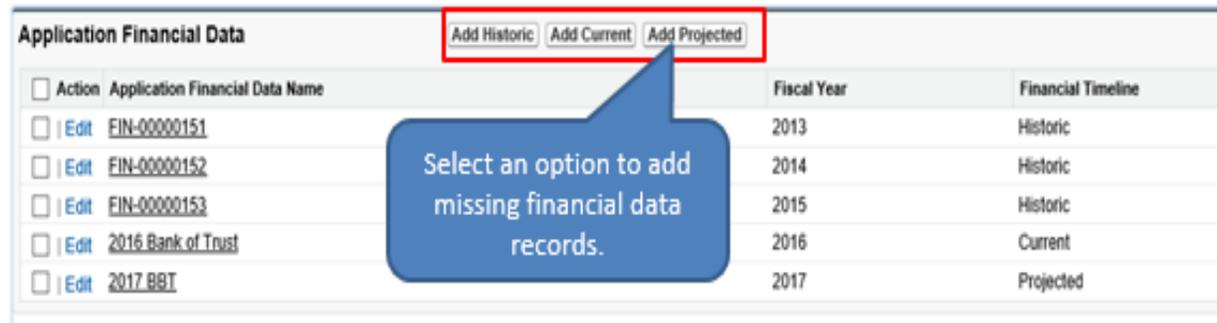


Figure 172. Application Financial Data Related List

- Complete the information by repeating Steps 1-5 in section 5.1.3 Projected Application Financial Data Records.

Application Financial Data			
<input type="button" value="Add Historic"/> <input type="button" value="Add Current"/> <input type="button" value="Add Projected"/>			
<input type="checkbox"/> Action	Application Financial Data Name	Fiscal Year	Financial Timeline
<input type="checkbox"/>   <a href="#">Edit</a>	<a href="#">FIN-00000151</a>	2013	Historic
<input type="checkbox"/>   <a href="#">Edit</a>	<a href="#">FIN-00000152</a>	2014	Historic
<input type="checkbox"/>   <a href="#">Edit</a>	<a href="#">FIN-00000153</a>	2015	Historic
<input type="checkbox"/>   <a href="#">Edit</a>	<a href="#">2016 Bank of Trust</a>	2016	Current
<input type="checkbox"/>   <a href="#">Edit</a>	<a href="#">2017 BBT</a>	2017	Projected

Figure 173. Application Financial Data Related List.

### 5.1.5 Verify Required Application Financial Record Added Successfully

To verify the applicant has added all the required application financial data records to submit a CDFI-FA application:

- Click the **Application Financial Data** related list.

The screenshot shows the 'Funding Application Detail' page for application A-000315. At the top, there is a navigation bar with several links: 'Application Financial Data (7)', 'Matching Funds Used', 'Customer Snapshot Table', 'Key Personnel (4)', 'Policies', 'Product Design', 'Related Attachments', and 'Narratives'. Below this, there are buttons for 'Edit', 'Sharing', 'Create HFFI-FA Application', 'Validate CDFI-FA', and 'Submit CDFI-FA Application'. The main content area is divided into 'Financial Assistance' and 'Organization Information' sections. A blue callout box with a white border and a blue arrow points to the 'Application Financial Data (7)' link, containing the text 'Click the Application Financial Data related list.'

Figure 174. Funding Application Detail Page

- Click the Go to list (7) to view all the application financial data records in a list view.

**Application Financial Data** Add Historic Add Current Add Projected

<input type="checkbox"/> Action	Application Financial Data Name	Fiscal Year	Financial Timeline
<input type="checkbox"/>   <a href="#">Edit</a>	FIN-00000151	2013	Historic
<input type="checkbox"/>   <a href="#">Edit</a>	FIN-00000152		Historic
<input type="checkbox"/>   <a href="#">Edit</a>	FIN-00000153		Historic
<input type="checkbox"/>   <a href="#">Edit</a>	2016 Bank of Trust		Current
<input type="checkbox"/>   <a href="#">Edit</a>	2017 BBT		Projected
Show 2 more:   <a href="#">Go to list (7) &gt;</a>			

Click the Go to list (7) link to view the full list of records.

Figure 175. Application Financial Data Related List Section

- The Application Financial Data Record list view will show all records that have been added successfully. Click the **Funding Application: A-00000** link to return to the Application Financial Data detail page.

Application Financial Data  
**A-000315**  
[Funding Application: A-000315](#)

Action	Application Financial Data Name ↑	Fiscal Year	Financial Timeline
<a href="#">Edit</a>	2016 Bank of Trust	2016	Current
<a href="#">Edit</a>	2017 BBT	2017	Projected
<a href="#">Edit</a>	2018 BBT	2018	Projected
<a href="#">Edit</a>	2019 Citizen	2019	Projected
<a href="#">Edit</a>	FIN-00000151	2013	Historic
<a href="#">Edit</a>	FIN-00000152	2014	Historic
<a href="#">Edit</a>	FIN-00000153	2015	Historic

Click the link to return to the main page and add missing records if needed.

Confirm at least 7 Fiscal Years of data.

Figure 176. Got To List View - Application Financial Data List

- Click the next related list to continue completing the CDFI-FA application.

**Funding Application** A-005357 Printable View

[Application Financial Data \(4\)](#) | [Matching Funds Used \(0\)](#) | [Customer Snapshot Table \(0\)](#) | [Key Personnel \(0\)](#) | [Policies \(0\)](#) | [Product Design \(0\)](#) | [Related Attachments \(0\)](#) | [Narratives \(0\)](#)

**Funding Application Detail** Edit Sharing Create HFFI-FA Application Validate Submit CDFI FA Application

**Financial Assistance**

Program Profile	<a href="#">P-104243</a>	Application	A-005357
Notice Template	<a href="#">CDFI</a>	Record Type	CDFI-FA <a href="#">[Change]</a>
Fiscal Year	2016	Owner	<a href="#">Mechai Miller [Change]</a>
Eligibility Category(CDFI)		Application Status	New
Funding Application Date	1/7/2016	Control Number	160FA

**Organization Information**

Organization	CRB Bank
--------------	----------

*Note: A blue callout box points to the 'Next' link in the 'Related Attachments' section with the text: 'Click the next related list and complete the information.'*

Figure 177. Funding Application Detail Page

### 5.1.6 Complete the Matching Funds Used Related List

This section is only applicable for applicants with an Application Eligibility Category of Core submitting a CDFI-FA Application. Core-FA applicants must provide in-hand and/or committed matching funds equal to at least 50% of the requested award amount in at the time of application submission.

1. Click the **Matching Funds Used** related list link to continue completing the CDFI-FA Application.

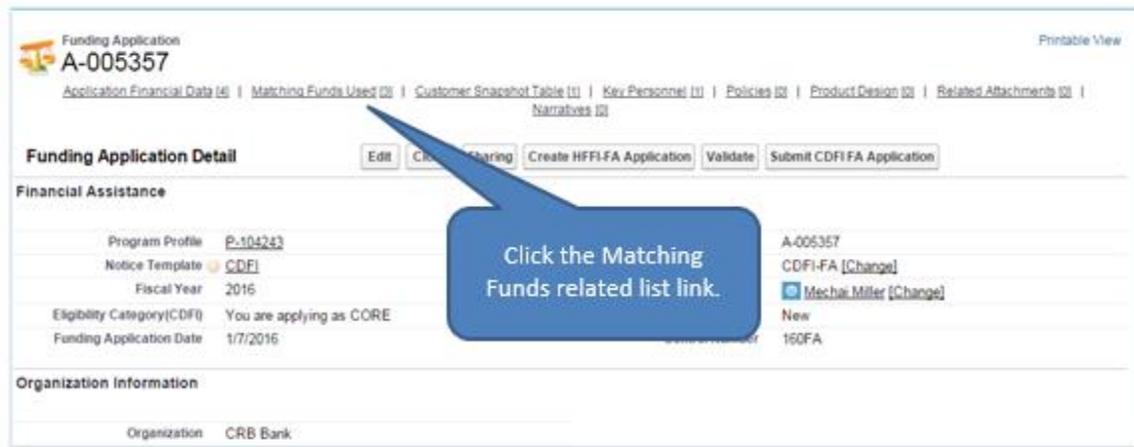


Figure 178. Funding Application Detail Page

2. You will be forwarded to the **Matching Funds Used** related list. Select the **Add Matching Funds** button.

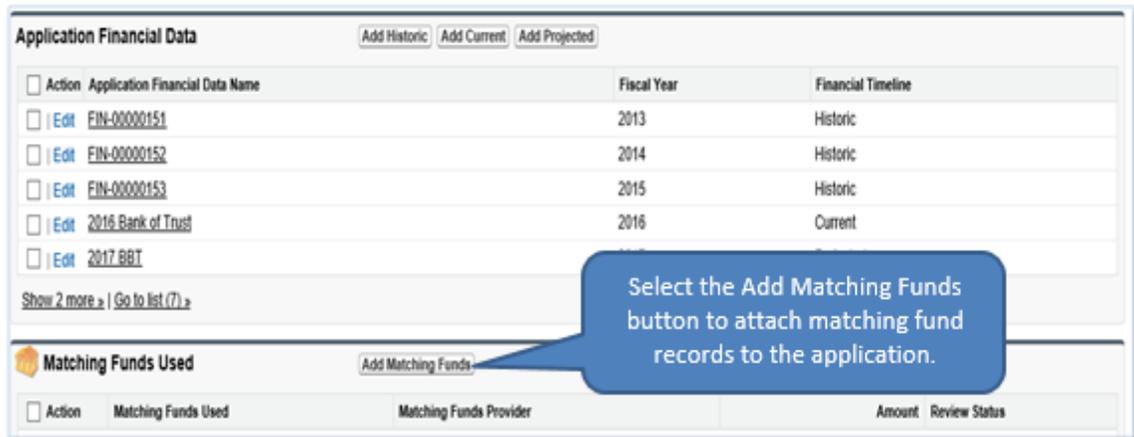


Figure 179. Matching Funds Related List

3. Click the Matching Fund hour glass icon  to search for the appropriate matching funds receipt summary record.



Figure 180. Matching Funds Used Lookup Page

4. Select the appropriate **Receipt Summary** link to apply the Matching Funds record to the application.

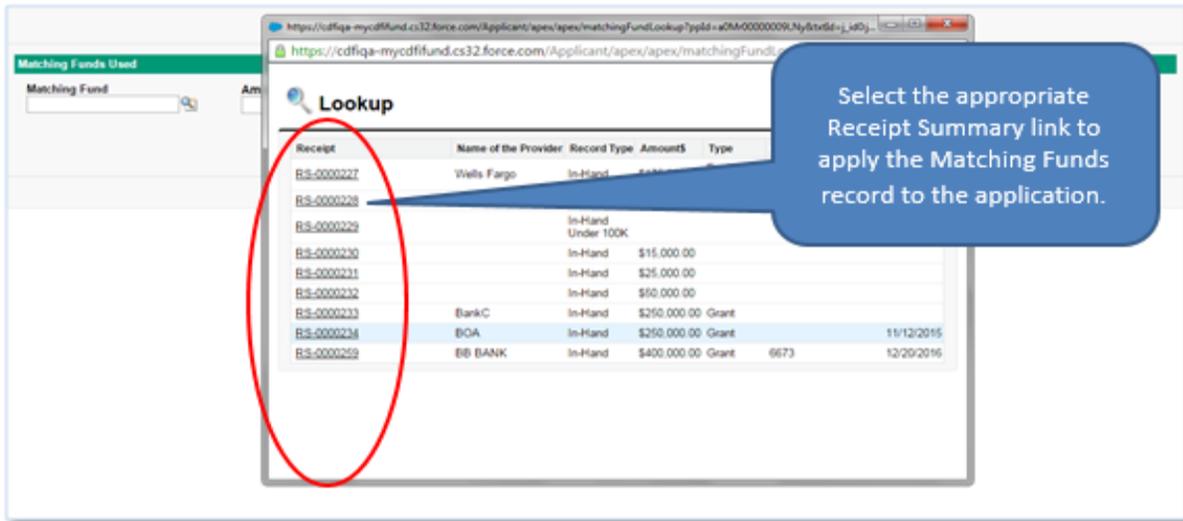


Figure 181. Matching Funds Edit Page - Receipt Summary Lookup Screen

5. Edit the amount if necessary. Please note that you are not required to apply the full amount of the receipt summary to the award. If you wish to only partially use a particular receipt summary, you are able to edit the **Amount** field.
6. Click the Save button to save the Matching Funds Used record.
7. Click the **Add Row** button to add additional Matching Funds Used records, selecting save after each record to complete the Matching Fund Used related list.

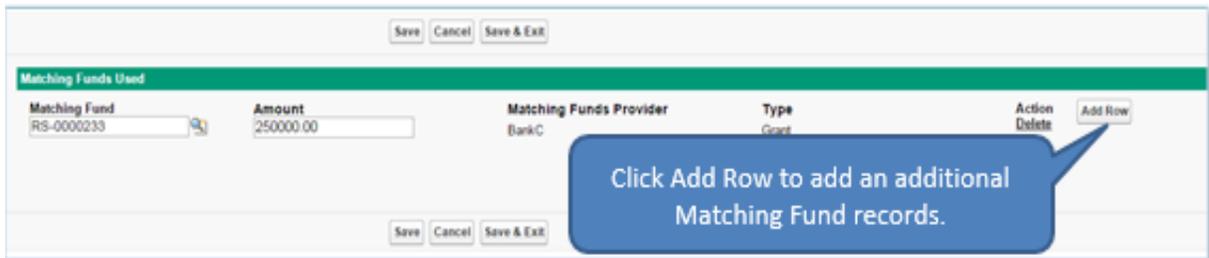


Figure 182. Matching Funds Used Edit Page

8. Once complete, click the **Save & Exit** button to be forwarded to the Funding Detail Page.

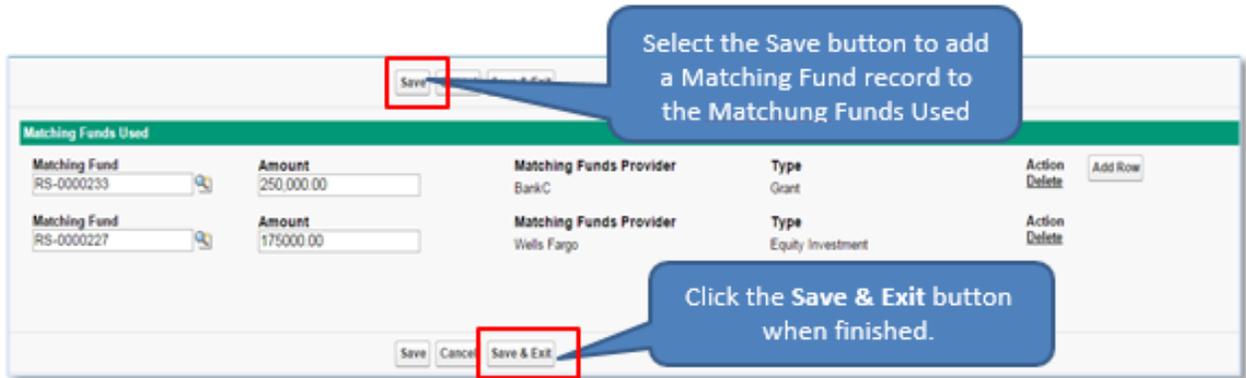


Figure 183. Matching Funds Edit Page

9. Scroll down the Funding Application Detail page to the **Matching Funds Summary** section listed under the Requested Financial Assistance Amount section to view the Total Matching funds applied to this application.

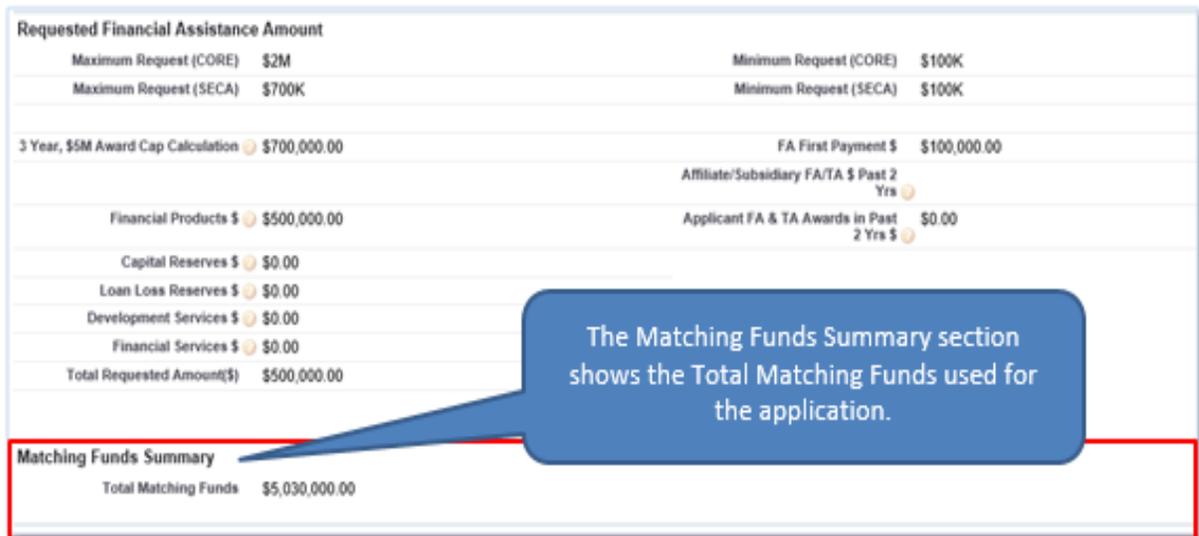


Figure 184. Matching Funds Summary - Total Matching Funds

10. Click the Matching Funds Used related list to verify all matching funds used records have added successfully.

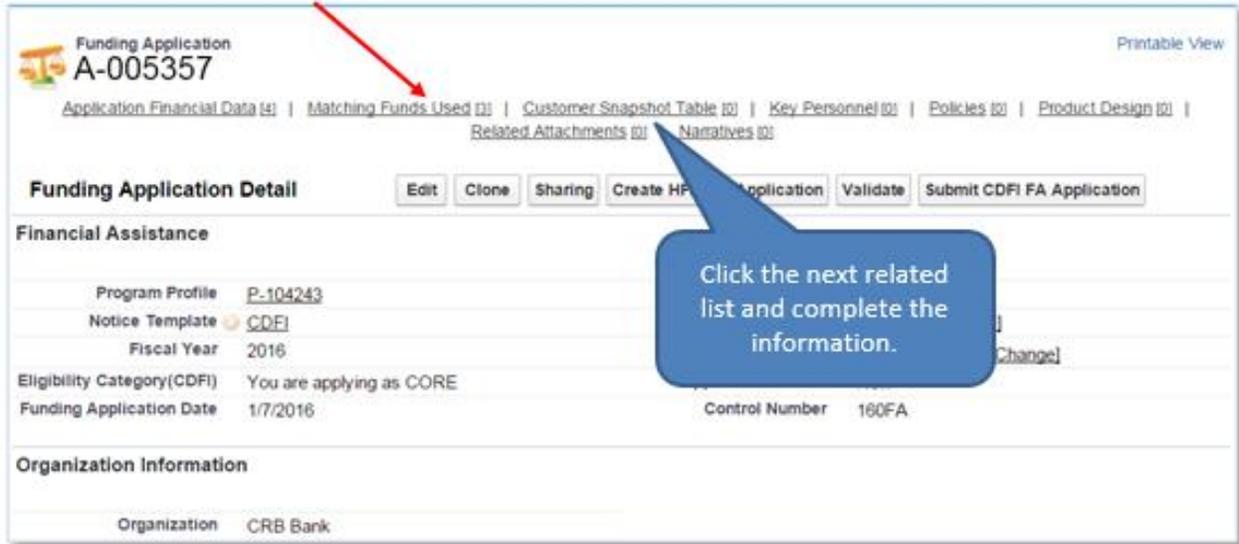


Figure 185. FA Application Detail Page

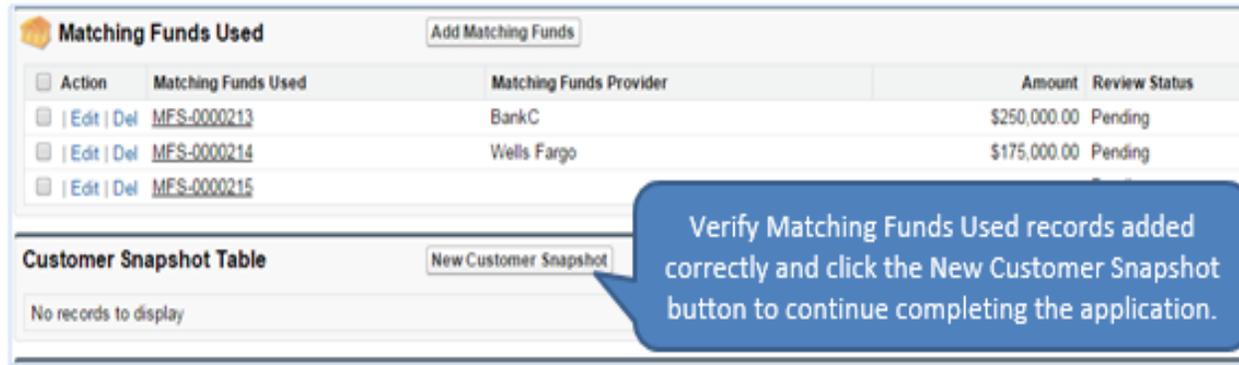


Figure 186. Funding Application - Matching Funds Related List

### 5.1.7 Customer Snapshot Table Related List

To complete the Customer Snapshot Table:

1. Select the **Customer Snapshot Table Related List**.

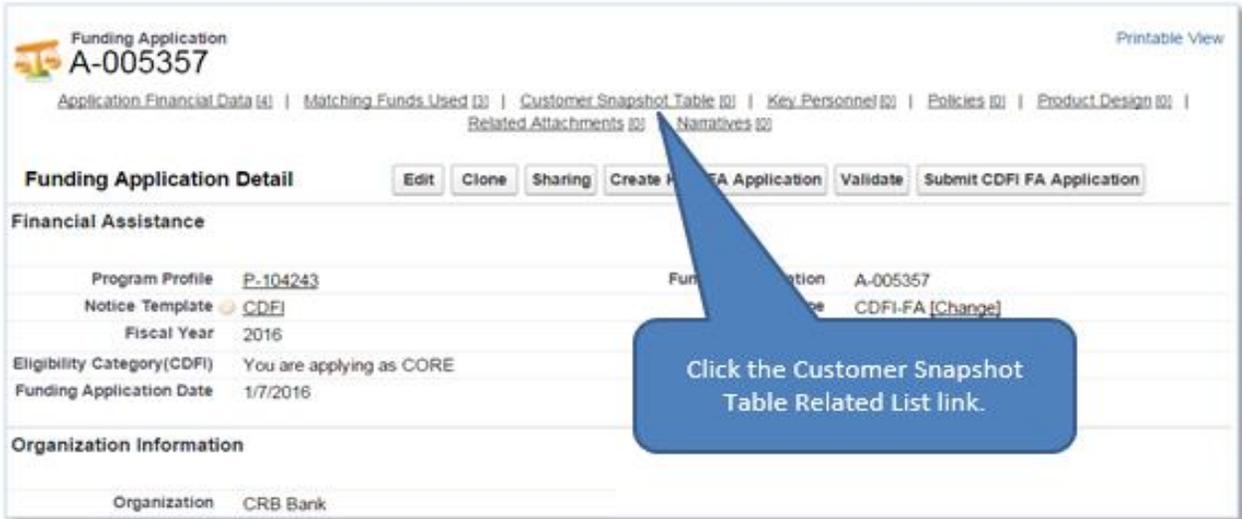


Figure 187. Funding Application Detail Page

2. Select the **New Customer Snapshot** button.



Figure 188. Application Detail Page - Customer Snapshot Related List

3. Enter data for your most recently completed fiscal year.

#### Target Market Statistics

For the Poverty measure, enter the percentage (%) of your Target Market residents living below the national Poverty threshold in “TM Population Living in Poverty %” field.

For Income, enter the dollar (\$) amount of median household income in your Target Market Median Income Field.

For Unemployment, enter the percentage (%) of your Target Market residents that are unemployed in the “TM Unemployment Rate”. Refer to the definition of unemployment as established by the U.S. Department of Labor, Bureau of Labor Statistics included in the screen.

The screenshot shows the 'Customer Snapshot Edit' page. At the top, there is a header 'Customer Snapshot Edit' with a logo and the title 'New Customer Snapshot'. Below this, there are buttons for 'Save', 'Save & New', and 'Cancel'. The main section is titled 'Customer Snapshot Edit' and includes a sub-section 'Information' with a red asterisk indicating required information. The 'Application' field contains 'A-005353'. Below this is the 'Target Market Statistics' section, which includes several input fields and labels: 'TM Population Living in Poverty %' (30), 'National Poverty Rate' (14.8% - Source: <http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf>), 'TM Median Household Income \$' (23000), 'National Household Median Income' (\$53,657 - Source: <http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf>), 'TM Unemployment Rate %' (10), and 'National Unemployment Rate' (5.0% - Source: <http://www.bls.gov/>). A blue callout box with a pointer to the 'TM Population Living in Poverty %' field contains the text 'Enter Target Market Statistics.'

Figure 189. Customer Snapshot Edit Page

### Total Beneficiaries & Target Market (TM) Beneficiaries

The Beneficiaries section provides a snapshot of the beneficiaries, including your borrowers and the beneficiaries of your borrowers that are impacted by your organization's Financial Products, Financial Services, and Development Services.

In the “Total Beneficiaries” column, enter the total number (#) of beneficiaries assisted by your Financial Products, Financial Services, and Development Services during your most recently completed fiscal year. The “Total Beneficiaries” for Financial Services (Credit Union and Bank/Holding Company CDFIs only) and should include the direct beneficiaries (e.g. checking account holders and participants of development service activities) of the services provided. On the other hand, “Total Beneficiaries” for Financial Products may include direct and indirect beneficiaries. An example of a direct beneficiary of Financial Products is a borrower that received a consumer loan to purchase a car. An example of an indirect beneficiary of Financial Products is a resident of an affordable housing development that was financed by your organization.

In the “Total Target Market Beneficiaries” field, enter the number (#) of beneficiaries from your Target Market assisted by your Financial Products, Financial Services, and Development Services. These numbers should be a subset of the numbers entered in the “Total Beneficiaries” field.

For beneficiaries that received more than one financial product, financial service, and development service, or a combination thereof, you should count them as separate beneficiaries. For example, if a particular borrower has a second mortgage, consumer loan, and participated in a first-time homebuyer

workshop, you would have a total customers served as 3 (2 Financial Products and 1 Development Services). “Total Target Market Beneficiaries” may equal “Total Beneficiaries” per activity category but it must not be greater than “Total Beneficiaries” per activity category. You will see an error message if this error occurs.

**Please note that the Total Beneficiaries and Total TM Beneficiaries fields will automatically sum and populate after you save the Customer Snapshot Table record.**

The screenshot displays a form with three main sections: Total Beneficiaries, TM Beneficiaries, and Income Characteristics. Each section contains input fields for different categories, with some fields already populated with values. A blue callout box points to the TM Beneficiaries section, containing the text: "Complete the TM Beneficiaries and Income Characteristics sections."

Total Beneficiaries	
Financial Products	50k
Financial Services	50
Development Services	75k
Total Beneficiaries	

TM Beneficiaries	
Financial Products	50
Financial Services	50
Development Services	75
Total TM Beneficiaries	

Income Characteristics	
Moderate Income	
Low Income	
Very Low Income	
Extremely Low Income	
Total Income Characteristics	

Figure 190. Customer Snapshot Edit Page

Under the Income Characteristics grouping, enter the number (#) of customers whose income levels are Moderate, Low, Very Low, and Extremely Low. **The sum of these numbers, which you must manually enter, should add up to the figure in Total TM Beneficiaries field (Note: Total TM Beneficiaries will populate after you save the Customer Snapshot Table record).**

The screenshot displays a web form titled "Customer Snapshot Edit Page". It is divided into two main sections: "Race/Ethnicity Characteristics" and "Gender and Other Characteristics".

**Race/Ethnicity Characteristics:** This section contains seven input fields: African-American, Hispanic, Native American, Native Hawaiian/Other Pacific Islander, Native Alaskan, Other (with the value "0" entered), and Total Race/Ethnicity Characteristics (with a help icon).

**Gender and Other Characteristics:** This section contains three input fields: Female Headed Households/Businesses (with a help icon), Other Characteristics Description, and Other Characteristics (#) (with a help icon).

At the bottom of the form are three buttons: "Save", "Save & New", and "Cancel". The "Save" button is highlighted with a red rectangle. A blue callout box points to the "Save" button with the text: "Click the Save button to save this records data." Another blue callout box points to the "Total Race/Ethnicity Characteristics" field with the text: "Enter the Race/Ethnicity Characteristics and Gender and Other Characteristics."

Figure 191. Customer Snapshot Edit Page

Under the Racial/Ethnic Characteristics grouping, enter the number (#) of customers that identify as African-American, Hispanic, Native American, Native Hawaiian/Other Pacific Islander, Native Alaskan, and Other. **The sum of these numbers, which you must manually enter, should add up to the figure in Total TM Beneficiaries field (Note: Total TM Beneficiaries will populate after you save the Customer Snapshot Table record).**

Under the Gender and Other Characteristic grouping, enter the number (#) of customers that identify as female headed households or female businesses and/or enter the number (#) of customers that do not fit the other characteristics listed. For example, this may include customers who identify themselves as veterans, refugees, or those with disabilities, among other characteristics.

**Note: Income, Racial/Ethnic, and Gender data may be estimated using proxies if actual figures are not available, or if due to regulatory reasons, your institution cannot collect certain data.**

4. Click the **Save** button to save this sections data entered to the application.
  - a. You will receive a confirmation message stating the Customer Snapshot Table has been saved successfully.
  - b. The system will allow you to create multiple Customer Snapshot Table records. Please only create one record as the CDFI Fund will not review multiple entries.

**Customer Snapshot** Snapshot-00035 Printable View

✓ Customer Snapshot has been saved.

**Customer Snapshot Detail** Edit Delete Clone

Application: A-000190  
Customer Snapshot Name: Snapshot-00035

**Target Market Statistics**

TM Population Living in Poverty %	30.00%	TM Poverty: National Poverty	30:1480
National Poverty Rate	14.8% - Source: <a href="http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf">http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf</a>		
TM Median Household Income \$	\$21,000	TM Income as Percent of National Income	39.14%
National Household Median Income	\$53,657 - Source: <a href="http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf">http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf</a>		
TM Unemployment Rate %	7.00%	TM Unemployment: Natl Unemployment	1.40
National Unemployment Rate	5.0% - Source: <a href="http://www.bls.gov/">http://www.bls.gov/</a>		

**Total Beneficiaries**

Financial Products	100	% of Fin Products Beneficiaries in TM	100.00%
Financial Services		% of Fin Services Beneficiaries in TM	
Development Services	100	% of Dev Services Beneficiaries in TM	100.00%
Total Beneficiaries	200		

**TM Beneficiaries**

Financial Products 100

Figure 192. Figure 191. FA Application - Customer Snapshot Page – Saved Record

- Review the saved record to ensure that automated calculations are correct. Please note that if the amounts entered in the **Total Income Characteristics** and **Total Race/Ethnicity Characteristics** fields do not each equal **Total TM Beneficiaries** you will receive an “Incomplete” warning message in the **Income Characteristics Status** and **Race/Ethnicity Characteristics Status** fields.

TM Beneficiaries	
Financial Products	100
Financial Services	
Development Services	100
Total TM Beneficiaries	200

Review all the data on this saved record page to ensure the information calculated correctly.

Income Characteristics	
Moderate Income	110
Low Income	61
Very Low Income	43
Extremely Low Income	23
Total Income Characteristics	237

Moderate Income %	55.00%
Low Income %	30.50%
Very Low Income %	21.50%
Extremely Low Income %	11.50%
Income Characteristics Status	Incomplete! (Does not add to 100%)

Race/Ethnicity Characteristics	
African-American	64
Hispanic	16
Native American	3
Native Hawaiian/Other Pacific Islander	7
Native Alaskan	0
Other	0
Total Race/Ethnicity Characteristics	90

African-American %	32.00%
Hispanic %	8.00%
Native American %	1.50%
Native Hawaiian/Other Pacific Islander %	3.50%
Native Alaskan %	0.00%
Other Race/Ethnicity %	0.00%
Race/Ethnicity Status	Incomplete! (Does not add to 100%)

Gender and Other Characteristics	
Female Headed Households/Businesses	76
Other Characteristics Description	
Other Characteristics (if)	

Female Headed Households/Businesses %	38.00%
Other Characteristics of Customer %	0.00%

Figure 193. Figure 191. FA Application - Customer Snapshot Page - Saved Record Cont.

Customer Snapshot

## Snapshot-00073

✔ Customer Snapshot has been saved.

**Customer Snapshot Detail**

Application: [A-005353](#)

Customer Snapshot Name: Snapshot-00073

Edit Delete Clone

Click the **Application** link to return to the Application Detail Page.

Target Market Statistics	
TM Population Living in Poverty %	30.00%
National Poverty Rate	14.8% - Source: <a href="http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf">http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf</a>
TM Median Household Income \$	\$23,000
National Household Median Income	\$53,657 - Source: <a href="http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf">http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf</a>
TM Unemployment Rate %	10.00%
National Unemployment Rate	5.0% - Source: <a href="http://www.bls.gov/">http://www.bls.gov/</a>

TM Poverty: National Poverty	30:1480
TM Income as Percent of National Income	42.86%
TM Unemployment: Natl Unemployment	2.00

Figure 194. FA Application - Customer Snapshot Page

- From the Funding Application Detail Page, verify that the new Customer Snapshot Table record was added and then click the Key Personnel related list.

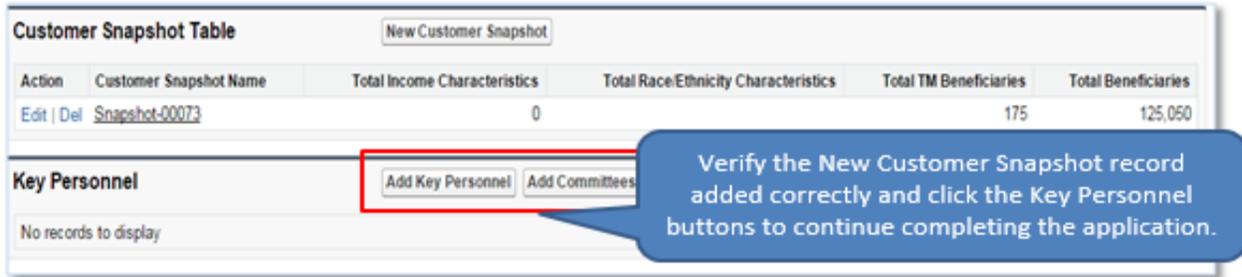


Figure 195. Funding Application Detail Page – New Customer Snapshot Related List

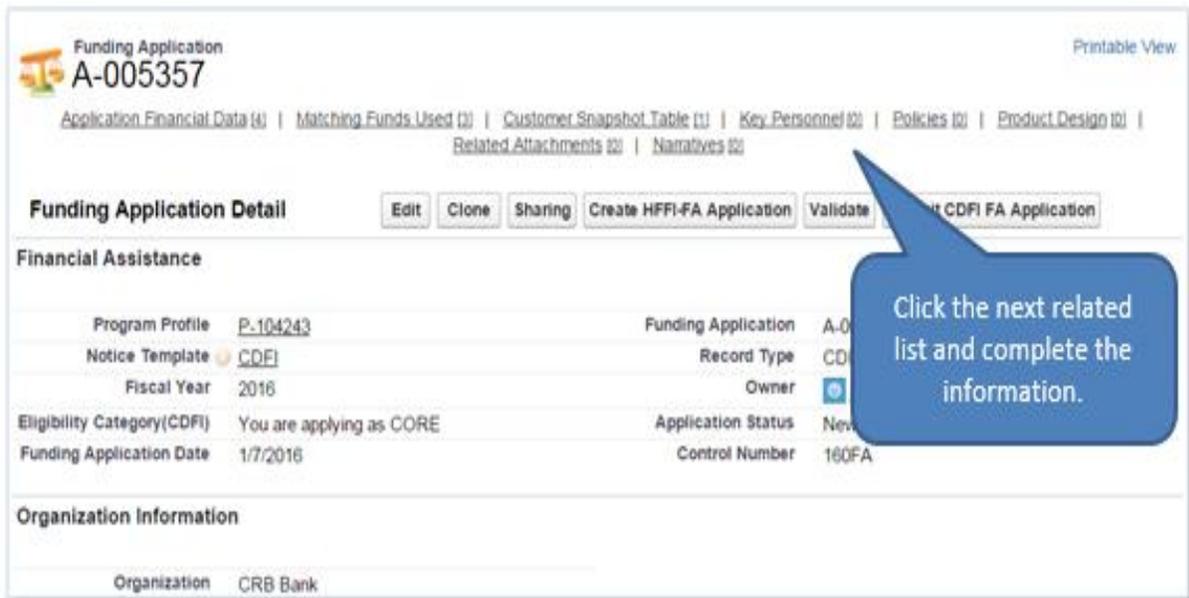


Figure 196. Funding Application Detail Page

### 5.1.8 Key Personnel Related List

Applicants are required to enter information to describe the qualifications of their Key Personnel and Board Members and the purpose of their Board Committees.

To complete the Key Personnel section:

- From the Funding Application Detail Page, click the **Key Personnel** related list.



**Note:** Key Personnel is broken out into three record types: Key Staff, Committees, Board Members. Applicants must provide information for each record type.

Figure 197. Funding Application Detail Page

2. Select the **Add Key Personnel** button.

Figure 198. Funding Application Detail Page - Key Personnel Related List

3. You will be forwarded to the Key Personnel Edit page. Complete the information on the page and click the **Save & New** button.

**IMPORTANT:** Applicants are limited to a total of seven Key Personnel entries, five Committee entries, and five Board Members entries. The system will stop you from creating additional records once the threshold has been met.

Please enter information about the Key Personnel, Committees, and Board Members that are most critical to carrying out the activities proposed in your application.

Key Personnel Edit  
New Key Personnel

Key Personnel Edit Save Save & New Cancel

Information = Required Information

Funding Application A-005353 Years with Applicant 5  
Name Lisa Jones Years of Experience 12  
Title Manager

Description  
Role in Implementing strategic goals Will manage the Development Services Program

Save Save & New Cancel

Figure 199. Key Personnel Edit Page – Key Staff

- a. Examples of the Add Committees and Add Board Members pages are also displayed below.

Key Personnel Edit  
Johnson Less

Key Personnel Edit Save Save & New Cancel

Information = Required Information

Funding Application A-005353 Record Type Committees  
Name Johnson Less Total Years of Experience from Members 33  
Number of Board Members 5  
Number of Key Staff Members 2  
Combined Years of Experience of Members 10

Description  
Relationship to CDFI Performance Committed to support the CDFI developmental services initiative by

Save Save & New Cancel

Figure 200. Key Personnel Edit Page - Committees

Key Personnel Edit  
New Key Personnel

Key Personnel Edit [Save] [Save & New] [Cancel]

Information # Required Information

Funding Application A-005353  
Name Board Of Trauma  
Position CEO  
Years of Experience 6  
Years on Board 6

Description  
Accountability to target market(s) Ensure the city works with the developmental services initiative by

[Save] [Save & New] [Cancel]

Example of Board Members Key Personnel Edit Page

Figure 201. Key Personnel Edit Page – Board Members

4. You will be forwarded to the Key Personnel Detail page with a message stating the Key Personnel has been saved.

Key Personnel  
Lisa Jones

Key Personnel has been saved.

Key Personnel Detail [Edit] [Delete] [Clone]

Funding Application A-005353  
Name Lisa Jones  
Title Manager  
Years with Applicant 5  
Years on Board 12

Description  
Role in Implementing strategic goals Will manage the Development Services Program

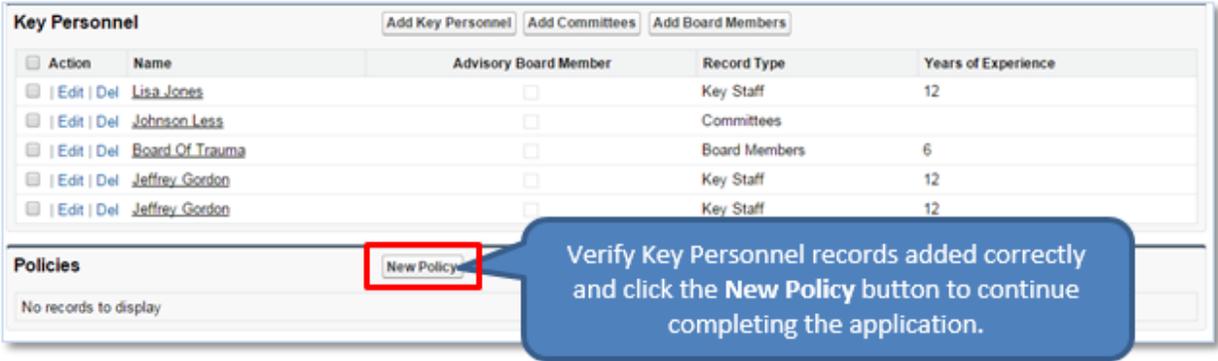
Created By Mechai Miller, 1/6/2016 8:55 PM  
Last Modified By Mechai Miller

[Edit] [Delete] [Clone]

Click the Funding Application link to return to the Application.

Figure 202. Key Personnel Detail Page

5. Verify that the appropriate Key Personnel records have been added, then click on the Policies related list to continue completing the application.



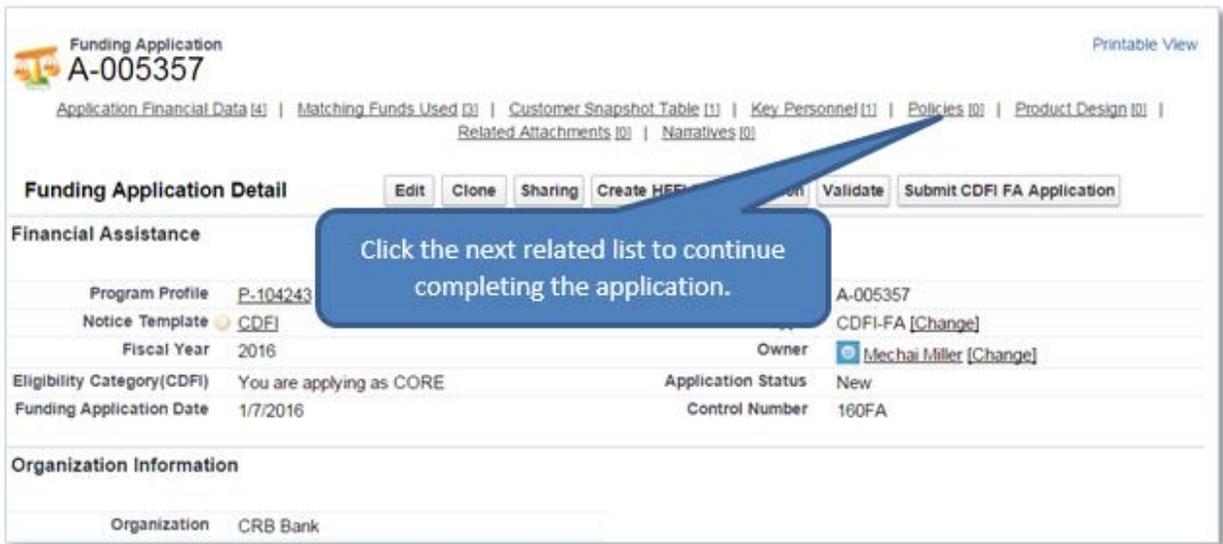
Action	Name	Advisory Board Member	Record Type	Years of Experience
<input type="checkbox"/>   Edit   Del	Lisa Jones	<input type="checkbox"/>	Key Staff	12
<input type="checkbox"/>   Edit   Del	Johnson Less	<input type="checkbox"/>	Committees	
<input type="checkbox"/>   Edit   Del	Board Of Trauma	<input type="checkbox"/>	Board Members	6
<input type="checkbox"/>   Edit   Del	Jeffrey Gordon	<input type="checkbox"/>	Key Staff	12
<input type="checkbox"/>   Edit   Del	Jeffrey Gordon	<input type="checkbox"/>	Key Staff	12

**Policies**  
No records to display

[New Policy](#)

Verify Key Personnel records added correctly and click the **New Policy** button to continue completing the application.

Figure 203. Funding Application Detail Page - Key Personnel Related List



Funding Application A-005357 Printable View

[Application Financial Data \(4\)](#) | [Matching Funds Used \(0\)](#) | [Customer Snapshot Table \(1\)](#) | [Key Personnel \(1\)](#) | [Policies \(0\)](#) | [Product Design \(0\)](#) | [Related Attachments \(0\)](#) | [Narratives \(0\)](#)

**Funding Application Detail** Edit Clone Sharing Create HEF Validate Submit CDFI FA Application

**Financial Assistance**

Program Profile	P-104243	A-005357
Notice Template	CDFI	CDFI-FA <a href="#">[Change]</a>
Fiscal Year	2016	Owner <a href="#">Mechai Miller [Change]</a>
Eligibility Category(CDFI)	You are applying as CORE	Application Status New
Funding Application Date	1/7/2016	Control Number 160FA

**Organization Information**

Organization	CRB Bank
--------------	----------

Click the next related list to continue completing the application.

Figure 204. Funding Application Detail Page

### 5.1.9 Policies Related List

To complete the Policies section:

1. From the Funding Application Detail page, click the **Policies** related list.



Figure 205. Funding Application Detail Page

2. Click the **New Policy** button.

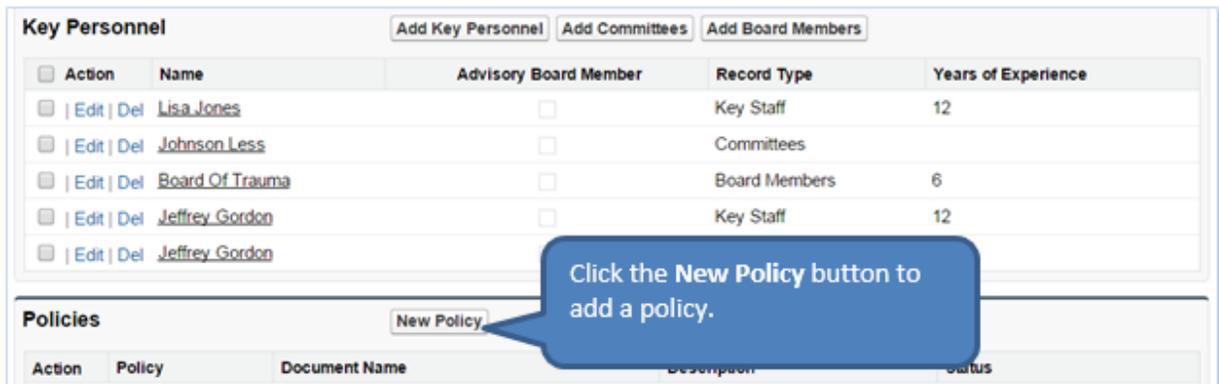


Figure 206. Funding Detail Page - Policies Related List

3. You will be forwarded to the Policies Edit page. Click the hour glass icon to look up your Policies and Procedures document(s) from your Organization Profile attachments.
4. If you have multiple Policies and Procedures documents you will need to create a separate **Policies** record for each document. You should select “Yes” or “No” for each Policies topic based on what policies and procedures are covered in the document associated to the record.

For example, if you attach a document that only covers your organization’s Underwriting Process, you will select “Yes” in the Underwriting Process field and “No” for all other fields. You will then continue creating new records, as necessary, including the relevant Policies and

Procedures document, until you have addressed all of the **Policies** topics – Underwriting Policies, Loan closings & disbursements, Perfecting & securing collateral, Portfolio monitoring & management, Methodology for write-offs/charge-offs, and Loan loss reserve levels.

The screenshot shows the 'Policy Edit' interface for a 'New Policy'. At the top, there are buttons for 'Save', 'Save & New', and 'Cancel'. The 'Funding Application' field contains 'A-005353' and the 'Document Name' field contains 'Test Deposit'. A callout bubble points to the hourglass icon next to the 'Document Name' field, stating: 'Click the hour glass icon to look up the policy Document Name and insert it here.' Below this, the 'Underwriting Process' section has 'Included in Policies' set to 'Yes' and 'Enter Page Number(s)' with '8'. A second callout bubble points to this section, stating: 'Complete the Information on the page.' The 'Loan closings and disbursements' section has 'Included in Policies' set to 'Yes' and 'Enter Page Number(s)' with '24'. The 'Perfecting and securing collateral' section has 'Included in Policies' set to '--None--' and an empty 'Enter Page Number(s)' field. A third callout bubble points to this section, stating: 'Complete the Information on the page.' The 'Portfolio monitoring and management practices' section has 'Included in Policies' set to '--None--' and an empty 'Enter Page Number(s)' field. A legend indicates that a red vertical bar next to a field label signifies 'Required Information'.

Figure 207. Policy Edit Page

**Methodology for write-offs/charge-offs**

Included in Policies --None--

Enter Page Number(s)

Complete the information on the page.

---

**Loan loss reserve levels**

Included in Policies --None--

Enter Page Number(s)

Click the Save button to save this records data.

Save Save & New Cancel

Figure 208. Policy Edit Page

5. Click the **Save** or **Save & New** button. You will be forwarded to the Policy Detail page with a message stating the Policy has been saved.
6. Click the **Funding Application** link to return to the Funding Application Detail page.

Policy **0061**

✓ Policy has been saved.

**Policy Detail** Edit Delete Clone

Funding Application	<a href="#">A-005353</a>
Policy	0061
Document Name	<a href="#">Test Deposit</a>
Date Approved by Board	
Description	
Status	Incomplete

Click the Funding Application link to return to the Funding Application Detail page.

**Underwriting Process**

Included in Policies	Yes
Enter Page Number(s)	8
Response Status	Complete

Figure 209. Policy Detail Page

7. Ensure that the Policies records were added and continue completing the application by selecting the next related list.



Figure 210. Funding Application Detail Page

8. Click the **New Product Design** button.



Figure 211. Funding Application Detail Page - Policies Related List

### 5.1.10 Product Design

The Product Design Chart allows you to describe the key details of the Financial Products and Financial Services entered in the Activities Level section of the Input Sheet as well as their related Development Services.

Add a description, such as a product brand name or unique service category, using the cells under the “Description” heading. Fill out the remaining required fields such as minimum and maximum loan size, interest rates, average maturity, maximum fees, security, etc.

To complete the Product Design section:

1. From the Funding Application Detail page, click the **Product Design** related list.

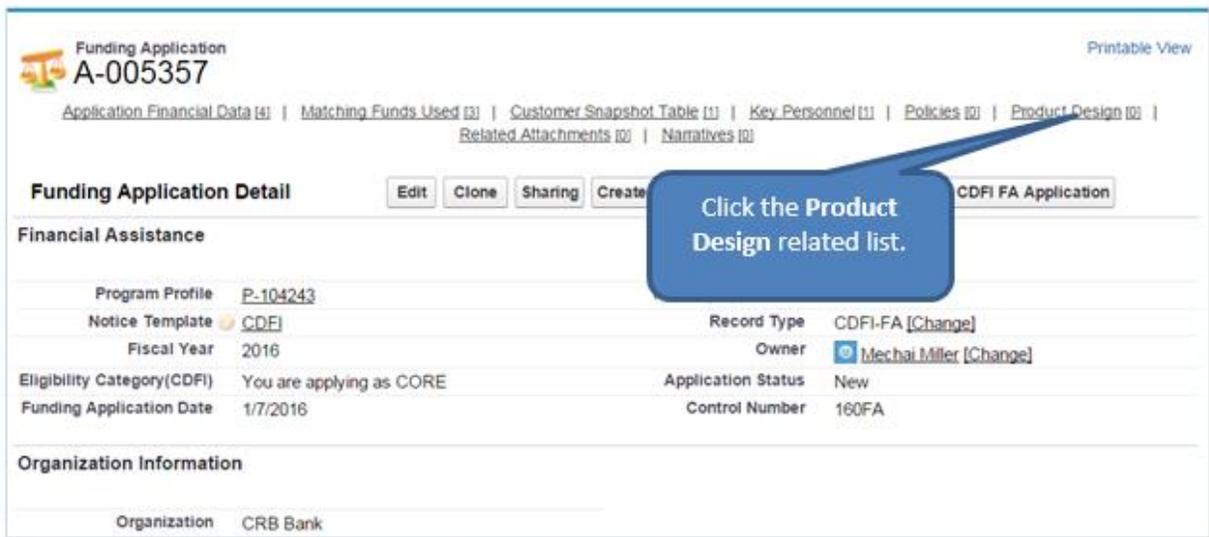


Figure 212. Funding Application Detail Page

2. Click the **New Product Design** button.



Figure 213. Product Design Related List

3. Complete the information on the page.
  - a. Select a category from the drop-down menu.
  - b. Enter the Product Description.

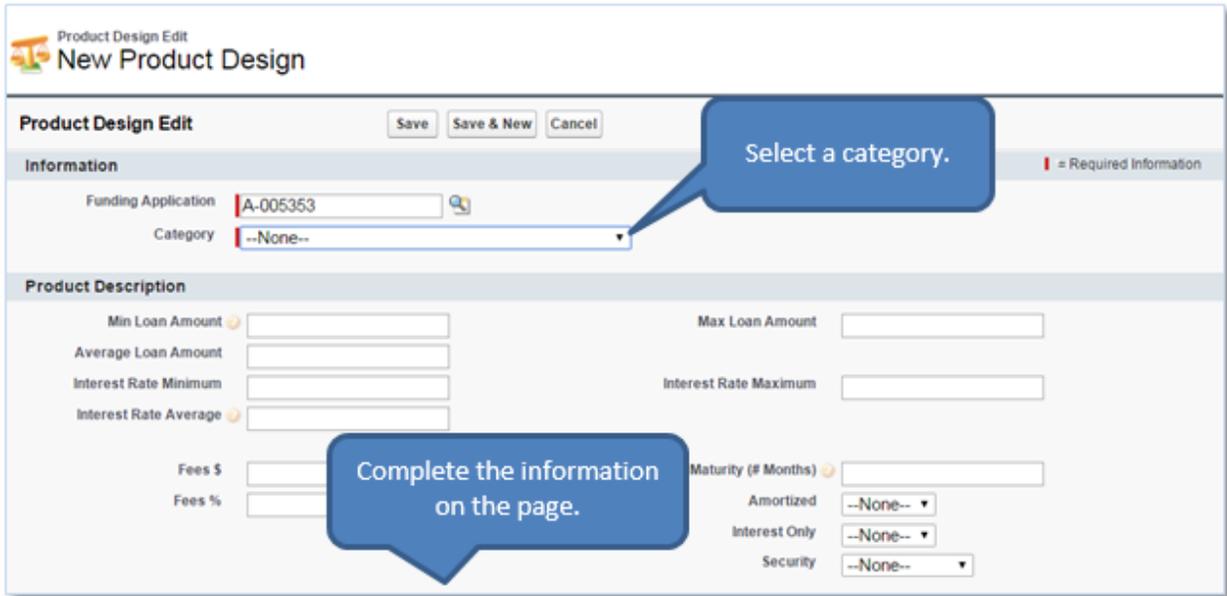


Figure 214. Product Design Edit Page

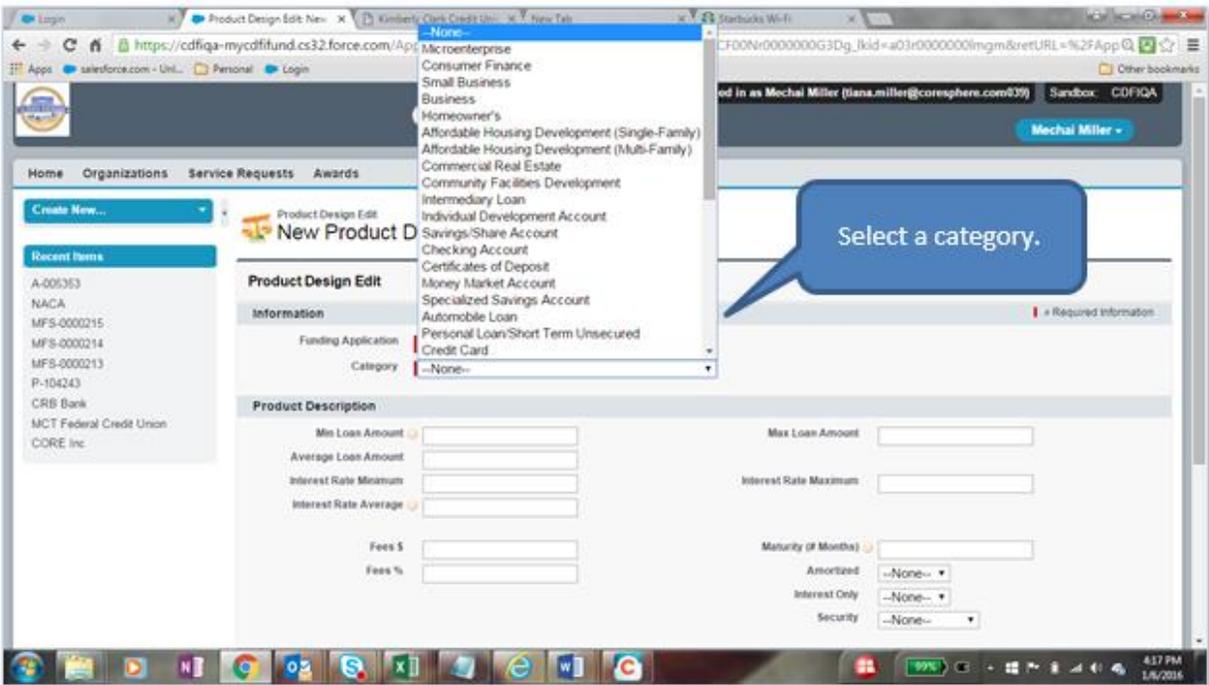


Figure 215. Product Design Edit Page

Figure 216. Product Design Edit Page

Add a description, such as a product brand name or unique service category, using the cells under the “Description” heading. Fill out the remaining required fields such as minimum and maximum loan size, interest rates, average maturity, maximum fees, security, etc. Fields not required for certain selected products or services will automatically become disabled.

Use the provided text box to describe any development services linked to the specific product or other special characteristics worth noting. There is a limit of 450 characters. A built-in character count feature will indicate how many characters you have used.

4. Click the **Save** or **Save & New** button. You will be forwarded to the Product Design Detail page with a message stating the Product Design has been saved.
5. Click the **Funding Application** link to be forwarded to the Funding Application Detail page.

Product Design  
PRD-0003

✓ Product Design has been saved.

**Product Design Detail** [Edit] [Delete] [Clone]

Funding Application [A-005353](#)  
Product Design PRD-0003  
Category Community Facilities Development

**Product Description**

Min Loan Amount	Max Loan Amount
Average Loan Amount	Interest Rate Maximum
Interest Rate Minimum	Maturity (# Months)
Interest Rate Average	Amortized
Fees \$	Interest Only
Fees %	Security

Click the **Funding Application** link to return to the Funding Application Detail page.

Figure 217. Product Design Detail Page

- Continue completing the application by selecting the next related list.

Funding Application  
A-005357

Application Financial Data [4] | Matching Funds Used [3] | Customer Snapshot Table [1] | Key Personnel [1] | Policies [0] | Product Design [0] | Related Attachments [0] | Narratives [0]

**Funding Application Detail** [Edit] [Clone] [Sharing] [Create HFFI-FA Application] [Validate] [Submit] [A Application]

**Financial Assistance**

Program Profile	P-104243
Notice Template	CDFI
Fiscal Year	2016
Eligibility Category(CDFI)	You are applying as CORE
Funding Application Date	1/7/2016

**Organization Information**

Organization	CRB Bank
--------------	----------

Click the **Product Design** related list and verify that all expected records have been added successfully.

Figure 218. Funding Application Detail Page



Action	Product Design	Amortized	Category	Security
<a href="#">Edit</a>   <a href="#">Del</a>	PRD-0003		Community Facilities Development	

**Product Design** [New Product Design](#)

**Related Attachments** [New Related Attachments](#)  
No records to display

**Narratives** [Add Financial Assistance Narrative](#)  
No records to display

Click the next related list and continue completing the application.

Figure 219. Funding Application Detail Page - New Product Design

### 5.1.11 Related Attachments Related List

The Related Attachments related list allows applicants to look-up documents that the applicant already attached and saved in their Organization Profile as well as attach documents that are saved on their computer/network.

Applicants should refer to the NOFA to determine which attachments are required based on their financial institution type and the type of application they are completing (FA or TA). Attachment requirements are also described in the Application Quick Start Guide. The CDFI Fund will only review the documents that are listed as required attachments in the NOFA. PLEASE DO NOT attach any additional documentation that is not included in the NOFA, as it will NOT be reviewed.

To complete the Related Attachments section:

1. From the Funding Application Detail page, click the **New Related Attachments** related list.

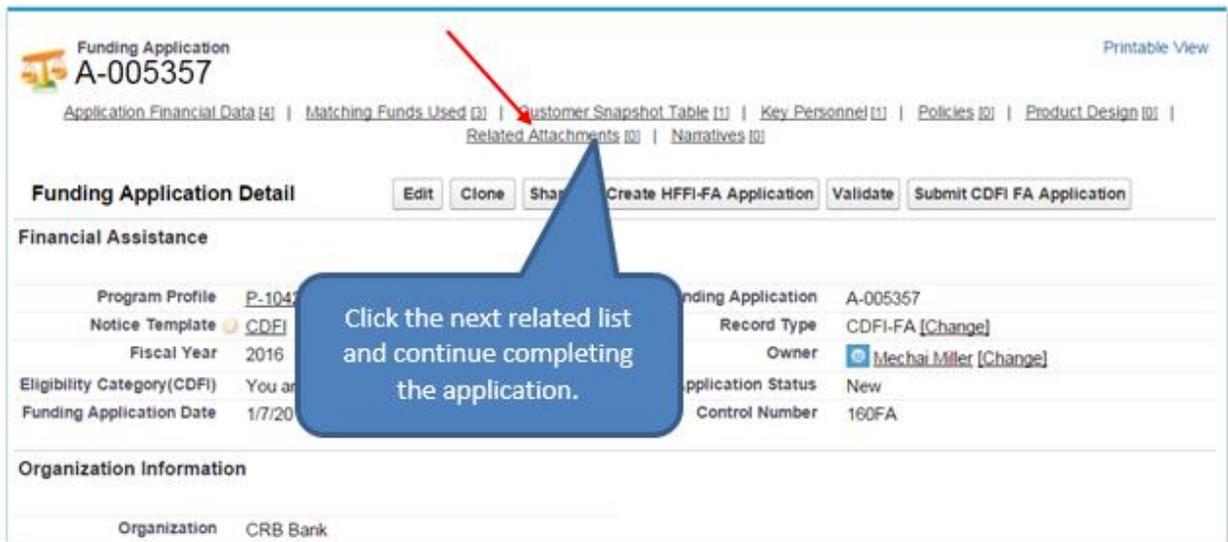


Figure 220. Funding Application Detail Page

2. Click the **New Related Attachments** button.

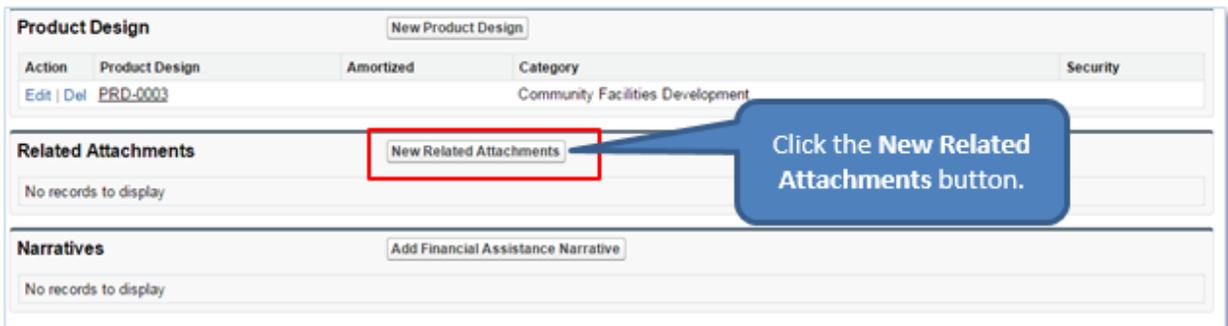


Figure 221. New Related Attachments Related List

3. Add required documents from Organization Profile and/or add new attachments.

- a. Type is required. Select the type of related attachment from the drop-down menu. Only select “CDFI-NACA” document types.
- b. Search and link the related document and click the **Save** button; or
- c. Click the **Choose File** button, select a file, and click the **Attach File** button.

The screenshot shows the 'Attach File' interface for application A-005353. It features two main sections: 'Lookup Existing Documents from Organization Profile' and 'Attach New File'. The first section includes a search box for 'Document Name' with a magnifying glass icon and a 'Save' button. The second section includes a 'Choose File' button, a 'Type' dropdown menu currently set to '--- None ---', a 'Description' text area, and an 'Attach File' button. Two blue callout boxes provide instructions: one points to the search icon and 'Save' button, and the other points to the 'Type' dropdown menu. Navigation buttons 'Back to the Application A-005353' and 'Cancel' are located at the top and bottom of the form.

Figure 222. Attach File Page

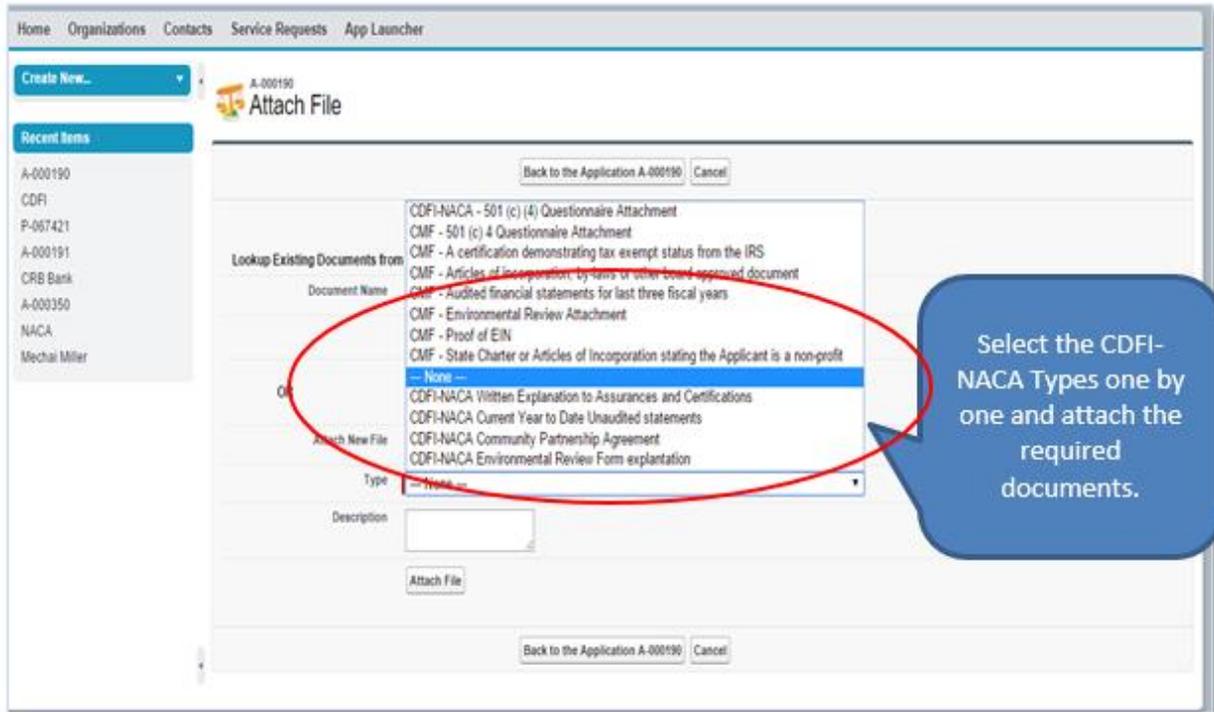


Figure 223. Attach File Page - Type of Documents

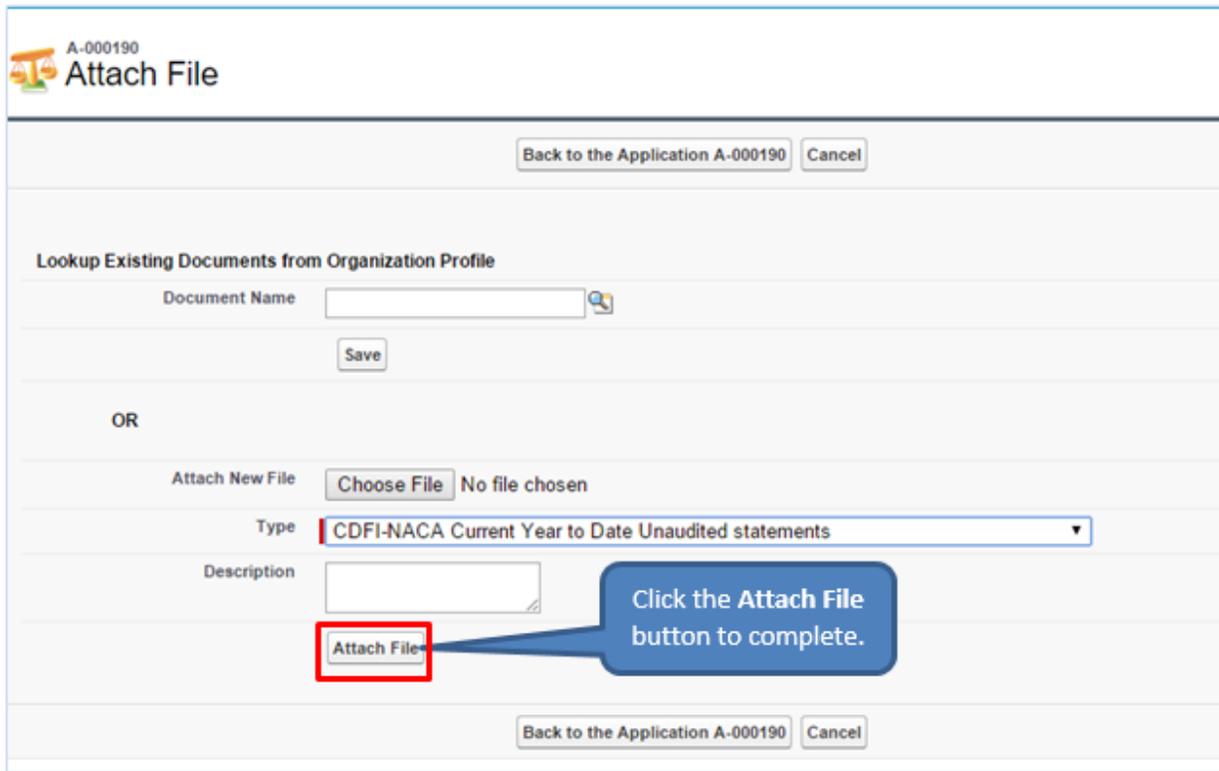


Figure 224. Attach File Page

- You will be forwarded to the Funding Application page. Click the Related Attachments related list to verify all attachments added successfully.

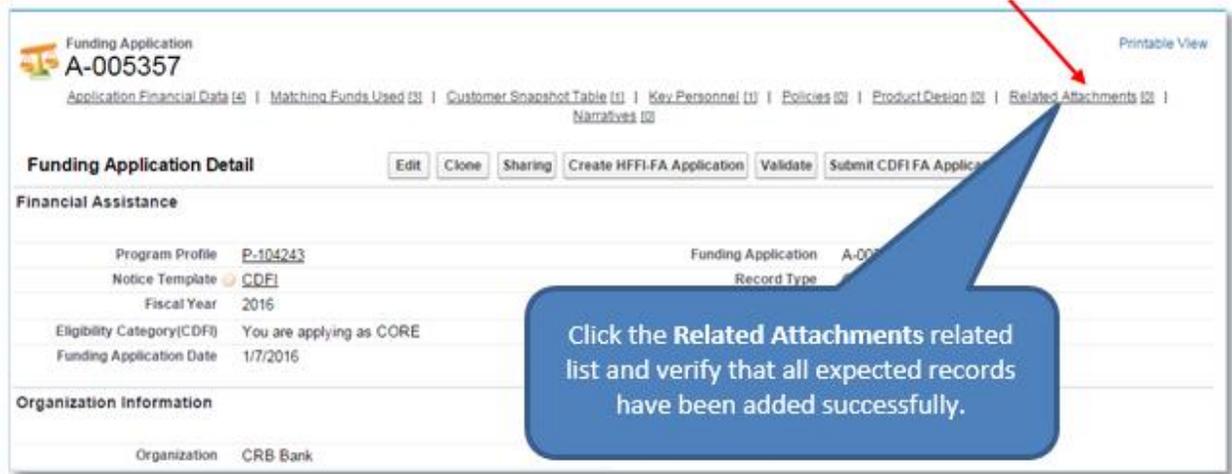


Figure 225. Funding Application Detail Page

- Lastly click the final related list, **Narratives**, to continue completing the application.

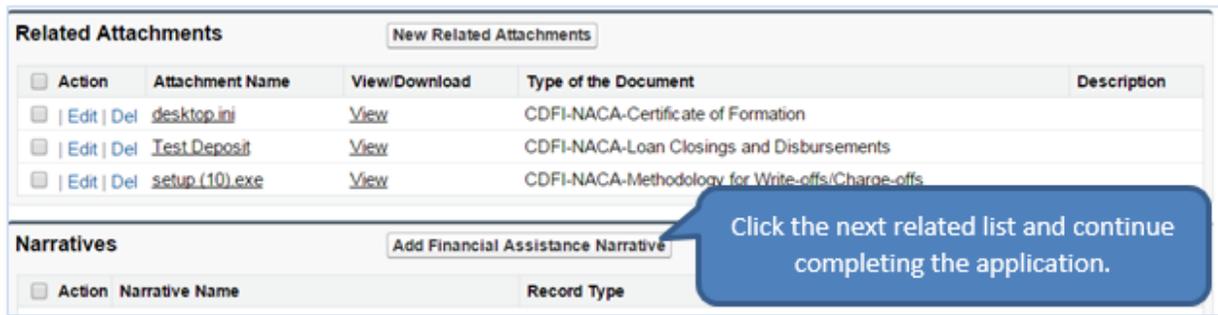


Figure 226. Funding Application Detail Page - Related Attachments

### 5.1.12 Narratives Related List

To complete the Narratives section:

1. From the Funding Application Detail page, click the **Narratives** related list link.



Figure 227. Funding Application Detail Page

2. Click the **Add Financial Assistance Narrative** button.

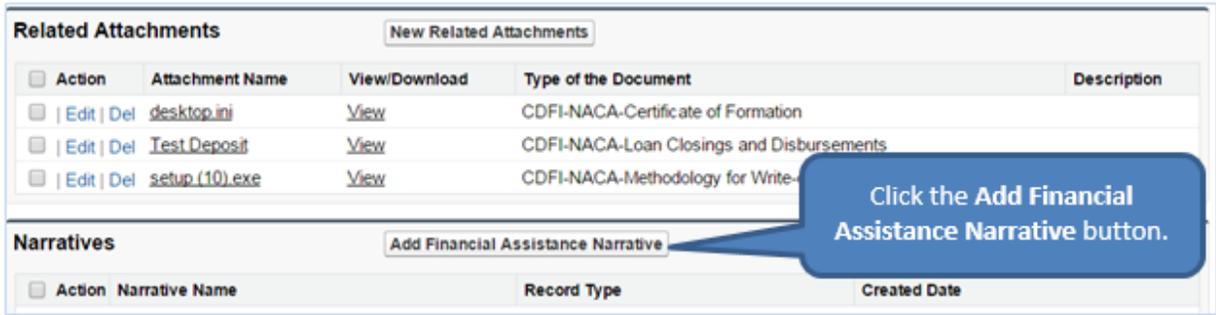


Figure 228. Narratives Related List

3. Provide responses to Narrative questions.
  - a. All narrative fields are required.
  - b. The character limit for each response is included in the **Help** text.
  - c. Refer to FY 2016 Narrative Questions Guidance for full question text. This document can be found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website.

The screenshot shows the 'New Narrative(CDFI)' form. At the top, there is a header with the title and a search bar containing 'A-005357'. Below the header are buttons for 'Save', 'Save & New', and 'Cancel'. The main content area is divided into sections: 'Purpose', 'Products', and 'Policies'. The 'Purpose' section includes '1.1 Strategic Goals' and '1.2 Target Market Needs'. The 'Products' section includes '2.1 Product Description', '2.2 Market Demand', '2.3 Development Services Design', '2.4 Comprehensive Approach', '2.5 Competitors', and '2.6 Marketing & Outreach Strategy'. Each item has a corresponding text input field. A red vertical line is on the left of each field. A blue callout box points to the Purpose section with the text 'Complete the Purpose section.' Another blue callout box points to the Products section with the text 'Complete the Products section.'

Figure 229. Narrative Edit Page

This screenshot shows the lower portion of the 'Narrative Edit Page'. The 'Policies' section includes '3.1 Tracking Use of Funds', '3.2 Internal Controls', and '3.3 Management Information Systems'. The 'Partnerships' section includes '5.1 Private & Public Financial Support', '5.2 Projected Leverage', '5.3 Historic Leverage', '5.4 Comprehensive Services', '5.5 Partnerships', and '5.6 Strategic Community Alignment'. Each item has a corresponding text input field. A red vertical line is on the left of each field. A blue callout box points to the Policies section with the text 'Complete the Policies section.' Another blue callout box points to the Partnerships section with the text 'Complete the Partnerships section.'

Figure 230. Narrative Edit Page

**Performance**

6.1 Audit or Examination Findings

6.2 Financial Health Presentation

6.3 Minimum Prudent Standards

6.4 Internal Financial Health Ratios

6.5 Internal Portfolio Management Ratios

6.6 Activity Trends

6.7 Community Development Impacts

Complete the Performance section.

Figure 231. Narrative Edit Page

**Projections**

7.1 Projections & Strategic Goals P&SG

7.2 Projections Rationale Projections

7.3 Award Support of Projections Award Support

7.4 Financial & Programmatic Risks

Complete the Projections section.

Select the Save button to save this records data.

Save Save & New Cancel

Figure 232. Narrative Edit Page

4. You will be forwarded to the Narrative Detail Page with a message stating the Narrative has been saved. Click the **Funding Application** link.

**Narrative(CDFI)**  
Narr-0002

✓ Narrative(CDFI) has been saved.

**Narrative(CDFI) Detail** Edit Clone

Funding Application [A-005353](#)

**Purpose**

1.1 Strategic Goals	Enter Strategic Goals
1.2 Target Market Needs	Target Market Needs

**Products**

2.1 Product Design	Product Design
2.2 Market Demand	Market Demand
2.3 Development Services Design	Development Design
2.4 Comprehensive Approach	Comprehensive
2.5 Competitors	Competitors
2.6 Marketing & Outreach Strategy	Market & Outreach

Click the Funding Application link to return to the CDFI-FA Application Detail page.

Figure 233. FA Application – Narrative Detail Page

### 5.1.13 Validate & Submit Application

**IMPORTANT:** If you intend to submit a HFFI-FA application, you must create the HFFI-FA application before you submit the FA application.

**Funding Application**  
A-000315 Printable

[Application Financial Data](#) [5+] | [Matching Funds Used](#) [2] | [Customer Snapshot Table](#) [1] | [Key Personnel](#) [4] | [Policies](#) [1] | [Product Design](#) [1] | [Related Attachments](#) [3] | [Narratives](#) [1]

**Funding Application Detail** Edit Sharing Create HFFI-FA Application Validate CDFI-FA Submit CDFI-FA Application

**Financial Assistance**

Program Profile	<a href="#">P-067575</a>	Funding Application	A-000315
Notice Template	<a href="#">CDFI</a>	Record Type	CDFI-FA <a href="#">[Change]</a>
Fiscal Year	2016	Owner	<a href="#">Johnny Test</a> <a href="#">[Change]</a>
Eligibility Category(CDFI)		Application Status	New
Funding Application Date	2/10/2016	Control Number	161FA000185
		Eligibility Category	SECA

**Organization Information**

Organization	AMIS Test2
--------------	------------

Figure 234. Funding Application Detail Page

1. You will be forwarded to the Funding Application detail page.
2. Click the **Validate CDFI-FA** button to verify all required information necessary to submit a CDFI/NACA- FA application has been added and/or addressed successfully.



Figure 235. Funding Application – Validate

- a. If the validation is successful, a verification screen will appear stating the Verification was Updated Successfully. Click the **OK** button.

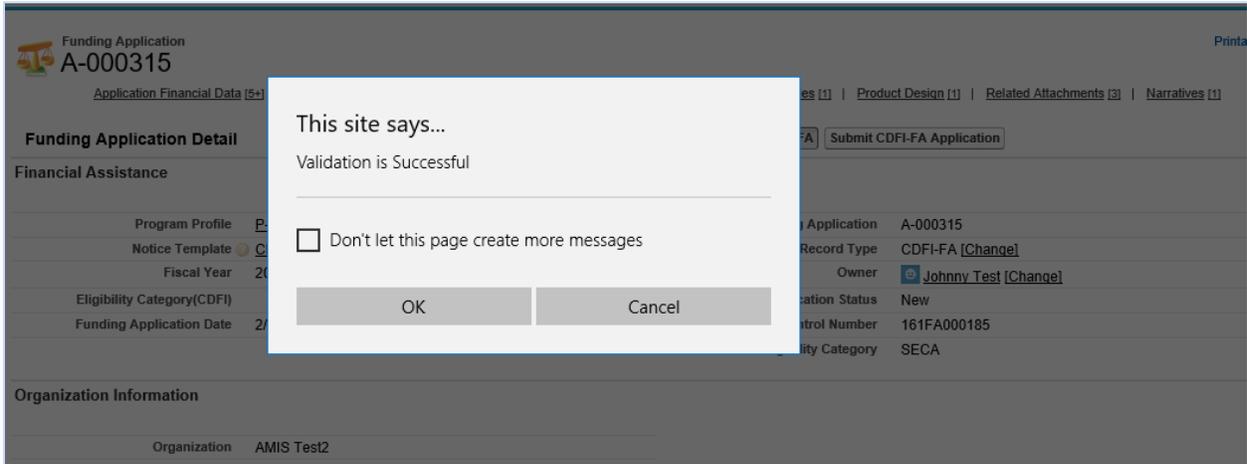


Figure 236. Funding Application Detail Page- Verification Validation

- b. If the validation is unsuccessful make the necessary changes and repeat this step.

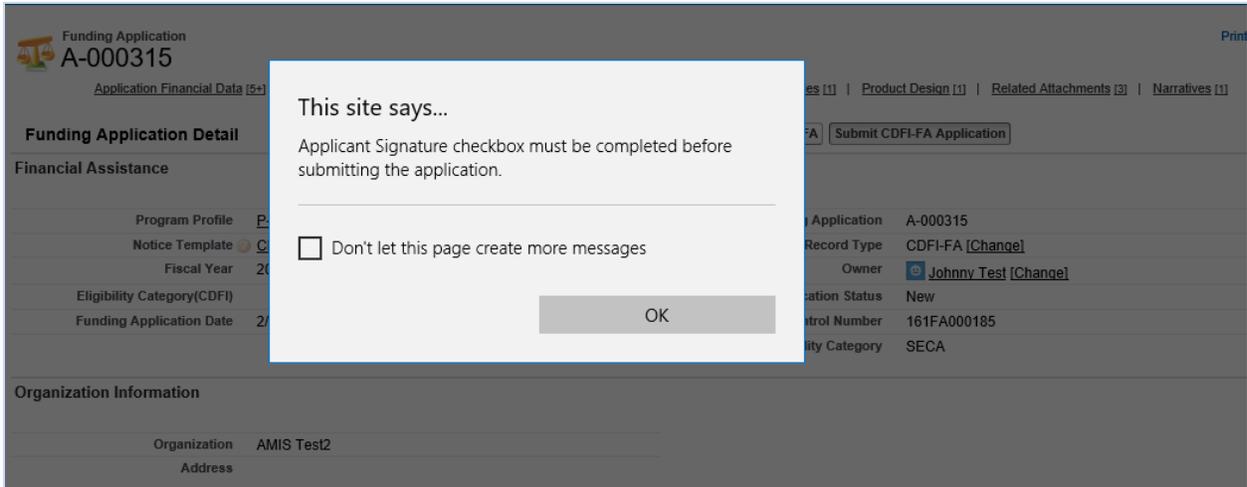


Figure 237. Validate CDFI-FA - Validation Error Message - missing data

3. Correct the validation error repeating step 1 to re-validate the application each time data has been corrected on the application.

Figure 238. Example of correcting missing data for Application Validation



Figure 239. Funding Application – Validate

4. Once the CDFI-FA application validation is successful, the application is ready to be submitted to the CDFI Fund staff for review.

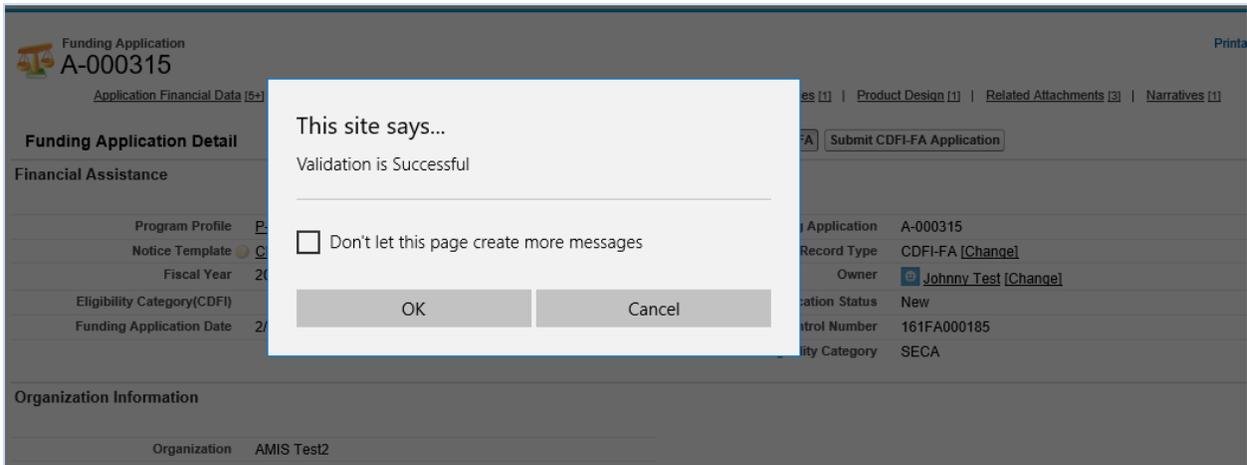


Figure 240. Example of Successful Validation of CDFI-FA Application

5. Select the Ok button to confirm.

 **Note:** If the Validate button displays an error message, the applicant must correct the error then select the Validate button again to validate the application has been completed correctly. The Validate button is programmed to check all required fields and ensure the applicant has completed the application correctly. The applicant must continue to select the Validate button each time an error is corrected until the Validation gives a validation is successful message. Once the Validation is successful, the applicant can submit the application. Again the application can only be submitted by the Authorized Representative and Application Points of Contact included in the Application.

6. Click the **Submit CDFI-FA Application** button to submit the application to the CDFI Fund Staff.

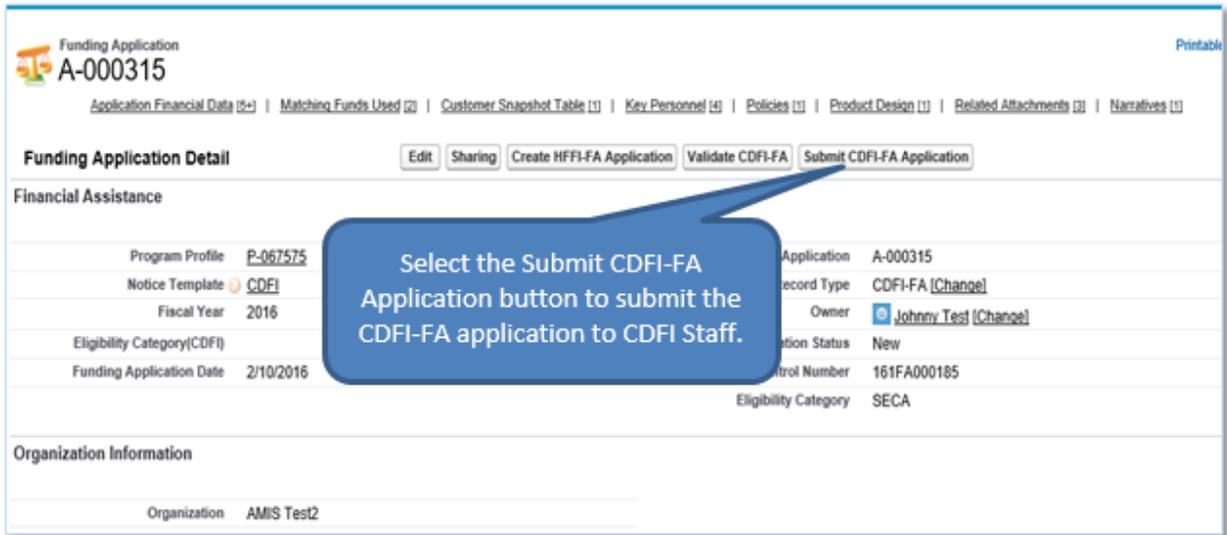


Figure 241. Funding Application Detail Page - Submit CDFI-FA Application

- a. A pop-up message will appear stating that once the FA application is submitted you will not be able to make any updates to the application. *Do you want to Submit?*

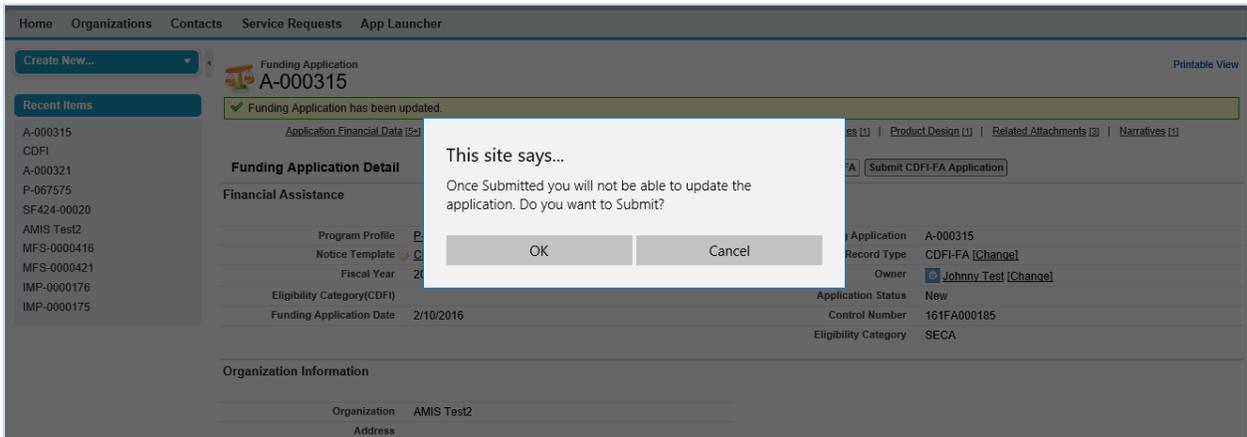


Figure 242. Funding Application Detail Page - Submit Application Confirmation

7. Click the **Ok** button to confirm you are submitting the FA application to the CDFI Fund Staff.
8. To review the status of applications, click on the Funding Application related list and view the status.

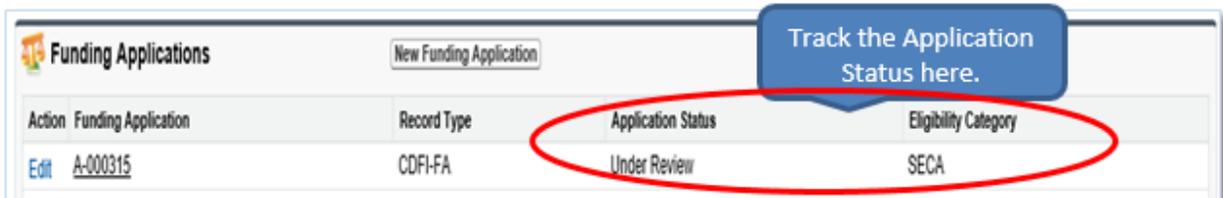


Figure 243. Submitted CDFI-FA-Funding Application – Application Status Under Review

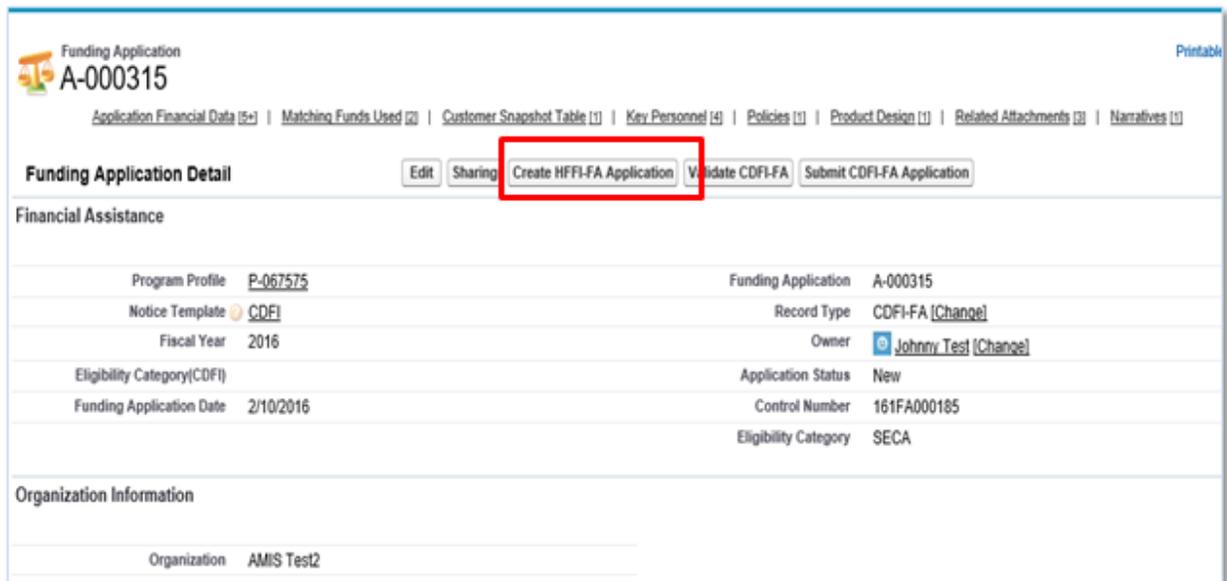
## 5.2 HFFI-FA Program Application

To create a HFFI-FA Application:

1. From the Application Detail page, click the **Create HFFI-FA Application** button.

Please note the following about the HFFI-FA application:

- The HFFI-FA Application can only be created **AFTER** a CDFI-FA or NACA-FA application has been created.
- The HFFI-FA Application must be created **BEFORE** the CDFI-FA or NACA-FA application has been submitted.
- The HFFI-FA Application can only be submitted **AFTER** a CDFI-FA or NACA-FA application has been submitted.



The screenshot shows the 'Funding Application Detail' page for application A-000315. At the top, there are navigation links for 'Application Financial Data', 'Matching Funds Used', 'Customer Snapshot Table', 'Key Personnel', 'Policies', 'Product Design', 'Related Attachments', and 'Narratives'. Below these are buttons for 'Edit', 'Sharing', 'Create HFFI-FA Application' (highlighted with a red box), 'Validate CDFI-FA', and 'Submit CDFI-FA Application'. The page is divided into sections: 'Financial Assistance' with a table of details, and 'Organization Information' showing 'AMIS Test2'.

Financial Assistance	
Program Profile	P-067575
Notice Template	CDFI
Fiscal Year	2016
Eligibility Category(CDFI)	
Funding Application Date	2/10/2016
Funding Application	A-000315
Record Type	CDFI-FA [Change]
Owner	Johnny Test [Change]
Application Status	New
Control Number	161FA000185
Eligibility Category	SECA

Organization Information

Organization: AMIS Test2

Figure 244. Funding Application Detail Page

2. Click the **OK** button and click the Program Profile link to view the new HFFI-FA Application.



**Note:** When an applicant selects the Create HFFI-FA Application button, the new application will be visible under the Funding Applications related list on the Program Profile page. AMIS only auto populates the common data from the CDFI-FA application. The HFFI-FA application will still require further information in order to complete and submit the application.

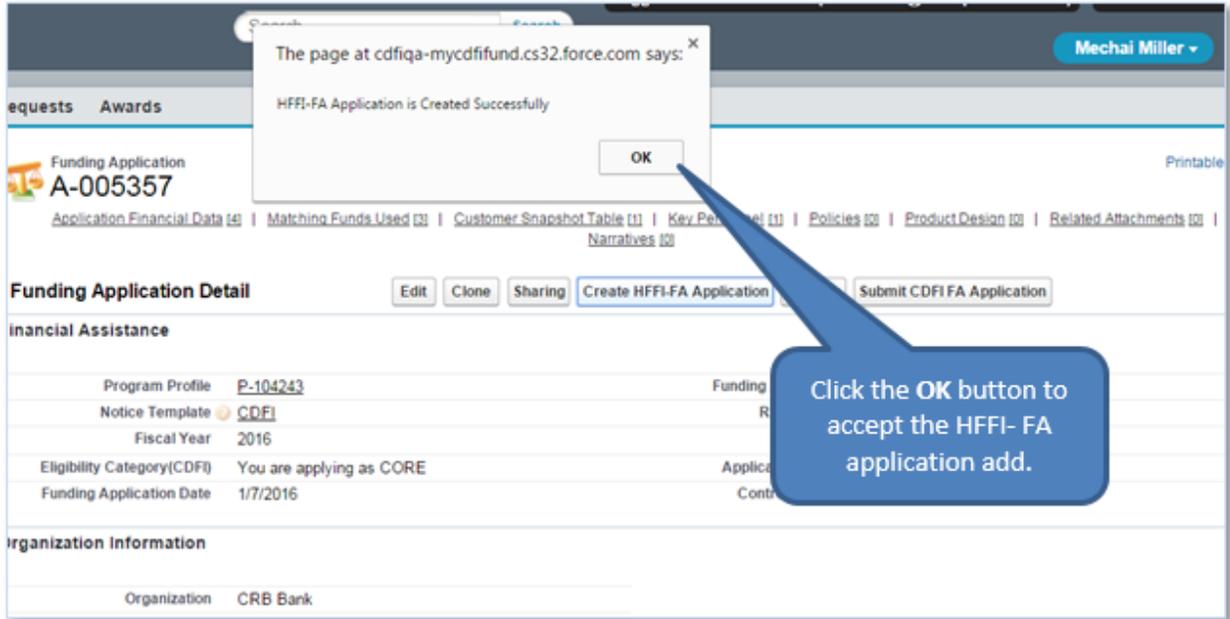


Figure 245. Funding Application Detail Page –HFFI-FA

3. From the Program Profile Detail page, click the **Funding Applications** link to navigate to the Funding Applications related list.



Figure 246. Program Profile Detail Page

4. Notice the HFFI-FA Application is now displayed within the related list. Click the **Funding Applications** link for the **HFFI** record type to complete the application.



Figure 247. Funding Applications Related List

5. You will be forwarded to the Funding Application page, click the **Edit** button to update the HFFI application.

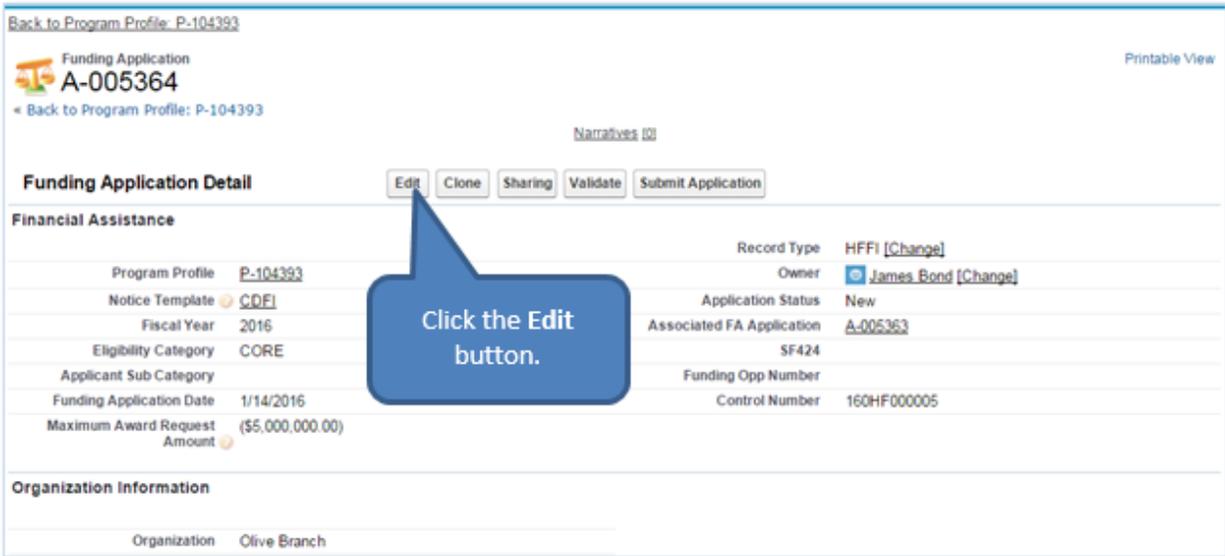


Figure 248. HFFI-FA Funding Application Detail Page

6. Complete the information on the page.
  - a. Add Application Points of Contact and Authorized Representative. Refer to instructions provided for FA application (in Section 5.1).

**Funding Application Edit** A-005364

Save Save & New Cancel

**Financial Assistance** | = Required Information

Program Profile

Record Type HFFI

Owner James Bond

Notice Template CDFI

Application Status New

Eligibility Category CORE

Associated FA Application

Applicant Sub Category

SF424

Funding Opp Number

**Organization Information**

**Contact Information**

1. Application Point of Contact Name  Authorized Representative Name

2. Application Point of Contact Name

3. Application Point of Contact Name

Complete the Information on the page, then click the Save button.

Figure 249. HFFI-FA Funding Application Edit Page

7. Enter the requested Healthy Food Financial Assistance Amounts you are applying for in the **Requested Healthy Food Financing Initiative-Financial Assistance Amount** section. Enter amounts requested for eligible HFFI-FA activities, entering \$0 in any field for which no request is being made.
  - a. Notice HFFI applicant category Maximum and Minimum Request amount range is displayed below.
  - b. The **HFFI Total Requested Amount** will automatically populate by summing all of the eligible activity totals AFTER saving the record.
8. In the **FA First Payment** field, enter the estimated amount of the requested award that they expect to expend on eligible FA activities during the first 12 months of the performance period. The CDFI Fund anticipates making award announcements for the FY 2016 funding round in the fall of Calendar Year 2016. The award announcement signifies the commencement of the performance period. The amount included here will determine the initial payment of award funds for FA Award Recipients.

**Requested Healthy Food Financing Initiative-Financial Assistance Amount**

HFFI Maximum Request \$5M HFFI Minimum Request 500K

HFFI Financial Products

HFFI Financial Services

HFFI Development Services

HFFI Loan Loss Reserves

HFFI Capital Reserves

HFFI First Payment

HFFI Total Requested Amount

Figure 250. CDFI-HFFI-FA Funding Application Edit Page

9. Enter the Total Estimated Hours to Complete the Application.

10. Complete the Applicant Signature section.
  - a. Read the Signature Attestation.
  - b. Check the signature check box.
  - c. The Authorized Representative identified in the application be logged in to sign and date the application.

The screenshot displays the 'Applicant Signature' section of a funding application. At the top, there is a field for 'Total Estd Hours to Complete Application' with the value '2.00'. Below this, the 'Applicant Signature' section is titled. It contains a 'Signature Attestation' text block, a 'Signature' checkbox (which is unchecked), an 'Authorized Representative Signature' text field containing 'Jamed Bond', and a 'Date' field with '1/15/2016 12:36 AM' and a timestamp '[ 1/15/2016 12:55 AM ]'. At the bottom of the form are three buttons: 'Save', 'Save & New', and 'Cancel'.

Figure 251. Funding Application Edit Page

11. Click the **Save** button to save the HFFI-FA funding application. You will receive a confirmation message stating the information saved successfully.
12. Click the **Narratives** related list link.

### 5.2.1 Narratives Related List

To complete the Narratives section:

1. From the Funding Application Detail page, click the **Narratives** related list.

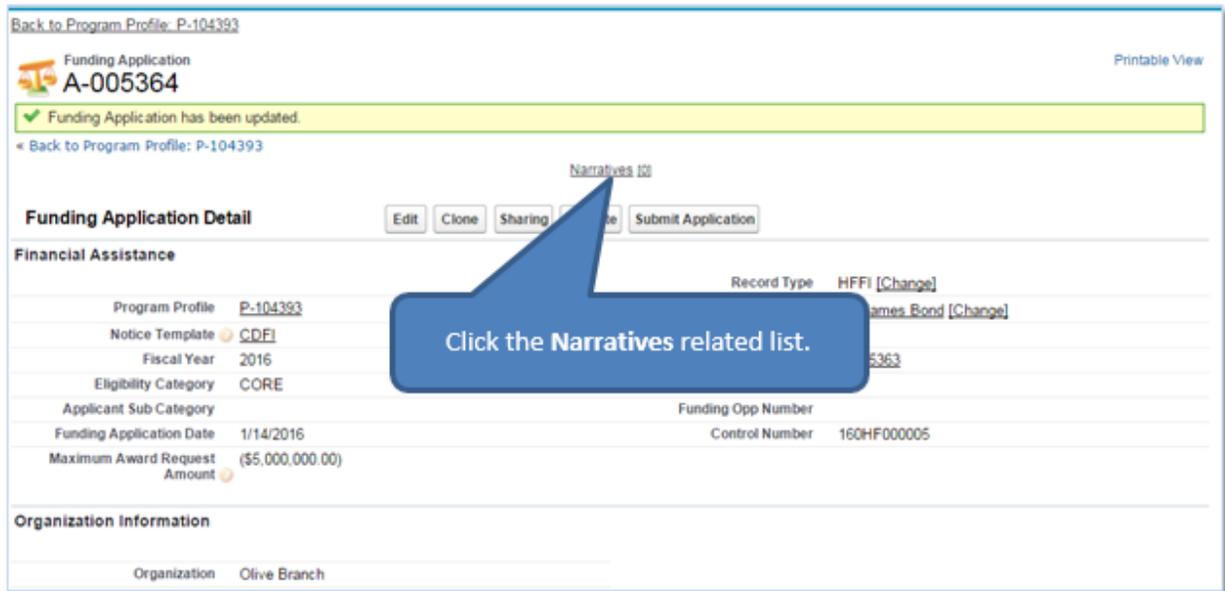


Figure 252. HFFI-FA Funding Application Detail Page

2. You will be forwarded to the Narratives related list. Click the **Add Healthy Food Financing Narrative** button.

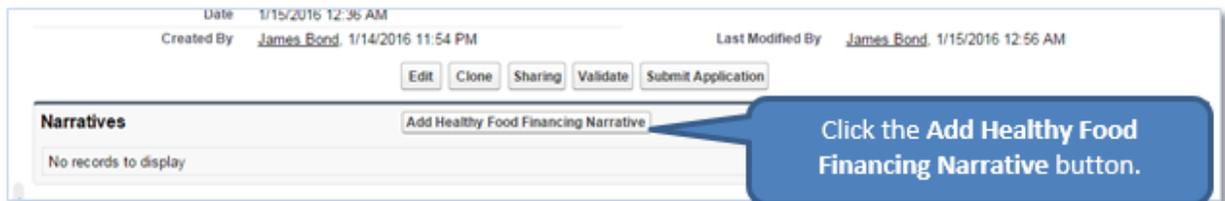
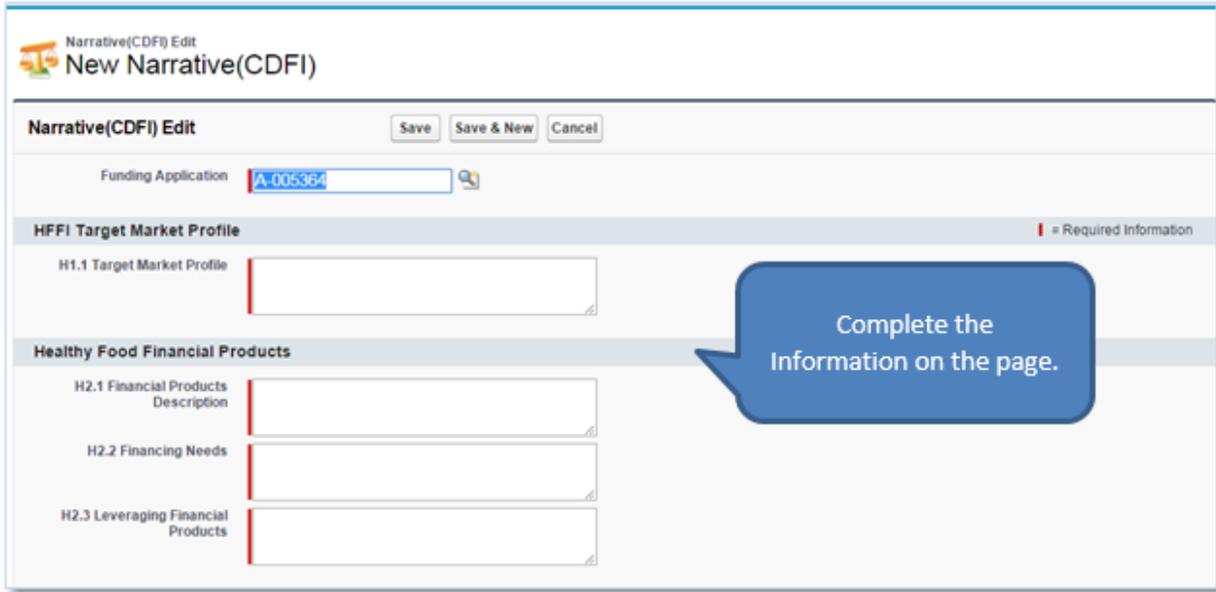


Figure 253. HFFI-FA Funding Application - Narratives Related List

3. Provide responses to Narrative questions.
  - a. All narrative fields are required.
  - b. The character limit for each response is included in the **Help** text.
  - c. Refer to FY 2016 Narrative Questions Guidance for full question text. This document can be found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website.



Narrative(CDFI) Edit  
New Narrative(CDFI)

Narrative(CDFI) Edit   Save   Save & New   Cancel

Funding Application   A-005364

**HFFI Target Market Profile**   ! = Required Information

H1.1 Target Market Profile

**Healthy Food Financial Products**

H2.1 Financial Products Description

H2.2 Financing Needs

H2.3 Leveraging Financial Products

Complete the Information on the page.

Figure 254. HFFI-FA Narratives Edit Page



**Healthy Food Financing Development Services**

H3.1 Development Services Description

H3.2 Development Services Impact

H3.3 Community Strategy

**Projected HFFI-FA Activities**

H4.1 Identifying Borrowers & Partners

H4.2 Federal & Local Initiatives

H4.3 HFFI Pipeline

Complete the Development Services and Activities section.

Figure 255. HFFI-FA Narratives Edit Page

**HFFI Track Record**

H5.1 HFFI Track Record

**Management Capacity for Providing Healthy Food Financing**

H6.1 Key Staff and Management

H6.2 New or Vacant Positions

**Healthy Food Financing Outcomes**

H7.1 HFFI Outcomes

H7.2 Collecting & Analyzing Outcome Data

H7.3 Improved Healthy Food Options

H7.4 Program Design

H7.5 Best Practices

Complete the Development Services and Activities section.

Figure 256. CDFI HFFI-FA Narratives Edit Page

**Management Capacity for Providing Healthy Food Financing**

H6.1 Key Staff and Management

H6.2 New or Vacant Positions

**Healthy Food Financing Outcomes**

H7.1 HFFI Outcomes

H7.2 Collecting & Analyzing Outcome Data

H7.3 Improved Healthy Food Options

H7.4 Program Design

H7.5 Best Practices

Click the Save button to save this records data.

Figure 257. CDFI-HFFI-FA Narratives Edit Page

4. Click the **Save** button.
5. You will be forwarded to the Funding Application detail page with a message stating the Narrative has been saved.
6. Click the **Funding Application** link.

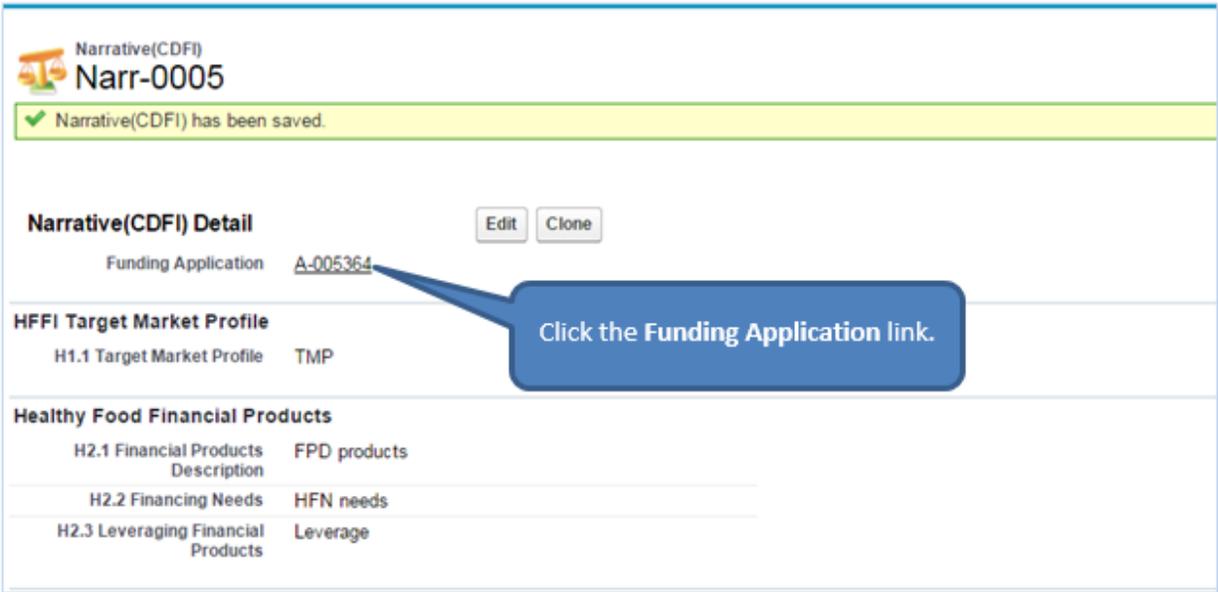


Figure 258. CDFI HFFI-FA Narrative (CDFI) Detail Page

### 5.2.2 Submit Application

1. You will be forwarded to the Funding Application Detail page. Select the **Validate** button to verify all required information necessary to submit a HFFI- FA application has been added and/or addressed successfully.

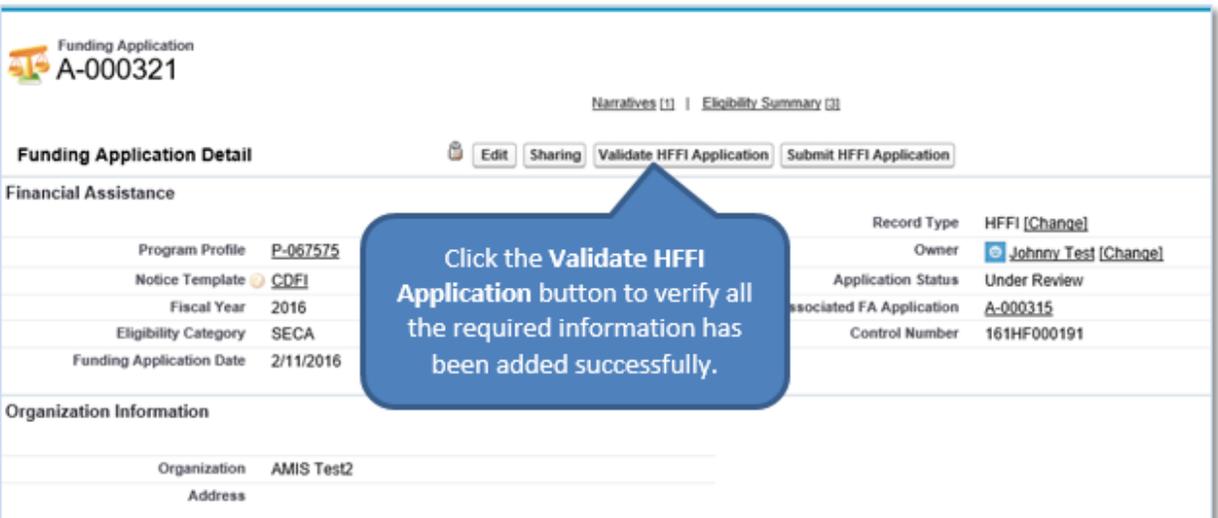
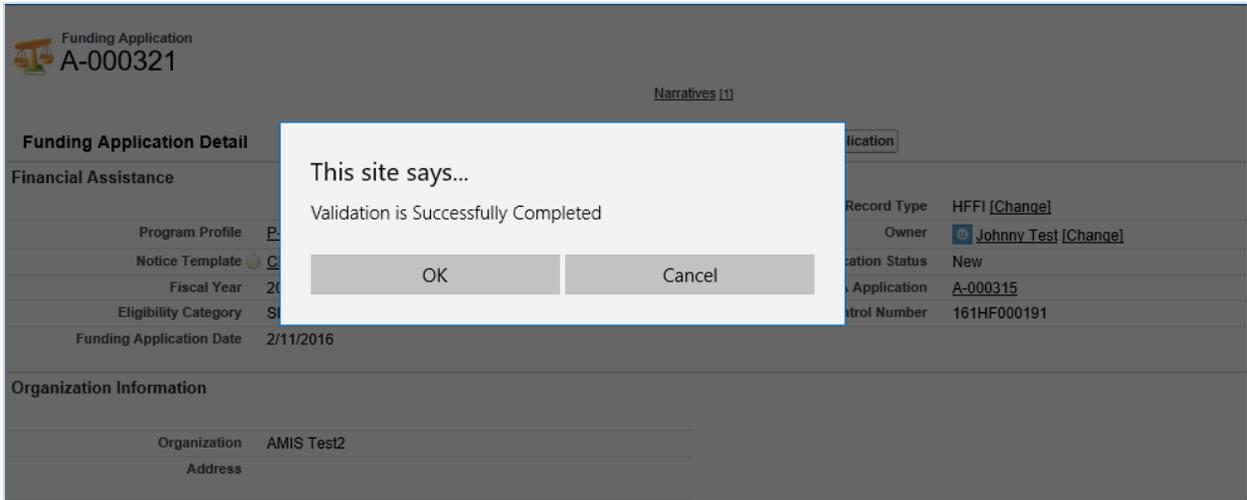


Figure 259. HFFI-FA Funding Application Detail Page

- a. If the validation is successful, a verification screen will appear stating the Verification was Updated Successfully. Click the **OK** button.



- b. If the validation is unsuccessful make the necessary changes and repeat this step.

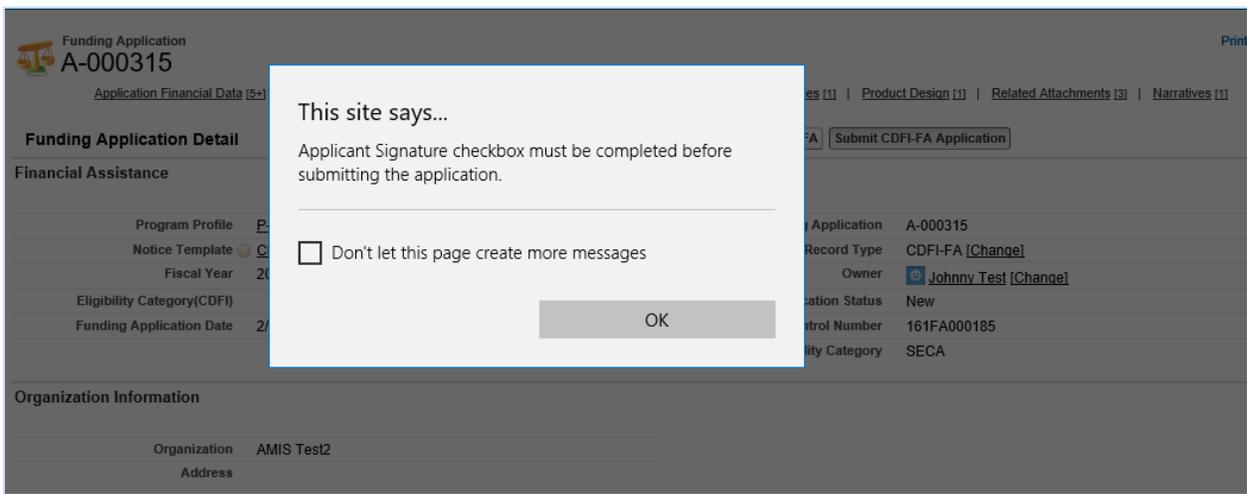


Figure 260. Validate CDFI-FA - Validation Error Message - missing data

- 6. Correct the validation error repeating step 1 to re-validate the application each time data has been corrected on the application.

**Applicant Signature**

**Signature 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).

Signature

Authorized Representative  
Signature

Date

Figure 261. Example of correcting missing data for Application Validation

[Back to Program Profile: P-067575](#)

**Funding Application**  
**A-000321**

[Back to Program Profile: P-067575](#)

[Narratives \(1\)](#) | [Eligibility Summary \(3\)](#)

**Funding Application Detail**

Financial Assistance		Record Type	
Program Profile	<a href="#">P-067575</a>	Record Type	HFFI <a href="#">[Change]</a>
Notice Template	<a href="#">CDFI</a>	Owner	<a href="#">Johnny Test [Change]</a>
Fiscal Year	2016	Application Status	Under Review
Eligibility Category	SECA	Associated FA Application	<a href="#">A-000315</a>
Funding Application Date	2/11/2016	Control Number	161HF000191

**Organization Information**

Organization	AMIS Test2
Address	

Click the **Validate HFFI Application** button to validate all the application required information has been entered correctly.

Figure 262. Funding Application – Validate

7. Once the HFFI application validation is successful, the application is ready to be submitted to the CDFI Fund staff for review.

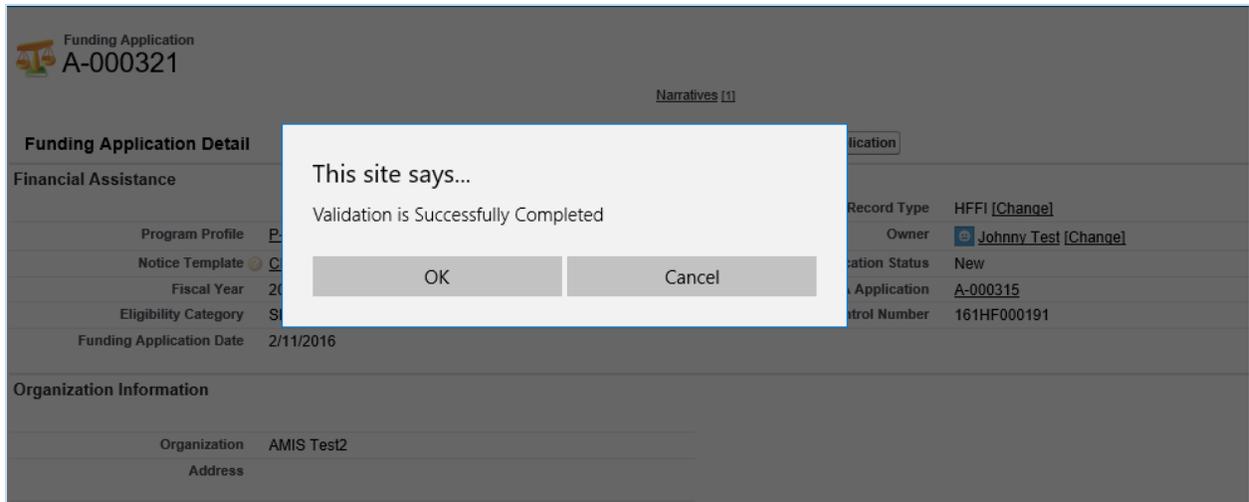


Figure 263. Example of Successful Validation of CDFI-FA Application

8. Select the Ok button to confirm.

 **Note:** If the Validate button displays an error message, the applicant must correct the error then select the Validate button again to validate the application has been completed correctly. The Validate button is programmed to check all required fields and ensure the applicant has completed the application correctly. The applicant must continue to select the Validate button each time an error is corrected until the Validation gives a validation is successful message. Once the Validation is successful, the applicant can submit the application. Again, the application can only be submitted by the Authorized Representative and Application Points of Contact identified in the HFFI-FA application.

9. Click the **Submit HFFI Application** button to submit the application to the CDFI Fund. Please note that you must submit your HFFI-FA application AFTER submission of your CDFI-FA or NACA-FA application.



Figure 264. Funding Application Detail Page - Submit HFFI Application

- a. A pop-up message will appear stating that once the HFFI-FA application is submitted you will not be able to make any updates to the application. *Do you want to Submit?*

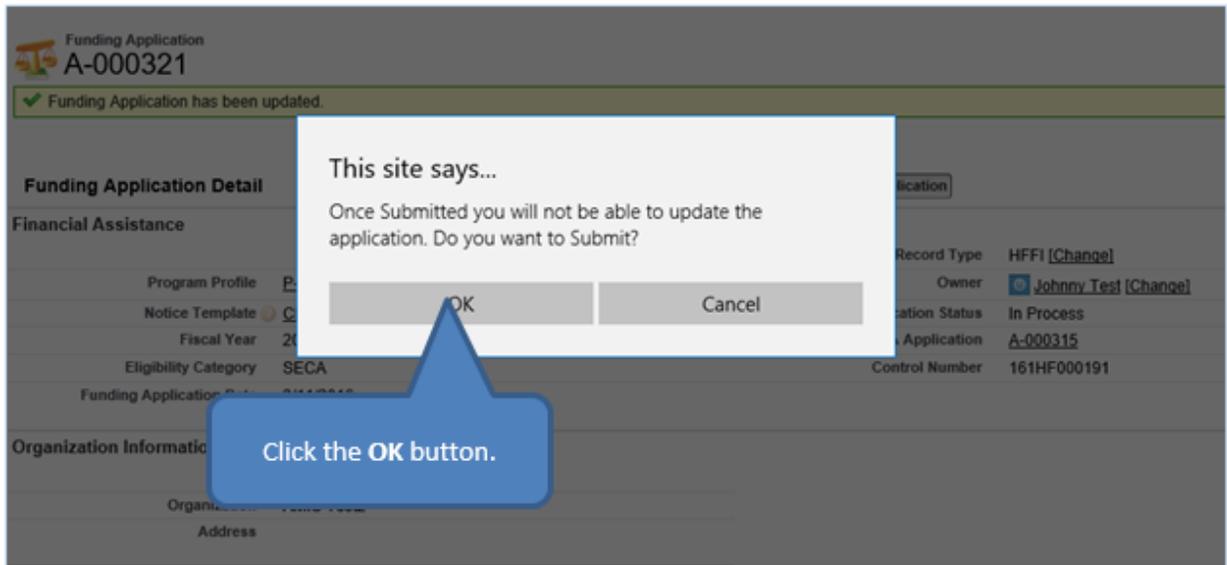


Figure 265. Funding Application Detail Page - Submit Application Confirmation

10. Click the **Ok** button to confirm you are submitting the HFFI-FA application to the CDFI Fund.
11. To review the status of applications, go back to the Program Profile and click on the Funding Application related list to view the status.



The screenshot shows a table titled "Funding Applications" with a "New Funding Application" button. The table has five columns: Action, Funding Application, Record Type, Application Status, and Eligibility Category. Two rows are visible, both with "Under Review" in the Application Status column. A red oval highlights the Application Status and Eligibility Category columns for both rows. A blue callout box with the text "Track the Applications Statuses" points to the Application Status column.

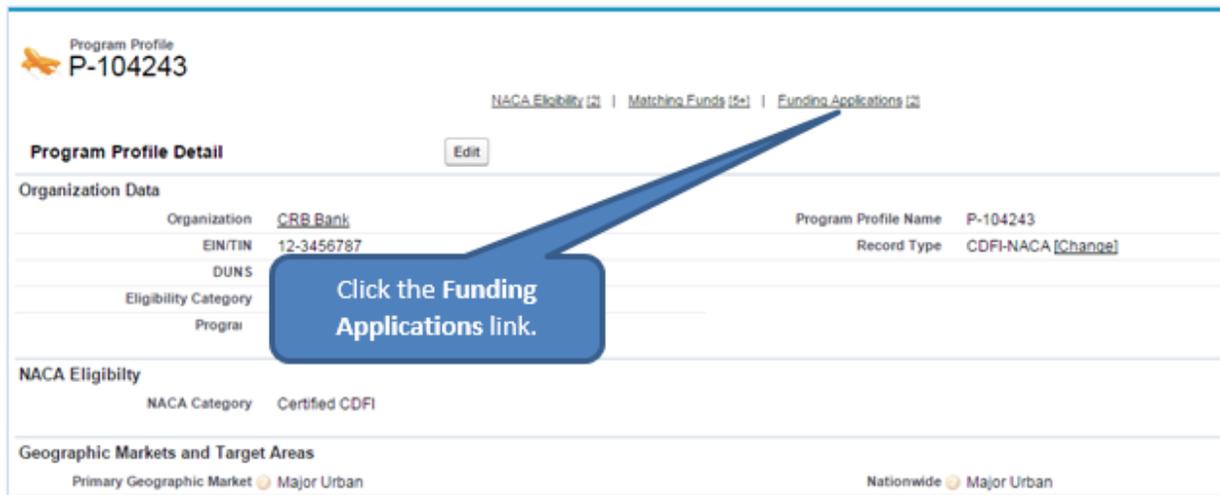
Action	Funding Application	Record Type	Application Status	Eligibility Category
Edit	A-000315	CDFI-FA	Under Review	SECA
Edit	A-000321	HFFI	Under Review	SECA

Figure 266. Submitted CDFI-FA-Funding Application – Application Status Under Review

### 5.3 CDFI-TA & NACA-TA Application

Follow these steps to complete the CDFI-TA or NACA-TA application:

1. From the Program Profile Detail page, click the **Funding Applications** link to navigate to the Funding Applications related list.



The screenshot shows the "Program Profile Detail" page for P-104243. It includes sections for Organization Data, NACA Eligibility, and Geographic Markets and Target Areas. A blue callout box with the text "Click the Funding Applications link." points to the "Funding Applications (2)" link in the top navigation bar.

Figure 267. Program Profile Detail Page

2. Click the **New Funding Application** button.

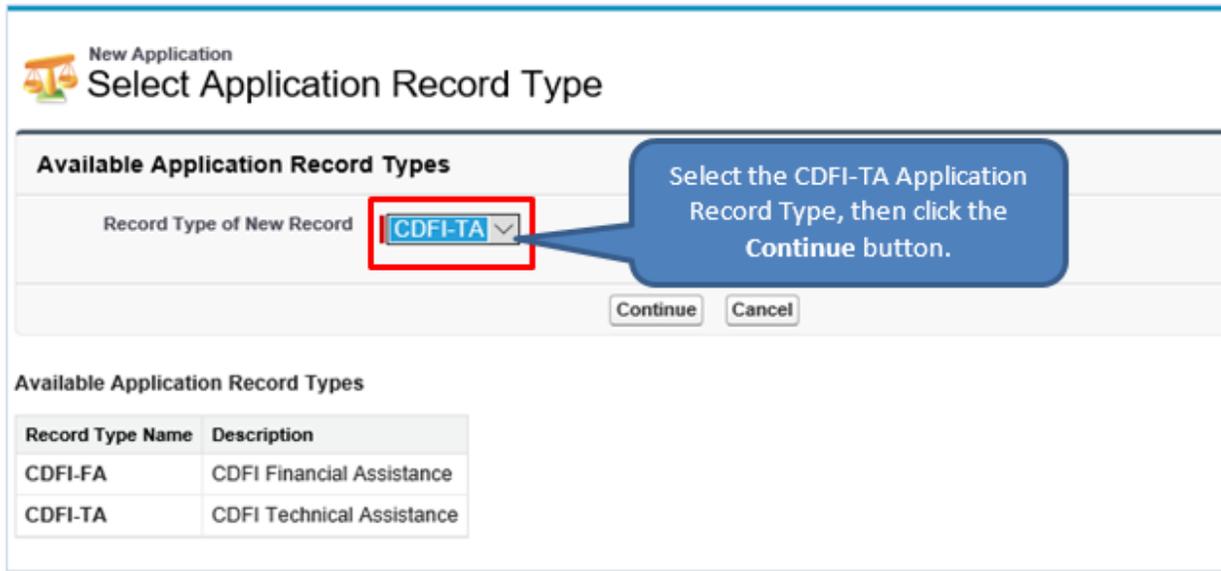


The screenshot shows the "Funding Applications" page with the text "No records to display". A blue callout box with the text "Click the New Funding Application button to start the funding application." points to the "New Funding Application" button.

Figure 268. Funding Applications Related List

3. You will be forwarded to the Select Application Record Type page. Select the **CDFI-TA** or **NACA-TA** Funding Application Record Type from the drop-down menu and click the **Continue** button.
  - a. If you do not see the CDFI-TA and/or NACA-TA record type as an option, this means you are not eligible to apply for a TA Award. (Refer to the CDFI Program and/or NACA

Program NOFA to determine if your organization meets the eligibility criteria for TA awards).



New Application  
Select Application Record Type

Available Application Record Types

Record Type of New Record **CDFI-TA**

Select the CDFI-TA Application Record Type, then click the Continue button.

Continue Cancel

Available Application Record Types

Record Type Name	Description
CDFI-FA	CDFI Financial Assistance
CDFI-TA	CDFI Technical Assistance

Figure 269. TA Funding Application Selection



**Note:** the following:

- Applicants are required to complete all the required information in the application. Required fields are highlighted with red line next to the field.
- The SF-424 must be attached to the application AFTER completing and saving the Funding Application Edit record. **See Section 5.3.1 below.**

4. Complete the Application Point of Contact and Authorized Representative using the Lookup feature. You must provide at least one Point of Contact and no more than three.

Please note the following critical information about the roles of the Authorized Representative and Application Point of Contact.

- Only the Authorized Representative can sign the application. The Authorized Representative must be logged into AMIS in order to complete this action.
- The Authorized Representative and the designated Application Points of Contact are the only users allowed to submit the Application to the CDFI Fund in AMIS.

Figure 270. TA Funding Application Edit Page

5. Enter Technical Assistance Request Information. Please note that the **Total Technical Assistance Request Amount Summary** will auto-populate based on the TA line item requests entered in the **Technical Assistance Request Related List**.
  - a. In the *FA First Payment* field, enter the estimated amount of the requested award that they expect to expend on eligible FA activities during the first 12 months of the performance period. The CDFI Fund anticipates making award announcements for the FY 2016 funding round in the fall of Calendar Year 2016. The award announcement signifies the commencement of the performance period. The amount included here will determine the initial payment of award funds for FA Award Recipients.
  - b. In the *Affiliate/Subsidiary FA/TA \$ Past 2 Yrs* field, enter the total amount of FA and/or TA awards that your organization's affiliates and/or subsidiaries have received in the prior two CDFI Program and NACA Program funding rounds (FY14 and FY15). This should not include prior HFFI-FA awards.
  - c. The *Applicant FA & TA Awards in Past 2 Yrs \$* will automatically populate with the total amount of FA and/or TA awards that your organization has received in the prior two CDFI Program and NACA Program funding rounds (FY14 and FY15). This will not include prior HFFI-FA awards.
6. Complete the questions in the Environmental Review Part 1 and Environmental Review Part 2 sections. Click the **Help (?)** icon next to each field to view help text for each question.
  - If you answer "Yes" to any question you are required to attach an explanation to your application.
  - Please refer to the *FY2016 Forms, Assurances, and Certifications Guidance*, found on the CDFI Program and Native Initiatives webpages on the CDFI Fund's website, for instructions on completing the Environmental Review form as well as full question text.

Figure 271. TA Funding Application Edit Page

7. 501(c)(4) entities must complete the 501(c)(4) Questionnaire section. If your organization is NOT a 501(c)(4), please leave this section blank.

Figure 272. TA Funding Application - 501(c)(4) Questionnaire section

- If you answer “Yes” to any question you are required to provide an explanation via the text box provided in the application or by attaching a written explanation to your application.
  - Please refer to the *FY2016 Forms, Assurances, and Certifications Guidance*, found on the CDFI Program and Native Initiatives webpages on the CDFI Fund’s website, for instructions on completing the 501(c)(4) Questionnaire as well as full question text.
8. Enter the Total Estimated Hours to Complete the Application.
  9. The Authorized Representative must be logged in to complete the Applicant Signature section.
    - c. Read the Signature Attestation

d. Check the signature box.

The screenshot displays a web form titled "Total Estimated Hours to Complete the Application" with a text input field containing the number "2". Below this is the "Applicant Signature" section. It includes a "Signature Attestation" paragraph, a "Signature" checkbox, an "Authorized Representative Signature" text input field, and a "Date" input field showing "[ 1/7/2016 4:32 PM ]". At the bottom are "Save", "Save & New", and "Cancel" buttons.

Figure 273. Funding Application Edit Page

10. Click the **Save** button to save the CDFI-TA funding application. You will receive a confirmation message stating the information saved successfully.
  - a. Every time Save is selected you will receive a confirmation message to confirm the data saved successfully.
10. Once the Funding Application Detail page has been completed and saved, the applicant can then attach the Standard Form 424 (SF-424) from the Organization Profile.

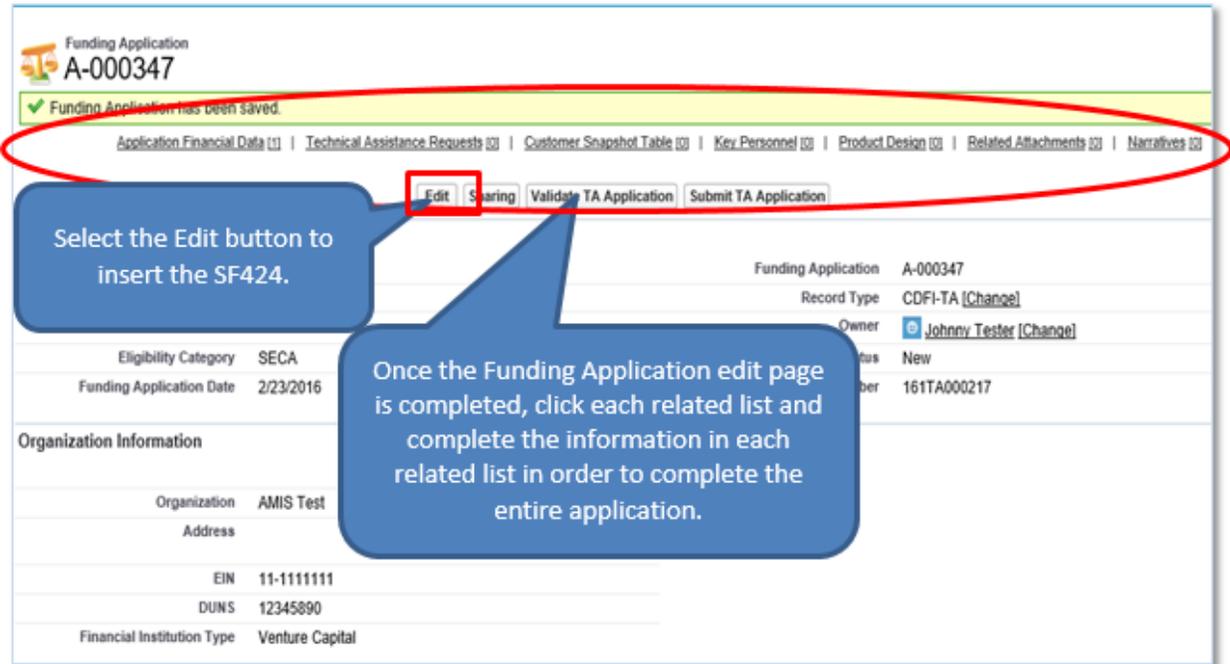


Figure 274. TA Funding Application Detail Page

	<p><b>Note:</b> Organizations are required to complete the SF424 Form on Grants.gov prior to applying for a CDFI Fund. Do not apply for a CDFi Fund until you have completed the SF424 Form. For more information regarding how to complete the SF424 contact the CDFI Fund Staff.</p>
--	--

### 5.3.1 Attach Standard Form (SF-424) to a TA Application

Shortly after successful submission of the SF-424 in Grants.gov, a copy of the form will automatically be transferred into your Organization Profile in AMIS. The applicant must attach the SF-424 to the corresponding CDFI Program or NACA Program application.

To Attach the SF 424 Form:

1. From the Funding Application Detail Page select the **Edit** button.

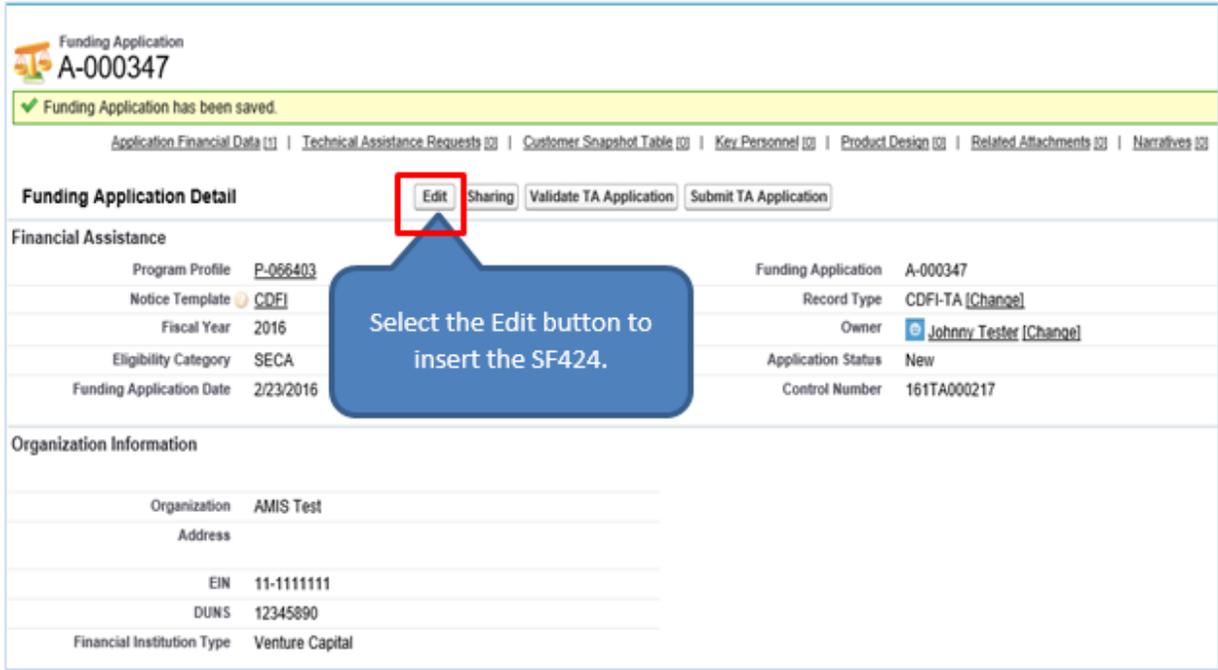


Figure 275. TA Funding Application Detail Page – Insert SF424

2. Click the **Lookup** icon next to the SF-424 field to search for the SF-424.
3. Type '**SF-424**' in the search box and select the **Go** button.
4. The SF-424 will appear in the search results. Please note that you will only see the SF-424 form associated with the Grants.gov Funding Opportunity Number that matches the program (CDFI or NACA) you are completing an application for.
5. Select the **SF-424 ID** link to insert the SF 424 to the application.

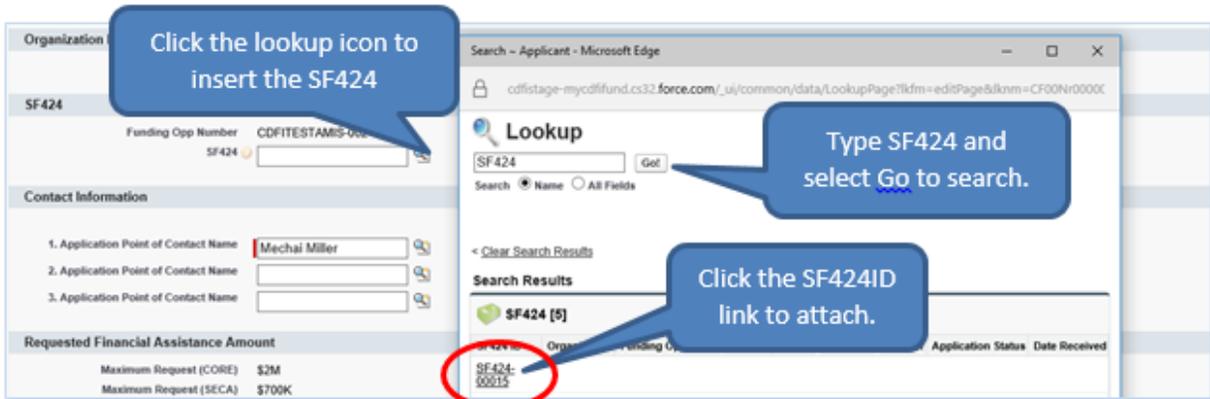


Figure 276. Funding Application Edit Page - SF424 Lookup Page

6. Select the Save button to update the Funding Application record with the SF-424.

**Funding Application Edit** Save Save & New Cancel

**Financial Assistance**

Program Profile  
Notice Template  
Eligibility Category(CDFI)

**Organization Information**

**SF424**

Funding Opp Number CDFITESTAMIS-002

SF424 SF424-00015

Figure 277. Attached SF424

7. You will be forwarded to the Funding Application Detail page with a message stating the application has been updated.

Funding Application  
A-000190

✓ Funding Application has been updated.

< Back to Program Profile: P-067421

[Application Financial Data](#) | [Matching Funds Used](#) | [Customer Snapshot Table](#) | [Key Personnel](#) | [Policies](#) | [Product Design](#) | [Related Attachments](#) | [Narratives](#)

Figure 278. Funding Application Updated Confirmation - Attach SF 424

 Funding Application  
**A-000347**

✓ Funding Application has been saved.

[Application Financial Data \[1\]](#) | [Technical Assistance Requests \[0\]](#) | [Customer Snapshot Table \[0\]](#) | [Key Personnel \[0\]](#) | [Product Design \[0\]](#) | [Related Attachments \[0\]](#) | [Narratives \[0\]](#)

**Funding Application Detail** [Edit](#) [Sharing](#) [Validate TA Application](#) [Submit TA Application](#)

**Financial Assistance**

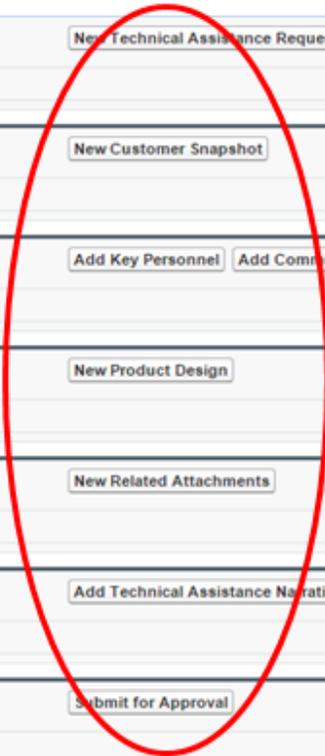
Program Profile	<a href="#">P-066403</a>	Funding Application	A-000347
Notice Template	<a href="#">CDFI</a>	Record Type	CDFI-TA <a href="#">[Change]</a>
Fiscal Year	2016	Owner	<a href="#">Johnny Tester [Change]</a>
Eligibility Category	SECA	Application Status	New
Funding Application Date	2/23/2016	Control Number	161TA000217

**Organization Information**

Organization	AMIS Test
Address	
EIN	11-1111111
DUNS	12345890
Financial Institution Type	Venture Capital

Figure 279. CDFI-TA Funding Application Detail Page - Related List

8. Select a related list/section and complete the required information.



**Technical Assistance Requests** [New Technical Assistance Request](#)  
No records to display

**Customer Snapshot Table** [New Customer Snapshot](#)  
No records to display

**Key Personnel** [Add Key Personnel](#) [Add Committees](#) [Add Board Members](#)  
No records to display

**Product Design** [New Product Design](#)  
No records to display

**Related Attachments** [New Related Attachments](#)  
No records to display

**Narratives** [Add Technical Assistance Narrative](#)  
No records to display

**Approval History** [Submit for Approval](#)  
No records to display

Figure 280. TA Funding Application Related Lists

### 5.3.2 Technical Assistant Request Related List

To complete the Technical Assistant Request section:

1. From the Funding Application page click the **Technical Assistance Requests** related list.

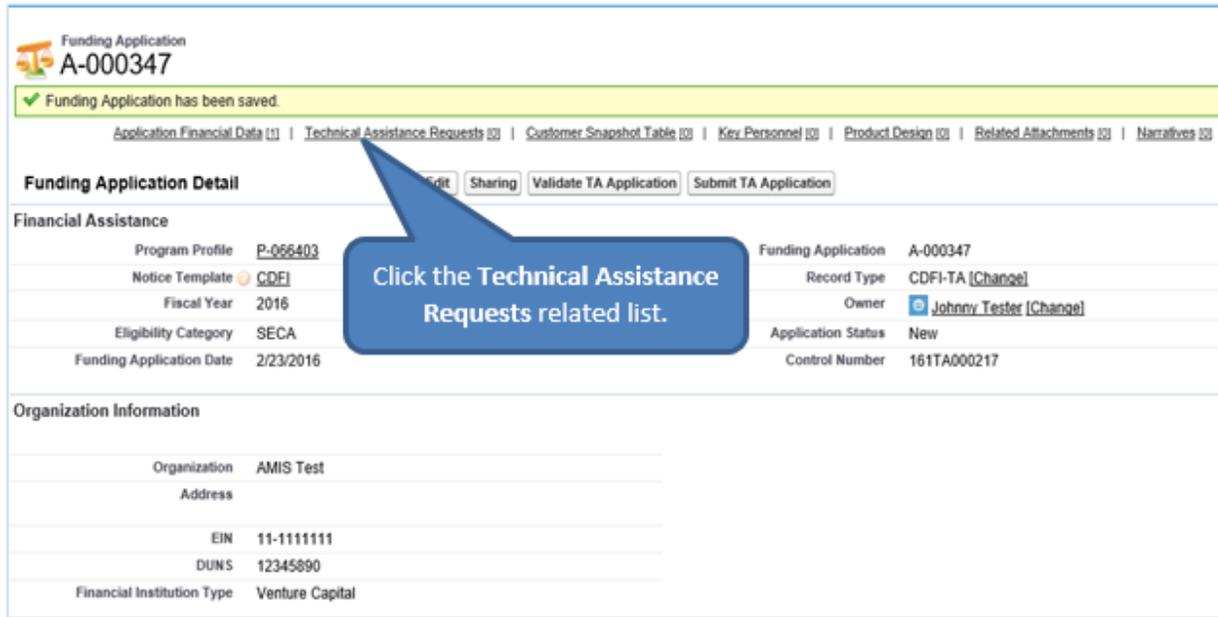


Figure 281. TA Funding Application Detail Page - Technical Assistance Requests

2. Click the **New Technical Assistance Request** button.

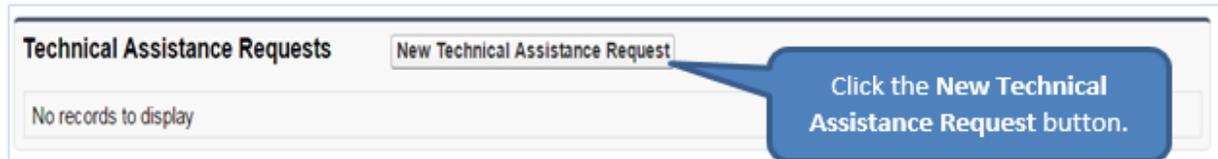


Figure 282. Technical Assistance Request Related List

3. Select a Technical Assistance Request Record Type from the drop-down menu.

New Technical Assistance Request  
**Select Technical Assistance Request Record Type**

Select a record type for the new technical assistance request.

**Select Technical Assistance Request Record Type**

Record Type of new record

**Available Technical Assistance Request Record Types**

Record Type Name	Description
Equipment	
Personnel Services and Fringe Benefits	
Professional Service Cost	
Supplies	
Training and Education Costs	
Travel Costs	

Figure 283. Select Technical Assistance Request Record Type

4. You will be forwarded to the New Technical Assistance Request Edit page.
5. Complete the information on the page.
  - a. Complete all required fields.

Technical Assistance Request Edit

**Equipment** ! = Required Information

Application

Item Name

Description

Est'd Amount Spent in Year 1

Record Type

Units

Cost Per Unit \$

Figure 284. Technical Assistance Request Edit Page

- b. Failure to complete a field incorrectly will result in an error message.
6. Select the **Save** button.

Figure 285. Technical Assistance Request Edit Related List

- You will be forwarded to the Technical Assistance Request Detail page with a message stating the Technical Assistance has been saved.

Figure 286. Technical Assistance Request Detail Page

- Click the Application link to go to the applications main page and continue completing the application.
- Click next related list to continue completing the application.

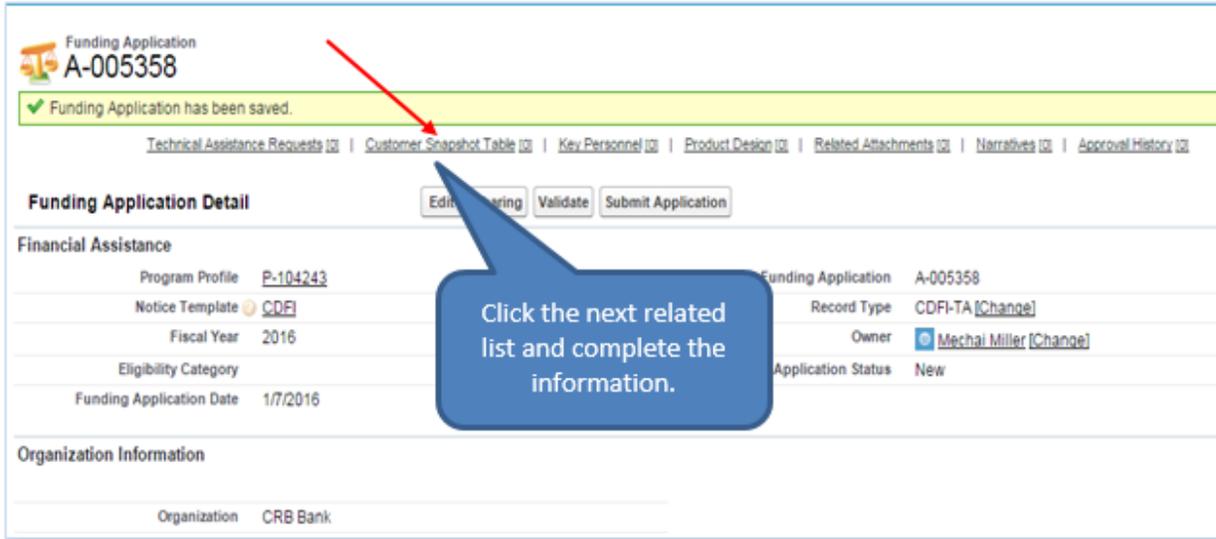


Figure 287. CDFI-TA Application Detail Page

### 5.3.3 Customer Snap Shot Table Related List

To enter the Customer Snap Shot:

1. Select the **Customer Snapshot Table Related List**.

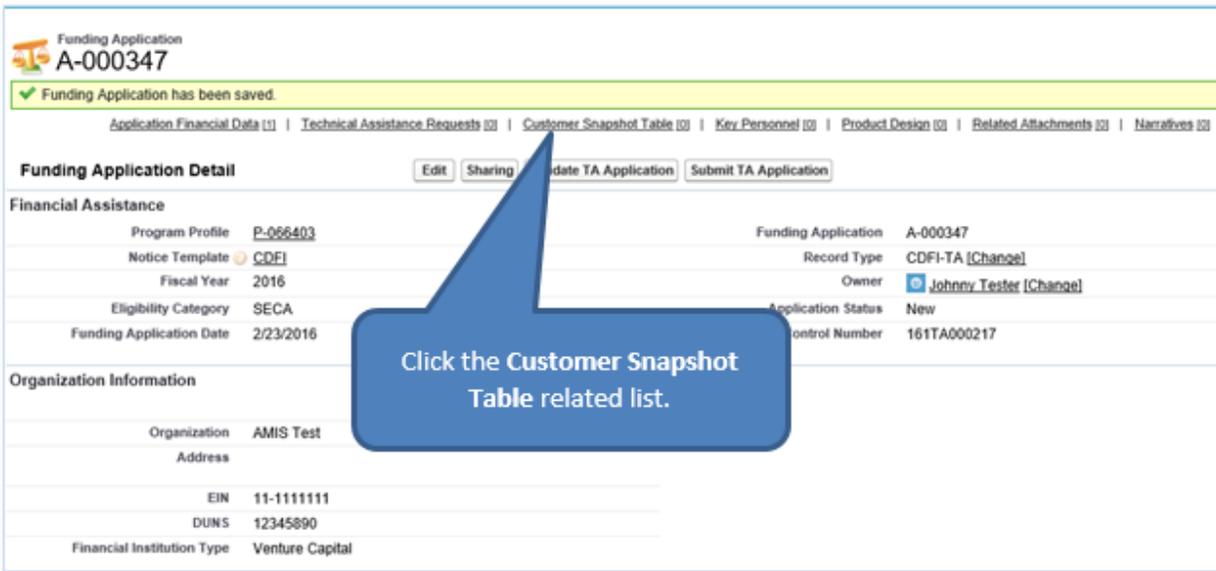


Figure 288. Funding Application Detail Page

2. Click the **New Customer Snapshot** button to continue completing the application.

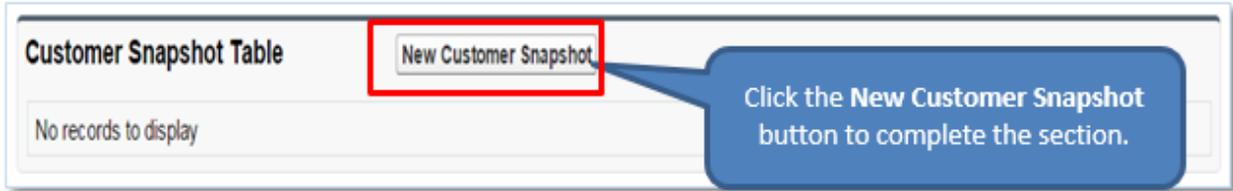


Figure 289. Application Detail Page - Customer Snapshot Related List

3. Enter data for your most recently completed fiscal year.

### Target Market Statistics

For the Poverty measure, enter the percentage (%) of your Target Market residents living below the national Poverty threshold in “TM Population Living in Poverty %” field.

For Income, enter the dollar (\$) amount of median household income in your Target Market Median Income Field.

For Unemployment, enter the percentage (%) of your Target Market residents that are unemployed in the “TM Unemployment Rate”. Refer to the definition of unemployment as established by the U.S. Department of Labor, Bureau of Labor Statistics included in the screen.

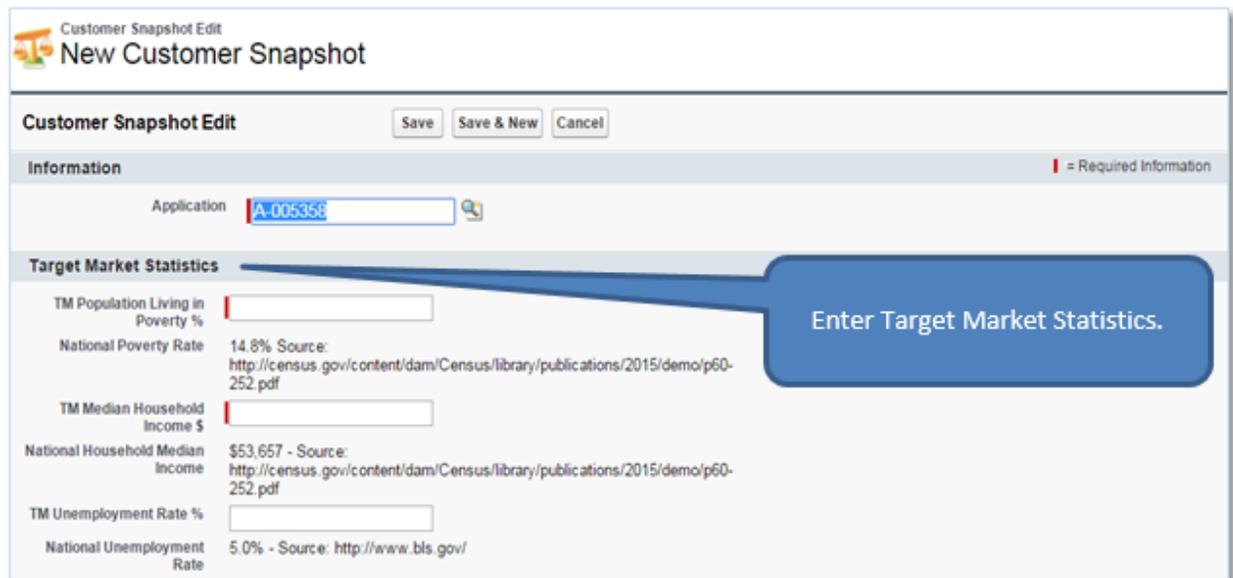


Figure 290. Customer Snapshot Edit Page

### Total Beneficiaries & Target Market (TM) Beneficiaries

The Beneficiaries section provides a snapshot of the beneficiaries, including your borrowers and the beneficiaries of your borrowers that are impacted by your organization's Financial Products, Financial Services, and Development Services.

In the “Total Beneficiaries” column, enter the total number (#) of beneficiaries assisted by your Financial Products, Financial Services, and Development Services during your most recently completed fiscal year.

The “Total Beneficiaries” for Financial Services (Credit Union and Bank/Holding Company CDFIs only) and should include the direct beneficiaries (e.g. checking account holders and participants of development service activities) of the services provided. On the other hand, “Total Beneficiaries” for Financial Products may include direct and indirect beneficiaries. An example of a direct beneficiary of Financial Products is a borrower that received a consumer loan to purchase a car. An example of an indirect beneficiary of Financial Products is a resident of an affordable housing development that was financed by your organization.

In the “Total Target Market Beneficiaries” field, enter the number (#) of beneficiaries from your Target Market assisted by your Financial Products, Financial Services, and Development Services. These numbers should be a subset of the numbers entered in the “Total Beneficiaries” field.

For beneficiaries that received more than one financial product, financial service, and development service, or a combination thereof, you should count them as separate beneficiaries. For example, if a particular borrower has a second mortgage, consumer loan, and participated in a first-time homebuyer workshop, you would have a total customers served as 3 (2 Financial Products and 1 Development Services). “Total Target Market Beneficiaries” may equal “Total Beneficiaries” per activity category but it must not be greater than “Total Beneficiaries” per activity category. You will see an error message if this error occurs.

**Please note that the Total Beneficiaries and Total TM Beneficiaries fields will automatically sum and populate after you save the Customer Snapshot Table record.**

Total Beneficiaries	
Financial Products	<input type="text" value="50k"/>
Financial Services	<input type="text" value="50"/>
Development Services	<input type="text" value="75k"/>
Total Beneficiaries	<input type="text"/>

TM Beneficiaries	
Financial Products	<input type="text" value="50"/>
Financial Services	<input type="text" value="50"/>
Development Services	<input type="text" value="75"/>
Total TM Beneficiaries	<input type="text"/>

Income Characteristics	
Moderate Income	<input type="text"/>
Low Income	<input type="text"/>
Very Low Income	<input type="text"/>
Extremely Low Income	<input type="text"/>
Total Income Characteristics	<input type="text"/>

Complete the TM Beneficiaries and Income Characteristics sections.

Figure 291. Customer Snapshot Edit Page

The screenshot displays the 'Customer Snapshot Edit Page' with two main sections: 'Race/Ethnicity Characteristics' and 'Gender and Other Characteristics'. The 'Race/Ethnicity Characteristics' section includes input fields for African-American, Hispanic, Native American, Native Hawaiian/Other Pacific Islander, Native Alaskan, and Other (with a value of 0), and a 'Total Race/Ethnicity Characteristics' field with a help icon. The 'Gender and Other Characteristics' section includes input fields for 'Female Headed Households/Businesses', 'Other Characteristics Description', and 'Other Characteristics (#)', each with a help icon. At the bottom, there are three buttons: 'Save', 'Save & New', and 'Cancel'. The 'Save' button is highlighted with a red box. Two blue callout boxes provide instructions: one points to the top section with the text 'Complete the Race/Ethnicity Characteristics and Gender and Other Characteristics sections.', and another points to the 'Save' button with the text 'Click the Save button to save this records data.'

Figure 292. Customer Snapshot Edit Page

4. Click the **Save** button to save this sections data entered to the application.
  - a. You will receive a confirmation message stating the Customer Snapshot has been saved successfully.
  - b. The system will allow you to create multiple Customer Snapshot Table records. Please only create one record as the CDFI Fund will not review multiple entries.

**Customer Snapshot**  
Snapshot-00035

Printable View

✓ Customer Snapshot has been saved.

**Customer Snapshot Detail** [Edit] [Delete] [Clone]

Application: A-000190  
Customer Snapshot Name: Snapshot-00035

**Target Market Statistics**

TM Population Living in Poverty %	30.00%	TM Poverty: National Poverty	30,1480
National Poverty Rate	14.8% Source: <a href="http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf">http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf</a>		
TM Median Household Income \$	\$21,000	TM Income as Percent of National Income	39.14%
National Household Median Income	\$53,657 - Source: <a href="http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf">http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf</a>		
TM Unemployment Rate %	7.00%	TM Unemployment: National Unemployment	1.40
National Unemployment Rate	5.0% - Source: <a href="http://www.bls.gov/">http://www.bls.gov/</a>		

**Total Beneficiaries**

Financial Products	100	% of Fin Products Beneficiaries in TM	100.00%
Financial Services		% of Fin Services Beneficiaries in TM	
Development Services	100	% of Dev Services Beneficiaries in TM	100.00%
Total Beneficiaries	200		

**TM Beneficiaries**

Financial Products	100
--------------------	-----

Figure 293. TA Application - Customer Snapshot Page – Saved Record

- Review the saved record to ensure that automated calculations are correct. Please note that if the amounts entered in the **Total Income Characteristics** and **Total Race/Ethnicity Characteristics** fields do not each equal **Total TM Beneficiaries** you will receive an “Incomplete” warning message in the **Income Characteristics Status** and **Race/Ethnicity Characteristics Status** fields.

TM Beneficiaries		
Financial Products	100	
Financial Services		
Development Services	100	
<b>Total TM Beneficiaries</b>	<b>200</b>	
Income Characteristics		
Moderate Income	110	Moderate Income % 55.00%
Low Income	61	Low Income % 30.50%
Very Low Income	43	Very Low Income % 21.50%
Extremely Low Income	23	Extremely Low Income % 11.50%
<b>Total Income Characteristics</b>	<b>237</b>	<b>Income Characteristics Status Incomplete! (Does not add to 100%)</b>
Race/Ethnicity Characteristics		
African-American	64	African-American % 32.00%
Hispanic	16	Hispanic % 8.00%
Native American	3	Native American % 1.50%
Native Hawaiian/Other Pacific Islander	7	Native Hawaiian/Other Pacific Islander % 3.50%
Native Alaskan	0	Native Alaskan % 0.00%
Other	0	Other Race/Ethnicity % 0.00%
<b>Total Race/Ethnicity Characteristics</b>	<b>90</b>	<b>Race/Ethnicity Status Incomplete! (Does not add to 100%)</b>
Gender and Other Characteristics		
Female Headed Households/Businesses	76	Female Headed Households/Businesses % 38.00%
Other Characteristics Description		Other Characteristics of Customer % 0.00%
<b>Other Characteristics (#)</b>		

Review all the data on this saved record page to ensure the information calculated correctly.

Figure 294. TA Application - Customer Snapshot Page - Saved Record Cont.

Customer Snapshot	
<b>Snapshot-00073</b>	
✓ Customer Snapshot has been saved.	
<b>Customer Snapshot Detail</b>	
Application	<a href="#">A-005353</a> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Clone"/>
Customer Snapshot Name	Snapshot-00073
Target Market Statistics	
TM Population Living in Poverty %	30.00%
National Poverty Rate	14.8% Source: <a href="http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf">http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf</a>
TM Median Household Income \$	\$23,000
National Household Median Income	\$53,657 - Source: <a href="http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf">http://census.gov/content/dam/Census/library/publications/2015/demo/p60-252.pdf</a>
TM Unemployment Rate %	10.00%
National Unemployment Rate	5.0% - Source: <a href="http://www.bls.gov/">http://www.bls.gov/</a>
TM Poverty: National Poverty	30:1480
TM Income as Percent of National Income	42.86%
TM Unemployment: Natl Unemployment	2.00

Click the **Application** link to return to the Application Detail Page.

Figure 295. TA Application - Customer Snapshot Page

- From the Funding Application Detail Page, verify that the new Customer Snapshot Table record was added and then click the Key Personnel related list.

### 5.3.4 Key Personnel Related List

Applicants are required to enter information to describe the qualifications of their Key Personnel and Board Members and the purpose of their Board Committees.

To complete the Key Personnel section:

1. From the Funding Application Detail Page, click the **Key Personnel** related list.



**Note:** Key Personnel is broken out into three record types: Key Staff, Committees, Board Members. Applicants must provide information for each record type.

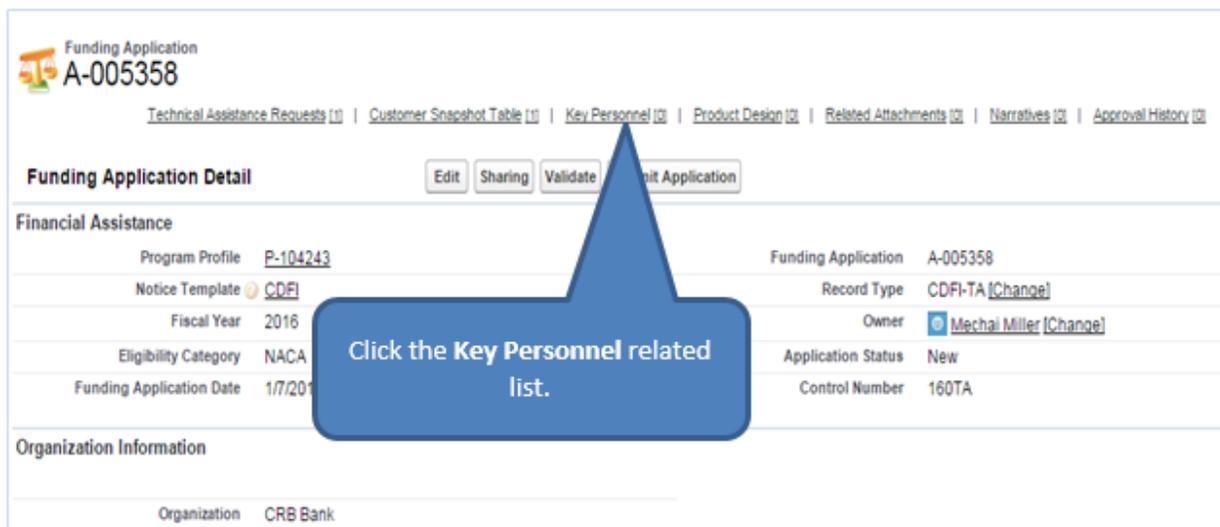


Figure 296. Funding Application Detail Page

2. Click the **Add Key Personnel** button.

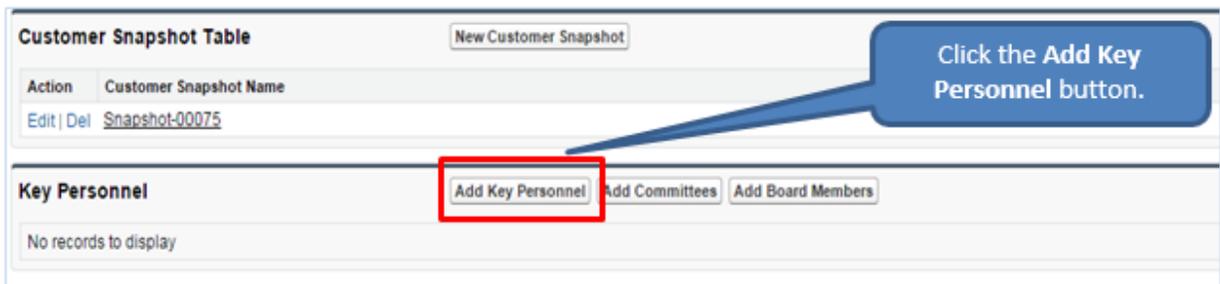


Figure 297. Funding Application Detail Page - Key Personnel Related List

3. You will be forwarded to the Key Personnel Edit page. Complete the information on the page and click the **Save & New** button.

**IMPORTANT: Applicants are limited to a total of seven Key Personnel entries, five Committee entries, and five Board Members entries. The system will stop you from creating additional records once the threshold has been met.**

Please enter information about the Key Personnel, Committees, and Board Members that are most critical to carrying out the activities proposed in your application.

Key Personnel Edit  
New Key Personnel

Key Personnel Edit Save Save & New Cancel

Information = Required Information

Funding Application A-005353 Years with Applicant 7

Name Jeffrey Gordon Years of Experience 12

Title Director of Financial Service

Description

Role in implementing strategic goals Strategy partner for program goals must

Save Save & New Cancel

Click the Save & New button to save this records data and enter an additional Key Personnel.

Figure 298. Key Personnel Edit Page – Key Staff

- a. Examples of the Add Committees and Add Board Members pages are also displayed below.

Key Personnel Edit  
Johnson Less

Key Personnel Edit Save Save & New Cancel

Information = Required Information

Funding Application A-005353 Record Type Committees

Name Johnson Less Total Years of Experience from Members 33

Number of Board Members 5

Number of Key Staff Members 2

Combined Years of Experience of Members 10

Description

Relationship to CDFI Performance Committed to support the CDFI developemntal services inititave by

Save Save & New Cancel

Example of Committees Key Personnel Edit Page.

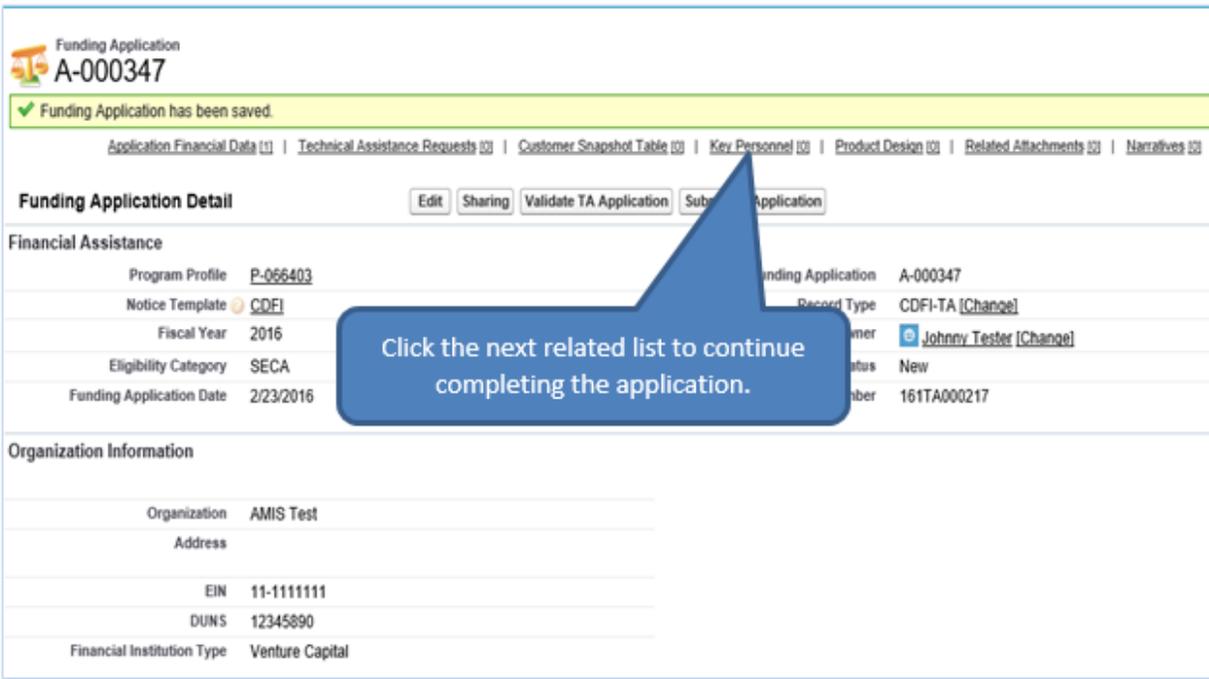
Figure 299. Key Personnel Edit Page - Committees

Figure 300. Key Personnel Edit Page – Board Members

4. When you click the **Save & New** button you will be forwarded to create another record. The **Save** button will forward you to the record type Detail page with a message stating that the record has been saved.
5. Click the **Funding Application** link to return to the Funding Application Detail page.

Figure 301. Key Personnel Detail Page

6. You will be forwarded to the Funding Application Detail page.



Funding Application  
A-000347

✓ Funding Application has been saved.

Application Financial Data (1) | Technical Assistance Requests (0) | Customer Snapshot Table (0) | **Key Personnel (0)** | Product Design (0) | Related Attachments (0) | Narratives (0)

**Funding Application Detail**   Edit   Sharing   Validate TA Application   Submit Application

**Financial Assistance**

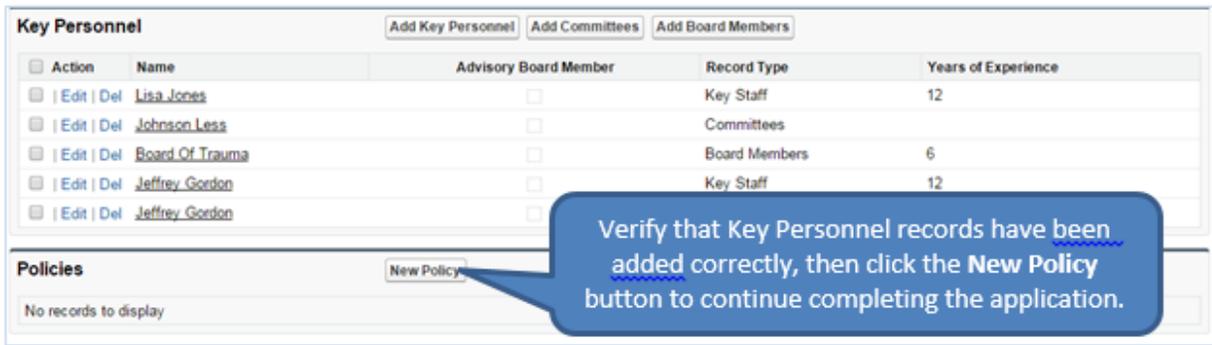
Program Profile	P-066403	Funding Application	A-000347
Notice Template	CDFI	Record Type	CDFI-TA [Change]
Fiscal Year	2016	Owner	Johnny Tester [Change]
Eligibility Category	SECA	Status	New
Funding Application Date	2/23/2016	Number	161TA000217

**Organization Information**

Organization	AMIS Test
Address	
EIN	11-1111111
DUNS	12345890
Financial Institution Type	Venture Capital

Figure 302. Funding Application Detail Page

- Continue completing the application by clicking the next related list.



**Key Personnel**   Add Key Personnel   Add Committees   Add Board Members

Action	Name	Advisory Board Member	Record Type	Years of Experience
<input type="checkbox"/>   Edit   Del	Lisa Jones	<input type="checkbox"/>	Key Staff	12
<input type="checkbox"/>   Edit   Del	Johnson Less	<input type="checkbox"/>	Committees	
<input type="checkbox"/>   Edit   Del	Board Of Trauma	<input type="checkbox"/>	Board Members	6
<input type="checkbox"/>   Edit   Del	Jeffrey Gordon	<input type="checkbox"/>	Key Staff	12
<input type="checkbox"/>   Edit   Del	Jeffrey Gordon	<input type="checkbox"/>		

**Policies**   New Policy

No records to display

Figure 303. Funding Application Detail Page - Key Personnel Related List

### 5.3.5 Product Design Related List

To complete the Product Design Related List.

1. From the Funding Application Detail page, click the **Product Design** related list.

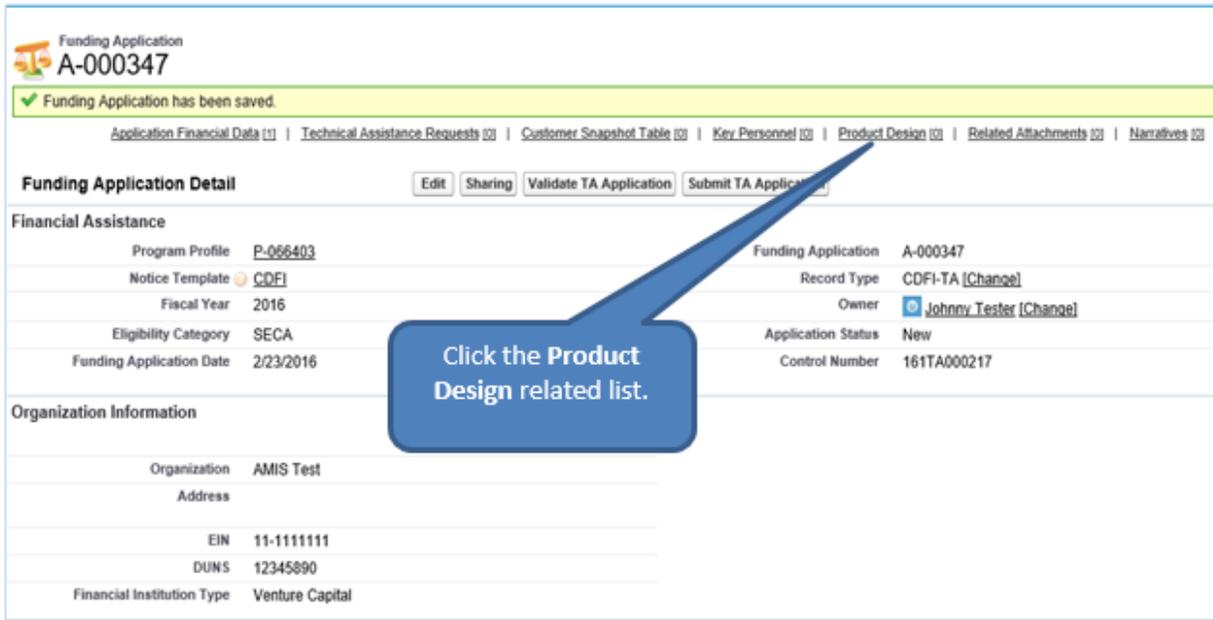


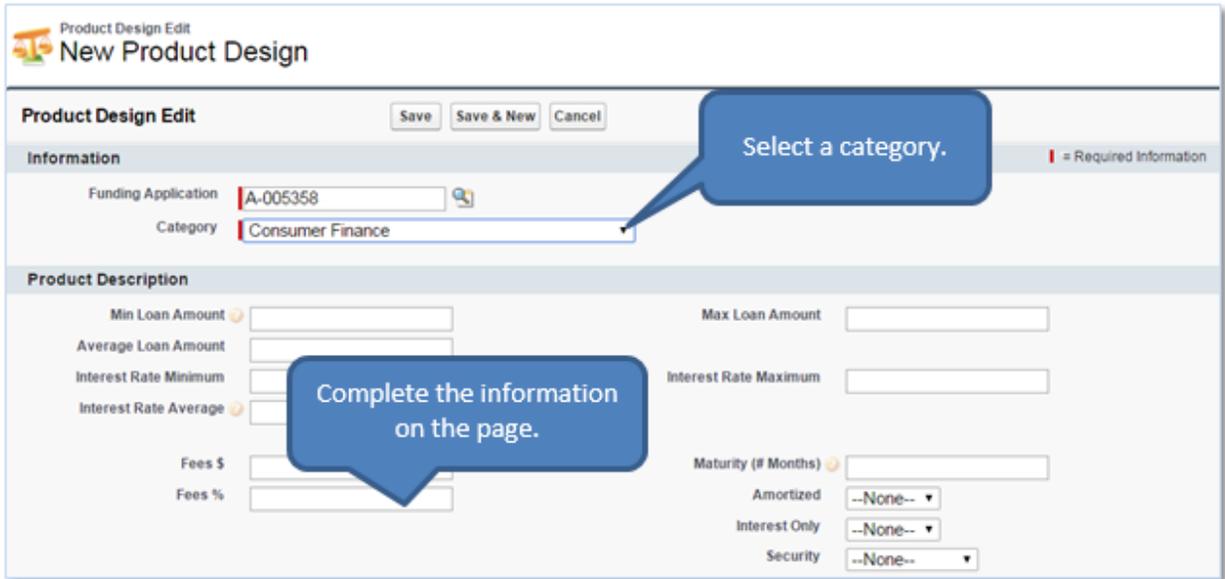
Figure 304. Funding Application Detail Page

2. Click the **New Product Design** button.



Figure 305. Product Design Related List

3. Complete the information on the page.
  - a. Select a category from the drop-down menu.
  - b. Enter the Product Description.



**Product Design Edit** Save Save & New Cancel

**Information** = Required Information

Funding Application

Category

**Product Description**

Min Loan Amount

Average Loan Amount

Interest Rate Minimum

Interest Rate Average

Fees \$

Fees %

Max Loan Amount

Interest Rate Maximum

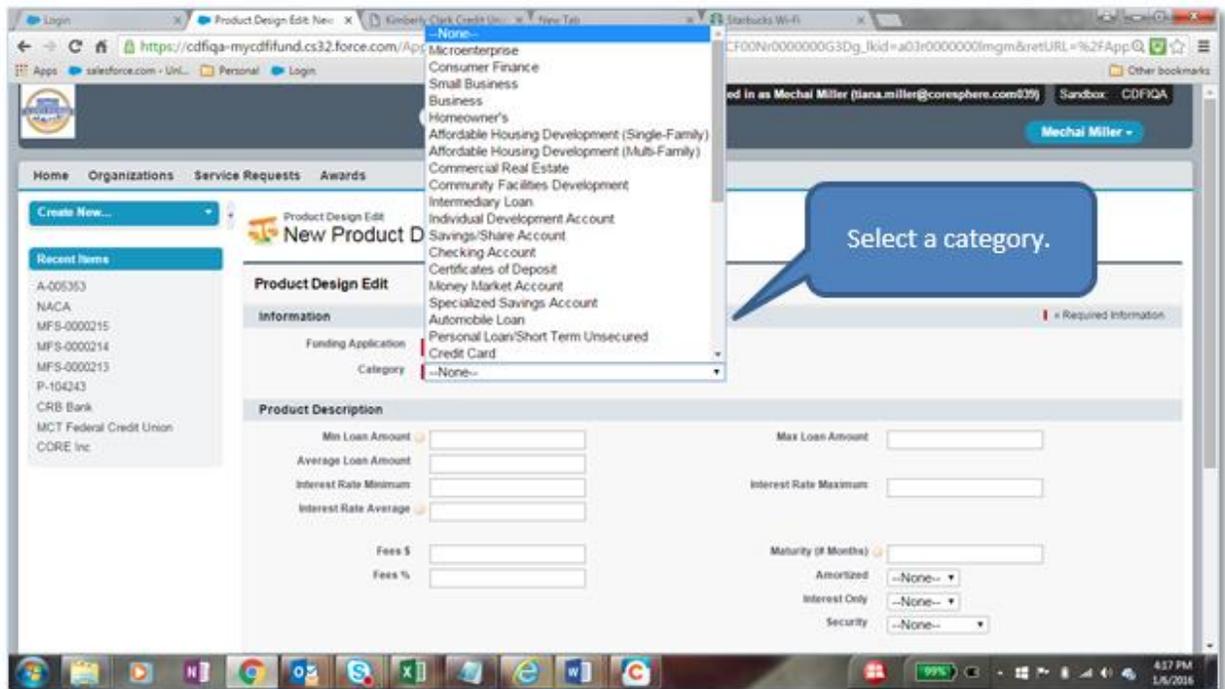
Maturity (# Months)

Amortized

Interest Only

Security

Figure 306. Product Design Edit Page



Product Design Edit New Product D

**Information**

Funding Application

Category

**Product Description**

Min Loan Amount

Average Loan Amount

Interest Rate Minimum

Interest Rate Average

Fees \$

Fees %

Max Loan Amount

Interest Rate Maximum

Maturity (# Months)

Amortized

Interest Only

Security

Figure 307. Product Design Edit Page

Figure 308. Product Design Edit Page

4. Click the **Save** button. You will be forwarded to the Product Design Detail page with a message stating the Product Design has been saved.
5. Click the **Funding Application** link to be forwarded to the Funding Application Detail page.

Figure 309. Product Design Detail Page

6. Continue completing the application by selecting the next related list.

**Funding Application**  
A-000347

✓ Funding Application has been saved.

Application Financial Data (1) | Technical Assistance Requests (2) | Customer Snapshot Table (2) | Key Personnel (2) | **Product Design (2)** | Related Attachments (2) | Narratives (2)

**Funding Application Detail**    Edit    Sharing    Validate TA Application    Submit TA Application

**Financial Assistance**

Program Profile	P-066403	Application	A-000347
Notice Template	CDFI	Record Type	CDFI-TA [Change]
Fiscal Year	2016	Owner	Johnny Tester [Change]
Eligibility Category	SECA	Status	New
Funding Application Date	2/23/2016	Number	161TA000217

**Organization Information**

Organization	AMIS Test
Address	
EIN	11-1111111
DUNS	12345890
Financial Institution Type	Venture Capital

Figure 310. Funding Application Detail Page

**Product Design**    New Product Design

Action	Product Design	Amortized	Category	Security
Edit   Del	PRD-0004		Consumer Finance	

**Related Attachments**    New Related Attachments

No records to display

**Narratives**    Add Technical Assistance Narrative

No records to display

Figure 311. Funding Application Detail Page - New Product Design

### 5.3.6 Related Attachments Related List

CDFI/NACA applications require specific types of attachments to be included with the application in order to submit a complete application. The Related Attachments required are listed on the Attach File page under the Type field. The title of the Type will begin with CDFI-NACA. Applicants must attach all related attachments required.

To complete the Related Attachments section:

1. From the Funding Application Detail page, click the **New Related Attachments** related list.

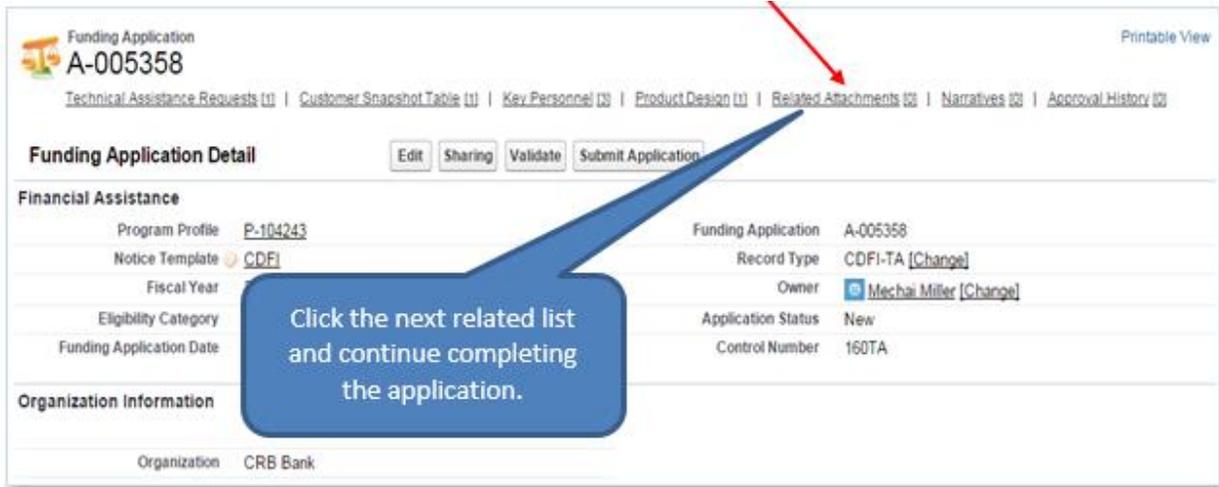


Figure 312. Funding Application Detail Page

2. Select the **New Related Attachments** button.

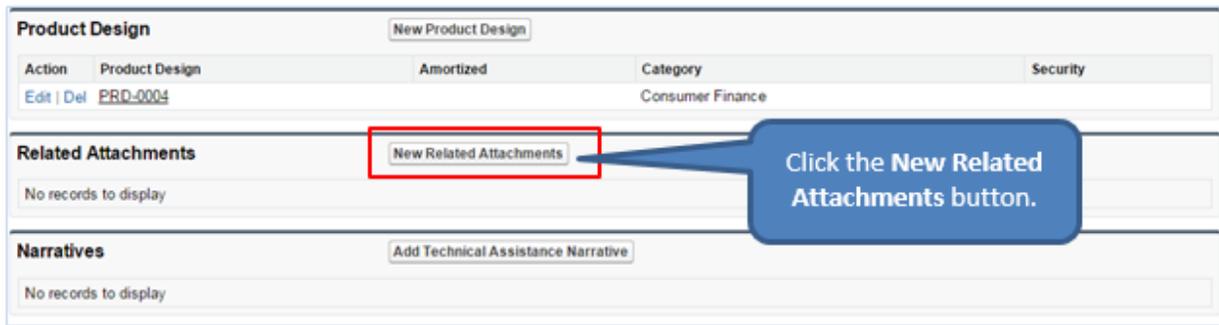


Figure 313. New Related Attachments Related List

3. Follow the instructions on the screen.
  - a. Type is required. Select the type of related attachment from the drop-down menu.
  - b. Search and link the related document and click the **Save** button; or
  - c. Click the **Choose File** button, select a file, then click the **Attach File** button.

A-005353  
**Attach File**

Back to the Application A-005353 Cancel

**Lookup Existing Documents from Organization Profile**

Document Name  

Save

OR

Attach New File  No file chosen

Type --- None ---

Description

Back to the Application A-005353 Cancel

Click the hour glass icon to search for documents, then click the Save button to add;  
or  
Click the Choose File button and click the Attach File button to attach a new file.

Select the Type of related attachment.

Figure 314. Attach File Page

OR

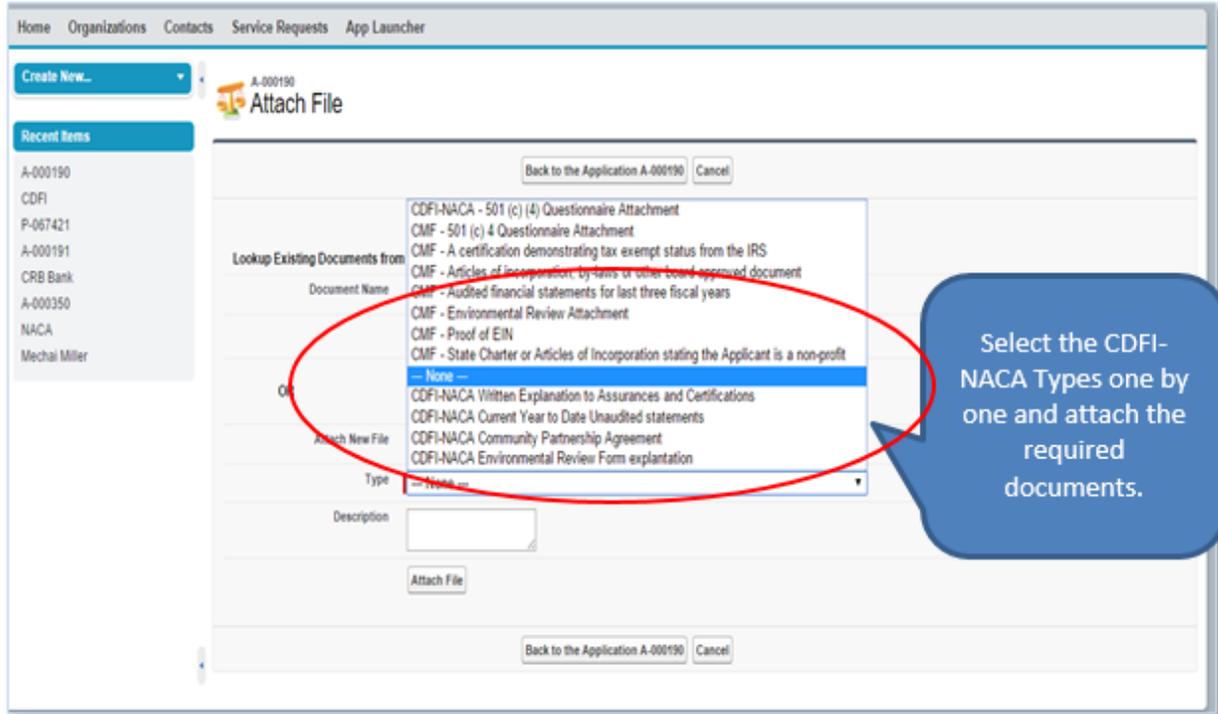


Figure 315. Attach File Page - Type of Documents

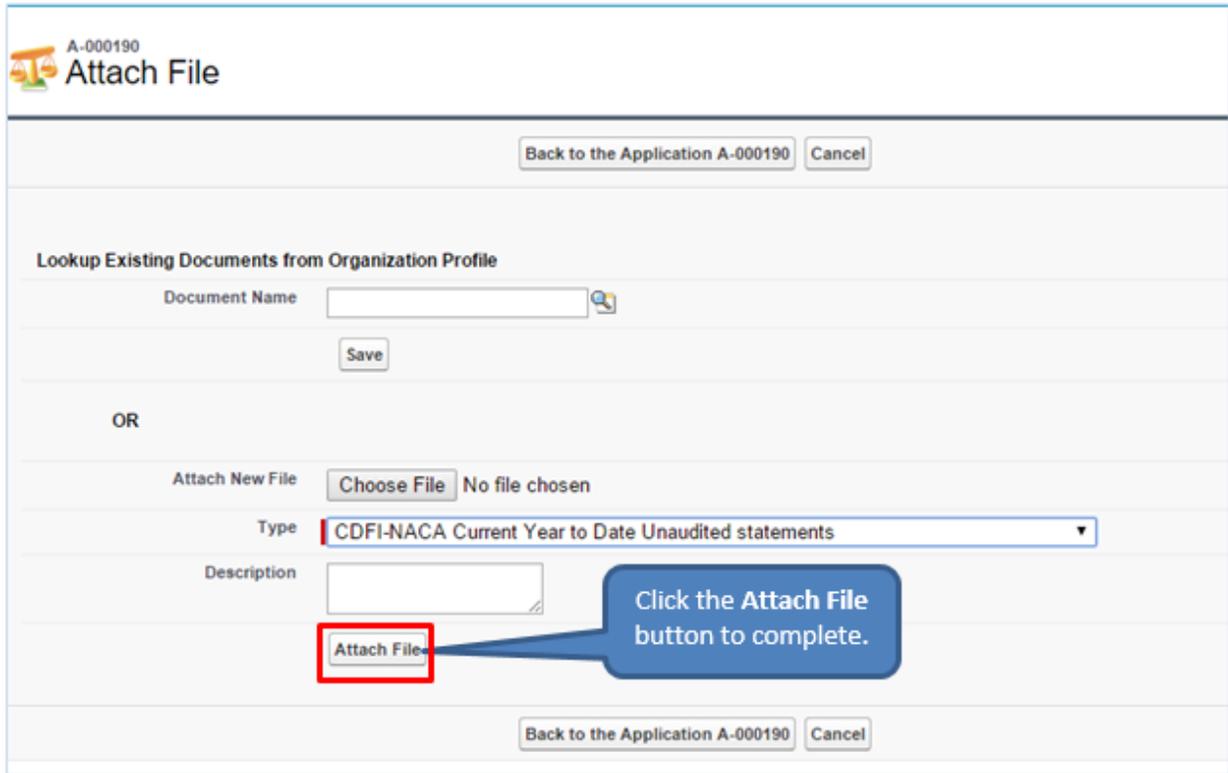


Figure 316. Attach File Page

A-005353  
**Attach File**

Back to the Application A-005353 Cancel

**Lookup Existing Documents from Organization Profile**

Document Name

Save

OR

Attach New File  setup (10).exe

Type

Description

**Click the Attach File button to complete.**

Back to the Application A-005353 Cancel

Figure 317. Attach File Page

4. You will be forwarded to the Funding Application page. Click the final related list to continue completing the application.

Funding Application  
**A-000347**

✓ Funding Application has been saved.

[Application Financial Data](#) | [Technical Assistance Requests](#) | [Customer Snapshot Table](#) | [Key Personnel](#) | [Product Design](#) | [Related Attachments](#) | [Narratives](#)

**Funding Application Detail**

**Financial Assistance**

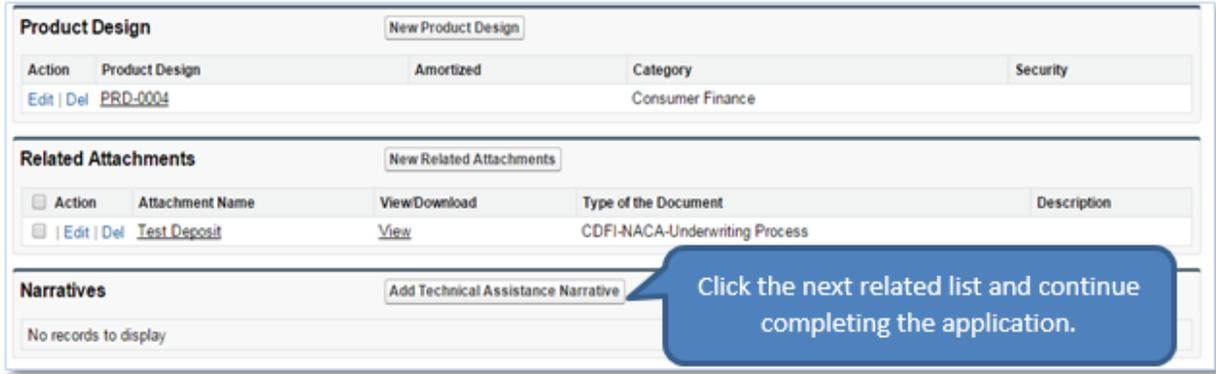
Program Profile	P-066403	Funding Application	A-000347
Notice Template	CDFI	Record Type	CDFI
Fiscal Year	2016	Owner	<input type="button" value="Change"/>
Eligibility Category	SECA	Application Status	<input type="button" value="Change"/>
Funding Application Date	2/23/2016	Control Number	17

**Organization Information**

Organization	AMIS Test
Address	
EIN	11-1111111
DUNS	12345890
Financial Institution Type	Venture Capital

**Click the Related Attachments related list and verify that all expected records have been added**

Figure 318. Funding Application Detail Page



**Product Design** [New Product Design](#)

Action	Product Design	Amortized	Category	Security
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">PRD-0004</a>		Consumer Finance	

**Related Attachments** [New Related Attachments](#)

<input type="checkbox"/> Action	Attachment Name	View/Download	Type of the Document	Description
<input type="checkbox"/> <a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Test Deposit</a>	<a href="#">View</a>	CDFI-NACA-Underwriting Process	

**Narratives** [Add Technical Assistance Narrative](#)

No records to display

Click the next related list and continue completing the application.

Figure 319. Funding Application Detail Page - Related Attachments

### 5.3.7 Narratives Related List

To complete the Narratives section:

1. From the Funding Application Detail page, click the **Narratives** related list.

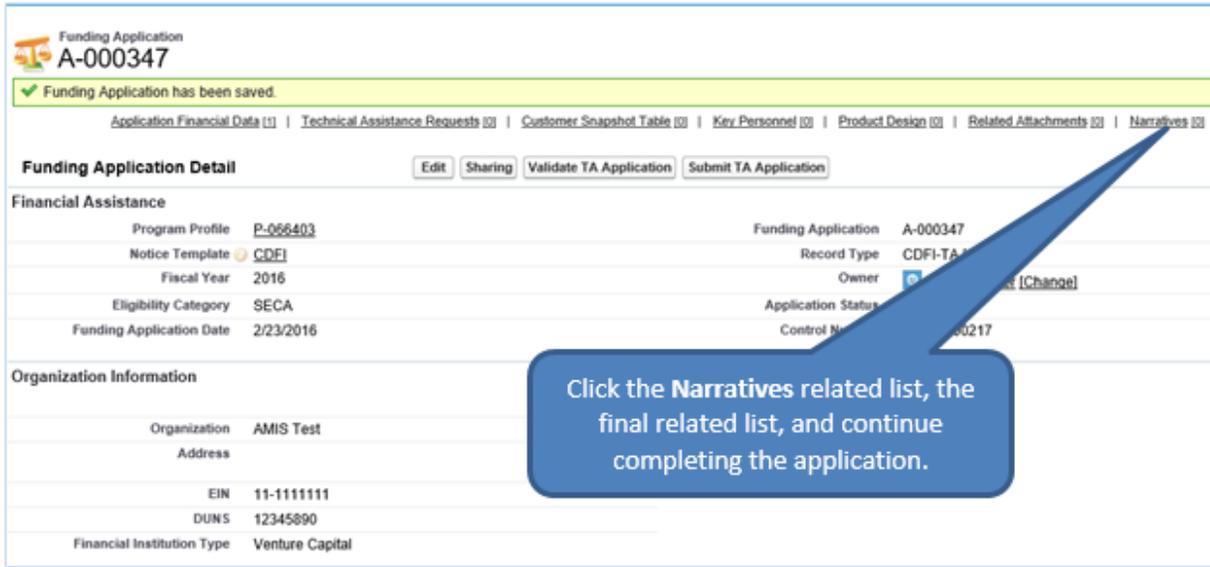


Figure 320. Funding Application Detail Page

2. Click the **Add Technical Assistance Narrative** button.

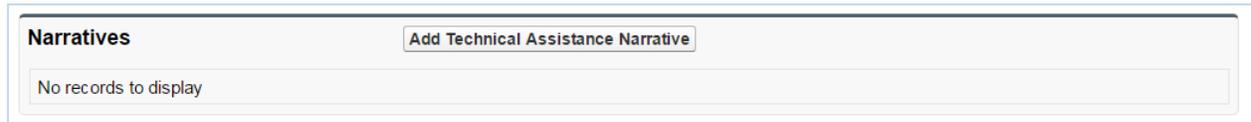


Figure 321. Technical Assistance Narrative Related List

3. Complete the information on the page.
  - a. Be clear and detailed summarizing the Organization's Narrative.

The screenshot shows the 'Narrative Edit' interface for a 'New Narrative'. At the top, there are buttons for 'Save', 'Save & New', and 'Cancel'. Below this is the 'Information' section, which includes a 'Funding Application' dropdown and an 'Executive Summary' text area. A blue callout box points to the 'Executive Summary' area with the text 'Complete the Information section.' Below the 'Information' section is the 'Policies' section, which includes '1.1 Strategic Goals' and '1.2 Target Market Needs' text areas. A blue callout box points to the '1.1 Strategic Goals' area with the text 'Complete the Policies section.'

Figure 322. Narrative (CDFI) Edit Page

The screenshot shows the 'Products' section of the 'Narrative Edit' interface. It contains six text areas, each with a red vertical bar on the left and a yellow dropdown arrow on the right. The items are: '2.1 Product Design', '2.2 Market Demand', '2.3 Comprehensive Approach', '2.4 Competitors', '2.5 Marketing & Outreach Strategy', and '2.6 TA Request - Products'. A blue callout box points to the '2.1 Product Design' area with the text 'Complete the Products section.'

Figure 323. Narrative (CDFI) Edit Page

**Policies**

- 3.1 Underwriting Process
- 3.2 Loan Approval Structure
- 3.3 Loan Closings & Disbursements
- 3.4 Collateral
- 3.5 Loan Losses
- 3.6 TA Request - Underwriting Policies
- 3.7 Tracking Use of Funds
- 3.8 Internal Controls
- 3.9 Systems
- 3.10 TA Request – Info. & Fin. Systems

Complete the Policies section.

Figure 324. Narrative (CDFI) Edit Page

**People**

- 4.1 TA Request - People

Complete the People section.

**Partnerships - Leverage Strategy**

- 5.1 Private & Public Financial Support
- 5.2 TA Request - Operational Strategy
- 5.3 Comprehensive Services
- 5.4 Partnerships
- 5.5 TA Request - Community Coordination

Complete the Partnerships section.

Figure 325. Narrative (CDFI) Edit Page

The screenshot shows the 'Performance' section of the Narrative (CDFI) Edit Page. It contains seven text input fields, each with a red vertical bar on the left side. The fields are labeled as follows: 6.1 Financial Health Presentation, 6.2 Minimum Prudent Standards, 6.3 Financial Benchmarks, 6.4 TA Request - Financial Performance, 6.5 Activity Trends, 6.6 Organizational Milestones, and 6.7 TA Request - Organizational Impact. A blue callout box with a pointer to the first field contains the text 'Complete the Performance section.'

Figure 326. Narrative (CDFI) Edit Page

The screenshot shows the 'Projections' section of the Narrative (CDFI) Edit Page. It contains four text input fields, each with a red vertical bar on the left side. The fields are labeled as follows: 7.1 Projections & Strategic Goals, 7.2 Projections Rationale, 7.3 Financial & Programmatic Risks, and 7.4 TA Request - Projections. A blue callout box with a pointer to the first field contains the text 'Complete the Projections section.' Another blue callout box with a pointer to the 'Save' button at the bottom contains the text 'Click the Save button to save this records data.' The bottom of the page features three buttons: 'Save', 'Save & New', and 'Cancel'.

Figure 327. Narrative (CDFI) Edit Page

4. You will be forwarded to the Narrative (CDFI) Detail Page with a message stating the Narrative (CDFI) has been saved. Click the **Funding Application** link.

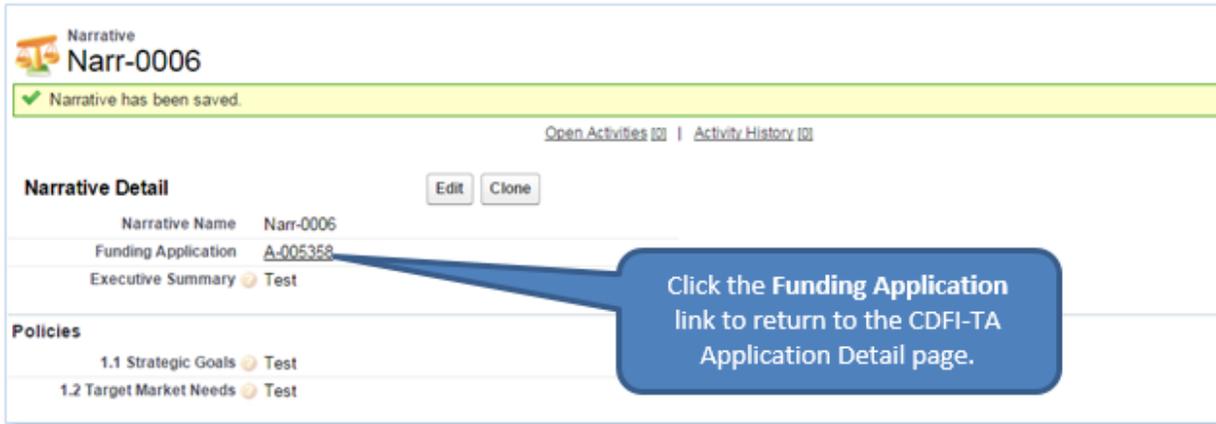


Figure 328. TA Application – Narrative Detail Page

### 5.3.8 Submit Application

1. You will be forwarded to the Funding Application Detail page. Click the **Validate TA Application** button to verify all required information necessary to submit a CDFI/NACA- TA application.

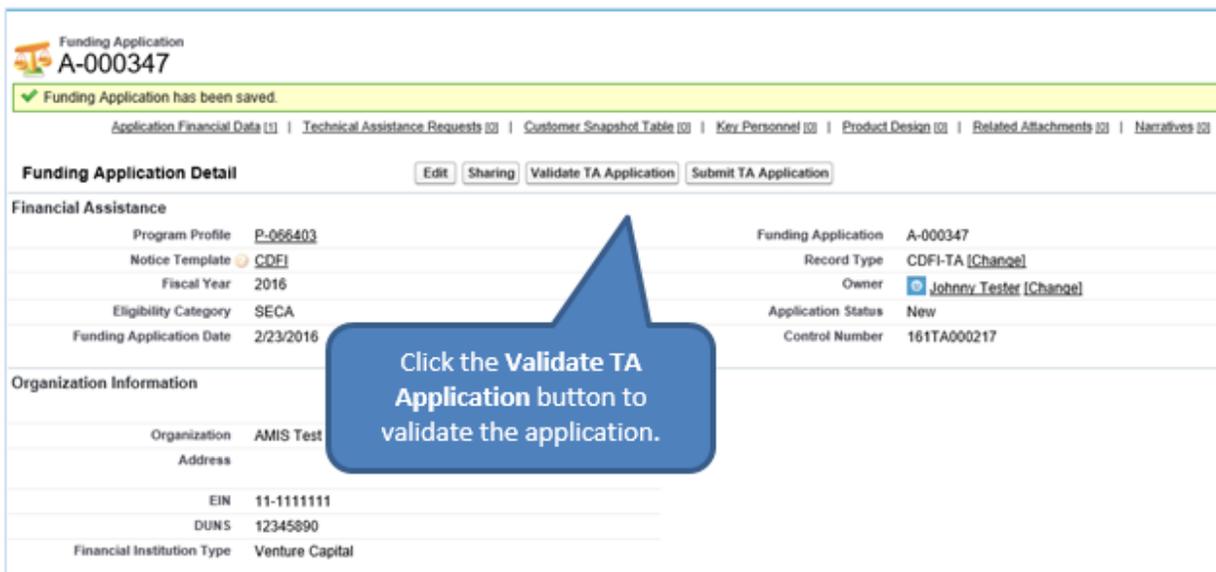
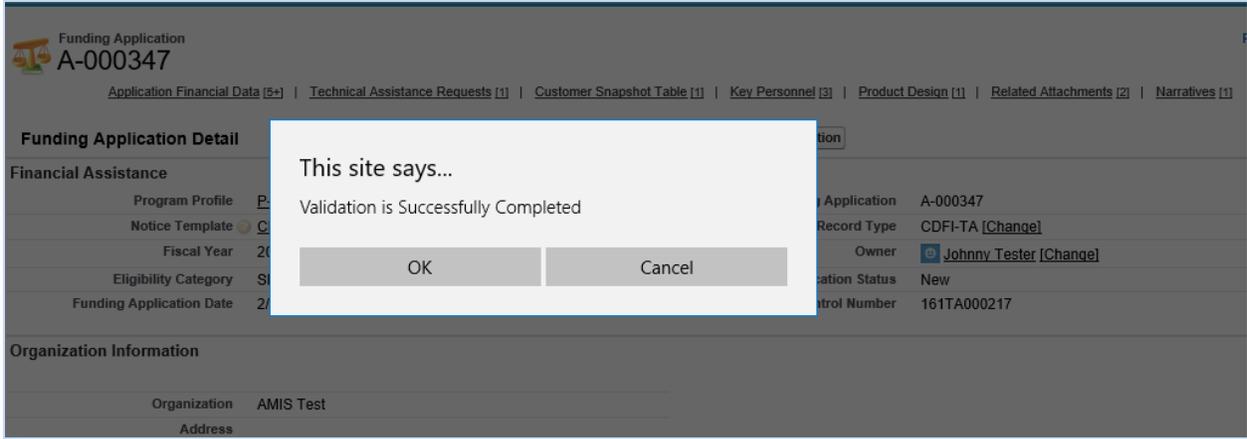


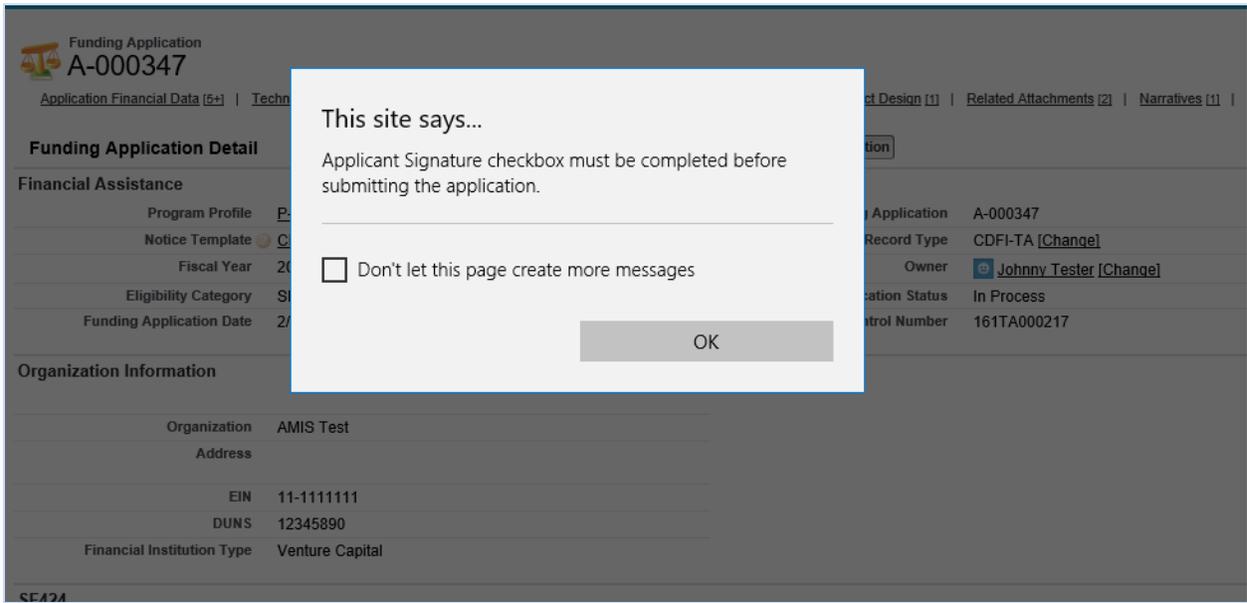
Figure 329. Funding Application – Validate

- a. If the validation is successful, a verification screen will appear stating the Verification was Updated Successfully. Click the **OK** button.



**Figure 330. Validate CDFI-TA - Validation Successfully Completed**

- c. If the validation is unsuccessful make the necessary changes and repeat this step.



**Figure 331. Validate CDFI-TA - Validation Error Message - missing data**

- 9. Correct the validation error repeating step 1 to re-validate the application each time data has been corrected on the application.

**Applicant Signature**

**Signature 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).

Signature

Authorized Representative Signature Tester, Johnny

Date 2/22/2016 7:37 PM

Figure 332. Example of correcting missing data for Application Validation

Funding Application  
**A-000347**

[Application Financial Data \(1\)](#) | [Technical Assistance Requests \(1\)](#) | [Customer Snapshot Table \(1\)](#) | [Key Personnel \(1\)](#) | [Product Design \(1\)](#) | [Related Attachments \(2\)](#) | [Narratives \(1\)](#)

**Funding Application Detail**

<b>Financial Assistance</b>		Funding Application	A-000347
Program Profile	P-056403	Record Type	CDFI-TA [Change]
Notice Template	CDFI	Owner	Johnny Tester [Change]
Fiscal Year	2016	Application Status	New
Eligibility Category	SECA	Control Number	161TA000217
Funding Application Date	2/23/2016		
<b>Organization Information</b>			
Organization	AMIS Test		

Click the **Validate TA Application** button to validate all the application required information has been entered correctly.

Figure 333. Funding Application – Validate

- Once the TA application validation is successful, the application is ready to be submitted to the CDFI Fund staff for review.

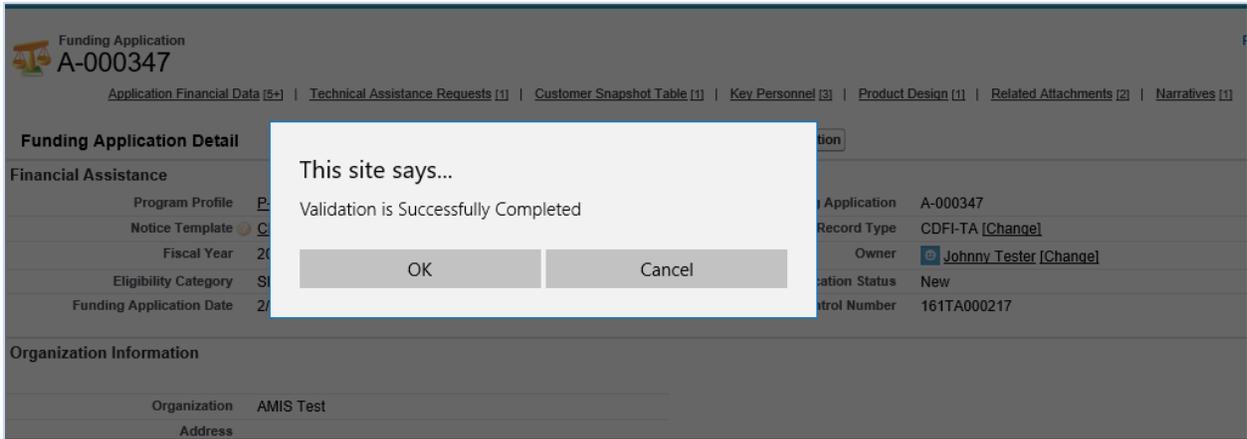


Figure 334. Example of Successful Validation of CDFI-TA Application

11. Select the Ok button to confirm.



**Note:** If the Validate button displays an error message, the applicant must correct the error then select the Validate button again to validate the application has been completed correctly. The Validate button is programmed to check all required fields and ensure the applicant has completed the application correctly. The applicant must continue to select the Validate button each time an error is corrected until the Validation gives a validation is successful message. Once the Validation is successful, the applicant can submit the application. Again the application can only be submitted by the Organization’s listed Authorized Representative.

12. Click the **Submit TA Application** button to submit the application to the CDFI Fund Staff.



Figure 335. Funding Application Detail Page - Submit TA Application

- a. A pop-up message will appear stating that once the TA application is submitted you will not be able to make any updates to the application. *Do you want to Submit?*

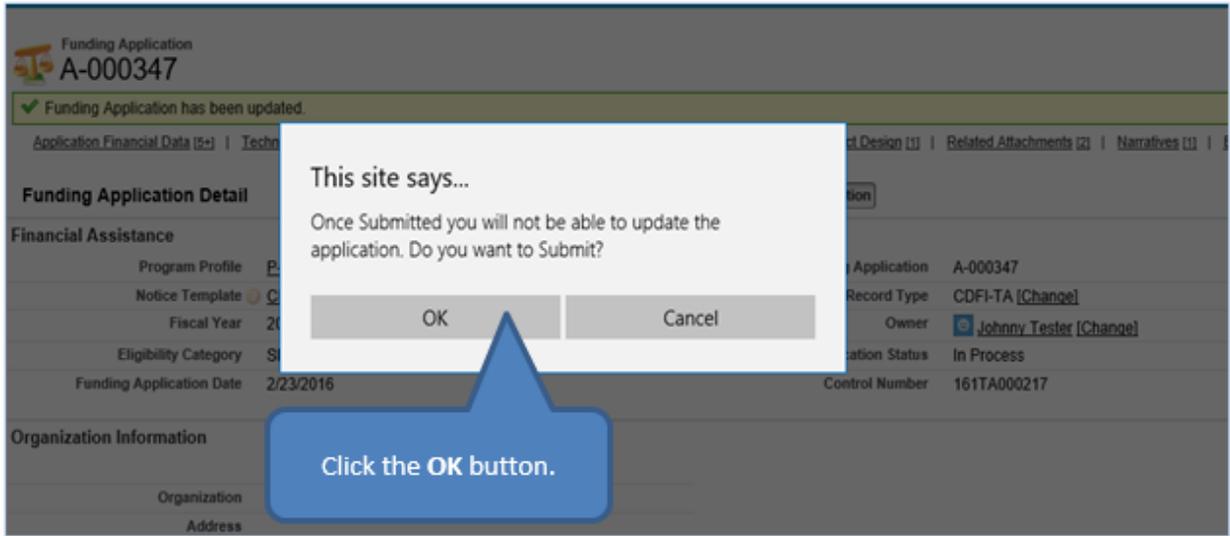


Figure 336. Funding Application Detail Page - Submit Application Confirmation

- 13. Click the **Ok** button to confirm you are submitting the TA application to the CDFI Fund Staff.
- 14. To review the status of applications, click on the Funding Application related list and view the status.

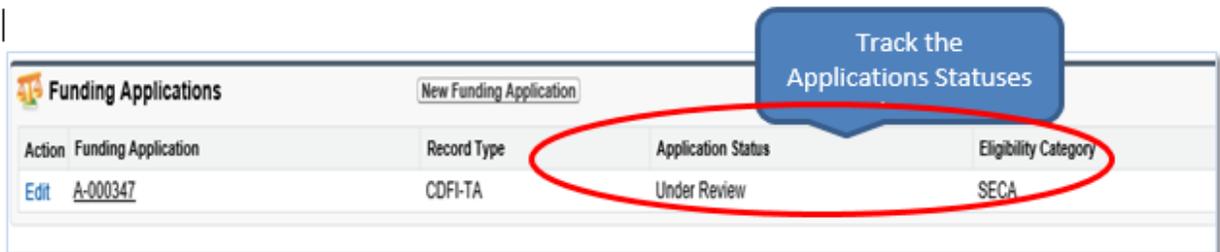


Figure 337. Submitted CDFI-TA-Funding Application – Application Status Under Review